

Suggestions for a Successful Portfolio

General: Plastic cover sheets may be used but are not required. It is most important that every document be completely visible without removing it from the portfolio.

For your protection, be sure remove or cover up social security numbers. They do appear on SAT results as well as some other documents.

1. **Cover Sheet.** Create a cover. You only get one chance to make a good first impression. A picture of yourself on the cover or on the first page is a good idea.
2. **Assessment Sheet.** Put assessment paper in the front. Use that assessment page as a guide for organizing your portfolio. Place documents in the portfolio in the order that they appear on the assessment.
3. **Letter of Introduction/ Personal Statement.** Letter of introduction should be one page single-spaced or two pages double-spaced.
4. **Table of Contents.** Table of contents should include page numbers. Dividers are needed and labels are usually best if they are printed on the computer unless you are very artistic.
5. **Resume.** Resume should use an accepted template from Word or another program. References need to be provided along with phone numbers for contacting them.
6. **Recommendation Forms or Letters.** You should include any combination of 2-4 letters or forms. LEP needs to be included.
7. **Post High School Transition Form.** Make sure that it is complete.
8. **Best Works.** Attach an Exemplary Work Form for each piece of work. Be sure that the work itself is displayed completely so that it can be read. (While plastic cover sheets are nice it is more important that the entire work can be read without removing it from the portfolio.) The senior research paper should not be in this section but should be in the Culminating Project Evidence section.
9. **Culminating Project Evidence.** Make sure that all pages of the project are visible. Include the evaluations of the research paper and the presentation.
10. **Additional Supporting Evidence.** Include awards, pictures, articles that illustrate your competency. Try to pick no more than 10 items that illustrate your abilities or achievements. Be selective. Choose representative items. (For example, if you have too many items and you have 12 athletic letters you might choose to include only one from each sport.) Do not include items that do not really reflect your abilities or skills. (insurance cards, fifth grade spelling awards, baby pictures, etc.) You might include items such as a county food handler's card or pilot's license.