Sample Cover Sheet

Your Capstone Research Paper Title

GRAPHIC OR UNIQUE DESIGN

Your Name

A Capstone Research Project
Warner Robins High School
Warner Robins, GA

Date
Sample Table of Contents

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SECTION 1

Introduction
Introduction Letter & Work Philosophy

Using proper letter writing format, write a letter introducing yourself, your qualities, your goals, and your portfolio. Think of this as a self-reflection. Elaborate on the following areas:

**Yourself:**
Write why education is important to you
Explain how you have grown through high school and by doing this project.

**Qualities:**
Describe special qualities and strengths that make you marketable for your future career

**Goals:**
Describe your personal and career goals and how you plan to reach them

**Portfolio:**
Highlight your best work sample and explain what you learned in the process
Discuss which portfolio assignment was most beneficial and why.

**Work Philosophy:**
Discuss the responsibilities and work ethic that you believe are important for an outstanding employee.
Sample Letter of Introduction & Work Philosophy

You can base your letter of introduction on some of the features of this sample letter. Plan to include a letter of introduction in your career portfolio as the first page after your table of contents. Place it just before your resume.

Dear Reader:

The portfolio in front of you represents who I am—an energetic, creative individual who enjoys learning about new technology and the ways it can be used to help people work more effectively. On page three of this portfolio, you will find the printed home page I designed for Operation Reptile Rescue, a local non-profit organization. It illustrates the advanced features I was able to program into the organization’s entire web site to make it more user-friendly.

When people at school or at home have a computer question or puzzle to solve, they come to me for help. I especially like to work on challenging problems, but I enjoy helping people with just about any question. At school this year, I was awarded the Grace Hopper Computer Technology Award.

After I graduate from high school, I plan to pursue a degree in Information Technology. Right now, I am proficient in HTML programming, JavaScript, ColdFusion, and ASP. I am also able to use PhotoShop. As you browse this portfolio, please pay special attention to how I use my love of technology to help others.

Sincerely,

Taylor Corbett

Taylor Corbett

Sample Letter of Introduction
Portfolio Builder CD. Project 4: Introducing Yourself
© 2004 South-Western, Cengage Learning
Sample Goals

**Short Term Goals:**

I will go to the library to look for books on nursing.

I will interview my next door neighbor, Mr. Junebug, who is an ER nurse so that I can see what she does on a daily basis.

I will volunteer at the hospital next week.

**Long Term Goals:**

I will save my allowance money for a year to buy a laptop for college.

I will graduate from high school in May 2016.

I will make all A’s and B’s in college so that I can qualify for the nursing program.
# Sample Personal Budget

(Use these Categories)

## PERSONAL BUDGET WORKSHEET

( Spending Plan )

<table>
<thead>
<tr>
<th></th>
<th>MONTH:</th>
<th></th>
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<tbody>
<tr>
<td><strong>INCOME:</strong></td>
<td>Budget</td>
<td>Actual</td>
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<tr>
<td>Salary</td>
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<td>Food Stamps</td>
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<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<p>| <strong>EXPENSES:</strong>   |       |       |       |
| Living/Housing: |       |       |       |
| Rent/Mortgage  | $     |       |       |
| Electric       | $     |       |       |
| Water/Sewer    | $     |       |       |
| Gas/Heating    | $     |       |       |
| Telephone      | $     |       |       |
| Cable TV       | $     |       |       |
| Household/Repairs | $ |       |       |
| Other:         | $     |       |       |
| <strong>Regular Payments:</strong> |       |       |       |
| Student Loan   | $     |       |       |
| Credit Cards   | $     |       |       |
| Other Loan Payments | $ |       |       |
| Health Insurance | $ |       |       |
| Car/Home Insurance | $ |       |       |
| Life Insurance | $     |       |       |
| Child Care     | $     |       |       |
| Other:         | $     |       |       |</p>
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<th>Personal Expenses:</th>
<th>Transportation:</th>
<th>Miscellaneous:</th>
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<td></td>
<td>Groceries</td>
<td>Personal Care</td>
<td>Gas/Auto Expenses</td>
<td>Church</td>
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<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Restaurant Meals</td>
<td>Hair/Nail Care</td>
<td>Bus, Taxi, Train, etc.</td>
<td>$</td>
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<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Other:</td>
<td>Clothing/Shoes</td>
<td>Parking</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>Other:</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Other:</td>
<td>Doctors, Dentists, etc.</td>
<td>Other:</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<td>Other:</td>
<td>Prescriptions</td>
<td>Other:</td>
<td>$</td>
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<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Other:</td>
<td>Laundry/Dry Clean</td>
<td>Other:</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Other:</td>
<td>Recreation/Travel</td>
<td>Other:</td>
<td>$</td>
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<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<td>Other:</td>
<td>Other:</td>
<td>Other:</td>
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<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td><strong>Total Expenses:</strong></td>
<td></td>
<td><strong>TOTAL INCOME MINUS TOTAL EXPENSES:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>$</strong></td>
<td></td>
<td><strong>$</strong></td>
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</table>
SECTION 2

