

NAME: _____



COLLEGE PORTFOLIO - ELECTRONIC OR PAPER BASED:

A high school student's academic portfolio for school can give the committee a more complete picture of an applicant, rather than just an SAT score or a high school transcript. In addition, taking the time to gather and prepare a portfolio in support of a college application demonstrates your ability to work hard. Any of these characteristics can help make a difference!

COMPONENTS OF PORTFOLIO:

1. Updated and Edited Resume
 - Please include the MOST RECENT UPDATED Resume.
2. Bio from Gala with an Appropriate Photo
 - Please include your Bio from the Gala, feel free to update this as necessary.
3. Statement of Goals - Cover Letter
 - Please include your Cover Letter - **New Document to be created and completed.SEE EXAMPLE**
4. College Essay
 - Please include your MOST RECENT UPDATED College Essay.
5. Creative Works - Paintings, Pictures, Musical Performance, Poetry
 - Please include any paintings, poetry, musical performances you may have.

CRITERIA OF PORTFOLIO:

1. Portfolio must contain all 5 Components
2. Portfolio can be DIGITAL - Google Sites or portfolio can be Paper Based in Portfolio
3. Portfolio may be creative but appropriate.
4. Follow the rubric - SEE ATTACHED.
5. See Example - Mrs. Weis made it on Google Classroom.

ASSIGNMENT IS DUE THE FIRST DAY OF CLASS - SEPTEMBER 6, 2023

Cover Letter for High School

Salutation/Greeting

- Keep it formal (“Dear Mr. Jones,”)
- Use a name whenever possible – do your best to locate one. If you are unable to find a name, use a generic greeting such as “To whom it may concern:” or “Dear Hiring Manager:”

Paragraph One

- Identify the reason for writing (to apply for or inquire about a specific job or an internship).
- Identify yourself by one or more descriptors such as degree, experience, or school. (I am a rising senior at Bethesda-Chevy Chase High School...)”)
- Indicate where, when, and how you learned about the job. Mention the name of the person who told you about the job, especially if s/he is well-respected, knows the person, or is interning there. (My teacher, Ms. Brown, mentioned that you may be looking for an intern.)
- Indicate in summary form that you have the qualifications to do the job and/or that you can add value to the organization.

Paragraph 2

- Convince the reader by providing factual evidence to support your qualifications. Demonstrate that you will be an asset to the company. Do NOT discuss what the company will do for you.
- Give a concise overview of your work history/volunteer experience/extracurricular accomplishments in relation to the job requirements.
- Provide concrete examples of job-related accomplishments or results obtained through work, school, extracurricular activities or volunteer service (ex: “I was named employee of the month for my customer service skills.” NOT “I am great with customers.”)

Paragraph 3

- Invite the reader to take action, e.g. request an interview.
- Express confidence in your abilities (If given the opportunity, I am confident I can...” NOT “Hopefully, I will have what it takes to be successful...”)
- Thank the reader for considering your request.

Closing

- Skip a line and write a formal closing such as “Sincerely” or “Sincerely Yours”
- Skip a space and “sign” your name in a *cursive font*. Skip another space and type your name.

Formatting and other guidelines

- Use a standard font that looks professional, such as Times New Roman, Calibri, Arial or Palatino.
- Single-space your cover letter. Leave a space between each paragraph. Left-justify.
- Avoid jargon, slang, and trite phrases. (Do NOT use “so,” “very” and “really.”)
- Express enthusiasm and energy while being warm, professional and positive. (Don’t overdo it.)
- Be sure the subject line of the email is appropriate. For example, you might write “Potential Internship for B-CC Student.” Do NOT write “Hi, this is...”)
- Make sure your email address is a professional one. (wildthing@aol.com is NOT professional.)
- Attach a copy of your resume.

Katie Oaks
24 Candy Cane Lane
Riverhead, New York 11778

Mrs. Morris
The Circle Director
123 Lollipop Lane
Riverhead New York 11778

Dear Mrs. Morris,

I am a junior at Bethesda-Chevy Chase High School. My neighbor, Jill Jackson, told me that the National Gallery is looking for an intern. I am writing to express my interest in that position. As a lifetime supporter of the arts and an organized person, I am confident that I can assist the development team in working with members of The Circle to ensure the possibility of future exhibitions.

Through my work experience with Hooks Book Events and Joyful Bath Co., I've developed interpersonal skills that will enable me to effectively communicate with the donors. My expertise in mailings, as well as social media, will allow me to manage requests for information from current members efficiently, and even contact prospective donors. In addition, working behind the scenes in retail has reinforced the importance of quality control to produce the best possible product. This knowledge directly applies to day-to-day work in the development office, as it is vital that each piece of literature sent out meets the standards of the Gallery.

Serving as Copy Editor of my high school's yearbook and Recording Secretary of the senior class has given me additional experience in leadership. My ability to coordinate details and execute plans in a school environment will make certain that all Gallery records are updated in a timely manner and donor events run smoothly.

I have attached a copy of my resume and would appreciate the opportunity to meet with you to discuss my qualifications. Thank you for your consideration.

Sincerely,

Katie Oaks

Katie Oaks