

**The Gloria J. Taylor Foundation  
Upward Bound  
Student  
Portfolio**



**"PREPARING OUR FUTURE FOR THE FUTURE"**

## **About Your Portfolio**

This is your Portfolio. Included are examples that will help you complete your portfolio assignments. Each year, you will be instructed to complete assignments that should be added to your Portfolio. If you do this, the Fall semester of your senior year will be less hectic. All you will have to do is review and update the materials that you have on your flash drive. You will work on your portfolio throughout the school year in your UPWARD BOUND SESSIONS DURING YOUR STUDY HALL class where your UB advisor will help you organize your portfolio.

Turning in a completed Portfolio is an Upward Bound requirement that qualifies you for a GJTF scholarship your senior year. In May of your senior year, you will participate in a Senior Exit Interview. This is where adults from the community will evaluate your portfolio and interview each graduating senior.

After the Senior Exit Interview, you may pick up your Portfolio in the Upward Bound Office and take it home. Your portfolio will be helpful to you in the future when applying for jobs, colleges, and scholarships. You will have a copy of your high school transcripts, names, addresses, and phone numbers of people you can use as references, letters of recommendation, a list of activities and awards, a job resume, a personal essay, a sample thank you letter and a sample letter of application.

If you continue to update the information on your flash drive, you will have available a lot of the information that employers and colleges require on applications.

## Calendar of Portfolio Days

Portfolio has been incorporated to study hall period. One day a week will be designated to working on developing your portfolio and preparing you for your senior exit interviews.

### **IMPORTANT DATES FOR SENIORS:**

**Dates are subject to change**

Senior Portfolios must be turned into UB Counselor :

November 30<sup>th</sup>

UB Counselor will return Graded Portfolios to Students:

December 7<sup>th</sup>

Corrected Senior Portfolios are due to the UB Counseling:

January 14<sup>th</sup>

Senior Exit Interviews will be with the UB DIRECTOR:

May 3<sup>rd</sup>

Community Service hours must be turned into UB Office:  
(Hours turned in after May 11th will receive no more than ½ credit!)

May 11<sup>th</sup>

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Cover Sheet

**The Gloria J. Taylor Foundation  
Upward Bound Program**

YOUR NAME

CLASS OF \_\_\_\_\_

## Portfolio Expectations for Each Grade Level

### 9<sup>th</sup> Grade:

- Go over portfolio checklist
- Work on Activities/awards info sheet (put in what you've accomplished)
- Start your reference sheet (list 2 people: one from school, one from the community)
- Start resume
- Select work to put in your portfolio (at least one example for each ESLR)
- Do a rationale sheet for each example of your work you've put in portfolio
- Fill out and turn in a proposal for a youth learning service project (22 hrs to be done by end of yr.)
- Start bibliography
- Calculate your percentage of attendance

### 10<sup>th</sup> Grade:

- Update anything you have on your flash drive
- Update your activities/awards information sheet
- Update your reference list (add a person you've worked for-paid or youth service learning)
- Write an essay of introduction
- Review/add to your collection of work
- Do rationale statement for any new work you've added
- Update your resume
- Continue working on youth service-learning hours (should have a total of 45 hrs. by end of year.)
- Update bibliography
- Calculate your percentage of attendance

### 11<sup>th</sup> grade:

- Update anything you have on your flash drive
- Update your activities/awards information sheet
- Update your reference list (you should have 2 each from: school, community and work)
- Update your essay of introduction
- Update your resume
- Review/add to your collection of work
- Do rationale statement for any new work you've added
- Write a thank you letter
- Write a letter of application
- Continue working on youth service-learning hours (should have a total of 65 hrs. by end of year.)
- Update bibliography
- Calculate percentage of attendance

### 12<sup>th</sup> grade:

- Update your flash drive (your resume, references, and essay of introduction, etc.)
- Update and complete the activities/awards information sheet
- Update your essay of introduction
- Update your thank you letter
- Update your letter of application
- Update your reference list (you should have a total of 6 references listed)
- Obtain 3 letters of recommendation from adults who are not relatives
- Review your collection of work (have at least 1 - 2 for each ESLR)
- Be sure you have done a rationale statement for each piece of work you have in your portfolio
- Do a cover sheet for your portfolio
- Have 2 photocopies of personal I.D. (one with a picture)
- Have a copy of your HS transcripts (you'll receive these from portfolio teachers)
- Use the Portfolio Checklist to make sure you have everything completed
- Finish youth service-learning hours (85 hrs. total by May 1<sup>st</sup>)
- Finish bibliography for all four years of high school
- Calculate 12<sup>th</sup> grade and overall percentage of attendance
- Do self-evaluation of how well you achieved ESLRs
- Do an application for graduation

**SENIOR PORTFOLIO CHECKLIST**

Name: \_\_\_\_\_

(Give 1-10 Points)

