

John F. Kennedy High School

**Portfolio Instructions
and Samples**

**Mrs. Koskela
2017-2018**

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Title Page

What needs to be on it:

1. Your personal information (what is at the top of your resume):

full name, address, phone number, and e-mail address

2. School information: name, address, phone number, website, and logo.

John F. Kennedy High School; 11254 Gothic Avenue, Granada Hills, CA 91344;

(818) 271-2900; www.jfkcougars.org.

3. Whatever decorations/pictures you want to include. Many students

use the school logo in the middle (don't use Coach K's; it's copyrighted).

If you download an image from the Internet, make sure it is not copyrighted.

4. Make sure that background colors/decorations/pictures do not cover or

obscure your personal information or the school information.

Title Page Sample

Mary Smith
9889 Sepulveda Blvd., Apt. 314
Mission Hills, CA 91343
(818) 555-4390
msmith1234@gmail.com



John F. Kennedy High School
11254 Gothic Avenue
Granada Hills, CA 91344
(818) 271-2900
www.jfkcougars.org

Cover Letter Essentials – Mrs. Koskela

Format:

- Use a block format with personal info., date, contact info. for person/company you are writing to, greeting, body, closing and signature, and enclosure in that order.
- Use a standard size 12 easy-to-read font, double-spaced, and 1" margins. Keep it to one page.
- To see the format, you can go to jfkcougars.org, go to "Students," pull down and go to "Senior Forms" and you will find the cover letter formatting samples on the right-hand side under the resume samples.
- Use an appropriate salutation (greeting) and closing in your letter. Never refer to the person you are writing to by his or her first name.

Paragraph 1:

- Tell why you are writing to them (What is the job you want? How did you hear about it? Why are you interested in working for this particular company?).
- Make sure that the job you are applying for matches the objective and the skills on your resume.

Paragraph 2:

- Highlight the specific skills and experience you have that would make you an excellent candidate for this job (show the enthusiasm that may not be clear on a resume). Include more details and examples than you can on your resume.

Paragraph 3:

- How you would like to proceed (be proactive – tell them when you will call them to set up an interview. Then, of course, make sure you follow up).
- Thank them for taking the time to read your letter and resume and for considering you for the job.

Note:

- Don't forget to sign your cover letter!
- Type "Enclosure" below your name so the reader will look for your resume!

Cover Letter Sample

7425 Sepulveda Blvd., Apt. 23
Van Nuys, CA 91405
(818) 555 – 6325
baseballman@gmail.com

March 10, 2017

Dr. Richard Chavez
Principal
John F. Kennedy High School
11254 Gothic Avenue
Granada Hills, CA 91344

Dear Dr. Chavez:

I am writing to you about the job opening for a campus aide on your campus. I learned about the job from a posting on your school website. I would like to work at Kennedy because I graduated from there three years ago, and I know that it is an excellent school.

For the past year and a half, I have been working in security for a private firm. From experience, I know that the job responsibilities of security for a private firm and on a campus are very similar. I have the ability to work well with other people and to identify and diffuse possible problems quickly and without incident. I am extremely reliable, having never been absent from or tardy to work without prior arrangement. More details about my experience may be found in the attached resume.

I hope that you find my qualifications acceptable and that I can come in for an interview. I will contact you the week of March 23rd in order to set this up. Thank you for reading this letter and for considering me for this job opening.

Sincerely,

(be sure to sign!)

John Smith

Enclosure

Resume Format/Instructions

Name

Street address

City, CA Zip

Phone number

E-mail address

Objective: One sentence that tells the employer what you are looking for, such as, “I am seeking a position as ...” or “I am applying for the job of ...”

Education: John F. Kennedy High School, Granada Hills, CA
Anticipated graduation: June, 2017

If there is anything else you wish to share about your schooling (e.g. high gpa or special coursework that is related to the job you are seeking), it can go here.

Begin with the highest level of school (that means college classes, if you have taken them) and then work your way down. Middle school and elementary school do not need to be included.

Experience: If it is either work (paid) experience or volunteer (unpaid) experience, you can use this title. If you have both types of experience, list paid experience as “Job Experience” and unpaid experience as “Related Experience.” For each entry you should include:

- your title
- the name of the place you worked or volunteered
- the city and state of where you worked
- the dates (months and years) of when you worked
- your responsibilities

If you have more than one experience, start with the most recent and work back to those that occurred earlier.

Activities: These should be activities that can support your career objective or that demonstrate positive character traits for you.

Skills: The skills that you list should specifically fit the job that you are applying for. In other words, list skills that would make you successful at doing the job. Be prepared to explain HOW you obtained these skills and HOW they have prepared you for the job in your interview. Computer skills are great, just be certain that you can actually do what you say you can do.

