

JUNIOR PACKET

NAME: _____

EMAIL ADDRESS: _____

(This email should be one you check most frequently, so we can communicate with you)

CELL PHONE NUMBER: _____

HOMEROOM TEACHER: _____

INSTRUCTIONS

This packet will be instrumental in helping your counselor to write your letter of recommendation for post secondary schools and programs, and future employers. It is to your advantage to be as thorough as possible in providing this information. We ask you to do the following:

- **Using a word processor, please answer the three questions below.** Please be as detailed and specific as you can. These questions may also help you to think about the personal statement/essay you will write for college, internship and employment applications.
 1. Tell us about you! Please comment on your personality, character traits, values, and/or personal/unusual circumstances in your life that you feel are important.
 2. Please list some of your interests, talents, special abilities and hobbies. Please be thorough.
 3. Please describe any experience or activity that has had an impact on you and why.

- **Using the Naviance resume builder, or your own format, please develop your own resume.** This resume should list all of the extra-curricular activities that you have been involved in over the past four years, and show what years and levels you were involved for each. The resume builder on Naviance is an excellent tool for you to complete your resume or at least get started. If you choose not to use Naviance, we have provided another sample resume for your benefit on the back of this page, but feel free to organize yours in any fashion. Your resume should include such things as:
 1. School activities (i.e.: clubs, e-board)
 2. Athletics
 3. Work experience
 4. Fine arts activities
 5. Community service
 6. Religious activities, hobbies, travel
 7. Honors, awards or offices you have earned

- We would like you to think about teachers that you feel know you best and talk with them about the possibility of them writing you a recommendation next year. This allows you to hear from that teacher as to whether or not they feel they know you well enough to write a positive letter for you, and it allows the teacher to know that you may be asking them next year to write for them. Each teacher might also have specific requests in order for them to write for you. It is your responsibility to find this out from your teachers.

- Optional: You may want to think about a staff member, whom you do not have as a teacher, to write a letter of recommendation for you next year. This faculty member could be a coach, a club advisor, or an advisor to any other school activity at Wayland High School, or outside of school. As a courtesy, you may also want to mention this to that person this year as well. It is your responsibility to contact the individual you want to write an optional evaluation.

Remember: Please return your completed junior packet to the Guidance Office within two weeks of your last Junior Seminar, or before March 18 at the latest. You may also email your junior packet documents to your Guidance Counselor.

Bella A. Zoe
 999 Old Connecticut Path
 (508) 555-1234
bellaazoe@dogmail.com

SCHOOL & COMMUNITY ACTIVITIES RESUME

(Reminder: Any format is fine; Naviance resume builder might be easier to use than this format done in MS Word)

<u>Activity</u>	<u>Grades Participated</u>	<u>Position/Office Held</u>
<u>Student Government</u> Student Council Representative	11 12	Treasurer
<u>Clubs</u> Wayland Helping Youth (Community Service Club) Amnesty International The Alliance	9 10 11 12 10 11 12 9 10 11 12	Treasurer (12) Director of Fund Raising Activities Coordinator
<u>Athletics</u> Wayland-Weston Crew Team (Fall and Spring)	9 10 11 12	Novice (9), Varsity (10,11,12)
<u>Academic Honors and Awards</u> Honor Roll English Academic Achievement Award Principal's Service Award	9 10 11 9 11 11	
<u>Out of School Activities</u> Youth Ministry Teacher	10 11 12	6 th and 7 th grade teacher
<u>Work Experience</u> Baby-sitting Summer School Assistant Teacher	9 10 11 12 12	Part Time K-5 th grade
<u>Extracurricular Classes</u> Band Art Classes	9 9 10 9 10	Bronze medal – state comp.
<u>Exchange Programs</u> Spanish Exchange Student, two weeks	10	
<u>Peer Tutoring</u> Clarinet Tutoring Academic Peer Tutoring	9 9 10 11 12	4 th and 5 th Grade Students High School Students
<u>Community Service Hours</u> Walk for Hunger Jimmy Fund Walk Walk for Diabetes	9 11 12 9 10 11 12	40 Hours – Team Leader 25 Hours – fund raising 30 Hours – fund raising

