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Dear Parents,

The Diman High School Guidance Department has developed this guide to help your child make the transition from high school student to contributing members of society. Planning for the future can seem like a daunting and overwhelming task, not only to students but to parents as well. This guide has three sections to help prepare students in making appropriate career choices: College and Technical Schools, the Military, and the Work Force. As partners in your student’s education and future, we hope that you will find the information in this guide both informative and helpful.

The guidance department communicates information to students in several ways. One of the easiest ways to learn about opportunities for your child is by going to the Diman website at www.dimanregional.org. Once there, click on the “Parents” tab and then “Guidance” on the pull down menu. Our web site is updated regularly and contains information for parents and students grades 9-12.

All students meet individually with their guidance counselor at least once per year where pertinent information will be shared. The guidance office has on file information on scholarships, open houses, summer opportunities, the military, placement testing, colleges, and financial aid. Students and parents can request appointments with their counselor for additional questions.

The guidance department has been using Career Cruising, an interactive online, student-driven college and career planning tool to assist students with their career interests and research. Resources include information about thousands of careers, colleges; resume writing, interviews, financial aid and scholarships. Each student develops a personal portfolio that is shared with their parent or guardian. While we work to provide students with the tools and knowledge necessary to make appropriate decisions about their future, they must become their own advocate and take the lead on planning for their future. Working together as partners with you and your child, the guidance department hopes to better prepare students for future success.

Sincerely,

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Types of Colleges

Four Year
- Public (i.e. U Mass Dartmouth, Salem State)
- Private (i.e. Providence College, Northeastern University)
- Earn Bachelor’s degree with successful completion

Two Year
- Community Colleges (i.e. Bristol Community College)
- Junior Colleges- (i.e. Mitchell College, Dean College)
- May earn an associate’s degree that is transferable to a 4 year college
- Also offers certificate programs- typically non-transferable

Trade/Technical Schools (i.e. Salter School, New England Technology)
- Trains students in a specific vocation or trade
- Unlike colleges, most do not teach liberal arts subjects such as philosophy and the humanities
- Programs typically do not transfer to college degree granting programs

Types of degrees/Certificates

Associate’s Degree- A degree granted by a college after the satisfactory completion of a two-year full-time program of study. *

Bachelor’s Degree- A degree received after the satisfactory completion of a four- or five year full-time program of study at a college or university.*

Certificate- An award for completing a particular program or course of study for non-degree programs.

Undergraduate- A student that is attending a college or university who has yet to earn their bachelor’s degree.

Graduate- A degree pursued after a student has earned a bachelor’s degree.

*keep in mind many times a program takes longer than the two or four years for a variety of reasons. For example students may change majors, have difficulty getting accepted into their major, and have difficulty fitting in required classes into their schedules.
How do I Choose a College?

Step One: Spend Time Researching

Choosing a college may seem like the most important decision you will ever make. It can be scary because it probably is the first major life choice you have ever made. RELAX!!! There is not one “magic” school that will make you happy. In fact, there are many institutions that could be right for you. It is your job to make sure you have enough information to make an educated choice. Your parents, siblings, friends, teachers and counselor will have ideas and sources of information for you to access. If you are not sure about where to go or what to major in, your counselor can help you figure this out and show you how to explore career options. Time spent researching should be your first step in choosing a college.

Step Two: Evaluate Your Priorities

Ask yourself the following questions and decide which of your preferences are mandatory and which are negotiable. Parents and guidance counselors make good resources as you evaluate your priorities. Consider these factors when deciding what you want from your college experience.

1.) What special programs or services do I want?
   - A specific major?
   - Several choices of major?
   - Study abroad programs?
   - A particular sport or activity on campus?
   - A cooperative work experience program?
   - A Learning Disability program?

2.) Where do I want to go to college?
   - Close to home?
   - In a city?
   - In a cold climate?
   - Near relatives?
   - Far from home?
   - In a suburban or rural setting?
   - In a warmer climate?
   - In an area I may want to live someday?

3.) What type and size of college do I want?
   - Intimate setting?
   - Medium sized campus?
   - Large campus?
   - University setting?
   - Art school?
   - Under 2,000 students?
   - Under 6,000 students?
   - Over 10,000 students?
   - College setting?
   - Business school?

4.) What life style do I want?
   - Conservative school?
   - Active campus?
   - Religious community?
   - Liberal school?
   - Athletic oriented campus?
   - “Greek life” community?

Step Three: Narrow Down Your List

After determining which characteristics of a college you must have and which characteristics are negotiable, start to narrow your list of colleges by focusing your research in the following three areas.
1) *Strength of the Academic Program*

More than anything else, you go to college to get a solid education. If you are a very good student, look for a college that will present you with a challenge. If you are a weaker student, look for a college that will offer the support you need. Make sure all of your college choices have high quality academic programs by finding the answers to these important questions.

1. What are the graduation requirements?
2. How many courses in my major are offered?
3. What degree of education do the professors have?
4. Who teaches undergraduate courses?
5. What is the student to teacher ratio in your program?
6. What opportunities for research are available?
7. Will I have an internship experiences and if yes, what kind?
8. What percent of students return after their first year? What percent graduate?
9. What type of academic advising is available?
10. What is your career placement/graduate school enrollment history?
11. Is the school accredited?

2) *Selectivity of Admission*

Generally, a student’s final list of colleges should include a few schools in each of the following categories:

**Reach** – A college whose profile indicates that the majority of previously admitted freshmen had scores, grades and other activities significantly better than your own. To be admitted at this school may be possible but it is not a definite occurrence. Highly competitive schools fall into this category due to extreme competition for a place in the freshmen class.

**Target** – A college whose profile indicates that the majority of previously admitted freshmen had scores, grades and other activities slightly better or equal to your own. Admission at this college is likely due to the strength of your application and the average demand for a place in the freshmen class.

**Quality Safety** – A college whose profile indicates that the majority of previously admitted freshmen had scores, grades and other activities that were equal to or less impressive than your own. Admission to this college is highly likely and probably due to the strength of your application.

