



# COLLEGE ENTRANCE EXAMS

## EXAMPLE

This page can be referenced as an example when filling out your own College Entrance Exams Action Sheet on the following page, or by downloading the template at <http://www.theleaderinme.org/12conversations>.

### COLLEGE ENTRANCE EXAMS

	Practice Test 1		Practice Test 2		Practice Test 3		Practice Test 4	
	MONTH	SCORE	MONTH	SCORE	MONTH	SCORE	MONTH	SCORE
9th Grade	June	17	Sept.	20	Feb.	19	March	19
10th Grade	July	21	Oct.	23	April	23	April	23
11th Grade	July	23	Sept.	24	March	25	March	26
12th Grade	June	27	July	27	August	28	Sept.	29



# COLLEGE ENTRANCE EXAMS

**ACT.** Both the ACT and SAT exam require practice, like playing an instrument or sport. The chart below allows you to track when you take practice exams and real exams. Our suggestion is that you take the real exam at least three times before your senior year of high school and take at least three practice exams before each real exam. If you are not happy with your score by the time you start your senior year, then you will want to take the exam as many times as you need to until you are satisfied. Please visit <http://www.theleaderinme.org/12conversations> to download this template.

## COLLEGE ENTRANCE EXAMS

	Practice Test 1		Practice Test 2		Practice Test 3		Practice Test 4	
	MONTH	SCORE	MONTH	SCORE	MONTH	SCORE	MONTH	SCORE
9th Grade								
10th Grade								
11th Grade								
12th Grade								



# INTERNSHIPS & WORK EXPERIENCE

## EXAMPLE

This page can be referenced as an example when filling out your own Internships & Work Experience Action Sheet on the following page, or by downloading the template at <http://www.theleaderinme.org/12conversations>.

R SUM TEMPLATE	
Education	Riverton High School Riverton, Utah 3.9 GPA
Professional Experience	1. Helped my uncle in the summers teaching tennis lessons. 2. Worked for the family business on some weekends – 2010 to 2014 3. Interned with neighbor, Swendy, at her daycare from June to December, 2013
Leadership and Service	Captain of sports team – 9th grade Volunteer at pet shelter – once a week Community service
Honor and Awards	Most improved player for soccer 2nd place in piano recital
Professional Organizations	National Honor Society – >3.75 GPA during 7th through 9th grade
References	Swendy, church leaders, English teacher...



# INTERNSHIPS & WORK EXPERIENCE

**ACT.** As you gain more experience and look toward future employment opportunities, you should always be aware of items which could be placed on your résumé. As you have various internship, job shadow, and work experiences, you should be writing them down on a template such as the one we're providing. We have split the template into sections to get you thinking about everything you will need on a good résumé. This is an evolving document which should be constantly updated.

Please visit <http://www.theleaderinme.org/12conversations> to download this template.

R E S U M E T E M P L A T E	
Education	
Professional Experience	
Leadership and Service	
Honor and Awards	
Professional Organizations	
References	



# MONEY MANAGEMENT & SCHOLARSHIPS

## EXAMPLE

This page can be referenced as an example when filling out your own Money Management & Scholarships Action Sheet on the following page, or by downloading the template at <http://www.theleaderinme.org/12conversations>.

### PERSONAL MONTHLY INCOME STATEMENT

Income	
AMOUNT	DESCRIPTION
\$40.00	Allowance
\$10.00	Tennis lesson
\$5.00	Spare change
\$60.00	Presents
TOTAL: \$115.00	

Expenses	
AMOUNT	DESCRIPTION
\$2.25	Snack
\$8.00	Movie
\$5.25	Fast food
\$35.96	New music
\$63.54	Savings
TOTAL: \$115.00	



# MONEY MANAGEMENT & SCHOLARSHIPS

**ACT.** Routinely tracking the money you earn (income) and the money you spend (expenses) will allow you to better evaluate your current and future financial situation. Developing the habit of managing your finances is possible at your age and will provide you financial benefits in years to come.

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## PERSONAL MONTHLY INCOME STATEMENT

Income	
AMOUNT	DESCRIPTION
TOTAL:	

Expenses	
AMOUNT	DESCRIPTION
TOTAL:	



# THE COLLEGE APPLICATION PROCESS

## EXAMPLE

This page can be referenced as an example when filling out your own College Application Process Action Sheet on the following page, or by downloading the template at <http://www.theleaderinme.org/12conversations>.