References do not belong on your resume. On an interview other than that for the WRC (they are not required there), you should have them typed on a separate sheet of paper. Each reference should include the person’s full name, position or title, company name, and contact information (phone number and/or email).

Resume Sample

Mary Smith
10432 Balboa Boulevard
Granada Hills, CA 91344
(818) 555-6235
msmith635@gmail.com

Objective: I am seeking employment in the retail sales industry.

Education: John F. Kennedy High School
Granada Hills, CA
August, 2012 - present
Expected date of graduation: June 7, 2018
Cumulative grade point average: 3.25

Work Experience: Shakey's Pizza Parlor
September, 2014 – Present Sylmar, CA
Position: Hostess/Waitress
Job Responsibilities:

- organized seating arrangements
- managed customer orders
- promoted customer satisfaction and relations

Volunteer Experience: City of Los Angeles Animal Shelter
November, 2015 – Present Chatsworth, CA
Responsibilities:

- cleaning animal cages
- exercising animals
- feeding animals

Activities: Link Crew
August, 2016 – Present
Responsibilities:

- mentoring freshmen
- providing activities for freshmen
- guiding freshmen through example

Skills: Computer proficient in Word, Excel, and Powerpoint
Proficient in Google Suite
Fluent in English and Spanish

Personal Statement Questions (courtesy of the UC)

What do you want us to know about you? Here is your chance to tell us in your own words.

Directions

You will have 8 questions to choose from. **You must respond to only 1 of the 8 questions.**

Your response is limited to a **maximum of 350 words.**

Which question you choose to answer is entirely up to you, but you should **select a question that is the most relevant to your experience** and that best reflects your individual circumstances.

Your **response must be typed** in a size 12 font, double-spaced, and have 1 inch margins.

Keep in Mind

There is no right or wrong way to answer these questions. It is about getting to know your personality, background, interests, and/or achievements in your own unique voice.

1. Describe an example of your leadership experience in which you have positively influenced others, helped resolve disputes, or contributed to group efforts over time.

Things to consider: A leadership role can mean more than just a title. It can mean being a mentor to others, acting as the person in charge of a specific task, or taking the lead role in organizing an event or project. Think about your accomplishments and what you learned from the experience. What were your responsibilities?

Did you lead a team? How did your experience change your perspective on leading others? Did you help resolve an important dispute at your school, your church, your community, or in an organization? And your leadership role does not necessarily have to be limited to school activities. For example, do you help out or take care of your family?

2. Every person has a creative side, and it can be expressed in many ways: problem solving, original and innovative thinking, and artistically, to name a few. Describe how you express your creative side.

Things to consider: What does creativity mean to you? Do you have a creative skill that is important to you? What have you been able to do with that skill? If you used creativity to solve a problem, what was your solution? What are the steps you took to solve the problem?

How does your creativity influence your decisions inside or outside the classroom? Does your creativity relate to your major or a future career?

3. What would you say is your greatest talent or skill? How have you developed and demonstrated that talent over time?

Things to consider: If there's a talent or skill that you are proud of, this is the time to share it. You do not necessarily have to be recognized or have received awards for your talent (although if you did and you want to talk about it, feel free to do so). Why is this talent or skill so meaningful to you?

Does the talent come naturally or have you worked hard to develop this skill or talent? Does your talent or skill allow you opportunities in or outside the classroom? If so, what are they and how do they fit into your schedule?

4. Describe how you have taken advantage of a significant educational opportunity or worked to overcome an educational barrier you have faced.

Things to consider: An educational opportunity can be anything that has added value to your educational experience and better prepared you for college. For example, participation in an honors or academic enrichment program, or enrollment in an academy that is geared toward an occupation or a major, or taking advanced courses that interest you—just to name a few. If you choose to write about educational barriers that you have faced, how did you overcome or strive to overcome them? What personal characteristics or skills did you call on to overcome this challenge? How did overcoming this barrier help shape who you are today?

5. Describe the most significant challenge you have faced and the steps you have taken to overcome this challenge. How has this challenge affected your academic achievement?

Things to consider: A challenge could be personal, or something you have faced in your community or school. Why was the challenge significant to you? This is a good opportunity to talk about any obstacles you have faced and what you have learned from the experience. Did you have support from someone else or did you handle it alone?

If you are currently working your way through a challenge, what are you doing now, and does that affect different aspects of your life? For example, ask yourself, "How has my life changed at home, at my school, with my friends, or with my family?"