3) *Cost of Attending*

While the cost is undoubtedly important, don’t limit your choice of colleges to only those you can afford without financial assistance. Many of the more expensive, private colleges have excellent financial aid programs that may cover your financial need. A good plan is to choose some colleges that are less expensive and some that are probably not affordable unless they provide you with aid. Don’t limit yourself until you actually see what type of financial aid package is offered to you. Some tips on evaluating cost:

1. Call the financial aid office of the colleges you are selecting to find out how they administer their aid packages. Ask how much grant money is available, whether the scholarships are need based or merit based, and what percent of the students receive aid.
2. Search the scholarship resources in the Diman Guidance Office for local, state and national scholarship opportunities. Complete the application and hope for the best!
3. Research the availability of employment opportunities near the college and during the summer.
Admissions Criteria

Both subjective and objective processes take place as an application is reviewed for admission. The subjective process deals with opinions made by the admission counselor based on the applicant’s personal qualities, essay, activities, interview and recommendation. Some colleges, particularly selective private ones, rely heavily on this process as a tool to build their freshman class. It is a careful, detailed and time-consuming process.

The objective process deals with an applicant’s academic history, transcript and SAT scores. Less interpretation is required making it a less time intensive process. The differences in processes explain why an applicant might be rejected at a large university and be selected to a smaller more selective college.

Generally, an admission counselor is looking for the following:

1.) Academic achievement (This is the single most important factor!!!)

2.) Standardized test results

3.) Recommendations, Essay

4.) Activities, Honors, Recognition

5.) Interview

The College Board designates 12 possible admission criteria. They are:

- Rigor of Course Load and Grades Achieved
- Application Question and essay responses
- Alumni Relationship
- Grade Point Average
- Ethnicity
- Special Talents, Skills
- Standardized Testing
- Personal Interview
- Extra Curricular Activities
- Recommendation
- Geographic Location
- Interests, Hobbies
SAT vs. ACT

<table>
<thead>
<tr>
<th>What it Measures</th>
<th>SAT reasoning test</th>
<th>ACT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Aptitude exam - reasoning and critical thinking</td>
<td>Achievement exam - what is learned in school</td>
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<tr>
<td>Sections on the Tests</td>
<td>Critical reading, math, writing</td>
<td>English, reading, math, science, optional writing</td>
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<tr>
<td>Price</td>
<td>$54.50</td>
<td>$39.50 (no writing)</td>
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<tr>
<td></td>
<td></td>
<td>$56.50 with writing</td>
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<tr>
<td>Format</td>
<td>Multiple choice, essay</td>
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<tr>
<td>Length</td>
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<td>3 hours, 30 minutes</td>
</tr>
<tr>
<td>Scoring</td>
<td>Deducts for wrong answers, penalty for guessing</td>
<td>Based on number correct, no guessing penalty</td>
</tr>
<tr>
<td>Score Recipients</td>
<td>Scores are sent to all schools provided</td>
<td>Students choose if they want the scores sent</td>
</tr>
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</table>

Students are encouraged to take practice exams for both the SAT and the ACT to determine which test is appropriate for them. Most colleges except both exams and students may take both the ACT and the SAT. Students should only take the SAT Subject Tests if the college or program they are applying to require them.

SAT: 2015-16 Test Dates

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Tests Given</th>
<th>Registration Deadline</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Regular Deadline</td>
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<td></td>
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<tr>
<td>October 3, 2015</td>
<td>SAT &amp; Subject Tests</td>
<td>September 3</td>
</tr>
<tr>
<td>November 7, 2015</td>
<td>SAT &amp; Subject Tests</td>
<td>October 9</td>
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<tr>
<td>December 5, 2015</td>
<td>SAT &amp; Subject Tests</td>
<td>November 5</td>
</tr>
<tr>
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<td>December 28</td>
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<tr>
<td>March 5, 2016</td>
<td>SAT only</td>
<td>February 5</td>
</tr>
<tr>
<td>May 7, 2016</td>
<td>SAT &amp; Subject Tests</td>
<td>April 8</td>
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<tr>
<td>June 4, 2016</td>
<td>SAT &amp; Subject Tests</td>
<td>May 5</td>
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ACT: 2015-16 Test Dates

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<th>Late Deadline*</th>
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<td>August 7</td>
<td>August 21</td>
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<tr>
<td>October 24, 2015</td>
<td>September 18</td>
<td>October 2</td>
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<tr>
<td>December 12, 2015</td>
<td>November 6</td>
<td>November 20</td>
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<td>February 6, 2016</td>
<td>January 8</td>
<td>January 15</td>
</tr>
<tr>
<td>April 9, 2016</td>
<td>March 4</td>
<td>March 18</td>
</tr>
<tr>
<td>June 11, 2016</td>
<td>May 6</td>
<td>May 20</td>
</tr>
</tbody>
</table>

*Both the SAT and the ACT charge an extra fee for late registration.
Types of Admissions

Each college and university has its own admissions policy. When choosing a school, make sure that you are aware of each individual school’s policy and admission schedule. To find out which type of admissions a school has, refer to the college’s undergraduate catalog.

- **Rolling** – Rolling admission is a policy used by many colleges in the United States to admit freshmen to undergraduate programs. Under rolling admission, a candidate is invited to submit his application to the university anytime within a large window of time. The window is usually over six months long. The university will then review the application and notify the applicant of their decision within a few weeks from submission. Massachusetts College of Liberal Arts, University of Massachusetts – Lowell and Suffolk University all are rolling admissions schools. University of Massachusetts – Dartmouth has rolling admissions for many programs except Nursing, Biology and Psychology.

- **Early Action** – Early action plans are non-binding. Students receive an early response to their application, usually in January or February, but do not have to commit to the college until the normal reply date of May 1st. Students are also able to apply to other colleges under regular admission plans. Many Massachusetts colleges offer early action plans such as Assumption College, Emerson College and Northeastern University. Examples of colleges in Rhode Island include, Salve Regina University and Rhode Island School of Design.

