

Judges Letter Format

First impressions are lasting impressions. This letter will be the first indicator to the judges of who you are, giving them the background and the understanding necessary to assess, more fully, your project and presentation. It is essential that the letter be written in a clear and organized manner. Your final revision should be in correct business format with no grammatical or mechanical errors.

Format:

1. Use the form for the business letter that is found in the sample letter to the judges in the handbook.
2. Be sure to use the toolbar to set the margins (top, bottom, left, and right) to one inch.
3. Be sure that your text is Times New Roman (may be 10 point).
4. The return address is your home address with the date under it. Do not use any abbreviations. DO NOT put your name here.
5. The inside address should be:

Judges, Senior Boards
Complete Name of Your School
Street Address of Your School
Wilmington, North Carolina 284##
6. The salutation is:

Dear Judges:

7. Limit to one page. (See business letter format for specific spacing within the letter.)

Content:

Remember, though certain content is required, the key to a good letter is personal voice, insight, and organization. Write your letter so it reflects you.

Paragraph #1 – Write 2 - 3 sentences

Introduce yourself.

Include your goals, future plans, family life, talents, hobbies, and personality traits. Indicate your understanding that this person will be serving as a judge for your Oral Boards.

Paragraph #2 – Write 3 - 6 sentences

Discuss the subject of the research and the focus of the product. Briefly explain how this topic and product relates to a personal interest you have.

Paragraph #3 – Write 3 - 4 sentences

Explain how the Graduation Project was a learning stretch for you. Also, you will need to explain what unexpected difficulties you faced and how you overcame them.

Paragraph #4 – Write 3 - 4 sentences

Discuss how the Graduation Project as a whole has impacted you this semester. What have you learned about yourself?

Paragraph #5 – Write 1 - 2 sentences

Thank the judges for taking their time to help you.