

CLASS OF 2022 SENIOR PORTFOLIO

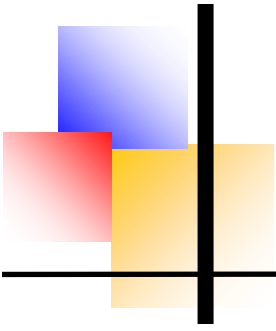


Student Name : _____

ID # : _____

Career Choice : _____





— The Senior Portfolio — Purpose to Prepare

The senior portfolio is an accumulation of what the student has accomplished at **Bloom Trail High School**. It contains an updated resume, employability skills information, attendance record, grade record, awards and certificates, career exploration information, recommendations, and samples of best works. The senior portfolio assists students in providing information for college interviews, scholarship and job seeking adventures.

USES FOR THE SENIOR PORTFOLIO

1. To help graduating seniors transition into their post secondary settings.
2. Employers look very favorably upon applicants who present their senior portfolio during interviews.
3. Scholarship committees appreciate applicants who present their senior portfolio during the interview.
4. More and more often, the senior portfolio is going to be required for everything from college graduation to scholarship consideration to program entrance for a college major, as well as for employment.

An electronic copy of the Senior Portfolio can be found on the school website
WWW.BLOOMTRAIL.ORG (Click on the Students tab. Then click the Senior Info link)

&

will most likely be posted on your teacher's Google Classroom Page.



The Senior Portfolio Checklist

- All of these documents will be **printed & stored BEHIND the appropriate Tab** in your Senior Portfolio Binder
 - It is also required that you **CREATE A GOOGLE FOLDER** in your Google Drive account to store these documents. **TITLE THE FOLDER SENIOR PORTFOLIO & INCLUDE YOUR NAME.** This is a precaution if we are required to complete VIRTUAL SENIOR INTERVIEWS at the end of the year.
-

Tab #1 Job Requirements [Due Date: February 11, 2022]

- ___ Achieve Work Skills Assessment in Naviance
- ___ Cover letter (Sample provided)
- ___ Resume, stored in a sheet protector (must be typed and must include a professional email address)
- ___ List of 3 references (2 business references and 1 personal reference that include addresses and phone numbers)

Tab #2 Interview Information [Due Date: February 11, 2022]

- ___ Possible Answers to 5 Interview Questions
- ___ Generate 3 questions to ask during and after an interview
- ___ Complete the "Strengths Explorer" assessment in Naviance
- ___ "Strengths Explorer" Reflection Worksheet

Tab #3 Post Secondary Requirements [Due Date: October 15, 2021]

- ___ Most Current Copy of School Transcript - **This will be given to you by the Counseling Department**
- ___ Personal Statement (must be typed) & respond to one of the Common App prompts provided.
- ___ "Who am I" worksheet
- ___ **Minimum of 1 Letter of Recommendation**, stored in a sheet protector. **Must give recommender 10 days to complete the letter of recommendation and a copy of the "Who am I" form.** (teacher, coach, counselor, social worker, boss/supervisor, community member who can speak highly of you, etc. **NOT FAMILY MEMBERS**)
- ___ Cluster Finder results through your Naviance account (see handout for more information)

Tab #4 College and/or Career Exploration [Due Date: December 17, 2021]

- ___ College Visit, Job Shadow Summary, or In School College visit in Classroom or Commons
- ___ Complete 1 college application (Prairie State College application is attached)
- ___ Print the colleges you've applied to in the "Colleges I've Applied To" tab in Naviance (optional)
- ___ Two Career Information Articles, Career Research Paper
- ___ Summaries of Career Articles

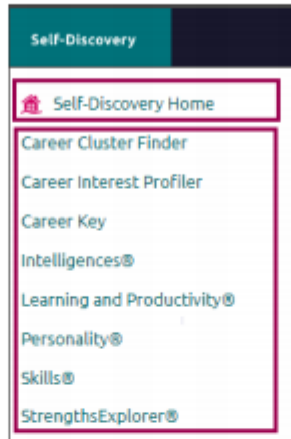
Tab #5 Best Work [Due Date: March 11, 2022 + Overall Check of Entire Portfolio]

- ___ Community Service Verification Form (**Signed** by Organizer) (**minimum of 10 hours**)
 - ___ Three samples of student **writing** (*Essays, Poetry, one of which is a thank you card to be given to the person who wrote you a letter of recommendation. One entry must showcase some form of technology.*)
 - ___ Certificates/awards earned during high school (Students may not have items to include here.)
 - ___ College Acceptance letters or ASVAB Test Results (not required but recommended)
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ACHIEVEWORKS SKILLS ASSESSMENT DIRECTIONS

The Self-Discovery Section

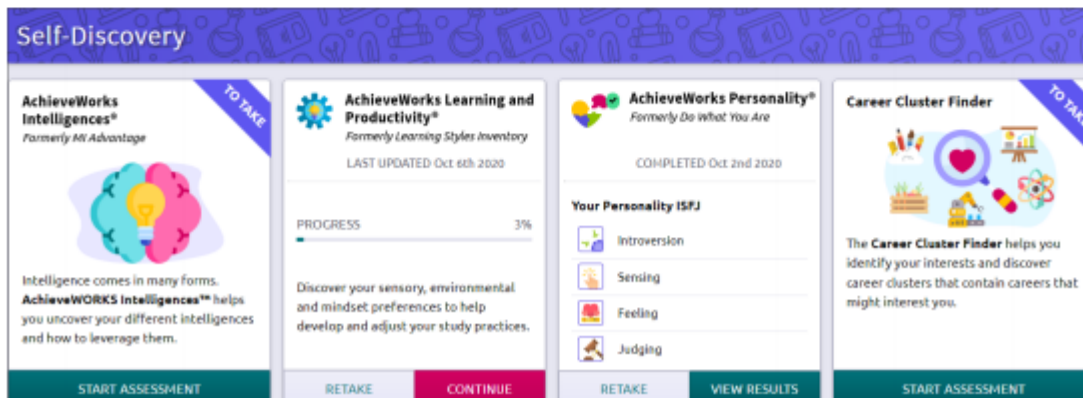
When you go to the **Self-Discovery Section** in Naviance Student, you can go directly to the **Self-Discovery Home** to see a list of all assessments, in alphabetical order, that your school has made available to you, or you can **choose a specific assessment from the list** to start, continue, retake or view results.



