

Dear Class of 2010,

You may have already done Parts 1-4 when I visited your English class in May. If so, great! Please skip to Part 5. If not, here's your chance. Please be sure to complete all 5 parts of the assignment by the first day of school, 2009-2010. Thanks!

Sincerely,

Honor Moorman

Ms. Moorman

P.S. I will be available in the ISA office throughout the summer. Feel free to contact me.

Part 1

If you don't already have one, please create a **professional email address** that you will begin using to correspond with internship mentors, college admissions officers, and your Senior Team teachers. A professional email address should be some variation of your actual name, for example, hmoorman@yahoo.com, honor.moorman@gmail.com, honorm@hotmail.com, etc. It is very important that you have a professional email account and that you **begin checking it regularly**.

Part 2

Using your professional email address, **sign up as a member of the ISA Internship Ning** (<http://isainternship.ning.com/>).

- The Internship Ning will be your virtual classroom for completing your Internship Program coursework this summer and/or next year.
- When creating your profile, follow the Internet permissions signed by your parents with regards to posting your last name and/or photo.
- Before adding content to the Internship Ning, please **be sure to read the "Acceptable Use Policy for the ISA Internship Ning" very carefully** (there is a link to it from the main page). There are many things you can do on the site, but there are also a few things you are not permitted to do. Prohibited activities include posting inappropriate content, posting photos of yourself or others without parental permission, and integrating third-party content, such as widgets or RSS.
- Join or create a group related to your career interests. If you create a group, please choose the privacy setting that says "Anyone can join this group," check the box to "Allow members to send messages to the entire group," and use a Creative Commons licensed image with proper attribution.

If you or your parents have any questions or concerns about the email address or about the social networking site, please contact Ms. Moorman.

Part 3

Write a professional introduction of yourself and your career interests.

Post this in the Text Box on your profile page ("My Page").

For good examples, see Francesca Castillo's and Nicholas Ward's blurbs.

Part 4

Develop your resume.

1. Start by brainstorming a list of information you think you might want to include.

Here are some categories of information to consider listing:

- Education
- Course Work
- Academic Honors
- Awards/Accomplishments
- Leadership
- Extracurricular Organizations/Activities
- Work Experience
- Community Service
- Travel Experience
- Skills and Abilities
- Interests
- References

Be as specific as possible: List the *exact names* of your experiences and accomplishments and *include the dates* when they occurred.

2. Look at examples of various resume layouts and formats to see which styles appeal to you.
3. Organize and present your information in resume form.
4. See the “Resume Resources” page on Ms. Moorman’s teacher web (<http://tw.neisd.net/webpages/hmoorm/resources.cfm>) for hints, tips, do’s and don’ts, etc.
5. ***Email your resume to Ms. Moorman (hmoorm@neisd.net) before August 24, 2009.***

Part 5

Email etiquette assignment.

- You will receive this assignment via email *at your professional email address.*
- Ms. Moorman will have your professional email address because you will have used it to sign up for the Internship Ning ☺
- ***If you have not received this assignment by June 15, contact Ms. Moorman at hmoorm@neisd.net.***

Ms. Honor Moorman

ISA Internship Coordinator

The International School of the Americas
1400 Jackson-Keller Rd.
San Antonio, TX 78213

Phone: 210.442.0404, ext. 356

Fax: 210.442.0409

Email: hmoorm@neisd.net