6. Describe your favorite academic subject and explain how it has influenced you.

Things to consider: Discuss how your interest in the subject developed and describe any experience you have had inside and outside the classroom – such as volunteer work, summer programs, participation in student organizations and/or activities – and what you have gained from your involvement. Has your interest in the subject influenced you in choosing a major and/or career? Have you been able to pursue coursework at a higher level in this subject (honors, AP, IB, college or university work)?

7. What have you done to make your school or your community a better place?

Things to consider: Think of community as a term that can encompass a group, team, or a place – like your high school, hometown, or home. You can define community as you see fit, just make sure you talk about your role in that community. Was there a problem that you wanted to fix in your community? Why were you inspired to act? What did you learn from your effort? How did your actions benefit others, the wider community, or both? Did you work alone or with others to initiate change in your community?

8. What is the one thing that you think sets you apart from other candidates applying to the University of California?

Things to consider: Do not be afraid to brag a little. Even if you do not think you are unique, you are – remember, there is only one of you in the world. From your point of view, what do you feel makes you belong on one of UC's campuses? When looking at your life, what does a stranger need to understand in order to know you?

What have you not shared with us that will highlight a skill, talent, challenge, or opportunity that you think will help us know you better? We are not necessarily looking for what makes you unique compared to others, but what makes you, YOU.

Individualized Graduation Program (IGP) Instructions

- **Your counselor should have given you your IGP before Winter Break. It is about 3 – 4 pages and contains a record of all the classes that you have taken. You probably had to sign that you were receiving a copy.**
- **If you lost your copy, you need to return to the Counseling Office (but do not expect them to be happy about it – you are in line to graduate and should be demonstrating some responsibility!).**
- **You do not need to do anything special with your IGP – just include it. Of course, you should be ready to discuss how you managed to be so successful – or why you were not so successful.**

Attendance Record Instructions

- **This should be a copy of your 10 week report card. You should get this the week that your portfolio is due.**
- **Be prepared to discuss any large numbers of absences or tardies (including those to homeroom) during your presentation. You should be prepared to discuss what impact a large number of absences or tardies might have on you in the future, whether in college or in your career.**

Five Samples of Outstanding Work Instructions

- Select five pieces of work you are proud of that demonstrate academic growth. These may be from any point in high school and from any classes, but at least some of them should be from your senior year.
- Be prepared to discuss why you selected each one. Explain how each one was significant or demonstrated your growth. For example, a math test for which you studied hard and then earned a good grade. You may also discuss how assignments like these will help you as you move on to college and/or career. What did you learn about yourself as a person or as a student by completing them successfully?
- You may choose to write down the significance of each sample on a 3” by 5” card and attach it to the sample itself to make it easier when presenting.

Meal Ticket Application Instructions

- In the fall, when you completed your meal ticket application, you should have printed out the verification page. If you have that page, that is what is needed here.
- If you do not have your verification page, you need to see Mr. Xiong in the Title 1 Office (A215).

SAT/ACT/College Placement Test and Reflection on Scores Instructions

- If you have applied to a four-year university, you had to take the SAT or ACT as part of your application. Include the scores from one of these tests here if you have them.
- If you plan to attend a community college, you will need to take a placement test to determine which math and English classes you will need. Include the scores here.
- If you do not plan to attend college but will be joining the military, include your ASVAB scores here.
- If you are unsure what you will do in the fall, you should be planning to attend community college. You can always change your mind later. Include your placement scores here.
- Once you have included one of the test scores mentioned above, you should write a half-page reflection of your scores. Your reflection should discuss what your scores reveal about your preparedness for what comes next (college or career). What do your scores show are your strengths? How will these strengths help you to be successful in the future? What are your weaknesses? How are you addressing (trying to improve) these weaknesses? Type in a size 12 font, double-spaced, with 1 inch margins.
- Be prepared to discuss your scores and your reflections on them.

Service Learning Project Explanation Instructions

- **At some point during high school, most likely during your health class or during a social studies class (U.S. history , government, or economics), you should have completed a Service Learning Project. If you aren't sure if you have completed one, take a close look at your IGP. On the last page under "LAUSD Requirements" it should say "Service Learning Project." If it has a "P" next to it, that means that you have passed this requirement.**
- **The explanation is another reflection of about a half-page (typed) of what your project was, why you chose this project (or this topic), what you learned as a result of completing this project, and how your Service Learning Project benefited the community. Be prepared to discuss this project and your reflections on it. Type in a size 12 font, double-spaced, with 1 inch margins.**

