

# SHENANGO HIGH SCHOOL



**SENIOR PROJECT**

**CLASS OF 2022**

# TABLE OF CONTENTS

PROJECT OVERVIEW	3
PROJECT REQUIREMENTS	4
SENIOR PROJECT TIMELINE	6
WRITING YOUR PROPOSAL AND RESUME	7
SAMPLE PROPOSAL LETTER	8
SAMPLE RESUME	9
COMMUNITY SERVICE SUGGESTIONS	10
COMMUNITY SERVICE LOG	11
JOB SHADOWING LOG	12
CAREER PATHWAY PROFILE	13
THANK YOU LETTER TEMPLATE	15
POLITICAL IDEOLOGY ASSIGNMENT	16
PROGRESS EVALUATION 1	17
PROGRESS EVALUATION 2	18
ADVISOR CHECKLIST	19
FREQUENTLY ASKED QUESTIONS	20
TIPS FOR STRUCTURING DOCUMENTS	21

# PROJECT OVERVIEW

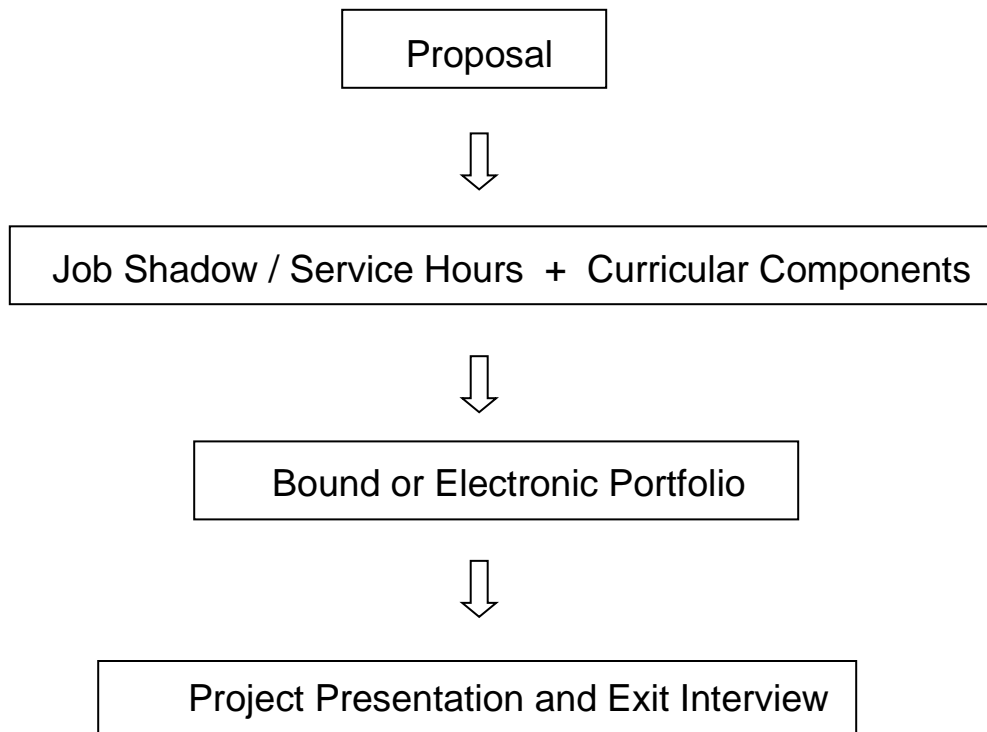
In compliance with Chapter 4 requirements:

“Each school district shall specify requirements for graduation in the strategic plan under 4.13 (relating to strategic planning.) Requirements shall include course completion and grades, completion of culminating project and results of local assessments aligned with the academic standards.”

In accordance with the graduation requirements of the Shenango Area School District and the Commonwealth of Pennsylvania, all students will have an opportunity to pursue an area of interest and apply the skills that they have learned throughout their K-12 years of schooling. The senior project allows students to showcase their talents, abilities, and interests in a manner most fitting to their own learning styles and areas of strength.

The Shenango High School Senior Project ensures that upon graduation, each student will gain a better understanding of their civic responsibility to their community and to their local government, will have an opportunity to exercise their strengths and abilities in a unique way, and will deliver this information through a formal presentation.

