

Career Tech High Essay Suggestions

You will be asked to attach an essay to this application addressing why you desire admission to the Mat-Su Career and Technical High School including skills, abilities, and/or attitudes you have to offer.

Your **HOOK** should be a quote that describes you, determination, and/or success.

The **BACKGROUND INFORMATION** can be about yourself, like your age, and what school you currently attend. This would also be a great spot to talk about sports and activities you are involved in and awards you have earned.

Your **THESIS** statement should be why you want to attend their school.

Your **1st paragraph** should include 3 "Skills/Competencies" from the first column of the *Want a Great Career?* sheet. Then give an example of how you show that skill or competency.

For example: One of my skills is in math computation. For example, I am currently taking Algebra and my MAPS score is 235.

Your **2nd paragraph** should include 3 "Work Attitudes" from the second column of the *Want a Great Career?* sheet. Then give an example of how you show that work attitude.

For example: I have an extremely positive outlook. I enjoy working with others to solve problems in my classes.

Your **3rd paragraph** should include 3 "Work Values" from the third column of the *Want a Great Career?* sheet. Then give an example of how you show that work value.

For example: My attendance and timelessness is excellent. Currently I have only two absences, because I was in basketball. I also turn in my homework on time.

Your **ALL in ALL and I BELIEVE** are your last chance to convince them that you are the best candidate for their school, so use this to show off your best qualities and SHINE!!!!

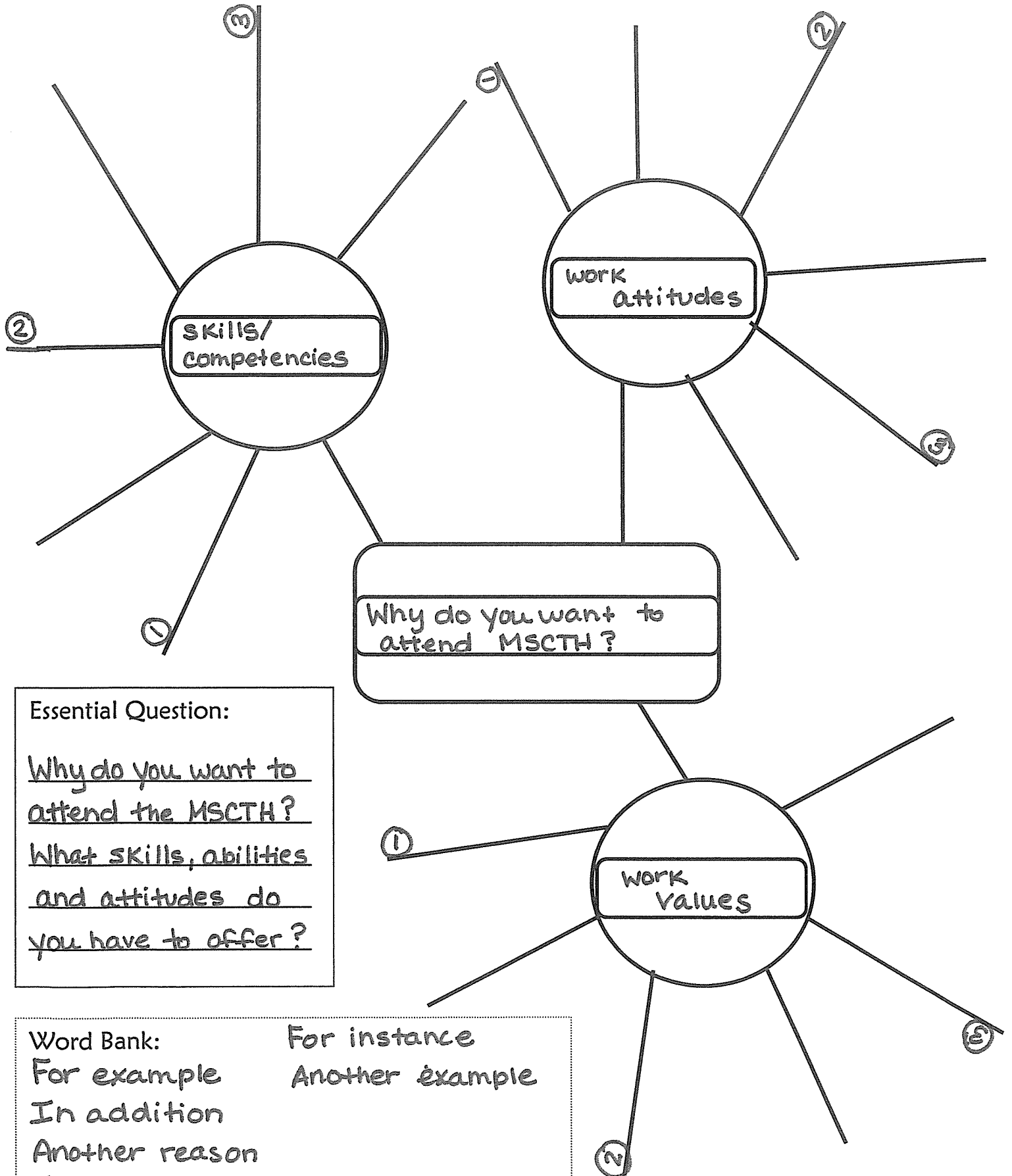
DO NOT just COPY the word and definition, you need to paraphrase (put into your own words).

