

West Adams Preparatory High School

Senior Portfolio

Senior Portfolio: This culminating assignment for all graduating seniors at West Adams Preparatory High School who wish to participate in the graduation ceremony (walking stage).

Due Date: MAY 5, 2017

Where: Submit to your Advisory teacher, and receive clearance from your counselor.



Senior Portfolio Requirements / Sections:

1. _____ Cover Letter (one page)
2. _____ Resume (one page)
3. _____ Job Application
4. _____ Creation of www.collegeboard.org account
5. _____ Completed Career Cruising project
6. _____ Post Secondary Plan / Road Map
7. _____ Community Service Hours (40 HOURS TOTAL *per Principal)
8. _____ College acceptance letter *or* proof of registration at a community college *
9. _____ Proof of completion of the FAFSA *or* a completed AB540 affidavit / Dream Act Application *
10. _____ Completed brag sheet (pick up in college center)
11. _____ At least *one* letter of recommendation from a teacher
12. _____ Interview of family member & one page essay

**please notify your counselor if you have questions or concerns about these requirements*

**PLEASE SEE THE FOLLOWING PAGES FOR SAMPLE PORTFOLIOS AND RESOURCES
TO COMPLETE THIS REQUIREMENT**

WEST ADAMS PREPARATORY HIGH SCHOOL



Senior Portfolio Class of 2017

The senior portfolio is a **requirement** for you to participate in the graduation ceremony. This is a check off list and verification of **all items** required in your Senior Portfolio and is to be returned to your counselor upon completion.

Last Name: _____ First Name: _____

Birthdate: _____ Advisory Teacher: _____

	Date Completed	Advisory teacher signature
• Cover Letter (one page)	_____	_____
• Resume (one page)	_____	_____
• Job Application	_____	_____
• Creation of www.collegeboard.org account	_____	_____
• Completed Career Cruising project	_____	_____
• Post-Secondary Plan / Road Map	_____	_____
• Community Service Hours (40 hours)	_____	_____
• College acceptance letter <i>or</i> proof of registration at a community college *	_____	_____
• Proof of completion of the FAFSA <i>or</i> a completed AB540 affidavit / Dream Act Application *	_____	_____
• Completed brag sheet (pick up in college center)	_____	_____
• At least <i>one</i> letter of recommendation from a teacher	_____	_____
• Interview of family member & one page essay	_____	_____

Counselor's signature of verification of completion: _____ Date: _____

In order to walk on stage for graduation seniors **must** complete the senior portfolio project.

SAMPLE COVER LETTER

5204 Laural Street
Los Angeles, CA 90025
August 13, 2013

Joe Smith, Director
Education West
8717 Imaginary Boulevard
Los Angeles, CA 90034

Dear Mr. Smith:

I am writing to express my interest in and enthusiasm for the position of Classroom Aide at Education West, which I found online at the Chronicles of Education website.

As you will see in my resume, I have taken on several leadership roles in clubs and activities dedicated to improving the quality of life in my school and my community. I enjoy working with people in educational settings and have experience in organizing activities for children. For these reasons, I believe that the position of Classroom Aide at Education West would be a great fit for me.

If you agree that my personal and professional skills and experiences would be valuable to your business, I would like to meet you in person to discuss the position. You may contact me at my home telephone number (310) 311-4579 after 5 p.m. or email me at carmenmartinez@gmail.com if that is more convenient.

Thank you for your time and consideration, and I look forward to speaking with you soon.

Sincerely,

(sign here)

Carmen Martinez

Carmen Martinez

1234 Washington Street
Los Angeles, CA 90001
(213) 555-5555 – Carmen.Martinez@gmail.com

Objective:

To obtain a part-time barista position at Coffee Bean while completed high school requirements.

Education:

August 2010 – Present **Senior**, West Adams Preparatory High School, Los Angeles, CA

- Anticipated graduation, May 2014

Work Experience:

Oct. 2010 – Nov. 2011 **Barista**, The Coffee Press, Los Angeles, CA

- Prepared quality beverages for customers
- Responsibilities included cash handling and cash registry, customer service, inventory, and quality control.
- Followed health, safety, and sanitation guidelines

Jan. 2007 – Aug. 2009 **Child Care Provider**, The Johnson Family, Los Angeles, CA

- Supervised three children under the age of 10 on weekends and during school breaks
- Responsibilities included children's safety, food preparation, activities, and tutoring

Volunteer Experience:

May 2008 – Present

Volunteer, United Way, Los Angeles, CA

- Participation in various events including food bank distribution, neighborhood clean-up projects, and several events for fundraisers

Awards & Certificates:

C.H.S. Student of the Month (February 2009)

Academic Honor Roll (June 2007)

National Honor Society (June 2008)

CPR & First Aid Certificate (March 2007)

Skills and Abilities:

Adobe Photoshop, Microsoft Office, Outlook, Paint Shop

Able to multitask, creative, good communicator, organized, team player

Fluent in French and Spanish

Extracurricular Activities:

Yearbook, Drill Team, French Club

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name:

Last

First

Middle

Address:

Street

(Apt)

City, State

Zip

Alternate Address:

Street

City, State

Zip

Contact Information:

()

()

Home Telephone

Mobile

Email

How did you learn about our company?

