

# Williams Bay High School Junior and Senior College and Career Planning Guide



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Dear Students and Parents:

This planning guide provides valuable information as well as procedures for you to follow as you journey through your junior and senior year at Williams Bay High School. This is an important time in which several deadlines must be met. We understand that this can be a busy time for you as well as your parents, which is why I want to provide assistance as you prepare for life after high school. In this guide, you will receive specific details about college planning, work readiness and military information. Dates for financial aid for and scholarships are also included.

After the completion of the junior conference and senior interview, students may make appointments with their high school counselor. There will be time before school, during lunch, and after school on selected days for students who do not wish to lose instructional time to take care of post-secondary planning related issues.

Please keep this guide available for reference throughout your academic career. It contains answers to the most commonly asked questions.

Sincerely,

*M. Williamson*

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# PART ONE: COMPLETING HIGH SCHOOL

## ACADEMIC AND CAREER PLANNING

### What is Academic and Career Planning (ACP)?

Academic and Career Planning, or ACP, is a student-driven, adult-supported process in which students create and cultivate their own unique and information-based visions for post-secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills. The Wisconsin Department of Public Instruction (DPI) and State law (PI-26) requires public school districts to provide academic and career planning services to students in grades 6 through 12. These academic and career planning requirements connect school districts' education for employment plans and programs to the students to allow them to plan for the future in structured and sequenced manner. ACP utilizes the KNOW, EXPLORE, PLAN, AND GO process.

### WHAT DO I NEED TO DO?

- Review my course of study/graduation requirements
- Review my transcript for correctness
- Participate in a junior conference and senior interview with my counselor

## WILLIAMS BAY SCHOOL DISTRICT COLLEGE AND CAREER READY

Students are **College Ready** if they meet either the academic indicators or Standardized testing benchmarks listed below.

### Academic Indicators

GPA 2.8 out of 4.0 and one or more of the following academic indicators:

- Advanced Placement Exam (3+)
- Advanced Placement Course (A, B, or C)
- Algebra II (A, B, or C)

### Standardized Testing Benchmarks (minimum score)

- ACT Exam: English (18); Reading (22); Science (23); Math (22)
- College Readiness Placement Assessment (determined by post-secondary institution)

### Additional Factors that Contribute to College Success

Earning As, Bs, Cs; FAFSA completion; enrollment in career pathway course sequence; college academic advising; participation in college bound bridge programs; senior year math class; completion of a math class after Algebra II; three years of Science with one year of a physical science; two years of a world language.

### Career Ready Indicators

Students are Career Ready if they have identified a career interest and meet two of the behavioral and experiential benchmarks listed below. In addition, students entering the military upon graduation must meet the passing scores on the Armed Services Vocational Aptitude Battery (ASVAB) for each branch of the military.

Career Cluster Identified and two or more of the following benchmarks:

- 90 % Attendance
- 25 hours of Community Service
- Workplace Learning Experience
- Industry Credential
- Dual Credit Career Pathway Course
- Two or more organized Co-Curricular Activities
- Completion of Academic and Career Planning (ACP) Portfolio

## Life Ready

Being Life Ready means students leave high school with the grit and perseverance to tackle and achieve goals. Students who are Life Ready possess the growth mindset that empowers them to approach their future with confidence, to dream big and to achieve big.

## WBHS REQUIREMENTS FOR GRADUATION

### 26 Total Credits are Required for Graduation:

Required Credits..... 16  
Elective Credits ..... 10

### The Classes and the Number of Credits Needed are:

Class	Credits
English 9, 10, 11, & World Literature or AP English	4.0
Mathematics	3.0
Science (Biology required)	3.0
Social Studies (World History, American History, American Government are required.)	3.0
Physical Education	1.5
Health	0.5
Junior Seminar	0.5
Personal Finance	0.5
Total Required Credits	16.0
Total Elective Credits	10.0

### College Prep Recommendations—Varies at each College/University

Class	Credits
English	4.0
Mathematics <ul style="list-style-type: none"><li>◆ Algebra I or Algebra A and B</li><li>◆ Algebra II</li><li>◆ Geometry</li><li>◆ Honors Advanced Math</li><li>◆ AP Calculus</li></ul>	4.0-5.0
Laboratory Science <ul style="list-style-type: none"><li>◆ Biology</li><li>◆ Chemistry or Honors Chemistry</li><li>◆ Physics or Honors Physics</li><li>◆ AP Chemistry</li></ul>	3.0-4.0
Social Studies <ul style="list-style-type: none"><li>◆ American History</li><li>◆ World History</li></ul>	4.0
World Language	2.0-3.0

## HOW TO CALCULATE YOUR GPA

1. Use the scale to assign quality points to each grade.
2. Add up all of the quality points to get the total.
3. Divide total quality points by the total number of credits attempted.
4. Compare this number to the corresponding letter grade.

Mark	Percentage	Regular	Honors	AP
A	95-100	4.0	4.5	5.0
A-	93-94	3.7	4.2	4.7
B+	91-92	3.3	3.8	4.3
B	87-90	3.0	3.5	4.0
B-	85-86	2.7	3.2	3.7
C+	83-84	2.3	2.8	3.3
C	79-82	2.0	2.5	3.0
C-	77-78	1.7	2.2	2.7
D+	75-76	1.3	1.8	2.3
D	71-74	1.0	1.5	2.0
D-	69-70	.7	1.2	1.7
F	68 or below	0.0	0.0	0.0

### Example:

Grades: English-B, Math-A, Science-C, Social Studies-C, Foreign Language-B, Elective-A

1. B=3, A=4, C=2, C=2, B=3, A=4
2.  $3+4+2+2+3+4=18$
3.  $18/6=3$
4. 3.0 is your GPA, which matches up with a B average.

This determines official grade point average based on final grades. Your grade point average is figured and reported on your transcript both weighted and unweighted. To calculate an unweighted GPA, use the standard class scale only. Students are ranked from the highest to lowest GPA using cumulative weighted grade.



PART TWO: PREPARING FOR COLLEGE





## **JUNIOR YEAR**

### **August–September**

- Update and utilize resources in Xello and/or Wisconsin Career Pathways
- Actively search for scholarships, register with [www.fastweb.com](http://www.fastweb.com)
- Practice taking the ACCUPLACER (Tech Schools)- <http://accuplacer.collegeboard.org/students>
- Check that your academic progress meets high school graduation and post-secondary entrance requirements.
- Attend Wisconsin Education Fair: You must register online ([www.wefs.org/register](http://www.wefs.org/register)) and bring printed barcode to the fair.
- Encourage parents to attend back-to-school functions and post-secondary information sessions.