Self-Discovery Home

From the Self-Discovery home page, you can easily select any available assessment and:

- **Start** the assessment.
- **Continue** the assessment.
- **View** the assessment results.
- **Retake** the assessment (except for StrengthsExplorer®)

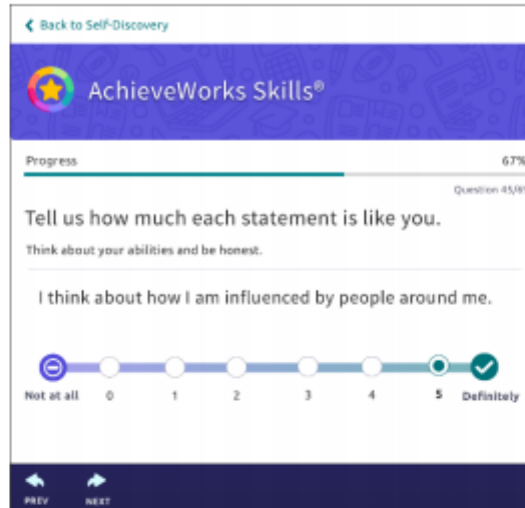


ACHIEVEWORKS SKILLS ASSESSMENT DIRECTIONS

AchieveWorks Skills

AchieveWorks Skills helps you identify and develop your skills and connects your skills to careers that might interest you.

The assessment takes approximately 20 minutes and includes 69 questions.



Back to Self-Discovery

AchieveWorks Skills®

Progress 67% Question 45/69

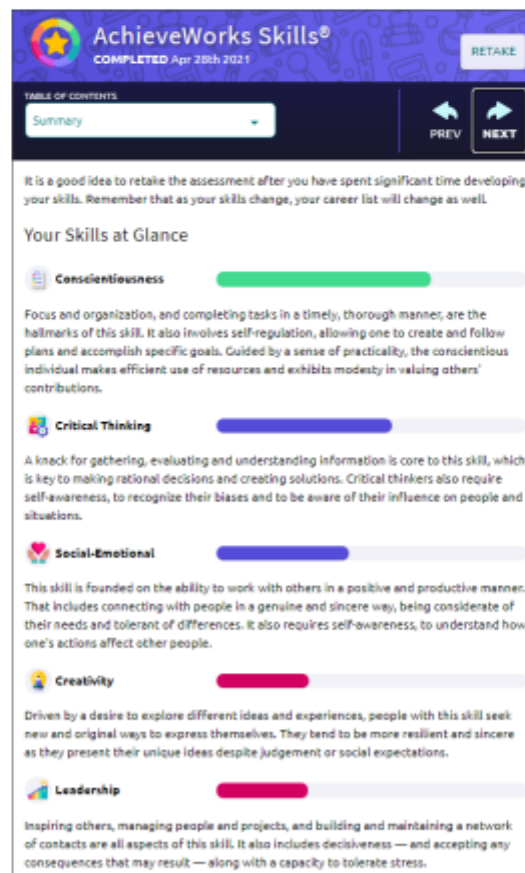
Tell us how much each statement is like you.
Think about your abilities and be honest.

I think about how I am influenced by people around me.

Not at all 0 1 2 3 4 5 Definitely

PREV NEXT

The results include your current skill profile and provide recommendations for you to develop your skills.



AchieveWorks Skills® COMPLETED Apr 26th 2021 RETAKE

TABLE OF CONTENTS Summary

PREV NEXT

It is a good idea to retake the assessment after you have spent significant time developing your skills. Remember that as your skills change, your career list will change as well.

Your Skills at Glance

- Conscientiousness** [Progress bar]

Focus and organization, and completing tasks in a timely, thorough manner, are the hallmarks of this skill. It also involves self-regulation, allowing one to create and follow plans and accomplish specific goals. Guided by a sense of practicality, the conscientious individual makes efficient use of resources and exhibits modesty in valuing others' contributions.

- Critical Thinking** [Progress bar]

A knack for gathering, evaluating and understanding information is core to this skill, which is key to making rational decisions and creating solutions. Critical thinkers also require self-awareness, to recognize their biases and to be aware of their influence on people and situations.

- Social-Emotional** [Progress bar]

This skill is founded on the ability to work with others in a positive and productive manner. That includes connecting with people in a genuine and sincere way, being considerate of their needs and tolerant of differences. It also requires self-awareness, to understand how one's actions affect other people.

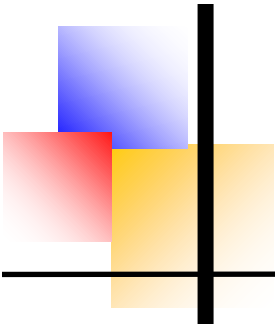
- Creativity** [Progress bar]

Driven by a desire to explore different ideas and experiences, people with this skill seek new and original ways to express themselves. They tend to be more resilient and sincere as they present their unique ideas despite judgement or social expectations.

- Leadership** [Progress bar]

Inspiring others, managing people and projects, and building and maintaining a network of contacts are all aspects of this skill. It also includes decisiveness — and accepting any consequences that may result — along with a capacity to tolerate stress.

The AchieveWorks assessments - Intelligences®, Learning and Productivity®, Personality®, and Skills® - can be taken in English, Spanish, Portuguese, Arabic, or Chinese. Just choose your language when you begin the assessment. AchieveWorks results are available are not available in languages other than English. Other assessments and results are available in English only.



