STUDENT GUIDEBOOK

YOUR STEP BY STEP RESOURCE FOR AN INFORMED FUTURE
STUDENT GUIDEBOOK

YOUR STEP BY STEP RESOURCE FOR AN INFORMED FUTURE

Authors: Jayda Batchelder & Courtney Fadley

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www.educationopensdoors.org
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UNIT 3

PROFESSIONALISM: SHOWING UP
AS MY BEST SELF

DIRECTIONS: Read the topics of this unit. Draw a picture of your emotions about this content.
Résumé Building Blocks

**BIG IDEA**
The purpose of my résumé is to highlight my education, work and academic experiences, community involvement, awards and honors as well as skills in a brief way.

**Top 3 GPAs**

**DIRECTIONS:** Rank the following GPAs in order from highest to lowest:
3.0, 2.8, 4.0, 2.5, 3.7.

GPA is a number. It reflects all of your grades combined into an average. However, applicants are more than a number. Other than GPA, what else would you want a college or hiring committee to know about you? Possibly your skills, your achievements, your community involvement? Submitting a résumé solves that problem! A résumé is a one-page summary of your experiences, awards, and skills.

**More Than A Number**

**DIRECTIONS:** Pretend you are on the admissions committee at Pursuit School of Achievement. You have 5 applicants and only have space for 3. Read the highlight from their résumés listed below. Combined with their GPA, which ones would you choose to admit? Circle 3.

**APPLICANT 1**
GPA: 3.0
Selected to attend an enriching summer program.

**APPLICANT 2**
GPA: 2.8
Competed in and won first place in an all-region athletic competition.

**APPLICANT 3**
GPA: 4.0
Participated in a community service project.

**APPLICANT 4**
GPA: 2.5
Planned and led a community wide service project.

**APPLICANT 5**
GPA: 3.7
Directs the varsity choir.

Did you choose the ones with the top 3 GPAs? Why or why not?

____________________________________________________________________________________

____________________________________________________________________________________
Résumé Building Blocks

Colleges and universities do not always choose applicants with the highest GPA. Work and academic experiences, community involvement, awards, honors, and skills are a part of the selection process.

Starting today, what aspect of your future application can you focus on improving? Circle it below and write a goal to pursue this school year.

<table>
<thead>
<tr>
<th>GPA</th>
<th>Work/Academic Experiences</th>
<th>Community Involvement</th>
<th>Awards and Honors</th>
<th>Skills</th>
</tr>
</thead>
</table>

My Goal:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

NOTES:
Middle School Résumé

Alma Rodriguez
456 Happy Way, Boulder, TX 75211 | alma@education.eod | 123.456.7890

EDUCATION
Centennial Middle School, Boulder Valley School District 2013-2015
Cumulative GPA: 3.4
Advanced and Unique Courses:
  o Advanced Math, Language Arts, and U.S. History
  o Education Opens Doors College Prep Class

WORK AND ACADEMIC EXPERIENCES
  o Played as catcher on baseball team 2013-2015
  o Engineering Camp at Boulder Community College Summer 2014
  o Served 2 terms as president of the Spanish Club 2014-2015
  o Competed in the Knowledge Bowl Competition 2014
  o Participated on the Math Team for 1 competition 2015

COMMUNITY INVOLVEMENT
  o Tutored elementary students in After School Club program 2014-2015
  o Volunteered at the annual Thanksgiving Canned Food Drive 2014
  o Read to toddlers at Sunshine Day Care 2015

AWARDS AND HONORS
  o Most Valuable Player, baseball team 2013
  o Most improved Math Student Award 2013
  o Junior Zoo Keeper Certificate, Dallas Zoo 2014
  o 3rd Place in Knowledge Bowl Competition 2014

SKILLS
  o Bilingual, fluent in speaking, reading, and writing English and Spanish

REFERENCES
Kristen Watkins
English Teacher and Knowledge Bowl Teacher Sponsor
Phone: 123.456.7891
E-mail: Kristen.watkins@education.eod

Andy Lovley
Baseball Coach and Math Teacher
Phone: 123.456.7892
E-mail: andy.lovley@education.eod

*Please Note: Image is not to scale. Real résumé files are printed on an 8.5” x 11” sheet of paper.
Building A Résumé

The purpose of a résumé is to highlight your education and experiences in a concise way. Résumés change over time as you gain more experience. Throughout this section, notice the changes in Alma’s résumé as the résumé transitions from middle school to high school and into a professional version.

What is included in a résumé?

