

# PORTFOLIO

**NOTES** – from classes. Any class but must *include* notes during Senior Year.

**RESUME** – Complete (not outline form) - **must** be updated in 12<sup>th</sup> grade

**APPLICATION/ACTIVITY RECORD**– 1-Job Application; 2- Activity Record (should update yearly so none of your accomplishments are forgotten)

**PERSONAL INFORMATION** – Copy of drivers license, student body card, student I.D. or any other type of identification

**ACHIEVEMENTS** 1-Awards, certificates, volunteer activities (outside of the 16 hour requirement for OHS Community Connection); 2-Picture of project with a short summary (if available – Career Center will provide you with a form & take & print the picture or scan a picture you already have) There must be **at least 3** & there are many ways of getting these throughout your 4 years at OHS!!!

**RESEARCH** – 1- Senior Project Research Paper (completed in you Eng. IV class) 2- Career research paper (freshmen year so not everyone has this)

**PERSONAL LETTERS** (2 minimum) Personal letters in proper business letter format – 1-Resume Cover Letter; 2- Senior Project Thank You

**REFERENCE LETTERS** (2 minimum) Letter of recommendation or reference from: 1- Teacher(s); 2-Adult friend, neighbor or employer.

**PERFORMANCE** –Good quality graded papers (at least 2 -3 from any senior class) & may also include one good report card as well as from previous grades

**Community Service** – paperwork related to OHS Community Connection (Presentation notes from the required 16 hours community service)