---



# PROJECT REQUIREMENTS

Students are required to submit a proposal of their senior project intentions during their junior year. The senior project encompasses the following components:

## I. Curricular Components

- A. Students will complete a **Proposal Letter** in English 11 / Honors English 11 courses. This letter should bear both the signatures of the student and a parent / guardian.
- B. Students will complete a **Resume** in their senior English courses.
- C. Students will complete a **Political Ideology Assignment** in Social Studies 12 / AP Gov't courses with documentation.
- D. Students will complete **Career Exploration Activities** (*Career Cluster Finder, Career Interest Profiler, Strengths Explorer, and Game Plan*) in the Naviance system in English courses, grades 9-11, and include printouts as a summary of results.

## II. A Minimum of 3 Job Shadowing experiences of at least 3 hours each

- A. Students must keep a **Job Shadowing Log** of approved job shadowing hours, and it must be signed by an adult supervisor (who is not an immediate family member).
- B. Job Shadowing should be completed outside of the regular school day to the largest extent possible. Students are strongly encouraged to complete hours during the summer months prior to the start of the school year.
- C. Job shadowing hours should be completed in a career field that is of future interest to the student. A minimum of three different experiences is required. (ex. different locations, different jobs, different individuals.) Each job shadow experience must be at least 3 hours in duration, and that time may include documentation and completion of Career Pathway Profile if necessary.
- D. Students may complete traditional (face-to-face) job shadowing or may elect to utilize a “virtual job shadow option”: video interviews or videos from career databases in order to satisfy this year’s requirement. A listing of recommended online platforms is included below.

For students electing to complete “virtual” job shadows:

Please utilize one (or more) of these online platforms to research and view video interviews of a career.

1. [www.pacareerzone.org](http://www.pacareerzone.org) (Select “Explore, “and then “Video Library” (which is listed under Occupations)
2. [www.careeronestop.org](http://www.careeronestop.org) (Select “Explore Careers” and then look under “Learn about Careers” where you will find “Career Profiles” and “Career Videos”)
3. <https://edgefactor.com/student-browse> (You may need to select “Students” and then you can follow “Careers, Interests or Stories”)
4. Road Trip Nation Videos: Accessed in Naviance under CAREERS: ROADTRIP NATION. You can sign on to your Naviance account: [www.student.naviance.com/shenangohs](http://www.student.naviance.com/shenangohs) (use your **Shenango email** as the **username** and “**Shenango#1**” as the **password**. We can reset if you need—just email or send a Parent Square message to [jqarda@shenango.k12.pa.us](mailto:jqarda@shenango.k12.pa.us).)

- E. Students must complete (type) a **Career Pathway Profile** for each shadowing experience, whether it is conducted in-person or “virtually.”
- F. Students must include a copy of **Thank You Letters** to any Job Shadow sites or Personal Interviews in the completed portfolio. Thank You Letters should be sent to the recipient (either via mail or electronically) within 2 weeks of the experience.

### III. A Minimum of **20** hours of Community Service

- A. Service hours / projects should be detailed in letter and approved
- B. Students must keep a **Community Service Log** of approved community service hours, and the log must be signed by an adult supervisor (who is not an immediate family member).
- C. Students are not to receive any type of compensation for their volunteer work and should not receive service hours during the regular school day without prior administrative approval.
- D. The hours can be in the form of service at an existing agency or through the development of student’s own approved project. (Both traditional and non-traditional opportunities are listed on page 10.)
- E. A written description and **Reflection** of the community service activities performed should be included in the portfolio. See reflection guidelines and suggestions on pages 21 and 22.

### IV. Bound or Electronic Portfolio and Exit Interview

- A. All completed forms must be organized in a bound or electronic **Portfolio**. Required portfolio components include:
  - Table of Contents
  - Proposal Letter
  - Resume
  - Political Ideology Assignment and Reflection
  - Career Exploration Results
  - Log of Community Service Hours
  - Community Service Reflection
  - Log of Job Shadowing Hours
  - Career Pathway Profiles
  - Copies of Thank You Letters (if traditional job shadowing or video interviews were conducted)
  - Progress Evaluation 1
  - Progress Evaluation 2
  - Advisor Checklist

Additional portfolio components may also include photos, certificates, and other artifacts related to senior projects, beyond the required forms.

- B. **Project Presentations** and **Exit Interviews** will be held in the spring of the senior year. The presentation and interview will last approximately 15 minutes. The interview committee will be comprised of Shenango faculty and staff members and may include members of the community. Each student must be prepared to give a presentation of his or her senior project and respond to interview questions. Students are required to create a short **Visual Presentation** (PowerPoint, Google Slides, Prezi, webpage...etc) to utilize for the interview.