- Name and Contact Information
- Education
- Work and Academic Experience
- Community Involvement
- Awards and Honors
- Skills
- References

Name and Contact Information

When someone first looks at your résumé, make it easy for them to find your name and contact information. Place this information at the top of your résumé and make your name the largest font (don’t go larger than 16-point font). Use a permanent mailing address, phone number, and professional email address. A professional email address typically includes your first and last name.

Education

This section follows your personal contact information. Here is where you put the name of the high school you are graduating from. Always include your GPA if it is above a 3.0. (to find your GPA, check your high school transcript or talk to your counselor). Including “advanced and unique coursework” is optional. Consider including this if you have taken courses that are related to what you are applying for. For example, if you took AP US History and are applying to a history program, you would definitely want to mention it.

Work and Academic Experience

If you have had any previous experience that was paid or non-paid, this is where to include those responsibilities and accomplishments. One way to organize this information is to include the exact title of your position, the name of the company/organization, and how long you held this position on one line. Under this information, bullet point your responsibilities and accomplishments to help recruiters understand what you did in this role. If you reference more than one experience, list it in reverse chronological order, most recent first.
Community Involvement
Community can be defined many ways. Think about how you have been involved in any communities you are a part of. If you are involved in both extracurricular activities and community service organizations, it is okay to have separate sections for each. If you held leadership positions in these activities, don’t forget to include them here too. This can be an optional section if you included this information in the experience section.

Awards and Honors
If you did not include your awards and honors in the experience section, make sure to list them here. It is always helpful to include a short description of the award/honor and when you received it.

Skills
If you are fluent in speaking, reading, and/or writing a language other than English, include it here. This is the place for you to list specific skills that are relevant to what you are applying for. For example, if you are applying for computer jobs, include the programs you are proficient (skilled) in (such as MS Word, Excel, and PowerPoint, Adobe Illustrator and Photoshop). This can be an optional section.

References
Create a reference list of three to five people who know you in a professional setting and would be willing to talk about you. A reference may be contacted before or after an interview. This can be on a separate page from your résumé. Title the page, “References for ______”. If you have had a job before, use your supervisor or boss as a reference. Other references could include teachers, coaches, or extracurricular sponsors who know you. Do not include family members or friends. When you list your references, include their full name, title, work address, phone number, and email address. Ask your references for permission before you list them, and let them know what you are interviewing for. After the interview, send them a thank you card for being a reference.
Alma Rodríguez
456 Happy Way, Boulder, TX 75211 | alma@education.eod | 123.456.7890

EDUCATION
Sunrise High School, Boulder Valley School District 2016-2020
Cumulative GPA: 3.83  Rank: 15/367
SAT Score: 1340  ACT Score: 31

WORK AND ACADEMIC EXPERIENCES
Student Council 2017-2020
Community Liaison
- Served as communication between school and local organizations
- Raised over $10,000 for the school in the form of donations from the community
- Created a list of local organizations hiring teens for students to locate internships

Sunrise High School Volleyball Team, Defense 2016-2020
Varsity Co-Captain 2019-2020
JV Most Valuable Player 2016

COMMUNITY INVOLVEMENT
Children’s Medical Center, Pediatric Oncology Department Summer 2017
Child Life Intern
- Assisted in planning and facilitation of 2 activities in the hospital playroom per week
- Delivered joy to patients with flowers and gifts

The Birthday Party Project Summer 2016
Public Relations Intern
- Assisted PR Coordinator in creating a 6-month social media content schedule
- Collected and organized media release for all images and quotes from families

AWARDS AND HONORS
Who’s Who at Sunrise High School 2020
- Recognized as one of 30 seniors for outstanding service and leadership

Most Likely to Change the World 2019
- Awarded as the student most likely to make a difference in the community

“A” Honor Roll 2019
- Earned straight A’s during junior year

SKILLS
- Fluent in Spanish (reading, writing, and speaking)
- Adept in graphic editing using Photoshop and Illustrator

REFERENCES
Dr. Meghan Coates
Science Teacher and Student Council Advisor Phone: 123.456.7890
E-mail: meghan.coates@education.eod

Chelsea Johnson
Public Relations Coordinator at The Birthday Party Project Phone: 123.456.7891
E-mail: Chelsea.johnson@tbp.eod

*Please Note: Image is not to scale. Real résumé files are printed on an 8.5” x 11” sheet of paper.*
Formatting a Résumé

Research states that most employers will initially spend about 10 seconds looking at a résumé. Below are tips for résumé formatting to ensure it is easy to read quickly and highlights the most important elements.

Find the Format

**DIRECTIONS:** Read the formatting tips in the list below and point to where you see the tips being utilized in Alma’s résumé.