Employability Skills
Sample Cover Letter with Explanation

123 Your Street Address
City, State & Zip Code
Your Telephone Number
Your email@aol.com

Date

Recipient’s Name, Position
Company Name
987 Company Street Address
City, State & Zip Code

Dear Mr./Mrs. Recipient:

A cover letter is a written introduction to your resume. An employer wants to hire someone who is engaging, interesting, dedicated, and smart. Your goal with this letter is to persuade that employer, who may have never met you, that you are that kind of person. The letter should not be longer than a page because in the business world, time is money. Your first paragraph should be a very brief introduction of yourself: who are you, what is your goal with this letter, what kind of person are you?

Your second paragraph needs to persuade the reader. Sell yourself. What is your work philosophy? Why would you be a good worker? Why should an employer trust you with some element of the company? What can you bring to this company or this situation that will be worthwhile?

Your third paragraph should discuss your goals and drive. What are you going to do with this project or this career? What has brought you as a person to this point, and where do you plan to take this career or job? Your goal here is to convince your employer that this career is not only important to you, but also one you are dedicated to pursuing.

Sincerely,

Type your legal name
October 11, 20--

Ms. Laura Dexter
Hiring Manager
Margaret Sawyer Memorial Hospital
700 Sawyer Avenue
Big Town, USA 99999

Dear Ms. Dexter:

While searching for a new job in the medical field, I saw your listing for medical assistants posted on JobSearchJimmy.com. I was very happy to realize that there may be an opportunity here for me, as I have ten years of experience in the health field, working directly with patients as a nurse's aide and more recently as a medical office assistant in Big Town Clinic.

My duties included a variety of tasks that were both administrative and clinical. I helped keep the office running smoothly, maintained and updated patient records and files, handled insurance forms, helped with hospital admissions and arranged for laboratory services. In addition, I answered the phone, greeted the patients when they arrived, scheduled appointments and handled billing inquiries.

I'd be happy to answer any questions you may have related to my filling your opening for a medical assistant. Please call me at 777-777-7777. I'd be happy to come in to your office or be interviewed by phone. I appreciate your reading my cover letter and considering me for the job you want to fill.

Sincerely,

Grace Job Winner

Enclosure: resume
Randall Job Searcher  
907 Lincoln Street  
Any Town, USA 11111  
Cell: (222) 222-2222  
rjobsearcher@jobworthy.com  

May 8, 20--  

Mr. Jacob Watson  
Hiring Manager  
Department of Agriculture- Forest Service  
300 Redwood Highway  
Big Town, USA 99999  

Dear Mr. Watson:  

I saw on usajobs.gov an opening for a position as an office automation clerk for the Forest Service. I was pleased to discover this opportunity for employment since I am dedicated to supporting the work this agency does to preserve our forests.  

I'm aware this job will challenge me to be part of the team that manages and cares for more than 193 million acres of our nation's magnificent lands, to help conduct research through a network of forest and land stations and the Forest Products Laboratory, as well as provide assistance to private and State forestry agencies.  

My enclosed resume will provide an overview of my work experience during the past decade in the area of clerical duties, which have been wide and varied.  

I believe I have the traits you are looking for in the person you hire for this government job—flexibility, ability to work well with a team, typing skill at 40 wpm, and a sincere interest in the mission and goals of the Forest Service—to care for and preserve our nation's forests.  

Thank you for reading my cover letter and considering me for this position. I'd welcome meeting you, if possible. If you'd like to interview me in person or by phone, please call me at 777-777-7777.  

Sincerely,  

Randall Job Searcher  

Enclosure: Resume
Sample Resume with Explanation on Categories

Your Full Name
Your Street Address
City, State & Zip code
Your Phone Number
emailaddress@email.com

Employment Objective
To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people (Something similar)

Skills and Qualifications
This section should contain a list of any special skills or abilities you might have that are relevant to your desired job. If you want a healthcare job, be sure to mention if you volunteered at a hospital or a blood drive. Make a brief, bulleted list.

