
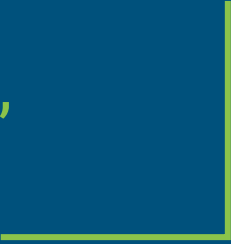




Junior Workshop



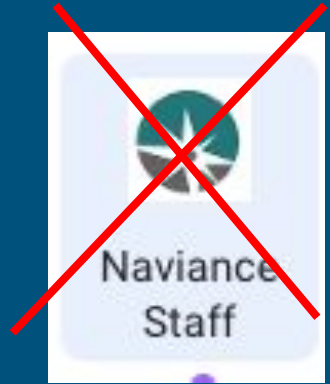
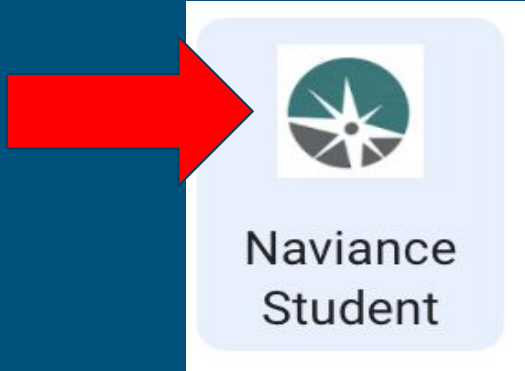
College Search Tools,
Counselor Questionnaire,
Letters of Recommendation,
and Resume writing



TODAY:

1. Log into Naviance
2. Review college search tools in Naviance
3. Letters of Recommendation
4. Complete Counselor Questionnaire
5. Build Resume: review examples, begin adding to your resume

Naviance- easy log-in:





Review Naviance Search Tools

Welcome

College Home

Find Your fit

SuperMatch College Search

College Match

College Events

Scattergrams

Advanced College Search

College Lookup

Research Colleges

Colleges I'm Thinking About

College Visits

College Compare

College Resources

Acceptance History

College Maps

Apply to College

Colleges I'm Applying to

Manage Transcripts

Letters of Recommendation

Test Scores

Scholarships & Money

College-Specific Scholarships

National Scholarship Search

Scholarship Search

Favorite Scholarships

Welcome DHS Class of 2023!

As you continue your journey through high school we encourage you to utilize all aspects of the Naviance system to help you plan for the future and reach your goals. Please contact your Guidance Counselor for assistance at any time.

Read more



COLLEGES

I'm thinking about



COLLEGES

I'm applying to



CAREERS AND CLUSTERS

I'm thinking about



SCHOLARSHIPS & MONEY

Favorite Scholarships

Important To-Do's and Tasks

What's New



Help

Factors to Consider when Applying to College

- **Cost**
 - Total bill - Scholarships / Grants, Work study, and Loans = Out of pocket cost
- **Academics**
 - Safety, Target, Reach? Use Scattergrams and national admissions data to see where you stand.
- **Return on Investment**
 - research schools' programs, internship opportunities, career outcomes, networking opportunities, etc.
- **Location**
- **Major**
 - Review colleges' websites for most accurate information
- **Size of College**
- **Graduation Rates and retention rates**
 - Are students graduating within 4 years? 90% or higher is a good rate for a college.
 - Are students transferring after freshman year or withdrawing?
- **And many more factors... The importance of each is up to you to determine!**

Fall 2023 College Visits at DHS

(Guidance Conference Rm)

The screenshot shows the Naviance website interface. At the top, the navigation bar includes 'Home', 'Self-Discovery', 'careers', 'Colleges', and 'Plan'. The 'Colleges' menu is highlighted with a red circle. Below the navigation bar, a dropdown menu is open, listing various options. The 'College Visits' option is highlighted with a red circle. The main content area features a 'Welcome DHS Class of 2023!' message and a 'Read more' button. On the right side, there are four cards for 'COLLEGES I'm thinking about', 'COLLEGES I'm applying to', 'CAREERS AND CLUSTERS I'm thinking about', and 'SCHOLARSHIPS & MONEY Favorite Scholarships'.

