

(20 pts) Approx. 2 days

While all of our units focus on the Engineering Design Process and the different jobs of an engineer, each of our units has a small parallel part that will help us think toward life after Lathrop. For this first unit, your job is to request some transcripts from the counseling department, and to put together a personal resume. The process is outlined below, and there is a helpful Resume Template on our website that you can use to get started if you'd like!

1. **TRANSCRIPTS:** This is super easy. Like, the easiest thing ever. Take a trip to the counseling office here at our school. Tell them you'd like to request 5 official copies of your transcript for some scholarship applications. Fill out the request form and leave it with them. In about a week you can swing back by the counseling office to pick them up. It's that easy – you just need to go talk to them!
2. **PERSONAL RESUME:** Watch the short video about your personal resume. Think about where you might need to send a resume, who might read it, and what you might want to put on it.
3. Brainstorm as many things as you can for "Future Plans". *This is a place to give a SHORT description of what you want to do after high school. Make it specific, and don't be ambiguous. Saying that you "want to study mechanical engineering" is way better than something wishy-washy like "I either want to study mechanical engineering or economics". You want to sound like you have a plan and you're working hard to follow-through on those plans. Even if those plans change in the future (even later this year), you want your resume and applications to convey a strong sense of direction and purpose. That starts here.*
4. Brainstorm as many things as you can for "Advanced Coursework". *This is the place to list (briefly) your AP and Honors classes. Many of you have a long list of those... you don't need to include every one of them - this isn't a time to try and impress people with a long list of classes. Instead, you want to be sure and list all AP courses, and then emphasize the honors (and non-honors) classes that point toward your future plans. If you have a future plan of becoming an engineer, you should list all the math/science classes you've taken. This way some of your references will mention those classes, and the schools will see that you've been focused on this goal for a long time.*
5. Brainstorm as many things as you can for "Extracurricular Activities". *This is the best part (and should be the longest). This is where you emphasize the things you've done outside of the school day to either (a) work toward your goal more, (b) improve the community in some way, or (c) be a part of the Lathrop community through sports, etc.*
6. Compile your best ideas into a personal resume. You can use the provided template if you'd like, or you can create your own style. Keep it professional, and turn in a printed copy to Mr. Benshoof to get some feedback!

Part 2: College Tasks	8-6 points	5-3 points	2-0 points
 Notes & Brainstorming	+ You should have taken some notes from the presentation + You should have recorded your brainstorming	- Notes missing from either presentation or brainstorming	- No notes
 Personal Resume	+ Create a professional and complete personal resume + Resume includes all sections	- Resume is not professional - Resume is incomplete	- Resume is missing
	4 points		0 points
 Official Transcripts	+ You requested 5 official copies of your transcript		- Transcripts not requested