**TIPS**

- It is okay to have white space on your résumé as long as the page is balanced
- Align dates on the right side of the page
- Leave 1-inch margins
- Print your resume on white or off-white paper, size 8.5 x 11
- Only include pictures if requested to do so
- Use reverse chronological order
- Avoid using the pronoun “I”
- Begin each description with an action verb
- Always type your résumé rather than hand writing

**BIG IDEA**

Résumés have very specific structure and formatting, including being 1-2 pages, listing experiences in reverse chronological order, and avoiding the pronoun “I.”

---

Alma Rodriguez

456 Happy Way, Boulder, TX 75211 | alma@education.eod | 123.456.7890

EDUCATION
Sunrise High School, Boulder Valley School District 2016-2020
Cumulative GPA: 3.83 Rank: 15/367
SAT Score: 1340 ACT Score: 31

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AWARDS AND HONORS
Who’s Who at Sunrise High School 2020
- Recognized as one of 30 seniors for outstanding service and leadership

Most Likely to Change the World 2019
- Awarded as the student most likely to make a difference in the community

“A” Honor Roll 2019
- Earned straight A’s during junior year

SKILLS
- Fluent in Spanish (reading, writing, and speaking)
- Adept in graphic editing using Photoshop and Illustrator
**Brainstorming for a Résumé**

**DIRECTIONS:** Think of activities and experiences you have had in your life. Write a list of all activities in the chart below, including the type of activity and the dates if you can remember.

**Example:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Type of Activity</th>
<th>Dates You Were Involved</th>
<th>Skills Learned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soccer</td>
<td>Community Involvement</td>
<td>2017-Present</td>
<td></td>
</tr>
<tr>
<td>Help in kids class at Sunday School</td>
<td>Community Involvement</td>
<td>Fall 2018</td>
<td></td>
</tr>
<tr>
<td>MVP in soccer game</td>
<td>Award</td>
<td>January 2018</td>
<td></td>
</tr>
<tr>
<td>Play guitar</td>
<td>Skill</td>
<td>2015-Present</td>
<td></td>
</tr>
</tbody>
</table>

**My Activities:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Type of Activity</th>
<th>Dates You Were Involved</th>
<th>Skills Learned</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Extracurricular Activities**

Extracurricular activities are non-classroom activities that students can get involved in at school. They can include activities such as athletics, clubs, student government, recreational and social organizations, and events.
Extending My Learning: Building a Résumé

**DIRECTIONS:** Create a draft of a résumé using an online template to practice formatting.

**STEP 1:** Search “résumé template” online to locate a template you can edit on a computer.

**STEP 2:** Begin to input information into the template using the brainstorming page and the résumé formatting page.

**STEP 3:** Analyze the formatting of the document to establish if it is utilizing correct résumé formatting or not.

**STEP 4:** Send your draft to a friend or adult to ask for feedback.

---

**Spacing**

*Pay careful attention to the spacing of your résumé and make sure it appears clean and consistent.*

**Formatting**

*Dates should be right aligned throughout your entire résumé.*

---

**NOTES:**

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________
UNIT 5
UNDERSTANDING MY FINANCES AFTER HIGH SCHOOL

What is financial aid and how do I apply for it?

Financial Aid: The FAFSA page 234
Comparing Financial Aid Packages page 240
Financial Literacy page 245
Establishing Financial Goals page 246
How to Build a Budget page 248
Making Your Money Work for You page 251
Unit 5 Summary page 258

How expensive is college?

Calculated the Cost of Continuing My Education page 212
Financial Aid: The FAFSA page 234
Comparing Financial Aid Packages page 240
Financial Literacy page 245
Establishing Financial Goals page 246
How to Build a Budget page 248
Making Your Money Work for You page 251
Unit 5 Summary page 258

DIRECTIONS: Read the topics of this unit. Draw a picture of your emotions about this content.
Understanding Financial Aid

What questions or concerns do you have about paying for continuing your education?

For many students, paying for college is a concern. Fortunately, there are four types of financial aid, given based upon financial need, merit, or both. To determine if a school is a good financial fit for you and your family, contact their Financial Aid Office and ask how much financial aid current students receive.

Search “Federal Student Aid” online to find detailed information and resources. Specifically look for websites ending in .gov to ensure the information is coming from the federal government rather than a private company.

