



## OUTSTANDING SENIOR - Fall 2011

Each year Sooner Parents recognizes the All-Around Outstanding Senior Man and Senior Woman at the University of Oklahoma. Additionally, Sooner Parents presents an Award of Merit to the Outstanding Senior of each undergraduate college as selected by the college dean. The selection procedure for the Outstanding Senior in each college is at the discretion of each dean, but is based on outstanding achievement in the following areas: scholarship, honors, awards, leadership and service to the university and community. The All-Around Outstanding Senior Man and Senior Woman are selected by a committee comprised of faculty, staff and students. All applications from each college are considered for this honor.

**ALL APPLICANTS WILL ALSO BE CONSIDERED FOR WHO'S WHO and THE LETZEISER HONOR LIST IN SPRING 2012.**

All applicants for Outstanding Senior will automatically be considered this fall for the Who's Who Among Students in American Universities and Colleges and should not submit an additional Who's Who application.

All applicants will also automatically be considered for the spring Letzeiser Honor List and Medalists. However, students do have the option of submitting a new, more current Letzeiser application in the spring if they choose.

**WHO CAN APPLY?** To be eligible for consideration a student must be fulltime, have earned a 3.25 grade point average and be scheduled to receive his or her first Bachelor's Degree in December 2011 or May or August 2012.

**RECOGNITION:** Recipients should be notified by October 20, 2011 and recognized at an Outstanding Senior Awards Ceremony at 5 p.m. on Friday, November 4, 2011 and during the OU/Texas A&M game on Saturday, November 5, 2011 (Dad's Day).

### **APPLICATION MATERIALS TO PREPARE, COPY and SUBMIT:**

**PAGE 1 & 2:** **Campus Recognition Form [CRF]** as outlined in the attached sample and guidelines;

**PAGE 1** 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** 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.

**PAGE 3:** **ESSAYS - Respond to the two following questions on one sheet total (single-spaced).**

**Question 1:** *What do you consider to be the most important lesson learned during your educational experience at the University of Oklahoma?*

**Question 2:** *What do you consider to be your most significant university and/or community service experience, and why?*

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

**If you are a transfer student, be sure to include transcripts from your other institution.**

### **OPTIMAL RESUME**

It is recommended that you utilize the OPTIMAL RESUME program available on the Career Services Web site at [www.hiresooner.com](http://www.hiresooner.com) for creating pages 1-2. Optimal Resume 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. 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.

**Applications should be printed in black ink only on plain white paper.**

**ALL COPIES SHOULD BE COLLATED and STAPLED.**

**Return fifteen (15) complete copies of your application to  
YOUR DEAN'S OFFICE.**

**by 4:00 p.m. TUESDAY, SEPTEMBER 27, 2011**

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

# APPLICATION FORMAT

NAME OF AWARD YOU ARE APPLYING FOR  
**Joe A. Doe**  
jdoe@ou.edu  
Cell (405) 321-4567 Current (405) 325-4020

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: Joe A. Doe

Student ID #: 112112222  
Gender: Male

Credit Hours Earned: 118  
Number of Hours Currently Enrolled: 12

**EMPLOYMENT/INTERNSHIPS**

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

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

May, 200X - Aug., 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
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- **Junior Year:** Crimson Pride Secretary
- OU Cousins Member
- Homecoming Executive Committee - Parade Chair
- Camp Crimson Counselor
- Dance Marathon Chair
- Entrepreneurs Club President

### Senior Year:

- Crimson Pride President
- OU Cousins Member
- Homecoming Chair
- Sowers Club Member
- Camp Crimson Counselor

## 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
- served as Big Event Chair, March 200X

### Senior Year:

- Volunteer as Big Sister for Cleveland County Big Brothers/Big Sisters, August 200X-Present

## 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 Freshmen

**PAGES 1 & 2:** FOLLOW THE FORMAT ABOVE.  
You should not use multiple columns  
to list activities/honors/etc.  
Do not use fonts smaller than 9.0.

**PAGE 3:** ESSAYS - (Note: Your essays are a very important part of your application and provide an opportunity for you to show your personality/individuality.)  
Respond to the two following questions on one sheet total (single-spaced).  
*Question 1: What do you consider to be the most important lesson learned during your educational experience at the University of Oklahoma?*  
*Question 2: What do you consider to be your most significant university and/or community service experience, and why?*

**PAGES 4+:** TRANSCRIPT(S)  
An unofficial copy of your transcript (this requirement may exceed one page).  
If you are a transfer student, be sure to include transcripts from your other institution.

**RETURN 15 COPIES (collated and stapled)  
TO YOUR DEAN'S OFFICE.**

**The application deadline is 4:00 p.m.  
on Tuesday, September 27, 2011.  
Applications will not be accepted after the deadline.**

## **Step-by-Step Instructions for Campus Recognition Form in Optimal Resume**

**www.hiresooner.com**

- 1) Go to [www.hiresooner.com](http://www.hiresooner.com) and click on the Student tab in the top left corner, which will take you to the student homepage. Once there, you can select “Services/Resources” under “Getting Started” in the left-hand column. If you scroll down the page, you can select Optimal Resume.
- 2) You will see a login page where you must login with your 4x4 and password to verify you are a currently enrolled OU student. After logging in, an Optimal Resume icon will appear, click the icon to access.
- 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 résumé and select “Start Resume”.
- 5) The “Browse Samples” box will appear, click “Continue”. Select *Campus Recognition Form* in the “Categories” box. A completed sample CRF will be viewable in the sample box below the “Categories” box. Click on the CRF sample and then click on “Use This Resume” at the top of the page.
- 6) Click on the *Education* section within the résumé template. Select “Save” once you have added all of your education information.
- 7) Click on the *Additional Information* section within the résumé template. “Save” once you have added all of your information.
- 8) Click on the *Employment/Internships* section within the résumé template. 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. Select “Save” once you have added all of your jobs.
- 9) Once in the *Applicant Honor Statement* section, read statement carefully and sign once you print out your Campus Recognition Form to turn in.
- 10) Click on the *Activities* section within the résumé template. You may click on “Section Examples” located at the bottom on the right hand side under “Tools” if you are having trouble with preparing this section. Only include activities from your college experience. List your information for each year in college, beginning with your freshman year.
- 11) Click on the *Community Involvement* section within the résumé template. List your information for each year in college, beginning with your freshman year.
- 12) Click on the *Honors, Awards, & Scholarships* section within the résumé template. List your information for each year in college, beginning with your freshman year.
- 13) Once you have completed your CRF in Optimal Resume, you can preview your CRF by clicking on “Print Preview” at the top of the résumé. When you are satisfied with your CRF, click “Back to Builder” in the upper left hand corner.
- 14) After reviewing your résumé and using the “Spell Check” option in the column to the right, click on “Download” at the top of the résumé and select “Microsoft Word Compatible.” Once you are in Word, you can manipulate your margins; fix your format, etc. 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 THE ACTIVITIES  
AND COMMUNITY INVOLVEMENT THAT HAVE BEEN MOST SIGNIFICANT TO YOU.