

Final Portfolio

**Writ 221: Intermediate
Technical Writing**

Sheridan Johnson

Fall 2019

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1098 Longbow Lane, Unit H
Bozeman, MT 59717

November 27, 2019

Brooke Carnwath
Montana State University
2-172 Wilson Hall
Bozeman, MT 59715

RE: Reflection on Final Portfolio

Dear Professor Carnwath,

It is with great pride that I present my final portfolio as a compilation of my effort and learning in WRIT 221: Intermediate Technical Writing. This semester has been challenging, enlightening, and fun! I have learned valuable and transferrable skills writing across genres for a variety of audiences and I hope to prove that within this collection of pieces.

The first document in this portfolio is also the first assignment of the semester, creating an effective set of **instructions**. This was my first opportunity to work with formatting and conciseness as I explained how to use the Keurig K15 Coffee Maker in my home. These instructions must be arranged in short segments that must be clear and detailed without being too long. While I effectively defined my appliance and its purpose, some of the steps were unclear on how to accomplish them. In my revision, I made these steps clearer by being more specific and adding detail to eradicate confusion.

The next document, the **complaint letter**, addressed an issue I encountered after renting skis from ASMSU Outdoor Recreation. At first, it was difficult for me to identify a service or product with which I had been dissatisfied. I realized what I'd write about after I remembered losing a ski on the lift at Bridger Bowl. However, the office at ASMSU Outdoor Recreation had already dealt with it extremely well by providing a refund for my original rental and my emergency rental on the hill. Setting the tone for this letter was tricky because I knew it was just one member of their staff, their training is intensive, and they were extremely apologetic about my experience. As such, I tried to highlight these elements in my original draft. I was pleased with the majority of my first draft, so I focused my revision process on formatting to match standard block format and made sentence level changes for clarity and conciseness.

The **Befrienders Postcard**, the third document, is more designed centered. We initially planned for this to be relatively small to entice potential clients (residents over 65 with limited social interaction), but we needed more writing to meet the requirements of the assignment. For the second draft, we maintained the mailer theme so we could send this to potential clients, but we structured it as a letter brochure to create a well-designed, eye-catching document. It has large blocks of color but is structured horizontally so the reader can clearly follow the writing downward. Both the design and the writing were difficult in this document, so my revisions focused on clarifying and simplifying language to reach the audience as well as slightly

improving the design elements. This included making the first paragraph justified so it filled the top panel of the brochure and not bolding the quote so it is easier to read.

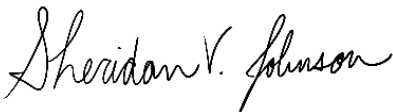
The final set of documents within this portfolio I believe are my strongest: my cover letter and résumé. I've constructed these documents before for mock interviews and contests, and even done relatively well within them, but they desperately needed to be revised before I begin applying for internships and careers. This assignment gave me the opportunity to do so.

Within the **cover letter**, I wanted to be more concise about sharing my experience and making it match the requirements and structure included in "Strategies for Technical Communication in the Workplace." I tried to tell the stories of what isn't in my résumé – the experiences that illustrate my passions and show my experiences. The revision process focused on being more specific and strategic with my sentences, reviewing the tone to make it more confident, and straightening up the formatting.

Next, I looked at my **résumé** with the new perspective of it being a design document. I used fonts, design elements, and structures that portrayed the professional image I wanted to present. During revisions, I moved these elements around to better present my qualifications and improved the color palette. Due to the requirements for this assignment and my role as a student, I emphasized my education by placing it first and including relevant coursework.

I feel this collection of works accurately portrays the quality and variety of my abilities, especially regarding the improvements I have made over the last semester. Thank you for creating a respectful learning environment so I felt comfortable sharing my less-than-perfect work in my attempts to get better. I appreciate the variety of skills I've learned in this course and for the feedback that have helped me improve! Thank you for everything.

