

You will share all three parts in one Google Drive folder

Part A

You must research **three colleges** (maybe schools related to your educational goals—maybe your dream, stretch, and safe school—maybe just three schools of interest). For each school, you must find the following information and then create a report in **Google Sheets** that outlines and summarizes the following information.

Bayonet College Resources <http://bayonetenglish.com/2015/03/01/college-resources/>

Big Future College Board <https://bigfuture.collegeboard.org/college-search>

Peterson's <https://www.petersons.com>

Princeton Review <http://www.princetonreview.com/college-search>

FAFSA <https://fafsa.ed.gov>

Fast Web <http://www.fastweb.com>

AP Credit Calculator <https://apscore.collegeboard.org/creditandplacement/search-credit-policies>

Base Statistics:	Get the numbers on total enrollment, number applied, percentage accepted, scores/gpa needed, annual yearly costs
Degree Program:	Get a copy of the program plans for your desired majors
Housing Options:	Get information on dormitory, apartment, fraternity, or sorority housing opportunities. Only research the option that you wish to pursue. Find types, locations, and costs of your desire housing option.
City Demographics:	Get information on geography, climate, population, transportation, and key sights/landmarks in the city of each school.
Summary:	Write a summary that includes your overall impression of and reaction to the school. Discuss whether it is or is not a viable option at this point. Discuss the positives and negatives of the school that has led to your final assessment of the school as an option for you.

Part B

After researching three colleges of your choice, use **Google Docs** to type a letter in **block business letter format** to the colleges that you now feel you would like to attend. The letter needs to express your interest in the school and to request information regarding the application process and degree programs of the school. Please use the format as explained in the handout on business letter writing.

Part C

In order to prepare yourself for the college application process, use **Google Docs** to write a **functional resume**. Remember in a resume, you must sell yourself to the admissions board or human resources person in a succinct manner. Long rambling resumes do not help your cause. You need to tightly format and efficiently express your personal information, your qualifications, and your references to the school or employer. This resume obviously will be a work in progress because hopefully you will be supplementing it throughout the rest of your high school career. Please use the format as explained in the handout on resume writing.

Your Name
Street Address * City, State Zip * Phone
Email

Education

School City, State
Graduation Date
Title: Club; Title: Club; Title: Club

Experience

Month Year - Business (job and volunteer) City, State
Title/Role/Duties

Awards

Award – Explanation (academic, arts, and athletic honors)

Interests

(spotlight any skills you have—computers, languages, certifications)

References

Reference Name Reference Phone
Reference Job Title
Reference City, State

Reference Name Reference Phone
Reference Job Title
Reference City, State

Reference Name Reference Phone
Reference Job Title
Reference City, State

Your Name
Your Street Address
Your City, State, Zip

Date

College Name
Specific Office
School Street Address
School City, State, Zip

Dear (School Name) Admissions:

Paragraph 1

Introduce self and purpose of letter

Ex. My name is Bob Smith, a junior enrolled in the honors program at Shawnee Mission South High School in Overland Park, Kansas. After beginning the college research process, I have developed a great interest in your school. I am writing to request information regarding the application process, degree programs, and general school information. I appreciate very much if you could send me such materials so that I can more closely examine the procedures for applying to your school.

Paragraph 2

Quick summary of what you want, a thank you for their time, and your contact information

Thank you very much for your time and consideration. I believe that my course work, test scores, and school involvement make me an attractive candidate for your school, and I would enjoy receiving the requested information. If you have any questions or comments for me, you may reach me at (Phone Number) or at (Email Address). Thank you again.

Sincerely,

(Your Signature)

Your Name

Marlo Reveley

2401 Arlington Blvd. #71 • Charlottesville, VA 22903 • (434) 972-9341
ReveleyM02@Darden.Virginia.edu

Education

Darden Graduate School of Business Administration Charlottesville, VA
University of Virginia
Candidate for Masters of Business Administration, May 2002
Co-founder: Diversity Practice Forum; Brand Challenge Manager: Marketing Club
Member: Health Care Club; Entrepreneurs Club

Vanderbilt University Nashville, TN
Bachelor of Arts in History, May 1996
Publicity Chair: Sarratt Art Board; Executive Board Member: Pi Beta Phi Sorority

Experience:

Summer 2001 **Bacterial BarCodes Inc.** – a Baylor College of Medicine Technologies company Houston, TX
Summer Intern

- Initiated, designed and developed 3 day sales force training program targeting 10% sales increase.
- Re-evaluated potential market size and identified inconsistencies of over 5% that contributed to overall strategy realignment. New strategy expected to capture additional 20% market revenue.
- Outlined multiple internal and external communication strategies currently under consideration and expected to increase productivity up to 20%.

