

# WCA Counselor Chats

## Topic: Resumes & Recommendations

*"I will instruct you and teach you in the way which you should go. I will counsel you with my eye upon you." Psalms 32:8*

- All seniors are strongly encouraged to complete a college resume by the time school begins in August of the senior year. This is a great way to highlight activities, church involvement, community service, and leadership positions. There are many acceptable styles for resumes, but they must be easy to understand and should be no more than one page in length. A sample resume is included, but students may select other styles as well.
- Resumes are placed in application packages with transcripts, recommendations, etc. Also, a resume (along with a hand-written thank-you note) should be provided to each teacher when students request them to provide a letter of recommendation.
- Teachers are NOT required to write letters of recommendation and usually find that they have to write them on their own personal time. Students should demonstrate a work ethic worthy of a letter of recommendation. Respect and thank-you notes are a MUST! Do not wait until "the last minute" to request recommendations. **A minimum of two weeks' notice is reasonable!**
- Most students will have two letters of recommendation from teachers (assuming that these requests are made). Many students also choose to obtain an additional recommendation letter from someone in the community such as a coach, pastor, youth pastor, leader of a volunteer activity in which the student has been involved, family friend, etc. This can be very effective in revealing a side of the student which is not always evident to teachers. Such letters must come from parents or someone who is perceived to have influence at the particular college or university is not an effective recommender unless that individual happens to know the student really well. Not all colleges and universities require letters of recommendation, and in some cases, more is not better.

**---See the next page for a sample resume:**

USA SUPER STUDENT  
1000 University Dr.  
Collegetown, USA 12345  
123-456-7890  
Email: [student@triad.rr.com](mailto:student@triad.rr.com)

## **ACTIVITIES**

Varsity Swimming grades 9, 10, 11, 12  
    All District – grade 11  
    Captain – grade 12  
    State Champions – grades 10,11  
Wind Ensemble – grades 9, 10, 11, 12  
    Student Director – grade 12  
    All-state – grade 12  
Drama Productions – grades 9, 10, 11, 12  
    Male lead in High School Musical – grade 11  
Diakonos Service Club – grades 10, 11, 12  
    Leadership Team – grades 11, 12

## **HONORS**

American Citizenship Award – grades 10, 11 (five at each grade level)  
National Honor Society – grades 11, 12  
    Vice President – grade 11 (responsible for induction ceremony)  
Senior Beta Club – grades 10, 11, 12  
    Secretary – grade 11  
ACSI Leadership Conference – grade 11  
West Point Summer Program - grade 11 (highly selective program)

## **COMMUNITY**

Habitat for Humanity volunteer – grades 11, 12  
Jamaica Missions Trip – summers between grades 10 and 11 and grades 11 and 12 (helped with construction projects and with services to children in orphanages)  
Church Youth Group Student Leader – grades 11, 12 (responsible for planning programs)  
Open Door Ministries – grades 10, 11, 12 (served meals at the homeless Shelter)

## **EMPLOYMENT**

Childcare – responsible for three children, ages 3-8  
Chick-fil-A – worked in customer service fifteen hours per week in summers