Sincerely,

A handwritten signature in black ink that reads "Sheridan V. Johnson". The script is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Sheridan V. Johnson

1098 Longbow Lane, Unit H
Bozeman, MT 59717

November 27, 2019

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Montana State University
2-172 Wilson Hall
Bozeman, MT 59715

RE: Reflection on Final Portfolio

Dear Professor Carnwath,

It is with great pride that I present my final portfolio as a compilation of my effort and learning in WRIT 221: Intermediate Technical Writing. This semester has been challenging, enlightening, and fun! I have learned invaluable and transferrable skills writing across genres for a variety of audiences and I hope to prove that within this collection of pieces.

The first document in this portfolio is also the first assignment of the semester, creating an effective set of **instructions**. This was my first opportunity to work with formatting and conciseness as I explained how to use the Keurig K15 Coffee Maker my roommates and I share. These instructions must be arranged in short segments that must be clear and detailed without being too long. While I effectively defined my appliance and its purpose, some of the steps were unclear on how to accomplish them. In my revision, I made these steps clearer and more modified the formatting so it was more simple.

The next document, the **complaint letter**, addressed an issue I encountered after renting skis from ASMSU Outdoor Recreation. At first, it was difficult for me to identify a service or product with which I had been dissatisfied. I realized what I'd write about after I remembered losing a ski on the lift at Bridger Bowl. However, the office at ASMSU Outdoor Recreation had already dealt with it extremely well by providing a refund for my original rental and my emergency rental on the hill. Setting the tone for this letter was tricky because I knew it was just one member of their staff, their training is intensive, and they were extremely apologetic about my experience. As such, I tried to highlight these elements in my original draft. I was pleased with the majority of my first draft, so I focused my revision process on formatting and sentence level changes for clarity and conciseness.

The **Befrienders Postcard**, the third document, is more designed centered. We initially planned for this to be relatively small to entice potential clients (residents over 65 with limited social interaction), but we needed more words to meet the requirements of the assignment. For the second draft, we maintained the mailer theme so we could send this to potential clients, but we structured it as a letter brochure to create a well-designed, eye-catching document. Both the design and the writing were difficult in this document, so my revisions focused on clarifying and simplifying language as well as improving the design elements.

The final set of documents within this portfolio I believe are my strongest, my **resumé** and **cover letter**. I've constructed these documents before for mock interviews and contests, and even done relatively well within them, but they desperately needed to be revised before I begin applying for internships and careers. This assignment gave me the opportunity to do so. First, I looked at my resumé with the new perspective of it being a design document. I used fonts, design elements, and structures that portrayed the professional image I wanted to present. During revisions, I moved these elements around to emphasize my qualifications and improved the color palette so it more accurately depicted my personality. Within the cover letter, it was important for me to be more concise about sharing my experience and making it match the requirements and structure included in "Strategies for Technical Communication in the Workplace." I tried to expand on the elements listed in my resumé and tell the stories of what isn't there. The revision process focused on being more specific and strategic with my sentences and writing overall.

I feel this collection of works accurately portrays the quality and variety of my abilities, especially regarding the improvements I have made over the last semester. Thank you for creating a respectful learning environment so I felt comfortable sharing my less-than-perfect work in my attempts to get better. I appreciate the variety of skills I've learned in this course and for the feedback that have helped me improve! Thank you for everything.

Sincerely,

Sheridan V. Johnson

Making a Hot Beverage with a Keurig K15 Coffee Maker

This set of instructions will explain how to make a cup of coffee or warm drink with the Keurig K15 Coffee Maker, a small-scale machine that enables the user to make one 6, 8, or 10-ounce hot beverage. The appliance's small size and single servings are ideal for small spaces and single users.

MATERIALS REQUIRED:

- K-Cup (pre-packaged single serving of coffee, tea, or other warm beverage mix)
OR
- Reusable K-Cup filled with disposable filter and coffee
- Mug with a 6 to 10 ounce capacity
- Water
- K15 Coffee Maker

INSTRUCTIONS:



Figure 2: Control Panel

Step 1: Plug in your coffee maker and press the power button located on the right side of the appliance. You will know it is on when the blue light above the power button begins to flash. (See Figure 2.)