<table>
<thead>
<tr>
<th>Needs-Based Financial Aid</th>
<th>Merit-Based Financial Aid</th>
<th>Needs and Merit Based Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility is based only on funds available by the student’s family. Academics/athletics/talents/interests are not considered.</td>
<td>Eligibility is based only on the academics/athletics/talents/interests of the student. Family finances are not considered.</td>
<td>Eligibility takes into consideration both the academics/athletics/talents/interests as well as funds available by the student’s family.</td>
</tr>
</tbody>
</table>

**Special Notes**

- ALL Federal financial aid is needs-based, including the Pell Grant. They also require completion of the FAFSA.
- University and private scholarships/grants can be merit-based.
- University and private scholarships/grants can be needs based initially, and merit based for future semesters.

**Four Types of Financial Aid**

**Grants**

Grants are financial aid that do not need to be paid back! Federal grants are based upon your FAFSA. Grants can also be dispersed from the school or state, local, or federal government. They can be either merit based or needs based.

**Work Study**

Work study dollars do not need to be paid back, and are dispersed through the federal government after completing the FAFSA. Work study allows students to have a paying job on campus, and the payment received for the work can go directly towards school costs or be used to cover personal expenses.
**Scholarships**

Scholarships are financial aid that does not need to be paid back! Scholarships can be given from the school or from a private company/organization. They can be either merit based or needs based. A benefit of private scholarships is that you can use them at the school of your choice. Thousands of private scholarships are available and range in the amount of money they disperse. Ask local companies, religious institutions, and community organizations about scholarship opportunities.

**Loans**

Loans are financial aid that does need to be paid back after you graduate. Loans come from the government (based on FAFSA), or from a private company like a bank. All student loans have an interest rate associated with them; some are very high (above 10%) and some are very low (0%). Be aware of the interest rate on the loan as well as the terms of repayment. The higher the interest rate, the larger the sum of money you will repay in total. Terms of repayment include: length of time after graduation before payments start, whether or not interest is collecting while you’re still in school, and if there is a grace period available if you choose to join the Peace Corps or another service organization.

---

**Compare Types of Financial Aid**

**DIRECTIONS:** Fill out the chart below. At the bottom, be sure to list pros and cons about each type of financial aid.

<table>
<thead>
<tr>
<th>Where does the money come from?</th>
<th>Loan</th>
<th>Grant</th>
<th>Scholarship</th>
<th>Work Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the money have to be paid back?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does interest for fees accumulate on the money you receive? (Meaning you have to pay back more than you received)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does a student need to fill out the FAFSA to get this award?</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PROS (+)**

<table>
<thead>
<tr>
<th>Loan</th>
<th>Grant</th>
<th>Scholarship</th>
<th>Work Study</th>
</tr>
</thead>
</table>

**CONS (-)**

<table>
<thead>
<tr>
<th>Loan</th>
<th>Grant</th>
<th>Scholarship</th>
<th>Work Study</th>
</tr>
</thead>
</table>
Apply Early
College funding and financial aid are usually distributed on a first come, first serve basis.

Be Cautious
Be cautious when accepting loans and ONLY accept what you absolutely need.

Paying for College Activity

**DIRECTIONS:** Complete the worksheet to determine Michael’s left over need and read about ways it can be covered.

**Michael’s Sample Financial Statement**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Cost</td>
<td>$9,000</td>
</tr>
<tr>
<td>Room and Board Cost</td>
<td>$10,000</td>
</tr>
<tr>
<td>Books Cost</td>
<td>$1,200</td>
</tr>
<tr>
<td>Other Fees</td>
<td>$3,900</td>
</tr>
<tr>
<td><strong>Total Cost of Attendance</strong></td>
<td>$______</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Financial Aid</td>
<td>$15,000</td>
</tr>
<tr>
<td>Michael’s Contribution</td>
<td>$1,800</td>
</tr>
<tr>
<td>Parent Contribution</td>
<td>$1,800</td>
</tr>
<tr>
<td><strong>Total Aid and Family Contribution</strong></td>
<td>$______</td>
</tr>
</tbody>
</table>

\[
\text{Total cost of attendance (including room and board)} - \text{Total aid and family contributions} = \text{Left over need}
\]

**Ways to cover left over need:**

- Locate a summer job and start saving!
- Apply for scholarships not offered by the University (YMCA, private donors, large stores, etc.). Ask your guidance counselor at school about options.
- Talk to family members about starting a family savings plan for your college. There are savings accounts that will accumulate interest as your money sits in the bank account. Talk to a local bank or credit union about your options.
- Consider student loans for the amount of unmet need.

**Can you think of other ways to cover left over need?**

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

It’s also possible to reduce your costs in college. Look back at the “Cost Cutters” lists for some tips on ways to do so.