

# The Regents' Award for OUTSTANDING JUNIORS 2010 - HSC Application

The Regents' Award for Outstanding Juniors will be presented to selected individuals who have excelled in the areas of scholarship, character, leadership and service to the university community.

**Who can apply?** Applicants must meet the following criteria: completed a minimum of 72 credit hours; earned 3.25 grade point average or higher and be currently enrolled full-time (minimum of 12 credit hours). Even if your hours completed may be at the senior level, if you are a third-year student, this is the award application you should complete.

## ***Application Process***

Applicants must submit the required **Campus Recognition Form [CRF]** (2 pages – as outlined in the attached sample and guidelines), **essay**, and an **unofficial transcript copy** (this may exceed 1 page). It is recommended that students utilize the *OPTIMAL RESUME* program available on the Career Services Web site at [www.hiresooner.com](http://www.hiresooner.com). The Optimal Resume program will allow you to enter your application information and keep it on file for future access for campus recognition forms or to alter the information for professional resumes.

However, if you choose to create your own application document via a wordprocessing program instead of the Optimal Resume program, **you must follow the exact format** as provided in the attached sample.

Detailed Instructions for utilizing the Optimal Resume program for completing the CRF portion of the application may be found on the third page of this application packet.

## ***Selection Process***

Applications will be reviewed by a selection committee comprised of faculty, staff and students and twelve Outstanding Junior recipients will be selected. **There is no interview process for this award selection.**

## **IMPORTANT INFORMATION:**

**When using Optimal Resume to complete this application, you should input your information using the “Campus Recognition Form” format, NOT one of the professional resume formats available at the site. However, one of the professional resume formats should be used when applying for employment or special academic programs on campus.**

**Due to space and format constraints with the required format, please take time to evaluate your credentials and select those activities, honors, etc. that you feel are your most outstanding achievements.** Also specify by each activity or award any college/university other than the University of Oklahoma.

**Application packets should be printed in black ink only on plain white paper and should be submitted as indicated below:**

**PAGE 1:** This sheet should contain only the required personal information at the top, education and grade information, family contact information, hometown newspaper, employment/internship experience, and honor statement.

**PAGE 2:** This sheet should include **ONLY** your campus activities listed by each year, community involvement action statements listed by each year, and your honors, awards, and scholarships earned. **Note:** If you create Page 1 & 2 in the Optimal Resume program, download and save your Word compatible CRF. You will need to insert a page break prior to the “Activities” section to create page 2 and modify the font if so desired.

**PAGE 3:** Essay Responses — Respond to the two following questions on one page, single-spaced.

**Question 1:** Based on the one page resume you've attached, what do you consider to be your most important accomplishment and/or community service experience and why?

**Question 2:** Select and respond to **ONE** of the following questions:

a. You decide to create a new student organization on campus - what will its name and mission be?

b. What has been your favorite course at the University of Oklahoma and why?

c. As an alumni, you return to campus with your grandchild, what one location would you take them to and why?

**PAGE 4+:** TRANSCRIPT(S): An unofficial copy of your transcript (may exceed one page).

**Collate, staple, and return eight (8) copies of your completed application to HSC Student Affairs, DLB Student Union, Ste 300**  
***Deadline for submitting applications is 4:00 p.m. Tuesday, February 9, 2010.***

**Applications will not be accepted after the deadline.**

# APPLICATION GUIDELINES

Regent's Award for Outstanding Juniors - Spring 2010

**Joe A. Doe**  
jdoe@ou.edu  
Current (405) 325-4020 Cell (405) 321-4567

**Permanent Address**  
123 Lake Street  
Happytown, OK 73072

**Current Address**  
101 Sooner Street  
Norman, OK 73019

**EDUCATION**

University of Oklahoma  
Michael F. Price College of Business  
Management Major, Spanish Minor  
Cumulative Grade Point Average: 3.71  
Anticipated Graduation Month/Year: May 2009

Other Institutions Attended:  
East Central University - Ada, Oklahoma  
9 hours, 4.0 GPA

**ADDITIONAL INFORMATION**

John & Jane Doe  
123 Lake Street  
Happytown, OK 73072  
(405) 321-4321  
jdoe@younameit.com

