



# CVHS High School Senior Internship

## Portfolio Development

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# Definition

- A “show and tell” resume, a sophisticated scrapbook
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# Why Should I Have a Portfolio?

- A portfolio highlights your skills and abilities, and it documents your classroom, employment, and extracurricular achievements.
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# Uses of a Portfolio

- ❑ **A persuasive interview tool**
  - ❑ **An aid in organizing a college application**
  - ❑ **An assistance in applying for scholarships**
  - ❑ **A method of documenting your professional growth**
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# Portfolio Design Elements

- ❑ 3 ring notebook with plastic see-through cover and inside pockets
  - ❑ Interesting computer generated cover with graphics
  - ❑ Plastic sheet protectors – do not hole punch items
  - ❑ Use copies only – not originals
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# Portfolio Design Elements

- Use adhesive tabs to divide each section that are visible when portfolio is open
  - Omit page numbers to make it easier to add, delete and move items
  - Use the same font size and style for all writing to give a consistent look
  - Include a reflection when required
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# Portfolio Organization

## □ Organize by sections

- Letter of Introduction
  - Table of Contents
  - Job Seeking Skills
  - Internship Site Assignments
  - Internship Time Documentation
  - Internship Evaluation
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# Portfolio Organization

- Academic Knowledge and Performance
  - Personal, Post Secondary and Career Investigation and Preparation
  - Personal Qualities
  - Application of Knowledge and Skills
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