

## **DC LEADERSHIP 1 & 3 EXTENDED AMI**

**You may either write or type on these documents or type on Google Classroom. To submit, either upload pictures to Google Classroom or email to Mrs. Dierker at [sdierker@stcmo.org](mailto:sdierker@stcmo.org). Keep the hard copies until we return or you may drop them off at Central Office.**

**Name \_\_\_\_\_ Hour \_\_\_\_\_**

### DC LEADERSHIP- You Make the Call - Making Decisions During a Pandemic

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Read the following then apply your leadership knowledge and perspective to come up with the best DETAILED decision making approach for leaders during the COVID-19 Pandemic:

I know as students you are upset about missing your last semester of this school year, especially the seniors. As leaders of our school, we are having to miss out on events that we host for others and enjoy participating in, missing out on time with our friends and all of the traditions that happen at the end of a school year. Please take some time to think about this current pandemic that our world is experiencing. Think about it from a different perspective than you have been. You aren't a high school student leader anymore...you are now looking through the eyes and thinking through the mind of other leaders beyond just high school. Try to put aside your personal impact (because we are all upset by how we have been personally impacted) and think about the decisions having to be made by school, city, county, state, and federal administration and how they are responding to the ever-changing COVID-19/Coronavirus that is impacting us all. Give a detailed explanation of how you would/believe they should approach their decision making at this time. Address the bigger picture of how it's bigger than us and include all levels of leadership from city, county, state, and federal such as schools, businesses, etc. Pretend you are one of these leaders (School Superintendent, City Administrator, Franklin County Commissioner, Governor of Missouri, President of the United States, etc.) and you make the call to make these decisions during this pandemic. Type or write your response.

Name

Hour

DC LEADERSHIP- You Make the Call - Making Decisions During a Pandemic

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Read the following then apply your leadership knowledge and opinion to come up with the best DETAILED personal approach for leaders to take care of their people during the COVID-19 Pandemic:

Now that you've looked from the decision making perspective, let's think about personal impact and you can express your personal opinion on all of this. You must still tie your response into leadership and the knowledge and experience you have. I want you to think as a leader during this time, having to make decisions, but now add in the personal impact on your followers, students, constituents, etc. Don't just complain, but feel free to express your thoughts and opinions. But, take it a step further and help to provide solutions and suggestions for once we are able to return to "normal" life...what could/should be done to best transition and help people. Also, provide suggestions for during this time to help your constituents to stay happy and healthy. Address the mental-health topic, too. We unfortunately had to miss out on hosting our Feel Good Week...well, we can still do something about it! Come up with ideas to help your people while at home to cope and stay happy and healthy throughout this crazy time. I know you have amazing ideas and thoughts on this topic, so please share them with me! Let's not complain about what we cannot control, but create solutions to make the best of these trials.

Name \_\_\_\_\_ Hour \_\_\_\_\_

**DC LEADERSHIP FUTURE PREP**

**(If I have you for multiple classes, you only need to have these done once)**

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1. Prepare a resume that you could use in your job search after high school. (see example attached)
  2. Prepare a cover letter to accompany your resume for a job after high school. (see example attached)
  3. Prepare a list of at least 15 keywords that would be suitable for *your* electronic resume in *your* chosen career field. (ex: I would use different keywords for going into education than the nursing field.)

(use textbook, Microsoft templates, Canva and other examples from Internet)

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- 13.
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- 15.



# HIGH SCHOOL COVER LETTER

✉ your.name@gmail.com  
☎ (XXX) XXX-XXXX

📍 142 Your Address Blvd  
City Name, CA XXXXX

[Today's Date]

[Hiring Manager's Name]  
[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

My name is [Name], and I am a graduating senior at Heritage High School. I saw your posting for the [Position] role on Indeed, and was immediately compelled to apply. My academic and career goals align with the internship's stated objectives, and I am confident that I have the right skills for the job.

In addition to taking business-related coursework like Intro to Business and Entrepreneurship, I served as president of my school chapter's Model United Nations and as secretary of Student Council. Beyond these extracurricular activities, I also actively volunteer at MUSC Children's Hospital and the local homeless shelter. Taking on these roles has led to some of my proudest accomplishments, including:

- Greeting and helping new patients and visitors as volunteer information desk assistant at MUSC Children's Hospital
- Regularly delivering formal and impromptu speeches at Model UN meetings and conferences
- Planning a schoolwide canned food drive that collected over 400 cans in one month for the local homeless shelter

[Company Name] is an emerging leader in the educational software industry, making your internship the perfect opportunity to grow my understanding of business development. I have no doubt that my unmatched enthusiasm and eagerness to learn can take the internship to new heights.

I've attached my resume, which further details my skills and involvement in the community. Please do not hesitate to reach out if you have any questions about my background. I look forward to the opportunity to speak with you further; thank you for your time and consideration.

Sincerely,

[Your Name]