Figure 3: Top Lid Open

Step 2: Open the top lid by grabbing the small tab on either side of the top of the appliance and lifting so it opens via the hinge on the back of the coffee maker.

NOTE: Ensure there is enough space above and behind the coffeemaker that the lid can open fully and stay open without support.



Figure 1: Black model of Keurig K15 Coffee Maker



Figure 4: Water pouring into water holding area.



Figure 5: Front handle (silver) lifted



Figure 6: K-Cup inserted



Figure 7: Machine ready to brew

Step 3: Pour water to desired amount of 6, 8, or 10 ounces by pouring water from a pitcher, measuring cup, or your mug into the space you revealed when opening the lid in the previous step.

NOTE: Pouring water over the maximum limit of 10 ounces may cause the excess water to leak water out of the bottom of the coffee maker, no matter the K-Cup added.

Step 4: Lift the front handle that says KEURIG up and open to allow water to drain into the heating area. The coffee maker will make a quiet gurgling noise; this is normal.

Step 5: Insert your drink of choice into the K-Cup slot by sliding the narrow end of the K-Cup into the circular opening. This may be a pre-packaged K-Cup or reusable K-Cup filled with drink of your choice. (Reusable K-Cup is shown in Figure 6).

NOTE: The same K-Cup is used no matter how much water was added in step 3. This may cause the strength of your drink to differ (i.e. stronger coffee with less water) but this is uncommon.

Step 6: Close lid. Once the lid is closed, the BREW button will begin to flash blue (see figure 7).

NOTE: If you are using a pre-packaged K-Cup, you will need to press down hard enough so that the machine can puncture the aluminum lid of the K-Cup and close fully.



Figure 8: Mug inserted

Step 7: Put your mug onto the drain tray so it is positioned under the spout.



Figure 9: Pressing BREW

Step 8: Press the BREW button. The machine will heat the water for around a minute; the water will then automatically pour mug through the beverage filter and spout.



Figure 10: Machine brewing

Step 9: Wait until the machine has finished filling your cup; then, remove it from the drain tray.

CAUTION: The beverage coming out of the coffee maker has been heated to a high temperature. Use caution when handling and consuming.

Step 10: Enjoy your warm drink!

Making a Hot Beverage with a Keurig K15 Coffee Maker

This set of instructions will explain how to make a cup of coffee or warm beverage with the Keurig K15 Coffee Maker. It is a small-scale appliance that enables the user to make one 6, 8, or 10 ounce cup of coffee or other warm beverage wherever they have access to electricity. Its small size and single serving size is ideal for small spaces where a person makes only one cup of coffee or other warm beverage at a time.

MATERIALS REQUIRED:

- K-Cup (pre-packaged single serving of coffee, tea, or other warm beverage mix)
- OR
- Reusable K-Cup filled with
- Mug
- Water
- K15 Coffee Maker



Figure 1: Black model of Keurig K15 Coffee Maker

INSTRUCTIONS:



Figure 2: Control Panel

Step 1: Plug in your coffee maker and press the power button. You will know it is on when the blue light above the power button begins to flash (see Figure 2).



Figure 3: Top Lid Open

Step 2: Open the top lid.

NOTE: Ensure there is enough space around the coffeemaker that the lid can open fully and stay open without support.



Figure 4: Water pouring into water holding area.

Step 3: Pour water to desired amount of 6, 8, or 10 ounces.

NOTE: Pouring water over the maximum limit of 10 ounces may cause the excess water to leak water out of the bottom of the coffee maker.



Figure 5: Front handle (silver) lifted

Step 4: Lift the front handle that says KEURIG up and open to allow water to drain into the heating area. The coffee maker will make a quiet gurgling noise; this is normal.



Figure 6: K-Cup inserted

Step 5: Insert your drink of choice into the K-Cup slot. This may be a pre-packaged K-Cup or reusable K-Cup filled with drink of your choice (reusable K-Cup shown in Figure 6).