- **Early Decision** – Early decision, like early action, is an accelerated application process in which students typically must complete their applications in November. In most cases, a student will receive a decision from the college before the New Year. Early decision is binding. If admitted, a student must attend the school or lose a sizable enrollment deposit. If accepted, a student must withdraw all other college applications. Because of the restrictions placed on applicants applying through early decision, a student should not apply early unless he or she is 100% sure that the college is the best choice. Some colleges that offer early decision are Brandeis University and Boston University.

- **Early Admission** – This method is also called dual enrollment, as it allows exceptional students to enter college before they graduate high school. Not all colleges and universities offer these programs. Boston College is an example of a college which allows early admission for some of their programs.
What Is MassTransfer?

**MassTransfer** has two main purposes:

1) **To provide community college students who complete associate degrees** and enroll in linked MassTransfer programs with the full transfer of credit, guaranteed admission, and a tuition discount (**each based on final GPA**); and

2) **To provide any student in the Massachusetts public higher education system** who completes the MassTransfer Block with the benefit of satisfying the general education/distribution/core requirements at any other public higher education institution (with the receiving institution able to add no more than six additional credits or two courses).

MassTransfer program can be accessed through Bristol Community College. For more information please contact BCC at (508) 678-2811 ext. 2234 or visit [http://www.bristolcc.edu/students/transfer/index.cfm](http://www.bristolcc.edu/students/transfer/index.cfm)

**College Placement Exams**

All Massachusetts state colleges and universities require incoming students to take a College Placement Test (CPT) upon admission to their programs. The CPT given, called the Accuplacer has been available to all students in advance here at Diman, especially for those students involved in the Dual Enrollment opportunity. Any student who has not taken the Accuplacer should see their Guidance Counselor if they wish to take the test early in their senior year.

**Dual Enrollment**

Dual Enrollment is a statewide program offering high school students the opportunity to complete college level work and earn college credits while attending high school. Specific criteria for eligibility include having a GPA of 2.5 in high school and maintaining a 3.0 GPA for all college courses taken. The student must also pass certain sections of the Accuplacer, which is proctored at Diman at certain points throughout the year.

*NEW PAYMENT POLICY*

Courses are offered at no tuition cost to the student, **ONLY if they receive free or reduced lunch. Students paying full-price for lunch must now pay the full cost of the class. Textbook expenses are also the responsibility of the student. The program allows students to take one free course per year starting January of their freshman year including the summer semester. Students are encouraged to consult their Guidance Counselor if interested, and also throughout the course if any difficulties arise.*
College Visits

College visits are one of the most important aspects of choosing the right college. The college may be top rated and have an excellent program for the students major, but if the student doesn’t feel comfortable on campus, they may not be successful. There are several types of college visits:

- **Open House**—open houses are great opportunities for juniors to get a feel for college. Large group tours are conducted, and sessions with admissions and faculty representatives are usually held in a lecture format. Open houses are not personalized, but are a good chance to get a basic feel for the college. Some colleges will even offer an application fee waiver for attending. Open houses are usually available in late summer and the fall.

- **Individual Tour**—led by a current student, these visits are more personalized and provide an opportunity to get your questions answered. During an individual tour, you can also schedule to have an interview with admissions and speak directly with faculty or department heads. Individual tours also show “demonstrated interest”, which may help when admissions decisions are made.

- **Overnight Visit**—overnight visits are an opportunity to spend the night with a host student from the university, sleep in a dorm room, attend class, eat in the dining hall, and experience college life. Overnight visits are recommended once you’ve applied and narrowed down your choices to about three, and usually occur in early spring.

**What Should I Do On A Visit?**

- Eat in the dining halls – be sure you understand the meal plan options available to you
- Visit the FRESHMAN dorms and see a typical room – don’t just visit the fancy senior dorms that they showcase on the tour
- Try to attend a class in your major – it will give you an opportunity to experience what college level courses are all about
- Visit the career development center – find out job placement rates for your major, and how the school assists their graduates in getting a job once they graduate
- Visit the academic advising center – they will have key information, such as who your advisor is, how to register for classes each semester, how to get an internship, and much more
- Talk with students and faculty members – in most cases, they will give you a more realistic perspective on the school than admissions personnel will
- Visit the surrounding community – most freshman take 15 hours of class a week; where will your student be hanging out when they’re not in class?
- Visit the health center – find out what services are provided and the fees
- Speak with a housing representative – find out how long you can live in the dorms and if you can have a car on campus.
**The Application Process**

**Applications**
- You can request them from the college, apply online or ask your guidance counselor for assistance.
- Most colleges prefer that students apply online. Some colleges have eliminated paper applications and you can only apply online. Some colleges will even waive the application fee if the student applies online.
- Consider using the Common Application if the schools you are applying to accept it. Go to www.commonapp.org for more information.

**When to Apply**
- College deadlines vary and some schools having rolling admissions. Competitive and popular programs fill up fast, so applications to these programs should be filled out earlier (ex. nursing programs). Always check the application and adhere to the deadline!

**Filling out the Application**
- If applying online, be sure to print a confirmation page stating that your application has been sent. PLEASE NOTE: You are not done applying! Once the online application is complete, **you must fill out a transcript request form** (see sample page 31) in the guidance office so that transcripts and teacher recommendations (if necessary) can be sent. Without an official transcript, your application will be incomplete.
- If applying via paper, take your completed application and attachments to guidance to be reviewed. The guidance office will send all application materials out in one mailing and will ensure all pieces of your application are kept together. Make sure that you allow plenty of time for the guidance office to complete your application: do not bring it in the day before it is due!
- Once you decide on what school you attend, you must notify the guidance department so a final transcript can be mailed to the college once you have graduated.

**Additional Information**
- College applications often require more than just the application itself. Making a checklist of what each school requires is a good way to stay organized. In general, college applications will require:
  - The application
  - Payment (check or credit card)
  - Teacher recommendations
  - High school transcript
  - Personal essay (not required for all schools)
  - SAT/ACT official score results (must be sent via the collegeboard and/or ACT websites)

You may also send additional information that you feel would be helpful in assessing you as a potential student. This may include a resume of activities and leadership experience or a personal statement if an essay is not required. Remember, you are selling your most important commodity: yourself!

