

# CV//TECH



## Career & College Prep Handbook

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# Our Mission

We prepare people to succeed through quality career and technical education programs and services.

**This handbook provides information on:**

## Preparing for a Career

- Applications
  - For employment
- Resumes
- Job search tips
- Interviewing tips
- *CareerTech* Timeline

## Preparing for College

- Timelines
- Entrance requirements
- Taking the ACT and SAT
- College credit

## Financial Assistance

- Helpful websites
- Understanding the Free Application for Federal Student Aid (FAFSA)
- Oklahoma's Promise (OHLAP)
- Scholarship Information

## Purpose of this Handbook

This product has been published to assist students with planning their future. Enclosed is information about planning guides, financial assistance, college information, resume building, interview skills, and contact information.

Our goal is to assist students in putting a plan for their future into action. Whether a student is challenged in looking for work, or in seeking information on attending college for the first time, this handbook is a resource to help.

Taking the time to look ahead provides a framework for success. If you have any questions regarding this handbook, please contact your guidance counselor. Contact information is included at the back of the handbook.

Keep up-to-date with the online version of this book at [www.cvtech.edu](http://www.cvtech.edu) click on the Student Resources tab, under Enrollment Information.

# CAREER PREPARATION

# CAREER LAUNCH

## CV TECH EMPLOYMENT SERVICES



### CV Tech Employment Services Information

#### EMPLOYMENT SERVICES IS YOUR CONNECTION TO A CAREER

CV Tech's Employment Services works with students in the areas of career development and employment.

Our programs assist students in exploring career options, developing job search skills, preparing a resume(s), and connecting with employers. The Employment Services staff is committed to assisting students in making the transition from school to work a positive one.

CONTACT

405.422.2205

EMPLOYMENT SPECIALIST

#### ASSISTANCE IS OFFERED IN THE FOLLOWING AREAS:

- Cover Letters
- Resume Development
- Resume Critiques
- Applications
- Job Search Strategies
- Mock Interviews

#### EMPLOYABILITY WORKSHOPS

Each semester, Employment Services hosts employability workshops on various job search topics ranging from writing and effective cover letters, to acing the job interview.

##### Topics include:

- Employer Expectations
- Skills Identification
- Job Applications
- Resumes
- Interviewing Techniques
- Developing an Online Professional Image
- Job Search Strategies
- Smart Work Ethics

#### EMPLOYMENT RESOURCES

- Practice Interviews
- Practice Employment Application
- Online Resume Builder



## Job Search Tips & Information

- Finding the very best job opportunities often requires a combination of methods. Always keep in mind that there are a variety of methods available for finding job opportunities, all with their own strengths and weaknesses, so don't be afraid to try different methods or to combine methods.
- Word-of-mouth (networking) is contacting job leads that friends, co-workers, family members, former co-workers, teachers, and counselors tell you about.
- Direct application includes those companies that you would like to work for but they have not advertised an opening. Find their name, address, and phone number and contact them directly by phone, in writing, or in person, about employment opportunities.
- Responding to advertised jobs is more reactive on the applicant's part. Using the word-of-mouth/networking and direct application methods are more proactive.

### TIP

Send a resume to your references — this will remind them of your skills and they will share job leads with you too.

- Some parts of the newspaper that may be helpful in a job search are the front page, articles in the business section, promotion information, editorials and display ads about additional services and/or hours.
- Become more aware of your physical and verbal surroundings and you may learn of a job opportunity.
- Looking for a job really becomes your full-time job until you find the position you want.
- Learn how companies recruit, as they all do it differently. You can then work within their system to apply for jobs.
- Develop a system to keep track of whom you talked to, if and when to re-contact them, etc.
- Always be ready and prepared, you never know when you will find that perfect job opportunity.





## Guidelines for Completing Applications

- Read any directions very carefully and look over the entire application before you start.
- It is important to follow directions; this is the employer's first impression of you.
- Fill in every space, either with information, a small neat dash, or the letters N/A. This lets the employer know that you have read and responded to everything on the application.
- Fill out neatly, using black ink, or type. Be sure to spell correctly. If you make a mistake, start over - do not scratch it out.
- Know the position you are seeking. "Anything" is not a job title. If you do not know the specific job title, at least indicate the category, i.e., clerical.
- In the salary-desired section, some acceptable answers are: "Open," "Negotiable," or you may indicate a pay range.
- Use the other experiences/skills area to really sell yourself. Fill it in with volunteer work or experience that is not listed in your work record (Examples: bilingual, CPR, etc.).
- Fill in education section completely, including grammar school if it is still on the application. Acceptable answers in the "what" studied sections are "Basic," "General," or "Required."
- Fill in work history section completely, even if you have a resume to turn in with your application. Do not write "See Resume" in this section.
- Fill in the most positive reason for leaving each job. Some examples are:
  - Relocated
  - Temporary
  - Reduction in force
  - Seasonal
  - Family care (no longer an issue)
  - Concentrate on education
  - Job ended
- Be prepared to list at least three references. References need to be people who are familiar with your work, i.e., supervisors, clients/customers, co-workers, former co-workers, instructors, other committee members or volunteers, etc. Most applications have specific instructions about the length of time you must have known the reference, etc. Remember to ask for their permission to use them as a reference.
- Have all your information with you, i.e., addresses and phone numbers, this is an example of your ability to be prepared.
- Be honest, truthful and present yourself with a positive attitude, speak professionally with a courteous communication style.
- **Print.** Do not write in cursive. Printing is much



easier to read. Use your best penmanship.

- **Use a black or blue pen, not a pencil.** Pencil is too easy to smear or smudge.
- **Neatness counts.** A neat looking application says that you take pride in your work. A sloppy application with lots of crossed out information and mistakes says you're a sloppy worker.
- **Answer every question.** If a question is confusing to you, ask for clarification. If you feel that a question is improper, consider a general answer. If a question doesn't apply to you, write "Not Applicable."
- **Identifying an expected salary.** You may price yourself out of the job if the salary you list is too large, or look desperate if it's too low. Instead just write "Open," "Negotiable," or stay within the range that was provided.

More and more employers use the online application process to help them find the right person for the job. So, it's likely that you'll have to apply online for some job openings that interest you. Like many students, you may be worried that an online application makes you "one-of-a-million" instead of "one-in-a-million" and that your particular skills and unique talents will get lost when you click "send." That does not have to be the case; in fact, employers say there are lots of things you can do to ensure your application gets the attention it deserves.

- **Follow directions.** Be careful to enter the correct data in the correct field.
- **Ask for advice** on completing the application from a company representative.
- **Tailor your application** information to the position. Don't copy and paste text from your generic resume.
- **Use key words,** buzz words, and industry verbiage. Use the verbiage in the job ad as your model. Employers search on key words when they're looking to fill specific positions.
- **Create a skills-inventory section** if the application doesn't require it. You might put this in a "comments" section.
- **Include remarks in the "comments" section** that demonstrate that you have researched the company and industry.
- **Include numbers and statistics** if they are available. (Example: Counted five cash drawers daily; responsible for more than \$1,000 per 8-hour shift).

- **Be accurate.** Make sure all names are spelled correctly and all addresses, telephone numbers, and dates are correct. An inaccurate application says that you are an inaccurate worker.
- **Focus on strengths and positives.** Make sure your reason for leaving each job is a good one. Managers aren't fond of quitters, or people who blame others.
- **References.** Make sure you have permission to use a person's name before you offer him or her as a reference.
- **Be honest.** No exaggerating: Any misrepresentation or omission is sufficient grounds for immediate dismissal.
- **Sign and date.** Don't forget to sign and date the application after you read the agreement.

- **Complete all fields:** Even those that are not required.
- **Take online assessment test** if company offers one.
- **Attach your resume** to or paste it into the application. Make sure your resume can hold its own in a very simple format: Fancy bullets, text, italics, and bold do not convert well in an electronic application. Many employers scan paper resumes into their applicant systems. As a result, even if you aren't required to apply online, there's a good chance that your information will end up in the same place.
- **Spell check** and grammar check your application before submitting it. Have an error-free application because this application serves as the employer's first impression of you.
- **Follow-up your electronic application** with a personal email to the recruiter. A follow-up phone call is acceptable if the job posting or ad does not say, "No phone calls."



## Tips for an Effective Resume

### WHAT EMPLOYERS LOOK FOR

- **Be aimed at one job or employer.** You should write a new resume for each type of job.
- **List your education,** work history, and skills, using the order that best fits your goals and the job.
- **Be skills specific.** Don't list vague qualities such as "good work ethic," but describe actual achievements such as "reduced company deficit by 50 percent." Use specific figures.
- **Have white space showing.** If the information is too densely written, readers may miss your key points.

### MAKE IT ATTRACTIVE

- **Give your resume eye-appeal.** Use adequate margins, double-space after each section, be sure the type is clean and dark, and strive for an uncluttered appearance.
- **Use bolding,** underlining, capital letters, boxes, bullets, and spacing to emphasize areas. Use these features sparingly; too much becomes a blur to the reader.
- **Use an attractive font** that is easy to read and is no smaller than 10-point type. In most cases, you have very little time to make an impression with your resume.
- **Be brief.** It is critical to have your resume highlight the areas of your experience and training that match the job requirements. Your ability to capture the best parts of your work experience and skills will show the employer you can make effective decisions.

SOURCE

[okcareerguide.org](http://okcareerguide.org)

Visit the website to view more information about OK Career Guide.

**AVOID REPEATING SKILL STATEMENTS**

Keep sentences short and to the point. Emphasize skills and qualifications. Eliminate unnecessary information and make sure statements are easily understood. Be prepared to present special accomplishments in a portfolio or during a face-to-face interview.

**QUALITY PAPER AND PRINTING**

Choose a high quality, 8 1/2 x 11-inch ivory or white paper. Use 100 percent cotton fiber paper and a good printer or copier. If you are using a computer, print on a laser printer. Laser print is almost as good as a professional copy.

**CONSISTENCY IS KEY**

As you read through your resume, look for patterns. Do you always use one space after each header? Are you using periods after your skill statements? If you like periods use them, but use them consistently. Some rules of grammar do not apply to resumes. You don't need to write complete sentences. For example, if you write a skill statement without a subject, then do so throughout the resume. "Organized four basketball leagues, children ranged in ages from 5-15, throughout school year." The unnamed subject is "I." It is important to spell out abbreviations unless you know that everyone in the occupation will know what that abbreviation means. For example you can use CPA instead of "Certified Public Accountant." Check the tense you use in your action verbs. Are they all in the present or all in the past tense? A common technique is to use present with your current job. For all previous positions use past tense. Examples of present tense are: "analyze," "lead," and "motivate." Examples of past tense are: "analyzed," "led," and "motivated."

**PROOFREAD YOUR RESUME**

Proofread your resume carefully. Correct spelling and grammar are VERY important. Have the resume checked by more than one person before you send it out. You might consider having a professional review your resume. It is important to save an electronic copy of the resume so you can make changes and print new copies.

**THINGS TO AVOID**

Do not use the pronoun "I." For example, instead of writing, "I processed books and billing monthly," simply write, "Processed books and billing monthly." This makes it easier for you to give yourself proper credit without feeling boastful. It also gives you more space on your resume. Replace action verbs with nouns critical to the job if the employer electronically scans resumes. Companies that scan tend to be large, technically oriented companies that receive a large number of resumes. Computers screen resumes using key words critical to a particular job. Avoid use of personal information such as age, height, weight, pictures, marital status, religion, citizenship, or any hobbies or activities not directly related to the job. These have no bearing on your ability to do the work. You may want to provide selected personal information if you know it will be to your advantage, such as strength or endurance for some labor-intensive jobs. You carefully consider the types of information that will give you an edge.

# Chronological Resumes

A chronological resume has information in each of its sections (ex. Education, Work Experience, etc.) listed in reverse time order. Either education or work experience may be listed first; whichever you feel will most likely help you obtain an interview. Within each section, the most space is usually devoted to the most recent entry.

It is the placement of job descriptions with the job title that makes it a chronological resume, not just the dates as all resumes generally have dates in reverse time order.

Employers tend to be very comfortable with this type as it follows the same pattern as an application. Within these general guidelines there are many different ways to format or layout a chronological resume.

## APPENDIX

View this sample and other resume samples in the appendix section.

### BEST TO USE WHEN:

- Name of last employer is an important consideration when applying for a job.
- Staying in the same field as previous jobs.
- Job history shows real growth and development.
- Previous titles are impressive.
- In highly traditional fields (education, government).

### NOT BEST TO USE WHEN:

- Work history is spotty.
- Changing career goals.
- You have changed employers often.
- You wish to de-emphasize age.
- You have been absent from the market for a while.
- You have been doing the same thing for a long time.
- You are looking for your first job.



# Action Verbs

Below is a sample list of action verbs to help you write your resume. Look for words that you can use to describe your accomplishments. Remember this is only a sample; there may be action words that are specific to your experience.

Accomplished	Decided	Inspected	Qualified
Achieved	Delivered	Installed	Questioned
Acted	Designed	Instituted	Raised
Adjusted	Detected	Instructed	Ran
Administered	Determined	Instigated	Read
Advised	Developed	Interacted	Realized
Allocated	Devised	Interpreted	Received
Analyzed	Diagnosed	Interviewed	Recommended
Anticipated	Directed	Invented	Recorded
Appraised	Disassembled	Investigated	Recruited
Approved	Dismantled	Led	Reduced
Arbitrated	Dispensed	Lectured	Referred
Arranged	Displayed	Listed	Rendered
Assembled	Disproved	Listened	Repaired
Assisted	Distributed	Located	Replaced
Assured	Documented	Logged	Represented
Attended	Drew up	Managed	Researched
Audited	Edited	Maintained	Resolved
Authorized	Eliminated	Manufactured	Responded
Budgeted	Established	Mediated	Restored
Built	Estimated	Measured	Reviewed
Calculated	Evaluated	Met	Routed
Charted	Examined	Monitored	Secured
Checked	Exchanged	Motivated	Selected
Classified	Executed	Navigated	Served
Cleaned	Exhibited	Negotiated	Set up
Coached	Expended	Observed	Sketched
Collected	Expedited	Obtained	Solicited
Compiled	Expressed	Operated	Sold
Composed	Found	Ordered	Solved
Compounded	Founded	Organized	Spoke
Computed	Formulated	Originated	Stimulated
Conducted	Fulfilled	Oversaw	Studied
Conferred	Functioned	Participated	Supervised
Conserved	Gave	Performed	Supplied
Consolidated	Generated	Persuaded	Surveyed
Constructed	Guided	Planned	Taught
Consulted	Handled	Predicted	Terminated
Controlled	Helped	Prepared	Tested
Coordinated	Hired	Prescribed	Trained
Corresponded	Identified	Presented	Updated
Counseled	Illustrated	Processed	Utilized
Created	Implemented	Programmed	Verified
Criticized	Improved	Promoted	Visualized
Critiqued	Increased	Protected	Worked
Delegated	Initiated	Purchased	Wrote



# Resume Checklist

## STRUCTURE

- ☐ Create your resume with a computer and use high quality paper for printing.
- ☐ Ensure that there are no stray marks or streaks on the page.
- ☐ Use large type for headings, but 10 point black font is best for resume content.
- ☐ Make font consistent.
- ☐ Do not put references on the same page as resume. Also, do not use the phrase "References available upon request."
- ☐ Create a separate reference page.
- ☐ Keep information brief and concise. One page is usually enough to strongly support your qualifications.
- ☐ Omit needless information.
- ☐ Use at least one-inch margins and be consistent on all margins.
- ☐ Include your name, phone number, address, and e-mail address at the top of the page either centered or left-justified.
- ☐ Use the same heading for your cover letter, resume, and reference page.
- ☐ List experience and education in reverse chronological order.