NAVIANCE
BY POWERSCHOOL

Home Self-Discovery **careers** **Colleges** Plan

Colleges I'm Thinking About
College Visits
College Compare
College Resources
Acceptance History
College Maps

Apply to College
Colleges I'm Applying to
Manage Transcripts
Letters of Recommendation
Test Scores

Scholarships & Money
College-Specific Scholarships
National Scholarship Search
Scholarship Search
Favorite Scholarships

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Read more

COLLEGES I'm thinking about

COLLEGES I'm applying to

CAREERS AND CLUSTERS I'm thinking about

SCHOLARSHIPS & MONEY Favorite Scholarships



Letters of Recommendation

TEACHER LETTER OF RECOMMENDATION REQUEST FORM



Name: _____

FOR STUDENTS:

Step 1: Most colleges require one or two letters of recommendation from academic teachers. Please speak with two teachers and respectfully ask if they would be willing to write a letter of recommendation for you. Then ask them to sign below to indicate their agreement. Make sure you provide teachers with any materials they request (resume, transcript, etc.) in a timely manner.

Step 2: In the fall, it will be your responsibility to request your teacher recommendation letters through Naviance. Teachers will submit their letters electronically. Requests must be made several weeks prior to application deadlines! *Please note: Late requests may not be honored. Also, letters of recommendation are confidential and will not be released to students or guardians by the Guidance Department.*

FOR TEACHERS:

Please sign below to indicate your willingness to write a letter on behalf of the above named student. Please notify the student of any materials you will need for the purpose of writing the letter. Keep track of the names of students you have agreed to write for.

1. _____

2. _____

This form must be returned to your School Guidance Counselor by June 15th!




Naviance: Counselor Questionnaire


[Welcome DHS Class of 2023!](#)

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[Read more](#)

Important To-Dos and Tasks


 **TASK** [Build Resume](#)
DUE Friday Jun 30, 2023
Assigned by Whitney McNeilly


 **TASK** [Complete Counselor Questionnaire](#)
DUE Saturday Jul 15, 2023
Assigned by James Sullivan




My Favorites


 COLLEGES
[I'm thinking about](#)

 COLLEGES
[I'm applying to](#)

 CAREERS AND CLUSTERS
[I'm thinking about](#)

 SCHOLARSHIPS & MONEY
[Favorite Scholarships](#)

What's New

 James Sullivan assigned your task [Complete Counselor Questionnaire](#)

 Whitney McNeilly assigned your task [Build Resume](#)


← Back

 Raise Hand

Complete Counselor Questionnaire

Status: In progress

 DUE Saturday Jul 15, 2023

 To complete this task, you need to [take this survey](#)

Task information

Requirement:

REQUIRED

Add a comment

My comment

Start typing

 Add Comment

 Drop files or click to [Browse...](#)

To-Dos

 [Define your next to-do](#)

No to-dos to show

Recent Updates

 I s saved a survey May 12, 2023 10:24 AM
[Counselor Questionnaire 2024](#)


[Welcome DHS Class of 2023!](#)


As you continue your journey through high school we encourage you to utilize all aspects of the Naviance system to help you plan for the future and reach your goals. Please contact your Guidance Counselor for assistance at any time.


[Read more](#)

My Favorites


 COLLEGES
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What's New

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 Whitney McNeilly assigned your task [Build Resume](#)

Using Naviance to Start Building Your Resume

The screenshot displays the 'Resume' page in Naviance. At the top, there are navigation options: 'Add/Update Sections' (highlighted with a red underline) and 'Print/Export Resume'. Below this is a red circular button with a white plus sign. A text block explains: 'Add new entries to your resume by selecting a type of entry from the menu below. If you're not sure what information to provide, you can select an entry type and read the tips displayed. When printing your resume, you can choose which entries you want to display, so we encourage you to add as much information as possible.'

The main content area is divided into two columns:

- Objective:** Contains three entries, each with 'Edit' and 'Remove' icons:
 - Part-time sales position in retail
 - Summer internship in the Biology Lab
 - To gain experience in marketing and communicationA dashed box at the bottom contains a '+ Add new Objective' button.
- Summary:** Contains three entries, each with 'Edit' and 'Remove' icons:
 - Excellent communication skills
 - Proven leadership skills with multiple leadership positions
 - Three years of retail sales experienceA dashed box at the bottom contains a '+ Add new Summary' button.