Tab 1—Job Requirements

1) Cover letter (Sample provided) - *this is a sample template to follow on what to include in a cover letter which is required for many job applications. You should change the addresses & names as it applies to what you are applying for. You should also remove the parentheses when you insert job title, company & your experience & skills. But the format structure & spacing should remain the same!*

1234 Baker Street
Chicago Heights, IL 60411
February 12, 2022

Mr. T. E. Alderson, Director of Sales
Bloom Trail Corporation
7601 Penn Avenue South
Richfield, MN 55423

Dear Mr. Alderson:

I am responding to the employment opportunity listed on your Web site. Please accept this letter and accompanying resume as evidence of my interest in applying for the (*insert position title*) at (*insert company name*).

I have the following experience (*add any job experience here & include the skills from the Strengths Explorer & Achieve Skills Assessment*) which makes me uniquely qualified for this position.

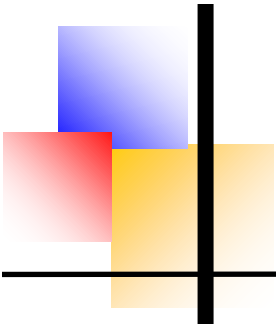
I would appreciate the opportunity to meet with you and discuss how my skills would meet the needs of your company. Attached is my resume for your consideration. I look forward to hearing from you.

Sincerely,

Leave Space to Sign your name in pen here

Type Your Name





Tab 1—Job Requirements

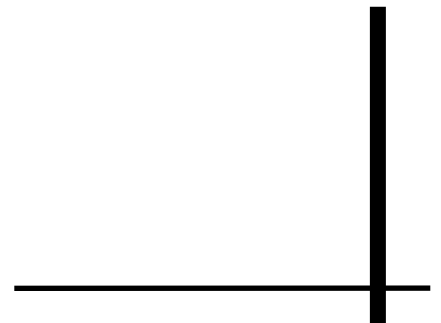
2) Resume — stored in a plastic sheet protector as this is a document you can actually use when applying for job positions in the future!

This section should include your most current resume. Your resume lists all of your occupational, educational and volunteer experiences to date. It may include references, and hobbies that a prospective employer may wish to see. Your resume must be typed and must include your professional email address.

Helpful Hints:

1. Your resume is an important part of the job application process.
2. It should be as accurate and up-to-date as possible (high school experience only!).
3. You should try to limit your resume to ONE page. It should be complete, but as brief as possible.

Please use the handout on the next page as your guide to completing your resume using the Naviance Program or feel free to use a template provided in Google Document options.



RESUME BUILDER DIRECTIONS

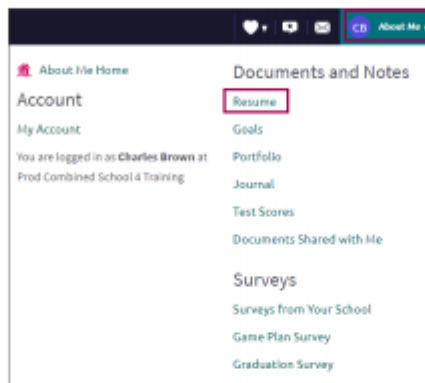
Overview

Naviance Student offers Resume Builder to provide a framework for your resume development. Resume Builder can be used to decide and work on different resume sections, and then the build tool can be used to export the resume as a PDF or Word file. The Word file is a fully-editable version of the resume.

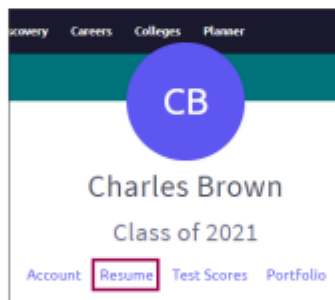
Accessing Resume Builder

The Resume Builder can be accessed in one of two ways:

- From the *Naviance Student Home* page, navigate to **About Me > My Stuff > Resume**.



- From the *Naviance Student Home* page, navigate to **About Me > Home** and then click **Resume** from the student banner.



Resume Sections

What's Included?

Resume Sections is where you begin building the various sections of the resume. The **Add Section** button (+ sign) is used to add desired sections.

Although there are many resume sections available, the most common are:

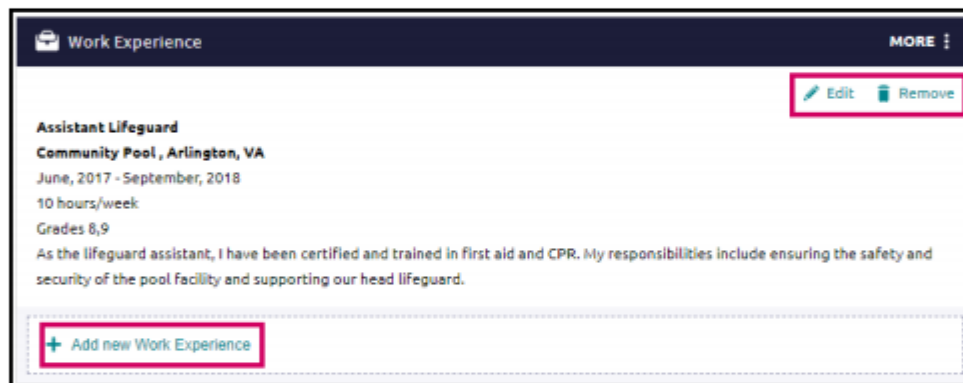
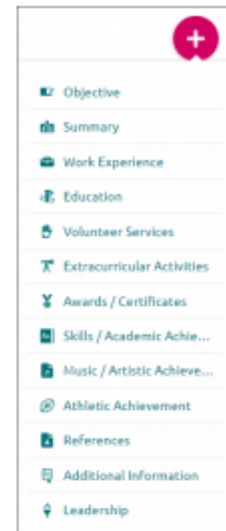
- Objective
- Summary
- Work Experience
- Education
- Extracurricular Activities
- Awards
- References

RESUME BUILDER DIRECTIONS

Adding Sections

The steps to create a section are:

1. From **Resume > Add/Update Sections**, click **Add Section** (+ sign).
2. Click the **section** to include on the resume.
 - The section heading will provide a **tip** to assist you with understanding the purpose of that section. If the tip is long, use **More tips** to expand the tip.
 - Each section provides related fields of data to complete. Enter in the information as needed.
3. Use **ADD** to complete and add the section to the resume.
4. Once an item is added, a new option displays to **Add new information** for that same section.
 - EXAMPLE: if you have had multiple jobs, you would use **Add New Work Experience** after entering your first job in the Work Experience Section to input your second job.
5. Use the **Edit** and **Remove** options in each section as needed.