## THE FOUR QUESTIONS

The reader of your resume will ask four questions of your resume. Make sure you have the answers.

### ■ What do you want?

The resume should be built around your job target.

### ■ Why are you qualified to do it?

Outline the skills and credentials that qualify you for the job.

### ■ Where have you done it?

That's the "experience" section.

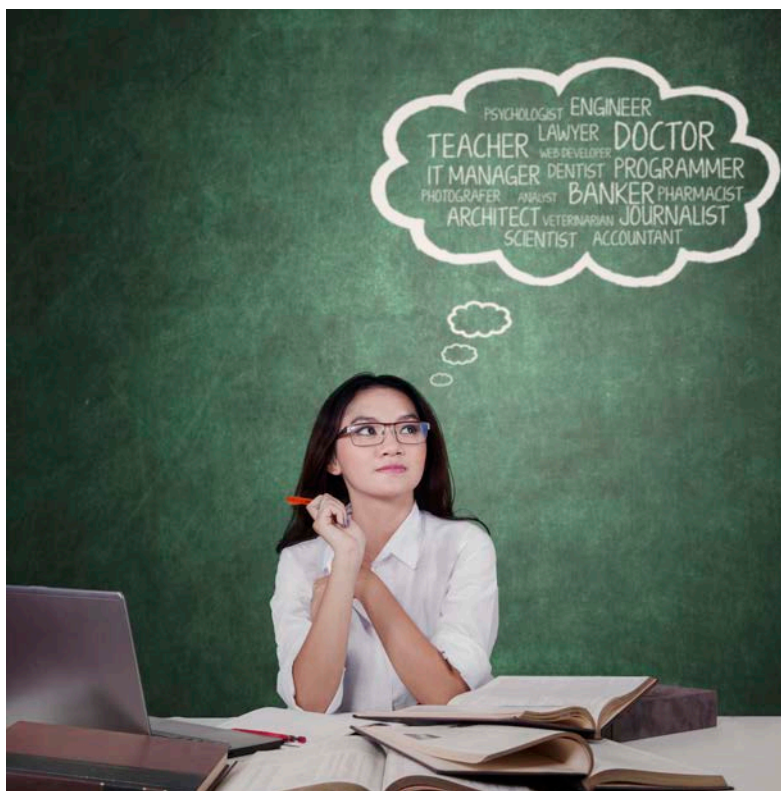
### ■ How well have you done it?

Accomplishments and special projects are examples of contributions.

## CONTENT

- ☐ Always tell the truth.
- ☐ Highlight the experience that most pertains to your intended future.
- ☐ Include your GPA only if it is 3.0 or higher AND you are a recent graduate.
- ☐ Don't list personal information such as gender, age, or marital status.
- ☐ Begin sentences with a past tense action verb.
- ☐ Do not include an objective statement, the employment goal is stated within the cover letter.
- ☐ List any certifications that you may have that are relevant.
- ☐ Do not use personal pronouns such as "I," "me," or "my."
- ☐ Typos and spelling errors are unacceptable. Read your resume aloud and have at least one person proof read it for you.
- ☐ Leave out potentially negative information.
- ☐ Do not include salary information or reasons for leaving jobs.





## Portfolio Checklist

### MISSION

The mission of the portfolio is to help you organize evidence of your accomplishments both inside and outside of school. The portfolio demonstrates your progress toward educational, personal, and career goals and should be continually updated and modified.

### OVERVIEW

What is a portfolio? The word literally means "...to carry sheets." In this case, sheets are papers, letters, awards, tests, pictures and photographs, electronic files, videos, or any other document that describes your capabilities.

A portfolio is like your wallet, a place where you keep your most prized possessions. Think about what you keep in your wallet: money, pictures of special friends, your driver's license, and your social security card. Something larger is required to hold proof of all the good things you have done, or are capable of doing.

There are people who may be skeptical about your abilities. They want proof that you can hold a job or pass college classes.

Employers have identified skills every employee should have in order to be employable, or successful on the job. You must be able to prove that you possess these skills and have the ability to apply them.

### WHY HAVE A PORTFOLIO?

The workplace is demanding more and different skills than it did 10 years ago, and asking for evidence that the job can be done. The portfolio contains evidence of attainment of employability skills in academics, personal management, and teamwork.

## PORTFOLIO BASICS

The basic premise of the portfolio is that learning is a lifelong process. The portfolio is upgraded as new or advanced skills are gained. The portfolio has no boundaries. Recognizing success, seeking opportunities to fill gaps in skills, and gaining confidence in preparing for the transition from school-to-work are all goals of the portfolio.

A completed portfolio might contain school records, personal journals, awards and honors, schoolwork samples, writing assignments, newspaper clippings, and a resume. Evidence might include a letter from a past or present employer or a letter of recommendation from a teacher.

To show you can actively participate in a group, you could include documentation of membership in an organization(s). Other examples might include recognition awards, achievement test scores, performance appraisals from teachers/employers, transcripts with class descriptions and grades, or videos of completed projects.

## PURPOSE OF A PORTFOLIO

As a job-hunting tool, the portfolio will give employers a complete picture of who you are; your experience, your education, your accomplishments, your skill sets, and what you have the potential to become. You can use your career portfolio in job interviews to showcase a point, to illustrate the depth of your skills and experience, or to use as a tool to get a second interview.

## PORTFOLIO POSSIBILITIES

- Cover Letter
- Resume
- References
- Letters of recommendation
- Certifications
- Assessment results
- Personality test results (True Colors)
- Transcripts
- Evidence of work-based learning
- Service learning (community service)
- Credentials
- Technology
- Performance reports & evaluations
- Examples of writing (newspaper articles)
- Leadership experiences
- Internships
- On-the-job training

## COPIES FOR PROFESSIONAL CONVENIENCE

These items are not to be displayed for readers, but you should have them available, or have easy access to them if requested by a potential employer.

- Picture ID
- Social Security Card
- Passport
- Driver's license
- Work permit
- Work status documentation

## Cover Letters

Often the cover letter is the first contact between you and a potential employer. Like the resume, your letters must be carefully planned and written to make the desired impression. They are mailed with your resume. Below are some basic guidelines.

### APPENDIX

View a sample cover letter in the appendix section.

## FORMAT GUIDELINES

- Letters should be individually typed on good-quality paper; the same that you used for your resume.
- Use correct business format.
- Spelling, punctuation and paragraphing must be carefully checked.
- Letters should be concise and brief; no more than one page.
- Write using your own words in a conversational style.
- Sign your name above your typed name.
- Address the letter to an individual using their correct title and business address. If you are unable to get a name, use a job title, i.e., Dear Manager.

## CONTENT GUIDELINES

- State why you are writing. Identify a specific position or field of work in which you are interested. Indicate how you learned about the position, i.e., newspaper, referred by someone, etc.
- Tell why you are interested in their company and/or position.
- Highlight important relevant qualifications.
- Do not just repeat the information on your resume; however, you may refer them to your resume.
- Request the next step in the employment process, i.e., interview, application, further information.
- Make sure your closing clearly states what specific action you desire.



# Interviewing

## Preparation: Research, Read, Review

In order to do well in your interview, no matter where or when it takes place, you need to win the interviewer over rather quickly. This is not always an easy task. But you can overcome this obstacle by being well prepared. And how do you prepare?

## RESEARCH

Find out as much as you can about the company. The more you know, the better you'll do. The interviewer will probably be impressed by your interest and motivation, and you'll be better able to explain what you can do for the company.

**READ**

That's right, if you want to have a great interview, do your homework and read. Read magazines associated with the industry you're interested in prior to any interviews. This will provide you with current information of what's going on in the field and give you a topic of interest that can start a conversation. Your interviewer may subscribe to the same magazine and could be knowledgeable on the subject. Imagine how impressed he/she will be when they realize that you're keeping yourself abreast of the current industry conditions and procedures.

**REVIEW**

Check with Employment Services at CV Tech for resources on various industries. Search the Web for information about the company and its industry. Check for its locations, products and services, customers, competitors, company philosophy, history, recent news, financials — any information you think will help you in the interview.

**COMMONLY ASKED INTERVIEW QUESTIONS**

During a job interview you will certainly not be asked all the questions on these pages. However, if you review these questions and think about how you would answer them, you will have taken a big step toward preparing for your job interview.

- Why should I hire you?
- Explain your last five years of employment.
- What types of work have you done?
- What kind of work do you enjoy the most?
- How does your experience relate to the type of work we have here?
- How would you describe the ideal job for you?
- What did you like best about your last job?
- What problems did you have on your last job?
- Why did you leave your last job?
- What in your educational background do you feel qualifies you for this job?
- Explain any gaps in your work record.
- How would you describe yourself?
- What skills do you have that you can use successfully in this job?
- Tell me about yourself.
- What contributions can you make to this organization?
- Why do you want to work for us?
- How would you describe your current or last employer?
- What do you think are your strong points?
- What do you think are your weaknesses?
- What kind of supervisor do you prefer?
- If I called your former employers and asked them about you as a worker, what would they say?
- What do you expect to be doing two, five or 10 years from now?
- Describe an unpleasant, stressful, on-the-job situation in the past, and tell me how you dealt with it.
- What accomplishment(s) have given you the most satisfaction and why?
- Describe your relationship with your last three supervisors?
- Tell me five words that describe you and why?
- With which kinds of people do you prefer to work?
- What do you know about our company?
- How do you feel about assuming other responsibilities as needed?
- What have you learned from your mistakes?
- Give me an example of a time when you emerged as a leader of a group. How did it come about?
- How do you view and overcome obstacles?
- What makes a "team" in a work place?
- Why do you think you would like this particular type of job?
- What are your special abilities or skills?
- What type of salary are you expecting?
- What kind of circumstances do you feel bring out the best in your work?

- What jobs have you held, how were they obtained, and why did you leave?
- Describe your last boss. How would he/she describe you?
- What did you learn in your previous or current job that would prepare you for greater responsibilities?

- Why do you think you would like to work for our company?
- What type of work environment do you enjoy?
- How do you set your priorities and keep them?
- What reputation do you have with people?
- How do you handle difficult people?
- What motivates you?

## Follow-up Letters

Follow-up letters provide you an opportunity to make contact with an employer one more time to further express your interest in a position. Below are some basic guidelines.

### FORMAT GUIDELINES

- Letters should be individually typed on good quality paper, the same that you used for your resume and cover letter.
- Use correct business format.
- Spelling, punctuation and paragraphing must be carefully checked.
- Address the letter to the interviewer using their correct title and business address.
- Letters should be concise and brief, generally no more than one page.
- Write using your own words in a conversational style.
- Sign your name above your typed name.

### CONTENT GUIDELINES

- Express your appreciation for the interview.
- Indicate position you interviewed for and when, i.e. day.
- State your interest in at least one or two aspects of the position or the company.
- If there is something you forgot to mention in the interview, you can put it in the follow-up letter.
- Supply any additional information requested.
- Close by reiterating your interest in the job and/or organization.
- Thank the interviewer for his/her time and consideration.

If the interviewer doesn't say anything about calling you with a decision, ask if you can contact him or her in a few days to check on the status of the hiring process.

View a sample follow-up letter in the appendix section.





## Digital Dirt?

Pay very close attention to your personal public image in your job search preparation. Social media is often overlooked in preparing for the job search but it alone can derail your chances of getting the job you want. To name just a few social media sites: Facebook, Twitter, LinkedIn, and Instagram.

### **CHECK YOUR SOCIAL NETWORKING PROFILE**

More and more employers are using social networks to screen potential job candidates. This means companies are browsing your social media profile before making a hiring decision. Make sure you keep your profile and online content professional.

### **AVOID DETAILING UNDESIRABLES**

Employers view social networks to see if job seekers are presenting themselves professionally. Employers view provocative or inappropriate photos, drinking or drug usage, poor communication skills, criticizing of former employers, discriminatory remarks and, of course, poor spelling and grammar as top reasons not to hire a candidate.

### **KEEP PRIVACY IN MIND**

If you are among the many job seekers who use social networking sites you should be to be careful. Remove potentially offensive or inappropriate material and be strategic about building a strong online persona that showcases you in a positive light both personally and professionally.



# CareerTech Timeline



## CAREER PREPARATION

### 9th GRADE

1

Create a portfolio on OK Career Guide or okcollegestart.org

2

Take a career interest inventory on OCG.

3

Take the SKILLS assessment on OCG.

4

Take a learning-style assessment.

8

Discuss plans with counselor and family.

7

Check with counselor/advisor to make sure you are on track to graduate.

6

Explore careers and colleges via OCG, okcollegestart.org and/or other online career sites.

5

Participate in career days, career fairs and/or job shadowing opportunities.

9

Use all the information gathered to develop an Individual Career Plan (ICP) aligned with Career Clusters. Also make a list of activities and honors.

10

Review Oklahoma Career Clusters/Pathway model.

11

Review high school graduation requirements and college entrance requirements with counselor/advisor.

### 10th GRADE

1

Review high school graduation requirements and college entrance requirements.

13

Get involved in student organizations, clubs and/or athletics.

12

Explore career majors at local Technology Center.

2

Update portfolio on okcollegestart.org

3

Explore careers and/or colleges via okcollegestart.org or other online career sites.