Figure 7: Machine ready to brew

Step 6: Close lid. Once the lid is closed, the BREW button will begin to flash blue (see figure 7).

NOTE: If you are using a pre-packaged K-Cup, you will need to press down hard enough so that the machine can puncture the aluminum lining and close fully.



Figure 8: Mug inserted

Step 7: Put your mug onto the drain tray so it is positioned under the spout.



Figure 9: Pressing BREW

Step 8: Press the BREW button. The machine will heat the water for around a minute, then begin to pour into the mug through the beverage filter and spout.



Figure 10: Machine brewing

Step 9: Wait until the machine has finished pouring your beverage, then remove.

CAUTION: The beverage coming out of the coffee maker has been heated to a high temperature. Use caution when handling and consuming.

Step 10: Enjoy your warm drink!

1098 Longbow Lane, Unit H
Bozeman, MT 59717

September 15, 2019

Ty Atwater
Director of Outdoor Recreation Program
1401 West Lincoln Street
Bozeman, MT 59717

Dear Mr. Atwater:

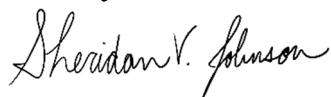
Thank you for the incredible services you provide the students at Montana State University. From issuing high quality rental products to crafting outdoor group expeditions, you give students the opportunity to access and enjoy the outdoors at a relatively low cost. I had heard only positive reviews from my peers about your service and quality of products until I used your services last January.

On January 7, 2019, I rented a pair of skis, a pair of boots, and a pair of poles from Outdoor Recreation Center for \$27 for a two-day rental. I am not an avid skier, so I was grateful for the help of your employee in finding and adjusting the correct equipment. Unfortunately, when I arrived at the ski hill, I found the skis were not adjusted properly and I lost my left ski as soon as I sat down on the ski lift. I thought I had made a mistake, so my friend retrieved my ski; I put it back on and attempted to ski down the hill. Every time I tried to turn, my skis easily came off and I took a tumble. It was clear these skis wouldn't work for the whole day, so I went to the ski shop at the ski hill to have them adjusted. This was going to cost me \$45 but renting a pair of skis for the day only cost me \$20. I went with the latter option, but it was \$20 more than I intended to spend after taking a long time to get down the hill.

I am writing to you to inform you of my experience with the hope that it is avoided for future patrons of the Outdoor Recreation Center. Whether it was an error in the training process or a mistake by an employee, I hope this issue is investigated so it may be resolved and future customers may benefit. I have heard nothing but positive feedback regarding my friends' experiences with your program, so I was disappointed by this incident. In return for the extra expense I incurred as a result of this experience, please let me know if there is any compensation you can offer.

Thank you for your time. If you have any questions, please feel free to contact me at sheridanvjohnson@gmail.com. I look forward to hearing from you within the next month.

Sincerely,



Sheridan V. Johnson, Outdoor Recreation Patron

Sheridan Johnson
1098 Longbow Lane, Unit H
Bozeman, MT 59717

September 15, 2019

Ty Atwater
Director of Outdoor Recreation Program
1401 West Lincoln Street
Bozeman, MT 59717

Dear Mr. Atwater:

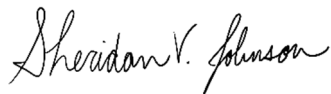
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Sincerely,



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BFFRIENDERS

ENHANCING LIVES THROUGH
FRIENDSHIP

BFFRIENDERS BOZEMAN

807 N Tracy Ave
Bozeman, MT 59715

Presorted
First Class
Mail
U.S. Postage
Paid

Potential Senior Participant Name
Example Address
Bozeman, MT 59715

Find a lifelong friend today!



Hello!

