

Steps for Application for Acceptance into NTHS



1. Paper of Intent

Using complete sentences, write a paragraph or two on each of the following topics:

- Your educational and career goals
- The career-technical education (CTE) classes that you have taken and/or are enrolled in at the present time and briefly, how they've aided in your educational and career development
- How you demonstrate the seven character attributes of an NTHS member (The attributes are: Skill, Honesty, Service, Responsibility, Scholarship, Citizenship, and Leadership)
- Your reason for wanting to be accepted into NTHS

This paper must be keyed using Arial or Times New Roman font, size 12. It must be **no longer than one page** in length. **Your name, year in high school, and the date must appear in the upper right hand corner of the page.**

2. Resume

Juniors are given instruction on writing resumes. Update your resume, being sure to include your co- and extra-curricular activities and any paid or volunteer work that you do. Turn in one copy of your resume.

If you have not received instruction on resume writing, please sign up to get instruction in the Career Center.

3. Two recommendations

Ask two people who have been significant in your life to each complete the letter of recommendation for you. When choosing these two people, consider your past and present employers, teachers, neighbors, community citizens whom you have volunteer worked with or for, or clergy. In other words, ask two people who know your character and could complete the letter about your attributes. Do not ask relatives. Do not ask the teacher who nominated you, as he/she has already recommended you! They are to send the letter of recommendation directly to the advisor, as listed on the page.

Be sure to send a thank you note to the teacher who nominated you as well as the people who have agreed to write a letter of recommendation for you.

**TURN ALL REQUIRED MATERIALS IN TO
THE CAREER CENTER.**