### **October**

- Update your academic, extracurricular work, and volunteer activities to give to people who will be writing recommendation letters for you.
- Continue to attend post-secondary and career information sessions.
- Take the PSAT if you registered. This test gives you a chance to qualify for the National Merit Scholarship. Some local and national scholarships require this exam to meet scholarship eligibility requirements.
- If you are unsure of your career path or interested in a career in the military, take the Armed Services Vocational Aptitude Battery (ASVAB). This test is free.

### **December–January**

- Start Junior Seminar Course & ACT Prep- Semester 2
- Review career goals, 4-year plan and schedule 12th grade courses.
- Register for Senior Year courses

### **February -March**

- Schedule post-secondary campus tours and attend open houses (register online at each school).
- Take the ACT and WorkKeys tests with your peers for State Testing!
- Request a recommendation letter from 2-3 adults who can attest to your academic skills, talents and interests. (Please allow ample time for completion of the recommendation letters.)

### **April–August**

- Register for any necessary tests (ACT, SAT, ACCUPLACER).
- Visit college campuses, call in advance to set up an appointment, phone numbers are available online or in UW or private school guides available in the Student Services Office.
- Complete college applications as private colleges and Minnesota colleges accept them in

## SENIOR YEAR

### September

- Update and utilize resources in Xello and/or Wisconsin Career Pathways
- Complete college applications online—APPLY EARLY! (UW-System, Common App etc.)
- Register for the ACT or SAT, if necessary.
- Attend college fair or visit college campuses
- Explore scholarship opportunities.
- Attend Senior Interview with your counselor

### October–November

- Obtain Free Application for Free Student Aid, <http://www.fafsa.ed.gov> and complete the forms.
- Examine instructions for completing online applications and due dates
- Attend Financial Aid Night
- Continue to work on scholarships. Once accepted, search for scholarships at each school.
- Request official transcripts to be sent to colleges by providing a list of schools and addresses!

### January

- Take final exams for fall term
- Finish STRONG, Class rank is determined after 1st Semester!
- Request 7th semester grades to be sent to post-secondary schools, or Mid-year report if required

### February–April

- Evaluate offers of admission and financial aid package.
- Sign up for placement tests, orientation and registration ASAP.
- Continue to actively search for scholarships and apply by deadlines.
- Fill out Reciprocity form, if attending Minnesota state schools (two and four-year).
- Consider taking the AP exams. Check with your teacher or counselor for deadlines!
- March- Fill out the Local Scholarship Form
- Enjoy your Senior Class Trip!
- April- Once you have decided on a college, be fair and notify the other colleges where you have applied.

### May-June

- Take AP Exams
- Request final transcript to be sent to the college you plan on attending.
- GRADUATION, you did it!!!

**Males: Register for Selective Service once you turn 18 – it's the LAW! [www.sss.gov/](http://www.sss.gov/)**

## HELPFUL WEBSITES FOR COLLEGE & CAREER BOUND STUDENTS

Website Name	Website Address	Website Description
ACT	<a href="http://www.actstudent.org">http://www.actstudent.org</a>	ACT assessment and registration, college and career planning
Apprenticeships	<a href="https://dwd.wisconsin.gov/apprenticeship/">https://dwd.wisconsin.gov/apprenticeship/</a>	Apprenticeship application info
Campus Tours	<a href="https://www.campustours.com/">https://www.campustours.com/</a>	Virtual college tours, interactive maps and live video
Xello	<a href="#">Xello Website</a>	Complete career assessments, look up career and post-secondary education information, financial aid and scholarships, build a resume.
College Board	<a href="https://www.collegeboard.org/">https://www.collegeboard.org/</a>	SAT info and registration, college and career planning
College Goal Wisconsin	<a href="http://collegegoalwi.org/">http://collegegoalwi.org/</a>	Free info and assistance to complete the FAFSA
Essay Edge	<a href="https://www.essayedge.com/">https://www.essayedge.com/</a>	Tips on writing scholarships and college entrance essays
Fastweb	<a href="https://www.fastweb.com/">https://www.fastweb.com/</a>	Scholarship search and financial aid info
Financial Aid	<a href="https://fafsa.ed.gov/">https://fafsa.ed.gov/</a>	Financial aid application
Financial Aid	<a href="http://www.finaid.org/">http://www.finaid.org/</a>	Loans, scholarships, military aid and other financial aid info
GetNvolved	<a href="https://www.getnvolved.org/">https://www.getnvolved.org/</a>	Volunteer opportunities and create a portfolio to log hours
Job Center of Wisconsin	<a href="https://jobcenterofwisconsin.com/">https://jobcenterofwisconsin.com/</a>	Find current employment opportunities
Just Ask College Workbook	<a href="http://www.aft.org/sites/default/files/justask_042711.pdf">http://www.aft.org/sites/default/files/justask_042711.pdf</a>	Guide and checklist will help you evaluate each school you are considering
Know How 2 Go	<a href="http://knowhow2go.acenet.edu/">http://knowhow2go.acenet.edu/</a>	Walks students through the steps of exploring colleges, ACT and SAT prep also available
Military Careers	<a href="https://todaysmilitary.com/">https://todaysmilitary.com/</a>	View the various stages of a military career, from the joining process to training, working and taking advantage of military benefits
My Skills My Future	<a href="https://www.myskillsmyfuture.org/">https://www.myskillsmyfuture.org/</a>	Match your skills with careers, career exploration
NCAA Clearinghouse	<a href="http://www.ncaa.org/">http://www.ncaa.org/</a>	Info for prospective student-athletes who are looking to participate in intercollegiate athletics at an NCAA Division I or II institution
Wisconsin Technical Colleges	<a href="http://www.wistechcolleges.org/">http://www.wistechcolleges.org/</a>	Info on Wisconsin technical colleges, including admissions, pro-grams, financial aid and online application
UW Help	<a href="https://uwhelp.wisconsin.edu/">https://uwhelp.wisconsin.edu/</a>	Advising and academic info for the 4 year UW System, including online admissions, majors, programs and financial aid
UW Online Application	<a href="https://apply.wisconsin.edu/">https://apply.wisconsin.edu/</a>	Online application for the UW-System.
UW Transfer	<a href="https://www.wisconsin.edu/transfer/">https://www.wisconsin.edu/transfer/</a>	Info on how individual classes and courses in entire department transfer to UW and WTCS campuses
Wisconsin Career Pathways	<a href="https://www.wicareerpathways.org/">https://www.wicareerpathways.org/</a>	Find the career that is right for you and the pathways to prepare you
Wisconsin Education Fairs	<a href="http://www.wefs.org/">http://www.wefs.org/</a>	Schedule of education fairs and information you need to prepare for the event
Wisconsin Private Colleges	<a href="http://www.waicu.org">http://www.waicu.org</a>	Advising and academic info for the 4 year private colleges, including