### COLLEGE APPLICATION PREPARATION SHEET

Institution	Location	Deadlines for Admissions & Scholarships	General Admissions Requirements	Contact Information	Costs
University of Nevada Las Vegas unlv.edu	Las Vegas, Nevada	Admissions July 1st  Scholarships February 1st	Need a 3.0 minimum weighted GPA Need a 22 or higher on ACT	(xxx) xxx-xxxx	\$60 application fee \$7,147 full-time, non-resident tuition and fees
Dixie State University dixie.edu	Saint George, Utah	Admissions August 1st  Scholarships March 1st	No minimum GPA or test scores required Students average 3.2 GPA and 20 on ACT	(xxx) xxx-xxxx	\$35 application fee \$2,145 full-time resident tuition and fees
Stanford University stanford.edu	Stanford, California	Admissions January 2nd  Scholarships January 2nd	75% of admitted students have a 4.0 GPA 87% of admitted students have between a 30 and 36 on the ACT	(xxx) xxx-xxxx	\$90 application fee \$14,373 full-time, non-resident tuition and fees
University of California Los Angeles ucla.edu	Los Angeles, California	Admissions November 30th  Scholarships May 1st	Average 3.93 weighted GPA Average ACT score of 29	(xxx) xxx-xxxx	\$70 application fee \$2,962 full-time, non-resident tuition and fees
Southern Utah University suu.edu	Cedar City, Utah	Admissions April 1st  Scholarships December 1st	Must have an index score of 90+ - see site for details	(xxx) xxx-xxxx	\$50 application fee \$2,962 full-time resident tuition and fees



# THE COLLEGE APPLICATION PROCESS

**ACT.** Take time to document your findings as you start to research the various colleges, universities, and other educational institutions that interest you. Collecting this information will help you narrow down your options based on what is most important to you, such as location, cost of attendance, and scholarship opportunities. Please visit <http://www.theleaderinme.org/12conversations> to download this template.

COLLEGE APPLICATION PREPARATION SHEET

Institution	Location	Deadlines for Admissions & Scholarships	General Admissions Requirements	Contact Information	Costs

# CONVERSATION

## 11

# INTERVIEWING

## EXAMPLE

This page can be referenced as an example when filling out your own Interviewing Action Sheet on the following page, or by downloading the template at <http://www.theleaderinme.org/12conversations>.

INTERVIEW PREPARATION	
Job Description	Intern – Riverton Community Theatre Hiring a part-time intern to help with summer productions of “Wizard of Oz” and “The Pale Pink Dragon”
Names of interviewers	Rashida Jones, Director David Odette, Stage Manager
Research	Riverton Community Theatre performed “Oliver” and “The Phantom of the Opera” last year Rashida Jones has been the director for three years David Odette is new this year Most plays are sold out; however, attendance is decreasing and budgets are tight according to people I’ve talked to in past plays
Requirements (basic and preferred)	Basic – free time after school, available during most practices and all productions Preferred – background and interest in theater, music, and dance
Matching strengths with requirements	Basic – free in the summers and each production day; great planning skills Preferred – member of the drama club at school and taking piano lessons; also I am around many young people who I could market to
Weaknesses to address if asked	I’m a little young and inexperienced, but I have the desire and potential to contribute for at least a few years
Related experiences	I’ve been in two school plays, one of which I was the lead role; I am in the drama club and take theatre classes at school; Talk about the time I had to sing without a microphone or the time I forgot my lines and improvised and nobody could tell
Questions for committee	What are the top three things an intern could do to be valuable? How do they help their interns learn more about a career in acting?
People to thank	Rashida – interviewer, David – interviewer, Mike – assistant



# INTERVIEWING

**ACT.** As you begin to have informational and professional interviews, it is nice to be prepared beforehand. The sections below can be filled in prior to an interview. Use these notes to aid you in effectively answering interview questions. Be sure to thank your interviewers and anyone who helped you schedule the interview. Please visit <http://www.theleaderinme.org/12conversations> to download this template.

INTERVIEW PREPARATION	
Job Description	
Names of interviewers	
Research	
Requirements (basic and preferred)	
Matching strengths with requirements	
Weaknesses to address if asked	
Related experiences	
Questions for committee	
People to thank	



# SHARE YOUR EXPERIENCE

## EXAMPLE

This page can be referenced as an example when filling out your own Share Your Experience Action Sheet on the following page, or by downloading the template at <http://www.theleaderinme.org/12conversations>.

### SHARE YOUR EXPERIENCE

Name	Title	Contact Info	Action	Notes
Rashida Jones	Director, Riverton Community Theatre	123 Thespian Way, Riverton, UT 84065	Thank-you note for interview	Rashida wanted an intern to be passionate about a career in theatre
Sam	Best friend	Next-door neighbor	Helped him with math homework	Get him a calculator
Ms. Kinzer	Advisor, National Honor Society	RHS Room 141, 12300 S. 2700 W., Riverton, UT, 84065	Thank-you gift for writing me a letter of recommendation	She loves lapel pins
Mom	Mom	My house	Birthday card	Her birthday is Friday



## SHARE YOUR EXPERIENCE

**ACT.** Always strive to recognize the efforts of those who assist you in your journey to academic success and look for personal opportunities to help others. Keep detailed notes of ways to express your gratitude for those who support you (write a note, send a gift, make a phone call, visit together, etc.) and act upon your ideas. In addition, dedicate time to help mentor others (tutoring, advising, volunteering, serving, etc.). Please visit <http://www.theleaderinme.org/12conversations> to download this template.

### SHARE YOUR EXPERIENCE

Name	Title	Contact Info	Action	Notes