



**L.O.G.I.C.**  
*Ladies Operating for Growth in Construction*

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<b>CATEGORY</b>	<b>% Weight</b>
Application Cover Letter	15
Resume	15
GPA	15
Essay	20
Construction Industry Related Awards/Activities/Leadership	20
School and Community Activities/Leadership/Service	15

**Attachment 1: Application Cover Letter**

**Application Cover Letter/Essay**

You should attach a cover letter that addresses your education, skills, and experience and how they will contribute to your success in your career and/or post-secondary education.

**Instructions:**

- Use both the instructions and the rubric with specific requirements to write your application cover letter.
- In the opening, give an introduction of yourself, including your school, your program, and your future. Include a statement of purpose for the letter.
- In the supporting paragraph(s), describe how your education, skills and experiences have impacted your future goals. Identify successes and accomplishments related to the construction field. Include specific details and examples of the technical (including mastery of specific tools and technology), academic (such as grades, courses, and attendance), and employability skills (teamwork, leadership, work ethic) you attained through your experiences.
- In the closing, include a statement of interest in the award and other statements to bring the letter to a clear conclusion. It should contain what the next step will be for you to reach your career goals, as well as a strong statement of appreciation and reasons for the applying for this award; i.e. why you need it and what you will do with it. The closing should also explain why you are a strong candidate for the award.

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<b>Category</b>	<b>Description</b>	<b>Points Awarded</b>
<b>Opening</b>	The opening contains a clear purpose/goal for writing the application cover letter. It contains an introduction of yourself, including your school, your program, and your future	<b>3</b>
	The purpose for writing the cover letter is somewhat clear in the opening statement.	<b>2</b>
	The opening is poorly written and/or is missing at least two of the required elements.	<b>1</b>
<b>Supporting Evidence</b>	Contains supporting details consistent with the purpose of the opening paragraph including the applicant's strengths, skills, knowledge, and personal/professional characteristics. <ul style="list-style-type: none"> <li>• Industry impact and accomplishments of student.</li> <li>• Potential future impact on applicant's career and education.</li> <li>• Identifies technical, academic, and employability skills</li> <li>• Includes specific details and examples of the technical (including mastery of specific tools and technology), academic (such as grades, courses, and attendance), and employability skills (teamwork, leadership, work ethic).</li> </ul>	<b>10</b>
	Provides most details consistent with the purpose of the opening paragraph to supporting the applicant as a strong candidate for the award but is missing at least one required element.	<b>8</b>
	Provides some details consistent with the purpose of the opening paragraph to supporting the applicant as a strong candidate for the award but is missing a few required elements	<b>6</b>
<b>Closing</b>	Closing is well written and explains why she would be a strong candidate for the award. It includes what the next step will be to reach her career goals, what the money would be used toward, as well as a strong statement of appreciation and reasons for applying for the award.	<b>3</b>
	Closing is written well but missing a few of the required pieces.	<b>2</b>
	Closing is vague and poorly written.	<b>1</b>
<b>Writing Skills, Mechanics, and Format</b>	The applicant uses a logical, effective organizational strategy and proper, precise language that is appropriate to the audience and the writing type. Writing represents consistent command of spelling, capitalization, punctuation, grammar, usage, and syntax. Format is professional.	<b>4</b>
	Progression from paragraph to paragraph and/or sentence to sentence is somewhat logical; sentence structure is somewhat varied; minor errors in mechanics and format that do not distract from the overall writing.	<b>3</b>
	Some details are not in a logical or expected order; multiple errors in mechanics and/or format.	<b>2</b>
	Numerous writing and mechanical errors.	<b>1</b>

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**Attachment 2: Resume**

Use the model resume provided and the headings with explanations below to create your resume. The resume is not restricted to one page.