4

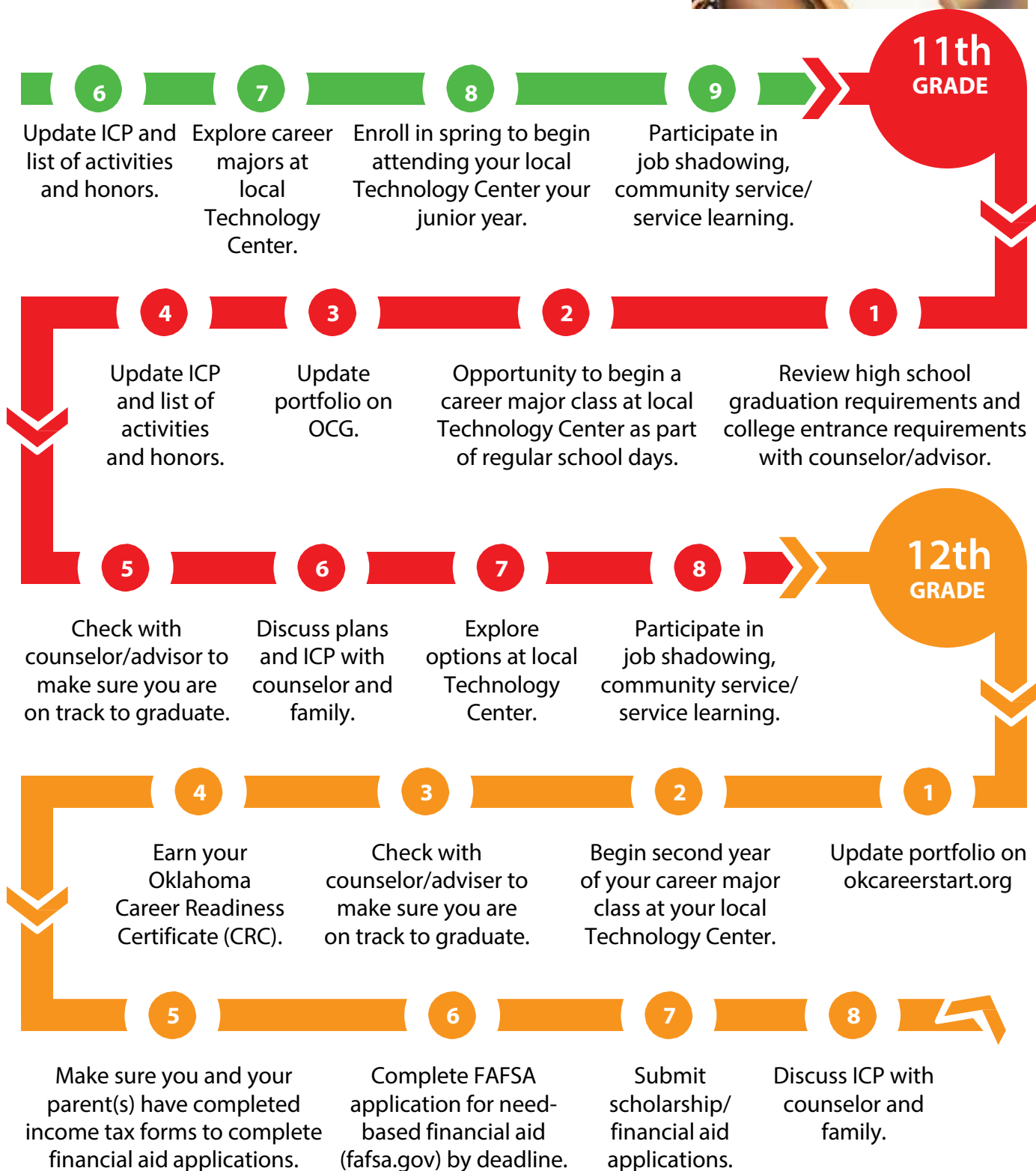
Discuss plans and Individual Career Plans (ICP) with counselor and family.

5

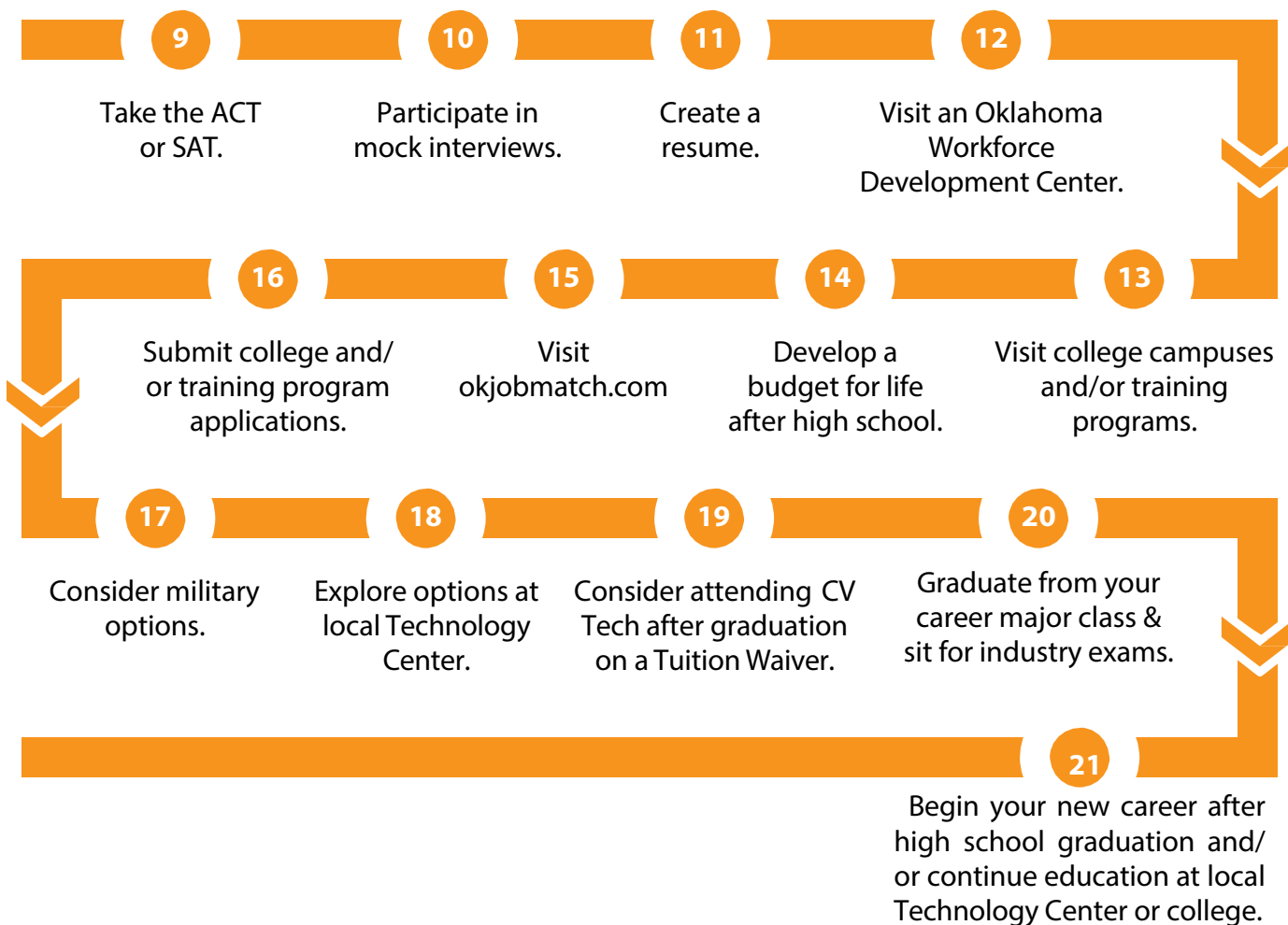
Check with counselor/advisor to make sure you are on track to graduate.

**NEXT  
PAGE**

# CareerTech Timeline



# CareerTech Timeline



# COLLEGE PREPARATION

# Freshman Timeline



## Fall

1

Map-out classes you'll need to take for the next 4 years to prep for college admissions.

2

Take the most challenging courses of study available.

3

Join clubs & activities in your interest areas.

6

Select a volunteer organization you'd like to get involved with.

5

Start building relationships with teachers, counselors, & activity supervisors. This will help you obtain college/job recommendations later.

4

Meet with your guidance counselor to discuss courses & extracurricular activities.

7

Become familiar with standardized tests you need to take.

8

Begin discussing job training/ college costs with a parent/guardian.

9

Research education needed, careers, and salaries using [okcareerguide.org](http://okcareerguide.org).

10

Check to see if you're eligible for Oklahoma's Promise. Deadline June 30 Sophomore year.

3

Meet with your guidance counselor to discuss plans for summer & next fall.

2

Talk to parent/guardian about college.

1

Apply for summer jobs, internships & volunteer opportunities.

## Spring

\*Consider taking the ACT and/or the SAT.

Some scholarships require and are only available with a SAT score.

# Sophomore Timeline



## Fall

1

Begin taking on leadership roles in clubs & activities.

2

Take PreACT test.

3

Begin thinking about potential colleges to attend.

4

Register with fastweb.com to find scholarship money.

7

Strengthen relationships with teachers, counselors, & activity advisors; this will help with recommendations for college.

6

Make appointment to talk with your guidance counselor or Voc-Rehab counselor.

5

Sign up for FastWeb's College Search to find the right school for you.

8

Become familiar with standardized tests you need to take.

9

February: Check transcript for problems.

10

Attend college fairs, technology center tours, & speak to on-campus college reps.

11

Research summer programs for college prep.

## Spring

14

Talk to parent/guardian about college costs.

13

Sign up for Oklahoma's Promise.

12

Take practice PSAT.

Deadline June 30.

1

Continue to discuss college costs with parent/guardian.

2

Meet with your guidance counselor to discuss plans for summer & next fall.



# Junior Timeline



Fall

1

Take the most challenging academic schedule possible. AP courses and concurrent enrollment.

2

It shows admission officers and employers that you're ready for competitive college environment.

3

Research prospective colleges and jobs. Sign up for FastWeb's College Search to find the right school for you.

7

Take on leadership roles in clubs, activities, & volunteer organizations.

6

Register with fastweb.com to find scholarship money.

5

Register, prepare for, and take the PSAT/NMSQT.

4

Attend college fairs and speak to on-campus college reps.

8

Begin to consider which teachers, advisors, or employers you might use for college recommendations.

9

Explore financial aid options with your parents/guardians.  
Consider categories (Native American, Voc-Rehab, specific circumstances such as deceased parent, military, DAR, etc.)

10

Research careers based on interest & abilities.

Feb.-  
March

12

Athletes should register with the NCAA Initial Eligibility Clearinghouse at the end of the academic year, ncaa.org & NAIA.

13

Take ACT.

1

Check transcript for problems.

2

ASVAB testing.

3

Apply for scholarships.

4

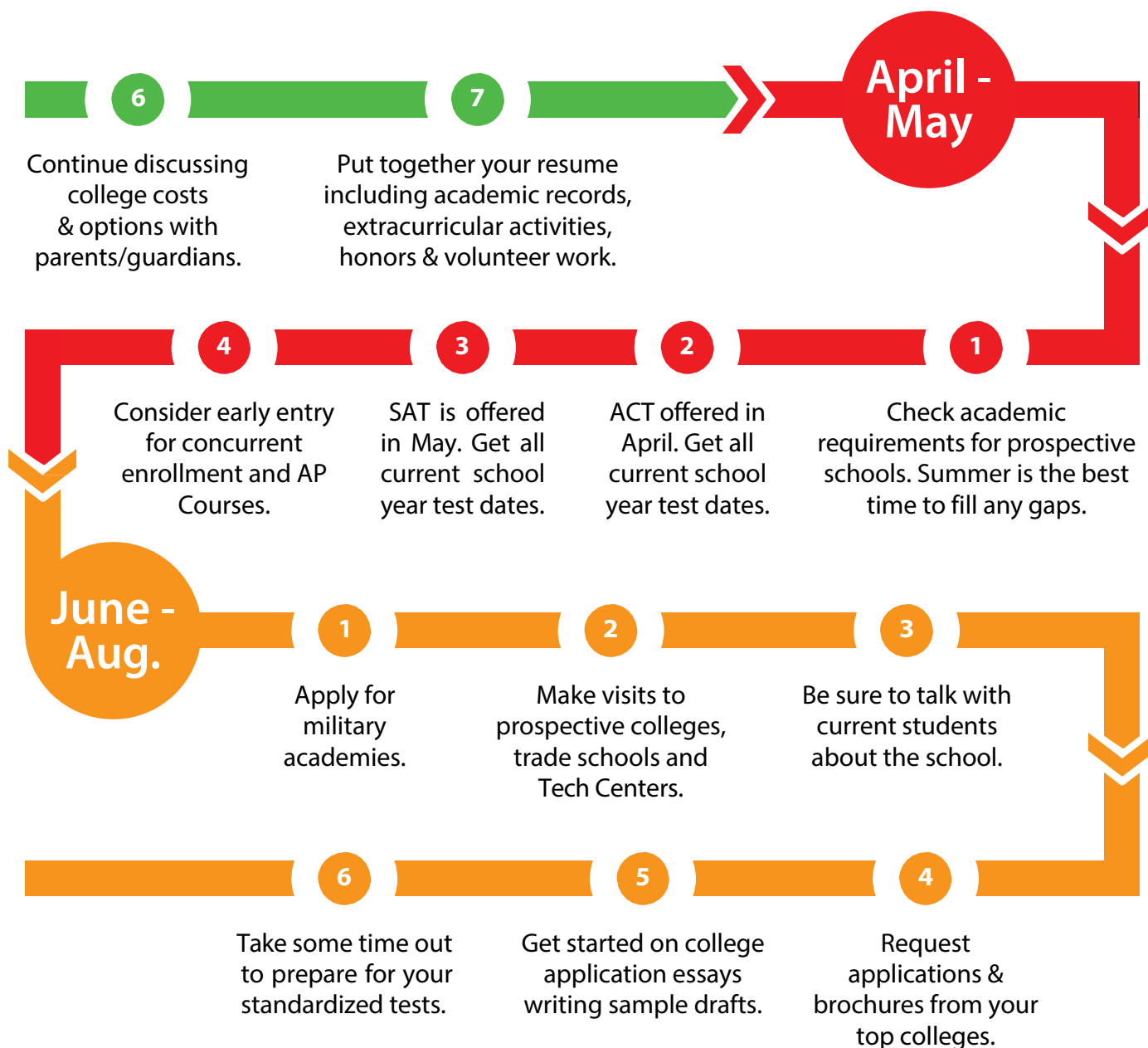
Visit prospective colleges during spring break.

5

Confirm test registration for ACT & SAT.

**NEXT  
PAGE**

# Junior Timeline



# Senior Timeline



June -  
Aug.

1

Tour colleges, trade schools and Tech Centers you're interested in attending.

2

Use the following URL to search colleges: [click.collegeboard.com](http://click.collegeboard.com)

3

You may also go to US News Best College at [bit.ly/1z10B64](http://bit.ly/1z10B64)

Sept.

4

Check transcript for problems.

3

Don't forget to get applications from your local colleges.

2

Sign up for FastWeb at [fastweb.com](http://fastweb.com)

1

Request applications & brochures from your target colleges, trade schools and Tech Centers.

5

Create a folder & a filing system for your target schools.

6

Make a list of application requirements (essays, transcripts, etc.)

7

Create timeline for completing individual requirements.

8

Call admissions office for suggested deadlines.

9

Note the application deadline on each file folder.

14

Request letters of recommendation with a 3-week notice.

13

See if you can get waivers on application fees.

12

Set up budget for college application costs - they add up.

11

Schedule college interviews with prospective schools.

10

Record local and/or 800 numbers for each school.

15

Work on application essays.

16

Create business cards to hand out.

