

# Some Helpful Portfolio Guidelines

## WKC 2011-2012

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Below are some items that **could be** included in your portfolio. Some of you may have completed portions of or a complete portfolio as part of your TAG credit and may only have to add, delete, or update items as you see fit.

### **1. PERSONAL PROFILE: “This is ME!”**

- Cover Letter outlining the purpose of your portfolio submission  
  
(For example if you are submitting it to be considered for WKC Only Scholarships, you should clearly state which scholarships you want to be considered for).
- Personal Mission Statement
- Brief Introduction of Yourself (one page)
- Resume
- 3 Letters of Reference from past/present employers, teachers, coaches, etc.

### **2. COMMUNITY INVOLVEMENT: “How I Make the World a Better Place!”**

- Documentation of memberships in clubs or organizations: (sports, music, drama, community or church groups, mission trips, volunteer endeavors may all be included here).
- Team/Club photographs are a nice touch.
- Certificates, awards or other forms of special recognition.
- Describe jobs, activities, committee work, or projects you have been involved with that required team work and/or leadership skills.
- You may want to feature some hobbies/interests in this section.

### **3. ACADEMIC SKILLS: Don’t feel pressure to include ALL items listed!**

- Most recent report card or a school transcript

- Writing samples you are proud of – not necessarily from English.
- Samples of other work – pictures of science or history fairs, pictures of projects you built, art work or photos of art work. Choose only your best stuff!
- Academic awards, scholarships, or achievement test scores (CAT, SAT, RAD, ACT) if you have not included them in any other sections.

#### **4. EMPLOYMENT SKILLS:**

- Documentation of leadership positions (coaching, officiating, group leader, shift supervisor)
- Any class assignment that shows your decision making abilities.
- Documentation of previous employment or volunteer work.
- Certifications (First Aid/CPR, driver's license, swimming, babysitting)
- Special Skills you have acquired by any means.