<b>X</b>	<b>PORTFOLIO REQUIREMENTS</b> (All items must be typed to receive full credit)	<b>POINTS POSSIBLE</b>	<b>POINTS EARNED</b>
	<b>COVER SHEET</b> (Outside)	10	
	<b>TABLE OF CONTENTS</b> (Do not number pages)	10	
	<b>ESSAY OF INTRODUCTION</b>	10	
	<b>IDENTIFICATION</b>	10	
	<b>APPLICATION TO GRADUATE</b>	10	
	<b>LETTER OF APPLICATION</b>	10	
	<b>JOB RESUME</b>	10	
	<b>3 LETTERS OF RECOMMENDATION</b> (From adults, not students or relatives)	10	
	<b>LIST OF REFERENCES</b> (6 Adults)	10	
	<b>ACADEMIC SUMMARY</b>	10	
	<b>TRANSCRIPTS</b> (Include test scores)	10	
	<b>ACTUAL THANK YOU LETTER</b>	10	
	<b>ACTIVITY / AWARD INFO. SHEET</b> (sheet only)	10	
	<b>ATTENDANCE PERCENTAGE</b> (94 % Minimum Allowed)	10	
	<b>EXPECTED SCHOOL WIDE LEARNING RESULTS SHEET</b> (List 10 samples of your work -2 for each class; Rational Sheet goes on left side and Examples on the right)	10	
	<b>EFFECTIVE COMMUNICATOR RATIONAL SHEETS</b>	10	
	<b>EFFECTIVE COMMUNICATOR</b> (Examples / Documentation)	10	
	<b>PROBLEM SOLVER RATIONALE SHEETS</b>	10	
	<b>PROBLEM SOLVER</b> (Examples / Documentation)	10	
	<b>GROUP CONTRIBUTOR RATIONALE SHEETS</b>	10	
	<b>GROUP CONTRIBUTOR</b> (Examples / Documentation)	10	
	<b>RESPONSIBLE CITIZEN RATIONALE SHEETS</b>	10	
	<b>RESPONSIBLE CITIZEN</b> (Examples / Documentation)	10	
	<b>LIFE PLANNER RATIONALE SHEETS</b>	10	
	<b>LIFE PLANNER</b> (Examples / Documentation)	10	
	<b>SELF EVALUATION</b>	10	
	<b>REFLECTION OF YOUTH SERVICE LEARNING</b>	10	
	<b>BOOK PROJECT</b>	10	
	<b>CERTIFICATES/ AWARDS/ RECOGNITIONS</b>		
	<b>TOTAL POINTS</b>	<b>280</b>	

**JUNIOR PORTFOLIO CHECKLIST**

Name: \_\_\_\_\_

(Give 1-10 Points)

<b>X</b>	<b>PORTFOLIO REQUIREMENTS</b>	<b>POINTS POSSIBLE</b>	<b>POINTS EARNED</b>
	<b>ESSAY OF INTRODUCTION</b> update	10	
	<b>APPLICATION TO GRADUATE</b> Start application	10	
	<b>LETTER OF APPLICATION</b>	10	
	<b>JOB RESUME</b> -update	10	
	<b>2 LETTERS OF RECOMMENDATION</b> From adults, not students or relatives	10	
	<b>LIST OF REFERENCES</b> 4 people from community; no relatives or students	10	
	<b>ACADEMIC SUMMARY</b>	10	
	<b>SAMPLE THANK YOU LETTER</b> for job or scholarship interview	10	
	<b>ACTIVITY/AWARD INFO SHEET</b> update	10	
	<b>COLLECTION OF WORK</b> One example of your work, with rationales, for each of the 5 ESLRs		
	<b>EFFECTIVE COMMUNICATOR</b>	10	
	<b>PROBLEM SOLVER</b>	10	
	<b>GROUP CONTRIBUTOR</b>	10	
	<b>RESPONSIBLE CITIZEN</b>	10	
	<b>LIFE PLANNER</b>	10	
	<b>RATIONALE STATEMENT</b> do one for any new work added	10	
	<b>Youth Service Learning</b> 66 hrs total	10	
	<b>BOOK PROJECT</b>	10	
	<b>CERTIFICATES/ AWARDS/ RECOGNITIONS</b> collect what you've received at this point	10	
	<b>TOTAL POINTS</b>	180	



**SOPHOMORE PORTFOLIO CHECKLIST**

Name: \_\_\_\_\_

(Give 1-10 Points)

<b>X</b>	<b>PORTFOLIO REQUIREMENTS</b>	<b>POINTS POSSIBLE</b>	<b>POINTS EARNED</b>
	<b>ESSAY OF INTRODUCTION</b>	10	
	<b>JOB RESUME</b> -update	10	
	<b>LIST OF REFERENCES</b> list 2 people from the community	10	
	<b>ACTIVITY/AWARD INFO SHEET</b> update	10	
	<b>COLLECTION OF WORK</b> One example of your work, with rationales, for each of the 5 ESLRs  <b>EFFECTIVE COMMUNICATOR</b>	10	
	<b>PROBLEM SOLVER</b>	10	
	<b>GROUP CONTRIBUTOR</b>	10	
	<b>RESPONSIBLE CITIZEN</b>	10	
	<b>LIFE PLANNER</b>	10	
	<b>RATIONALE SHEETS</b> 1 sheet for each example	10	
	<b>Youth Service Learning</b> 44 hrs	10	
	<b>Book Project</b>	10	
	<b>TOTAL POINTS</b>	120	