17

Make sure you include your college choices on ACT/SAT.

18

Find & apply for as many scholarships as possible.

**NEXT  
PAGE**

# Senior Timeline



**Oct.**

1

Talk to parents/guardians about college costs. Decide how much you can afford.

2

File or apply for FAFSA after October 1.

3

Explore your options for funding.

4

Request transcripts sent to your target schools.

8

If you are applying for Early Action or Early Decision, get your application in this month.

7

SAT website is: collegeboard.com

6

ACT website is: actstudent.org

5

ACT & SAT are offered in October.

**Nov.**

1

If you are applying for Early Action or Early Decision, get your application in this month.

2

Request test scores sent to colleges, trade schools and Tech Centers.

3

Request test scores sent to colleges.

**Dec.**

2

Work on college applications.

1

Send Thank You notes to people who wrote recommendations.

4

Make sure everything that's required in the application/scholarship packet has been done & sent off.

**Jan.**

3

SAT & ACT are offered in December.

1

File or apply for FAFSA if not already completed.

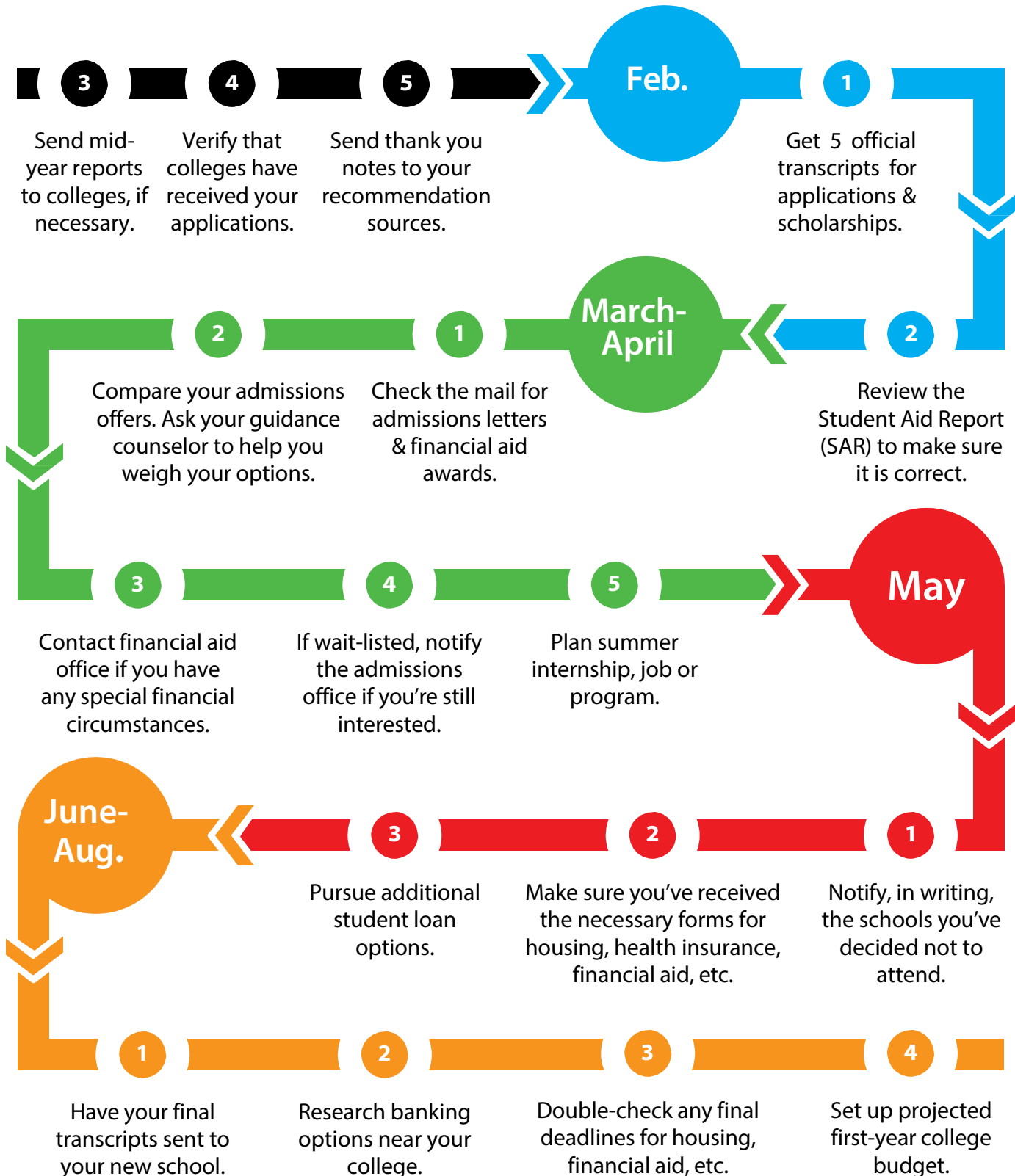
2

Check with prospective colleges about additional financial aid application forms & requirements.

# Senior Timeline



## COLLEGE PREPARATION



# First-Time Entering Students

Minimum High School Performance Criteria for Admission of First-Time Entering Students with academic rigor and class size of high school attended. Non-Cognitive: Students must demonstrate strengths in non-cognitive factors such as positive self-concept, realistic self-appraisal, long-term goals, leadership experience, community, and knowledge in an acquired field.

Schools	Opt. 1	Opt. 2	Opt. 3	Opt. 4	Deadline	Cost* (32 hrs)
<b>University of Tulsa</b>	Holistic	Holistic	Holistic	Common App	Rolling Deadline beginning Nov. 1	\$38,556 \$50,201 (w/ housing)
<b>University of Oklahoma</b>	Holistic	Holistic	Holistic	Common App	Scholarship Deadline: Dec. 15 Application Deadline: Feb. 1	\$9,275 \$19,121 (w/ housing)
<b>Oklahoma State University</b>	Holistic	3.0 GPA & top 33%	21 ACT & 3.0 GPA in core 15 hrs	24 ACT & 1090 SAT	Scholarship Deadline: Feb. 1 Application Deadline: July 1	\$9,240 \$18,180 (w/ housing)
<b>Univ. of Science &amp; Arts of Oklahoma</b>	3.0 GPA & top 25%	24 ACT/1090 SAT & 3.0 GPA or top 50%		3.0 GPA in 15 core units & 22 ACT or 1020 SAT		\$13,790 \$15,480 (w/ housing)
<b>Oklahoma City University</b>	3.0 GPA, 22 ACT/1020 SAT			Common App		\$33,700 / \$41,000 (w/ housing)
<b>Oklahoma Baptist University</b>	3.0 GPA & 20 ACT/950 SAT	20 ACT/950 SAT & top 50%				\$24,000 / \$30,780 (w/ housing)
<b>East Central, Cameron Univ., SWOSU, Langston Univ., North Eastern, UCO</b>	2.7 GPA & top 50%	20 ACT/940 SAT				Range: \$6,841 to \$21,234 (w/ housing)
<b>Oral Roberts University</b>	2.6 GPA, 20 ACT & top 40%				If you only meet 1 of the 3 requirements you could be placed on probation.	\$30,122 / \$40,622 (w/ housing)
<b>Oklahoma Christian</b>	19 ACT/ 880 combined Critical reading & Math SAT				Early Acceptance: Dec. 1	\$19,890 / \$26,920 (w/ housing)
<b>OSU-OKC (Lower Division)</b>	Just take the ACT					\$3,440 to \$5,500 (w/ books & supplies)

\*Costs listed are estimates from university/college websites and include tuition & fees. Some websites include book/supply, travel & misc. expenses. The higher cost estimates listed for most categories include room & board. Check with each institution for updated admission information and specific costs.

- Apply even if you don't yet meet the requirements then update information as your ACT/SAT score goes up. You'll already be in their computer system so recruiters are aware you exist.
- People get in each year that do not meet the automatic admission requirements (especially with high GPA's, hard classes and close ACT scores) but you must fill out an application. Colleges can't guess you want to go there. You might get in with probationary terms.
- You should apply to schools by the end of October. Some scholarship money is gone by February.
- Universities won't recruit you or contact you if they don't know you exist. Call for information, go on a tour, send in your test scores, email with questions and attend college visits.



# Earn College Credit in High School

Oklahoma higher education provides opportunities for students to get a head start on college by earning college credit while they are still in high school. These programs give high school students the chance to try college-level work and, in turn, increase their subject-matter knowledge, gain valuable skills, improve their study habits and save time and money in college. Get a jump on college by asking your counselor for more information or by visiting [OKcollegestart.org](http://OKcollegestart.org).

## Concurrent Enrollment

Avoid remedial classes. In order to take regular classes at the college level, you have to meet admission requirements at the university in the subject area on the ACT. Remedial classes take time and money, but don't count toward graduation.

Oklahoma colleges and universities offer outstanding high school students the opportunity to get a head start on college. Students who meet admission standards can participate in concurrent enrollment and earn college credit while in school. Students participating in home-school instruction may enroll concurrently under the same admission standards. By policy, 17-year-old home-schooled students are classified seniors, and 16-year-old students are classified as juniors. High school seniors may be eligible for a tuition waiver of up to six credit hours per semester for their concurrent courses at Oklahoma colleges and universities. The tuition waiver does not cover the cost of mandatory fees at most schools.

### REQUIREMENTS FOR CONCURRENT ENROLLMENT

Schools	Option 1: Minimum ACT/SAT		Option 2: Minimum GPA/Rank	
	Seniors	Juniors	Seniors	Juniors
<b>University of Oklahoma</b>	24/1090 + 3.0 GPA or top 50%	25/1130	3.0 + top 30%	3.5
<b>Oklahoma State University</b>	24/1090	25/1130	3.0 + top 33%	3.5
<b>Univ. of Science &amp; Arts of Oklahoma</b>	24/1090	23/1060	3.0 + top 25%	3.5
<b>Regional</b>	20/940	23/1050	3.0 + top 50%	3.5
<b>Community</b>	19/900	21/980	3.0	3.5

\*All concurrent students must have a 19 ACT score in the subject area for each course. An ACT Reading score of 19 is required for any area other than English, Math, or Science. Concurrent students may not enroll in remedial courses. Total hours of enrollment must not exceed 19, with each high school course counting as 3 hours. (semester or trimester)

## Advanced Placement

Advanced Placement (AP) courses allow students to take high school courses with college-level rigor while in high school, and receive credit from Oklahoma state colleges and universities based on qualifying AP examination scores. Students are encouraged to take AP courses to prepare for college-level study. There is a fee for AP tests.



## Counselor Connection

It's possible to save money and shorten the time to earn your college degree.

### GET AN EARLY START ON YOUR COLLEGE DEGREE!

In a cooperative effort between the Oklahoma State Regents for Higher Education and the Oklahoma Department of Career & Technology Education, college credit can be earned through Prior Learning Assessments for an approved license or credential a student accomplishes while at CV Tech.

All CV Tech students (high school and adult) who are enrolled in a program that offers an approved license or credential may have the opportunity to receive college credit upon completion. Our counselor's office will work with students to explain the process, so students can earn college credit toward an Associate of Applied Science (AAS) degree or a technical college certificate at area colleges.

### BENEFITS OF PRIOR LEARNING ASSESSMENT:

- Decrease education costs
- Accelerate time to degree completion
- Avoid course duplication
- Earn credit for your life learning
- Explore college pathways

Please call 405-262-2629 (El Reno/Holt) or 405-345-3333 (Cowan) and ask for the counselor's office. We look forward to helping you achieve your collegiate and career goals.

# The ACT Test

In Oklahoma, the most-used college admissions test is the American College Testing program or ACT. Students may also take the Scholastic Achievement Test or SAT published by The College Board. Both scores are accepted at most colleges. The ACT includes tests in four core areas: English, Mathematics, Reading, and Science. There are also sub-scores in each of the core areas. The fifth score is a composite of all four subject areas combined.

Scores range from 1-36. Though the test is written for 11th and 12th grades, anyone can register and take the test. Most students will take the test several times. Your highest scores can be used in most applications. (There is a registration fee for the tests.) There is information in this planner about what scores are needed for admission to Oklahoma colleges, cut-off scores for developmental classes, and more. There is also a section for keeping track of your ACT and other test scores.

Tests take approximately four hours. There are six national test dates for ACT, spaced throughout the year. Scores from national test dates can be used for all purposes. Most Oklahoma colleges also offer residual ACT tests. These are offered at various times on those campuses, to be used only for admission to that specific school. Residual testing is great for getting admitted to or raising your score for a specific school, and also for practice for testing on a national test date. But you and/or your high school will not receive official ACT Score Reports, and residual scores will not be added to your transcript. Residual ACTs are not accepted for some scholarships.

## ACT Codes

Schools	Site code	
Bethany	370310	164780
Calumet	370550	
El Reno	371320	168690
Minco	372405	220210
Mustang	372500	158920
Piedmont	372865	
Union City	373680	242520
Yukon	374020	154200

### WEBSITE

**okcollegestart.org**

Find practice ACT questions, registration links and information on the Oklahoma portal.

Registration for the national ACT is available online at **ACT.org** and packets are also available in your counselor's office.

Preparation for the ACT or SAT is in the courses you choose. There are many practice tests available, both online and in paperback form. The PreACT is offered as 10th grade versions of the ACT that are given at most Oklahoma schools. Spending extra time studying before the tests is helpful, but the tests are designed to measure your overall preparation for college. That is something that cannot be accomplished in an overnight cram session, or with other short-term assistance.

Take as many core courses as you can, especially in math and science. Studies prove that students who complete more rigorous core courses score higher in every subject, and are also much more successful in college.

### TIP

ACT test scores within one year of entry to college may be utilized for math placement.

# SAT and PSAT

The SAT or the Preliminary Scholastic Aptitude Test PSAT are college entrance/readiness exams provided by The College Board. Though most Oklahoma students are more familiar with the ACT, Oklahoma colleges also accept SAT scores for admissions and placement. In some other regions the SAT is the more common assessment. Also, both PSAT and SAT are required for participation in the National Merit Scholarship Program.

## WEBSITE

**collegeboard.org**

Visit the link above to learn more about SAT and PSAT or see your counselor.

**sat.collegestart.org**

Find practice SAT & PSAT questions, and registration links and information on the Oklahoma portal.

## SAT

The SAT ([sat.collegeboard.org](http://sat.collegeboard.org)) offers the Reasoning Test, which measures critical reading and math skills, a writing test, and also subject tests (which may be required by some institutions). The tests assess critical thinking and problem-solving skills using multiple choice questions, student-produced responses, and essay writing.

## REGISTRATION

For SAT is very similar to ACT Registration. There are both paper and online registration options and both are offered on national dates at designated times each year. Fee waivers are available for students who qualify.

## PSAT

Is offered in October each year. Testing sites choose either a weekday or weekend administration. The test is designed for juniors in high school, both as a benchmark or predictive assessment for the SAT and as the first step in the National Merit Scholarship Program. Students who are not yet juniors may be able to take the test, but cannot qualify for the National Merit Program. Scores required for entrance into the National Merit Program vary from year to year, based upon the performance of the total group, but in most years qualifiers fall within the top two percent nationally.