Hometown newspaper: Happytown News  
Name, as you want it to appear on award if selected: Julie A. Doe

Student ID #: 112112222  
Gender: Female

Credit Hours Earned: 72  
Number of Hours Currently Enrolled: 12

**EMPLOYMENT/INTERNSHIPS**

May, 200X - May, 200X      **Sonic Drive-In**, Happytown, OK  
Part-time Cashier

May, 200X - Aug., 200X      **Camp Longhorn**, Burnet, Texas  
Camp Counselor

May, 200X - August, 200X      **Hallmark, Inc.**, Kansas City, MO  
Marketing Intern

**APPLICANT HONOR STATEMENT**

"To the best of my knowledge, the information provided in this application packet is truthful and accurate."

Signed \_\_\_\_\_

**ACTIVITIES**

**Freshman Year:**

- President's Community Scholars
- Walker 12 Floor President
- Homecoming Volunteer with High School Bands
- University Sing and Sooner Scandals Participant
- Entrepreneurs Club Member

**Sophomore Year:**

- Crimson Pride Member
- OU Cousins Member
- Homecoming Executive Committee - Spirit Chair
- Dance Marathon Recruitment Coordinator
- Entrepreneurs Club Treasurer

**Junior Year:**

- Crimson Pride Secretary
- OU Cousins Member
- Homecoming Executive Committee - Parade Chair
- Camp Crimson Counselor
- Dance Marathon Chair
- Entrepreneurs Club President

**COMMUNITY INVOLVEMENT**

**Freshman Year:**

- Spent three weekends constructing homes for Habitat for Humanity, November 200X
- Participated in Big Event, March 200X

**Sophomore Year:**

- Prepared meals for the elderly with Meals on Wheels, September-November 200X
- Volunteered as a Tuesday Tutor at McKinley Elementary, September 200X - May 200X
- Served as a Site Manager (Feed the Children) for Big Event, March 200X

**Junior Year:**

- Collected children's books for Reading is Fundamental, January 200X
- Big Brothers/Big Sisters – serve as Big Brother to 2<sup>nd</sup> Grade Male, Since August 200X

**HONORS, AWARDS & SCHOLARSHIPS**

- Alpha Lambda Delta National Honor Society
- P.A.C.E. Award: recognizes top 1% of students in freshman class
- President's Community Scholars
- President's Award for Outstanding Sophomores

**YOUR COMPLETED APPLICATION SHOULD FOLLOW THE FORMAT PROVIDED ABOVE.**

**YOU SHOULD NOT USE MULTIPLE COLUMNS OR SMALL FONTS.**

**DUE TO SPACE AND FORMAT CONSTRAINTS, PLEASE SELECT THE ACTIVITIES, COMMUNITY INVOLVEMENT & HONORS/AWARDS THAT HAVE BEEN MOST SIGNIFICANT TO YOU.**

**PAGE 1:** See **REQUIRED FORMAT** above. This page should only include the above requested information.

**PAGE 2:** See **REQUIRED FORMAT** above. This page should only include the above categories in the format provided. For the Community Involvement section, submit action statements that describe your involvement in volunteerism.

**PAGE 3:** Essay Responses — Respond to the two following questions on one page, single-spaced.

**Question 1:** Based on the one page resume you've attached, what do you consider to be your most important accomplishment and/or community service experience and why?

**Question 2:** Select and respond to **ONE** of the following questions:

- a. You decide to create a new student organization on campus - what will its name and mission be?
- b. What has been your favorite course at the University of Oklahoma and why?
- c. As an alumni, you return to campus with your grandchild, what one location would you take them to and why?