**Teacher Recommendations**
- Request teacher recommendations as early as possible! Please give at least two week’s notice for them to complete your letter. It may also be helpful to give the teacher a copy of your resume or complete a “Brag Sheet” listing your accomplishments, see example page 30. Copy available in guidance. It’s also important to notify teachers of college application deadlines so they know when their letter needs to be completed by.
- PLEASE NOTE: Do not assume that a teacher will write you a positive letter of recommendation. Ask the teacher before they write the recommendation if they will recommend you highly. It is always a good idea to get a recommendation from a teacher in the field that you are entering and follow up with a thank you note to the teacher.
Helpful Information for College Applications

Diman Regional Vocational Technical High School
251 Stonehaven Road
Fall River, MA 02723
508-678-2891 Guidance ext. 1500 or 1510

Lois Miller, Director of Guidance ext. 1250 lmmiller@dimanregional.org

School Counselors:

<table>
<thead>
<tr>
<th>Counselor</th>
<th>Assignments:</th>
<th>Phone ext.</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Ferreira</td>
<td>EL, ET, MF, MT</td>
<td>1480</td>
<td><a href="mailto:jferreira@dimanregional.org">jferreira@dimanregional.org</a></td>
</tr>
<tr>
<td>Mr. Graf</td>
<td>DR, BP, HV, PL, CC</td>
<td>1290</td>
<td><a href="mailto:dgraf@dimanregional.org">dgraf@dimanregional.org</a></td>
</tr>
<tr>
<td>Mrs. Ditata</td>
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<td>1520</td>
<td><a href="mailto:bditata@dimanregional.org">bditata@dimanregional.org</a></td>
</tr>
<tr>
<td>Mr. Silva</td>
<td>AC, AT, CA, GS</td>
<td>1550</td>
<td><a href="mailto:esilva@dimanregional.org">esilva@dimanregional.org</a></td>
</tr>
<tr>
<td>Ms. Thomas</td>
<td>Grade 9</td>
<td>1530</td>
<td><a href="mailto:ethomas@dimanregional.org">ethomas@dimanregional.org</a></td>
</tr>
<tr>
<td>Mrs. Hetzler</td>
<td>At-Risk counselor</td>
<td>1460</td>
<td><a href="mailto:mhetzler@dimanregional.org">mhetzler@dimanregional.org</a></td>
</tr>
</tbody>
</table>

Guidance Secretaries:

Amy Canuel and Colleen Dufresne x 1510/1500

Diman’s CEEB Code (College Entrance Examination Board): 220-795

Important Dates To Keep in Mind:

Tuesday, October 20th at 6:00 Diman will be holding a Post-Secondary Planning Night for parents who need some guidance with their child’s plans after high school graduation. There will be representatives present from guidance, the co-op program, and the military.

Thursday, October 29th at 1:00 is Diman’s annual College-Career fair, held in the gymnasium. Last year, we had over 40 institutions present to help guide students through their post-secondary planning. All senior students present in the building are required to attend, and parents are welcome to come!

Tuesday, December 1st at 6:00 a representative from Massachusetts Educational Financing Authority (MEFA) will be at Diman to do a presentation for parents and students. They will be available to help answer any questions you might have about filling out the FAFSA form, scholarships, and other forms of financial aid.
Financial Aid

Types of Financial Aid:

1. **Loans** – money from federal sources and banks which must be repaid with interest. Consider student loans only after you have researched all the sources of free financial aid. Consider all the loan programs available, and compare all your options before making a final decision. Only consider alternative/private loans as a last resort.

2) **Work Study** – a program within a college/university that allows the student to work on campus and receive money; NOTE: money is not given up front or taken off of your tuition; the student is paid depending on when and if they work

2) **Grants & Scholarships** – Gift aid that does not have to be repaid, and may include federal grants, scholarships and tuition waivers from the Commonwealth of Massachusetts, institutional aid based on merit or financial need, and local scholarships.

NOTE: The guidance office lists scholarships on our website as they become available. Scholarship applications are available in the guidance office. Also, check with colleges to see what scholarships are available. Be sure to check early and often, as scholarship deadlines begin in September, and new scholarships arrive weekly.

How do I Apply for Financial Aid?

One of the first steps in the financial aid process is to file a Free Application for Federal Student Aid (FAFSA) form. The FAFSA will ask information regarding both the student and the parent’s last year’s taxes. The FAFSA cannot be filled out before January 1 of the student’s senior year. While the federal filing date deadline is in May, many colleges and universities require that the FAFSA be filed before May. Check with each college to find out their deadline. Some private universities may have their own supplemental forms or you may be required to fill out a College Scholarship Service (CSS) Financial Aid Profile. The CSS Profile is an application and service offered by the College Board that is used by some colleges and universities to award their own private financial aid. Students pay a fee to send reports to colleges and universities. More information is available at www.collegeboard.com

Why is the FAFSA Form Necessary?

The federal and state government uses a needs analysis formula to decide who receives what money, and the FAFSA is used to collect all of the required data. Once the FAFSA is filed, the information will go to the federal government, the state government, and each individual college. Colleges will use this information to provide you with an aid package.

Where Can I Find More Information?

Each year, Diman Regional Vocational Technical High School holds a Financial Aid Night hosted by MEFA the Massachusetts Educational Financing Authority, experts in the financial aid area. They will present parents and seniors with useful information on how to finance your student’s post-secondary plans. Check the guidance web page for the date and time and plan on attending. Here are a few other places where you can find information:

www.pin.ed.gov      www.salliemae.com
www.finaid.org      www.fastweb.com
www.mefa.org        www.collegeboard.org
www.schoolsoup.com
How is College Different from High School?

It's important to be knowledgeable and open about the realities of the college experience. These lists—covering personal freedom, classes, instructors, and studying—are not meant to be discouraging or overwhelming but are intended to help prepare you for the ways in which college is different from high school. Use this information to help you plan for and advocate for your individual needs in college.