**FRESHMAN PORTFOLIO CHECKLIST**

Name: \_\_\_\_\_

(Give 1-10 Points)

<b>X</b>	<b>PORTFOLIO REQUIREMENTS</b>	<b>POINTS POSSIBLE</b>	<b>POINTS EARNED</b>
	<b>JOB RESUME</b>	10	
	<b>LIST OF REFERENCES</b> list 2 people who work at school	10	
	<b>ACTIVITY/AWARD INFO SHEET</b> 9 <sup>th</sup> Grade	10	
	<b>COLLECTION OF WORK</b> One example of your work, with rationales, for each of the 5 ESLRs	10	
	<b>EFFECTIVE COMMUNICATOR</b>		
	<b>PROBLEM SOLVER</b>	10	
	<b>GROUP CONTRIBUTOR</b>	10	
	<b>RESPONSIBLE CITIZEN</b>	10	
	<b>LIFE PLANNER</b>	10	
	<b>RATIONALE SHEETS (5)</b>	10	
	<b>Youth Service Learning</b> 22 hrs	10	
	<b>Book Project</b>	10	
	<b>TOTAL POINTS</b>	110	

## **Directions for writing the Essay of Introduction for Your Portfolio**

### **Part One**

Introduce yourself. Describe your goals for the future. What careers are you interested in? How much college do you want to attend? Discuss any factors which helped influence to make these career and educational choices.

### **Part Two**

Discuss your career as a student. What classes have you taken that were particularly challenging to you? What made them challenging? In which class did you gain the most satisfaction from your work? What academic areas are most interesting to you? Also, discuss any classes you have taken outside of school, such as: exercise classes at church; classes at C.O.S.; community classes. How did these classes contribute to your education?

### **Part Three**

Discuss all activities you have participated in during your high school years. These can be in clubs and organizations, which are in or out of school. What community services projects have you done? What work experience do you have? Do you have any hobbies, sporting interests or collections? What have all these activities and awards contributed to making you the person you are?

## **Sample**

### **Essay of Introduction: your name (first & last)**

“Que?” That was all I said when I moved into the United States from Mexico. I felt like a rabbit that had been yanked out of my secure hole and brought into a whole different world where I was the outcast. Back in Mexico my English vocabulary consisted of about fifteen words. Back in Mexico I thought that was a lot, but when I came into this country, boy did I find out I was wrong! My self-esteem had just been squashed to a microscopic size.

Fortunately, I have recovered from the shock. I am now ranked two in my class and I have learned the English language so well that I shock most people when they learn that I am of Mexican origin. I have also learned to “socialize” with the community. I have regained enough confidence in myself that I have started to run for office in clubs and organizations. I am proud to say that I have successfully made a comeback from my childhood trauma.

I am currently Woodlake FHA’s Secretary and CSF’s Treasurer. The activity that took up most of my time in school was Woodlake High’s Annual Career Day. I was CO-Chairperson. This job took a lot time and organizational skills. There was even a time when I thought that all the hard work was not going to come together for Career Day, but it did. Currently I am working for a second time as a Catechism aide for my church. This is a volunteer job where all the teachers and teacher aides come together and teach the children about the church and God. I volunteered for this because it gave me a way to participate in the church, but most of all, it enabled me to be with the children. I must admit my favorite time is feeling the children hug me and yell “Teacher, Teacher!” when they see me coming.

My peers see me as an “environmental freak,” and in a way I understand their point of view. In one way or another I am always bringing up the environment and how the abuse of the environment affects the animals that live in it. My number one concern is the cruelty toward animals. This has caused me to become a vegetarian since a very young age. I also have a deep love for children from the ages of two to seven. It is a wonderful feeling to be admired by them, and just talking to them and spending time with them is a pleasure all by itself.

As I look into my future and try to find a path for my life, I find myself unable to do so. There are so many choices to choose from that I have been unable to find one that is perfect for me or that fulfills my goals. What are my goals? Well, what I am looking for is a job that will enable me to help my community. I want to leave a mark in this world in one way or another. It doesn’t matter if it is worldwide or just between person and me. I just don’t want to leave this world without having something to show for it. I have so many dreams and there are so many choices. Still, I am unable to find the one that is right for me. I expect that my future experiences at college will help me grow emotionally so that finally I will be able to clear my mind and follow the path that I yearn to follow.

# PORTFOLIO

## Sample Personal Statement (Autobiography)

Many applications will ask you to attach a personal statement of your education and career goals (including reasons for your choice of college & career goal). You will need to provide information about yourself that you feel will be helpful in determining your eligibility to receive a scholarship. See the following for ideas on writing your personal statement. Your personal statement should not be longer than 1-½ pages in length.

