Senior Portfolio

Name: _____

This Portfolio is a tool to help you keep track of your academic experiences and achievements as well as the extra-curricular activities you participated in while in high school. This information illustrates your accomplishments and demonstrates to others what makes you unique and special. Maintaining this portfolio will help you have a thoughtful and organized collection of the information that you will need for college admissions, scholarship applications, and even for job applications and interviews after graduation.

JHS Indians Class of 2022!

Senior Checklist by Month

These are general times and activities based on traditional events. Not every activity will apply to every student. Adjust this checklist as desired to make sure it meets your needs.

Summer Before Senior Year:
- Select three to five schools you feel best meet your needs.
- Participate in an internship program, volunteer work, or get a job if possible. These experiences will look great as experiences on your resume for colleges, scholarships, and to employers.

August
- Make sure you plan to have senior year that will prepare you for your future school or career. Now is not the time to slack off. This year is valuable and the advanced electives and academic courses available to seniors will enhance your college chances and career choices.

September
- Complete your admission applications in ApplyTexas to colleges that have early action or early decision deadlines.
- Register for October SAT/ACT if needed.
- Make a list of dates and deadlines personal to you - Use the form at the end of this portfolio.
  - College application
  - Housing
  - Scholarships
  - Interviews
- Write college essays. Ask your English teacher, a peer, or another adult to review your essay before deciding they are final.
- Begin asking teachers for letters of recommendation, particularly if applying for Early Action or Early Decision. Give them a resume or brag sheet to use to help them complete a letter of recommendation or reference that is more personal.
- Visit with military recruiters or college representatives. Ask your advisor to schedule these with you if needed.
- Visit colleges - Schedule college tours (one per semester)
- Keep up with emails from colleges about application details.
- Check College websites for deadline dates including applications and for housing / dorm reservations.
- If you do not plan on going to college or university, make sure you have completed the Skills Matchmaker in Career Cruising and have investigated jobs and wages available in the area you plan to live.

October
- Submit ApplyTexas application to Palo Alto College and any other colleges of your choice. Seniors will do this as a group.
- Register for November or December SAT / ACT if needed

- Request official transcripts be sent to colleges from Ms. Georg- if you are under 18, the request form must be signed by a parent.
- Keep working on essays and application, meeting with college reps and visiting colleges.
- Attend College Fair and or Job Fair if one is available.
- Watch for scholarships. Local scholarships are not available until the spring. Use Career Cruising and the Minnie Stevens Piper online guide to help you find scholarships.
- Create an account for Free Application for Federal Student Aid, FAFSA. Come to Financial Aid Night and complete your FAFSA. Bring the necessary information with you to the FAFSA night so that you can complete your application and submit it.

November
- Register for the December ACT and/or SAT exams if you still need to take one of these tests.
- For athletes: Talk to your coach about registering in the NCAA Clearing House if you plan to play sports at College. www.eligibilitycenter.org
- Keep record of test scores reports, applications submitted, and financial aid information including log in and passwords used for accounts
- Send SAT/ACT scores to colleges through www.collegeboard.com or My ACT account.
- Watch for scholarships listings on the High School Scholarship web page

December
- Consider scheduling a visit to a college or tech school to visit in the spring semester.
- Apply for scholarships
- Finish applications for private colleges
- Expect notification of early college decision acceptance/deferral by December 15th. If you are not accepted, don't worry, continue to apply to other colleges

January – February
- Local scholarships become available this time of year. Listen for announcements and check the scholarship web page.
- Fill out and submit scholarship applications – watch deadlines
- Complete personal resume

March
- Attend Job/Career Fair. Talk and interview with employers relating to your career goals. Bring copies of your resume. Look for tuition reimbursement to school and career interest (experience) opportunities.

April
- Finalize college choice, notify them as they request.
- Finalize plans for housing, financial aid and/or scholarships

May
- Tell Mrs. Tullos and or Ms. Fanno what your final school choice is
- Tell Mrs. Tullos and or Mrs. Fanno about any scholarship or grants you have been awarded
- Request official transcripts from Counseling office.

Student VITA

Keep track of the information you use to create accounts. The exact names, emails and phone numbers you use is important to remember so that you can continue to access your accounts. Did you use your full name? Your parents' email address?