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<tr>
<th>HIGH SCHOOL</th>
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<tbody>
<tr>
<td>High school is mandatory and free (unless you choose other options).</td>
<td>College is voluntary and expensive.</td>
</tr>
<tr>
<td>Your time is usually structured by others.</td>
<td>You manage your own time.</td>
</tr>
<tr>
<td>You need permission to participate in extracurricular activities.</td>
<td>You must decide whether to participate in extracurricular activities.</td>
</tr>
<tr>
<td>You need money for special purchases or events.</td>
<td>(Hint: Choose wisely in the first semester and then add later.)</td>
</tr>
<tr>
<td>You can count on parents and teachers to remind you of your responsibilities and to guide you in setting priorities.</td>
<td>You need money to meet basic necessities.</td>
</tr>
<tr>
<td>You will usually be told what your responsibilities are and corrected if your behavior is out of line.</td>
<td>You will be faced with a large number of moral and ethical decisions you have not had to face before. You must balance your responsibilities and set priorities.</td>
</tr>
<tr>
<td>You will be regarded as old enough to take responsibility for what you do and don't do, as well as for the consequences of your decisions.</td>
<td>You’ll be regarded as old enough to take responsibility for what you do and don't do, as well as for the consequences of your decisions.</td>
</tr>
<tr>
<td>Each day you proceed from one class directly to another.</td>
<td>You often have hours between classes; class times vary throughout the day and evening.</td>
</tr>
<tr>
<td>You spend 6 hours each day—30 hours a week—in class.</td>
<td>You spend 12 to 16 hours each week in class.</td>
</tr>
<tr>
<td>Most of your classes are arranged for you.</td>
<td>You arrange your own schedule with the help of your academic adviser. Schedules tend to look lighter than they really are.</td>
</tr>
<tr>
<td>You are not responsible for knowing exactly what you need to take to graduate.</td>
<td>Graduation requirements are complex, and differ for different majors. You're expected to know those that apply to you.</td>
</tr>
<tr>
<td>Teachers check your completed homework.</td>
<td>Instructors don’t always check completed homework, but they'll assume you can perform the same tasks on tests.</td>
</tr>
<tr>
<td>Teachers remind you of your incomplete work.</td>
<td>Instructors are not obligated to, and may not remind you of incomplete work.</td>
</tr>
<tr>
<td>Teachers approach you if they believe you need assistance.</td>
<td>Instructors are usually open and helpful, but most expect you to initiate contact if you need assistance.</td>
</tr>
<tr>
<td>Teachers are often available for conversation</td>
<td>Instructors are not always available; you are to see them during office hours.</td>
</tr>
</tbody>
</table>
The ASVAB

The Armed Services Vocational Aptitude Battery is offered to students in grades 11 or 12 at Diman. It is a tool to assist students in discovering how their aptitudes and interests meet various careers within the military as well as in any civilian job. The military is becoming much more competitive in their selection, so interested students should take this assessment seriously and meet with a recruiter to find out more about whether they are a good fit.

The guaranteed training and travel opportunities, signing bonuses and college-savings possibilities available in the military are determined by a student’s score on the ASVAB. The ASVAB is a group of tests designed to measure your ability to be trained in certain military occupations. The tests are General Information, Numerical Operations, Attention to Detail, Work Knowledge, Arithmetic Reasoning, Space Perception, Mathematics Knowledge, Electronic Information, Mechanical Comprehension, General Science, Shop Information, and Automotive Information.

Your composite ASVAB score is expressed in “percentile” form – which is a comparison of your performance with that of a representative sample of other students who have taken the test. Students with higher percentile scores will have more options than those with lower scores.

Taking the ASVAB does not obligate you to the military in any way. You are free to use your test results in whatever manner you wish. Additionally, ASVAB results will not be used to enter your name in any draft registration system. You will, however, be required to sign a statement authorizing release of your test score to representatives of all the military services, and you will probably be contacted by a service member sometime before you graduate.

Selective Service Reminder: All males are required to register within 30 days of their 18th birthday (with late registration only available until age 26). Register online at www.sss.gov or at a local post office. You will become ineligible for federal jobs and student loans due to failure to register with the Selective Service.
The Armed Services

The guidance department has current information for each branch of the military and Reserve Officers’ Training Corps (ROTC) opportunities. Also, representatives of each branch of the military visit our high school each year. If your student is interested in military academies, the application process must begin junior year. For more information, please contact the following:

Local Recruiting Offices:

U.S. Air Force Recruiting Station  
1 Washington Street, Ste 4  
Taunton, MA  02780  
508-822-4404  
www.airforce.com

U.S. Marine Corps  
374 William S. Canning Blvd  
Fall River, MA  02721  
508-674-5553  
www.usmc.mil

U.S. Army Recruiting Station  
374 William S. Canning Blvd  
The Harbour Mall  
Fall River, MA  02721  
508-677-4139  
www.goarmy.com

U.S. Army Recruiting Station  
374 William S. Canning Blvd  
The Harbour Mall  
Fall River, MA  02721  
508-677-4139  
www.goarmy.com

U.S. Army Recruiting Station  
374 William S. Canning Blvd  
The Harbour Mall  
Fall River, MA  02721  
508-677-4139  
www.goarmy.com

U.S. Army National Guard  
33 Rodman Street  
Fall River, MA  02721  
508-958-9566  
www.goarmy.com  
www.facebook.com/arngfallriver

U.S. Navy Recruiting Station  
145 Faunce Corner Road  
North Dartmouth, MA  
508-999-2223  
www.navy.mil

U.S. Navy Recruiting Station  
145 Faunce Corner Road  
North Dartmouth, MA  
508-999-2223  
www.navy.mil

Academies:

U.S. Military Academy  
West Point, NY 10906  
Jonathan T. Belmont  
Northeast Region Commander  
Jonathan.belmont@usma.edu  
845-938-5721

U.S. Air Force Academy  
Denver, CO  80840

U.S. Merchant Marine  
King’s Point, NY  11024

U.S. Coast Guard Academy  
New London, CT  06320

ROTC:

Army ROTC  
Ft. Monroe, VA  23351

Commandant of the Marine Corp  
Academy Marine Corps  
Washington, DC  20380

Air Force  
Maxwell AFB, AL  36110
Entering the Work Force

Resume Writing

No matter what your child plans to do after graduation, they will need to know how to communicate effectively. One of the most important ways that your child will communicate is through the job application process. Knowing how to write a cover letter and a resume are necessary skills for advancement in any vocation. Remember that a resume won’t get you a job, but it will get you an interview.