# Recommended Test Taking Schedule

Class	Month	What
<b>Sophomore</b>	September/October	PSAT/NMQST & PreACT for practice, planning, & preparation
	January - June	ACT & SAT for feedback on strengths & weaknesses
<b>Junior</b>	October	PSAT/NMQST for the National Merit Scholarship Program & practice for SAT
	September	Practice ACT for preparation for the ACT
	September - June	ACT and/or SAT I, SAT II Subject Tests (if necessary) for college admissions
<b>Senior</b>	September - December	ACT and/or SAT I, SAT II Subject Tests (if necessary) for college admissions

# Tips For Taking A Standardized Exam

- Get plenty of sleep the night before the test.
- If you feel nervous, try to relax by taking a few deep breaths.
- Your attitude can affect your performance.
- Be confident in your abilities and do your best.
- Listen to all instructions and ask questions if you do not understand.
- Focus your attention on your work.
- Position your answer sheet next to your test booklet, so you can mark answers quickly and accurately.
- Pace yourself throughout the test by occasionally checking the time.
- If you complete the test before your time is up, check your answers.
- Become familiar with the test content, format, time allowed, and directions.
- Use logic in more difficult questions.
- Be precise in marking your answer sheet. Mark only one answer for each question. Erase completely.
- Dress for temperature variations at the test.

## Compare ACT to SAT

	ACT	SAT
<b>Test Fee</b>	\$42.50 \$58.50 (w/ writing) <small>*May request tuition waiver from your high school counselor</small>	\$57.00 (w/ essay) \$45.00 (without essay)
<b>Test Purpose</b>	Measures academic achievement in the areas of English, mathematics, reading, and science.	Measures critical reading, writing, and mathematical reasoning skills.
<b>Test Content</b>	<ul style="list-style-type: none"> <li>English Test (75 items, 45 minutes)</li> <li>Mathematics (60 items, 60 minutes)</li> <li>Reading (40 items, 35 minutes)</li> <li>Science (40 items, 35 minutes)</li> <li>Writing (optional, 1 prompt, 40 min.)</li> </ul>	<ul style="list-style-type: none"> <li>Writing (mandatory, 60 minutes)</li> <li>Multiple choice (35 minutes)</li> <li>Essay (25 minutes)</li> <li>Mathematics (70 minutes)</li> <li>Critical Reading (70 minutes)</li> <li>No Science Test</li> </ul>
<b>Method of Scoring</b>	Scores based on number of right answers. No penalty for guessing.	Scoring adjusted for guessing. Correct answers carry full weight while a chance-level penalty is applied for each correct answer.
<b>Test Score Scales</b>	<b>English: 1-36</b> <ul style="list-style-type: none"> <li>Usage/mechanics: 1-18</li> <li>Rhetorical skills: 1-18</li> </ul> <b>Reading: 1-36</b> <ul style="list-style-type: none"> <li>Arts and literature 1-18</li> <li>Social studies and sciences 1-18</li> </ul> <b>Mathematics: 1-36</b> <ul style="list-style-type: none"> <li>Pre-Algebra &amp; elem. Algebra 1-18</li> <li>Inter. Algebra &amp; coor. Geometry 1-18</li> <li>Plane Geometry &amp; Trigonometry 1-18</li> </ul> <b>Science: 1-36</b> <b>Composite: 1-36</b> (average of 4 test scores, does not include writing) <b>English &amp; Writing: 1-36</b> <ul style="list-style-type: none"> <li>Essay subscore 2-12</li> </ul>	<b>Writing: 200-800</b> <ul style="list-style-type: none"> <li>Multiple choice: 20-80</li> <li>Essay: 2-12</li> </ul> <b>Critical Reading: 200-800</b>  <b>Mathematics: 200-800</b>  <b>No Science Test</b> <b>Total: 600-2400</b> (sum of SAT Critical Reading, Math, and Writing scores)

For most current information and pricing visit the ACT at [act.org](http://act.org) or the SAT at [sat.collegeboard.org](http://sat.collegeboard.org).

\*Prices are subject to change



# Testing

## AP TESTS

Advanced Placement (AP) classes are college-level courses students can take at their high school. The only requirements are a strong curiosity about the subject the student plans to study and the willingness to work hard. Students benefit by getting a head start on college-level work, improving their writing skills, sharpening their problem-solving techniques, and developing the study habits necessary for tackling rigorous course work.

Through AP exams, a qualifying score can earn college credit or advanced placement for students at most of the nation's colleges and universities. Your high school has AP art, English, math, social studies, music, world language, and science. The tests are given at your high school in April and May; students must register in February for testing.

WEBSITE

[collegeboard.org](https://collegeboard.org)

Visit the link above to learn more about AP Tests or see your counselor.

## CLEP COLLEGE-LEVEL EXAMINATION PROGRAM

The CLEP enables students to earn college credit for what they already know. Colleges and universities award credit for qualifying scores. These tests are administered at participating colleges and universities. For more information, contact the college of your choice.

## ASVAB ARMED SERVICES VOCATIONAL APTITUDE BATTERY

ASVAB is a career exploration program consisting of a multi-aptitude test battery that helps students explore their interests, abilities, and personal preferences. Students can use ASVAB scores for military enlistment up to two years after they take the test. A student can take this test as a sophomore, junior, or senior, but students cannot use their sophomore scores to enter the Armed Forces. For more information, contact the counselor at your high school or your local military recruiting office.

## HOME SCHOOL AND PRIVATE SCHOOL TESTS

When a student is coming to public school from home schooling or a non-accredited private school, proficiency in the core subjects must be shown in order to accept the academic grades to the high school transcript. Tests are given to the student in these core subjects in the counseling center in August and/or December.

## PROFICIENCY TESTS

For students who want to gain credit by exam in core subjects and foreign language, proficiency tests are offered in the spring and summer. The test must be passed at 90 percent or above for proficiency. Application forms are available through the counselor at your high school.





## Oklahoma's Promise

### THE BENEFITS

Once you've completed the program's high school requirements, Oklahoma's Promise can help pay your tuition at an Oklahoma public two-year or four-year university. It will also cover a portion of tuition at an accredited private college or university or for Oklahoma public technology center courses that qualify for credit from a public two-year college. (The Oklahoma's Promise scholarship amount does not cover items such as other required fees, books, supplies, or room and board.)

### WHO MAY APPLY

**To enroll in Oklahoma's Promise you must:**

- Be an Oklahoma resident.
- Apply during your 8th, 9th, or 10th grade year (home-school students must apply while age 13, 14, or 15).
- Be the student of guardians who earn \$50,000 or less per year at the time of application.
- Read and understand the requirements of the program as listed.

### WAYS TO APPLY & GET MORE INFORMATION

**Apply online at [okpromise.org](http://okpromise.org).**

- Contact the Oklahoma State Regents for Higher Education by email at [okpromise@osrhe.edu](mailto:okpromise@osrhe.edu) or by phone at 1-800-858-1840 (225-9152 in OKC).
- Get an application from your counselor.

### REQUIRED HIGH SCHOOL COURSES

- 4 units of English
- 3 units of Lab Science
- 3 units of Mathematics
- 3 units of History and Citizenship Skills
- 2 units of Foreign Language (of same language) or Computer Technology
- 1 unit of and Additional Course
- 1 unit or competencies of Fine Arts or Speech

### HIGH SCHOOL REQUIREMENTS

- Graduate from an Oklahoma high school or home-school education program.
- Take the 17 units of high school courses and achieve at least a 2.5 cumulative GPA in those courses.
- Achieve at least a 2.5 cumulative GPA for all courses in grades 9-12 and all core classes.
- Attend school regularly.
- Do your homework.
- Stay away from drugs and alcohol.
- Don't commit criminal or delinquent acts.
- Provide information when requested.
- Meet with a school official to go over your schoolwork and records on a regular basis.
- Apply for other financial aid during your senior year of high school.
- Take part in Oklahoma's Promise activities that will prepare you for college.

**COLLEGE REQUIREMENTS**

- Your guardians' income may not exceed \$100,000 at the time you begin college and prior to receiving the scholarship.
- You must meet normal admission standards for first-time entering students at the college or university to which you apply.
- You must start taking college courses within three years after you graduate high school.
- You may not receive funds for more than five consecutive years after enrolling in college.
- You cannot use the award for courses taken after you complete your bachelor's degree.
- You must maintain good grades in college to keep receiving awards. You must achieve a college GPA of 2.0 for courses taken during your sophomore year and a 2.5 for courses taken during your junior and senior years.
- Any Oklahoma's Promise college students suspended for more than one semester for conduct reasons will lose the scholarship permanently.

**OK Career Guide Information**

Explore quality, up-to-date career information from home, or anywhere else you have access to the Internet. OK Career Guide can give you information about work, education and training, financial aid and much more and is written for Oklahoma students and adults.

**WEBSITE**

**okcareerguide.org**

Use the Internet version of the OK Career Guide at home, in the office, in the library or at school for more info.

**HAVE QUESTIONS?**

- How can I prepare for the ACT/SAT?
- What should I study?
- How do I get a job?
- How can I get money for school?
- How do I write a resume?
- Which occupations pay the most?
- Which occupations pay the least?
- Where should I go to school?
- How do I use social media to help in my job search?
- Where can I find links and information about Technology Centers?
- Where can I find links to colleges and professional organizations?
- What kind of education is needed for the occupations of interest?

**TIP**

When searching for financial aid, do not pay someone to find scholarships for you.

**OKCAREERGUIDE.ORG LOGIN INFORMATION**

- Choose your school from the dropdown menu.
- Create your portfolio.

# Military Opportunities



## ARMY ROTC

This program provides college-trained officers for the Regular Army or Army Reserve. Four-year scholarships are available that may pay tuition, fees, and monthly subsistence allowance. Scholarship winners are based on the results of SAT or ACT tests; the school officials evaluations; extracurricular, leadership and athletic activities, medical exam, and personal interviews.

### Army ROTC programs in Oklahoma:

- Cameron University | 580-581-2340
- Northeastern State University | 918-456-5511, ext. 3066
- Oklahoma State University | 405-744-1775
- University of Central Oklahoma | 405-974-5166
- University of Oklahoma | 405-325-3012

WEBSITE

**military.com**

If you are interested in applying for a military academy, this should be done during your junior year of high school.

## NAVY/MARINE ROTC

This program provides college-trained officers for the Regular Navy and Marines or the Naval or Marine Reserves. Scholarships are available that may pay tuition, fees, and a monthly subsistence allowance. The selection process is very competitive, and requires high ACT or SAT scores, high school academic records, a recommendation letter from high school faculty; extra-curricular activities, personal interviews, a medical exam, and acceptance into a college or university offering Navy ROTC. The ACT or SAT must be taken before November of your senior year, and preferably during the spring of your junior year.

### Navy/Marine ROTC programs in Oklahoma:

- University of Oklahoma | 405-325-2021

## AIR FORCE ROTC

This program provides college-trained officers for the Regular Air Force and the Air Force Reserves. Selection for these scholarships are based on the SAT or ACT, high school academic records, recommendation letters from high school faculty; extracurricular activities, personal interviews, a medical exam, and acceptance into a college or university offering Air Force ROTC. The scholarships may pay tuition, fees, and a monthly subsistence allowance.

### Air Force ROTC programs in Oklahoma:

- Oklahoma State University | 405-744-7342
- University of Oklahoma | 405-325-3211

## MILITARY EDUCATIONAL FUNDING PROGRAMS

All branches of the military have an education-funding program, which can be used after and during military service to pay for college or special training. Contact recruiters from each branch to get the latest information.

■ Air Force | 405-946-6151

■ Air Force Reserve | 1-800-257-1212

■ Army | 1-888-550-ARMY

■ Army Reserve | 1-888-550-ARMY

■ Marines | 405-609-8765

■ Navy | 405-767-9126

■ Naval Reserve | 405-733-2674

■ National Guard | 1-800-GOGUARD

### TIP

Students who enroll in an ROTC class on their own in college are eligible to apply for ROTC scholarships for their subsequent years in college.

## MILITARY SERVICE ACADEMIES

West Point, Annapolis, Air Force, and Merchant Marine students are admitted by Congressional nomination only, and senators, congressmen, the President, or Vice-President may nominate. Each may nominate up to 10 people per opening. Age requirements are 17-23. Because of the extremely keen competition for nomination to an academy, students are urged to apply to every nominating authority that your eligibility allows (i.e. students' two senators, your district congressman.) The Academy takes the highest verbal and highest math sub-test scores on SAT/ACT. The average ACT is 28-30 and average SAT is 1300. Students selected for an academy receive four years of college including tuition, room, board, fees, medical expenses, and a monthly salary, part of which must be used for expenses. After graduation from an academy, a student is obligated to be on active military duty for five years. Students are encouraged to begin the application process the spring of their junior year.

### ■ West Point Military Academy

West Point, New York 10996-1797  
945-938-4041

### ■ United States Air Force Academy

Colorado Springs, CO 80840-5000  
1-800-443-9266

### ■ United States Naval Academy

Annapolis, MD 21402  
410-293-4361

### ■ United States Merchant Marine Academy

Kings Point, New York 11024  
516-773-5755

The Coast Guard Academy requires the same admission standards and provides the same educational opportunities and service requirements. The Coast Guard **DOES NOT** require a Congressional nomination. Students must apply for admission.

### ■ United States Coast Guard Academy

New London, Connecticut 06320-4195  
1-800-883-8724

# NCAA Clearinghouse



**Regulations for Athletic Scholarships:** If you hope to play college athletics, it takes more than just talent in your chosen sport. Athletes must meet course, GPA, and ACT/SAT requirements in order to be eligible to play. The NCAA regulates these requirements. You and your coaches should be aware of and follow these requirements to make sure that you can follow your dreams.

WEBSITE

[ncaa.org](http://ncaa.org)

For brochure, sliding scale or more information.

## DIVISION 1

- Must be a high school graduate.
- **Course requirements:** 4 English, 3 math (Algebra 1 or higher), 2 science (1 lab), 1 additional English, math, natural or physical science, 2 social science, 4 extra core courses from the list above or foreign language, non-doctrinal religion or philosophy.
- Minimum GPA in the core courses.
- Combined ACT score (4 sub scores added together) to match your core GPA on the sliding scale. SAT may also be used.
- You may use ONE core course completed in the year after graduation.

## DIVISION 2

- Must be a high school graduate.
- **Course requirements:** 3 English, 2 math (Algebra 1 or higher), 2 Science (1 lab), 3 extra core courses from English, math or natural or physical science, 2 years of Social Science, 4 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy)
- **Minimum GPA:** 2.0 in core courses.
- ACT Sum Score 68 (4 sub scores added together) or SAT 820 (no sliding scale in Division 2).