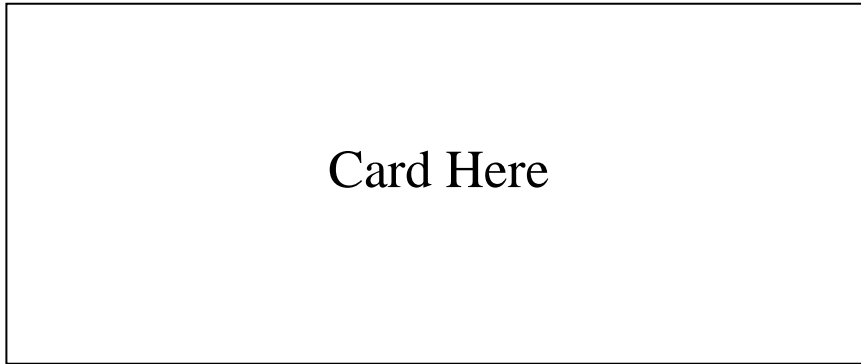
### Tips on Writing a Personal Statement

- 1<sup>st</sup> Paragraph Start by introducing yourself. Share information about you, your family/home life, special influences and work experiences. If you have not had any work experiences, it may be helpful to explain why.
- 2<sup>nd</sup> Paragraph School performance- Discuss your involvement in Academic studies, those areas you especially excel in; your grades and reasons for low grades, if any. List all extracurricular, leadership, community service, and/or outside community activities that you have participated in, particularly those that have influenced you the most. Include leadership programs such as (Camp Royal, Girls/Boys State, Migrant Education Leadership etc.)
- 3<sup>rd</sup> Paragraph College plans, discuss your reason for pursuing a college Education; identify what you plan to study in college (major) and why you are selecting this field of study; you may also want to tell us why you selected the college(s) that you have interest in applying to.
- 4<sup>th</sup> Paragraph Careers plans, after completing your college education, Describe your plans, i.e., jobs you plan to seek, where you plan to live, community/civic involvements, etc.
- 5<sup>th</sup> Paragraph Closing Statement-Add anything else that you think would be important for one to know about you, or state reasons why you think you are a worthy candidate for the scholarship that you are applying to. (Or job etc)?

## **Identification**

(one form with picture)

**Can be any of the following forms:**



Student ID Card  
Driver's License  
UB Identification Card  
Passport



## LETTER OF APPLICATION

**(Example, use a real business and put in your own words)**

**Must be typed**

Design and include  
your personal  
Letterhead.

Something  
Unique.→

**Joe Student**  
**1234 W. Main St.**  
**Woodlake, CA 93286**  
**(559)123-4567**  
**joestudent@emailaddress.com**

Date

Francisco Ainley  
Taco Bell, Manager  
0000 Mooney Blvd.  
Visalia, CA 93292

Dear Mr. Ainley:

Please consider this letter as and application for a position as assistant cook at the Taco Bell. I have included my resume and a list of references for your convenience.

As my resume shows, I have experience as a fast food cook. I am familiar with restaurant cooking equipment and have the ability to adapt quickly to new situations. I am quite sociable and have excellent people skills.

Woodlake High School classes end at 3:00 p.m. I am willing to start work weekdays at 4:00 p.m. On weekends, I will work anytime. I am also available during school vacations.

My future plans are to attend C.O.S, where I will major in liberal studies. A part- time job at Taco Bell will help me with school and personal expenses.

Thank you for taking the time to review my application. I hope to hear from you soon.

Sincerely,

Your Name (first and last, with your signature above it)



## **SAMPLE RESUME (Typed)**

Joe Student  
1234 W. Main St.  
Woodlake, CA 93286  
joestudent@emailaddress.com  
(559) 123-4567

### Goal Statement

I would like to attend the local community college for two years and then transfer to a four-year college to major in business administration.

### Education:

September 1994 to Present      Woodlake High School  
400 W. Whitney Ave.  
Woodlake, CA 93286  
(559) 564-3707  
Will graduate in June 2010

### Special Skills and Abilities

Bilingual: Spanish/English  
Lotus  
Word perfect 7.0  
T-Cove Child Care Certified

### Work Experience:

Summer, 2006      Bookkeeper  
Woodlake Country Club  
12345 W. Whitesbridge Road  
Woodlake, CA 93286  
Baby-sitter  
Cared for infant and 2 yr. old / light housekeeping

### Awards

Member of California Scholastic Federation (CSF)  
WUHS Choir  
Varsity Basketball and Softball, most valuable player, Renaissance, Golden Tiger

### Interests and Activity

Maya Club  
Varsity Basketball  
Tennis  
Future Farmers of America

### Personal References:

Bob Smith  
Teacher  
Bravo Preschool  
123 Valencia Blvd.  
Woodlake, CA 93286  
(559) 555-5555

Mary Majors  
Manager  
Woodlake County Club  
12345 W. Whitesbridge Road  
Woodlake, CA 93286  
(559) 564-0000

Joe Cool  
Dean of Students  
Woodlake High School  
400 W. Whitney  
Woodlake, CA 93286  
(559) 564-3307

# Letter of Recommendation

You need 3-5 letters of recommendation from adults who are not related to you. One letter should be from someone at school, and one letter should be from someone from the community. **There is a sample letter below.** There is also an information sheet you should fill out and give to the people you are asking to write letters. If the person isn't used to writing letters of recommendation, give them the sheet that has suggestions.

