

# **Moira Duncan**

224 1<sup>st</sup> St.

Mellette, SD 57461

Phone: 605-887-3581 Email: md3303@k12.sd.us

March 10, 2019

Ms. Jean Buckley  
President and CEO  
FBLA-PBL  
1912 Association Drive  
Reston, VA 20191

Dear Ms. Jean Buckley:

I am writing to state my reasons for applying for the award of Future Business Leader. I believe that my experience with leadership positions, including my year as state FBLA secretary and local chapter president, and education in various business-related subjects gives me the qualifications to achieve the requirements for this award. A few of my qualifications include my knowledge within the business field, leadership abilities inside and outside the classroom, and the ability to complete projects efficiently with a team or independently.

As a student of a wide variety of academic courses, I have experienced a countless array of course materials that have challenged me such as taking dual credit courses online and advanced placement courses, which have developed my knowledge and ability to be prepared for my future. In addition to working hard in school, I am involved in numerous activities such as volleyball, basketball, oral interpretation, school plays, FBLA, Fellowship of Christian Athletes (FCA), track and football stats, youth group, and robotics. Throughout high school, my involvement in school activities has given me necessary skills to communicate effectively with people, collaborate with others, and think quickly on my feet.

I joined FBLA as a freshman in high school, but I was unaware of how it would impact my leadership skills. Since joining FBLA, I have had the opportunity to develop my leadership skills through an entire year of being a state officer and my local chapter president. Both of these leadership opportunities have allowed me to take part in planning the state convention, run chapter meetings, lead volunteer activities, and grow better relationships with students who are unsure about participating in FBLA. I have no doubt that these skills will carry into my future career.

I appreciate and thank you for taking the time to review and consider my application and would like to request an interview regarding this award. Please feel free to contact me with any questions concerning my application or résumé or to set up an interview. Thank you again for considering my application for the award of Future Business Leader.

Sincerely,



Moira Duncan

Enclosure: Résumé

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## Education

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Northwestern High School

August 2015 – Present

General Studies

Anticipated Graduation: May 11, 2019

GPA: 3.972

ACT Composite Score: 22

## High School Activities

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- Future Business Leaders of America (9,10,11,12)
- Band (9,10,11,12)
- Chorus (9,10,11,12)
- Volleyball (9,10,11,12)
- Basketball (9,10,11,12)
- Track & Field, varsity (9)
  - Student Manager (10,11,12)
- Robotics (9,10,11,12)
- FCA (9,10,11,12)
- Sunday School Teacher (11,12)
- Youth Group (7 years)
- One Act & Spring Plays (10,11,12)
- Science Fair (10)
- Marching Band – Flag Core (10,11,12)
- Football, Student Manager (11,12)
- Class Secretary/Treasurer (9,10,11,12)

## High School Honors

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- FBLA
  - SD State FBLA Secretary (12)
  - Local Chapter President (12)
- FCA
  - FCA Huddle Leader (11,12)
- Straight “A” and “A” Honor (9,10,11,12)
- Student of the Month (10,11,12)
- Perfect Attendance (10,11)
- HOBY Attendant (11)
- All State Chorus Member (11,12)

## Awards

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- FBLA
  - 2018 Awards
    - Business Plan Team (1<sup>st</sup>)
    - Parliamentary Procedure Individual (1<sup>st</sup>)
    - Parliamentary Procedure Team – 1<sup>st</sup>
    - Social Media Campaign Team (1<sup>st</sup>)
    - Word Processing Individual (1<sup>st</sup>)
    - Website Design Individual (2<sup>nd</sup>)
  - 2017 Awards
    - Social Media Campaign Team (2<sup>nd</sup>)
    - Parliamentary Procedure Team (3<sup>rd</sup>)
    - Word Processing Individual (4<sup>th</sup>)
- Volleyball
  - Class B Champions (10,11)
  - Class B Runner Up (12)
- Basketball
  - Most Improved (11)
  - Ms. Wildcat (10)
  - Team MVP (9)
- Various Band & Chorus Awards
- Various Robotics Awards
- HOBY
  - Leadership for Service (11)
  - President’s Volunteer Service (11)

## Leadership/Community Service

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### Church Youth Group

- During my 7 years in youth group, I have gone on 3 mission trips: Cortez, Colorado, Lame Deer, Montana, Pine Ridge and Whiteclay, SD.
- While on my mission trips, I had the privilege to work at daycares, help at a Vacation Bible School (VBS), paint, participate in activities at Nursing Homes, clean and organize, and build mini-homes.
- I help organize and prepare for the Youth Group Valentine's Supper by filling out paperwork, cooking, and answering customer questions.
- I have had the experience of calling Bingo at nursing homes, participating in a 30 hour famine to raise funds for families that do not have the proper nutrition, and I purchased Christmas presents for needy families in our area.
- My youth group also went to the Kids Against Hunger building in Aberdeen, SD and packaged food to be sent to other countries where they have no food.

### FBLA

- I have helped organize blood drives, food drives, Thanksgiving cards and cookies that are delivered to nursing home residents, pumpkin painting with elementary students, March of Dimes and clothing drive with NSU (They adopted us!).

### Church

- I am a Sunday school teacher, and during the church service, I take the younger children to my Sunday School room so they can wiggle.
- I also provide childcare during a Bible Study.
- During the summer, I help lead and organize the Vacation Bible School.
- I am the co-chair for the local Operation Christmas Child drop off at our church.

### School

- On Mondays and Wednesdays during the school year, I use my senior privileges to take a local daycare child to speech at school.

## Work Experience

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**Northwestern High School** *Worker/Employee*

**May 2018-present**

- Cleaned desks, moved cabinets, helped janitor Shelly Borge and summer time staff Nancy Taylor with anything they needed.

**Matchbox Volleyball** *Coach*

**February 2019 – Present**

- Coaching 9 & 10 year old's on the fundamentals of volleyball at practice and a playdate.

**Wildcat Manufacturing** *Finance Manager/Production Manager*

**September 2017-April 2018**

- Managed all of the money accumulated for student run business, and I managed all of the inventory and order forms for the business.

## References

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**Anne Frericks**, Business Teacher  
338803 165<sup>th</sup> St.  
Ashton, SD 57424  
605-460-0202

**Denise Clemens**, Basketball Coach  
PO BOX 31  
Northville, SD 57465  
605-252-0998

**Nora Groft**, English Teacher  
38734 162<sup>nd</sup> St.  
Ashton, SD 57424  
605-475-7525