## DIVISION 3

- Division 3 does not use the NCAA Initial-Eligibility Clearinghouse. Contact the college about specific eligibility requirements.

A brochure may be requested online. You must register in order to be recruited by Division 1 or 2 programs. The process includes filing, an application fee, and a high school transcript sent by school officials.

# Disability Support

## NO IEPs IN POSTSECONDARY EDUCATION ... WHAT DOES THAT MEAN TO YOU?

Laws change — laws that may have applied to you as a student with a disability in K-12 education will no longer apply to you in postsecondary school.

High School	Postsecondary Institution
Individuals with Disabilities Education Act	Section 504 of the Rehabilitation Act/ Americans with Disabilities Act - Anti-discrimination laws
Annual Individualized Education Program and review	There are no IEPs in postsecondary education
Special education classes available	No special education classes available
Modifications and accommodations are permitted for student to find academic success.	Accommodations that do not alter the fundamental nature of the course or impose undue burden on the institution are permitted. No modifications are allowed.

*\*Chart compares IDEA services at a high school to Section 504/ADA services at the postsecondary level.*

## WHAT IS THE DIFFERENCE BETWEEN ACCOMMODATIONS AND MODIFICATIONS?

- **Accommodations:** They do not alter what you are expected to learn. An accommodation makes learning accessible to you and allows you to demonstrate what you know. Examples: Extended time on tests, tests in separate location, preferential seating, adaptive furniture, and large print texts.
- **Modifications:** They alter what you are expected to learn. Examples: Limited choices on tests, simplifying words on assignments and tests.

WEBSITE

[okcareertech.org](http://okcareertech.org)

Oklahoma's CareerTech system website

## WHAT ARE YOUR POSTSECONDARY OPTIONS?

- **Technology Center:** Technology centers prepare you for a specific profession. They combine the academic curriculum with real-life hands-on applications. Technology centers are usually smaller than colleges and tuition is cheaper.
- **Two-Year Community/Junior College:** They offer a variety of two-year degree programs. Community/junior colleges are usually smaller and tuition is cheaper than four-year colleges/universities.
- **Four-Year Colleges/Universities:** They offer a multitude of degree programs. Class sizes are usually large.

## SUCCESS TIPS

- Learn about your disability and how you can explain it to others.
- Find out what your educational strengths and challenges are, and work hard to improve on weak academic areas.
- Develop good study skills.
- Take challenging high school classes.
- Work with your high school counselor to make sure you have the credits/courses you need to graduate and to continue your education.
- Identify what you are good at, what interests you, and what jobs use those skills and interests.
- Know what accommodations you need to be successful and know how to ask for them.
- Take the ACT or SAT and ask for accommodations (if needed).
- Learn how to advocate for yourself.
- Tour college campuses and evaluate the disabilities services and staff.
- Provide a copy of IEP/504 to the school.



# FINANCIAL AID

# Applying For Scholarships

Even though most applications will not be filled out until your senior year, it is important to think about scholarships long before then. There are scholarships you must apply for during your JUNIOR YEAR, including National Merit Scholarships and U.S. Service Academies (West Point, etc.). There are also scholarship awards you can win through academic competitions, organizations, science fairs, essay contests, summer academies, etc. that are open to students in grades 9-12.

The activities you choose will greatly impact your scholarship opportunities. Colleges look for students who excel academically AND are involved in clubs and activities.

In addition to scholarships, there are other funding sources that students should check into:

## PELL GRANTS

Every student should fill out a FAFSA (Free Application for Federal Student Aid) packet after October 1 of his/her senior year. This is the form that qualifies you for grants, work-study, and student loan programs. If your family qualifies for free or reduced lunches, you probably will also qualify for grants (college funding that does not have to be repaid).

The maximum amounts vary each year. Many colleges and some other funding programs (including Oklahoma's Promise-OHLAP and some Tribal Programs) require a copy of your SAR (Student Aid Report sent to you via FAFSA) once your application is processed. Those who do not qualify may still get student loans. In order to get federal student or parent loans for college, a FAFSA must be completed.

WEBSITE

[fafsa.ed.gov](https://fafsa.ed.gov)

To qualify for grants, work-study, and student loans.

## TRIBAL SCHOLARSHIPS

Students who qualify will need to check with the individual tribe to get specific information regarding the scholarship amounts, the number of scholarships available, and deadlines.

- [cherokee.org](http://cherokee.org)
- [chickasaw.net](http://chickasaw.net)
- [choctawnation.com](http://choctawnation.com)
- [cowboy.net/native/sacnfox.html](http://cowboy.net/native/sacnfox.html)
- [easternshawnee.org](http://easternshawnee.org)
- [muscogeenation-nsn.gov](http://muscogeenation-nsn.gov)
- [osage-tribe.com](http://osage-tribe.com)
- [potawatomi.org](http://potawatomi.org)
- [seminolenation.com](http://seminolenation.com)

TIP

Don't **PAY** to apply for Federal Financial Aid. **It is free.** Some searches may take you to websites that charge you to submit the form.

## OTAG

**Oklahoma Tuition Aid Grant** is included in the FAFSA application. For this state-sponsored program it is important to send forms in (apply online) early. There is a limited amount of money available and it is awarded on a first-come basis.

## ACADEMIC COMPETITIVENESS GRANTS

These grants provide up to \$750 for 1st year and \$1,300 for 2nd year Pell-Eligible undergraduate students who have completed a rigorous high school program. (Oklahoma ACE Graduation or Oklahoma's Promise - OHLAP Requirements met) the application is part of the FAFSA. Students must be full-time (12 hours/semester) and maintain a 3.0 GPA to qualify for 2nd year grants.

WEBSITE

**studentaid.ed.gov**

For more information on getting federal help to pay for college



## CV TECH NEXT STEP SCHOLARSHIP

The Next Step Scholarship allows students in CV Tech's school district to attend one of our Career Programs or ACE classes tuition-free until the age of 24! Visit [cvtech.edu](http://cvtech.edu) or call for more information.

Qualifications:

- Must have HS diploma or equivalency
- Residency
- Under age 24

## SMART GRANTS

National Science and Mathematics Access to Retain Talent Grant provides up to \$4,000 for 3rd and 4th year full-time students who are citizens and who major in physical, life, or computer sciences; mathematics, technology, or engineering, or in a foreign language considered critical to national security. Must be Pell-eligible and have maintained a 3.0 GPA in major courses. Application is part of the FAFSA renewal for continuing college students.

## VOCATIONAL REHABILITATION SERVICES

Students with disabilities of any kind should check into Voc-Rehab for possible college funding and assistance. If you have vision, hearing, or speech disabilities; orthopedic problems including serious injuries, surgeries or birth defects; asthma; diabetes; or other medical problems or learning disabilities, you may qualify for assistance. You can pick up a health survey form and find out more about Voc-Rehab in your counselor's office.

## OKLAHOMA'S PROMISE

**OHLAP (Oklahoma Higher Learning Access Program)** is a scholarship program administered by the Oklahoma State Regents for Higher Education. You must sign up by the end of 10th grade and meet certain GPA, course, and family income requirements to qualify. You must also avoid alcohol, drugs, attendance issues, and disciplinary problems during high school. This scholarship will pay tuition at Oklahoma state-sponsored colleges/universities for up to five years, and a portion of tuition at Oklahoma private colleges.

## VETERAN'S BENEFITS

If you have served in the military or have a parent/guardian who has served in the military, you may be eligible for benefits. Check with your educational institute.



## Free Application for Federal Student Aid (FAFSA)

Federal Student Aid, an office of the U.S. Department of Education, ensures that all eligible individuals can benefit from federally funded financial assistance for education beyond high school.

Federal Student Aid plays a central and essential role in supporting postsecondary education by providing money for college to eligible students and families. They partner with postsecondary schools, financial institutions and others to deliver services that help students and families who are paying for college.

In this section, you will find information to help you understand the application, how to complete the application, and where to go for more information regarding Federal Student Aid.

### FINANCIAL AID TERMS

- **Grants:** Usually no strings, many have financial limits, don't have to pay back.
- **Scholarships:** Not always academic, could be special areas and skills based, don't have to pay back but probably need to keep grades up.
- **Work/Study:** You can get a job and go to school at the same time or work on campus.
- **Loans:** Only as a last resort, and keep them small.

WEBSITE

[fafsa.ed.gov](https://fafsa.ed.gov)

To qualify for grants, work-study, and student loans.

## FSA ID

The FSA ID a username and password has replaced the Federal Student Aid PIN and must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID, you can create one when logging in to [fafsa.gov](https://fafsa.gov).

TIP

**Important:** Only the owner of the FSA ID should create and use the account. Never share your FSA ID.

## HOW TO CREATE YOUR FSA ID

- STEP 1** When logging in to one of the websites listed above; click the link to create an FSA ID.
- STEP 2** Create a username and password, and enter your e-mail address.
- STEP 3** Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.
- STEP 4** If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.
- STEP 5** Review your information, and read and accept the terms and conditions.
- STEP 6** Confirm your e-mail address using the secure code, which will be sent to the e-mail address you entered when you created your FSA ID. Once you verify your e-mail address, you can use it instead of your username to log in to the websites.

You can use your FSA ID to sign a FAFSA right away. Once the Social Security Administration verifies your information in one to three days, or if you have linked your PIN to your FSA ID, you will be able to use your FSA ID to access the websites listed above. For help, visit [StudentAid.gov/fsaid](http://StudentAid.gov/fsaid).

## TIME-SAVING TIPS

- **Plan ahead:** Gather required information like your Social Security Number, driver's license, income tax returns, and investment records before you begin. For a complete listing of the documents you will need to complete the FAFSA, select Documents Needed.
- **Sneak a peek:** Print a FAFSA on the Web Worksheet to see how the FAFSA is organized; ask your parent/guardian to provide you with the information requested of them (if you are a dependent student).
- **Take it one step at a time:** Once you begin filling out your FAFSA, you can save it whenever you need, and then complete and submit it later at your convenience.

### TIPS

The information you save will be secure and available for you to retrieve and edit for 45 days. Saved applications are erased after 45 days or after the federal application/correction deadline date.

The deadlines for your state or schools may be different from the federal deadlines and you may be required to complete additional forms.

- Federal Student Financial Aid Deadlines
- State Student Financial Aid Deadlines

## APPLICATION DEADLINES

The FAFSA is the federal application for financial aid, but it is also used to apply for aid from other sources, such as your state or school.

Check with your high school guidance counselor or a financial aid administrator at your school about state and school sources of student aid.





## FAQs: Before Beginning a FAFSA

### WHAT IS THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)?

The FAFSA is used to apply for federal student aid such as grants, work-study, and loans. You may also use the FAFSA to apply for most state and some private aid.

### WHAT METHODS ARE AVAILABLE FOR COMPLETING THE FAFSA?

You can complete the FAFSA electronically by using FAFSA on the Web, or you can fill out and mail a paper FAFSA. Each method is available in both a English and a Spanish version. In addition, some schools participate in Electronic Data Exchange (contact your school for more information). You may use any one of these methods to apply for federal student aid, but do not submit more than one application.

### ALSO NOTE THE FOLLOWING:

- If you are filing a last year's income tax return, FAFSA recommends that you complete your tax return before filling out the current year FAFSA. Note that you do not have to actually send your tax return to the IRS before filling out the FAFSA. You can submit your FAFSA using estimated income and tax information. However, after you file your tax return, you must correct any income or tax information that is different from what you submitted on your original FAFSA.
- Submit or mail your current year FAFSA no earlier than January 1 of the current year, and no later than June 30 of the next year.
- You should receive a Student Aid Report (SAR) within three weeks. Carefully review all of the information on the SAR to make sure it is correct. Follow directions for making and submitting corrections promptly. If you do not receive a SAR within three weeks, or if you have questions about your SAR, refer to the Customer Service page.
- If you or your family have unusual circumstances (such as loss of employment) that might affect your eligibility for federal student aid, check with the financial aid office at the school you plan to attend.

#### TIP

You can check the status of your application by selecting Check Status of a Submitted FAFSA or Print Signature Page under the FAFSA Follow-Up section of the home page.



## WHAT RECORDS DO I NEED TO COMPLETE MY FAFSA?

In order to successfully complete a FAFSA, you will need information from one or more of the documents listed on the Documents Needed page.

## WHAT DO I NEED TO KEEP IN MIND WHEN FILLING OUT THE FAFSA?

- The words “you” and “your” always mean the student.
- The word “school” means a college, university, graduate or professional school, community college, vocational or technical school, or any other school beyond high school.
- Round to the nearest dollar and do not use commas or decimal points.
- For dates, enter numbers that correspond to the month, day, and year. For example, for November 7, 1981, enter 11071981.
- FAFSA questions that refer to the “school year” mean the school year from July 1 of the current year through June 30 of the next year.
- Do not mail tax forms or Worksheets to Federal Student Aid.
- Check with your financial aid administrator if you have unusual circumstances.

### TIP

January 1 is the first date that you are eligible to file the next years’ FAFSA. Try to submit the form as close as possible to this date since school, state, and private aid deadlines may be earlier than federal deadlines.

## WHAT ARE THE DEADLINES FOR APPLYING?

- You should apply as early as possible. Submitting your FAFSA is only the first step in applying for federal student aid.
- State student aid deadlines.
- State deadlines may be earlier than the federal deadlines. Your state may also require an additional form.
- School aid deadlines.
- Schools may have their own deadlines and applications for awarding student aid. Check with your school’s financial aid office for information.

For more information on federal, state, and school deadlines, select Application Deadlines.

## WHY IS IT IMPORTANT TO SUBMIT ACCURATE INFORMATION?

You may be asked to provide U.S. income tax returns and other information. If you cannot or do not provide these records to your school when asked, you may not get federal student aid.

If you get federal student aid based on incorrect information, you will have to pay it back. You may also have to pay fines and fees. If you purposely give false or misleading information on your application, you may be fined \$20,000, sent to prison, or both.

### TIP

You must fill out this form accurately. The information that you supply can be verified by your school, your state, or by Federal Student Aid.

# Documents Needed

You will need records of income earned in the year prior to when you will start school. You may also need records of your guardians' income information if you are a dependent student. You may print a copy of this page by selecting the Print This Page button at the top or bottom of the page. For the next school year you will need financial information from the previous year.

## YOU WILL NEED TO REFER TO:

- Your Social Security Number. Be sure it is correct.
- Your driver's license (if any).
- Your current W-2 Forms and other records of money earned.
- Your (and your spouse's, if you are married) previous year Federal Income Tax Return.
- IRS 1040, 1040A, 1040 EZ.
- Foreign Tax Return, or Tax Return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federal States of Micronesia, or Palau.
- Your parents' Federal Income Tax Return from the previous year (if you are a dependent student).
- Your previous year untaxed income records.
- Veterans non-education benefit records.
- Child support received.
- Worker's compensation.
- Your current bank statements.
- Your current business and investment mortgage information, business and farm records, stock, bond and other investment records.
- Your alien registration or permanent resident card (if you are not a U.S. citizen).

