





Baltimore Metro  
Chapter

**Please submit the following documents as part of your application:**

- Cover Letter
- Resume
- Essay
- Letter of Recommendation
- Transcript

Please note that interviews of selected candidates may be requested by the Committee.

### **Attachment 1: Cover Letter**

Please 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:

- In the opening, give a brief introduction of yourself and your future plans.
- In the supporting paragraph(s), describe how your education, skills and experiences have impacted your future goals and why you are interested in this scholarship.
- In the closing, explain why you deserve the scholarship.

### **Attachment 2: Resume**

Attached is a sample resume provided as a guideline. Please limit to one page.

### **Attachment 3: Essay**

Prepare an essay that addresses the following:

- - 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.
  - How would the scholarship funds be used to further your education or career goals?

### **Attachment 4: Letter of Recommendation**

**This supervisor statement 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.

### **Attachment 5: Transcripts: High School and/or Postsecondary Institution**

Please attach official (stamped and signed) transcript obtained from your high school counseling or postsecondary office.



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## **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

### **Design**

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

### **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

### **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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## **Sample Resume**

### **Jane Doe**

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janedoe@gmail.com | 1220B E. Joppa Road, Towson, MD 21286 | 555.555.5555 Cell

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#### **Education:**

Towson High School, Towson, MD  
Expected graduation date, June 2018  
GPA: 3.8/4.0

#### **Work Experience:**

ABC Company

Intern: June 2017 – Present

- Work 20 hours per week at construction firm
- Assist project managers and superintendents with daily duties
- Collect and prepare project data for evaluation
- Examine project documents for completeness and accuracy

Home Depot

Cashier: January 2017 – May 2017

- Worked approximately 16 hours per week
- Operated cash register efficiently
- Identified customer issues or complaints and worked with customer service managers to resolve
- Assisted with re-stocking checkout area items

#### **Volunteer Experience:**

My Sister's Place

Volunteer: May 2017

- Organized professional clothing drive for women in need

#### **Activities and Leadership:**

Honor Roll: School years 2015 - 2017

Construction Club: School years 2016 - Present

- Attend monthly meetings
- Discuss current events related to the industry
- Participate in group design competitions

Geometry Tutor: School year 2016

Varsity Soccer: School years 2015 - 2017

**Skills:**      **Software:** AutoCAD, Microsoft Office