Here at Befrienders, we know how essential it is to keep important community members connected to the greater population. That's why our program was created in 1993 to link younger volunteers with residents over 65 who could always use additional companionship. We match pairs of friends with a large generational gap who spend one hour a week together to play games, get lunch, or just chat about life. Friendship is beneficial for all ages and even more important as we get older, according to a study by Michigan State University. If you are interested in benefiting from increased social interaction, this is the program for you. We conduct thorough background checks of each of our volunteers, are able to provide this program free of charge, and just want to make a few lives in the Gallatin Valley a little bit better. Check out some details of the program below and give us a call at (406) 522-8169 if you have any questions.

Sincerely, Jane Doe, Executive Director



"I love her. She cheers me up. I like that she's a college student because I went to college and love to remember and talk about that time in my life. She does so much for me."

- Current Befrienders Senior



Befrienders

Enhancing Lives Through Friendship

Befrienders is a non-profit organization that provides companionship, support, and advocacy for the aging population throughout the Gallatin Valley.

WHAT DO WE DO?

Seniors are matched with volunteers based on interests and needs, so the time it takes to receive a match may vary. We take this process very seriously to guarantee that our pair will be a good fit. We make sure connections are fostered as soon as we find a potential match. Thorough background checks are conducted on each of our volunteers. After a pair has been established and a staff member joins you at your first meeting, your volunteer will spend a minimum of one hour per week with you.

HOW DOES IT WORK?

The interaction between Befrienders and seniors vary based on common interests and situations. Some live in assisted living facilities away from family, while others may live with their spouses and extended family. Some seniors are looking to spend time with a friend or to give their caretakers a break. Others just want someone to grab coffee with or have assistance with their errands. The expectations for every Befriender and senior is different, so your experience can be what you make it. Each pairing presents a new opportunity to change lives.

HOW DO I JOIN?

Seniors can fill out our application online or print off a PDF version and mail it to 807 N Tracy Avenue, Bozeman, MT 59715. If you're not sure how this process works or if it would be right for you, a caretaker or family member can fill it out for you. After your application is received, an interview will be conducted at your place of residency to understand your interests and needs. From there, we begin to find a potential match. That's it! We will contact you as soon as we find a possible Befriender. Memories are made from there!



BFFRIENDERS

ENHANCING LIVES THROUGH
FRIENDSHIP

BFFRIENDERS BOZEMAN

807 N Tracy Ave
Bozeman, MT 59715

Presorted
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Mail
U.S. Postage
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Potential Senior Participant Name
Example Address
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Find a lifelong friend today!



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Sincerely, Jane Doe, Executive Director



**"I love her. She cheers me up. I like that she's a college student because I went to college and love to remember and talk about that time in my life. She does so much for me."
- Current Befrienders Senior**



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1098 Longbow Lane, Unit H
Bozeman, MT 59715
406-470-1980
sheridanvjohnson@gmail.com

October 11, 2019

Human Resources
American Farm Bureau Federation
600 Maryland Avenue SW, Suite 1000W
Washington, DC 20024

Dear Marty Tatman,

As an involved and dedicated student with a passion for agriculture, I am an ideal candidate for the Leadership, Education, and Engagement Internship with the American Farm Bureau Federation, located in Washington, D.C. I'm Sheridan Johnson, a junior at Montana State University where I study both Agriculture Education - Communications and Political Science.

I have directly participated in American Farm Bureau's programs and would love the opportunity to help develop them further. In high school, we annually held a Farm Safety Day in my FFA chapter where I helped with the ATV Safety presentation put on by Montana Farm Bureau staff. Now, in college, I love going into our local elementary schools with our Collegiate YF&R to give lessons on agricultural literacy each year. As the 2017-2018 Montana FFA State President, my team and I were trained in leadership content preparation and delivery. We used this training to create leadership and agricultural advocacy workshops for middle and high school students in Montana. I am always searching for new opportunities to learn and communicate, especially regarding agriculture. I often find myself telling my fellow senators in student government the importance of agriculture education when the blue jackets invade campus. In my agriculture education courses, I have opportunities to teach about the importance of agriculture where just recently, I taught first graders about the dairy industry.