## COLLEGE/ENTRANCE EXAMS

There are two major college entrance exams, the ACT and SAT. All Wisconsin public/private two- and four-year schools accept either test. **All juniors in the State of Wisconsin will take the ACT in February/March.** Nationally, most schools will accept scores from either the ACT or SAT I. It is important to know that **students are responsible** for knowing which test they need to take for the schools that they are interested in attending.

**ACT** (American College Test) is a college entrance examination generally taken during the junior year. Students receive scores in English, Reading, Math, Science Reasoning and Writing, as well as a composite score. **Register for the ACT test online at [www.actstudent.org](http://www.actstudent.org).**

**SAT I** (Scholastic Assessment Test) is a college entrance examination, generally taken during the junior year. The SAT I is a three-hour test, primarily multiple choice which measures verbal and mathematical reasoning abilities. SAT tests are given throughout the state, but not at Williams Bay High School. Students planning to attend a college that prefers the SAT I must also determine if any SAT II subject tests are required. SAT II consists of subject tests, which measure the student's ability to apply knowledge. Subject tests are one-hour, primarily a multiple-choice test in specific subjects.

You may also obtain testing information from the Student Services Office. Williams Bay High School **test code** is **502-535**.

## POST-SECONDARY OPTIONS

Most careers require some education or training beyond high school. One career may require four years of college while another may require a six-month program at a technical college. In most cases, your career goal will determine which of the following options is the most appropriate:

- Career and Technical Colleges
- Colleges/Universities
- Military
- Apprenticeships
- Employment

## CAREER AND TECHNICAL COLLEGES

Career and technical colleges offer students short-term training in a wide variety of career fields. Career and technical colleges may be public or privately owned and the programs they offer vary greatly. Some career and technical college programs last only a few weeks, while others take up to two years to complete. These programs are designed to prepare students for specific careers. Students therefore spend most of their class time in job-related settings where they receive hands-on training from experienced instructors. Degrees that may be obtained include: Applied Associate Degree, One and Two-Year Technical Diploma, Short-Term Diploma, Certificates, Apprentice-Related Instruction, Advanced Technical Certificate, and Liberal Arts Transfer Program.

## APPRENTICESHIPS

Students who prefer a hands-on approach to learning may want to consider an apprenticeship program. Apprentices learn a skilled trade through a combination of classroom instruction and on-the-job training. Apprenticeship programs are considered by many to be the best way to receive training in the skilled trades. Apprenticeships are agreements in which employers pay individuals while they are learning their trade or profession. These programs demand hard work and dedication. Those who receive their training through apprenticeship programs are provided with power and opportunities for advancement. Some business partners offer an apprenticeship program to qualified students. Contact your career counselor for more information.

## COLLEGE/UNIVERSITIES

A four-year college education, or bachelor's degree, is necessary for approximately 20% of today's careers. A bachelor's degree can open doors, provide status, and prepare students for financially rewarding careers. All colleges and universities hope to attract bright, well-prepared students. Colleges and universities vary greatly in their majors offered, admission policies and costs.

Four-year colleges and universities want students to have both a broad-based education, and education in a specific subject area or major. In order to ensure that students receive a well-rounded education, most four-year colleges/universities require that students take 25-50% of their classes in general education courses like English, math, science and history. Since many of the general education courses are taken during freshman year, "undecided" students can use their first year of college to fulfill general education requirements and decide on a major.

Entrance requirements vary greatly. Colleges and universities that have an open admission policy will accept most high school graduates who apply. At the other end of the spectrum are colleges and universities that are highly selective. To be accepted at a highly selective college/university, a student usually must have a high ACT/SAT score and a high GPA with a rigorous curriculum. Regardless of the entrance requirements, all colleges and universities want applicants who have followed a college prep program in high school. This generally includes four years of English, three years of math (Math 1, Math 2 & Math 3 or Math 3 Extended), three years of science, three years of social studies, two years of the same foreign language and one year of fine arts. If a student has not taken all of these courses, it does not mean that he/she cannot go to a four-year college/ university. Consult with the college admissions counselor for more information.

**A student who has not taken several of the recommended college preparatory courses may want to start at one of the UW extension campuses (i.e. UW-Rock, MATC), then transfer to a four-year college after a year or two.** Admission requirements are less competitive, classes are smaller, and there is less academic pressure. Students can attend the two-year campus for one or two years, then by meeting the admission requirements, transfer to a four-year college or university. The Wisconsin system has a designated program called the "2 + 2 program".

Degrees from a four-year college include a Bachelor of Arts (B.A) or Bachelor of Science (B.S.). After a bachelor's degree, some advanced degrees include: Master of Arts (M.A.), Master of Science (M.S.), Doctor of Education (Ed. D.), Doctor of Philosophy (Ph.D.), Juris Doctor (J.D.)-lawyer and Medical Doctor (M.D.).

## KNOW YOURSELF

The first step in selecting a college is to take a systematic look at yourself. Some questions you might consider are:

- Why do you want to go to college?
- What do you want to be doing five years from now?
- Do you have a specialist field of study in mind?
- What are your academic abilities?
- Do you want to attend college but have no specific occupational goals?
- What subject areas do you enjoy the most?
- In which subject areas do you do your best?
- What kind of a student are you?
- How hard are you willing to work at your studies?
- What are your strengths and talents?
- What are some of your weaknesses?
- What extracurricular and community activities have you enjoyed?