*\*\*Interviews may be scheduled as in-person or virtual (online) depending on our operational state in the spring. A tentative date for exit interviews appears on the following page. Video submissions may be considered as well.*

# SENIOR PROJECT TIMELINE

## CLASS OF 2022

March 8, 2021	Junior English Class Presentation to introduce project
April 15, 2021	Deadline submit Proposals for initial approval
October 29, 2021	Progress Evaluation 1 Due <ul style="list-style-type: none"><li>✓ Completion of 1 Job Shadow Experience and Career Pathway Profile</li><li>✓ Approved Proposal Letter (with signatures) on file</li></ul>
January 21, 2022	Progress Evaluation 2 Due <ul style="list-style-type: none"><li>✓ Completion of 2 (Total) Job Shadow Experiences and Career Pathway Profiles</li><li>✓ Completed Resume on file</li></ul>
March 17, 2022	Early turn-in date for Additional Points
March 31, 2022	Deadline to submit Portfolio
April 13, 2022	Project Presentations / Exit Interviews

- *Dates are subject to change due to any adjustments in the school calendar, but students and advisors will be notified promptly.*
- *Valid dates for approved community service and/or job shadowing hours are **January 1, 2021 – March 31, 2022***

Each student will be assigned to a faculty advisor who will monitor the student's progress throughout the school year and during the completion of the portfolio and exit interview. Seniors will meet with their project advisors on a routine basis throughout the school year.

**\*Students must provide documentation of any hours completed to advisors in order to receive credit for the Progress Evaluations.**

# WRITING YOUR PROPOSAL

The senior project proposal letter is a formal letter written to your project mentor/advisor. This letter clearly states the plan for your project. It relates your interest in the topic and states what you will be doing to meet the requirements. This letter will be drafted and completed during your junior year. Once the proposal is submitted it will be approved by building administration unless revisions are required (in which case it will be returned to you with feedback).

A sample Proposal Letter can be found on the next page.

*Students are responsible for completing hours as outlined in the approved proposal letter. Proposal letters must be signed by both the student and a parent / guardian. Should you need to make a change to your proposal, a letter revision or paragraph of explanation may need to be submitted to your advisor and the Guidance Office for approval.*

# WRITING YOUR RESUME

A resume is a valuable document to use for job applications, applications for post-secondary studies, and scholarship applications. It is a central place to organize your experiences and accomplishments. You will begin to outline your resume in your English class. As you complete components of your graduation project (i.e. community service and job shadowing), you can add them to your resume. You can also update your resume throughout your senior year to include any new activities, honors, and/or employment. The final document can take on the format of your choice, but should include: contact information, an objective, educational information, any work experience or job shadowing, and community service and/or activities. A sample resume can be found on **Page 9**, and additional samples will be available in the Guidance Office.

# SAMPLE PROPOSAL LETTER

Senior Project Committee  
Shenango High School  
2550 Ellwood Road  
New Castle, PA 16101

March 8, 2021

Dear Senior Project Committee:

I am fascinated by the careers in the health science cluster and have a great deal respect for people who can dedicate their lives to caring for other people. I believe that a profession in health care is right for me. For this reason, I hope to focus my senior project on several medical professions to help narrow and guide my career interests before entering college. I would love to work with school-aged children and help them and their families deal with medical issues, self-esteem, and healthy lifestyles. Working in a hospital setting sounds both challenging and exciting. My interest in this field was largely influenced by personally dealing with many health care professionals during surgeries I had when I was in elementary school. A doctor and a physical therapist not only helped me heal from my surgeries but also helped my family and me deal with my illness. I have also participated in career exploration and learned that my Holland Code is ISR (Investigative, Social, and Realistic), which means that I enjoy solving problems, working with people, and completing hands-on activities. Through guided career activities, I have also learned that some of my strengths include relating, caring, and dependability. Through my senior project, I hope to solidify my aspirations of pursuing one of many careers in health care.

In planning for job shadowing, I hope to contact someone in a hospital setting who might allow me to shadow an x-ray or ultrasound technician and also a pediatric nurse. I would also like to observe these jobs in an office setting. My goal is to follow professionals through the course of their workday and also ask questions about their educational training and level of enjoyment working in their fields. If I am unable to shadow these occupations in person, I would like to participate in video interviews or view "a day in the life" of these professionals.

