

# COMPREHENSIVE PACKET SUPPORT

BELLEVUE EAST HIGH SCHOOL

## STEPS TO COMPLETE

☐ Read through packet.

☐ Write resume.

☐ Ask for LORs.

☐ Write essay responses.

☐ Turn in completed packet!

## RESOURCES IN THIS PACKET

### 1. Resume

- Link to template, tips & example

### 2. Letter of Recommendations

- Example email & tips

### 3. Essay Writing

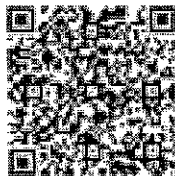
- Brainstorm & tips

### 4. Example of Completed Packet

## SUPPORT FOR ESSAY & RESUME WRITING

**Mrs. Hadley** is always available for support  
via email or in person!

**Scan this QR code for a pass!**



**Mrs. Anderson** will be available certain dates  
for resume support.

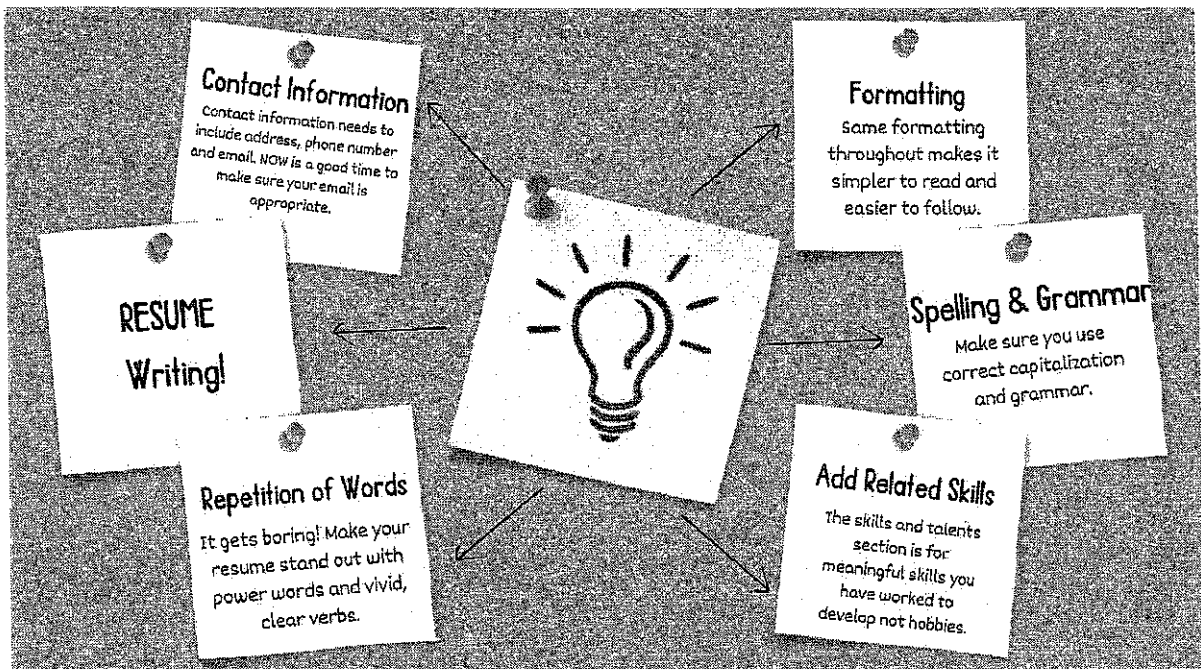
**Sign up using this QR code!**





# RESUME WRITING

## TIPS & TRICKS



## LINKS TO RESUME TEMPLATES

### ACTIVITY RESUME TEMPLATE

\*Use for Comprehensive Packet\*



### BUSINESS RESUME TEMPLATE



# Bell V. East

1234 Beast Lane, Bellevue, NE 68005 • (402)123-4567 • beaststudent@gmail.com

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## Education

Attend Bellevue East High School  
Standard GPA 3.05  
Weighted GPA of 3.27  
23 On the ACT

## Activities and Organizations

MCC Career Academy - Fire Science & Technology (11)  
*Completing coursework in classes at MCC to earn college credits*  
Thanksgiving Lutheran Youth Group (9,10,11)  
*Attend weekly meetings, learn more about my faith.*

## Athletics

Junior Varsity Softball(9, 10)  
*Catcher*  
Freshman Basketball (9)  
*Center*

## Honors and Awards

Honor Roll (9)  
*Achieved a grade point average above a 3.5 on a 4.0 scale.*

## Community Service

Bellevue Together (9, 10, 11)  
*Distributed backpacks and school supplies to students*  
Adopt a Family (9, 10)  
*Volunteered to bring needed donations for a family in need.*  
Sarpy YMCA Healthy Kid Event (9)  
*Helped set up and worked the soccer station*

## Work Experience

Bellevue Recreation (9, 10, 11)  
*Umpired tee ball, coach pitch softball and lifeguard*  
Lawn Care (9)  
*Help maintain neighbors yard*

## Special Skills and Talents

Certified Lifeguard with CPR/AED

**Intended major:** Fire Science and Technology

# LETTERS OF RECCOMENDATION

FOLLOW THE TIPS BELOW WHEN ASKING FOR A LETTER OF RECOMMENDATION!



\*EXAMPLE EMAIL ON THE BACK\*



Anderson, Kacie <kacie.anderson@bpsne.net>

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## Letter of Recommendation

1 message

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**Kacie Anderson** <kacie.anderson@bpsne.net>  
To: "Hadley, Malinda" <malinda.hadley@bpsne.net>

Fri, Aug 30, 2024 at 9:35 AM

Hello Mrs. Hadley!

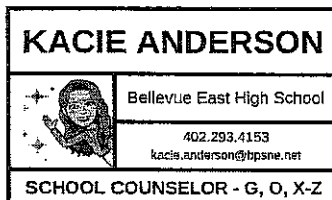
It really is that time already - I am a senior, applying for scholarships! My plan after high school is to study fire science at MCC to become a firefighter. I am filling out the comprehensive packet and need a letter of recommendation. Would you be willing to write one for me? The packet is due December 20th. My resume is attached for you to take a look at.



Bell V. East Resume

I appreciate you taking the time to consider!

Sincerely,  
Mrs. Anderson



# ESSAY WRITING TIPS

1. Be you! Be honest! Chat GPT does not sound like you.
2. Use the brainstorming activity to organize your thoughts.
3. Have someone read your final draft before you turn it in.
4. Save your essays! You may be able to use them again.





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

# Brain Dump for Scholarship Essays

Three words I use to  
describe myself.

How others see me.

Something I am really proud  
of....

In 5 years, I see myself.....

Something unique  
about me

*be  
you*

Academic Goal

Career Goal

Something I've overcome...

Someone who inspires me...

Personal Goal