**Click on “File” above the toolbar, click “Make a Copy” (third option in list).**

**“Hi, my name is \_\_\_\_\_\_\_\_\_\_\_ and I’m a \_\_\_\_\_\_\_\_\_\_\_ (year in school) at \_\_\_\_\_\_\_\_\_\_\_ (high school) in \_\_\_\_\_\_\_\_\_\_\_ (town and state, if applicable). I am involved with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (extracurriculars, organizations) and have experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (participating in an internship, working a particular job, volunteering, etc.). I am a strong \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (strengths turned into an adjective) and have developed many skills such as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am interested in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a possible career path and would love to know about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specifics about their job/experience or opportunities to know more about their story).”**