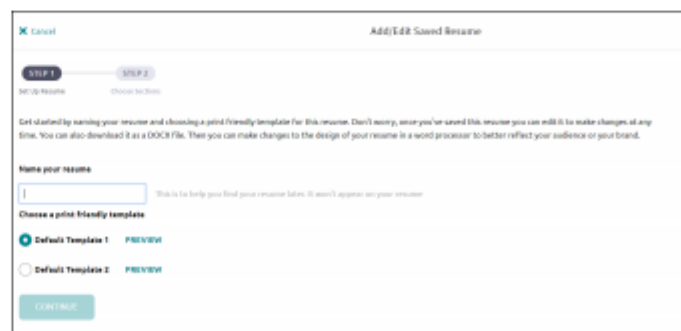


Build the Resume

All the hard work has been completed – the sections are done! Now, it's time to build your resume.

Getting Started

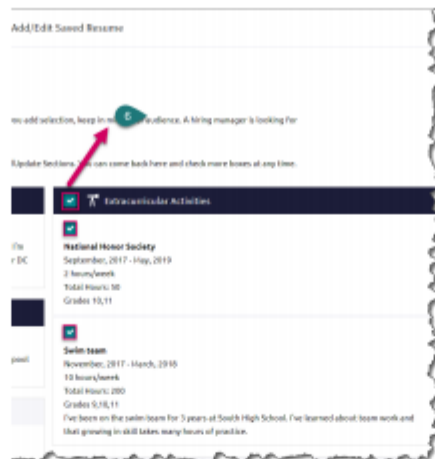
1. From the **Resume** page, click the **Print/Export Resume** tab.
2. Click the **Add** button (+).
The Add/Edit Saved Resume Step 1 displays – Set up Resume.
3. Enter a name for the resume in the **Name your resume** field.



NOTE: The selected name will not display anywhere on your resume. It is for reference purposes only.

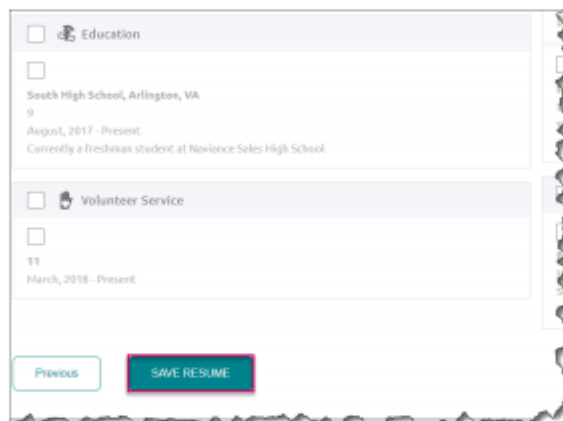
4. Select a template from **Choose a print friendly template**.
5. Click **Continue**.
Step 2, Choose Sections, displays.
6. From this step, use the **checkboxes** to turn on or off sections for this resume.

RESUME BUILDER DIRECTIONS



NOTE: Each section has a checkmark for deciding whether it should be included. You may also notice there are checkboxes next to each individual entry under a section, providing full control over what information you share.

7. Click **Save Resume**.

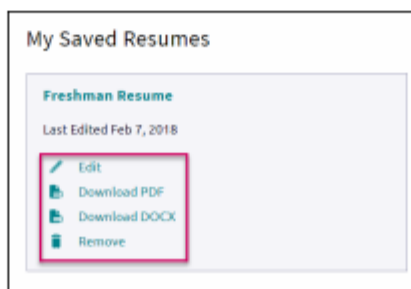


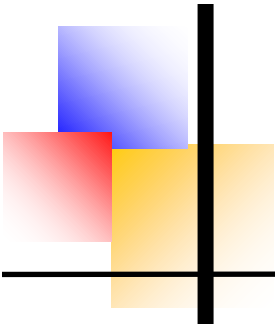
The resume saves, and My Saved Resumes will display.

8. Use **Download PDF** or **Download DOCX** options below the saved resume of choice to download that resume format.

REMINDER: The DOCX format is a Word file that can be edited.

9. Use **Edit** to make changes to the name or template assigned to your saved resume. Use **Remove** to delete the saved resume.





Tab 1—Job Requirements

3) List of 3 references

You must provide information for 2 business (professional) references and 1 personal (friend or family) reference that include that person's addresses and phone numbers. This information must be typed. Please follow the format below.

References for [Type Your Name]:

Reference #1

Relationship to You/Job Title

Address

City, State Zip code

Phone Number

Reference #2

Relationship to You/Job Title

Address

City, State Zip code

Phone Number

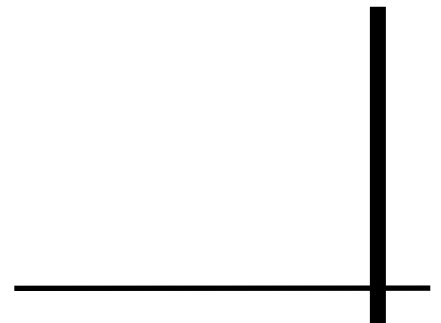
Reference #3

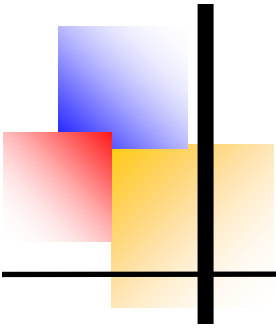
Relationship to You/Job Title

Address

City, State Zip code

Phone Number





Tab 2 – Interview Information

1) Possible Answers to Common Interview Questions - Questions will be provided to you on a Google Document from your Teacher.