There is no “right” way of creating a resume. Be unique and allow your personality to show, but remember to be professional at all times. Use a font that is professional and easy to read. When describing your work and related experiences, use action words, such as “aided”, “demonstrated”, “monitored”, and “utilized”. Also, use short phrases to describe your experiences, not complete sentences. If you need to provide references, ask for permission before you use someone’s name and contact information. Finally, have several people proofread your resume for spelling, formatting, and grammatical errors.

When you’re ready to print, don’t use regular copy paper. Print on resume paper, which can be purchased at Wal-Mart, Staples, Office Max etc. Resume paper is heavier, colored, and may even have a granite or marble design. On page 19 and 20 there is a worksheet that will help you in writing your resume. A sample resume can be found on page 21. Please remember that these are samples and should not be copied.

Cover Letter

Before a prospective employer reads your resume and application, they will read your cover letter. Cover letters are an important part of your application package, as they spark interest and make the employer want to read your resume. More than just what’s on the resume, your cover letter is more personable and should link together your skills and how they will be of benefit to the employer.

Be sure that the cover letter is addressed to whoever is responsible for hiring new employees. Cover letters are generally three paragraphs. Paragraph one is used to tell the employer why you are writing. Paragraph two is your opportunity to sell your product, which is yourself! Describe how your skills and experiences relate to the requirements of the position that you are applying for. Paragraph three describes the next step, which is an interview. A sample cover letter is on page 22. Please remember that these are samples and should not be copied.

The Interview

Now that you have made it past the cover letter and resume stage, you are ready for the interview. Relax. Take a deep breath. It’s normal and expected that you are nervous, and the best way to deal with anxiety is to be prepared. By following these tips, you will be well on your way to your new job!

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1 Information for the Entering the Work Force section of this guide was used with permission from Bloomsburg University. The information was taken from Bloomsburg University’s Job Search Guide.
Interviewing Tips

- Be sure of the appointment time and location and try to arrive 15 minutes before your appointment. The best way to lose your opportunity is to show up late.
- First impressions count! Dress professionally, have a firm handshake, and be confident!
- You only have 20 –30 minutes in an interview, so make the most of your time. The interviewer will want to know about you, what your future goals are, what you can bring to the company, and the experiences that you’ve had in the past that will make you an ideal candidate for the position you are interviewing for.
- Bring letter(s) of recommendation if you have them and extra copies of your resume.
- Be sure that you know a lot about the employer: what is your prospective employer in charge of, how large is the company, how long has the company been around, who are the top individuals in the company, and any current or local issues pertaining to the company.
- Don’t appear to be a know-it-all. You’re trying to get a job, not re-structure the organization!
- The most important thing that you can do is to be yourself. Be relaxed, but enthusiastic. Remember: whoever interviews you sat in the same seat that you’re sitting in at some point!

Sample Interview Questions You may be Asked:

- Tell me a little bit about yourself.
- Why did you choose this field to work in?
- What are some of your strengths? Your weaknesses?
- Can you give me an example when you had to deal with a difficult situation at work?
- What kind of leadership roles have you had, what where the challenges associated with the role? Provide examples from past work experience?
- What can you tell me about our organization/company?
- What are your career goals and how does this current role play into those plans?
- What will you bring to our company?
- Why should we hire you?

Follow Up Email/Thank you

A follow up email and/or thank you card or note is extremely important. Sending a note after your interview is an added element that may help your employment opportunities. Even if you do not get the job that you applied for, a thank you email or card may help to keep your name fresh in the employer’s mind. Remember to make the note personalized to your interview. A sample follow up letter is on page 23. Please remember that this is a sample and should not be copied.
Appendix

Resume Worksheet²

Use this page to help you put together the information you’ll need to compile your résumé.

1. Name: _______________________________________________________________
   Address: ________________________________
   Phone number: ______________________  Email: ___________________________

2. Education
   High school name: _____________________________________________________
   High school address: ___________________________________________________
   GPA (if “B” average or higher): _________  Rank (Example – top third): _____________
   Expected graduation date: _______________________________________________
   List and describe courses of special interest and/or special programs you’ve
   participated in: _______________________________________________________
    _____________________________________________________________________
   List the skills you’ve acquired in those classes: ____________________________
    _____________________________________________________________________

3. Employment (for each position, list or describe)
   Your employer, dates worked, and your position: _____________________________
    _____________________________________________________________________
   Your job responsibilities and promotions: _________________________________
    _____________________________________________________________________
   The skills you’ve developed: ___________________________________________
    _____________________________________________________________________
   Your accomplishments (give a concrete example of each): ____________________
    _____________________________________________________________________

² This worksheet reproduced from Futures ’99 with permission from Scholastic Inc.
Favorable comments by employers and/or awards: ____________________________

4. **Volunteer Work** (for each position, list or describe)
   
The organization and your volunteer duties: __________________________________

   __________________________________________

   The skills you’ve developed: ____________________________________________

   __________________________________________

   Your accomplishments (give a concrete example of each): __________________________

   __________________________________________

5. **Activities**
   
   List extracurricular activities or school-related projects: ________________________

   __________________________________________

   List computer / software-program and Internet experience and skills: _____________

   __________________________________________

   List awards and notices of recognition for activities and achievements: ____________

   __________________________________________

6. **Other**
   
   List your other special skills (example: language proficiencies, problem-solving, and leadership skills): ____________________________________________

   __________________________________________

   Describe any experiences that highlight these skills or abilities: ________________
John M. Smith
10 Somewhere Street | Fall River, MA 02721
Phone: 555-555-5555
Email: jsmith@aol.com