*The following rubric will be used by the review committee to evaluate the overall presentation of the resume.*

<b>Pts</b>	<b>Grading Rubric</b>
10	<i>Format is easy to read, visually attractive, includes all the necessary elements, and is free of errors.</i>
8	<i>Format is easy to read, visually attractive, and includes most or all the necessary elements. There are minimal errors in mechanics.</i>
6	<i>Format is acceptable and includes most or all the necessary elements. There are some errors in mechanics.</i>
2	<i>Format is poor, although it includes most or all the necessary elements. There are errors in mechanics.</i>

**Name, address, and contact information**

**Career goal and summary of your skills and abilities**

**Relevant Skills/Certifications**

**Education**

**School name and graduation date**

**A. Overall Academic Record**

List your overall Grade Point Average

*The committee will use the unweighted GPA from the transcript that includes senior year first quarter grades and allocate points as described below.*

<b>Pts</b>	<b>Grading Rubric</b>
10	<i>Grade Point Average <math>\geq</math> 3.0</i>
8	<i>Grade Point Average <math>\geq</math> 2.5</i>
6	<i>Grade Point Average <math>\geq</math> 2.0</i>
0	<i>Grade Point Average <math>&lt;</math> 2.0</i>

**B. Construction Industry Related Awards/Activities/Leadership**

Outline your participation and leadership in specific construction industry-related awards, activities, and service. Include the year(s) of receipt/participation and include a brief description for each. You may also include work experience accomplishments from section D of this application:

- Construction Industry Related Awards
- Construction Industry Related Activities and Leadership
- Construction Industry Related Community Service



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<i><b>Pts</b></i>	<i><b>Grading Rubric</b></i>
15	<i>Demonstrated outstanding performance.</i>
14	<i>Demonstrated above average performance.</i>
12	<i>Demonstrated average performance.</i>
8	<i>Demonstrated below average performance.</i>
4	<i>Demonstrated poor performance.</i>

**C. School and Community Activities/Leadership/Service**

Outline your school and community activities and honors. Include the year(s) of receipt/participation, length of time/hours per week (if applicable), and include a brief description of each noting any leadership roles:

- Academic Awards
- Other Volunteer Activities, Service
- Clubs/Organizations
- Sports

*The committee may use the information provided in sections B and C to allocate points.*

<i><b>Pts</b></i>	<i><b>Grading Rubric</b></i>
10	<i>Very good to excellent contribution to school and/or community.</i>
8	<i>Good contribution to school and/or community.</i>
6	<i>Minimal contribution to school/community.</i>

**D. Work and Volunteer Experience**

List any paid or non-paid work experience (including volunteer work, work experience/internships, family farm or business, or other work-related experiences), dates worked, number of hours per week, and a description. Include a summary of duties describing what you accomplished using action verbs to describe the effect of what you did. You may use paragraph or bullet format. **Some of these may also be included in Section B of this application.**

*The following rubric will be used by the review committee to evaluate this section to include both the work experiences listed on the resume and construction industry experience.*

<i><b>Pts</b></i>	<i><b>Grading Rubric</b></i>
20	<i>Outstanding level of success in a paid or unpaid work experience as an employee/volunteer/student. Includes statement from supervisor.</i>
17	<i>Very good success as an employee/volunteer. Includes statement from supervisor.</i>
14	<i>Good success as an employee or student. Statement attached.</i>
10	<i>Minimal success as an employee or student. Statement attached.</i>



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**Attachment 3: Essay**

Prepare an essay that addresses the following:

- A. Which skills do you believe are the most important to achieve success in your area of interest?  
Describe how you can also use these skills to encourage women to enter the construction industry.
  
- B. How would the scholarship funds be used to further your education or career goals?

*The following rubric will be used by the review committee to evaluate the essay.*

<b><i>Pts</i></b>	<b><i>Grading Rubric</i></b>
10	<i>Format is easy to read, visually attractive, includes all the necessary elements, and is free of errors.</i>
8	<i>Format is easy to read, visually attractive, and includes most or all the necessary elements. There are minimal errors in mechanics.</i>
6	<i>Format is acceptable and includes most or all the necessary elements. There are some errors in mechanics.</i>
2	<i>Format is poor, although it includes most or all the necessary elements. There are errors in mechanics.</i>

**Attachment 4: Letter of Recommendation**

**This supervisor letter should be confidential.** Please include in a sealed and signed envelope to your completed application. Only one statement should be included. The letter should be from a teacher, counselor, or work supervisor. Volunteer work is acceptable.

**Attachment 5: Transcript: High School and/or Postsecondary Institution**

Please attach unofficial transcript obtained from your high school counseling or postsecondary office.