February 24, 2008

To All-USA High School Academic Team:

It is with great pleasure that I write a letter of recommendation for Jessica Godlin. Ms Godlin is a junior at Woodlake Union High School with a GPA of 4.09. Ms. Godlin has taken the most rigorous courses that Woodlake High has to offer. Jessica is almost too good to be true. She is intelligent, charming, polite and kindhearted.

Jessica's plans after graduating from high school are to attend a four-year university and become either a Physical Therapist or Director. She has an interest in both physical therapy and drama. Whichever career goal and career she decides on, I know that she will be successful at.

This young lady is tenacious about her studies and is also very involved in school activities. She has been on the swim team all her high school years. During her years with the swim team she has earned many medals and lettered in this sport. She is also involved in Drama, Science Club, CSF, and Academic Decathlon. As a volunteer service to her community she is involved with Woodlake's Healthy Start and as a peer counselor at the high school.

It is without reservation that I recommend Jessica for your scholarship. She has proven that she has it all: academics, extra curricular activities and leadership proven through her own hard work. I am confident that she will not let you down. Please call me for further information at (559) 564-3307.

Sincerely,

Aurora H. Medina  
Counseling Secretary

# Recommendation Form

Complete this form and give it to anyone from whom you are requesting a letter of recommendation. This will help them to highlight things about you that they may not remember or know. Please include specific criteria that the job or scholarship is looking for. **Please attach necessary criteria if possible.**

Dear \_\_\_\_\_ I need a letter of recommendation for my Upward Bound Portfolio. Here is some information about me.

1. Name: \_\_\_\_\_ Age: \_\_\_\_\_ Year in school: \_\_\_\_\_

2. College I plan to attend: \_\_\_\_\_

3. My Major: \_\_\_\_\_

4. Career: \_\_\_\_\_

5. Honors I have received:

Honor/Awards in school, community, county:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Activities/Sports I have been involved in:

School sports/Activities:

Grade:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. School clubs/organizations I have belonged to:

Club/Organization:

Date:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. Community Service I have done:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SAMPLE**

**References for (your name- first & last)**

(Must be typed & in alphabetical order)

Miss Rosa Guerra  
Attendance Clerk  
Castle Rock Preschool  
123 Street Name  
City, State Zip  
(555) 555-5555  
email [address@emailaddress.com](mailto:address@emailaddress.com)

Mr. Bob Lane  
Manager  
Elderwood Wal-Mart  
345 Street Name  
City, State Zip  
(555) 555-5555  
email [address@emailaddress.com](mailto:address@emailaddress.com)

Mrs. Janie Kim  
Manager  
Woodlake Burger King  
765 Street Name  
City, State Zip  
(222) 222-2222  
email [address@emailaddress.com](mailto:address@emailaddress.com)

Mr. Raul Casas  
Manager  
Woodlake Garden Center  
543 Address  
City, State Zip  
(333) 333-3333  
email [address@emailaddress.com](mailto:address@emailaddress.com)

Mr. John Castle  
Owner  
Kaweah Video Arcade  
567 Street name  
City, State Zip  
(444)444 – 4444  
email [address@emailaddress.com](mailto:address@emailaddress.com)

Mrs. Blanca Lucatero  
Spanish Teacher  
Woodlake Union High School  
400 W. Whitney Ave.  
Woodlake, CA 93286  
(559)564-3307  
e-mail: [address@emailaddress.com](mailto:address@emailaddress.com)

# Academic Summary

For

---

English (four courses required for graduation)

Course Name:				
Grade(s):				

Math (three courses required for graduation)

Course Name:				
Grade(s):				

Social Studies (four courses required for graduation)

Course Name:				
Grade(s):				

Science (three courses required for graduation)

Course Name:				
Grade(s):				

Foreign Language/Fine Arts (one course required for graduation)

Course Name:				
Grade(s):				

I have geared my elective course choices in the following Career Pathway: \_\_\_\_\_

Elective Courses I have taken which have helped prepare me in this area:

Course Name:				
Grade(s):				

## **Transcripts**

At the end of your Senior Year your counselor will give you a copy of your Transcript. The school registrar will run the Transcripts and give them to your UB advisor.

**SAMPLE THANK YOU LETTER**

(Must be typed)

Personalize your letter to a real person, use your own words!