## COLLEGE SEARCH

When beginning your college search, look at the characteristics that are most important to you and rank order them. This should help you locate schools that will meet your individual needs. Some characteristics to consider in the college search are:

- Programs of study
- Location
- Type of institution-public or private
- Student population
- Academic standards
- Competitiveness
- Size
- Diversity of student body
- Cost
- Financial aid
- Special programs and services
- Athletic programs
- Campus life
- Housing

## STEPS TO MAKING A DECISION ON WHICH POST-SECONDARY INSTITUTION

### Step One-Know Your Reasons for Attending Any Post-Secondary Institution

- ✓ Analyze your interests and values
- ✓ Achieve a personal goal
- ✓ Increase your earning power
- ✓ Prepare for a career and expand learning
- ✓ Consider extracurricular activities and social life
- ✓ Consider influence of family and friends
- ✓ Recognize your strengths and weaknesses

### Step Two-Consider College Characteristics

- ✓ Majors and educational programs
- ✓ Type of school and degrees offered
- ✓ Admission policy
- ✓ Location and size
- ✓ Costs and financial aid
- ✓ College affiliation and accreditation
- ✓ Campus activities
- ✓ Academic reputation

### Step Three-List, Compare, and Visit Colleges

- ✓ Compile information from several resources
  - college catalogs, bulletins, and videos
  - college representatives and college fairs
  - counselors and teachers
  - parents, students, and alumni
  - directories and online information
- ✓ Prepare a college comparison checklist
- ✓ Weigh advantages and disadvantages
- ✓ Contact the admissions office
- ✓ Schedule appointments for your campus visits

#### **Step Four-Narrow Your Choices**

- ✓ It is recommended that you narrow your choices of colleges or universities to a list of four to six in the following fashion:
  - One College: **“Sure Shot”** – You are over qualified for this college and certain to be admitted.
  - Two Colleges: **“Realistic Choices”** – You fit the general description of those students to be admitted.
  - One College: **“Long Shot”** – You would really like to attend but may have a lower GPA, SAT, or Class Rank than is required.

(All four colleges should be places you would enjoy attending.)

#### **Step Five-Apply for Admission and Observe Deadlines**

- ✓ Review college admissions test requirements (SAT, ACT)
- ✓ Know application fees and deadlines
- ✓ Submit application materials
  - application for admission
  - high school transcript
  - recommendations
  - admission tests results
- ✓ Know scholarship requirements

#### **Step Six-Know Some Factors Admissions Consider in Admitting Students**

Research the following information:

- ✓ Difficulty of Coursework
- ✓ Grades
- ✓ SAT or ACT Scores
- ✓ Extracurricular Activities
- ✓ Rank in Class
- ✓ Interview
- ✓ Essay
- ✓ Recommendations from Counselor and/or Teachers

## COLLEGE VISIT INFORMATION

The most influential factor in college selection for you may be your campus visit. A visit allows you to get a feel for the campus and to see how you might feel living there for the next four years. It is crucial to visit the campus and see the students, meet professors, see the residence halls, etc. The best time to visit schools is when classes are in session. If you can't visit when students are around, remember that campuses are not the same in the summer or on breaks as they are when students are around, so keep that in mind when you visit. Don't let weather or other such factors impact how your visit goes-remember that it will more than likely rain when you're a student, so that is just a fact of life! To plan a campus visit, you should call the Admissions Office well in advance.

The campus tour is a very important part of every campus visit. Be sure to ask questions about the academic rigor, social environment, extracurricular activities, class sizes, housing situation, etc.

A quick note about dress: be neat and comfortable! Admissions offices do not expect you to wear a dress or a coat and tie, especially if it is outside. One hopes that the interviewer will remember your interview for reasons other than your dress. Don't create an issue with your appearance.

### CHECKLIST FOR A CAMPUS VISIT

- ✓ Schedule the visit through the college admissions office or through the departmental office.
- ✓ Bring a completed form and a note from home to the WHBS office **at least two days prior** to your absence.
- ✓ Meet with an admissions officer.
- ✓ Verify admissions requirements.
- ✓ Determine actual college costs.
- ✓ Ask about financial aid and scholarships.
- ✓ Take a campus tour.
- ✓ Investigate your academic program by meeting professors and attending classes.
- ✓ Talk with students.
- ✓ Discuss your chances for success with the admissions counselor.
- ✓ If you are interested in playing a sport, try and set up a meeting with a coach. The same goes for any activity.
- ✓ Be sure to obtain a note from the college verifying your visit.

**Remember: College visits still count toward your 10 absences for state law.**



## COLLEGE COMPARISON WORKSHEET

College Name			
<b>Location</b> <ul style="list-style-type: none"> <li>distance from home</li> </ul>			
<b>Size</b> <ul style="list-style-type: none"> <li>environment physical size of campus</li> </ul>			
<b>Environment</b> <ul style="list-style-type: none"> <li>type of school (2 or 4 year)</li> <li>school setting (urban, rural)</li> <li>location and size of nearest city</li> <li>co-ed, male, female, religious affiliation</li> </ul>			
<b>Admission Requirements</b> <ul style="list-style-type: none"> <li>deadline</li> <li>tests required</li> <li>average test scores, GPA, rank</li> <li>special requirements notification</li> </ul>			
<b>Academics</b> <ul style="list-style-type: none"> <li>your major offered</li> <li>special requirements</li> <li>accreditation</li> <li>student-faculty ratio typical class size</li> </ul>			
<b>College Expenses</b> <ul style="list-style-type: none"> <li>tuition, room and board</li> <li>estimated total budget application fee, deposits</li> </ul>			
<b>Financial Aid</b> <ul style="list-style-type: none"> <li>deadline</li> <li>required forms</li> <li>percentage receiving aid scholarships</li> </ul>			
<b>Housing</b> <ul style="list-style-type: none"> <li>residence hall requirement</li> <li>availability</li> <li>types and sizes food plan</li> </ul>			
<b>Facilities</b> <ul style="list-style-type: none"> <li>academic</li> <li>recreational other</li> </ul>			
<b>Activities</b> <ul style="list-style-type: none"> <li>clubs, organizations</li> <li>Greek life</li> <li>athletics, intramural other</li> </ul>			
<b>Campus Visits</b> <ul style="list-style-type: none"> <li>when special opportunities</li> </ul>			

## GOOD DECISION-MAKING SKILLS

As you are confronted with an increasing number of choices, you will need to understand and practice good decision-making skills. Think carefully about your decision because continuing education and training helps open doors to your future. The model below shows how to arrive at a decision by thinking it through beforehand.



✓ **Identify Your Goal**

You need to think about what you want to achieve and state that as your goal.

✓ **Gather Information**

Next, you will need to gather facts, ideas, and other information relating to your decisions. Talk with your counselor, read books, or go online.

✓ **List Possible Choices**

Write down all the choices that appeal to you.

