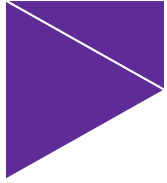




Senior Project Class of 2022

Presented by OHS Counseling Department

Orestimba High School
December 2021



Overview

1. Senior Project Overview
 - a. Letter of Introduction
 - b. Resume
 - c. Letters of Recommendation(3)
 - d. Verification of FAFSA/Dream Act Submission or Financial Aid
Non-participation Form
2. Senior Interview

Senior Project 2022

Online job
application/supporting
documents due:

**March 4, 2022 by
3:30 p.m.**

Interviews:
TBD

- ❑ You will review all job descriptions & select the one you are most qualified for.
- ❑ You will apply online, tailoring your letter of introduction, resume & letters of recommendation to show you are the best candidate for the job.
- ❑ Interviews will consist of a short PowerPoint presentation, followed by questions from a panel of community members.



Job Descriptions

(Click on link to view)

A webform will be emailed to you on Friday January 7, 2022 (selecting your top 3 choices). Each job will accept up to 25 applicants, on a first come first serve basis. The webform will close Friday January 14, 2022 at 3 p.m.

Job Selection

Job Selection Process

Step 1: Review all job descriptions and select the ones you are most qualified for

Step 2: Complete the webform emailed to you on January 7, 2022 (selecting your top 3 choices). Each job will accept up to 25 applicants, on a first come first serve basis. The webform will close January 14, 2021 at 3 p.m.

Step 3: Check your email! Ms. Vargas will sending job assignment confirmation emails and the link to your job application the second week of January.

Step 4: Start tailoring your documents to the job you selected. You can start applying and uploading documents as soon as you have gathered ALL the required documents.

IMPORTANT: Read ALL directions on the application. You will only be able to submit application once, therefore please make sure to have all of the required documentation before you start on the application. If you have any questions please contact your Learning Director.

Online Job Application

Applications for the job selected will be sent to each student via email.



Letter of Introduction

Letter of Introduction

Gives hiring managers an idea of why you are the best person for the job

It goes beyond your resume to explain in detail how you could add value to the company.

You have the opportunity to address details or requirements that the hiring managers have specified as necessary for the position.

Do's

- ❑ Limit your letter to 1 page
- ❑ Use the same font & formatting as in your resume
- ❑ Personalize letter to the specific position you are applying to.
- ❑ Check for typos, proper grammar and punctuation.
- ❑ Have multiple people review/proofread your application materials (Letter of Introduction & Resume)

Don'ts

- ❑ Don't be too wordy or write just to fill the entire page.
- ❑ Don't use text abbreviations or emojis
- ❑ Don't submit a generic letter; you must tailor your letter to fit your job description.
- ❑ Don't repeat or summarize your resume in your letter of introduction. Instead, highlight skills that make you qualified for the position and a good fit for the employer
- ❑ Don't exaggerate your skills or experience.

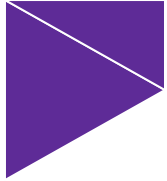
Other tips...

- ❑ Quantify when possible. For example:

“I’ve helped organize three club events, including two successful initiatives attended by 25 people” is a better description than “I’ve helped organize several club events, including a couple successful initiatives attended by many people.”
- ❑ It can be very helpful to look at cover letter samples when writing your own
 - ❑ DO NOT Copy a sample letter
- ❑ Fonts such as **Georgia** or **Times New Roman** are recommended
- ❑ Use formal block (not indented) paragraphs with a blank line between paragraphs

Beginning Paragraph

- ❑ State which position you are interested in and how you heard about it
- ❑ Let the person reading the letter know immediately why you are the best candidate for this position
- ❑ You need that person to read past the first paragraph--and to look at your resume



Middle Paragraph(s)

- ❑ Now briefly expand on your qualifications, education, experience and interests, especially those that match the employer's needs
- ❑ Focus on what you will bring to the employer that will make them glad they hired you

Ending/Summarizing Paragraph

- ❑ Close with a bold statement that you are a strong match for the job position
- ❑ State that you are looking forward to meeting with employer
- ❑ You can also mention that you have completed the required application and submitted it appropriately along with all required documents.

Resume



Resume

- ❑ Gives your work history and qualifications in some detail
- ❑ Employers are looking for well-rounded applicants
 - ❑ Skills
 - ❑ Academic accomplishments
 - ❑ Work experience/Extracurricular activities

Remember: There is no one perfect format.

Your document should be ***tailored to showcase your experience and highlight your qualifications specific to the prospective position.***



**Community
Service
Update**

The image features a central white rectangular area surrounded by a decorative border. The border is composed of a repeating pattern of purple triangles pointing towards the center, separated by thin white lines. The overall background is a solid purple color.