April 1, 2009

Mr. Frank Ainley, Manager  
Taco Bell  
0000 Mooney Blvd.  
Visalia, CA 93292

Dear Mr. Ainley:

I appreciate the time you took to interview me Tuesday for the assistant cook opening at Taco Bell. It is exactly the kind of position I am seeking.

Your franchise has a very good reputation in Tulare County. I would like to work in your business. I feel my past experience at Burger King in Three Rivers will be helpful to me.

As we agreed, I will call you next Monday afternoon for your decision. I am looking forward to joining your business.

Sincerely,

Your Name  
Your Address  
City, State Zip

**ACTIVITES RECORD:** what I was involved in

**9<sup>th</sup>**

Sports

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---

Clubs & Organizations/  
Office Held

---

---

---

Community Service

---

---

---

Honors/ Awards/ Certificates earned

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---

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**11<sup>th</sup>**

Sports

---

---

---

Clubs & Organizations/  
Office Held

---

---

---

Community service

---

---

---

Honors/ Awards/ Certificates earned

---

---

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**10<sup>th</sup>**

Sports

---

---

---

Clubs & Organizations/  
Office Held

---

---

---

Community Service

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Honors/ Awards/ Certificates earned

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**12<sup>th</sup>**

Sports

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Clubs & Organizations/  
Office Held

---

---

---

Community service

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Honors/ Awards/ Certificates earned

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## Attendance

Your attendance is critical to your success at school. It is also an indication to future employers of your work habits. Poor attendance is not acceptable to employers. Your attendance should be no less than 94 %.

At one of the portfolio meetings this year all 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> graders will receive an attendance printout from the previous school year. In March, just before portfolios are due, seniors will receive another printout of their 12<sup>th</sup> grade attendance. Keep these printouts in your portfolio. Use them to find your percentage of attendance and list these on the attendance page of your portfolio. In order to participate in the graduation ceremony seniors must have 94% attendance in their senior year.

Using your attendance printout count the total number of days you were not in class. Count each: I (ill), UNV (unexcused verified), UNX (unexcused), and SUS (suspended). Five periods = one school day, so don't forget to count individual periods that you missed.

To calculate your percentage of attendance:

Total days of school: 180 minus \_\_\_\_\_ (total days missed) = \_\_\_\_\_ days attended

To find your percentage of attendance: divide \_\_\_\_\_ (total days attended) by 180 = your percentage

### PERCENTAGE OF ATTENDANCE

9<sup>th</sup> grade: \_\_\_\_\_

10<sup>th</sup> grade: \_\_\_\_\_

11<sup>th</sup> grade \_\_\_\_\_

12<sup>th</sup> grade: \_\_\_\_\_

OVERALL PERCENTAGE OF ATTENDANCE: \_\_\_\_\_ (total your 9<sup>th</sup>-12<sup>th</sup> and divide by 4)

# ***GJTF-UB Expected Schoolwide Learning Results: ESLRs***

In your portfolio, you must have samples of your work which show that you have met each of the goals listed below. Each of these samples of your work must have a rationale statement, which explains why the piece of work was chosen, and which of the five goals it meets. List the work you have included in your portfolio to meet each of the five ESLRs. You must have two examples of work for each ESLR.

**I.**

**Effective Communicators  
Students Will:**  
\*Communicate effectively through a variety of media  
\*Use a variety of information  
\*Be effective communicators by demonstrating good writing, speaking and listening skills  
\*Demonstrate effective presentation skills through creative expression

1. \_\_\_\_\_

2. \_\_\_\_\_

**II.**

**Effective Problem-Solvers  
Students Will:**  
\*Recognize and analyze problems.  
\*Consider a variety of strategies for problem solutions  
\*Show initiative and an ability to complete the problem solving process

1. \_\_\_\_\_

2. \_\_\_\_\_

**III.**

**Group Contributors  
Students Will:**  
\*Work collaboratively to complete a task  
\*Demonstrate effective interpersonal skills.  
\*Self-monitor and assess behavior in groups  
\*Encourage contributions from all group members

1. \_\_\_\_\_

2. \_\_\_\_\_

**IV.**

**Responsible Citizens  
Students Will:**  
\*Demonstrate respect for self and others  
\*Demonstrate responsibility  
\*Engage in activities which address local and global issues  
\*Demonstrate responsible citizenship through Youth Service Learning

1. \_\_\_\_\_

2. \_\_\_\_\_

**V.**

**Lifelong Learners  
Students Will:**  
\*Establish personal priorities and achievable goals; evaluate progress  
\*Organize an effective plan for education and career goals  
\*Develop and utilize strategies that promote physical and mental health.  
\*Develop skills to master the changing tools of technology

1. \_\_\_\_\_

2. \_\_\_\_\_

# Portfolio Rationale Sheet (Typed)

Name: \_\_\_\_\_

The Expected Schoolwide Learning Result that this assignment fulfills: (highlight one)

Effective Communicator    Problem Solver    Group Contributor    Responsible Citizen    Life Planner