POSITION SOUGHT: _____**Available Start Date:** _____**Desired Pay Range:** _____
By Hour or Salary**Are you currently employed?** _____

EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

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.....

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Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

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.....

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Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

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Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

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Road Map

Post-Secondary Plan

- I will graduate in the year 20__ __.
- After High School, I plan to attend _____ in the
(circle one) Fall / Spring of 20__ __. This school costs \$ _____
per year in tuition costs.
- I will study (major) _____ and plan to become a
_____. I will earn approximately \$ _____
per year.
- I will live (circle one) **ON CAMPUS / OFF CAMPUS / AT HOME**, paying
\$ _____ per month in rent.
- I plan to work _____ hours per week, earning about \$ _____.
- I will complete the _____ for financial aid, to help me pay for
College.
- One thing I must remind myself to do is _____
_____.

When things are difficult, we search for solutions. Some of the barriers to my success are:

<u>BARRIER</u>	<u>SOLUTION</u>

TO DO LIST

Michelle King
Superintendent of Schools

Erica Nava
Principal

WEST ADAMS PREPARATORY HIGH SCHOOL

1500 WEST WASHINGTON BOULEVARD
LOS ANGELES, CALIFORNIA 90007
(323) 373-2500 PHONE
(323) 373-2518 FAX
www.westadamsprep.org



Date: _____

To Whom It May Concern:

As part of our graduation requirements, students are expected to fulfill a minimum of 40 hours of community service. It would be appreciated if our student, _____ would be considered to serve in some capacity within your organization _____ Student's Name.

Thank you in advance for allowing this student to gain valuable experience and being able to give back to his/her community. Should you have any questions regarding this student please call me at (323) 373-2500.

Sincerely,

A. Vo
Counselor

_____ has completed _____ hours of community service at _____ on _____.
Student's Name Name of organization Date

Verified by: _____
Name (Signature)

Name (Please Print)

Address, City, Zip Code

Phone Number

Stamp, Seal, or Business

CAREER CRUISING

(INSTRUCTIONS)

Each Student must complete a “Career Matchmaker Survey” and select a *top choice* for a career.

1. Access the LAUSD Digital Library (must be accessed on-site at an LAUSD school):
http://notebook.lausd.net/portal/page?_pageid=33,551496&_dad=ptl
(You can also **GOOGLE** “LAUSD Career Cruising” to find the site)
2. Select “**Career Cruising**” from the list of resources.
3. Select “**Create My Plan**” from the drop down menu in the upper left corner of the page.
4. Fill in your personal information, creating a USERNAME and PASSWORD that you will **NOT FORGET!**
5. Once logged in, select “**Explore My Interests**” from the menu on the left side of the page. Then select “**Start Matchmaker.**”
6. Make sure to improve your results by answering **ALL 116 QUESTIONS**. Be sure to save your work.
7. Once completed with your survey, select a “Printer Friendly” list of your career matches, and print this document.
8. Highlight or circle your top three choices on your list of career matches.
9. Choose one career that you are interested in and would like to research further. Click on your selected career of choice. From this window, you can research earnings, educational requirements, and working conditions. You can also view photos and interviews of people involved in your selected career.
10. Click on “**Sample Career Path.**” Print this “Sample Career Path” which details the different levels of earnings and responsibilities for your selected career.

* You can also use this site to research different colleges and universities, financial aid opportunities (INCLUDING SCHOLARSHIPS), employment data, and hiring trends. Additionally, you can search individual careers and related jobs manually by clicking on “**Careers**” at the top of the page. Don’t wait till it’s too late, start your *Career Cruising* today!

** Please see “CA Career Zone” for budgeting plans and career searches based on salary.

***To find a college offering your major, please visit www.collegeboard.org



Letter of Recommendation

Date: _____

Letter of Recommendation for: _____

1. Please rate the student's performance:

	Excellent	Good	Fair	Poor	N/A
Productivity					
Motivation					
Promptness					
Appearance					
Ability to Work w/others					
Responsibility					
Initiative					
Thoroughness					
Creativity					
Integrity					

2. What do you consider to be the student's strengths?

3. What do you consider to be the student's weaknesses?

4. In what capacity do you know the student and for how long?

5. Comments:

Print Name _____ Signature _____

Organization _____ Date _____

Family Interview & Essay Assignment

Topic Question: Why is education important to the pursuit of a happy, fulfilling, and successful life?

Directions:

1. Select one family member (parent, guardian, grandparent, etc.)
2. Create five interview questions related to the Topic Question above
3. Complete your interview of a family member, writing down the answers that your family member provides
4. Using the answers provided by your family member, and your own insights, complete a five paragraph essay addressing the topic questions above.

All completed essays should be typed.

All completed essays should have your interview questions & answers attached.

All completed essays should not exceed two pages.