Work Experience or Volunteer Opportunities

Job Title, Company Name
From _____ to ________
Briefly list what this job required of you and what you accomplished or learned there. If you have had more than one job, put the most current job first, followed by the older job(s). If you have not worked at all, make this box Volunteer Opportunities and list those.

Education and Training

Your High School
Include your current GPA, graduation date and any special accolades or awards you have received during high school.

Educational Plan or Training for Career
Outline the educational degree or required training to obtain the job for which you are applying. Include a potential institution that offers that degree or program and the length of time it will take for completion.

Accomplishments and Activities
List accomplishments or activities, especially ones that showcase your communication and leadership skills. What kind of communicator and leader are you? Where have you had opportunities to communicate and lead?

Interests
If your resume is looking skimpy, include this section...simply list your interest.

References
List 3 people who will be positive about your involvement or interaction with them.
Sample Resume with Work Experience

Spongebob Squarepants
124 Conch Street
Bikini Bottom, Pacific Ocean 00001
999-342-8988
ilovecrabbypatties@aol.com

Objective
To obtain employment at Goofy Goober’s Ice Cream Party Boat as a cook, utilizing my skills of cooking, my ability to manage time, and my love of the grille.

Experience
March 1999-present  Krusty Krab  Bikini Bottom, PO
Lead Fry Cook
- Managed to keep an 800 year old secret recipe a secret
- Fought off zombies in the restaurant
- Inventor of the jelly patty
- Earned employee of the month over 100 times

Education
1980-present  Mrs. Puff’s Boating School  Bikini Bottom, PO
- Still determined to get a boater’s license
- Earned 74 good noodle awards
- Earned hundreds of Excellence in Excellence awards
- Member of Club Jelly Spotters
- Member of Mermaid Man and barnacle Boy Fan Club
- Founder Club SpongeBob

Interests
Bubble Blowing, Karate, Jellyfishing, singing and playing guitar.

References
Ujeen Krabs  Sandy Cheeks  Patrick Star
Owner, Krusty Krab  Karate Partner  Best Friend
135 Dreftin Court  455 Country Road  125 Conch Street
Bikini Bottom, PO 00001  El Paso, Texas 32119  Bikini Bottom, PO 00001
999-545-5678  378-000-8976  444-888-9999
Sample Academic Resume
Sweet Student
Address: 20 W Main Street
Warner Robins, GA 31210
Phone: (478)555-5555
Email: sweet.student@gmail.com

Grade Point Average:
Hope GPA- 4.0
High School GPA- 96.85

Class Rank:
8th out of 149 students

ACT Composite : 30
English- 33
Mathematics- 31
Reading- 29
Science- 27
Combined English/Writing- 27

Honors and Advanced Placement Courses
Academic Electives
● Dual Enrollment Psychology 1101- 12th (Middle Georgia State University)
  English
● Honors- 9th
● Honors World Literature- 10th
● AP Language and Composition- 11th
● AP Calculus AB- 11th
● AP Statistics- 12th
Science
● Honors Biology- 10th
● Honors Chemistry- 11th
● Honors Physics- 12th

Academic Recognition
Beta Club- 9th-12th
Hugh O’Brien Youth Leadership Representative- 10th
Exchange Club of the Month- October 2015
Golden Eagle Nominee for Citizenship - 12th

Leadership
Student Council Vice President- 11th
French Club Treasurer- 11th
Class President- 12th
Clubs and Teams
Beta Club- 9th-12th
Fellowship of Christian Athletes- 9th-12th
Art Club- 11th
Math Team- 9th-11th (Lettered- 11th)
French Club- 9th-12th

Athletics
Track- 9th-10th (Lettered- 10th)
Competition Cheerleading- 10th-11th (Lettered 10th-11th)

Employment
SmallCakes: A Cupcakery- 2015

Extracurricular
Tattnall Chapel Small Group Leader- 11th and 12th
Homecoming Court- 12th

Community Service
Ronald McDonald House Kitchen Volunteer- 11th
Cherry Blossom Parade Float Helper and Participant- 11th
Blind Academy Math Tutor- 12th
Boland Prosthetic and Orthotic Volunteer- 12th
Jay’s Hope Trek or Treat Volunteer- 12th
Sample Resume - High School - No Work Experience

First Name Last Name
6 Pine Street, Arlington, VA 12333
home: 555.555.5555
cell: 566.486.2222
e-mail: phjones@vacapp.com

Education
Arlington High School, Arlington, Virginia
2002 - 2006

Experience
Pet Sitter
2004 - Present
• Provide pet sitting services including dog walking, feeding and yard care.

