

Portfolio Tips

- ✓ Use a 3 ring binder (makes it easier to add and remove items)
- ✓ Use tabs/paper dividers to organize your portfolio
- ✓ Label the sections in your portfolio
- ✓ Use a table of contents so people looking at your portfolio can find information easily
- ✓ Use easy to read font
- ✓ Start gathering letters of reference/recommendation NOW so people have enough time to prepare them and do a good job
- ✓ Up-date your resume
- ✓ Ask someone to proof read your work
- ✓ Show creativity, skills, thought and ambition
- ✓ Use a wide range of materials - include a couple of different subjects to show your ability to work on different types of projects
- ✓ Photocopy materials you may want to leave with your audience...never leave your originals
- ✓ Keep it simple and let the work speak for itself!

Portfolio Guideline

- Table of Contents
- Introduction
 - ~ Name
 - ~ School you are attending
 - ~ Year of study
 - ~ Education goals
 - ~ State the purpose of your portfolio
- Resume
 - ~ In this section you can also include letters of reference/recommendation from teachers, school counsellors, past/present employers etc. This person should know you well.
- Academics
 - ~ Transcript
 - ~ Tests you did well on
 - ~ Photos of completed projects (include a short write up about the project)
 - ~ Samples of writing you did in school (essays)
 - ~ Any projects/essays you did well on which have teachers' comments and the grade
 - ~ Any on-going essays/projects

(When you enter any school work you have completed don't forget to include the date of the work, what class it was for and the purpose of the assignment. It may also be helpful to explain why you included that piece of work and what you learned from it. What were some things you feel you did well or possibly could improve on?)

- Certificates/Awards
 - ~ CPR/First Aid
 - ~ Sports awards/certificates
 - ~ Certificates of achievement
 - ~ Drivers Licence
 - ~ Academic achievements/awards/certificates (scholarships)

- Work and Volunteer Experience
 - ~ Work experience (place of past/present employment, duties and responsibilities)
 - ~ Volunteer work (What did you do? What did you learn? Why did you volunteer?)

- Field Placements
 - ~ CO-OP program
 - Where did you do your placement?
 - What were your responsibilities?
 - What did you learn?
 - ~ Transitions
 - Where did you do your placement?
 - What were your responsibilities?
 - What did you learn?

- Extra-curricular Involvement
 - ~ In school (sports, clubs, committees etc.)
 - ~ In the community (sports, clubs, committees etc)

(In this section it is important to show initiative and leadership. Discuss leadership skills you have or have gained during your extra-curricular involvement. How have you demonstrated leadership in your extra-curricular activities? You can also include photos, if available, such as newspaper clippings to give a visual of your involvement.)

- Personal Information
 - ~ Family
 - ~ Hobbies/Interests
 - ~ Travel

Portfolio Checklist

- Table of Contents

- Introduction
 - Name
 - School you are attending/Year of study
 - Education goals
 - State the purpose of your portfolio

- Resume
 - In this section you can also include letters of reference/recommendation from teachers, guidance counselors, past/present employers etc. This person should know you well.

- Academics
 - Transcript
 - Tests you did well on
 - Photos of completed projects (include a short write up about the project)
 - Samples of writing you did in school (essays)
 - Any projects/essays you did well on which have teachers' comments and the grade
 - Any on-going essays/projects

- Certificates/Awards
 - CPR/First Aid
 - Sports awards/certificates
 - Certificates of achievement
 - Drivers Licence
 - Academic achievements/awards/certificates (scholarships)

- Work and Volunteer Experience
 - Volunteer work (What did you do? What did you learn? Why did you volunteer?)
 - Work Experience (Place of employment, duties and responsibilities)

- Field Placements
 - CO-OP program
 - Transitions

- Extra-curricular Involvement (in school and in the community)

- Personal Information
 - Place of employment/family/hobbies and interests

Analysis of Project/Writing Sample

Look at your writing sample:

✓ What does this sample show you can do?

✓ Write about what you did well?

Think about realistic goals:

✓ Write about one thing you could improve on. Be specific.

(Use this as an outline ONLY)

Name:

Address:

Phone:

E-mail:

Statement: 2-3 sentences of strengths including your goals

Education: Grade 7-9 at ?? (school)

Grade 10- ? at Colonel Gray High School

List your courses taken each semester

1st Semester Courses

2nd Semester Courses

1.

1.

2.

2.

3.

3.

4.

4.

~List any specialized courses: (ITC, childcare, law, automotive, Co-op, etc)

Extra-curricular Activities:

School: (name activity, dates, describe activity)

Community: (name activity, dates, describe activity)

Work Experience: (job, employer, dates, description)

Awards/Certificates/Leadership: (what, when, why)

References: Available on request