LETTER TO THE SENIOR

PROJECT REVIEW BOARD

One of the first impressions the Senior Project Review Board will have of you will come from this letter. The purpose of this writing is to give the Review Board an introduction to you as a whole person, beyond the work you have done on the Senior Project. They will be able to see you as a young adult with goals, interest, and opinions. When they hear you speak on Senior Project Presentation Night, they will most likely bring these insights into their understanding and consequent assessment of your presentation. This letter, therefore, must be in your best writing and must be a sincere expression of how you perceive certain aspects of yourself. Let YOU shine through!

The letter should include some of the following topics: family background, schooling, hobbies, goals, driving principles or passions, individual talents, handicaps, or unusual circumstances, experiences with the Senior Project or other intense learning activities.

Reflections on your education background and your high school years, expressions of regret or gratitude, or views on any subject that you think will give the Review Board useful information about you as a graduate are important and should also be included in your letter.

You will also introduce your senior project to the review board and give some background as to why you choose the project and possibly reflect on those things you have learned during the course of the project.

Finally conclude the letter with a thank you to the Review Board for their time in reading your portfolio and listening to your presentation.

**Type this letter and use a formal business letter format including a salutation and signature.**

# SAMPLE LETTER TO THE SENIOR PROJECT REVIEW BOARD – SEE NEXT PAGE.

February 1, 20\_\_

Dear Senior Project Review Board:

As a soon-to-be graduate of Fairfield Christian Academy, I will take this opportunity to tell you about some things that I learned this year. I learned the following: procrastination is not the answer, graduation is earned (not just given as an automatic ticket at the end of the senior year), and I can accomplish a lot more than I ever realized I could if I work hard and stay with it. These lessons will be very useful to me when I leave here and go on to further training and into the workforce.

I was not sure if I could make it through four years of high school and graduate. My family has moved around a lot, and I always felt behind in school. Whenever we would move into a new area, I would go to the nearest school, but often it was very frustrating. I would have to repeat something I had already learned or be confused because I came in during the middle of the unit. But it has always been important to me to get a good education because I want to have a productive life for myself and for my family in the future. I will be the only member of my family who has graduated from high school. They are very proud of me, and I am proud of myself.

The choice of my Senior Project on carpentry relates to my career goal. I want to be a master carpenter. I love wood and working with it. I can see myself making beautiful pieces of furniture and cabinets for new homes. Too many people these days do not appreciate the time and skill it takes to make quality furniture. I would like to draw their attention to the craft of carpentry. My family really appreciates my hard work in this area. In fact, my parents and brothers and sisters are currently fighting over who gets to keep the maple dresser I made for my project. I want to leave something of myself with them when I move so I gave it to them.

Although I had to cut back on my hours of work at a nearby restaurant to work on school assignments and projects this year, I am now very happy that I did. I found that I enjoyed researching about my career goal in carpentry, and I really gained a lot of satisfaction from making my maple dresser.

Thank you for taking the time to read my portfolio and for listening to my presentation. I hope you have found them interesting.

Sincerely,

Mark Sanders *(*Sign with blue/black pen)

Mark Sanders