



## NHS Chapter at Richard O. Jacobson Tech High School

### Application Checklist and Tips

**APPLICATION DUE DATE: 9/12/2022 by 2:00 PM to Mr. Doyle (1-120) NO EXCEPTIONS**

These are the **ONLY** items needed in your packet. Points will be deducted if forms are not **stapled together in the order below**. Do Not place them in a binder or folder.

1. \_\_\_\_\_ Cover Letter
2. \_\_\_\_\_ Resume
3. \_\_\_\_\_ Recommendation Letter
4. \_\_\_\_\_ Academic Character References
5. \_\_\_\_\_ Screen shot of weighted and unweighted GPA

**ALL documents should use standard fonts.** *(Do not use fancy, hard to read fonts.)*

#### **COVER LETTER**

Your cover letter has significant weight in your application. The letter will be evaluated on how you are able to portray yourself as a valuable member to the National Honor Society Chapter at Richard O. Jacobson Technical High School. Please research on the internet what a cover letter should look like.

Please indicate your strength in the following areas:

- Character as a student and as an individual
  - How do you exemplify your good character?
- Leadership skills and examples in how you demonstrate this skill
  - Club/society positions
  - Work experience, positions held
- Service experience
  - Volunteer work
- Scholarship
  - Academic involvement/what makes you a good student

Specific examples are recommended. Creative writing skills, proper grammar and spelling is required. **Must be typed. Handwritten letters are NOT accepted.**

#### **RESUME**

We strongly advise you to research resume writing online and follow a format which suits your needs. Your resume should exemplify a “well rounded” student, not heavily weighted on one area of discipline. Include **ALL** of the following information when creating your resume.

##### ● **Administrative Information**

- Your Full Legal Name as it appears on your government issued ID & Portal
- Your current home address. This address should correspond with your Portal information. If it does not, please make corrections with the Pinellas County Schools. If you have multiple addresses, pick one that you will be certain to receive mail from us. If you have other issues, please contact Mr. Doyle.
- Your Cell Phone Number or any phone number we can reach you.
- Current Cumulative Weighted GPA. You can find this information on Portal.

##### ● **Resume Body**

- This section outlines your participation in the following categories: Activities, Leadership Positions, Community Activities, Work Experience, Awards and Recognitions. For each listed activity make sure to state the grade level (9,10,11,12) in which you participated as well as position you may have had. Also

include special awards and recognitions you may have received. More details, the better. Diverse experiences are necessary to illustrate your well-rounded service and interests.

- **Activities** (limited to high school experiences):
  - List all activities in which you have participated during high school.
  - Include clubs, teams, musical groups, etc.... and major accomplishments in each.
- **Leadership Positions** (may include middle school positions):
  - List all elected or appointed leadership positions in which you were directly responsible for directing or motivating others. For example: elected study body, class or club officer, committee chairperson, team captain, newspaper editor, work area manager, or community leader
- **Community Activities** (limited to high school experiences):
  - List community activities in which you have participated and briefly explain your duties and note any major accomplishments in each. These should be any activities outside school in which you participated for the betterment of your community. For example: church groups, clubs sponsored outside the school, Boy or Girl Scouts, volunteer groups, or community art endeavors.
- **Work Experience, Awards and Recognition:**
  - List below any job experiences, honors or recognitions that you have received which support your bid to be selected for membership of Academic Distinction. Work experience may be paid or volunteer, please note one or the other.

#### **LETTER OF RECOMMENDATION**

Please include a one-page letter of recommendation. The individual **MUST NOT** be a relative, family or **any teacher you have had in your high school experience**. Acceptable examples include: pastor, supervisor, neighbor, family friend. All recommendation letters **must** be typed.

- The letter **MUST**:
  - Be no more than a page
  - **Have a signature**
  - On a letterhead and/or title of the individual
  - Clearly indicate your relationship
  - Up to date
- Inform your selected individual ASAP and ask for the letter **minimum of 7 days ahead** of 9/9, the application due date. Remind them frequently as they may be busy and forget to do this for you.
- Tip: ask 2 people so one can be a backup.

#### Questions?

See Mr. Doyle 1-120  
doylejo@pcsb.org

**Application Packet is due Friday, September 12th**  
by **2:00 PM** to Mr. Doyle (1-120).

Applications may be dropped off before or after school, during lunch or emailed.

**No late application accepted. No exceptions.**