



LETZEISER HONOR LIST/MEDALISTS - Spring 2017

The Letzeiser Awards are presented annually in memory of the late Alexander Letzeiser as a stimulus of good citizenship and achievement.

WHO CAN APPLY? A student who will complete requirements for a bachelor's degree in either May, August or December in 2017 will be considered eligible.

SELECTION PROCESS: The selections are made each year by a student/faculty/staff committee and are based on all of the following areas: academics, campus involvement, community involvement, honors and awards, and an essay response. Up to thirteen outstanding senior men and thirteen outstanding senior women are generally selected for the Letzeiser Honor List. From the Honor Lists, three medals (bronze, silver, and gold) are presented to three men and three women. The selection of the medalists are kept confidential until the afternoon of the Campus Awards Program in the spring. There is not an interview for this award selection process.

APPLICATION MATERIALS TO PREPARE, COPY and SUBMIT:

PAGE 1 & 2: FOLLOW THE REQUIRED FORMAT INCLUDED IN THIS PACKET

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.

You should not use multiple columns to list activities/honors/etc. Do not use fonts smaller than 9.0.

PAGE 3: ESSAY – Respond on one sheet total (single-spaced).

In 150 words or less, describe what you consider to be your most significant university experience and/or community service experience, and why.

OPTIMAL RESUME

It is recommend that you utilize the OPTIMAL RESUME program available at ouhsc.optimalresume.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.

This application should be saved as a pdf, named as follows, and submitted via email:

AWARD_LastName

example: LETZEISER_Doe

SUBMIT YOUR APPLICATION TO rreed@ou.edu

by 4:00 p.m. WEDNESDAY, FEBRUARY 1, 2017

Applications will not be accepted after the deadline.

Questions concerning this application?

Contact: Dr. Becky Barker at 325-4020 or rreed@ou.edu

Leadership Development and Volunteerism, 900 Asp Ave, Oklahoma Memorial Union, Room 253, Norman, OK 73019

REQUIRED FORMAT:
NAME OF AWARD – Semester and Year

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 20XX

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: 118
Number of Hours Currently Enrolled: 12

EMPLOYMENT/INTERNSHIPS

May, 20XX - May, 20XX **Sonic Drive-In**, Happytown, OK
Part-time Carhop

May, 20XX - Aug., 20XX **Camp Longhorn**, Burnet, Texas
Camp Counselor

May, 20XX - August, 20XX **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. I verify that I have not been suspended for violations of the Academic Integrity Code, the Student Code of Rights and Responsibility or the Sexual Misconduct, Discrimination, and Harassment Policy."

Signed _____

ACTIVITIES

Freshman Year:

- 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

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 20XX
- Participated in Big Event, March 20XX

Sophomore Year:

- Prepared meals for the elderly with Meals on Wheels, September-November 20XX
- Volunteered as a Tuesday Tutor at McKinley Elementary, September 20XX-May 20XX
- Served as a Site Manager (Feed the Children) for Big Event, March 20XX

Junior Year:

- Collected children's books for Reading is Fundamental, January 20XX
- Served as Big Event Chair, March 20XX

Senior Year:

- Volunteer as Big Sister for Cleveland County Big Brothers/Big Sisters, August 20XX-Present

HONORS, AWARDS & SCHOLARSHIPS

- Alpha Lambda Delta National Honor Society
- P.A.C.E. Award: recognizes top 1% of students in freshman class
- Sooner Parents Scholarship Recipient

Step-by-Step Instructions for Campus Recognition Form in Optimal Resume (HSC)
ouhsc.optimalresume.com

- 1) Go to <https://ouhsc.optimalresume.com> to access the OU Health Sciences Center Optimal Resume website.
- 2) 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 3) make sure your pop up blocker is not on while in Optimal Resume. You will then create your user profile, which is where you will complete your account and education section. Follow directions as instructed.
- 3) After you complete your account and education information, select “Create a New Resume”. Enter a name for your résumé and select “Start Resume”.
- 4) 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 Sample” at the top of the page.
- 5) Click on the *Education* section within the résumé template. Select “Save” once you have added all of your education information.
- 6) Click on the *Additional Information* section within the résumé template. “Save” once you have added all of your information.
- 7) 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.
- 8) Once in the *Applicant Honor Statement* section, read statement carefully and sign once you print out your Campus Recognition Form to turn in.
- 9) 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.
- 10) Click on the *Community Involvement* section within the résumé template. List your information for each year in college, beginning with your freshman year.
- 11) Click on the *Honors, Awards, & Scholarships* section within the résumé template. List your information for each year in college, beginning with your freshman year.
- 12) 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.
- 13) 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.
- 14) 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.**