Career Planning Semester Final

You are to write a letter to your teacher explaining the career option you have decided to pursue based on the assessments and research you have done in the Career Planning notebook. You may use the notebook to get data for your letter. The paragraph requirements are **MINIMUM Requirements** only. You can certainly write out your information using more paragraphs, but not less.

Here are the requirements:

1. Must use your personal letterhead

2. Must have the date of your final

3. Must use this for your inside address:

 Samantha Humphrey **or** Kacey Askin (whoever is your teacher)

 Helena High School

 1300 Billings Avenue

 Helena MT 59601

4. You can use a greeting or not.

5. Paragraph 1 – **Introduction** of you and the career you are interested in.

6. Paragraph 2 – What the **MCIS assessments and other assessments** told you about yourself and why the career you have selected is a good choice based on those assessments. **If you chose a career that was not recommended by the assessments, explain the career recommendations from the assessments.**

a. Be sure to identify the assessment by name and the result or recommendations.

 b. Remember to write this as an essay or use a table or bullets and preface the table or bullets so that your letter reads like a letter and does not just have a bunch of assessments stuck in the middle of it.

7. Paragraph 3 – Write the details about the **career** you are interested in pursuing that you have researched. This is essentially taking the Commonalities Page and the Career Checklist and writing them up in an essay format.

8. Paragraph 4 – Write about the **post-secondary training** you need for this career and where you plan to get that training.

9. Paragraph 5 – **Summarize** your letter

10. Close your letter and be sure to have a signature block.

Save your letter as CPFinal.yourlastname. Then **email** the letter to your teacher

Grading –

|  |  |  |
| --- | --- | --- |
| 2 points for each of the 10 required letter element LetterheadDateInside AddressP1 IntroductionP2 Assessment ResultsP3 Career InfoP4 Post Secondary EducationP5 SummaryClosing Signature Block | 20  |  |
| 10 points for correct spacing and format | 10 |  |
| No more than 2 grammar or spelling errors2-4 errors 3 pts4-6 errors 2 pointsOver 6 – no points | 5 |  |
| 5 points for discussing each of the 8 assessments | 40 |  |
| 15 points for discussing the details of your career choice | 15 |  |
| 10 points for discussing the details of the post-secondary education | 10 |  |
| Total Possible points | 100 |  |