

Wilkes County Schools

Guidelines for Completing the Graduation Project Proposal Letter

Follow these guidelines in completing your proposal letter. It should end up looking very similar to what you see below. Also, please type your letter (Times New Roman 12 pt. font) and **follow the format** of the instructions below.

Here is a list of 21st century themes and skills to help you meet this requirement in the letter.

21st Century Themes

- _____ Global Awareness
- _____ Financial, Economic, Business & Entrepreneurial Literacy
- _____ Civic Literacy
- _____ Health Literacy
- _____ Environmental Literacy

21st Century Skills

➤ *Life & Career Skills*

- _____ Leadership
- _____ Ethics
- _____ Accountability
- _____ Adaptability/Flexibility
- _____ Personal Productivity
- _____ Personal Responsibility
- _____ People Skills
- _____ Self-Direction/Initiative
- _____ Social Responsibility

➤ *Learning & Innovation Skills*

- _____ Critical Thinking & Problem Solving
- _____ Communication
- _____ Creativity & Innovation
- _____ Collaboration
- _____ Contextual Learning

➤ *Information, Media & Technology Skills*

- _____ Use of Internet (i.e. Google Imaging)
- _____ Use of technology vocabulary

1" margins all around the page

Date (Ex: August 10, 2012)

Graduation Project Advisory Committee
West Wilkes High School
6598 Boone Trail
Millers Creek, NC 28651

Dear Advisory Committee Members:

[Paragraph 1: Give an introduction to the topic of your project. Explain the reason for your choice and the **prior knowledge** you have of the area before you actually begin the research.]

[Paragraph 2: Describe the **product you intend to create or the service you plan to perform**. Make sure you explain your stretch of learning in completing this product, and explain how your product will reflect at least 15 hours of work.]

[Paragraph 3: Explain how this project will demonstrate your **global readiness** and include **21st Century Skills** (e.g. entrepreneurship, self-enrichment, job shadowing/career explorations, volunteerism, physical product, etc). How will the project and the skills you acquire benefit you personally?]

Sincerely,

[Actually sign your letter here]

[Type your name exactly as you sign it]

The letter length shouldn't be much longer than what you see here. Try to keep it within one page.