Name:_____

Cell Phone Number:_____

Email Address: _____

 Parent / Guardian / Emergency Contact Name: _____

 Parent/ Guardian / Emergency Phone Number: _____

 Parent / Guardian / Emergency Email Address: _____

Course, College & Application Vita

ApplyTexas User Name: _____   SSN: Don't write down - memorize it!

Apply Texas Password: _____   TSI ID: _____

College Application ID#: _____   (Accuplacer Account to get TSI Scores)

Colleges you applied to: _____

Banner ID: _____   ACES UN:_____   ACES PW:_____
You must log into your ACES account to have your dual credit transcript sent to your new college or university.

Career Cruising: UN: _____   PW: _____

College Board Account Info: UN: _____   PW: _____   (PSAT, SAT, AP)

ACT Account Info: UN _____   PW: _____

FAFSA Account information: UN: _____   PW: _____

Other Account:_____UN:_____PW:_____

Other Account:_____UN:_____PW:_____

Keep this information secure!

Before Graduating Ensure

	CCMR Met (DC, AP, MIL, TSI, IBC, CP)
	ApplyTexas Application completed
	TSI W_____E_____R_____M_____
	Scholarships Submitted
	Meningitis Shot verified and/or updated boster shot obtained
	Copies of training certifications or certificates
	Refrences / Recommendation letters
	Resume

WORK HISTORY
You can include babysitting and short term jobs

Employer: _____

Address: _____Telephone: (___) _____

Supervisor: _____Title: _____

Dates Employed Started: _____Ended: _____

Job Title/Position: _____

Duties/Skills Used: _____

_____

Employer: _____

Address: _____Telephone: (___) _____

Supervisor: _____Title: _____

Date Employment Started: _____Ended: _____

Job Title/Position: _____

Duties/Skills Used: _____

_____

Employer: _____

Address: _____Telephone: (___) _____

Supervisor: _____Title: _____

Dates Employed Started: _____Ended: _____

Job Title/Position: _____

Duties/Skills Used: _____

_____

Employer: _____

Address: _____Telephone: (___) _____

Supervisor: _____Title: _____

Dates Employed Started: _____Ended: _____

Job Title/Position: _____

Duties/Skills Used: _____

_____

Employer: _____

Address: _____Telephone: (___) _____

Supervisor: _____Title: _____

Dates Employed Started: _____Ended: _____

Job Title/Position: _____

Duties/Skills Used: _____

_____

Employer: _____

Address: _____Telephone: (___) _____

Supervisor: _____Title: _____

Dates Employed Started: _____Ended: _____

Job Title/Position: _____

Duties/Skills Used: _____

_____

Awards - Certificates - Honors - Recognitions

9th Grade _____

_____

_____

_____

_____

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_____

10th Grade _____

_____

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_____

_____

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_____

11th Grade _____

_____

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_____

_____

_____

_____

12th Grade _____

_____

_____

_____

_____

_____

_____

Volunteer and Community Service Record

Grade	Dates	Activities	Time/Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

School Activities Record
(Clubs / Responsibilities / Competition)

School Year	Activity/Club	Office Held	Community Service	Other Information
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Resume Tips

A resume is a series of written statements that highlight your previous education, paid and unpaid work experiences and other pertinent back ground.

When identifying what should be included in your resume apply this two question test:

> 1. Does this information add anything to my objective of being hired for this job? If not leave it out.
> 2. Does this information say (or suggest) what I can do for the employer? If not leave it out.

- Think before you write. Jot down your experiences, duties, accomplishments and special skills so you have the information at hand to build a complete picture of yourself on your resume.

- Be specific when discussing your responsibilities and duties. Avoid making vague statements.

- Use concrete examples: "I missed only two days of school last semester." "I attended 100% of my FFA/FCCLA(club) meetings during my High School career." Be specific.

- Use your objective to show that you are interested in learning and advancing in the field of your choice.

- When listing organizations, you belong to, omit any that are controversial. Volunteer work through a religious organization for a mainstream political or civil rights organization is fine to list.

- CAREFULLY proofread for spelling and grammatical errors.

- Leave some space free of type. No one will want to read a resume that looks too cramped. Leave space between sections and use margins of one inch on all for sides of the page.

