PORTFOLIO EXPECTATIONS

Portfolios completed as listed below and on the Portfolio Contents page are required of all students

2019-2020 School Year

It is recommended that the following be completed in the first year:

The following items are required:

1. Cover Page
2. Table of Contents
3. Business Letters/Cover Letters of Introduction
4. Resume
5. References
6. Goal Statements
7. Awards/Activities
8. Community Service
9. Exemplary Work

Senior year/2nd year:

Portfolios are required for completion of SST program.

Students applying for SST scholarships present portfolios to Brenda Schrempf **by 12:15 p.m. on Tuesday, March 31, 2020.**

NO LATE APPLICATIONS WILL BE ACCEPTED.

I.   Cover Page

Student's Name and Program (no student photograph) on the outside cover of the binder and student's Name and Program on the spine of the program.

II.   Letter of application for SST Scholarship (**ONLY if applying for SST Scholarships)**

III.   Table of Contents

IV.   Contents of Portfolio: Sections to be denoted by tabs.

    A. **Business Letters/Letters of Introduction/Cover Letters***
ONE PAGE Letter to college to request an interview, letter of application for a job or internship, thank you letter for an interview – These are personal letters, NO "To Whom It May Concern".

    B. **Resume***
ONE PAGE – References on separate page.

    C. **References***
THREE references – must include name, title, business, address and phone number. Start with the same student information heading used in resume.

    D. **Goal Statements***
THREE goals – one personal, one educational, one professional

    E. **List of Awards/Activities** - include certificates**
Teacher should remind students about opportunities for awards at SST.

    F. **Community Service****
List of community service with activity and dates – include any certificates and/or evidence if application.

    G. **Exemplary Work/Pictures**
This should include samples/pictures with descriptions.

*Completed in the junior year. Electronic copies of these items should be available and accessible to teachers.

**III, E, and G are mandatory items for students applying for SST Scholarships. They are optional items for all others.