## **Sample of Construction Careers**

### **General Construction**

- Business Development
- Construction Manager
- Estimator
- Field Engineer
- Owner's Representative
- Project Engineer
- Project Manager
- Purchasing Agent
- Quality Control
- Scheduler

### **Subcontracting**

- Abatement
- Carpentry
- Cleaning
- Concrete, Masonry
- Commissioning Services
- Demolition
- Drywall, Plaster
- Electrical
- Excavation
- Fire Protection, Sprinkler Systems
- Flooring
- Heating, Ventilation, Air Conditioning
- Inspection Services
- Landscaping
- Painting
- Plumbing
- Roofing, Insulation, Siding
- Site Utilities
- Structural Services

## **Sample of Construction Careers (Continued)**

### **Design**

- Acoustical Engineer
- Architect
- CADD Technician
- Civil Engineer
- Communications Design
- Electrical Engineer
- Environmental Engineer
- Interior Designer
- Landscape Architect
- Mechanical Engineer
- Specification Writer
- Structural Engineer

### **Support Services**

- Accountant
- Bonding Agent
- Commercial Banking
- Computer Programmer
- Consultant
- Equipment Rental/Sales
- Human Resources
- Insurance Broker
- Lawyer
- Mortgage Broker
- Real Estate Broker
- Real Estate Developer



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Model Resume

**Jane C. Tee-Eee**

105 W. Anywhere Avenue

Baltimore, MD 21204

[JCTee-Eee@gmail.org](mailto:JCTee-Eee@gmail.org) 443-555-1212 cell

**Career Goal and Summary:** A dynamic and detail-oriented high school senior with a concentration in Carpentry. Construction-related internship and volunteer leadership experience provided me with a strong background with proven ability to collaborate with others who have knowledge of the construction trades. My goal is to attend the apprenticeship training program in Catonsville, Maryland for carpentry to become a master carpenter, and eventually to start my own construction business.

**Skills and Certifications:**

- Carpentry hand and power tools
- Teamwork and customer service skills
- Blueprint reading and AutoCAD
- OSHA 10-Hour card, CPR/FirstAid

**Education:**

Baltimore County High School- Graduation June 2019

August 2015 – May 2019

Concentration in Carpentry Trades with a GPA of 3.8:

Grade 10: Carpentry 1 (B, 1 credit) and 2 (A, 1 credit)

Grade 11: Carpentry 3 (A, 1 credit) and 4 (A, 1 credit)

Grade 12: Carpentry Work Experience (A, 1 credit)

Earned 9 articulated credits at CCBC for Construction Management.

Overall Unweighted GPA: 3.2

**Construction Industry Related Awards, Activities and Leadership:**

SkillsUSA- School years 2016, 2017, and 2018

- Participated in after school training and SkillsUSA leadership conferences grades 10-12
- Served as Vice President of school club, 2017-2018
- Organized and ran meetings, and promoted program in school and with PTA

SkillsUSA Carpentry Team, Regional Competition: Bronze Medal 2018

- Trained for several weeks with mentor from industry to build a model frame house
- Placed third in region for construction skills

National Building Congress and Exchange: Award winner 2018

- Honored at formal event with several contracting company representatives
- Received \$1000 award

Habitat for Humanity- Summer 2018

- Led team of volunteers and students from Baltimore County High in rehabilitating a home in Baltimore City six days a week for two weeks
- Used hand and power tools to create frame and install insulation and drywall
- Responsible for organizing the volunteers each day and supervising their work



- Acted as liaison with the project managers in other trade areas

**School and Community Activities, Leadership and Service:**

Green Baltimore Club: School year 2016-2017

President of student-run club to promote recycling and efficient energy use in the school

Keep Baltimore Beautiful: Summer and Fall 2015

Volunteer with community group to plant and maintain trees in the community park one time each season

Honor Roll: 2016, 2017, 2018

**Work and Volunteer Experience:**

Best Construction Company, Intern

August 2017- present\*

- Working 15-20 hours per week at large commercial construction company
- Participate in general office work for project supervisor, including using Word and Excel
- Occasional duties include tool inventory, repair orders, and on-site general labor
- Liaison between project supervisor and construction manager

The Anddoes Family, Babysitter

2014- present

- Babysit 2 children under the age of 10 for my aunt approximately 3 hours per week

Habitat for Humanity, Volunteer Project Coordinator

June – July 2018

- Worked two weeks as a volunteer for approximately 100 hours
- Led other volunteer carpenters

