

**Leland High School
Junior Activity Spring 2009
College Essay and Resume Assignment**

Essay Resources:

- 1. U. C. Personal Statement:** Two prompts for Class of 2009. We will be notified next fall if there are changes. Respond to both prompts using a maximum of 1,000 words total. Allocate the word count as you wish but shorter answer must be min. of 250 words. Prompt #1: Describe the world you come from-for example, your family, community, or school-and tell us how your world has shaped your dreams and aspirations. Prompt #2: Tell us about a personal quality, talent, accomplishment, contribution or experience that is important to you. What about this quality or accomplishment makes you proud and how does it relate to the person you are? UC Berkeley Handout (included).
- 2. Do It Write:** Books used in class. This book is available for sale for \$7. or can be checked out in the Career Center.
- 3. Get In 2 College Handbook:** Access at lelandhigh.org. Click on Career Center on left. Click on details after Get In 2 College on left. Click on Handbook. Click on Essay page 24. Read pages 24-26. Under Appendix (at end) click on Sample Essays. Read pages 35-39.
- 4. Get In 2 College Protected Site:** Click on Protected and enter 2008 and APPLY. Click on Essay Writing Checklist under third category. Click on Consolidated Page of Helpful Hints. Click on Help with Applications (almost at the end). Several links for help with essays.
- 5. Get In 2 College Mini Manual:** Click on Mini Manuals. Enter 2008 and STUDY. Click on Writing Effective Essays.

Resume Resources:

- 1. Get In 2 College Handbook:** Access at lelandhigh.org. Click on Career Center on left. Click on details after Get In 2 College on left. Click on Handbook. Click on The Resume. Read pages 8-11. Under Appendix (at end) click on Sample Essays. Read page 34.
- 2. Get In 2 College Protected Site:** Click on Protected and enter 2008 and APPLY. Click on Consolidated Page of Helpful Hints. Click on Help with Applications (middle).
- 3. Bridges Choices Planner:** A Resume Builder is available at the bridges.com website in Choices Planner. Click on the Work Tab. Under Getting Ready To Work is Resume Builder. If you create a Resume in Choices make sure that you are signed into your portfolio. If you need help accessing your portfolio see Mrs. Albers in the CC.
4. Other resume resources are available in the Career Center.

Letter of Recommendations for Independent Schools (not CSU's or UC's):

If you are planning on applying to independent schools you are going to need recommendations from your teachers. CSU's and UC's will not accept Letter of Rec. We have a process at Leland that you must give each recommender a packet of information. Most independents require one or two recs from academic teachers. Leland Administrators write the Counselor letter. You need to think about the teachers that would be able to write a good letter for you. We strongly encourage you to **ask teachers now** if they are willing to write a letter for you. Because of the time required to write letter of recommendations, many teachers limit the number of recommendations that they are willing to write. Each recommender will write the letters for all of the colleges you are submitting an application. We encourage you to limit the number of independents because we want you to apply only to colleges that are a good match. In late May we will post at leland.sjUSD.org the Letter of Recommendation Packet and L of R Instructions. We strongly encourage you to work on this packet over the summer because the packets will be due to recommenders in late September.