1998 - 2000 **Accenture** (Formerly Andersen Consulting) Houston, TX
Senior Consultant - Organizational and Human Performance

- Prepared over 5 electric power utility companies to maximize profits after deregulation through assessment, management, and implementation of power tracking, bidding and sales software.
- Led team of 6 consultants in the implementation of power management software that increased operational profitability over \$150,000 through first year of use.
- Designed strategy, operational, and training procedures for over 700 employees to gain compliance with deregulation legislation within 3 months. Expected to grow market share by 5%.
- Developed multi-media communication tools for multiple audiences of over 1500 employees.
- Selected by firm's senior leadership to design and implement e-business education strategy for over 200 consultants.

1998 – 1999 **PDQ.Net** Houston, TX
Part-time Producer – The Internet Zone and Marketing Analyst

- Redesigned point-of-sales ("POS") sales strategy and structure to increase sales by 8%.
- Created, produced, and co-hosted a weekly 2-hour talk radio program about the Internet.
- Established key sponsors (e.g.: Compaq & Continental Airlines), solicited contributions of over \$15,000.
- Targeted and recruited key industry thought leaders to participate as guest speakers (e.g. Michael Dell).

1996 – 1998 **Trilogy Development Group/ pcOrder.com** Austin, TX
Account Executive

- Conducted sales negotiations and strategic planning with Value Added Reseller executives: largest account was \$85,000.
- Created marketing and training materials used by over 200 nationwide customers.
- Customized web tools, trained employees, and managed accounts for over 50 clients.

Awards: **Shining Through Award 1998 and 1999** – awards from Accenture client for excellent implementation.
pcOrder.com Team Award 1997 and 1998 - Bi-annual award given to team for superior performance in sales, budgeting, account management and general teamwork.

Interests: Cooking for large groups, Alpine sports, Classical architecture and urban planning

Pavel Smerdyakov

856 Zosima Lane
East Burbank, CA 93343
(888)555-5555
ivanrules@gmail.com

SUCCESES

Calendaring and Time Management

- created conference schedules and balanced press and business commitments
- scheduled employees at multiple locations to balance costs and grow sales
- tracked, managed, and coordinated trainers and supplies for multiple regional training centers
- calendared multiple meetings, store visits, and seminars for multiple regions and their teams

Travel Planning and Coordination

- assisted with corporate executive with travel planning, booking, and expense tracking
- coordinated meetings, press interviews, and travel arrangements for a large international event
- delivered detailed daily schedule updates for large production team during week-long junket
- selected to train joint venture partners in an emerging overseas market (Russia)

Communications and Data Management

- developed and built new database to track state-wide training data
- created new HR system to train employees on company standards
- designed communication workflows between trainers and store managers
- designed and implemented file system for improved tracking of employees across the region

EXPERIENCE

Business Consultant

- Operations and organizations consultant for small businesses
- Quality Control consultant for Psi and Lobo Studios
- Assistant for Corp Dev Executive at Alyosha Pace Group

AUG 2011 – PRESENT
Metro Los Angeles, CA

Store Manager

- Tolstoy's Coffee and Tea

JUN 2009 – AUG 2011
Metro Los Angeles, CA

Senior Training Specialist and Global Advisor

- Dostoevsky Coffee Company

OCT 2002 – JUN 2009
Metro Los Angeles, CA

SKILLS

Computer:

- Microsoft — Windows, Outlook, Excel, Word, PowerPoint
- Google — Gmail, Calendar, Docs, Spreadsheets, Drive, Groups, etc.
- Apple — OSX, Pages, Numbers, Mail, Contacts, iCloud, etc.

Languages: Basic reading and speaking: Mandarin, Spanish; Fluent in German, Russian.

Training Certifications: Situational Leadership® Facilitator; achieveglobal™ Facilitator

EDUCATION

Arkhangelsk College

- B. A. — Major: Russian and German; Minor: Linguistics

AUG 1998 – MAY 2002
Arkhangelsk

St. Petersburg State Pedagogical University

- course work in Russian grammar, literature, and culture

AUG 2000 – DEC 2000
St. Petersburg, Russia