One College Application Instructions

- **All students, regardless of their future plans, are expected to submit one college application. This may be to a four-year university or a two-year community college. The purpose of this is to make sure that all students have college as an option after graduation.**
- **If you need assistance doing this, see Mr. Abarr in the College Office.**
- **If you are planning to get the free year of community college tuition next year, you MUST see Mr. Abarr ASAP for pre-registration, and you MUST submit your FAFSA by the deadline.**
- **For verification, you may print out proof of your submission or take a screenshot of your successful submission and print it out.**
- **Be prepared to discuss why you chose this application and what your plans are for the future.**

FAFSA or CA Dream Act Application Instructions

- Seniors are expected to complete their FAFSA or CA Dream Act Application. If you need help with this, see Mr. Abarrr in the College Office ASAP.
- Remember, if you plan to get the free year of community college tuition with the Los Angeles Community College District (LACCD), you must submit your FAFSA or CA Dream Act Application before the deadline.
- If you are unable to submit your FAFSA or CA Dream Act Application for any reason, you should attach evidence of at least one scholarship for which you have applied.

Career Interest Inventory/Career Cruising

1. Go to the LAUSD website, www.lausd.net.
2. In the search box on the right side, type "Digital Library."
3. Click on the green box with an "S" (for Student) on the right side of the page.
4. Click on "Student Tools and Resources."
5. Click on "Digital Library" on the left side of the page.
6. Click on "Career Cruising."
7. Click on "Log In."
8. Create "My Plan" to begin the login.
9. Click on "Assessments."
10. Click on "Matchmaker and My Skills."
11. Complete the assessment (make sure you complete ALL of the questions and not just the first section).
12. Print out your results and put them in your portfolio.
13. Be prepared to discuss what you think of these results and how helpful they may be in helping you to plan for your future.

Work Readiness Interview/Certificate Instructions

- **Once you receive your certificate (which should arrive in late February or early March), include it in your portfolio.**
- **You do not need to write anything for this section, but be prepared to discuss the experience of the WRC, what you learned from it, and how you think it might benefit you in the future.**

Community Service Hours Instructions

- **Include as many copies of the JFK Community Service Hours form as you need to in order to make up a minimum of 100 community service hours. Make sure that each form is completely filled out legibly so that it may be verified if necessary.**
- **Be prepared to discuss why you chose the particular experience(s) you have included here, what you learned from these experiences, and how these experiences will help to make you a more compassionate and productive member of society in the future.**

Letters of Recommendation Instructions

- You need to have three letters of recommendation, and **NO MORE** than one of them may come from a teacher or staff member here at Kennedy.
- No letters may come from family members.
- Letters should be typed and may come from current or former employers, religious leaders, organizations you completed your community service with, etc.
- The letters should identify qualities that you possess that would make you a good employee in the future. The best letters include both a description of your positive qualities and examples of how you have demonstrated these to the person writing the letter.
- For example, if I say a student is responsible, I might provide evidence of how the student completed every assignment or was never tardy to my class. If I say a student is a hard worker, I might talk about how a student stayed in at lunch or came in before school or after school in order to complete a project or assignment.
- Letters do not need to be long, but they should discuss at least two or three positive qualities along with supporting evidence. They can follow the same business letter format that you can find on page 5 with the Cover Letter sample.
- Make sure that each letter has a date and a signature from the person providing the recommendation, and that it has the recommender's contact information.

Certificates and Awards Instructions

- You should include a minimum of two certificates or awards from your high school career.
- These awards may be from the school, individual classes, teams, clubs, etc.
- If you have an award that is a medal or a trophy, you may take a picture of it and include the picture in this section.
- Be prepared to discuss why you chose these awards and how you feel about receiving them. How does receiving these certificates and awards help you to demonstrate that you are prepared for your future endeavors?

Parent and Guardian Participation Instructions

- You are expected to bring a parent or guardian with you to your Portfolio Presentation.
- If your parent or guardian is only available at specific days or times, please see Mr. Cedillo in the Assistant Principals' Office ASAP to schedule your presentation. It is easier to schedule it at a particular time now than to reschedule it in April.
- You should dress as you did for your WRC; it is up to your parent or guardian to determine what he or she wishes to wear.
- The purpose of this presentation is to practice your public speaking skills and to act as a celebration of all that you have accomplished in high school. Be proud of all that you have done and are continuing to do.
- Remember, our school goals contain the expectation that all of our students will be effective communicators when they graduate.

Notes/Where to Get Additional Help

- As you will be turning in your portfolios in March but doing your presentations in April, it is recommended that you either make copies or take pictures of each page so that you may practice for your presentation after you have turned in the portfolio itself.
- If you need help with anything college-related, see Mr. Abarr in the College Office.
- If you need help with your IGP, see your counselor.
- If you need help with your meal ticket application, see Mr. Xiong.
- If you have questions about your resume, cover letter, or any of your written reflections, ask your English teacher.