✓ **Evaluate Each Alternative in Terms of Its Consequences**

Consider possible effects of each choice. Ask yourself these questions:

- Will I feel good about this choice?
- How will my parents feel about it?
- Will it be satisfying for me?
- Will certain risks be involved?
- Am I willing to take such risks?
- How will I feel about this choice five years from now?

List the advantages and disadvantages of each choice. Rank choices from highest to lowest according to desirability of each choice.

✓ **Make a Choice and State That as Your Goal**

Develop a plan of action and examine your choice. If you are not happy with your choice, start the decision-making process again.

## COLLEGE ADMISSIONS KEYWORDS

**OFFER OF CONDITIONAL ADMITTANCE** is acceptance to a college provided you maintain your academic performance throughout the year. A college can withdraw its offer if your grades fall significantly or if you are involved in an activity that results in disciplinary action by the school or law enforcement.

**DENIAL** is a final decision by the college to not offer admission. Students who are denied can apply again after completing at least a semester of college coursework.

**DEFERMENT** is a delay of admissions decision until a later time. Many competitive schools will defer fall applications to the spring in order to receive additional grades and other information.

**WAITLISTING** occurs after the regular admissions process is complete. There is no guarantee a college will go to the waitlist, or where you will rank on the waitlist. Students on a waitlist for one college should plan to attend another college and then reconsider if later offered admission.

## THE APPLICATION PROCESS

Remember these factors, which are considered by colleges, as you begin the process:

- Difficulty of course work selected relevant to what was offered (Did you take the most challenging course load you could have?)
- Grades (GPA both weighted and unweighted)
- Class rank
- ACT and/or SAT scores
- Extracurricular activities
- Recommendations from counselor and/or teacher(s) or other(s) (not required by all schools)
- Interview (not required by all schools)
- Essay (personal)

**Note:** Colleges and universities have different criteria in their individual admissions selection process. Some aspects are weighed more heavily than others. This information can be found within the admissions selection criteria on websites such as [www.cfnc.org](http://www.cfnc.org) or [www.collegeboard.com](http://www.collegeboard.com). Seniors are encouraged to review all criteria when determining the schools to which they will apply.

## TIPS ON COMPLETING YOUR APPLICATION

- ✓ Most colleges and universities are recommending applicants to apply on-line. Be sure to check out the school's website for instructions.
- ✓ If you apply on-line, be sure to print or save a copy of your submitted application (if possible).
- ✓ Know when your deadlines are – do what works best for you (calendar, etc.)
- ✓ Fill out your own applications – colleges know if your parents fill it out, so do it on your own (they won't be there to do your homework, will they?)
- ✓ Though a scanned or typed application makes a better impression (hardcopy or on-line application), it is acceptable to handwrite your applications as long as they are neat – print legibly in blue or black ink (NEVER pencil or colored ink).
- ✓ If your list of extracurricular activities exceeds the allotted space, list your top activities or those where you've had a leadership or other significant role. If your application allows, submit your extracurricular resume as an additional sheet.
- ✓ If you're applying to an arts school, include a copy of your portfolio, slides of your work, a tape (if you're a dancer), or some other way to make your application stand out.
- ✓ When you have finished your application, make a photocopy for your records. Although it's rare, applications can get lost in the mail or in the Admissions Office itself.

## WHAT DO I NEED TO DO?

### 1. Obtain an Application

Most colleges/universities prefer you **apply on-line**.

You can also e-mail the college's Office of Admissions for applications and catalogs.

### 2. Note Application Deadlines

In most cases, you will need to submit applications during the fall of your senior year. Most colleges request that applications be received before January 1. However, you should apply to service academies in the spring of the junior year or in the summer prior to your senior year. ROTC programs generally have strict, early-fall deadlines. It is wise to check each individual college deadline. **Remember to check for postmark date or date received by.**

### 3. Keep Your Options Open

Remember to apply to at least 3 colleges. After a thorough examination of the options available, you should apply to colleges that have accepted students with similar credentials to your own. Colleges with highly competitive admissions turn away **two to four "qualified" students** for every one they accept. The admissions process involves more than tests and class rank, so do not limit yourself to applying to only one college.

### 4. Be Responsible

Students are responsible for meeting all school and university deadlines, and for sending the applications. Williams Bay High School is not responsible for a student who does not meet an established deadline.

## LETTERS OF RECOMMENDATION/COUNSELOR STATEMENTS

Many selective colleges require you to submit letters of recommendation. Recommendations from counselors, teachers, coaches, and community leaders include information about your character, personal strengths, or unusual qualities that are helpful to admissions committees. When you request a written recommendation from anyone other than your counselor, provide a stamped envelope addressed to the college for mailing the recommendation.

Supporting letters of recommendation are additional letters written by people who know you well. These letters are not required but may enhance the college's knowledge of your strengths. Recommendations may include non-academic interests, personal strengths, unusual qualities, work experiences, anecdotal examples of your integrity, humor, ability to adapt, interpersonal skills, interest in others, and openness to new experiences.

For general Williams Bay High School faculty recommendations, we strongly advise students to follow these procedures:

1. Submit your resume, along with the deadline to the teacher(s).
2. If you did not waive your right to view the information, you may request to see the recommendation by making an appointment with the teacher or staff member.
3. Always remember to follow up with the teacher to make sure the recommendation has been sent or uploaded to the online application.
4. To make it easier for admission counselors, it is suggested to send in your letters of recommendation with your transcripts. Please give your counselor all the completed letters to send with your Transcript or have them uploaded to the application site (common app).
5. Most of all, thank the teacher who takes the time to write a letter on your behalf!

## NCAA ELIGIBILITY INFORMATION



Students desiring to participate in collegiate level sports must determine their eligibility. Whether the sport is for Division I or Division II schools, students must register with the NCAA Clearinghouse.

### Seven Points to Remember:

1. The requirements for Division I and Division II are different.
2. If you have been home-schooled in grades 9-12, you do not have to register.
3. NCAA has the authority to waive requirements based on certain evidence.
4. Waivers must be filed on behalf of the student.
5. Correspondence and independent study courses may meet core-course requirements. There are conditions for these courses.
6. Courses taken in the 8<sup>th</sup> grade may not be used to satisfy core-curriculum requirements.
7. Students enrolling in a Division I school may not use courses taken after high school graduation.