With regard to community service, I am currently seeking a volunteer position with a local summer camp for students. If approved, I hope to first contact someone at the Highmark Healthy High Five program to seek involvement with a Summer Grief and Bereavement Camp that they offer in our region each year. I would also like to contact someone from the American Cancer Society to find out about participating in this year's Relay for Life.

Sincerely,

*(sign your name)*

Type your name

---

*\*\*Also include signature of parent/guardian following your own signature.*



# SAMPLE RESUME

---

## SAM STUDENT

123 Elm Drive  
New Castle, PA 16101  
(724) 555-1234  
samstudent@gmail.com

### OBJECTIVE

To pursue further education in the field of psychology or veterinary science

### EDUCATION

Shenango Junior/Senior High School  
Active member of National Honor Society and Drama Club  
GPA: 3.45

New Castle, Pennsylvania  
*Anticipated grad: June 2022*

### WORK EXPERIENCE

#### Busy Beaver

##### *Sales Associate*

- Provided customer service, organized, and monitored shelves and displays
- Selected as "Employee of the Month" in December 2019

New Castle, Pennsylvania  
*July 2020 - present*

#### XYZ Veterinary

##### *Job Shadowing*

- Completed ten hours of shadowing with a veterinarian and vet techs
- Observed and assisted with appointments of small animals

Boardman, Ohio  
*August 2020*

### SERVICE / VOLUNTEER EXPERIENCE

#### Community Food Bank: St. Vitus Church

##### *Volunteer*

- Supported volunteer efforts by sorting food items for distribution at local food bank

New Castle, Pennsylvania  
*September - October 2020*

#### Summer Camp: Hoyt Institute

##### *Volunteer Camp Counselor*

- Instructed and coordinated arts, crafts, sports, games, camping, and hobby workshops for groups of children, ages 8-10
- Monitored groups of children on field trips to the zoo and water parks

New Castle, Pennsylvania  
*August 2020*

### HONORS / AWARDS

- Selected as "Student of the Month"
- Earned Honor Roll for 4 years

# COMMUNITY SERVICE SUGGESTIONS

Vacation Bible Schools	School-Sponsored Activities (ex. 5K)
City Rescue Mission	Boy/Girl Scouts
Nursing Homes/Assisted Living Centers	Technology Assistance Projects
Crisis Shelter	PA Game Commission
Sunday School (assistants)	Blood Drives
Volunteer Coaching / Mentoring	Tutoring
New Castle Public Library	Mission Trips
Relay for Life	United Way Activities
Recycling Center	Food Banks (church, community)
Lawrence County Fair	Booster Organizations(concessions)
Fire Department (Volunteer)	Summer Camps for Children
Shenango Community Park	American Cancer Society
Athletic Association (coach/umpire)	Cray Mentoring Program
Moraine State Park	Animal Shelter/Hospital/Humane Society
Habitat for Humanity	Collection of Items for Agency/Org.

***\*\*Additional opportunities will be announced and posted through the Guidance Office and English classes throughout the year.***



# COMMUNITY SERVICE LOG



SHENANGO HIGH SCHOOL  
SENIOR PROJECT

Location / Activities	Date	Supervisor's Name (Please Print)	Supervisor's Signature	Phone #	Hours

Student Name: \_\_\_\_\_

Total Hours: \_\_\_\_\_



# JOB SHADOWING LOG



SHENANGO HIGH SCHOOL  
SENIOR PROJECT

Location / Activities / Web Page	Date	Supervisor's Name (Please Print)	Supervisor's Signature	Phone #	Hours

Student Name: \_\_\_\_\_

Total Hours: \_\_\_\_\_

# CAREER PATHWAY PROFILE

NAME: \_\_\_\_\_ CAREER PATHWAY: \_\_\_\_\_

Based on Senior Project **Job Shadowing** requirements and other career-related exploration, please complete this following Career Pathway Profile for inclusion in your Senior Project Portfolio and Exit Presentation/Interview. Please respond to each prompt thoughtfully and completely, utilizing this form.

---

Describe your job shadowing experience, including the career field, company information, location, and the professional's name and position:  
*(If you viewed a video / conducted video interview(s), please share the website and/or name of person and any other pertinent details)*

What types of professional and work activities did you observe or discuss during the experience?

What qualities of this career field are attractive to you as you consider this profession?

What qualities of this career field are undesirable to you as you consider this profession?

