

OUTLINE OF LETTER TO THE REVIEW BOARD

(This letter will be typed in Times Roman font, 11 or 12 point, and must fit on ONE page)

1234 Main Street (this is your home address)
Matthews, NC 28105 (this is your city and zip code)

November 15, 2016 (this is the date you present to the judges)

(this is doubled spaced between the date and the address for the Boards)

Judges, Graduation Project Boards
David W. Butler High School
1810 Matthews-Mint Hill Road
Matthews, NC 28105

Dear Judges: (notice there is a colon here, not a comma, and there is a double space before the first paragraph)

Paragraph I: Use this opportunity to introduce yourself and share why you chose your topic and/or what you learned from the Graduation Project in both your junior and senior years.
(there is a double space here and paragraph I is left aligned)

Paragraph II: This is the personal background section. This is where you may include a significant experience in your life, a brief personal statement, a focus on your growth in your senior year or something really important. You may choose to discuss why you chose the topic you did for your Graduation Project as well.
(there is a double space here and paragraph II is left aligned)

Paragraph III: The Product! Provide the thesis (yes, copy and paste it from your actual research paper and you will need to use **bold font to make it stand out in this paragraph**). Be sure you discuss any additional knowledge gained through the research with a clear explanation of how the product is an extension of the research. It is IMPERATIVE that you discuss what your physical product is in this paragraph. You may also discuss what you wanted to do but you changed your mind and why you did so.
(there is a double space here and paragraph III is left aligned)

Paragraph IV: How did the Graduation Project affect your thinking and/or learning? This can be something you gained during either your junior year or senior year. Maybe it was something that affected you during both parts of the project.
(there is a double space here and paragraph IV is left aligned)

Paragraph V: This isn't an actual paragraph, but you should thank the judges here. Something as simple as "thank you for your time" or "thank you for taking the time to listen to my presentation today" will work here.
(there is a double space here and paragraph V is left aligned)

Sincerely, (this is the only way to sign this letter and notice the comma after "sincerely")

Signature (sign your first and last name here, that means cursive, not print in BLUE OR BLACK INK ONLY)

Type Your Full Name (be sure you have left enough room between the "Sincerely" and the typed name to actually sign your full name)