Outstanding female high school, trade school, apprenticeship training program or college students residing in Maryland and planning to pursue construction related fields of study in post-high school education will receive up to a $2,000 scholarship. Please see the attached listing for a sample of positions available in the industry. The money awarded will be given directly to the winner by check.

APPLICATION FORM

(PLEASE TYPE or print in ink)

Name:

 Last First Middle Initial

Home Address:

 Street

 City & Zip Code Phone Number

Name of the School Attending or Apprenticeship Program:

Date of Anticipated Graduation:

Email Address:

|  |  |
| --- | --- |
| Name(s) of Postsecondary Options: College, Technical School, Apprenticeship Training, Intended Career Path or Employer to Which You Have Applied | Accepted? Yes/ No/ Not Yet |
|  |  |
|  |  |
|  |  |

Please sign below to certify the accuracy of the information in this award application:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

Please submit the completed application packet materials, including this “Application Form,” your cover letter, resume, essay, letter of recommendation, and unofficial transcript of grades with GPA from your school counselor.

Upload the application packet online or email mpusateri@abcbaltimore.org by Wednesday,

March 13, 2024.

|  |  |
| --- | --- |
| **CATEGORY** | **% Weight** |
| Resume | 15% |
| GPA  | 20% |
| Essay | 25% |
| Construction Industry Related Awards/Activities/Leadership  | 20% |
| School and Community Activities/Leadership/Service  | 20% |

# Attachment 1: 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.

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

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.

|  |  |
| --- | --- |
| Pts | Grading Rubric |
| 10 | Grade Point Average > 3.0 |
| 8 | Grade Point Average > 2.5 |
| 6 | Grade Point Average > 2.0 |
| 0 | Grade Point Average < 2.0 |

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

|  |  |
| --- | --- |
| Pts | Grading Rubric  |
| 15 | Demonstrated outstanding performance. |
| 14 | Demonstrated above average performance. |
| 12 | Demonstrated average performance. |
| 8 | Demonstrated below average performance. |
| 4 | Demonstrated poor performance. |

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.*

|  |  |
| --- | --- |
| Pts | Grading Rubric |
| 10 | Very good to excellent contribution to school and/or community. |
| 8 | Good contribution to school and/or community. |
| 6 | Minimal contribution to school/community. |

# 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.

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

# Attachment 2: Essay

Prepare an essay (minimum word count 500) that addresses the following:

1. 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.
2. 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.

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

# Attachment 3: 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 4: 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

**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 Model Resume  **Jane C. Tee**

105 W. Anywhere Avenue

Baltimore, MD 21204

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
		- Blueprint reading and AutoCAD
* Teamwork and customer service skills
* OSHA 10-Hour card, CPR/First Aid

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