**Contact Information:** 1-(877) 262-1492 Customer Service  
1-(877) 861-3003 Voice Response  
[www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) Web-site

## WHAT DO I NEED TO DO TO APPLY FOR COLLEGE?

If you are planning on applying to college, then you need to:

- ✓ Ask for two teacher recommendation letters. Then ask them to submit their recommendation online or to the school.
- ✓ Submit a **resume** to your counselor. Counselors will depend on this to write recommendations with supporting detail. Be sure to update your resume if you have already created one. It should reflect activities, work, and leadership roles you have had (refer to the “World of Work” section for specific resume instructions.)
- ✓ Decide on the people who are going to write recommendations for you, especially if they are in the community (ex. Boy Scout Leader, dance teacher, coach, etc.), and contact them now! This gives them plenty of time to prepare an effective recommendation.
- ✓ Narrow your list of schools that you are applying for to approximately four.
- ✓ Go ahead and fill in what you can now on those applications - senior year is hectic!
- ✓ If your applications include essays, write a rough draft. Have someone proofread them for you!
- ✓ College visits - Combine those vacation plans with a tour of the campus whenever you can. Take a day trip with friends to tour area colleges.
- ✓ If you did an internship or summer program, make sure to keep a record of the activities you’ve done/learned, etc. This can be a great essay topic - maybe a good letter of recommendation?
- ✓ Do a little ACT prep. Get a review book or use the one given to you in class. If you are taking the ACT again in the fall, it is a good idea to review! Check your local library and local bookstore for resources if needed.
- ✓ Go on-line and check out college and financial aid web sites listed in this guide.
- ✓ Sit down and have the \$\$\$ talk with your parents. How are the finances going to work? What do you need to keep in mind as you make college decisions?

## PART THREE: PREPARING FOR FINANCIAL AID



### FINANCIAL AID

#### How will I pay for college?

There are several types of financial aid students and parents can pursue in order to pay for college. These include: scholarships, grants, loans, work-study, entitlement programs, and employment. All types of financial aid come from various sources that include the federal government, local clubs and civic organizations.

**Free Application for Federal Financial Aid (FAFSA)** must be completed by all students wishing to be considered for any federal financial aid. To initiate the financial aid process, you and your parents must submit a financial aid form. The FAFSA and College PROFILE are confidential documents used to collect information for determining a student's need for financial aid. An estimate of your family's financial ability to contribute to the costs of education beyond high school is computed. This estimate and a copy of the appropriate form are forwarded at your request to the Pell Grant Program, to state scholarship and grant programs, and to financial aid officers at the colleges or other post-secondary institutions you specify on the form.

#### Steps to Financial Aid

By fall of your senior year in high school, you should have narrowed the colleges to which you will apply and determined their costs of attendance.

#### **Follow the steps listed below to apply for financial aid:**

Learn all you can about the financial aid process. Be sure to explore the university's financial aid office and scholarship site.

1. Find out and comply with each college's admissions and financial aid application deadlines.
2. Review available scholarships, gather and complete the necessary forms: meet the deadlines.
3. Complete the (FAFSA) Free Application for Federal Student Aid in order to qualify for aid through the federal government as soon after **October 1** as possible.
4. Inform financial aid administrators about atypical expenses. Certain allowances may be made to assist you.
5. If your college choices require copies of parent income tax forms, be sure to submit them as soon after October 1 as they are completed.
6. If required by your college choices, complete the College Board PROFILE application for financial aid.
7. Complete any additional college-specific financial aid forms that may be required, Ask!
8. Review your Student Aid Report, (SAR) for accuracy. This is based on your FAFSA. You should receive it approximately 4 weeks after you complete your FAFSA.
9. Review and accept financial aid packages.
10. If you get a VERIFICATION notice from the financial aid office, submit the necessary forms (parent and student W-2's and tax returns) ASAP.

**Visit the financial aid website for more information:** [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

## TYPES OF FINANCIAL AID

**Stafford Loan:** Stafford Loans are available to undergraduates on the basis of demonstrated financial need. Interest rates continue to be favorable and interest is paid by the federal government for the first six months after graduation. A new program called the “Unsubsidized Federal Stafford Loan Program,” is available to undergraduates who do not demonstrate financial need. Students must file the FAFSA for the regular Stafford first and if not eligible, will automatically be considered for the new program. Although borrowing limits and interest rates are identical to the regular Stafford Loan, interest will not be subsidized while the undergraduate is attending college. Students have the option of either paying interest as it accrues on the loan or capitalizing the interest and paying it off along with the principle following graduation. Even though the government does not pay interest, this new option is attractive because of the very favorable interest rate.

	Maximum Subsidized + Unsubsidized	Maximum Subsidized
<b>Dependent Freshman</b>	\$5,500	\$3,500
<b>Dependent Sophomore</b>	\$6,500	\$4,500
<b>Dependent Junior/Senior</b>	\$7,500	\$5,500
<b>Independent Freshman</b>	\$9,500	\$3,500
<b>Independent Sophomore</b>	\$10,500	\$4,500
<b>Independent Junior/Senior</b>	\$12,500	\$5,500

**Pell Grants and Supplemental Educational Grants:** Pell Grants and SEOG’s are distributed to students based solely on need as determined by the FAFSA. The maximum amount one can receive from a Pell Grant in a given year is about \$5700 depending on the school. The maximum can change each award year and depends on program funding. The college financial aid office determines the amount received through a SEOG.

**Work-Study:** Work-Study is a federally funded program that allows students to work on campus to help defray the costs of education. This program is organized by the school’s financial aid office.

**Parent Loans For Undergraduate Students (PLUS):** Through this program parents may borrow the entire cost of their students’ education, less financial aid. Repayment of PLUS loans must begin within 60 days of disbursement. Bank approval of a PLUS loan hinges on examination of the family’s credit history. The low interest rates on PLUS loans make these an attractive option for families who plan to finance educational costs.

## THE SCHOLARSHIP PROCESS

Private sources make up a small slice of the total financial aid pie. Nonetheless there are a number of scholarship opportunities—the trick is finding which ones are applicable to your individual situation. This is by no means an exhaustive list; websites are listed in this section of the planning guide to assist with other scholarship searches. Be forewarned—the application process for scholarships is often as detailed as applying for college and sometimes the rewards are not large. The most important thing to remember is to never pay for a scholarship or for scholarship information. Individual colleges and universities also offer merit-based scholarship programs; check with your college for specific information.