Type of project, piece or selection: \_\_\_\_\_

Class for which this assignment was done: \_\_\_\_\_

Indicate what **standard** this assignment covers: \_\_\_\_\_

\_\_\_\_\_

Why I feel this Selection fulfills the ESLR I have indicated:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

New things I learned from this assignment are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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# Student Self Evaluation

Rate yourself on how well you feel you achieved each ESLRs:

Write a paragraph explaining how well you attained each ESLR

## *GJTF Expected Schoolwide Learning Results*

### **Effective Communicators Students Will:**

- \*Communicate effectively through a variety of media
- \*Use a variety of information
- \*Be effective communicators by demonstrating good writing, speaking and listening skills
- \*Demonstrate effective presentation skills through creative expression

Excellent

Good

Poor

### **Effective Problem-Solvers Students Will:**

- \*Recognize and analyze problems.
- \*Consider a variety of strategies for problem solutions
- \*Show initiative and an ability to complete the problem-solving process

Excellent

Good

Poor

### **Group Contributors Students Will:**

- \* Work collaboratively to complete a task
- \* Demonstrate effective interpersonal skills.
- \* Self-monitor and assess behavior in groups
- \* Encourage contributions from all group members

Excellent

Good

Poor

### **Responsible Citizens Students Will:**

- \* Demonstrate respect for self and others
- \* Demonstrate responsibility.
- \* Engage in activities which address local and global issues.
- \* Demonstrate responsible citizenship through Youth Service Learning

Excellent

Good

Poor

### **Lifelong Learners Students Will:**

- \*Establish personal priorities and achievable goals; evaluate progress
- \*Organize an effective plan for education and career goals
- \*Develop and utilize strategies that promote physical and mental health.
- \*Develop skills to master the changing tools of technology

Excellent

Good

Poor

Student: \_\_\_\_\_

## Reflection of Youth Service-Learning Experience

Please respond to the following questions about your youth service-learning project. If you did more than one service project for your 85 hours, select one single project and answer the questions about that project. **Include a picture of yourself on the job**

Briefly describe your Youth learning Service Project:

1. Learning means doing something new or different. What did you do that was new or different during your community service project?

1. Explain how the things you learned during your community service could help you later in life.

2. How did you demonstrate that you were a self-starter? (Self-starters are people who can see the “big picture”). They suggest ways to approach the task or “get started”. Did you see the final results and were you able to accomplish the task?

3. What are some ways in which your community service experience could have been improved?

# Book Project

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(Write your name here)

Book Project Used: \_\_\_\_\_

What did you learn from this project?

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What did you enjoy the most from the book?

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What did you not like about the book?

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Why did you choose this project for your portfolio?

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**SENIOR PORTFOLIO EVALUATION**

Name: \_\_\_\_\_

**REMINDER! THIS IS HOW YOU WILL BE EVALUATED**

(Give 1-10 Points)

X	<b>PORTFOLIO REQUIREMENTS</b> (ALL ITEMS MUST BE TYPED FOR FULL CREDIT)	<b>POINTS POSSIBLE</b>	<b>POINTS EARNED</b>
1.	<b>COVER SHEET (on outside cover)</b> 10-8 Excellent graphic design Spelling correct 5-7 Good graphic design Spelling correct 1-4 Needs Improvement	10	
	<b>TABLE OF CONTENTS</b> 10-8 Excellent format, spelling 5-7 Good format, minor errors 1-4 needs improvement  ( do not number pages)	10	
	<b>ESSAY OF INTRODUCTION</b> 10-8 3-5 paragraph essay-intro. Career goals, activities Spelling & grammar correct 5-7 Missing content, spelling Grammar errors 1-4 Needs improvement	10	
	<b>IDENTIFICATION (one form)</b> One with a picture (i.e., driver's license, student ID card, passport, Illinois ID) 10 One photo id 5 One id no photo	10	
	<b>APPLICATION TO GRADUATE</b> 10-8 All information provided 5-7 Missing info. 1-4 Needs improvement	10	
	<b>LETTER OF APPLICATION</b> 10-8 Personalized letterhead, Correct format, signed 5-7 Minor format & spelling Errors 1-4 Needs improvement	10	
	<b>RESUME</b> 10-8 Personalized letterhead, Correct format, 3 Ref 5-7 Minor format & spelling Errors, less than 3 Ref 1-4 Needs improvement	10	
	<b>3 LETTERS OF RECOMMENDATION (from adults, not relatives or students)</b> 10-8 3 letters included 5-7 2 letters included 1-4 1 letter included	10	
	<b>LIST OF REFERENCES (6 Adults)</b>	10	
	<b>Academic Summary</b> 10-8 Meeting graduation requirements 5-7 2-4 missing requirements 1-4 5 or more missing requirements	10	
	<b>TRANSCRIPTS</b> 10 transcripts included                      0 not included	10	
	<b>THANK YOU LETTER</b> 10-8 Personalized letterhead, correct Format, signed 5-7 Minor format & spelling errors 1-4 Needs improvement	10	