What are some things that you learned or experiences you gained by completing this experience?

# CAREER PATHWAY PROFILE

What type of education/training is required for this career field? Where could you obtain this education/training? How long does it take to complete?

Identify the pay, benefits and relevant working conditions for this career field. It is important to note the difference between beginning, median and the advanced/experienced pay. Is there job stability and security?

Overall, did the job shadowing experience increase or decrease your likelihood of pursuing this career path? Please explain why.

# THANK YOU LETTER SAMPLE/TEMPLATE

Thank you letters are an important business courtesy. It is important to thank your site supervisor for the time and effort he/she has given to assist you along your career pathway. The following is a template for a thank you letter to send following your shadowing experience. We encourage you to have your advisor or another adult review your letter before you send it to the supervisor. Thank you letters should be sent within two weeks of your in-person or video interview experience.

*(Name and contact information for site supervisor)*

Dr. Andrew McKissick  
Veterinarian  
Apple Grove Veterinary Clinic  
1725 Harlansburg Road  
New Castle, PA 16101

*(Date)*

March 8, 2021

Dear Dr. \_\_\_\_\_:

*(Thank your supervisor for his or her time and helpfulness)*

Thank you for allowing me to spend the afternoon with you and your veterinary technicians. I appreciate your help and answering my questions about the field.

*(Tell him/her why this experience was important to you. Share some of the things that you learned)*

This experience was extremely helpful to me as I begin applying to colleges. I learned that a veterinarian would need to take the same types of courses in college that a “human” doctor needs to take. I also learned that there are over 22 different specializations for veterinarians to study (small animal, large animal, laboratory, radiology.). I was surprised to find out the differences in training, salary, and responsibilities between veterinary technicians and veterinary assistants.

*(Add anything else that you would like)*

I learned a great deal from observing and talking with you and your staff. I hope that you will continue to participate as a job shadowing site so that other students can benefit from this experience like I did.

Sincerely,

*(sign your name)*

type your name

# POLITICAL IDEOLOGY

## Shenango High School Senior Project 2021-2022 - Political Ideology

---

**Objective:** To gain an understanding of your own political views, so you may connect more with government, the issues facing our government, and the political parties that make it up.

**Directions:**

1. Take political party quizzes and have teacher sign when completed.

- [www.people-press.org/quiz/political-typology/](http://www.people-press.org/quiz/political-typology/)

Signature \_\_\_\_\_ Date \_\_\_\_\_

- <https://www.politicalcompass.org/test>

Signature \_\_\_\_\_ Date \_\_\_\_\_

- <http://bestpoliticalquiz.com/>

Signature \_\_\_\_\_ Date \_\_\_\_\_

2. Write a reflection on where you identified yourself on the political spectrum. Your reflection should answer the following questions:

- What issues are especially important to you?
- What political party do you identify with?
- How strongly do you identify with your position (i.e. do you tell people “I am a liberal,” “I am a conservative”)?
- Which issues do you have mixed feelings on or are confused about?
- What factors (social, environmental, race, status, etc.) influence your affiliation or position?
- How did you come to your political position?

**\*The reflection is to be typed in 12 pt. font, double-spaced, and should be one to two pages in length.**



# PROGRESS EVALUATION 1

The purpose of this form is to provide a benchmark for student progress on the proposed Senior Project. This form should be included in the completed portfolio at the end of the year.

Students must provide documentation of any hours completed to advisors in order to receive credit.

Student Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

1. Has the student maintained the goal of achieving what was stated in the approved proposal letter?

Yes

No. If not, please explain any changes from the proposal and why:

---

---

---

2. To date, the student has completed \_\_\_\_\_ total hours towards the senior project.

*\*\*NOTE: If student has not completed **1 job shadow experience of at least 3 hours** and submitted a signed proposal letter prior to this evaluation, a **1-point** deduction will be taken from each evaluator's final score sheet.*

3. Number of community service hours completed \_\_\_\_\_.

4. Number of job shadowing hours completed \_\_\_\_\_.

5. Number of job shadowing experiences \_\_\_\_\_.

6. Completed proposal letter with signatures \_\_\_\_\_.

7. Please note any specific challenges / concerns about project completion:

---

---

---

Signature of Advisor \_\_\_\_\_

# PROGRESS EVALUATION 2

The purpose of this form is to provide a benchmark for student progress on the proposed Senior Project. This form should be included in the completed portfolio at the end of the year.