You must type the answers to the 5 interview questions listed below on a Word document.

- What are your major strengths and weaknesses?
- What is the most difficult challenge you have faced in your life and how did you handle it?
- Where do you see yourself in five years?
- Are you a leader or a follower?
- What one word describes you, and why?

2) Generate 3 questions to ask during and after an interview - space for this will be included on the same document shared by your Teacher.

You must create **3 possible questions** to ask an interviewer about the job or the company when you are on a job interview. It would be helpful to look up APPROPRIATE QUESTIONS by searching Google: *“51 Great Questions to ask in an Interview”* = <https://www.themuse.com/advice/51-interview-questions-you-should-be-asking>

3) Complete the “StrengthExplorer” Assessment in Naviance by:

- Click on the “Self-Discovery” tab
- Click on “Strengths Explorer”
- Complete survey
- Print out the **full report** by clicking on:



[View Full Report](#)

5) Utilize the results to complete the “Strengths Explorer: REFLECTION Worksheet

Personal Information

Last		First	MI	SSN#	Email		
Street Address			City	ST	Zip	Home Phone	Mobile Phone
Are you entitled to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, Date of Birth	
Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, please explain:			
Military Service? <input type="checkbox"/> Yes <input type="checkbox"/> No			Branch	Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No		War	
What position are you applying for?				How did you hear about this position?			
Expected Hourly Rate		Expected Weekly Earnings		Date Available			

Prior Work Experience

	Current or Most Recent	Prior	Prior
Employer			
Address			
City, ST, ZIP			
Telephone			
Name of Immediate Supervisor			
Dates of Employment	From To	From To	From To
Position/Job Title			
Pay			
Reason for Leaving			
May We Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Education

	Name/Location	Last Year Complete	Degree	Major or Emphasis
High School		9 10 11 12		
College/University		1 2 3 4		
Trade School				
Other				
List any applicable special skills, training or proficiencies.				

Personal References

	Reference 1	Reference 2	Reference 3
Name			
Address			
City, ST, ZIP			
Telephone			

Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.	Signature	Date
--	-----------	------

Strengths Explorer: Reflection Worksheet

TYPE YOUR NAME

Go to the Naviance website and complete the *Strengths Explorer Assessment* under the **ABOUT ME** Tab.

•**View Results** by clicking on the **VIEW FULL REPORT LINK** .

•**Read the report.** Examine qualities about yourself that you may be able to discuss in the form below.

•**Complete the Reflection Questions** below. Be sure to write in complete sentences and proofread your work for errors.

Following the Strengths Explorer Survey (Assessment), complete the following activity. These results will be utilized to build your resume, set goals, and prepare for life after high school.

Theme Details

Strength #1

Strength #2

Strength #3

*Of your three strongest talents, which is most evident to your **teachers and peers**? Explain.*

*How will each of your strengths listed prepare you for life **AFTER** high school and the world of work? Be specific about each strength.*

Action Items - Strengths Explorer

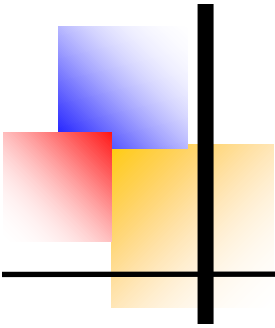
(refer to the FULL REPORT once you complete the Strengths Explorer Assessment to read the FULL REPORT & find the **action items** needed)

****After listing ONE Action Item per Strength, discuss why you selected that particular action and describe ways in which it has had or will have an effect on your learning, growth, and preparation for the future.***

Strength #1- **“EX: Future Thinker”**

Strength #2 -

Strength #3 -



Tab 3 — Post Secondary Requirements

1) Most Current Copy of School Transcript

Your counselor will provide you with this information or you can obtain it from Naviance.

2) Personal Statement (*must be typed*) - Select from various prompts below that suits your future plans. Pick ONE prompt, but complete all topics/ paragraphs outlined in the prompt.

3) Complete the "Who am I" Worksheet

4) A student must ask for a minimum of 2 letters of recommendation, You are only REQUIRED to have 1 letter to include in this portfolio, but it is always advised that you have a back-up in case the person you ask lets you down. The letter MUST be TYPED by the person you ask. Store your letters in a plastic sheet protector for safety, as these are letters you can included in your applications for future employment and College & Scholarship applications.

5) Career Cluster Finder results from Naviance—Please follow the instructions on the handout provided. Once you complete the quiz, you will be able to print your results to serve as proof you completed it.

2021-2022 Common Application Essay Prompts

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
4. Reflect on something that someone has done for you that has made you happy or thankful in a surprising way. How has this gratitude affected or motivated you?
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
6. Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
7. Share an essay on any topic of your choice. One that responds to a different prompt, or one of your own design. *(For our purposes—This is where if you DO NOT INTEND to go to college, you may use the following prompts for entering the MILITARY or JOINING THE WORKFORCE.)*



Tab 3 — Post Secondary Requirements

* **Personal Statements Prompts** (continued for OPTION 7 only) - Pick only ONE prompt, but complete all paragraphs.

Workforce Personal Statement

Paragraph 1: Since you plan on going directly into the workforce, what job do you plan on getting? And what makes you interested in that type of work? What resources or connections do you have available to help get you into the field you plan on working in? If you don't end up getting a job that you want, what is your Plan B option?

Paragraph 2: Do some research. Go to the website www.bls.gov and search for your job choice. Summarize a detailed description of what this job consists of. Basically, what would you be doing on a day to day basis? Also, is there any certification or on-the-job training that you will need to obtain and keep this type of job? [Look under the **How to Become One** tab].

Paragraph 3: Now that you know what the job truly consists of, discuss all of your strengths and how your skills and strengths will make you a strong candidate for this job. [If you click on the **How to Become One** tab and scroll down, there should be a list of **Important Qualities** necessary]. Look over the list and describe specific ways in which you possess these qualities.