- Know your audience. You may have select resumes for particular tasks.

Sample Resume

Susan Anybody
200 Anywhere
Mytown, USA 12345
(888) 777-9999

Objective
An entry-level position in sales, with opportunities for training and advancement.
Longer-term goal is to hold a management position.

Education
Diploma: Jourdanton High School, Jourdanton, Texas. June 2020 G.P.A - 3.0

Work Experience

Wal-Mart - Jourdanton, Texas October 2019 - Present - Cashier
        Balance cash drawer
        Interact with customers and assisted them with requests
        Assisted manager with store opening and closing
        Achieved "Employee of the Month" March 2020

Extracurricular Activities
Basketball Team - Jourdanton High School 2017-18, 2018-19, 2019-20
FFA   Vice President, Meats Judging team (2nd place Area)

Volunteer Activities
Blue Santa - 2018, 2019

Computer Skills
Microsoft Word, Excel, Power Point

References furnished upon request

STUDENT BRAG SHEET

Complete and provide a copy to those you ask for a letter of recommendation from. Make copies of this completed form so you will have more than one to hand out. Make arrangements with the persons you ask reference from, for picking it up or mailing it. If you need it mailed, give them an addressed envelope with the proper postage.

STUDENT NAME _____ID#_____

DATE REQUESTED_____DATE NEEDED _____

REFRENCE IS FOR (JOB, COLLEGE, OTHER) _____TYPE OF JOB OR COLLEGE MAJOR_____

1. Which courses have you enjoyed the most? Why?

2. What do you choose to learn about when on your own time?

3. What are some of your proudest moments, academic and personal?

4. Are there any circumstances that you found challenging (positive or negative) that impacted your academic performance? If so, describe.

5. Have you had summer jobs, or volunteered anywhere? If so, describe your job or place you volunteered.

6. Have you traveled or lived anywhere else other than Jourdanton? Comment on any significant experience.

7. What do you consider to be your greatest strength and weakness?

8. Do you play an instrument, sing, attend any programs outside of school? List anything that might not be common knowledge, but would like included in your recommendation letter.

9. On the back of this paper list awards, recognitions, honors and extra-curricular activities earned while in high school. List by year or grade level.

If you need the letter mailed, List the college{s} where you need recommendation letter be sent to: _____

_____

More copies of this worksheet may be obtained from the College and Career Advisor's Office, Office # 123.

References – Professional

References are people who know you well enough that they can vouch for your character, work ethic, skills and knowledge. You will be asked to provide references on job applications, scholarships, and the like, now and in the future. A good reference is a person who is not a relative, is over 21 years of age, and has known you for at least 2 years. *Always ask a person before you list them as reference on an application.

1. **Name:** _____

    Address: _____

    City: _____ **Zip:** _____

    Telephone: _____

    Company: _____

    Position: _____

    Years Known: _____ **Date of Reference:** _____

2. **Name:** _____

    Address: _____

    City: _____ **Zip:** _____

    Telephone: _____

    Company: _____

    Position: _____

    Years Known: _____ **Date of Reference:** _____

3. **Name:** _____

    Address: _____

    City: _____ **Zip:** _____

    Telephone: _____

    Company: _____

    Position: _____

    Years Known: _____ **Date of Reference:** _____

Letters of Recommendation

List the names and titles of the people from attached references.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

OCCUPATIONAL RESEARCH WORKSHEET

Keep track of at least one career you are interested in pursuing

Name: _____ Student ID_____

Date: _____

Name of Occupation:
Working Conditions:
Education, Training, Qualifications, Certifications or Degrees Needed:
Experience Needed:
Opportunities for Advancement:
Yearly Income:
Related Occupations:
What skills do I possess:
Suggested High School Classes:
Career Path:
Other Information:
Sources of Additional Information

Dates and Deadlines

Use this form to keep track of the details for applications, scholarships, interviews, and other paperwork or activities you want to ensure happen

Deadline	Item	Accompaniments	Submission Method	To Whom or Where	Date Submitted	Confirmation Received
example Jan 11,21	Scholarship xyz	2 letters of rec	email	xyz@com.dot	5-Dec-20	Yes, rec. email

Deadline	Item	Accompaniments	Submission Method	To Whom or Where	Date Submitted	Confirmation Received