Child Care
2002 - Present
• Provide child care for several families after school, weekends and during school vacations.

Achievements
• Academic Honor Roll: 2002 - 2006

Volunteer Experience
• Big Brother / Big Sisters
• Arlington Literacy Program
• Run for Life

Interests / Activities
• Member of Arlington High School Tennis Team
• Girl Scout
• Piano

Computer Skills
• Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

References
• Available upon request
REFERENCES

Ask your references for permission. Make sure your references know that you will be using them as references. Do not give out their contact information to potential employers unless they give you their explicit permission.

- When asking your references for permission to give out their contact information, make sure that they plan on giving a positive recommendation.
- It’s also a good idea to ask your references how they would prefer to be contacted (ex. email, work phone, cell phone, etc.).

Use a separate page for your references. You don’t need to have "References available upon request" at the bottom of your resume. Employers will assume you have references and will ask for them specifically - usually at the end of the hiring process.

- Unless you are applying to be a nanny, personal assistant, or something with a similar level of one-on-one interaction, the main body of your resume should not even mention references.

List your references and their relevant information. There are no hard rules for what order to list your references. It can be handy to list your "best" references first - that is, references that are extremely positive and that have worked with you for the longest.

- Begin your reference list by listing the name of the first reference in bold. In the line beneath that, write their relationship to you and the company you both worked at.
- Include the work address beneath that – provided that they still work at the company where you both worked together; If they do not, leave the work address out and remember to check to make sure that your contact information is current.
- If your reference has agreed to be contacted by phone, list the phone number next. Remember to indicate whether the number is for a work phone or cell phone.
- If your reference has agreed to be contacted by email, include the e-mail last (as email is less personal than a phone call).

SAMPLE REFERENCE

Benjamin Jessup
General Manager
Jessup Ford Company
Broad Street
Hawkinsville, GA 31036
478-892-2476
Email address
Mark Thimble
1234 Street Name • Hamilton Ontario A1B 1C1
(XXX) XXX-XXXX • gettingthatjob@successmail.com

Professional References

Mr. Albert Wallowitz
Human Resources Manager
Bargain Town, Inc.
Hamilton, Ontario
(905)-123-4567

Ms. Paula Schneiderman
 Produce Director
Bakes and Smith
Hamilton, Ontario
(905)-135-2468

Mr. Carl Pounds
General Merchandise Manager
Bargain Town, Inc.
Hamilton, Ontario
(905) - 123-6543

Ms. Danielle Clemods
Store Manager
Bargain Town, Inc.
Hamilton, Ontario
(905)-123-9558
Sample Reference Page

Professional References

Joan Doe
1212 Mockingbird Lane
Munsterville, OH 55555
(555) 555-5555
jdoe@raddress.com

Joe Smith-Jones, Executive Director
Claryl Corporation
2222 Second Avenue
Munsterville, OH 55555
(555) 555-5556
joe@samplemail.com

NOTE: Joe was my boss at Clarify for two years.

Smithy Josephson, General Manager
Other Company
3333 Third Avenue
Munsterville, OH 55555
(555) 555-5766
Smithy@sampleemail2.com

NOTE: Smithy was my boss at Clarify for one year. He is now at Other Company.

Timothy TimTim
Claryl Corporation
2222 Second Avenue
Munsterville, OH 55555
(555) 555-5557
Tim@sampleemail.com

NOTE: Tim was a fellow project manager at Clarify.

Laura Laurason
Yet Another Company, Inc.
4444 Fourth Avenue
Munsterville, OH 55555
(555) 555-6756
Laura@sampleemail3.com

NOTE: Laura was my boss for three years at Yet Another Company, Inc.