Education

Diman Regional Vocational Technical High School
Fall River, MA
2006- Present

Auto Collision Training Program
- Dent Work
- Spray Painting | Spraying Techniques
- Fiberglass Repair
- Sanding Methods: Wet, Dry and Power
- Welding Operation
- Repair Rusted-out Panel
- Safety Practices

Certification

10-hour OSHA Safety Card | General Industry Safety & Health | March 2009

Professional Experience

Salvation Army (Holiday Season)
Fall River, MA
November 2007 - December 2009
Bell Ringer

Awards & Recognition

John & Abigail Adams Scholarship Award | 2009
Prolific Leader Award | Diman Regional Vocational Technical High School | 2008-2009
First Place (Bodywork & Paint) | Diman Regional Vocational Technical High School Trade Fair | 2009
Second Place (Bodywork & Paint) | Diman Regional Vocational Technical High School Trade Fair | 2009
Prolific Leader Award | Diman Regional Vocational Technical High School | 2007-2008
Distinguished Student Award in English | Diman Regional Vocational Technical High School | 2007-2008
Distinguished Student Award in English | Diman Regional Vocational Technical High School | 2006-2007

Community Service

Salvation Army
Youth Council | 2007 | Worked with kids
Soup Kitchen
2009 | Served the needy

Extracurricular Activities

SkillsUSA Massachusetts | September 2006 – Present
Tradesmen Newspaper | September 2007-Present
Literary Magazine | September 2008-Present
Sample Cover Letter

March 15, 2016

Mr. Andrew Michaels, Director
Gillette Corporation
98 Get Better Blvd.
Boston, MA  02722

Dear Hiring Manager,

I am writing this letter to formal express my interest in your position Lead CNC Operator located in Fall River, MA that I recently viewed on Indeed.com.

Currently, I am employed with Gillette in Fall River, Massachusetts. In this role I am responsible for milling, blueprint reading, accurate measurements, and assembly of products. I am also responsible for ensuring all safety protocols and procedures are followed by OSHA standards. In addition, I provide new employee training and education during the orientation process. I also initiated new procedures and processes to enhance the safety and performance of my position.

Prior to working at Gillette I was employed with ABC Manufacturing, in which I was responsible for various aspects of the manufacturing process. In this role I gained valuable experience in streamlining the manufacturing process utilizing CNC machines. I believe that my experience and education would be an ideal fit for your organization and the position that you are looking to fill.

I have attached my resume for review, should you have any questions or concerns; please feel free to contact me. I would like to thank you for taking the time and consideration in reviewing my application.

Sincerely,

John Doe
Sample Follow Up Email

Dear Hiring Manager(s):

Thank you for taking the time to meet with me for the position of CNC Machinist located in your Fall River, MA facility.

After speaking with you and your staff I strongly feel that my skills would be an ideal match for your organization.

Should you have any further questions or concerns, please feel free to contact me via email, email@gmail.com or via cell phone, 508-555-5555.

I look forward to hearing from you soon.

Sincerely,

John Doe
For Parents: What is Career Cruising?

Career Cruising is an Internet-based career exploration and planning tool for your son or daughter to explore career and college options and develop career plans. Career Cruising can be accessed from school, home, or wherever your son or daughter has access to the Internet. Features of the program include:

- **Interest and Skills Assessment** - a world-renowned career development tool to help people identify suitable career options based on their interests and skills.

- **Career Profiles** - thorough and up-to-date information about hundreds of different occupations, including direct links between careers and related college programs.

- **Multimedia Interviews** - interviews with real people in each occupation, which add depth and realism to career profiles.

- **College and Financial Aid Information** - comprehensive college and financial aid information, with a number of useful search tools to help students find the right college and the right scholarships.

- **Electronic Career Portfolio** - available online, so students can develop their education and career plans from wherever they access Career Cruising.

- **Resume Builder** - integrated with the portfolio to help students format and print professional-looking resumes quickly and easily.

To find out more about Career Cruising, we encourage you to login using the school's access information:

- **Login at**: www.career cruising.com
- **Enter your school's username**: DIMANC
- **Enter your school's password**: VOCTECH
- **Click on "Start Career Cruising" to begin**

Career Cruising
The Complete Guidance System
Goals

- To help the reader get to know you. The essay is a peek into your personality
- To illustrate your uniqueness
- To enable the reader to evaluate your writing
- To help the reader create a full picture of you.

How to Write

- Decide your message based on theme
- Write as if you are brainstorming – then revise
- Spend as much time thinking as you do writing
- If you get stuck, brainstorm with someone else
- If you write about an activity or an experience, focus not on how good you are or what you have accomplished, but what it means to you
- Don’t ask yourself or anyone else “What should I write about?” The appropriate question is, “What should I tell them about me?” Ask someone to read it. Ask them what they think it tells them about you

General Guidelines

- Length: Conform to guidelines within reason; if guidelines are not given, one page single-spaced or two pages double-spaced
- Use your own voice
- It is ok to use humor within an essay, but be cautious. What you think is funny someone else may not
- Spelling: There is no excuse for spelling errors.
- Avoid overly familiar quotations or definitions
- Travelogues, Outward Bound, Mountain School, Death – all need a personal, fresh perspective. Anything is OK if approached in a unique way
- Don’t repeat lists of activities
- Don’t let Mom or Dad or anyone else write your essay
- Think Small – anecdotes and rich detail work
- Dialogue works
- Don’t write about writing, SATs or the college process unless your approach is unique
- Accentuate the positive – even in a painful experience
- Don’t write a traditional introductory paragraph, get to the point quickly. The first few sentences are critical and must engage the reader
Sample Trade Schools

Bay State School of Technology  www.baystatetech.com
225 Turnpike Street, Route 138, Canton, MA 02021  (781)-828-3434
- Electronics Technician Certification; Appliance Repair; Commercial HVAC/R; Computer Training

Benjamin Franklin Institute of Boston  www.bfit.edu
41 Berkley St Boston, MA 02116  (617)-423-4630
- Architectural Technology; Automotive Technology; Computer Technology; Electrical Technology; Electronics Engineering, HVAC/R; Optician; Optician Assistant

