



Senior Resume

The Senior Resume is designed to help you navigate the letter of recommendation process. Remember, not all schools require or allow recommendation letters. Here are some commonly asked questions regarding letters of recommendation:

1. How do I know whether my colleges/universities needs a recommendation letter?

Before you begin working on any college application, be sure to visit each school's website to determine whether a letter is required or allowed. You can typically find this information on college websites under their freshman admissions requirements page.

Be sure to note that some schools absolutely do not want letters of recommendation as part of the application process - for example, the University of Illinois at Urbana-Champaign and several other Big Ten schools do not want recommendation letters. Submitting such a letter to a school that doesn't require it can affect your chances of admissions.

2. Who would I ask for a letter of recommendation?

Schools that require letters of recommendation will often ask for letters from two different teachers or school personnel. It's a good idea to ask teachers who have had you in class in the recent past - sophomore or junior year - and/or teachers of subjects related to your potential major. You want recommenders who can speak to your academic ability and potential in your future major.

Your counselor is another person who can write a letter of recommendation for you. For schools that you're applying to through the Common Application (www.commonapp.org), please be aware that your counselor completes the Secondary School Report, which includes a recommendation portion.

3. How would I ask for a letter of recommendation?

Use the questions on the back of this handout to create (and type) a senior resume to give to your recommenders. Answering the questions as completely and honestly as possible will give your recommenders some good information that they may not have been aware of and that will help them tailor a recommendation letter for you.

Once you've completed the senior resume, please plan to approach your possible recommenders to ask for the letter, giving them a copy of your resume for their reference. Be sure to give them ample time (at least 6-8 weeks before your college deadlines) to write and submit their letter on your behalf.

4. When should I ask for a letter of recommendation?

The best times to ask for a recommendation letter is either late junior year or early senior year. Colleges often have priority deadlines between November 1st and December 1st, so plan accordingly to give your recommenders at least 6-8 weeks to write the letter.

Senior Resume (cont'd)

You are encouraged to **type** your responses to the questions below and give it to your recommenders. Use the questions below as a guideline - it's not required to answer every question. When answering the questions, remember to think about what sets you apart from other students.

Student Name: _____

Post-Graduate Plans: _____

Intended Major: _____

ACADEMIC

1. Do you think your transcript accurately reflects your academic abilities and accomplishments? If no, explain what factors or circumstances interfered with your academic performance.
2. What academic settings or assignments make you thrive? What interests you most?
3. What are your major strengths and weaknesses as a student? What have you learned from these and how might you apply these experiences in college?

COLLEGE

1. Do you have any particular college major(s) in mind right now? What individuals or experiences have influenced your path? (*Know that it is certainly okay not to have one at this point.*)
2. What have you done to show a demonstrated interest in your intended major or university? Explain.
3. What do you hope to accomplish in the years ahead? At this point, what do you see as your educational, career, and personal goals?

WORK OR VOLUNTEER EXPERIENCE

1. If you have worked outside school, where have you worked, how long have you been there, and what skills did you gain from the experience?
2. Describe your community service experience. (Please name the specific service site and describe the tasks you performed there.) Have you continued community service since then? In what capacity? Do you plan to serve in college? Why or why not?

ACTIVITIES

1. What activities (sports, clubs, etc.) have you participated in? Be sure to list the years you participated in each activity and discuss their importance to you. Include any areas of leadership, time commitment, level of responsibility, etc.
2. Please outline any special interests or hobbies that you pursue outside of school.

MISCELLANEOUS

1. What events, experiences, person or people has/have shaped your growth and had the greatest influence on you?
2. What accomplishment(s) (*recognized or not*) are you proudest of, either inside or outside of school? (Think about academic, personal, athletic, artistic or other achievements.)
3. List any honors or awards you received by school year and briefly explain the criteria to win the award.