This is a sample reference list template created and owned by CareerNook.com meant solely for your personal use when creating your own reference list for job interviews.
SECTION 3

Career-Related Education Experiences
SECTION 4

Educational Achievements/Activities/Honors
SECTION 5

Mentor
Sample Interview Questions for Mentor

Name ___________________________ Date __________________

Place of Employment ________________________________________________

1. What is a typical work day like? A typical week? Year?

2. Do you work under a lot of pressure? Is that expected?

3. How many hours per week do you usually work? And do you work overtime? Is it common to take work home?

4. What are you responsible for?

5. What is the best training or education for this career? What is your background?

6. What skills do you typically use?

7. Is there opportunity to develop more skills or take on additional responsibilities?

8. Do you have an area of specialization? What is it?

9. What are the most difficult challenges you face?

10. If you could start all over again, would you pick this same career?
SECTION 6

Research Paper

Sample Research Paper (modeled from Cuyamaca.edu – Cindy Morrin)
This is an example to use as a guideline, and by no means is it an exemplary paper
in complete APA format.
The Life of a Counseling Psychologist

Mary Jones

Warner Robins High School
The Life of a Counseling Psychologist

Counseling psychology is a psychological specialty that encompasses research and applied work in several broad domains: counseling process and outcome; supervision and training; career development and counseling; and prevention and health. Luckily, this career was one matched closely to my interests and personality. My career goal after high school is to pursue a Bachelor’s degree in Psychology and a Master’s Degree in School Counseling. Although I am considering other career avenues, I still chose to research this specific career in depth.

A person in counseling psychology will typically use personality tests/assessments, interviews, case histories, and observation methods to evaluate patient problems, needs, and goals. Counseling psychologists will evaluate data and, from there, create an action plan or treatment plan to counsel the patient. “Organizational ability, an eye for detail, and skill in interpreting scientific results are also important” (Underwood & Findlay, 2010). The goal in this career is to help each patient work toward developing and adjusting social, educational, personal, and vocational skills. Counselors can work in private or public practice. The U.S. Bureau of Labor reports that in 2014, nearly one-third of all psychologists were self-employed. Some psychologists work shift schedules, including those employed in hospitals, nursing homes, retirement centers and other health care facilities. This often includes working night shifts and weekends (Occupational Outlook Handbook, 2016).
Psychologists employed in academic settings, government or business settings generally have a more predictable schedule that follows normal daytime hours. The idea of helping people achieve a happier lifestyle is what’s exciting about this career field. The idea of being the person that one person can talk to about anything is very exciting and fulfilling.

There are advantages and few disadvantages in this career field. One disadvantage or problem foreseen is becoming too wrapped up in a patient’s problems. This roadblock may be one to consider and learn to overcome. Other than that, a career in counseling psychology may have awkward hours. The biggest advantage would be being in a career that is personally rewarding and fulfilling.

The average annual wage for a counseling psychologist in California is $73,790, which breaks down to around $35 an hour. In San Diego specifically, the average annual pay is $63,470. The outlook in this career is definitely positive; growth is increasing and is estimated at 27%. San Diego is among the group of regions that have a stable outlook in a career involving counseling psychology. (A stable outlook is defined as a 0%-20% growth rate.)

A typical day in the life of a counseling psychologist can vary greatly, depending on the type of business the psychologist works. Mrs. Firth, a local licensed clinical psychologist who works with the Department of Juvenile Justice, states that her typical eight-hour day includes visiting patients at schools, mental health and rehabilitation centers, and hospitals. Along with assisting her patients, she also hosts a local radio show that discusses domestic violence. (J. Firth, personal communication, September 4, 2015). Those with private offices make their own hours, but those working in hospitals and other health care facilities may have
irregular hours, working night or weekend shifts. Those working in teams may feel daily pressure to meet expectations of the group and deadlines, and may end up traveling some.

Any career in the counseling psychology field requires that you be licensed or certified in all states. Depending on an individual’s specific career goals, the level of education differs. Counseling psychologists with a PhD will have much more job opportunity as a psychologist without a PhD. With a PhD one can work in health care facilities, different types of schools, government agencies and private industries. A doctoral degree usually implies five to seven years of graduate study.

Careers closely related or similar to a career in counseling psychology would be family psychology, clergy workers, social workers, and special education teachers. Employment of psychologists is projected to grow 19 percent from 2014 to 2024, much faster than the average for all occupations. Job prospects should be best for those who have a doctoral degree in an applied specialty. Employment of school psychologists will continue to grow because of the raised awareness of the connection between mental health and learning and the need for mental health services in schools. School psychologists will be needed to work with students, particularly those with special needs, learning disabilities, and behavioral issues. Schools rely on school psychologists to assess and counsel students. In addition, school psychologists will be needed to study how factors both in school and outside of school affect learning, which teachers and administrators can use to improve education. However, opportunities may be limited, because employment of school psychologists in public schools and universities is contingent on state and local budgets (Occupational Outlook Handbook, 2016).
References

