

CVIT COUNSELOR



Connection



WHAT IS E-MAIL ETIQUETTE?

When I was in high school, I was involved in FBLA, which is the CTSO for students in business programs. One of the best things I learned from FBLA is how important professional communication is. Of course, I'm from the 1900's, so we didn't even have e-mail or texting when I was in high school (yes, I'm that old!). BUT I still learned the proper way to address people in the business world through written communication. Using those skills has helped me a TON in my life.

According to a blog on Grammarly.com, "e-mail etiquette serves to make conversations comfortable, considerate and professional." Even though you may not do much e-mailing right now, the world of work revolves around it. Most likely your future supervisor will e-mail you before you even interview with them. Having good e-mail etiquette is your first impression to employers, and helps you be more credible and respected once you get IN the job.

A few Do's and Don'ts about proper e-mail etiquette from Grammarly:

1. DO write a proper and detailed subject line.

A well written subject line will give me an idea of what you need and how urgent it is. For example, if you need a letter of recommendation written by a certain date, your subject line might say "Time Sensitive--Letter of Recommendation Request." That tells me I need to open that e-mail quickly and see when you need the letter done by.

2. DON'T write your entire message in the subject line.

Subject lines should introduce your reader to what you are going to talk about. Putting the entire message in that line makes it very difficult to read, and looks unprofessional.

3. DO use appropriate punctuation and capitals.

E-mail is not texting. It should be more formal than what you would send your friends in a text, so be sure to use full sentences, punctuation and capitals.

4. BE sure you introduce yourself!

I can't tell you how many times I've had a student e-mail me from a weird e-mail address and say, "Ms. D, can you?" whatever they need, but don't tell me who they are! I'd love to help, but can't if I don't know who you are!



WHAT'S INSIDE?

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VIRTUAL FUTURES WEEK

UPCOMING EVENTS

HOSA HAPPENINGS

THANKS FROM MS. D

For more tips, click [here](https://www.grammarly.com/blog/e-mail-etiquette/) to check out the full blog at Grammarly.com!

Congratulations!



STUDENT SPOTLIGHT: VANESSA STEMM



PROGRAM:
1ST YEAR
COSMETOLOGY

INSTRUCTORS:
SARA BREWER &
ALISON ZACHE

DREAM JOB:
OWNING HER
OWN SALON

FUN FACTS ABOUT VANESSA
FAV COLOR: **PURPLE**
HOBBY: **TENNIS--SHE WAS**
#1 ON THE MIAMI TEAM LAST YEAR!
FAV THING ABOUT CVIT:
GETTING TO DO SOMETHING
SHE LOVES EVERY DAY!
WE LOVE HAVING YOU HERE TOO
VANESSA!



"VANESSA HAS A GREAT WORK ETHIC AND A POSITIVE ATTITUDE. SHE IS ALWAYS WILLING TO HELP A FELLOW STUDENT AND IS GREAT WITH CLIENTS TOO!"

-INSTRUCTOR ZACHE

CELEBRATING NATIONAL CTE MONTH THROUGH ADVOCACY

For me, one of the best things we can do to celebrate National CTE Month is to tell as many people as possible about the awesome opportunities CTE brings to our students and the community. I was thrilled that **THREE** different Mayors throughout the Copper Corridor were willing to designate February as National CTE Month through an official proclamation.

Thank you so much Mayor Mila Besich from Superior, Mayor Al Gameros from Globe, and Mayor Angel Medina of Miami for celebrating this month with us. Also a huge shoutout to the students, counselors, CTE Directors and CVIT Board members who came out to celebrate with us as well!



SUPERIOR

MIAMI



GLOBE



VIRTUAL FUTURES WEEK

Join me online starting March 11th for all things future! Catch video clips from our local universities and trade schools, "day-in-the-life" clips from current employees in the field, interview and resume tips and more! I'll also be hosting drop in office hours both in-person and online for help with FAFSA, scholarships, and more. Watch your e-mail for the link to join in.

Students who complete at least three activities will be entered in a drawing! I'll "see" you there!
~Ms. D

IMPORTANT UPCOMING DATES



March 1 -- EAC Graduation / Certificate Petitions Due

March 11-15 -- Virtual Futures Week @ CVIT

March 12 -- Mandatory TB Testing for 2nd year MA and NA students

March 18-22 -- SPRING BREAK! No Classes

April 2 -- UTI College Campus Tour

April 3-5 -- HOSA State Conference

HOSA HAPPENINGS

On February 9th we had the opportunity to take on other students in the Region at the HOSA Region 3 conference. Not only did we compete but our students killed it! We brought home medals in 4 different events, and those students as well as quite a few other qualifiers are headed to state, where they'll go head to head against the best and the brightest HOSA members in Arizona.

We are super proud of all of our competitors. Congratulations to all of our winners, and good luck at state!!!



NSCW WRAP UP

Thank you from the bottom of my heart to those of you who took a moment to share with me what you love about your school counselors! It warmed my heart to the fullest. I was going to post some of my favs, but ran out of space! Thanks for making my job the best one ever! I love you all!
~Ms D

CONGRATULATIONS REGION 3 WINNERS!

1st place -- Ria Das, Family Medicine Physician

2nd place -- Kaylie Caldera, Mattie Guerrero, Jaslynn Mancha, and Helena Young, Health Education

2nd place -- Nevaeh Guerrero, Job Seeking Skills

3rd place -- Kayla Muniz, Health Photography

