

JANE KNIGHT

123 Farm Road, Stanwood, Iowa 25337

Cell: 563-942-3341, Email: janeknight@north-cedarstu.org

Objective To enhance my skills by applying them to practical work.

Education

North Cedar High School, Stanwood, IA

Class 2016

Academic Highlights:

- Advanced Chemistry
- Web Programming
- College Algebra/Trigonometry
- Modern Problems/Psychology

Activities & Interests

- Girls State - 2014
- Cross Country – Grades 9-11
- Individual Speech Contest – Grades 9-10 Division I Rating for After Dinner Speaking
- Golf Team – Grades 9-10

Volunteer Work & Job History

Mill Creek Cafe (2013)

Clarence, Iowa

St. Paul Lutheran Church Youth Group

Stanwood, Iowa

North Cedar Dance Marathon (2014)

Stanwood, Iowa

Encore Club Volunteer (2013)

Stanwood, Iowa

Skills

- Webpage Creation
- Spanish – Intermediate Level
- Excellent Communication Skills

References

- Jay Fetzer – Science teacher at North Cedar High School, Stanwood, Iowa
Phone: 563-942-3341
- Jane Koch – Business/Technology teacher at North Cedar High School, Stanwood, Iowa
Phone: 563-942-3341

Writing Personal Essays

Objective: Create an anecdotal essay (describes an interesting event from an autobiographical perspective) that showcases a positive character trait you possess

Materials: 3 sheets of paper, pen or pencil

- * Let's begin by thinking about yourself. What are your strengths and weaknesses? What are your best qualities? Are you a plugger? An intellectual? A creative type? Curious? Passionate? Determined?
- * Choose a positive quality you'd like to convey to the admission/scholarship committee, a strength that makes you a good addition to any group. Admissions and scholarship committees look for:
 - Intellectual passion—the enthusiasm, interest, personal knowledge and curiosity you bring to academic interests.
 - Commitment to community—the ways you contribute to school, both in and outside of classes.
 - Moral imagination and inclusivity—the ability to show empathy and build bridges with dissimilar people.
- * Choose a quality you'd like to convey to the committee, a strength that makes you a good addition to any group. Focus on a quality of your mind or character, and complete this sentence,
 - "I am a very _____ person."
- * Now write down at least two more strengths—you will need a few different essays to choose from when completing applications. Each strength can become an essay!

_____	_____
_____	_____
_____	_____

- * When have you used these strengths? Fill in the chart on the following page to begin your pre-writing.
 - In the Event or Concept column, jot down ideas that fit with the essay idea in the first column.
 - In the Key Strength or Quality column, write the strength from above that you feel you used in during this event.
 - In the Reflection or Growth column, describe how your views were challenged, how you changed or if you gained a new understanding of the world around you.

Essay Ideas	Event or Concept	Key Strength or Quality	Reflection or Growth
<p>A significant experience, achievement, risk you have taken, or ethical dilemma you have faced</p>			
<p>A person who has had a significant (positive) influence on you</p>			
<p>A character in fiction, a historical figure, or a creative work (music, art, science, etc.) that has influenced you</p>			
<p>An issue of personal, local, national, or international concern and its importance to you</p>			
<p>Other ideas</p>			

Outline Your Essay

The Event: _____

The Strength: _____

Introduction/Hook:

Possible Hook 1

Possible Hook 2

Body Paragraph 1

Main Idea: _____

Topic Sentence: _____

Important details: _____

Body Paragraph 2

Main Idea: _____

Topic Sentence: _____

Important details: _____

Body Paragraph 3

Main Idea: _____

Topic Sentence: _____

Important details: _____

Conclusion

(how this event/person/concept has helped you become a better person)

Draft and Revise Your Essay

Use the outline to write your first draft. Take at least 30 minutes to develop the details further. Use this as your focus: “Tell a story about an experience when you showed you were a very _____ person.”

After you have completed your draft, begin the revision process. Expect to make 3- 4 additional drafts and be sure to avoid these fatal mistakes:

- * **Selfishness**—go beyond the story to find a universal topic every reader can identify with.
- * **Threat of aggression**—don’t put others down to build yourself up, you don’t need to be the *best*.
- * **Dependency**—show your own independent thoughts and preferences, don’t hide behind other peoples’ opinions.
- * **Negativity**—limit the negative talk! Instead, emphasize the things that get you excited and enthusiastic about school or life.
- * **Failure to learn from rough times**—show your resilience and how you have developed better judgment because of your experience.
- * **Watch out for narrow thinking!**
 - Acknowledge that there is more than one side to any argument by including other viewpoints.
 - Develop a universal topic (everyone can share your experience) and a conclusion that reflects your own abstract idea about your strength.

Double-space your typed drafts to make them easier to read—and proofread, proofread, proofread.

REMEMBER, the KEY to writing a great personal essay is that the focus is on YOU not on THEM; not on what they want but on what you are and how you will be a valuable member of your desired college’s community.

The Personal Essay

It prepares you for job interviews, and goes in college and scholarship applications!

What you will do today

- Create an anecdotal essay that showcases a positive character trait you possess.

What you need:

- Three (3) pieces of paper,
- Pen, or
- Pencil,
- An open mind.

Prewriting

- Think about your strengths and weaknesses, create a T chart. Add at least 4 strengths and 2-3 weaknesses to the chart.

STRENGTHS	WEAKNESSES

Prewriting

- Choose one quality (a strength) that makes you a good addition to any group.

STRENGTHS	WEAKNESSES
<ol style="list-style-type: none">1. Motivate others2. Ambitious3. Enjoy solving challenges4. Love helping others5. Think for myself6. Learn from failures	<ol style="list-style-type: none">1. Too critical of others2. Too critical of self3. Tend to procrastinate

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Prewriting

Other ideas			
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The Strength: _____

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Possible Hook 1

Possible Hook 2

Body Paragraph 1

Main Idea: _____

Topic Sentence: _____

Important details: _____

Body Paragraph 2

Main Idea: _____

Topic Sentence: _____

Important details: _____

Body Paragraph 3

Main Idea: _____

Prewriting

Drafting

- Use the outline (and your second sheet of paper) to write your first draft. Take at least 30 minutes to develop the details further. Use this as your focus:

“Tell a story about an experience when you showed you were a very the word from the T-chart person.”

And be sure to include the main points from the outline.

Revision

After you have completed your draft, begin the revision process. Expect to make 3- 4 additional drafts and be sure to avoid these fatal mistakes:

- **Selfishness**—go beyond the story to find a universal topic every reader can identify with.
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Revision

After you have completed your draft, begin the revision process. Expect to make 3- 4 additional drafts!

- **Develop a universal topic (everyone can share your experience) and a conclusion that reflects your own abstract idea about your strength.**
- **Double space your typed drafts to make them easier to read**
- **PROOFREAD, PROOFREAD, PROOFREAD!**

REMEMBER...

The KEY is to focus on you and how you will be a valuable member of the group you are trying to join.

Employee, Student
Scholarship Recipient