Paragraph 4: Conclusion - Sum up why pursuing a job in this field is important to you. (It should be more than just about the paycheck!) What do you hope to contribute to society by working in this field? Do you feel working at this job will satisfy you in the long term by meeting your intellectual, creativity, or hands-on mechanical ambitions in order to keep you interested in doing this job day in and day out? What do you believe will be the most rewarding thing to you about this type of job?

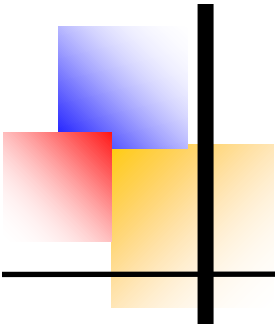
Military Personal Statement Outline

Paragraph 1: A majority of those who serve our country have pride in this nation & want to protect the democratic rights we have in this nation. Why do you want to join the military? What branch do you intend to enlist and what skills or improvements in yourself do you hope to develop and gain from serving in this country's military forces?

Paragraph 2: Do some research. Look at the websites for the branch of military you wish to serve in. Search MILITARY on the www.bls.gov website to determine the skills & responsibilities of those that serve. Have you taken the ASVAB test and received your results? What job field assignment would you like to pursue during your time in the military and what skills and qualities do you currently have that would make you suited for this type of job assignment?

Paragraph 3: Do you foresee having any problems enlisting in the military? Health concerns? Behavior concerns? Difficulty following orders & simple requests? Timeliness? Traveling to foreign countries & being away from family for extended periods of time only able to return home while on leave? Keep in mind as we will learn in this class that we you may be required to fight in war in countries that are not safe—what fears do you have? But why do choose to enlist regardless of your concerns.

Paragraph 4: Most people who enlist leave within 4 years of active duty & then must get a traditional career. How do you believe serving in the United States Military will help to **prepare you for your future career choice and as a future contributing (involved) member of today's society?**



Tab 3 — Post Secondary Requirements

LETTERS OF RECOMMENDATION INSTRUCTIONS

1. Make a list of possible people to ask. Consider teachers, coaches, employers, church leaders, family friends, and volunteer program coordinators.
2. Ask 2-3 people to write a letter. It is acceptable to ask in person or over the telephone. Indicate to whom the letter is to be addressed, the purpose (acceptance to a program/college, recipient of a scholarship), and when the letter needs to be completed.
3. Allow a minimum of two weeks for the person to write the letter.
4. In order to provide helpful information to the writer of your recommendation letter, complete the following forms:
 - Introduction form found below
 - “Who Am I” Worksheet (which can be found on your Naviance account under documents so you can type on it directly, or a copy is provided on the next page)

(Adapt the Information form below as needed)

-----cut here-----

Dear _____;

Thank you for writing a Letter of Recommendation for me. Attached you will find my “Who am I” worksheet which may be helpful.

My academic and career goals:

- a. I plan to go directly to the workplace after high school graduation.
- b. I plan to attend _____ Technical School and study _____.
- c. I plan to attend _____ Community College and then transfer to _____ University.
- d. I plan to attend a 4-year college at _____.
- e. I plan to join the military. _____.



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-----cut here-----

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My academic and career goals:

- a. I plan to go directly to the workplace after high school graduation.
- b. I plan to attend _____ Technical School and study _____.
- c. I plan to attend _____ Community College and then transfer to _____ University.
- d. I plan to attend a 4-year college at _____.
- e. I plan to join the military. _____.

-----cut here-----

Dear _____;

Thank you for writing a Letter of Recommendation for me. Attached you will find my "Who am I" worksheet which may be helpful.

My academic and career goals:

- a. I plan to go directly to the workplace after high school graduation.
- b. I plan to attend _____ Technical School and study _____.
- c. I plan to attend _____ Community College and then transfer to _____ University.
- d. I plan to attend a 4-year college at _____.
- e. I plan to join the military. _____.

Who am I?

Please complete this form when requesting letters of recommendation. You may need a letter of recommendation for college applications, scholarships and other senior activities.

DIRECTIONS:

- Download the form to your desktop and "Save" using the following name: "firstname.lastname"
- Answer all questions thoroughly.
- When completed save again and upload the form to your "Who am I" Document Task in "Family Connection"
- PLEASE NOTE: All requests for letters should allow AT LEAST 10 SCHOOL DAYS.

Name:	Email:
-------	--------

Cumulative GPA:	Class Rank:			
SAT Test Overall Score:	EB Reading/Writing:	Math:		

List all the post – secondary options you are considering.

University / College	Community College	Trade School

What is your intended major or area of study in your post-secondary plans?

--

What is your intended career goal at this time?

--

School Activities, Sports, or Clubs	Year of Activity				Description of Activity
	Gr. 9	Gr. 10	Gr. 11	Gr.12	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Community Activities (volunteer)	Year of Activity				Description of Activity
	Gr. 9	Gr. 10	Gr. 11	Gr. 12	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Work Experience (paid)	Year of Activity				Description of Activity
	Gr. 9	Gr. 10	Gr. 11	Gr. 12	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Special Recognition, Awards, Honors	School Year Received				Description
	Gr. 9	Gr. 10	Gr. 11	Gr. 12	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Which **one or two activities** were the most meaningful to you? Why?

What special talents (music, sports, theatrical, dance, art, video, technology) do you possess? **Explain each** with several sentences.

What obstacle (family, personal, illness, financial, etc.) if any, have you encountered? How did you overcome this obstacle? Explain with several sentences.

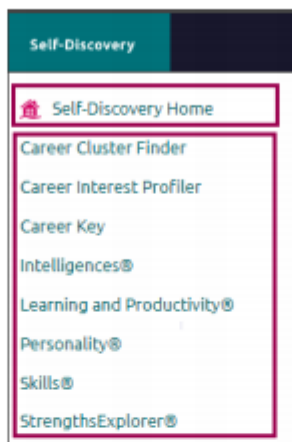
OPTIONAL: Please note any additional information that may be helpful to your counselor or teacher in writing your letter recommendation.