### Examples of Scholarship Criteria:

- Academic merit or good grades
- Leadership activities
- Community service
- Extracurricular activities
- Work experience
- Honors and achievements
- Financial need



- Personal Statement

#### Examples Scholarship Essays:

- Describe a person or event having a significant impact on you.
- Describe a social problem of interest to you.
- What are your plans after graduation?
- Explain what motivates you to volunteer in your community.
- Explain why you need this scholarship.
- Write a statement giving your interests, life goals, ambitions and hopes.

Scholarship information is located on the Student Services website. Information about scholarship opportunities will also be posted in Counseling Office when available. In addition, you are encouraged to browse through scholarship websites (listed in this planning guide) because most scholarship are posted online!

Use your time wisely and make the most of the resources around you. There is money for you to go to college, so don't give up!

### WHAT DO I NEED TO DO?

- ✓ Complete the "Profile" if required by the college/university.
- ✓ Complete the "FAFSA" by October 1
- ✓ Complete any additional financial aid applications if required by the college/university.
- ✓ Review the Student Aid Report, and submit a correction for any errors.
- ✓ Examine your award letters from the different colleges/universities.



## HELPFUL WEBSITES FOR SCHOLARSHIPS AND FINANCIAL AID

Name of Site	Website Address
FAFSA on the web	<a href="https://fafsa.ed.gov/">https://fafsa.ed.gov/</a>
FastWEB	<a href="https://www.fastweb.com/">https://www.fastweb.com/</a>
General Scholarship Search	<a href="http://www.finaid.org/">http://www.finaid.org/</a>
	<a href="http://www.gocollege.com/">http://www.gocollege.com/</a>
	<a href="https://www.petersons.com/">https://www.petersons.com/</a>
	<a href="http://www.collegequest.com/">http://www.collegequest.com/</a>
	<a href="https://www.collegenet.com/elect/app/app">https://www.collegenet.com/elect/app/app</a>
	<a href="https://www.scholarships.com/">https://www.scholarships.com/</a>
	<a href="https://www.collegeboard.org/">https://www.collegeboard.org/</a>
	<a href="http://www.scholarsaid.com/">http://www.scholarsaid.com/</a>
	<a href="http://www.troa.org">http://www.troa.org</a>
	<a href="https://www.afcea.org/site/">https://www.afcea.org/site/</a>
	<a href="https://www.salliemae.com/">https://www.salliemae.com/</a>
	<a href="http://www.scholarshipmonkey.com/">http://www.scholarshipmonkey.com/</a>
	<a href="http://www.collegescholarships.com/">http://www.collegescholarships.com/</a>
	<a href="https://myscholly.com/">https://myscholly.com/</a>
	<a href="https://www2.ed.gov/offices/ope/student">https://www2.ed.gov/offices/ope/student</a>
	<a href="https://studentaid.ed.gov/sa/">https://studentaid.ed.gov/sa/</a>

## PART FOUR: PREPARING FOR THE MILITARY



### MILITARY SERVICES

The military trains young men and women so that they can protect the interests of our country. In order to do this, the military offers qualified high school graduates a good salary and free job training. The military also provides discipline and structure, as well as opportunities for career advancement and travel. The United States military is the nation's single largest employer. It offers training and employment in over 2,000 job specialties, 75% of which have civilian counterparts.

There are four major branches of the military: Army, Navy, Air Force and Marines. Opportunities for students also exist in the Coast Guard, National Guard and Reserves. College students who take ROTC will enter the military as officers, while academically gifted students will find excellent educational opportunities at the four military academies.

Admissions for the Military Academy have strict deadlines! Academy applications are available in May of the junior year and must be submitted by October 15. Contact nominating resources, usually a member of Congress.

The branches of the military visit Williams Bay High School at various times during the school year. At other times the Military Representatives may be reached in their offices.

Branch	Phone Number
Air Force	414-281-7338
Army	262-163-2785
Coast Guard	414-321-4220
Marines	262-763-2133
Navy	262-763-4272
National Guard	262-472-1410

The Armed Services Vocational Aptitude Battery (ASVAB) is an aptitude test to assess an individual's natural abilities and skills. The military branches require the ASVAB for entrance into the military. The Military Entrance Processing Service Center offers the ASVAB on a weekly basis. Contact your military recruiter to schedule an appointment.

If you are interested in enlisting in the military as well as going to college, be sure to ask about ROTC scholarships that are available.

Branch	Website
Army	<a href="https://www.usma.edu/SitePages/Home.aspx">https://www.usma.edu/SitePages/Home.aspx</a> <a href="https://www.army.mil/">https://www.army.mil/</a>
Air Force	<a href="http://www.usafa.af.mil/">http://www.usafa.af.mil/</a> <a href="https://www.afrotc.com/">https://www.afrotc.com/</a> <a href="https://www.afas.org/">https://www.afas.org/</a>
Navy/Marine Corps	<a href="https://www.usna.edu/homepage.php">https://www.usna.edu/homepage.php</a> <a href="http://www.navy.mil/">http://www.navy.mil/</a> <a href="http://www.marines.mil/">http://www.marines.mil/</a>
Coast Guard	<a href="http://www.cga.edu/">http://www.cga.edu/</a> <a href="https://www.gocoastguard.com/">https://www.gocoastguard.com/</a>

## PART FIVE: PREPARING FOR THE WORLD OF WORK



### EMPLOYMENT

Employment is an appropriate option for some high school graduates. Turn a job into a career. High school graduates with no vocational training will probably find that they have limited career options. In many cases, they will find that they are, in reality, not entering a career field as much as they are “getting a job”. In most cases, they will also find that they will not be making much more than minimum wage, and opportunities for advancement will be very limited.

On the other hand, business and industry are always anxious to find employees who are hardworking, polite, punctual, well-groomed, willing to learn, and able to get along well with others. Of course, if a student has a particular talent or skill in sales, art, computers, etc., he/she can be very valuable to an employer. Contact your school counselor for more information.