WANT A GREAT CAREER?

Alaskan Employers Expect:

Skills/Competencies	Work Attitudes	Work Values (“Work Ethic”)
<p>Reading Able to comprehend written material and take appropriate action.</p> <p>Speaking Expresses ideas clearly and concisely to individuals and in groups; has good customer communication skills; gives clear directions.</p> <p>Writing Spells correctly; writes legibly; expresses ideas clearly and concisely; writes a business letter; & fills out forms properly.</p> <p>Listening Able to comprehend what is said and take action.</p> <p>Math Computation Able to apply basic skills with accuracy in action, subtraction, division, multiplication and use of fractions and percentages to accomplish work.</p> <p>Problem Solving Can identify source of problem; demonstrates good common sense; is creative and innovative.</p> <p>Information Management & Technology Able to use computers to process information; familiar with common technology applications & tools in the workplace.</p> <p>Knowing How to Learn Able to teach oneself new skills; able to seek and use new information appropriately.</p> <p>Applying What is Learned Possesses various skills including the more complex kinds of thinking, such as reasoning, analysis, and problem solving.</p> <p>Working with Others Able to work as a productive team member; able to share information.</p> <p>Business Process Eager to learn the principles of business.</p> <p>Looking for Work Able and confident to identify job opportunities, to complete a job application, to prepare a resume, and to promote himself/herself during an interview.</p>	<p>Responsible / Self-Disciplined Is a self-starter; is committed to and accountable for work assigned; does not just do the bare minimum to get the job done; is loyal to the employer.</p> <p>Willing to Learn/Pride in Doing a Good Job Is flexible, willing, and able to respond to charge in work assignments or learn new technology and new ways of doing things; is willing to do the job over until he/she gets it done right.</p> <p>Safety-Conscious Always thinks about safety in every aspect of the job; takes responsibility for his/her own actions and notices and corrects unsafe situations in the workplace; does not always have to be told to use safe procedures; concerned for the safety of others.</p> <p>Manages Stress and Personal Problems Deals with job pressures in a positive way; does not let personal problems interfere with getting the work done, either by being distracted at work or by failing to come to work or be on time.</p> <p>Positive Outlook Views the good in situations and works constructively to solve problems; has a positive self-image; is self-confident; sets personal goals.</p> <p>Follows the Rules Performs tasks in the prescribed manner; doesn't break rules but will help change rules if they should be changed.</p> <p>Good Team Member Shares information; works well and credits (praises) other workers; puts the team above personal interests.</p> <p>Respects Others Has good manners; shows common courtesy; appreciates multicultural diversity.</p> <p>Willing to Earn Reward Able to see long term results of efforts on the job and put in time and effort before expecting a promotion.</p>	<p>Honesty and Integrity Bases actions on a personally held set of values; can be trusted to follow the rules even when supervisors are not present; keeps his/her word.</p> <p>Good Manners Always shows courtesy and respect toward others.</p> <p>Accepts Advice, Supervision, Criticism Has high self-esteem and does what is asked; accepts criticism and uses it to improve.</p> <p>Dependability / Follow Through Works diligently to complete tasks, alerts supervisor to problems or delays so that there are no surprises about work not being done.</p> <p>Good Attendance / On Time Can be depended upon to be at work except for very good reasons, such as illness or death in the family; ready to begin work on time.</p> <p>Accuracy of Work / No Waste Is careful and avoids mistakes; if mistakes are made, will correct the errors; takes pride in work well done; holds high standards.</p> <p>Pride & Productivity in Work Shows initiative; is ambitious; figures out how to get the job done; works as efficiently as possible to get the job done – well.</p> <p>These critical skills, values, & attitudes were identified by CEOs, personnel directors, and other employer representatives, and revised by Alaska's Youth: Ready for Work, following review by parents, educators, students, & other community members.</p>

Bubble



Formal Outline

I. Introduction

Hook: _____

Background Information: _____

Thesis: _____

Order of Development: _____

II. Body Paragraph #1

Topic Sentence: *First of all*, I have the skills to do well at MSCTH.

① Support: _____

Support: _____

② Support: _____

Support: _____

③ Support: _____

Support: _____

Closing Sentence: *Truly,* _____

III. Body Paragraph #2

Topic Sentence: *Then my work attitudes will enable me to succeed in your high school.*

① Support: _____

Support: _____

② Support: _____

Support: _____

③ Support: _____

Support: _____

Closing Sentence: *Therefore,* _____

IV. Body Paragraph #3

Topic Sentence: *Finally*, my work values will enable me to thrive at MSCTh.

① Support: _____

Support: _____

② Support: _____

Support: _____

③ Support: _____

Support: _____

Closing Sentence: *Again*, _____

V. Conclusion

Restate Thesis: *All in all*, _____

Personal Opinion: *Finally*, I believe _____