1. Log into your Naviance account
2. In Naviance, click “About Me” on the menu bar
3. Select “Resume”
4. Under the Summary box, select “Add new summary”
5. Pick 2-3 summary statements to include
6. Press “Add” to save
7. Continue adding your Employment, Education, Volunteer/Activities, etc. (with skills listed in description)

— Review Example Resumes

Experience

Child Care Provider

November 2020- Present

Danvers, MA

Provided child care for 2 children, twice a week for the past three years. Organized activities for the children, drove to and from school, and ensured their safety.

Server

August 2021- Present

Name of Restaurant, Danvers, MA

Highly reliable server at local establishment. Responsible for relaying detailed and accurate orders, building positive customer relationships, and staying calm under pressure.

Sign up for a meeting with your counselor!

Ms. McNeilly <https://calendly.com/mcneillyguidance>

Ms. Pelusi <https://calendly.com/laceypelusi>

Ms. Murphy <https://calendly.com/amandacmurphy/m>

Mr. Sullivan <https://calendly.com/jamesullivan-dhs>

Functional Resume Resources

What is a resume? Why is it important?

First and Last Name

Home Address, City, State ZIP, Phone, Email

Qualifications

- Creative, hardworking, and reliable worker
- Strong oral communicator, very organized, and quick learner
- Elected as Grade 8th representative to Students' Council
- Planned and organized after-school activities
- Selected to participate in city-wide leadership program

Experience

- **Babysitter** 2017–Present
Katie and Jamie's Babysitting Service, City, State

Education

- **Boston Green Academy** 2020–present, *Boston, Massachusetts*

A resume provides an employer with a snapshot of your talent and experience so they can decide whether you are a good fit for a job

Your resume is a source for your first impression on a potential employer and can show a lot about your self-awareness and attention to detail. It should always showcase your accomplishments and be free of grammatical and spelling errors

Developing a Functional Resume - Focus on Qualifications

- Resumes describe your past education and work experiences.
- Right now, it is not expected that you have a wide range of experiences and therefore a “functional” resume is a good choice
- A functional resume begins by describing your talent and skills under a heading such as “Summary” or “Qualifications”
- On the following slides, we will focus on finding words and phrases that best match your personal qualifications

Positive Impact

Example Qualification Statements

- Team player and open to learning
- Ready to learn and receptive to feedback
- Flexible and adaptable
- Motivated to complete tasks with a positive “can do” attitude
- Creative and ready to try out new ideas
- Independent learner
- Self-directed learner
- Enjoy learning
- Remain optimistic and resilient when facing challenges
- Able to maintain composure
- Innovative and creative in solving problems
- Able to stay calm under pressure
- Self-assured
- Open to new learning opportunities and ways to manage work tasks
- Able to follow through and complete tasks

Which 2-3 phrases describe you?

Effective Communication Skills

- Strong written and verbal communication skills
- Empathic listener
- Creative writing skills
- Technical writing skills
- Enjoy public speaking
- Effective in using social media
- Culturally sensitive and enjoy working in teams with diverse backgrounds and interests
- Able to speak and write in _____(ex. Spanish, Portuguese)
- Able to manage conflict
- Able to give and receive constructive feedback
- Able to address conflict directly and professionally
- Able to understand different perspectives and find common ground

Which 2-3 phrases describe you?

Active Listening Skills

-
- Use active listening skills to improve relationships
 - Value different perspectives when problem solving
 - Enjoy working with individuals from diverse cultural perspectives
 - Able to lead team projects
 - Able to manage team projects
 - Able to give and receive constructive feedback

Which 2-3 phrases describe you?

Dependable

-
- Committed to completing projects on time
 - Consistent and dependable
 - Follow through to complete projects
 - Stay calm under pressure
 - Able to set goals and complete tasks on time
 - Can work independently
 - Honest and reliable

Which 2-3 phrases describe you?

Organized and Proactive

-
- Able to set goals and complete tasks on time
 - Can work independently
 - Ability to stay on task to meet deadlines
 - Value detail and accuracy
 - Commitment to improving our community
 - Enjoy finding innovative strategies to address complex problems
 - Enjoy strategic planning to identify concrete goals

Which 2-3 phrases describe you?

Examples of Descriptions

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