--

CAREER CLUSTER DIRECTIONS

The Self-Discovery Section

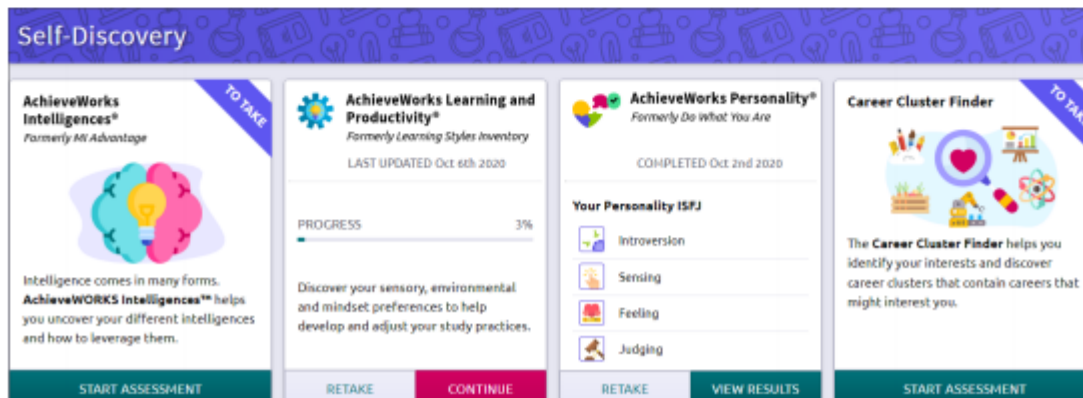
When you go to the **Self-Discovery Section** in Naviance Student, you can go directly to the **Self-Discovery Home** to see a list of all assessments, in alphabetical order, that your school has made available to you, or you can **choose a specific assessment from the list** to start, continue, retake, or view results.



Self-Discovery Home

From the Self-Discovery home page, you can easily select any available assessment and:

- **Start** the assessment.
- **Continue** the assessment.
- **View** the assessment results.
- **Retake** the assessment (except for StrengthsExplorer®)

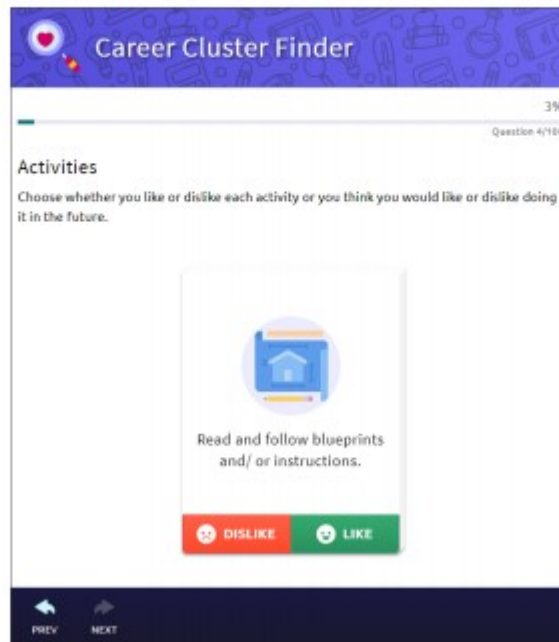


CAREER CLUSTER DIRECTIONS

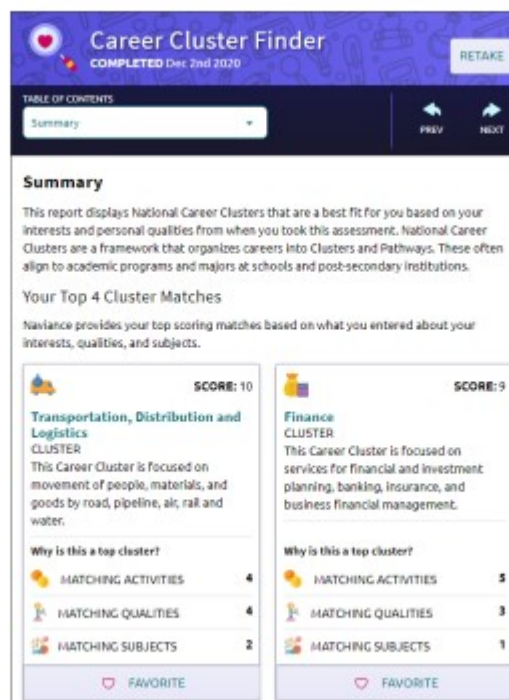
Career Cluster Finder

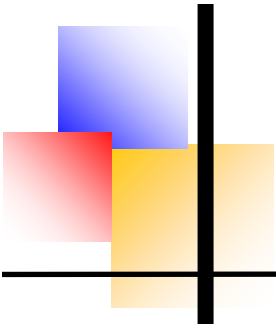
In the **Career Cluster Finder**, you'll indicate activities and school subjects that you like or dislike and personal qualities that you possess.

The assessment takes approximately 20 minutes and includes 108 questions.



In your results, you'll learn how well each of the 16 National Career Clusters fits your current interests and qualities.





Tab 5 — College and/or Career Exploration

1) College Visit, Job Shadow Summary, OR In School College Workshop

You must show evidence that that you have completed one of the items listed above. If you go on a college visit, a College Visit Verification form must be completed. **Those forms are available in the Attendance office/ Counseling Office & a copy is attached at the end of this packet.** If you go on a Job Shadow experience, you must write a summary that lists the details of that experience. If you go to an In School College Workshop, you must have the presenter complete a form. The In School College Workshop forms are available in the Counseling Office.

