

Name: \_\_\_\_\_

## Senior Portfolio - Contents

As you know, the senior portfolio is a graduation requirement. It will be due precisely on May 20, 2011.

The importance of your portfolio goes far beyond the grade you will receive, for it can be an important tool in your job search. If you take this project seriously, concentrate in class and complete the assignments, you will end up with a useful portfolio that you can be proud of.

It will be of the utmost importance that you do not interfere with other students' learning as we work on the portfolio. Do not infringe on the learning time of others.

Do not leave work until the last minute. Not only will you make it extremely hard on yourself, but you will end up with an ineffective tool for your job search.

Final copies of portfolio items will be required to be done on a computer. Be sure to save your work and revise it as we work on it. I **HIGHLY** recommend (only because I cannot require it) that you sign up for a Google account which gives you access to Google Docs as well as a Google email account you can use well beyond this project. Google Docs are stored in the "Cloud" and not on district servers. This means you can work on them anywhere you can get a computer and an Internet connection. This also means that you're not locked out of your documents if you cannot access your space on the drive for some reason. You are not tied to one computer because you saved your document on that computer's desktop. It also makes it easier to update your portfolio items as you increase your job skills and progress through your classes in college.

Name: \_\_\_\_\_

The following items will be required for your senior portfolio, not necessarily in this order:

- Table of Contents
- Portfolio Summary (narrative) - what the portfolio says about you.
- Resume (2 copies required) - completed first semester & must be error free.
- Cover Letter (2 copies required) - must be error free.
- Autobiography - minimum of 3 paragraphs, discussing past, present, and future.
- College Application Essay - completed first semester.
- Job Shadowing Report - completed first semester
- Two Letters of Recommendation - completed first semester
- Two Samples of Writing - any genre; should be clean copy.
- Travel List - where you've been and where you'd like to go.
- Activities/Honors (may be a list, or may be the actual awards or copies of them).
- Reading List - books you've enjoyed and/or are career related.
- Transcripts - you've received a copy
- Test Scores - ACT/SAT/MEAP
- Picture
- Teamwork/Leadership Skills List (may be narrative or list)
- LinkedIn profile and connected with the other members of this class - [www.linkedin.com](http://www.linkedin.com)
- Other Appropriate Items - drawings, photos, computer-generated projects, etc.

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