To organize your information, print and complete a FAFSA on the Web Worksheet before you begin entering your information online.

### TIPS

Keep these records. You may need them again. Do not mail your records to Federal Student Aid.

If taxes are unavailable you may access the IRS Data Retrieval Tool on the IRS's website while completing FAFSA.



## What's Your FAFSA Dependency Status?

Answer these questions to determine if you'll need to provide your parents' information:

QUESTIONS	YES	NO
Will you turn 24 during the application year?		
As of today are you married?		
At the beginning of the application year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, PhD, EdD, or graduate certificate, etc.)?		
Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training?		
Are you a veteran of the U.S. Armed Forces?		
Do you have children who will receive more than half of their support from you during the application year?		
Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you during the application year?		
At any time since you turned age 13, were both your parents deceased, were you in foster care, or were you a dependent or ward of the court?		
As determined by a court in your state of legal residence, are you or were you an emancipated minor?		
As determined by a court in your state of legal residence, are you or were you in legal guardianship?		
At any time during the application year, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless?		
At any time during the application year, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless?		
At any time during the application year, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless?		

If you answered yes to one or more of these questions, you are considered an independent student on the FAFSA. You will not need to provide your parent's information when completing your FAFSA application.

# Financial Aid Questions to Ask Colleges

- What kind of financial assistance does the college offer: need-based, merit-based, both?
- Can the college provide an early estimate of what my financial aid award might be?
- What forms are needed in order to apply? When are financial aid applications due?
- What student costs are taken into account by the financial aid office? Tuition, room, board, transportation?
- What about additional expenses such as books, fees, computers, and personal expenses?
- What's included in the comprehensive fee? For example, do students have to pay extra for computer time or to attend campus events (concerts, plays, films, lectures, athletic events, etc.)?
- When will we be notified about the amount of assistance we can expect?
- Does the institution have an appeal process to review special circumstances?
- Is there a commitment for financial assistance beyond the first year?
- How and when do we apply for financial assistance after the first year?
- What if we do not qualify for need-based aid? Are there alternative financing options available?
- What grants, loans, and work-study opportunities does the college offer?
- Are there any we might be eligible for?
- What's the average student loan indebtedness amount for the college's graduates?
- Is there a restriction to the length of time that financial assistance will continue?
- How long does it typically take a student to graduate from this college? Four years? Longer?
- What impact do scholarships from outside sources have on other financial aid?
- Can we apply financial aid toward and off-campus study program, either in the U.S., or another country?
- What happens if our family's financial situation changes substantially during the school year?
- Are there payment options available, such as monthly or quarterly?

## Ready, Set, Let's Go to College!

### GET READY

- What schools will you choose? Why?
- What major — or at least interests, pick three (3).
- What does it take to get accepted?
- College admission standards.
- College costs? Tuition, books, fees, room & board, transportation, etc.
- It's hard to get everything paid for, plan ahead.

### GET SET

- College Scholarship Worksheet - honors, awards, academics, activities, etc.
- Ask for recommendations early, and tell them what you'd like included - give a worksheet or resume.

- Get five (5) 7th semester high school transcripts for application and scholarships.
- Think outside the box on scholarships such as special interests, skills, clubs, etc.
- Go to college websites to search for special scholarships.
- Put financial aid packages together.

### GO

- Visit colleges and talk with admissions and financial aid staff.
- Apply early for scholarships.
- Complete applications & forms by deadlines.
- Do everything early to get the best deal.
- Ask the college to help — They want you.

# APPENDIX

# Contact Information

## Canadian Valley Technology Center

<b>Address</b>	<b>El Reno Campus:</b> 6505 East Hwy 66 El Reno, OK 73036 <b>Dr. Earl Cowan Campus:</b> 1701 South Czech Hall Road Yukon, OK 73099
<b>Main Phone</b>	405-262-2629 (El Reno); 405-345-3333 (Cowan)
<b>Website</b>	cvtech.edu
<b>Assessment Center</b>	405-422-2266
<b>Career Counselor, Cowan Campus</b>	405-345-3340
<b>Career Counselor, El Reno Campus</b>	405-422-2252
<b>Career Counselor, El Reno Campus</b>	405-422-2262
<b>Disability Services</b>	405-422-2284
<b>Employment Services Coordinator</b>	405-422-2205
<b>Financial Aid Coordinator</b>	405-422-2208

## Sending Schools

<b>Bethany High School</b>	4500 North Mueller Ave., Bethany, OK 73008   405-789-6370   fax: 405-499-4634
<b>Calumet High School</b>	110 North Freehome Ave, Calumet, OK 73014   405-893-2222   fax: 405-893-8019
<b>El Reno High School</b>	407 South Choctaw Ave., El Reno, OK 73036   405-262-3254   fax: 405-262-8629
<b>Minco High School</b>	701 SW 3 <sup>rd</sup> , Minco, OK 73059   405-352-4377   fax: 405-352-4006
<b>Mustang High School</b>	801 S Snyder Drive, Mustang, OK 73064   405-376-2404   fax: 405-376-7347
<b>Piedmont High School</b>	1055 Edmond Road NW, Piedmont, OK 73078   405-373-5011   fax: 405-373-5014
<b>Union City High School</b>	1056 West Division St., Union City, OK 73090   405-483-5326   fax: 405-483-5599
<b>Yukon High School</b>	1777 Yukon Parkway, Yukon, OK 73099   405-354-6692   fax: 405-354-8411



# Bethany Graduation Checklist

Student Name \_\_\_\_\_

College Track \_\_\_\_\_

OK Promise \_\_\_\_\_

NCAA \_\_\_\_\_

English (4 units)		
English I		
English II		
English III		
English IV		
Math (3 units)		
1st Math		
2nd Math		
3rd Math		
Science (3 units)		
Biology I		
2nd Science		
3rd Science		
History (3 units)		
Oklahoma History (½ unit)		
Geography (½ unit)		
World History		
US History		
Government (½ unit)		
Foreign Language or Computer Science (2 units)**		
Language 1 and		
Language 2		
OR		
Computer Science 1 and		
Computer Science 2		
<b>Additional Unit (1) of course listed above or Career &amp; Technology courses approved for college admission **</b>		

Fine Arts or Speech (1 unit)		
Electives (9 units)		
Personal Financial Literacy (½ unit)		

End-of-Instruction Testing				
Algebra I				
Biology I				
Geometry				
English II				
Algebra II				
English III				
US History				

Course Enrolled: ✓

Course Completed: X

**Total Units Required for Graduation: 26**

Notes:

# Calumet Public Schools Graduation Checklist

## OK Promise Curriculum Worksheet

Please record the letter grade or numerical value on the lines next to the courses completed. (i.e. A=4, B=3, C=2, D=1) Each short line indicates  $\frac{1}{2}$  unit of credit.

Student Name: \_\_\_\_\_

### ENGLISH: (4 units)

English I	_____	_____	English III	_____	_____
English II	_____	_____	English IV	_____	_____

### LAB SCIENCE: (3 units - must be a district certified lab science)

Biology	_____	_____	Physical Science (lab)	_____	_____
Chemistry	_____	_____	_____	_____	_____
Physics	_____	_____			

### MATH: (3 units)

Algebra I	_____	_____	Trig/Calculus	_____	_____
Geometry	_____	_____	Math Analysis	_____	_____
Algebra II	_____	_____	AP Statistics	_____	_____
Algebra III	_____	_____			

### HISTORY AND CITIZENSHIP SKILLS: (3 units - 1 unit must be American/U.S. History)

American History	_____	_____	World History	_____	_____
Oklahoma History	_____	_____	Modern History	_____	_____
Government/Civics	_____	_____	Ancient History	_____	_____
Geography	_____	_____	World Geography	_____	_____
Economics	_____	_____			

### FOREIGN OR NON-ENGLISH LANGUAGE: (2 units of the SAME language)

Spanish I/Spain II	_____	_____	_____	_____	Native Amer. Lang I/II	_____	_____	_____	_____
French I/French II	_____	_____	_____	_____	Sign Language I/II	_____	_____	_____	_____
German I/German II	_____	_____	_____	_____		_____	_____	_____	_____

OR

### COMPUTER TECHNOLOGY: (2 units - not including keyboarding or typing)

\_\_\_\_\_

### ADDITIONAL COURSE: (1 unit of the subjects listed above)

\_\_\_\_\_

### FINE ARTS OR SPEECH:

(1 unit of music, art, drama or Speech - competencies WILL count if noted on the transcript.)

\_\_\_\_\_

ACT Score: _____	17-unit OHLAP Core GPA (must be 2.50 or above)	_____
Required for non-accredited schools and homeschooled students	Overall GPA (transcript) (must be a 2.50 or above)	_____

# El Reno Public Schools Graduation Checklist

Name \_\_\_\_\_ IEP \_\_\_\_\_ Academy \_\_\_\_\_

ENGLISH :

English 1	<input type="checkbox"/>	<input type="checkbox"/>
English 2	<input type="checkbox"/>	<input type="checkbox"/>
English 3	<input type="checkbox"/>	<input type="checkbox"/>
English 4	<input type="checkbox"/>	<input type="checkbox"/>

MATH:

Algebra I	<input type="checkbox"/>	<input type="checkbox"/>
Geometry	<input type="checkbox"/>	<input type="checkbox"/>
Inter. Algebra	<input type="checkbox"/>	<input type="checkbox"/>
Pre Calculus	<input type="checkbox"/>	<input type="checkbox"/>
Algebra 2	<input type="checkbox"/>	<input type="checkbox"/>
Financial Algebra	<input type="checkbox"/>	<input type="checkbox"/>
Calculus	<input type="checkbox"/>	<input type="checkbox"/>
Algebra 3	<input type="checkbox"/>	<input type="checkbox"/>

SCIENCE:

Ecology	<input type="checkbox"/>	<input type="checkbox"/>
Biology	<input type="checkbox"/>	<input type="checkbox"/>
Chemistry	<input type="checkbox"/>	<input type="checkbox"/>
Biology 2	<input type="checkbox"/>	<input type="checkbox"/>
Anatomy	<input type="checkbox"/>	<input type="checkbox"/>

SOCIAL STUDIES:

Okla. Hist.	<input type="checkbox"/>	<input type="checkbox"/>
Bible/Other	<input type="checkbox"/>	<input type="checkbox"/>
Military/CurrUS	<input type="checkbox"/>	<input type="checkbox"/>
US History	<input type="checkbox"/>	<input type="checkbox"/>
Government	<input type="checkbox"/>	<input type="checkbox"/>

FINE ARTS:

_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINANCIAL LITERACY:

Personal Finance ☐

FOREIGN LANGUAGE:

_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

EOI:

Algebra I	<input type="checkbox"/>
English 2	<input type="checkbox"/>
Biology I	<input type="checkbox"/>
Geometry	<input type="checkbox"/>
Algebra 2	<input type="checkbox"/>
English 3	<input type="checkbox"/>
US History	<input type="checkbox"/>

GRAD ROMTS:

OK Promise	<input type="checkbox"/>
NCAA	<input type="checkbox"/>
College Prep	<input type="checkbox"/>
State Minimum	<input type="checkbox"/>

Other Math

_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Other Sciences

_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Other Social Studies

_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

ELECTIVES:

_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

COMPUTERS:

_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

# Minco Public Schools Graduation Checklist

## Graduation Checklist Sr. 2017

Name \_\_\_\_\_

### Graduation

Eng (4)		
English I		
English II		
Eng III		
Eng IV		
Math (3)		
Alg I		
Geometry		
Alg II		
MOF		
Science (3 )		
Phy. Sc		
Biology I		
Chemistry		
Earth Sc		
History/Gov (3)		
OK 1/2		
Government		
Geography		
US His		
World 1/2		
Modern		
Fine Arts (2)		
Financial Lit (1/2)		

### College

Eng (4)		
English I		
English II		
Eng III		
Eng IV		
Math (3)		
Algebra I		
Geometry		
Algebra II		
Algebra III		
Science (3)		
Phys Sc		
Biology I		
Chemistry		
Earth Sc		
History/Gov (3)		
OK 1/2		
Government		
US History		
World 1/2		
Geography		
Modern		
Spanish or Computer (2)		
Add'l Unit(1)		
Fine Arts(1)		
Financial Lit (1/2)		

**24 Credits  
to graduate.**

# Mustang Graduation Checklist

Name: \_\_\_\_\_ Exp Grad Date: \_\_\_\_\_

## ENGLISH :

English I		
English II		
English III		
English IV		

## MATH:

Algebra I		
Geometry		
Algebra II		
_____		
_____		

## SCIENCE:

Biology I		
Phy. Sci.		
_____		
_____		
_____		

## SOCIAL STUDIES:

Okla. Hist.		
World Hist		
Am. Hist.		
Government		

## Fine Arts-

	Humanities

## Personal Finance & CPR:

Per. Fin. Lit.	
*standards	
CPR Req.	

## FOREIGN LANG OR TECH


**\*1 unit of the subjects  
listed above (excludes  
humanities, fine arts, &  
personal finance)**

## EOI:

Algebra I	
Geometry	
Algebra II	
Biology I	
English II	
English III	
US History	

## ELECTIVES:

_____		
_____		
_____		
_____		
_____		
_____		
_____		
_____		
_____		
_____		

## REMEDATION:

ACE Math		
ACE Reading		

**26 Total Credits**

**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## GRAD RQMTS:

OK Promise	
NCAA	
ACE	
OPT-OUT	

## Certif. of Distin.

4 All Core

2 -tech or arts,

2- F. Lang

EOI's all satisf.

## Academ. Ach.

GPA 3.60 cum

25 ACT or

1050 SAT

2 yrs F. Lang

## Credit Recovery

Night School	_____
Summer School	_____
Virt. Course	_____
Alternative Sch.	_____
PASS B	_____

# APPENDIX 2



## PIEDMONT HIGH SCHOOL GRADUATION REQUIREMENTS

GENERAL DIPLOMA	COLLEGE PREPARATORY DIPLOMA	DIPLOMA OF DISTINCTION
4 units English	4 units English	4 units English
3 units Social Studies	3 units Social Studies	4 units Social Studies
3 units Mathematics	4 units Mathematics	4 units Mathematics
3 units Science	3 units Science	4 units Science
1 unit Business	1 unit Business	1 unit Business
1 unit Computer Education	1 unit Computer Education	1 unit Computers
7 units Electives	2 units Foreign Language	2 units Foreign Language
*Fine Arts is embedded in English	4 units Electives	4 units Electives
	*Fine Arts is embedded in English	*Fine Arts is embedded in English
24 units Total	24 units Total	26 units Total

According to Senate Bill 982 all incoming freshmen are enrolled in out College Preparatory Curriculum unless the student's parent or legal guardian approves the student to enroll in an other pathway. Upon enrollment all parents are asked to select one of the above pathways for their child. If at anytime you would like to change your child's pathway, please contact your child's counselor at 373-5011.

Marcy Eldridge, Counselor for students with last names starting with letters A-L.  
Cathy Earnest, Counselor for students with last names starting with letters M-Z.



