

OHS Senior Portfolio Requirements

Activities Record -see below for more information **due 09/09/16**

One Mock Job Application, **due 09/30/16**

Resume, **due 11/4/16**

Resume Cover Letter, **due 12/09/16**

One Reference Letter - See below for more information, **due 02/24/17**

Scholarship Application - see Mrs. Aguiar, **due 03/24/17**

Achievement (Awards, certificates, etc., ASVAB Scores, Personal Statement, **due 03/03/17**

Time Card(s) for Community Connection Project, **due upon completion of service**

Presentation Evaluation Sheet for Community Connection Project, **will be filed in portfolio upon completion of student's presentation**

[Resume Tips](#)

[Resume Guideline](#)

[Sample Resume](#)

[Cover Letter Tips](#)

[Cover Letter Template](#)

[Sample Cover Letter #1](#)

[Sample Cover Letter #2](#)

Reference Letters - The students are required to have one reference letter in their portfolio. The letter can come from a teacher, coach, boss, someone they have done community service for, mentor from a program they are involved in, long-time family friend, etc. (no letters from parents or peers). Students should request letters at least 3-5 weeks prior to the due date to allow the person enough time to write the letter.

The **Activities Record** will help outline student accomplishments while at OHS to assist when applying for scholarships and/or college. Some teachers also request this form when asked to do a reference letter. The following is a version of the Activities Record that can be typed: [Activities Record](#)

Portfolio Requirements/Deadlines

Due 09/09/16

_____ **ACTIVITIES RECORD** (Completely updated, clean copy for all four years at OHS)

Due 09/30/16

_____ **RESUME** (Complete, not outline form & MUST be updated in 12th grade)

Due 11/4/16

_____ **REFERENCE LETTER** (From a teacher or another adult that can vouch for your character/work experience/volunteer work, etc. – **not from parents or fellow students.**)

Due 12/09/16

_____ **RESUME COVER LETTER** (For a fictitious job & in the format provided!)

Due 02/24/17

_____ **EMPLOYMENT APPLICATION** (You will complete application for selected job)

DUE 03/24/17

_____ **SUMMARY OF COMMUNITY SERVICE** (You will write a page giving background information, description of what you did, etc. on your selected community service)

Due 03/3/17

_____ **ACHIEVEMENTS** (Awards, certificates, pictures of projects, newspaper clippings – minimum of one item, ASVAB Scores, Personal Statement)

_____ **TIME CARD(S) FOR COMMUNITY CONNECTION PROJECT** (Must have time card(s) showing a minimum of 16 hours for one or more Community Connection volunteer job(s) completed throughout Senior Year)

Portfolio must be completed by no later than Friday, April 28, 2017. The portfolio is a graduation requirement.