This internship directly relates to my passion for agriculture, education, and public service. I grew up in a Farm Bureau and this internship is the perfect way to get more involved and give back. The foundation of this organization is in local, grassroots involvement and I've seen the difficulties that come with getting people engaged. I want to continue to utilize my training through this position and learn from your organization to further my understanding of leadership and program development. My combination of skills and experiences, as well as my commitment to learning and personal growth, are directly applicable to this position that is rooted in agriculture, advocacy, and service to our nation.

Thank you for your consideration of my application. I am available on my cell phone (406-470-1980) or by email at sheridanvjohnson@gmail.com if you have any questions. I am thankful for this opportunity and look forward to your earliest response!

Sincerely,



Sheridan V. Johnson

Sheridan V. Johnson
1098 Longbow Lane, Unit H
Bozeman, MT 59715
406-470-1980
sheridanvjohnson@gmail.com

October 11, 2019

Human Resources
American Farm Bureau Federation
600 Maryland Avenue SW, Suite 1000W
Washington, DC 20024

To Whom It May Concern,

My name is Sheridan Johnson and I am applying for the Leadership, Education, and Engagement Internship with the American Farm Bureau Federation, located in Washington, D.C. I am a junior at Montana State University studying both Agriculture Education - Communications and Political Science.

I've been able to directly participate in some of American Farm Bureau's programs and would love the opportunity to help develop them further. In high school, we annually held a Farm Safety Day in my FFA chapter where I was able to help with the ATV Safety presentation put on by Montana Farm Bureau staff. Now, in college, I love going into our local elementary schools with our Collegiate YF&R to give lessons on agricultural literacy each year. As the 2017-2018 Montana FFA State President, my team and I were trained in leadership content preparation and delivery. We used this training to create leadership and agricultural advocacy workshops for middle and high school students in Montana.

This position directly relates to my passions for agriculture and public service. I've been around Farm Bureau my whole life and this internship is the perfect way to get more involved and give back. The foundation of this organization is in local, grassroots involvement and I've seen the difficulties that come with getting people engaged. I want to continue to utilize my training through this position and learn from your organization to further my understanding of leadership and program development. My combination of skills and experiences, as well as my commitment to learning and personal growth, are directly applicable to this position that is rooted in agriculture, advocacy, and service to our nation.

Thank you for your consideration of my application for the Leadership, Education, and Engagement internship. I am eager for the opportunity to work as a part of your team. I am available on my cell phone (406-470-1980) or by email at sheridanvjohnson@gmail.com if you have any questions regarding any of my application materials. I look forward to your earliest response!

Sincerely,



Sheridan V. Johnson

SHERIDAN JOHNSON

EDUCATION

Montana State University 3.98 GPA 2017-2020

Agriculture Education - Communication &

Political Science

Relevant Coursework:

- Leadership Development in Agriculture
- Economics of Agricultural Business
- Non-Formal Teaching Methods in Agriculture
- Introduction to American Government

Conrad High School 4.00 GPA 2013 - 2017

Valedictorian

Student Body President

EXPERIENCE

Associated Students of MSU April 2019 - Present

Senate Speaker and At-Large Senator

- Manage and assist around 20 student senators
- Create agenda and chair weekly meeting
- Correspond with stakeholders and university administration
- Represent all students at Montana State University in student senate
- Served on Finance Board to allocate over \$1.02 million in student fees
- Assist student constituents in solving problems on campus
- Organize all senate resolutions, bills, and governing documents

Control Crop Consulting May 2018 - August 2019

Crop Scout

- Monitored field health of clients' crops throughout growing season
- Concisely and accurately wrote reports detailing weeds, diseases, and environmental issues
- Effective, timely, and integral completion of tasks
- Updated client files, field records, and maps
- Revised and renewed employee training materials
- Probed and dried soils in preparation of soil analysis