Diman School of Practical Nursing  lpn.dimanregional.org  (508)672-2970
- Both full-time and part time options toward becoming a Licensed Practical Nurse

ITT Technical Institute  www.itt-tech.edu
333 Providence Highway Route 1 Norwood, MA 02062  (781)-278-7200
- Offers associate and bachelor degree programs in School of Information Technology, School of Drafting and Design and School of Electronics Technology

Le Cordon Bleu College of Culinary Arts  www.lecordonbleu-boston.com
215 First Street Cambridge, MA 02142
- Culinary Arts; Patisserie and Baking

Lincoln Technical Institute  www.lincolnedu.com
622 George Washington Highway Lincoln, RI 02865  (401)-334-2430
365 Westgate Drive Brockton, MA 02301  (508)-941-0730
- Cosmetology; Hair Design; Dental; Medical Assisting; Medical Administration; Pharmacy Technician; Massage Therapy; Computer Networking

New England Institute of Technology  www.neit.edu
2500 Post Road Warwick, RI 02886  (401)-467-7744
- Offers associate and bachelor degrees in over 35 different programs

Porter and Chester Institute  www.porterchester.com
5 Campanelli Circle Canton, MA 02021  (781)-830-0350
- Administrative Health Specialist; Automotive Technology; CADD (Computer Aided Drafting and Design); Computer and Network Technology; Dental Assisting; Electrician (Industrial, Commercial & Residential); HVAC/R (Heating, Ventilation, Air Conditioning & Refrigeration); Medical Assisting

Sanford-Brown  www.sanfordbrown.edu
85 Garfield Avenue Cranston, RI 02920  (401)-824-5300
126 Newbury Street, Boston, MA 02116  (617)-578-7100
- Cardiovascular Sonography; Diagnostic Medical Sonography; Dialysis Technology; Medical Assistant; Medical Billing and Coding; Pharmacy Technician

The Salter School  www.salterschool.com
82 Hartwell Street, Fall River, MA 02720  (508)-730-2740
950 Kings Highway New Bedford, MA 02745  (774)-328-3500
- Massage Therapy; Health Claims Specialist; Professional Medical Assistant, Pharmacy Technician; Legal Office Assistant
College Planning Timeline

**Junior Year**

- **Fall**
  - Begin your college search
  - Take the PSAT / NSMQT exam in October
  - Students interested in military, sign up for the ASVAB in October
  - College Day at Diman, attend local College fairs (check our website)

- **Winter**
  - Consider your senior course electives that support your career goals
  - Meet with guidance counselor and review PSAT results
  - Develop a list of colleges and majors that you’re interested in
  - Continue to research college options on [www.careercruising.com](http://www.careercruising.com)
  - Register in February for the March or March for the May SAT at [www.collegeboard.org](http://www.collegeboard.org)

- **Spring**
  - Meet with your guidance counselor to discuss colleges and majors
  - Apply for internships and summer programs that fit your career goals
  - Go visit colleges during Spring Vacation
  - Review/study for SAT’s

- **Summer**
  - Visit college campuses attending open houses
  - Begin requesting information from majors and programs within the colleges you are interested in
  - Register for the October SAT in August
  - Review/study for SAT’s
  - Begin to outline college essays

**Senior Year**

- **Fall**
  - Begin writing your college application essay
  - Attend College Day at Diman and other local college fairs
  - Request teacher recommendations
  - Register in September for November SAT’s
  - Meet with your guidance counselor to help finalize future plans
  - Be aware of college application deadlines and send applications prior to deadline.
  - Be aware of financial aid forms necessary and deadlines.
  - Complete the transcript release form located in PPS which allows us to forward your grades to the colleges you are applying to

- **Winter**
  - File the FAFSA and begin to secure additional financial aid (January 1st)
  - Begin completing scholarship applications
  - Finish applying to colleges on your list

- **Spring**
  - Inform colleges of your admissions decisions by their deadline.
Union Contacts

Asbestos Workers Union Local 6
Committed to providing an adequate supply of trained insulation mechanics with the competitive skills necessary to meet industry needs now and in the future.
   303 Freeport Street
   Boston, MA 02122
   http://insulatorslocal6.com/
   Representatives: Mark O'Toole

Carpenters Union Local 1305
   239 Bedford Street
   Fall River, MA 02723
   http://www.carpenterslocal1305.com/home.html
   Representatives: Daniel Rego, Union Organizer/Ronald Rheaume, Business Manager

International Brotherhood of Electrical Workers
Represents approximately 725,000 members who work in a wide variety of fields, including utilities, construction, telecommunications, broadcasting, manufacturing, railroads and government.
   PO Box 1238
   Lakeville, MA 02347
   http://www.ibew.org/
   Representatives: Doug Nelson, Business Agent

Northeast Regional Council of Millwrights
A merging of the local 1121 and 1891 millwright unions; builders and planners of mills and milling machinery.
   90 Braintree Street
   Allston, MA
   http://www.millwrightsne.org/about.asp
   Representatives: John Farren, Coordinator

Sheet Metal Workers Union
Local Union 17 out of Dorchester is now providing an apprenticeship program where Diman students can continue their education for five years while earning union wages.
   1181 Adams Street
   Dorchester, MA 02124
   http://www.smw17boston.org/
   Representatives: John Healy, Training Director/ Joe Bergantion, Business Agent
STUDENT RECOMMENDATION FORM

Name:___________________________________________  ID#__________  Shop/Week:______

Schools Applying to-

College 1:_______________________________  Application Deadline___________________

College 2:_______________________________  Application Deadline___________________

College 3:_______________________________  Application Deadline:__________________

Intended Major of Study: _______________________________

Ultimate Career goals:________________________________________________________________

Co-op Placement/Title/Duties:

_____________________________________________________________________________________

Certifications/Awards Received While In School (John & Abigail Adams Scholarship, First Aid, etc.):

_____________________________________________________________________________________

Extracurricular Activities (sports, clubs, volunteering, part-time work, etc.):

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Anything you feel sets you apart from other candidates:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

30