### INTERVIEWING FOR A JOB

#### “Putting Your Best Foot Forward!”

##### Before the Interview

- Focus on employer’s needs and what you can do for the organization
- Consider how you will fill the role they have available
- Consider your interest in the job and the career field
- Research and become knowledgeable of the company
- Practice interviewing (possible questions are listed on the following page)

##### During the Interview

- Be enthusiastic, but sincere
- Listen carefully to the interviewer
- Think about how you can set yourself apart from others

- Keep the interviewer's attention
- Don't place blame or be negative about past employers
- Plan to arrive at least fifteen minutes before the interview
- Bring a pen and notebook with you
- Greet your interviewer by name, with a firm handshake and a smile
- Do not smoke or chew gum
- Maintain good body posture
- Close the interview on a positive note
- Ask about any needed follow-up and when you can expect to next hear from the company
- Thank the interviewer for his or her time
- Be sure to get the interviewer's business card, or at least the proper spelling of their name, their title, and their address and phone number

### **After the Interview**

- Evaluate it – how do you think you responded to the questions?
- Send a thank you letter to the interviewer

### **What to Wear**

- Wear a solid, conservative color
- Wear moderate shoes
- Make sure your hair is well-groomed and neat
- Don't overdo the perfume, cologne, makeup, or aftershave
- Limit your jewelry
- Try on your outfit before the day of the interview

### **More Tips**

- Your clothes are your image, check the mirror and see what others see
- It is better to be overdressed than underdressed
- If it's too tight or too loose – don't wear it!

## **TRADITIONAL INTERVIEW QUESTIONS**

- Tell me about yourself
- Why do you feel you will be successful in.....?
- Are you willing to relocate?
- Tell me about your scholastic record
- What supervisory or leadership roles have you held?
- Why should we hire you?
- Describe briefly your philosophy of .....
- Where do you see yourself in 5 or 10 years?
- Do you think your grades are a good indication of your academic achievement?
- Describe one or two achievements which have given you the most satisfaction
- In what ways would you contribute to our organization?
- Tell me about a time when you worked effectively under pressure
- Tell me about a time when you persuaded team members to do things your way
- Tell me about a time when you had to adapt to a difficult situation

## STUDENT RESUME INFORMATION

The development of your student resume is an important step in planning for your future. You will use your student resume for many pursuits, including, but not limited to: after-school and summer employment, volunteer work, job shadowing and internships, college applications, and scholarship applications. Your counselor, teachers, and other adults may use your resume (during your senior year) to write recommendations and to help you with the scholarship process. Each student is encouraged to have a resume and share with the counselor.

Your resume should be in a format that best highlights your experience, education and interests. One possible resume format will include the following sections:

Heading:	Name, Address, Telephone, email
Skills:	Technical/Computer Skills, People Skills, Language Skills, Work Skills, Certifications
Education:	Specialized classes or training, expected graduation from high school
Experience:	Volunteer and paid work, special projects you have completed
Activities:	School and community activities in which you have participated (include dates, offices and awards)
Interests:	Cover anything not in "Activities"

## RESUME DO'S AND DONT'S

Do	Don't
Be concise, accurate, positive	Lie or exaggerate
List your most recent activities or job first	Include salary history
Stress skills and accomplishment	Use pronouns, abbreviations
Research and use key words	Overdo the use of bold and italics
Make the resume attractive to read	Use small type or overcrowd margin
Have someone proofread before submitting	Include references

References are usually left off resumes unless you are instructed to include them for a job fair. Have references available on another typed sheet of paper for the interview. Include at least three people, not relatives, who have recognized your skills, accomplishments, or personal qualities.

- Include your e-mail address on your resume if you check your e-mail regularly.
- Always include a cover letter when submitting your resume.
- Remember to update your resume periodically. Good luck!

## RESUME WORD LIST

### Action Verbs that Describe Your Functional Skills

Acted	Calculated	Decided	Evaluated	Governed	Investigated	Monitored
Adapted	Chartered	Defined	Examined	Guided	Judged	Met
Addressed	Checked	Delegated	Expanded	Handled	Kept	Modeled
Administered	Classified	Delivered	Experimented	Headed	Learned	Observed
Advised	Coached	Designed	Extracted	Helped	Lectured	Obtained
Allocated	Collected	Detected	Facilitated	Identified	Led	Offered
Analyzed	Communicated	Directed	Filed	Illustrated	Lifted	Operated
Approved	Compared	Documented	Financed	Imagined	Listened	Ordered
Arranged	Completed	Drove	Fixed	Implemented	Logged	Performed
Ascertained	Computed	Dug	Followed	Improved	Made	Received
Assisted	Conceived	Edited	Formulated	Improvised	Maintained	Taught
Attained	Coordinated	Eliminated	Founded	Increased	Managed	Utilized
Audited	Copied	Empathized	Gathered	Indexed	Manipulated	Volunteered
Brought	Counseled	Enforced	Gave	Initiated	Mediated	Worked
Budgeted	Created	Established	Generated	Inspected	Memorized	
Built	Dealt	Estimated	Got	Interpreted		

### Skill Verbs that Describe Your Functional Skills

Achieve	Deliver	File	Make	Produce	Repair	Take Instruction
Act	Draw	Finance	Manage	Promote	Research	Talk
Administer	Edit	Imagine	Manipulate	Publicize	Schedule	Teach/Train
Analyze	Elicit	Implement	Motivate	Purchase	Select	Tell
Assemble	Eliminate	Improve	Negotiate	Question	Sell	Troubleshoot
Build	Emphasize	Improvise	Observe	Raise	Sense	Tutor
Calculate	Enforce	Increase	Organize	Read	Separate	Type
Communicate	Establish	Influence	Originate	Realize	Serve	Umpire
Compose	Estimate	Interview	Paint	Reason	Service	Understand
Consult	Evaluate	Invent	Perceive	Receive	Set	Unify
Control	Examine	Judge	Perform	Recommend	Sew	Upgrade
Coordinate	Expand	Keep	Persevere	Reconcile	Shape	Use
Copy	Experiment	Lead	Persuade	Record	Speak	Utilize
Count	Explain	Learn	Photograph	Recruit	Study	Verbalize
Create	Express	Lecture	Pilot	Reduce	Summarize	Weigh
Debate	Extract	Listen	Plan	Refer	Supervise	Work
Define	Figure	Maintain	Problem Solve	Remember	Supply	Write



### Adaptive Skill Words that Describe Your Personal Traits

Active	Creative	Efficient	Firm	Mature	Pleasant	Sense of Humor
Adaptable	Dependable	Energetic	Honest	Methodical	Positive	Sensitive
Adept	Determined	Enterprising	Innovative	Objective	Productive	Sincere
Broad-minded	Diplomatic	Experienced	Instrumental	Outgoing	Reliable	Successful
Competent	Disciplined	Fair	Logical	Participate	Resourceful	Tactful
Conscientious	Discreet	Forceful	Loyal	Personable	Self-reliant	Versatile

- Source: University of Wisconsin Whitewater

### NOTES...