Montana FFA Association March 2017 - April 2018

State President

- Represented the 5,000 members of the Montana FFA to alumni, volunteers, sponsors, and other stakeholders
- Extensive training in workshop preparation, group facilitation, and public speaking
- Delivered keynote addresses, greetings, and leadership workshops to a variety of audiences
- Served on a team with seven state officers to grow in leadership abilities and create leadership and agricultural advocacy curriculum, and plan end of year convention

References Available Upon Request

CONTACT

 (406) 470-1980

 sheridanvjohanson@gmail.com

 1098 Longbow Lane, Unit H
Bozeman, MT 59718

SKILLSET

- Experience working in leadership and with people from a variety of backgrounds
- Dependable, punctual, and adaptable
- Exceptional communication, listening, and organizational skills
- Outstanding technical, digital media, and computer skills

ACHIEVEMENTS

Montana State University
Presidential Scholar
2017 - 2021

MSU College of Agriculture
Noteworthy Undergraduate in Leadership
November 2018

Montana State University
President's Honor Roll
2017, 2018, 2019

Montana FCCLA State President
2016 - 2017

ACTIVITIES

- College of Agriculture Ambassador
- Honors College Ambassador
- ASMSU Finance Board
- Western Regional Honors Conference Planning Committee
- Alpha Zeta *Chancellor*
- Ag Ed Club *President*
- Collegiate Young Farmers & Ranchers
 - 2019 State Discussion Meet Winner

SHERIDAN V. JOHNSON

EXPERIENCE

Associated Students of MSU

April 2019 - Present

Senate Speaker and At-Large Senator

- Manage and assist around 20 student senators
- Create agenda and chair weekly meeting
- Correspond with stakeholders and university administration
- Represent all students at Montana State University in student senate
- Served on Finance Board to allocate over \$1.02 million in student fees
- Assist student constituents in solving problems on campus
- Organize all senate resolutions, bills, and governing documents

Control Crop Consulting

May 2018 - August 2019

Crop Scout

- Monitor field health of clients' crops throughout growing season
- Concisely and accurately write reports detailing weeds, diseases, and environmental issues
- Effective, timely, and integral completion of tasks
- Update client files, field records, and maps
- Revise and renew employee training materials
- Probe and dry soils in preparation of soil analysis

Montana FFA Association

March 2017 - April 2018

State President

- Represent the 5,000 members of the Montana FFA to alumni, volunteers, sponsors, and other stakeholders
- Extensive training in workshop preparation, group facilitation, and public speaking
- Deliver keynote addresses, greetings, and leadership workshops to a variety of audiences
- Served on a team with seven state officers to grow in leadership abilities and create leadership and agricultural advocacy curriculum, and plan end of year convention

EDUCATION

Montana State University

2017 - 2022

Agriculture Education - Communication & Political Science
3.98 GPA

Conrad High School


2013 - 2017

Valedictorian and Student Body President
4.00 GPA

CONTACT

 (406) 470-1980

 sheridanvjohanson@gmail.com

 1098 Longbow Lane, Unit H
Bozeman, MT 59718

SKILLSET

- Experience working in leadership and with people from a variety of backgrounds
- Dependable, punctual, and adaptable
- Exceptional communication, listening, and organizational skills
- Outstanding technical, digital media, and computer skills

ACHIEVEMENTS

Montana State University
Presidential Scholar
2017 - 2021


MSU College of Agriculture
Noteworthy Undergraduate in Leadership
November 2018

Montana State University
President's Honor Roll
2017, 2018, 2019

Montana FCCLA State President
2016 - 2017

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MSU Writing Center writingcenter@montana.edu [via mywconline.com](#)
 to me ▾

4:47 PM (1 hour ago) ☆ ↶ ⋮

Session Notes

Writer: Sheridan Johnson

Date: December 4, 2019, 4:30pm - 5:15pm

Tutor: E.L.

Session Notes:

Hi Sheridan,

It was a pleasure to work with you in the writing center this evening!

During our session, we read through your reflection portfolio for WRIT 221. Overall, our goal was to just proofread and make sure there was nothing blaring, and overall, it looked great!

Best of luck on the rest of your semester!

Ellese (E.L.)

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