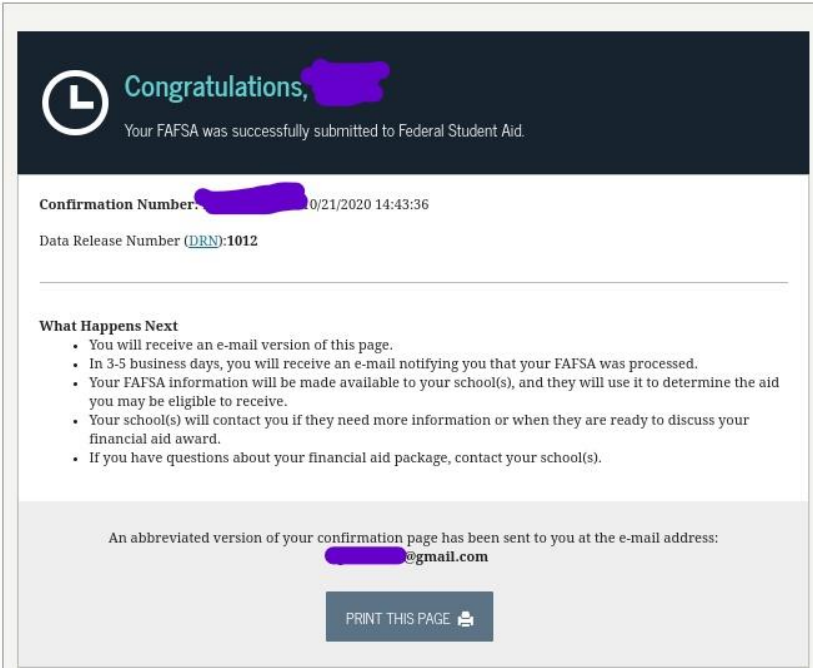
Letters of Recommendation



- ❑ Ask recommenders to email you the letter in a **PDF format**, if possible.
- ❑ You need to start asking for letters now!

[Letter of Recommendation Request Form](#)

Verification of FAFSA/Dream Act Submission



The screenshot shows a confirmation page with a dark header. On the left is a circular logo with a white 'L' on a dark background. To the right of the logo, the text reads 'Congratulations, [redacted]' in a light blue font, followed by 'Your FAFSA was successfully submitted to Federal Student Aid.' in a smaller white font. Below the header, the 'Confirmation Number' is shown as '[redacted] 10/21/2020 14:43:36'. The 'Data Release Number' is listed as '(DRN):1012'. A section titled 'What Happens Next' contains a bulleted list of instructions. At the bottom, a message states that an abbreviated version of the confirmation page has been sent to the user's email address, '[redacted]@gmail.com'. A 'PRINT THIS PAGE' button with a printer icon is located at the bottom center.


L Congratulations, [redacted]
Your FAFSA was successfully submitted to Federal Student Aid.

Confirmation Number: [redacted] 10/21/2020 14:43:36
Data Release Number (DRN):1012

What Happens Next

- You will receive an e-mail version of this page.
- In 3-5 business days, you will receive an e-mail notifying you that your FAFSA was processed.
- Your FAFSA information will be made available to your school(s), and they will use it to determine the aid you may be eligible to receive.
- Your school(s) will contact you if they need more information or when they are ready to discuss your financial aid award.
- If you have questions about your financial aid package, contact your school(s).

An abbreviated version of your confirmation page has been sent to you at the e-mail address: [redacted]@gmail.com

PRINT THIS PAGE 

You can also submit a screenshot of email confirmation that FAFSA or Dream Act has been submitted.

Financial Aid Opt-Out Form

**ONLY COMPLETE THIS FORM IF YOU ARE NOT FILING FOR
FAFSA OR CALIFORNIA DREAM ACT**



Interview

Senior Interviews

Dates

TBD-March/April 2022

- ❑ Be on time
- ❑ Dress for success
- ❑ Prepare for interview questions, be ready to answer on the spot!



Presentation Guidelines

Presentation should be 5-7 minutes, 10-12 slides and must include the following:

1. About Me

- a. Info about yourself, family, hobbies/interests

2. Orestimba High School Experience

- a. How did it prepare/shape/impact you?
- b. Work example
- c. Community Service (How do you plan to give back to your community in the future?)

3. Goals for the future

- a. Career
- b. Life
- c. Family

An interview by a panel of community members will follow your presentation, it will last 7-9 minutes.



Dress for Success

Your appearance is the first impression you make on an employer. Appropriate attire shows that you take the interview process seriously. It also demonstrates respect to the people you meet. Although many employers have a relaxed or business casual dress code, interviews still require a traditional, professional, conservative approach. Your primary goal in dressing for an interview is to feel good about the way you look while projecting a professional image to the potential employer.

Remember, you don't get a second chance to make a good first impression.

Frequently Asked Interview Questions

1. What makes you unique?
2. What accomplishments have given you the greatest satisfaction?
3. What is an area you need to improve upon?
4. What motivates you?
5. What are your greatest strengths?
6. Do you prefer to work alone or in a group? Why?
7. Tell me about a challenge or conflict you've faced while working with others, and how you dealt with it.
8. Where do you see yourself in 5 years?
9. How do you deal with pressure or stressful situations?
10. Do you have any questions for us?

Scholarship

- ❑ Each department will select 3-5 candidates to participate in scholarship interview
- ❑ Scholarship recipients will be announced May, 2022

Announcements/Save the Date

Credit Recovery Classes for Seniors

Check your email!

TOSCA Application will be out soon!