# Qualifications in Action

Analyze how a technical statement connects evidence to an opportunity.

**12.W.1.B.i** "Write technical pieces that: Describe personal qualifications for potential occupational or educational opportunities."

NAME _____ DATE _____

## 1 READ AND MARK

Read it twice

**YOUR JOB** Underline each qualification the applicant names, and circle the evidence that proves it. Number the sentences that explain how the applicant's qualifications fit the internship.

### Statement for a City Parks GIS Internship

1 I am applying for the Geographic Information Systems (GIS) internship with the City Parks Department. As a senior at Northview High School, I have completed two semesters of environmental science and an introductory GIS course. In GIS, I created digital maps that combined trail locations, tree data, and accessibility features. For a class project, I checked field notes against map layers and corrected mismatched locations. This work strengthened my accuracy, organization, and ability to use ArcGIS Online. I am interested in the internship because its mapping projects would connect my technical training to public park planning.

2 I also bring communication and collaboration skills that are useful in a municipal workplace. During a watershed investigation, my four-person team collected water-quality observations at three stream sites. I organized our shared spreadsheet, documented the units for each measurement, and summarized our findings in a presentation for school staff. When a teammate found an incomplete entry, I compared it with the original field sheet before revising the file. These experiences show that I can manage data carefully, explain procedures clearly, and respond responsibly to feedback. I would use those skills when working with planners, maintenance crews, and community members.

3 Although I am still developing professional experience, I am prepared to learn the department's procedures and contribute dependable work. I maintain a weekly calendar for classes, a part-time job, and volunteer shifts at the public library, so I can meet deadlines and communicate early when plans change. My library role includes sorting returned materials, helping visitors locate resources, and following privacy expectations. These duties have taught me to work respectfully with diverse users and follow established systems. The internship would help me explore careers in urban environmental planning while I build advanced GIS skills. In return, I would offer careful data handling, clear communication, and a willingness to ask questions.

## 2 ANSWER WITH EVIDENCE

Use the passage

1. Which coursework and software experience does the applicant identify as qualifications for the internship?

2. What specific action from the GIS class project demonstrates the applicant's accuracy?

3. How does the applicant connect technical training to the City Parks Department's work?

4. Which qualification shows the applicant can communicate and collaborate, and what evidence supports it?

## 3 YOUR TURN

Your own words

Write a 120 to 150 word qualifications statement for a real or imagined job, internship, training program, or college opportunity. Name the opportunity, describe at least two qualifications with specific evidence, and explain how you would contribute to the opportunity.

ANSWER KEY

# Qualifications in Action

GRADE 12 · 12.W.1.B.i

## PART 1 · READ AND MARK

Underline each qualification the applicant names, and circle the evidence that proves it. Number the sentences that explain how the applicant's qualifications fit the internship. Accept any marking that follows this job and points at the right text.

## PART 2 · ANSWERS

| # | QUESTION | ANSWER |
|---|---|---|
| 1 | Which coursework and software experience does the applicant identify as qualifications for the internship? | **Two semesters of environmental science, an introductory GIS course, and the ability to use ArcGIS Online.** |
| 2 | What specific action from the GIS class project demonstrates the applicant's accuracy? | **The applicant checked field notes against map layers and corrected mismatched locations.** |
| 3 | How does the applicant connect technical training to the City Parks Department's work? | **The applicant explains that the department's mapping projects would connect GIS training to public park planning.** |
| 4 | Which qualification shows the applicant can communicate and collaborate, and what evidence supports it? | **Communication and collaboration skills, supported by organizing a shared spreadsheet and presenting watershed findings to school staff.** |

## PART 3 · YOUR TURN (SAMPLE ANSWER)

I am applying for the Renewable Energy Lab Assistant position at River County Community College. In physics, I built and tested a small solar-powered model, recording voltage readings in a spreadsheet and graphing changes caused by different light angles. This project required precise measurement, organized data entry, and revision when results did not match my first calculations. I also serve as stage manager for the school theater program, where I maintain rehearsal schedules, communicate updates to cast members, and solve problems calmly during performances. These experiences show that I can follow procedures, work with a team, and explain technical results clearly. The position would let me strengthen my interest in engineering while contributing careful data collection and reliable project support.

Accept equivalent qualifications only when students connect them to specific evidence from the passage. For Part 3, accept varied opportunities and experiences if the response names the opportunity, includes at least two supported qualifications, and explains fit or contribution.