Students must provide documentation of any hours completed to advisors in order to receive credit.

Student Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

1. Has the student maintained the goal of achieving what was in stated in the approved proposal letter?

Yes

No. If not, please explain any changes from the proposal and why:

---

---

---

2. To date, the student has completed \_\_\_\_\_ total hours towards the senior project.

***\*\*NOTE: If student has not completed a total of 2 job shadow experience of at least 3 hours each and submitted a completed resume prior to this evaluation, a 1-point deduction will be taken from each evaluator's final score sheet.***

3. Number of community service hours completed \_\_\_\_\_.

4. Number of job shadowing hours completed \_\_\_\_\_.

5. Number of job shadowing experiences \_\_\_\_\_.

6. Completed resume submitted \_\_\_\_\_.

7. Please note any specific challenges / concerns about project completion:

---

---

---

Signature of Advisor \_\_\_\_\_

# ADVISOR CHECKLIST

Student \_\_\_\_\_ Advisor \_\_\_\_\_

## Project/Portfolio Components: Please initial the following when completed.

- \_\_\_\_\_ Table of Contents included
- \_\_\_\_\_ Proposal Letter signed by Student and Parent / Guardian  
Approved by Guidance / Admin
- \_\_\_\_\_ Any changes to Proposal Letter submitted and approved by Guidance / Admin
- \_\_\_\_\_ Resume completed and reviewed
- \_\_\_\_\_ Political Ideology Assignment completed and reviewed
- \_\_\_\_\_ Printouts from Career Exploration Activities included  
*(Career Cluster Finder, Career Interest Profiler, Strengths Explorer, Game Plan)*
- \_\_\_\_\_ Community Service Log completed and reviewed
- \_\_\_\_\_ Community Service Reflection written and reviewed
- \_\_\_\_\_ Job Shadowing Log completed and reviewed *(minimum of 3 experiences of 3 hours each)*
- \_\_\_\_\_ Career Pathway Profiles completed and reviewed *(1 per job shadow experience)*
- \_\_\_\_\_ Total Cumulative Hours have been met *(minimum of 3 JS of 3 hours and 20 CS hours)*
- \_\_\_\_\_ Copies of Thank You Letters included *(1 letter per shadow experience, as relevant)*
- \_\_\_\_\_ Progress Evaluation 1 completed
- \_\_\_\_\_ Progress Evaluation 2 completed
- \_\_\_\_\_ Bound / Electronic Portfolio completed (including the above items and reviewed)

## Presentation / Exit Interview

- \_\_\_\_\_ Student has discussed presentation format and any other considerations  
(technology, materials, appropriate attire, etc.) with advisor

## Early Completion: Initial if necessary (2 weeks prior to due date) for additional points

- \_\_\_\_\_ My advisee completed his/her project in full on \_\_\_\_\_ (date).

**\*NOTE:** If student has not completed project components by this evaluation, **additional point deductions** will be taken from each evaluator's final score sheet.

**\*\*Students who submit a completed portfolio by "early completion date" can earn an addition to points on each evaluator's final score sheet.**

# FREQUENTLY ASKED QUESTIONS

Below are some of the frequently asked questions about the senior project as well as some restrictions.

## ***How long will it take to complete my Senior Project?***

The projects can take a significant amount of time. In addition to the Community Service and Job Shadowing hours, it will take time to make all of the necessary arrangements to set up those activities, gather artifacts and assemble a portfolio. The projects are intentionally proposed during the junior year to allow students to work on the projects over the summer prior to their senior year. It is highly recommended to take advantage of this time and not leave the Senior Project to complete later in the senior year.

## ***What happens if something I propose does not happen? Can I change my project?***

This happens from time to time and students are permitted to change their projects for appropriate reasons. Simply failing to do the project will have implications for graduation. However, unforeseen reasons arise and should be directed to the student's project advisor. Project revisions should be submitted by the **end of quarter 1**. In appropriate situations, students should write a revised letter *or an addendum (paragraph of explanation)* in addition to their proposal letter justifying and explaining any changes before completing activities that were not approved in original proposal letter.

## ***Can I count previous community service hours?***

Only Job Shadowing, Community Service and project hours that happen *after* the project is presented to juniors and they receive approval count toward the Senior Project. Service to your community is always encouraged, but the project hours must occur between the initial presentation of the project during the junior year (**January 1, 2021**) and when the portfolio is due in the spring of the senior year (**March 31, 2022**).