**Additional Page(s):** An unofficial copy of your transcript (this requirement may exceed one page).

**RETURN EIGHT (8) COPIES TO HSC STUDENT AFFAIRS,  
DAVID L. BOREN STUDENT UNION, SUITE 300.**

**The application deadline is 4:00 p.m. on Tuesday, February 9, 2010.  
Applications will not be accepted after the deadline.**

Questions concerning this application?  
Contact: Carlos Rodriguez, HSC Student Affairs, 271-2416 or carlos-rodriguez@ouhsc.edu

## Instructions for Campus Recognition Form in Optimal Resume

- 1) Go to [www.hiresooner.com](http://www.hiresooner.com) and click on the Students tab in the top left corner, which will take you to the student homepage. Select “Overview” under the “Services/Resources” tab.
- 2) Scroll down the page and then select the blue icon for Optimal Resume. You will then see a log in page where you must log in with your 4x4 and password to verify they are a currently enrolled OU student. After you log in, click on “Click to access Optimal Resume” to access the program.
- 3) Once in Optimal Resume, click on “Create New Account” (if you already have an account with Optimal resume, you can skip this step and go straight to step 4) make sure your pop up blocker is not on while in Optimal Resume. You will need to enter the OU passcode, which is **sooners**. You will then create your user profile, which is where you will complete your account and education section. Follow directions as instructed.
- 4) After you complete your account and education information, select “Create a New Resume”. Enter a name for your resume and select “Start Resume.”
- 5) The Browse section sets page will appear. Select “Campus Recognition Form” in the subcategories box. The CRF sections will be viewable in the sections box to the right of the subcategories box. Select “continue.”
- 6) Scroll your cursor over the Education section and select “Edit Section” on the left hand side of your resume. A tool bar will appear to allow you to add information. In the Education section you may select any format from the examples provided, however, please make sure the following information is included:
  - University of Oklahoma
  - College:
  - Major:
  - Cumulative Grade Point Average:
  - Anticipated Graduation Month/Year:
  - Additional Institutions Attended and GPA from Each Institution:Select “Save” once you have added all of your education information.
- 7) Scroll your cursor over the Additional Information section and select “Edit Section” on the left hand side of your resume. Click on the examples box located in the tool bar and select additional information and provide the requested information. Select “Save” once you have added all of your information.
- 8) Scroll your cursor over the Employment/Internships section and select “Edit Section” on the left hand side of your resume. After you fill out the employer information, you can add additional information regarding your projects, tasks, responsibilities, etc. by adding bullet point descriptions. To do this, you can select the bullet points in the tool bar box. If you have more than one job, scroll your cursor over the Employment/Internships section and select options on the left hand side of your resume and add a new employer. Select “Save” once you have added all of your jobs.
- 9) In the “Applicant Honor Statement” section, go to the “Examples” box, select the “Applicant Honor Statement” example, click “Add” and then click “Next.” Please read this statement carefully and sign it once you print out your Campus Recognition Form to submit with your other materials. Then click “Save.”
- 10) In the “Activities” section - you can refer to the “Examples” box and click on the “Activities” example for guidance. Only include activities from your college experience. List your activities for each year in college separately, beginning with your freshman year. Note: The format of this section should match the sample provided on the previous page of this application. Then click “Save.”
- 11) In the “Community Involvement” section - you can refer to the “Examples” box and click on the “Community Involvement” example for guidance. List your community involvement for each year in college separately, beginning with your freshman year. Note: This should NOT be a list of projects; this SHOULD be a description of actual involvement. The format of this section should match the sample provided on the previous page of this application. Then click “Save.”
- 12) In the “Honors/Awards/Scholarships” section - refer to the “Examples” box and click on the “Honors” example for guidance. Then click “Save.”
- 13) Once you have completed this process, you can preview, review, and edit your CRF to check spelling and edit any section that you need to.
- 14) Select the “Download” section and click on “Download Word Compatible.” Once you are in Word, you should insert a page break prior to the “Activities” section to create “page 2” of the CRF and change the font and font size if so desired. Make sure that you save your CRF in Word once your editing is complete.
- 15) **Please insert the name of the award you are applying for as well as the semester and year at the top of the page.**

**IMPORTANT: YOU MUST SUBMIT THE FORMAT AS OUTLINED ON THE SAMPLE. THIS MAY REQUIRE YOU TO PICK AND CHOOSE WHAT ACTIVITIES AND COMMUNITY INVOLVEMENT HAVE BEEN MOST SIGNIFICANT TO YOU.**