<b>ACTIVITY / AWARD INFO SHEET</b>	<b>10-8</b> 9 <sup>th</sup> – 12 <sup>th</sup> activities, typed <b>5-7</b> Handwritten <b>1-4</b> Needs improvement	10	
<b>ATTENDANCE PERCENTAGE</b> (94% is minimum allowed to walk in ceremony, but don't grade for low %)	<b>10-8</b> percentage is figured completely <b>5-7</b> incomplete calculations <b>1-4</b> not included	10	
<b>Expected Schoolwide Learning Results Sheet (ESLRs)</b> List examples you used.	<b>10-8</b> 2 examples of work included in each section, typed <b>5-7</b> Handwritten, only one example of work included <b>1-4</b> Needs improvement, missing information	10	
<b>COLLECTION OF WORK:</b> (list at least two examples of your work, with rationales, for each of the five ESLRs) <b>10 items total</b>  <b>For each collection of work below:</b>	<b>10-8</b> Typed, rationale sheet on left side, work on the right side, grammar and spelling correct, student explanation clear and concise <b>5-7</b> Handwritten, or minor spelling and grammar errors, or unclear explanations <b>1-4</b> Incomplete rationale sheets, handwritten, needs improvement	0	
<b>1. Effective Communicator Rationale Sheet/ Example</b>		10	
<b>2. Effective Communicator Rationale Sheet/ Example</b>		10	
<b>1. Problem Solver Rationale Sheet / Example</b>		10	
<b>2. Problem Solver Rationale Sheet / Example</b>		10	
<b>1. Group Contributor Rationale Sheet/ Example</b>		10	
<b>2. Group Contributor Rationale Sheet/ Example</b>		10	
<b>1. Responsible Citizen Rationale Sheet/ Example</b>		10	
<b>2. Responsible Citizen Rationale Sheet/ Example</b>		10	
<b>1. Life Planner Rationale Sheet/ Example</b>		10	
<b>2. Life Planner Rationale Sheet/ Example</b>		10	
<b>ESLR SELF EVALUATION</b>	<b>10</b> Typed, complete <b>5</b> handwritten, or incomplete	10	
<b>REFLECTION OF YOUTH SERVICE LEARNING</b>	<b>10-8</b> Spelling & grammar correct, picture included; responses clear <b>5-7</b> Minor spelling & grammar errors, handwritten, unclear <b>1-4</b> Needs improvement	10	
<b>BOOK PROJECT</b>	<b>10-8</b> Project demonstrates full Comprehension of the book, <b>5-7</b> Project demonstrates reading the book but lacks full comprehension, <b>1-4</b> Project needs improvement, book was not read completely.	10	
<b>TOTAL POINTS</b>		<b>280</b>	



## Professional Dress for Women

- A business suit-blue, gray, black.
- Materials should be wool, wool-polyester blends, or linen.
- In any outfit, fabrics that cling, shine or make noise do not make good impression.
- Keep skirt length appropriate: hemline no shorter than the bottom of the knee.
- Wear only quality fabrics in solid colors.
- Shoes must match and must have closed heels and toes. Heels should not be over 1.5 inches high.
- Wear only one ring per hand.
- One set of earrings, studs are best.
- Never wear jewelry that makes noise when you move.
- Scarves are an excellent accessory to accentuate your clothes. They should not be in bold contrast, however. Silk is preferred.
- Purses should not be carried.
- Research has found that women, who carry a leather attaché case, even if it is empty, are generally viewed as the most professional.

## Professional Dress for Men

- Conservative color for suit, i.e. blue, gray, black
- Two or three button coats are classic styles that are appropriate for any work environment
- Look for a lightweight wool fabric which breathes, keeping you cool. Wool is also durable and wrinkle resistant.
- A white collared shirt is best.
- Point collar, spread, or tab collars are preferred for interviews. Avoid button down collars that are too casual.
- Shoes must be shined.
- Choose a neat or random geometric pattern with the main color matching the suit. When tying the tie, use a half Windsor or four-in-hand knot.
- Avoid theme ties or character ties.
- Don't wear accessories (a watch is fine).
- Avoid wearing a suit that you can tell is from an expensive designer.
- Socks must match suit; black socks are best.

## Tips for Men and Women

- Hair should be trimmed, neatly arranged, and clean.
- Fingernails should be neat, clean, and trimmed.
- Avoid using colognes, scented powders, and perfumes.
- Keep pockets empty of tinkling coins.
- No gum, candy, or cigarettes.
- Always dress in upper-middle class clothing.
- Never wear anything sexy or too showy.
- Women: Don't wear too much makeup.
- Keep hair pulled back and out of face.
- Be conservative: earrings, piercing, etc.
- Never wear a fad item.
- Don't wear anything too bright, bold, or sharply contrasting.
- Never wear a knitted garment of any kind.
- Never wear anything with a designer's name or logo showing.