## ***Can I raise money for a charity as part of my project?***

Yes, however there are some restrictions. It is commendable that many students wish to raise money for charities; however, students are not permitted to solicit funds DURING the school day. If a student collects any money, then he or she needs to complete a fundraising form under the supervision of their project advisor. Forms are available in the high school office that record what money was collected and how it was distributed. Students raising money must work very closely with a project advisor and have all activities and transactions approved through them.

## ***Can I Job Shadow or do Community Service with my parents?***

Community service and job shadowing cannot be completed with an immediate family member. In some cases, it can be completed at their place of employment, but the hours must be supervised by another individual. Special circumstances may be approved by the administration.

# TIPS FOR STRUCTURING SENIOR PROJECT DOCUMENTS

## Proposal Letter:

Your proposal letter should consist of three paragraphs.

- Introduction and an explanation of your interests and proposed career pathway
  - You may want to include:  
*Your Holland Code—What is it? What does your Holland Code say about you? Did you think that your Holland Code was a good “match” for the way you view yourself? Does one of your top three “themes” from the **Strengths Explorer Assessment** align with a career that you would like to explore? How so? Are you interested in any **careers** (careers, clusters or pathways) that were suggested matches from any of the assessments that you completed (Strengths Explorer, Career Cluster Finder, Career Interest Profiler)? What experiences have you had that have influenced your selection? Has a specific person influenced your selection?*
- Description of proposed job shadowing experiences
  - Remember that you need to have three **different** job shadowing experiences (Ex. three different sites, three different jobs, three different individuals...) Be as specific as possible, including names and locations
- Description of proposed community service experiences
  - A listing of common community service opportunities included in the packet.
  - Be as specific as possible.

## Resume:

- Pay careful attention to spelling, punctuation, grammar, and style.
  - Proofread your resume carefully—Have several other people proofread your resume too.
- Keep descriptions clear and to the point.
  - Use action words and try to stay under 12 words.
  - This is one time that it is appropriate to use phrases, not full sentences!
- Use a simple and easy-to-read font like Times New Roman or Arial.
- Be specific and give examples
- Organize your information in a logical fashion.
  - Include your Heading (contact information), Objective, Education, Work Experience (including job shadowing), Service/Volunteer Experience, and Honors/Awards
  - We suggest reverse chronological order (most recent experience first)

## Community Service Reflection:

### **Introduction:**

- Your introduction does not need to be extremely long or long-winded. It should address the types of community service that you have completed. It should also examine your overall reflection for the community service as a whole before you discuss each individual activity or service project that you completed.
- For that early introduction, you could consider the following questions:
  - *Why is community service important? Why is it important to give back at a young age?*
  - *How does community service help the person completing it as well as the community?*
- Unlike previous essays and papers, you will not have a thesis statement that issues an argument. Instead you could end your introduction with a final statement addressing the community service that you completed if it has not previously been said.
  - *Ex: In my Senior Project, I assisted with Fright Fest, entertained elderly residents at local nursing homes, and participated in the organization of the SCEF 5k.*

### **Body:**

- You will detail each individual project that you completed.
- You must state what you completed, why you chose that activity or organization, and reflect on what you learned and gained through this experience. Please be sure to reflect. Students in the past have lost points for simply reporting the basic information.
- Think about if you would continue to serve your community either here in the Shenango area or wherever you move to. Would you still participate in Relay for Life someday? Would you still assist the food banks?

### **Conclusion:**

- Your conclusion, like the introduction, does not need to be overly long. It should leave a final thought for your committee about your experiences and the significance of community service.

## Career Pathway Profiles and Thank You Letters:

- You have the questions and the templates for these documents, so organize based on what has been given to you. Be precise and detailed with your answers for the Career Pathway Profiles.
- Type everything for your Career Pathway Profiles and answer the questions fully.
- In your thank you notes, approach it in similar ways that you did for the proposal letter and cover letters completed in class. You are simply taking the time to appreciate the time others gave you. It is small details like this appreciation that can help you stand out from others.
- When you do print out and send the letters, be sure to sign the letters as well.
- Double check all of your documents for spelling and grammar errors.

### ***AVOID THE FOLLOWING POISONS OF STRONG, INTRIGUING WRITING:***

- Contractions
- “This” and “that” without a noun to follow
- Unclear references
- Redundant, repetitive claims
- Spelling and grammar errors
- Disorganized content