# Union City Public Schools Graduation Checklist

Union City Public Schools

## Graduation Checklist

Name \_\_\_\_\_ Date \_\_\_\_\_

**24 total credits needed**

English (ELA) (4)		
English I		
English II		
English III		
English IV		
College Comp I		
College Comp II		

Science (3)		
Physical Science		
Biology		
Chemistry		
Anatomy/Physiology		
Animal Science		
Environmental Science		

ELECTIVES		
Journalism I		
Journalism II		
Yearbook		
Ag Science I		
Ag Power I		
Ag Power II		

Math (3)		
Algebra I		
Algebra II		
Geometry		
Trig		
College Algebra		
Math Finance		

History (3)		
OK History 1 sem		
Govt. 1 sem		
Economics		
US History		

Speech I		
Speech II		
Athletics (10)		
Athletics (11)		
Athletics (12)		
Web Design		

Other courses		
CPR		

Sociology- 1 semester		
Math Tutor (.5 credit)		
Library Aid (.5 credit)		

Computer I, II OR Spanish I, II		
PFL - 1 sem		

**TOTAL CREDITS EARNED TO DATE** \_\_\_\_\_

APPENDIX 2

# Yukon Public Schools Graduation Checklist

## Yukon Graduation Checklist

Student Name \_\_\_\_\_

### Graduation

English (4 units)		
English 1		
English 2		
English 3		
English 4		
Math (4 units)		
1 <sup>st</sup> Math		
2 <sup>nd</sup> Math		
3 <sup>rd</sup> Math		
4 <sup>th</sup> Math (waived for CVTC)		
Science (3 units)		
Biology		
2 <sup>nd</sup> Science		
3 <sup>rd</sup> Science		
History (3 units)		
Oklahoma History ½		
World History		
US History		
Government ½		
Keystone ½		
Other- Foreign Language or Computer Science (2 units)**		
Language 1 and Language 2		
OR		
Computer Science 1 and Computer Science 2		
Additional Unit (1)**		
Listed above or Career & Technology courses approved for college admission		

<b>Fine Arts or Speech (1)</b> (Competencies Covered)
--

<b>5.5 elective units to total 23 units</b> <b>(46 credits)</b>
--

End-of-Instruction Testing	
Algebra 1	
English 2	
Biology 1	
Geometry	
Algebra 2	
English 3	
US History	

Course Completed X  
Course Enrolled ✓

\*\*With parent written permission a student can opt out of this requirement.

Total Credits Required for Graduation: 46 Credits (23 units)

# Helpful Websites

Organization	Website URL
<b>Canadian Valley Technology Center</b>	<b>cvtech.edu</b>
CareerTech	okcareertech.org
Central Oklahoma Workforce Investment Board	cowib.org
Cherokee Nation	cherokee.org
Chickasaw Nation	chickasaw.net
Choctaw Nation	choctawnation.com
Citizen Potawatomi Nation	potawatomi.org
College Board	collegeboard.com
CollegeWeek Live	collegeweeklive.com
FAFSA	fafsa.ed.gov
FastWeb	fastweb.com
Federal Student Aid	studentaid.ed.gov
FinAid	finaid.org
FSA ID Website	fsaid.ed.gov
KnowHow2GO	knowhow2go.org
Mapping Your Future	mappingyourfuture.org
Military.com	military.com
Muscogee (Creek) Nation	muscogeenation-nsn.gov
National Collegiate Athletic Association	ncaa.org
OK College Start	okcollegestart.org
Oklahoma Career Guide	okcareerguide.org
Oklahoma City Community College — Student Support Services	occc.edu/sss
Oklahoma Department of Rehabilitation Services	okrehab.org
Oklahoma Higher Education	okhighered.org/student-center
Oklahoma Library for the Blind and Physically Disabled	library.state.ok.us
Oklahoma Money Matters	oklahomamoneymatters.org
Oklahoma Office of Disability Concerns	ok.gov/odc
Oklahoma State Scholarship and Financial Aid	okstate.edu/finaid
Oklahoma Technology Centers	okwhatsnext.com
Oklahoma Workforce Portal	ok.gov/okworks
Osage Nation	osagetribe.com
OSU-OKC Services to Students with Disabilities	osuokc.edu/disability
Rose State College — Disability Services	rose.edu/disability-services
Sac and Fox Nation	sacandfoxnation-nsn.gov
Seminole Nation of Oklahoma	seminolenation.com
Smart About Money	smartaboutmoney.org
The ACT	actstudent.org
U.S. News Education — College	colleges.usnews.rankingsandreviews.com/best-colleges
UCanGo2	ucango2.org
University of Oklahoma — Disability Resource Center	drc.ou.edu
University of Oklahoma Scholarships	scholarships.ou.edu/search2.cfm
Workforce Oklahoma — Norman Center	ok.gov/oesc_web

# Community Service & Leadership

When colleges and scholarship organizations look at student applications, many of them use what is called a RUBRIC for scoring your information. A rubric is a chart that breaks information down into small parts, and often awards points for meeting qualifications at different levels.

Being active in organizations at school, and in the community are good ways to grow. Colleges and employers recognize that students who are active and involved in their school and community will probably also be active and involved in their college and their career. They know how to work in teams and are willing to contribute time and effort to making things better in the places where they work and live.

## TIPS

Build your portfolio electronically with [www.OKCareerGuide.org](http://www.OKCareerGuide.org).

Bring this book with logged activities when seeking letters of recommendation from your counselor.

Community service is not just something you do when you get a speeding ticket. It is a great way to help others, to learn new skills, and to be involved with others who have interests similar to yours.

When you begin to apply for scholarships and/or jobs, the people who are looking at your application want to know what kind of person you are. Of course they'll want to know what kind of grades you made, and what your ACT/SAT scores were, but they also want to know who you are and how you spend your time.

Start keeping track of your community service and student organization activities. When you are ready to graduate, the information will be helpful in filling out applications and resumes. Sometimes it is hard to remember during your senior year, the things you did in the earlier grades.

Organization	Member # years	Officer Title/# years	State Officer Title/# years	Activity Participant Describe the activity/hours spent	Activity Leader Describe your role

# APPENDIX 5

The following pages can be used to keep track of your activities. If you run out of space, ask your counselor for extra blank pages to insert in your PLANNER folder. Running out of space is a GOOD THING. It means you are active and involved. Don't "pad" your list. Make it real and honest and really get into the activities you are listing. If you put your heart into it, the rest will come. In addition to earning points that will help you get a scholarship or a job, you will be a better person, and make the world better for someone else.

65

# Cover Letter Sample

1234 Maple  
Somewhere, OK 98765

November 20, 2015

Dr. Thomas Black, Chair  
Meteorology Department  
Buchanan Hall, Room 103  
Somewhere, OK 98765

Dear Dr. Black:

Please accept the attached resume as my expression of interest in interviewing for the Administrative Assistant position on your staff, which was advertised in the Yukon Review on Sunday.

I have worked as a secretary since May 2013. This promotional opportunity is of particular interest to me because my qualifications match both those required and preferred for this job. Beyond the minimum qualifications, I would bring to this position organizational ability, leadership skills, dependability and analytical skills. These strengths have been noted repeatedly on my performance evaluations.

I would appreciate an opportunity to discuss this position and my qualifications with you; please feel free to contact me at 405.123.9999. Thank you for your consideration.

Sincerely,

*Signature Here*

Jane Doe

Enclosure: Application, Resume, and References



# Chronological Resume Sample

## IMAN A. STUDENT

999 N. Pleasant St.  
Somewhere, OK 12345

405.123.4455  
iastudent@jobswork.com

Professional Profile:

Successful in a progressive organization utilizing proven sales experience and personnel

Experience:

**Store Manager**

**The Limited, Oklahoma City, OK**

**2013-Present**

Managed a \$1 million volume retail-clothing outlet. Heavy involvement in sales, promotional activities and customer relations. Responsible for all staffing procedures: recruiting, daily operation, scheduling, training, motivating and hiring of personnel. Ensured proper accounting procedures were followed, including inventory control and reporting. During 2014 increased monthly sales figures 25% over previous year. Received many awards for outstanding performance over region.

**Assistant Manager The Gap Stores Inc., Oklahoma City, OK 2011-2013**

Traveling trouble shooter responsible for resolving managerial problems at various locations during personnel transition periods. Recruited new sales crews, trained and guided new managers with an eye to increase sales. Critiqued merchandise and overall operations to ensure smooth and efficient performance.

**Office Assistant**

**CV Office Supply, Yukon, OK**

**2009-2011**

Assisted owner with day to day operations; all incoming and outgoing correspondence for 8 consultants, creating weekly advertisements, greeting and testing an average of thirty clients a day, answered a 10 line telephone system, classification and organization of a filing system of a client list for a 6 year period and all secretarial functions.

Education:

**Rose State College**

A.A. Business Administration

**Graduated 2009**

Midwest City, OK

**CV Tech**

Business Office Technology

**Diploma Received 2007**

Yukon, OK

Community Involvement:

Second Chance Animal Shelter, Volunteer

Cleveland County YMCA, Summer Camp Leader

Relay for Life, Participant

6 Years

3 Years

2 Years

# Functional Resume Sample

## IMAN A. STUDENT

999 N. Pleasant St.  
Somewhere, OK 12345  
405.123.4455  
iastudent@jobswork.com

### TEACHING

- Instructed large community groups on issues related to child abuse and neglect
- Taught interested volunteers how to set up community child abuse programs
- Planned and taught workshops for parents of abused and neglected children
- Instructed public school teachers on signs and symptoms of potential child abuse

### COUNSELING

- Consulted with parents for probable child abuse and suggested courses of action
- Worked with social workers on individual cases, both in urban and suburban settings
- Counseled single parents on appropriate coping behavior
- Handled pre-intake interviewing of many individual abused children

### ORGANIZATION/COORDINATION

- Coordinated transition of children between original and foster home
- Served as liaison between community health agencies and schools
- Wrote proposal to state for county funds to educate single parents and teachers

### VOLUNTEERISM/COMMUNITY INVOLVEMENT

#### **Service Coordinator-Child Abuse Program, 20010-2015**

Community Mental Health Center, Freehold, NH

#### **County Representative, C.A.R.E. – Child Abuse Rescue Education, 2007-2010**

Department of Human Services, Albany Park, NJ

### EDUCATION

#### **B.S., Sociology, 2007**

Douglass College, New Brunswick, NH 11996

# Academic Resume Sample

JANE L. DOE

1000 SE 4<sup>th</sup> St.  
El Reno, OK 73036

405.123.4567  
jdoe@jobswork.com

## EDUCATION

El Reno High School  
300 N Eastern Avenue  
El Reno, Oklahoma 73036  
405-123-4567

Class Standing: #/total # in grad class  
GPA: Weighted and Unweighted  
ACT:  
SAT:

## ACADEMIC HONORS, AWARDS AND SCHOLARSHIPS

Certificate of Distinction in English II-IV, 2013-14  
Second Place State Science Fair Competition, 2015  
National Merit Finalist, 2014-15

Academic All-State Scholar, 2014-15  
Oklahoma Foundation for Excellence, 2013-14  
Outstanding AP Calculus Student, 2015-16

## CLUBS, ORGANIZATIONS AND LEADERSHIP

Member of Junior National Honor Society, 2014-15  
Member of National Honor Society, 2015-16  
Secretary of Key Club, 2014-15  
Vice President of Latin Club, 2015-16

Peer Mentor of Freshmen Utilizing Senior  
Experience (F.U.S.E.), 2013-14  
Captain of Academic Team A, 2014-15

## FOREIGN LANGUAGE AND TECHNOLOGY SKILLS

Spanish I and II, 2013-2014  
Microsoft Applications, 2014-15

Photoshop, 2015  
Web Design, 2016

## VOLUNTEER EXPERIENCE

Piedmont Public Library, 2014-15  
Habitat for Humanity - Oklahoma City, 2013

Second Chance Animal Sanctuary, 2016  
Jesus' House Christmas Dinner, 2015

## CAMPUS AND COMMUNITY SERVICE ACTIVITIES

ERHS Campus Beautification Project, 2014-15  
Title I Tutoring at X Elementary School, 2015-16

Christmas in the Park, 2015-16  
Marine Corps Babysitting, 2015

## WORK EXPERIENCE

Customer Service Representative at PetSmart, Yukon, Oklahoma, 73099

# Reference Sample

**IMAN A. STUDENT**

999 N. Pleasant St.  
Somewhere, OK 12345  
405.123.4455  
iastudent@jobswork.com

**REFERENCES****Dawn Smith, Instructional Administrator**

Canadian Valley Technology Center  
6505 E. Hwy 66  
El Reno, OK 73036  
405.422-1234  
dsmith@CV Tech.com

**Dale Smith, Director**

Department of Human Services  
123 W. Franklin  
El Reno, OK 73036  
405.123.9876  
dsmith@lmart.com

**Dana L. Smith, Divisional Manager**

Volunteer and Community Support  
5555 W. Main  
El Reno, OK 73036  
405.111.1234  
dlsmith@bsales.com

# Follow-up Letter Sample

1000 SE 4<sup>th</sup> St.  
El Reno, OK 73036

November 20, 2015

Ms. Amy Smith  
Personnel Director  
American Motors  
1500 Interstate Drive  
Oklahoma City, OK 73116

Dear Ms. Amy Smith:

Enclosed is the application you requested that I complete to be considered for the Assistant Bookkeeper position.

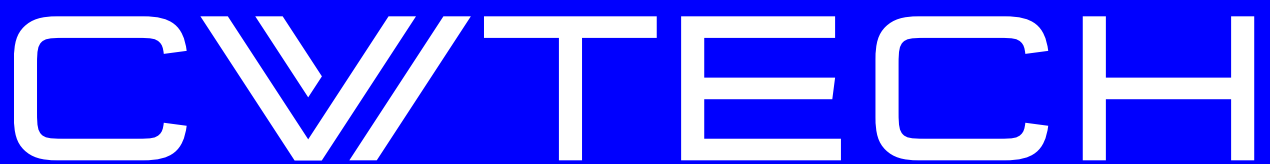
As I mentioned in my earlier letter, I would appreciate an opportunity to be interviewed for the position at your convenience.

Due to pending vacation plans, please advise me concerning the expected timetable for this selection. I am very interested in the position, and want to plan my short vacation accordingly.

Sincerely,

*Signature Here*

Jane Doe  
405.123.4567



Providing high-tech educational  
opportunities for high school students,  
adult and businesses in Oklahoma.

Canadian Valley Technology Center affirms its policy of equal opportunity regardless of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age or genetic information. This policy applies to all programs and facilities, including, but not limited to admissions, educational programs, employment, and services. Any discriminatory action can be a cause for disciplinary action. Discrimination is prohibited by state and federal laws including Titles VI and VII of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Age Discrimination in Employment Act of 1967 as amended, and other federal and state statutes, regulations and CVTC policy.