

# Professional ePortfolio - Senior LEAP

## Overview

Project for Senior LEAP is to create a professional portfolio, using an online platform of your choosing, that show-cases accomplishments and experiences. There is no exact “playbook” for creating your portfolio, but you should include a variety of text, images and video. Your portfolio should be engaging and dynamic to the viewer, enlivening you and your experiences in a way that a basic resume cannot.

Your portfolio will serve as a recruitment and networking tool for Senior Mentorship, allowing potential mentors to learn more about you. In addition to helping you secure a mentorship, your portfolio can be a valuable resource for you in the future. We encourage you to maintain your portfolio through college and into your professional career. It is a great modern-day method of documenting your experiences and networking with prospective employers.

*Suggestion:* one immediate use of your portfolio is to include a link to it in your college applications (in the spaces that ask for you to provide any additional information).

## Portfolio Sections

- Homepage / Welcome
  - Attention-grabbing introduction (be appropriate and creative)
  - Include a professional mission statement of 3 to 5 sentences that states your career goals and the steps you’re going to take going forward to achieve these goals. Use [this](#) as a guide to develop for your professional mission statement.
- About Me
  - Brief biography - A quick snapshot of who you are. It should only be a few sentences. Include a little bit about your personality traits, any unique talents or accomplishments, interests and future goals.
  - Photo of you (optional)
- Resume
  - An up to date resume (see guidelines below)
- For Potential Mentors
  - Explain the type of internship you are looking for and why
  - It is important that you do not have any personal contact information (no phone numbers, addresses). You may put your email address
- Additional Information
  - Perhaps you have an excellent piece of work that you want to show off, a lab report or an essay. Maybe you made a YouTube video for a class. Here is a chance to individualize your page with school related material.

**Choose one of the following platforms to create your online portfolio**

Note: There is no need to sign up for a paid account with any of these sites. The basic / free version of these websites are sufficient for this assignment.

- [Carbonmade](#)
- [Google Sites](#)\*
- [LiveBinders](#)
- [Portfolio Box](#)
- [Strikingly](#)
- [Wix](#)
- [Weebly](#)
- [WordPress](#)

\*If you create your portfolio with Google Sites, use your personal Google account (not your @ctemc.org account, because you lose access to it after graduation).

## Resume Guidelines

- Content
  - Educational background
  - Skills
  - Extracurricular activities, including community service and leadership
  - Awards / accomplishments
  - References
  - Other related and relevant information, including previous job experiences
- Conventions
  - You should not have any grammatical errors
  - Your language should be sophisticated
- Formatting
  - It should be professionally formatted (there are tons of sample resumes online, pick a style that suits you.)
  - It should contain a header (use the school address as contact) and all of the appropriate sections
  - Your alignment should be consistent
  - Items should be bulleted or listed
  - The organization should be clear and easy to follow

## Cover Letter Guidelines

- This does NOT get linked to your website
- Hand into Ms. Jensen as a hard copy
- You may put personal contact information on your cover letter.
- Here is an [example](#)
- This is for you to hand out to potential mentors that you may be interested in.
- It should let them know why you want to intern at their company and why you would be valuable to them.
- This is just a template that you will modify for each potential site.
- Be sure to tell them the internship is UNPAID and give them the dates (5/16 - 6/15)

## Submitting Your Work

- Portfolio - Copy and paste the url to your website into the [Portfolio Dropbox](#)
- **Resume, Cover Letter and a printout of the “For Potential Mentors” page of your portfolio must be turned in hard copy. Put all items in room 102**

## Samples

### *BTHS Student-Created Websites*

- <http://rachelweinstein.strikingly.com/>
- <http://tiffanypaul1.wixsite.com/mysite>
- <http://josephcolemaggiore.com/>
- <http://kathrynmedrow.strikingly.com/>
- <http://alvincarnivorousplantjourney.weebly.com/>
- [www.arsahoo.com](http://www.arsahoo.com)
- <https://hovu17.wixsite.com/hoangnamnvu>
- <https://cal5674.wixsite.com/calvin-chao>
- <https://www.josephvecchio.com/>
- <https://lanasalloum19.wixsite.com/lanasalloum>
- <https://morganmark.wordpress.com>
- <http://vanessagonzalez.strikingly.com/>
- <https://ajvetser.wixsite.com/adamvetser>

### *Sample Professional Portfolios:*

- [Sample 1](#)
- [Sample 2](#)
- [Sample 3](#)
- [Sample 4](#)

## Additional Resources

- [Career Planning Guide \(Princeton University\)](#)
- [Guide to Writing Resumes, CVs and Cover Letters \(Swarthmore College\)](#)

***See grading rubric on the last page***

Name \_\_\_\_\_

## Senior LEAP Rubric

Component	Possible Points	Points Earned	Comments
Portfolio Website	50		
Resume	35		
Cover Letter	10		
Rubric and printouts handed to Ms. Jensen on time	5		
Total	100		

Additional Comments:

*You are to submit a link to your portfolio (using the Dropbox) + hand in this rubric, a printout of the "For Potential Mentors" page of your portfolio, a hard copy) of your resume and your cover letter*