2) Complete ONE college application (Prairie State application is attached on following pages)

3) *Print the page of colleges you have applied to in the “Colleges I’ve Applied To” tab in Naviance (*optional)

4) Two Career Information Articles OR Career Research Paper

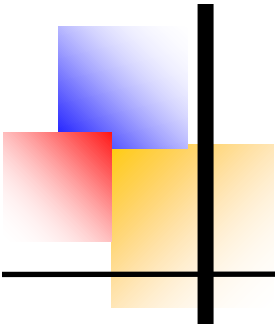
Please explore and **print two articles** that discusses career that you are interested in pursuing. You must used a trusted website for current career information such as the *Bureau of Labor Statistics* or the *Career Internet Database* used in the school Library.

Or you may include a research paper/project that explores your career that you may have completed in previous classes.

5) Two Career Article Summaries

For each of the articles you printed in the previous step, you should thoroughly read each article and write a detailed summary of some key points such as education required, daily tasks required, salary, etc. STAPLE the summary to the article it corresponds with. Your teacher may provide you with specific summary instructions or a document to type your summary in.





The Senior Portfolio College Visit Verification

COLLEGE VISIT VERIFICATION - If you visit a college, attend an in-school workshop, or attend a college fair, a representative must sign below verifying that you received information about their school. If you visit a college or university campus during a school day, you must also provide the Attendance Office with a letter from a college advisor or representative on official letterhead. That letter MUST be turned in to the Attendance Office to have your day excused .

Student:

Name of College, University or Technical School:

Address of College, University or Technical School:

Name of the Representative:

Circle one of the following:

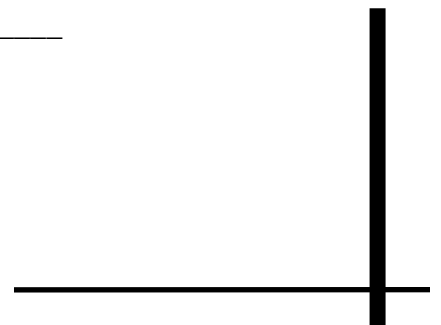
Visited College Campus Attended In-School Workshop Attended College Fair

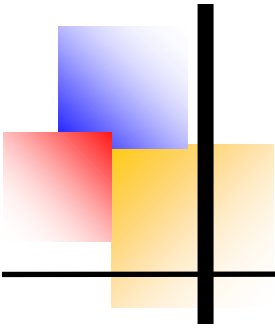
I agree to the information given above and to its accuracy.

Representative Signature

Date

Contact Phone #





The Senior Portfolio Job Shadow Experience Verification

JOB SHADOW EXPERIENCE - If you complete a job shadow experience, please complete the following worksheet. In order to validate the experience, you must have the signature of the workplace representative.

Student Name _____

Workplace Information

Company _____

Name _____

Title _____

Describe the job tasks of the typical work day: _____

What parts of the job were interesting? Which were not? _____

What did you like about the job? What would you change? _____

Would you consider a career in this field? Why or why not? _____

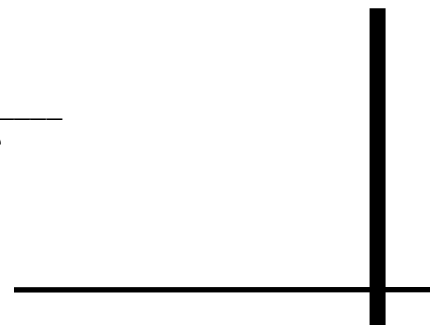
What was your favorite part of the job shadow experience? _____

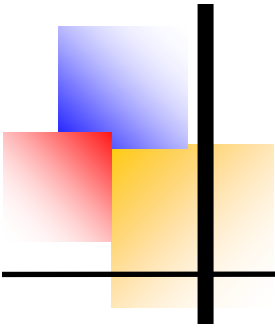
I agree to that the student named above completed a job shadow experience with my company.

Workplace Representative Signature

Date

Contact Phone #





Bloom Trail High School Community Service Verification

COMMUNITY SERVICE VERIFICATION FORM

All students must complete 10 hours of community service .

Student: _____ ID #: _____

Community Service Project Title/Organization: _____

Name of Community Service Project Coordinator: _____

Description of the service project: _____

Number of hours contributed toward service project: _____

I agree to the information given above and to its accuracy.

Student Signature

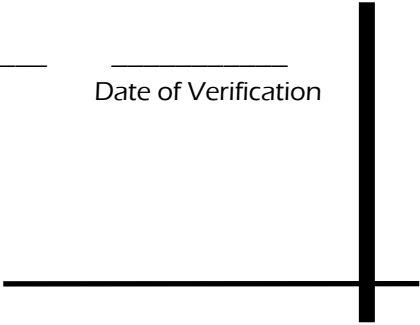
Date Completed

Community Service Supervisor Signature

Contact Phone #

Date of Verification

PLEASE ATTACH BUSINESS CARD HERE:



Admissions Application

I plan to begin my studies at PSC starting with the: Fall 20__ Spring __ Summer __

Social Security Number: ____/____/____

Student Name: _____
 Last First Middle Maiden

Home Address: _____
 Street Apartment Number
 _____ _____ _____ _____

Residency: I have or will have lived at the above address at least 30 days before the beginning of the term.
 Yes No (if no, please list previous address below)

Previous Address: _____

Home Phone: (____) _____ Cell Phone: (____) _____

E-Mail Address: _____

Gender: Male Female

Birth Date: _____
 Month Day Year

Ethnicity:

1. Are you Hispanic or Latino?
 Yes, Hispanic or Latino Not Hispanic or Latino
2. Please identify your **primary** racial/ethnic group.
 (Select one)
 American Indian or Alaska Native
 Asian
 Black or African American
 Hispanic or Latino
 Native Hawaiian/Pacific Islander
 White
 Choose not to respond
3. Are you from one or more of the following racial groups?
 (Select all that apply)
 American Indian or Alaska Native
 Black or African American
 Native Hawaiian/Pacific Islander
 White
 Choose not to respond

4. Are you in the United States on a Visa—Nonresident Alien?
 Yes, in the United States on a Visa
 Provide home country of origin _____
 Not in the United States on a Visa

Note: If you are on an I-20 Student Visa, we may need further documentation.

Military Status:

Are you currently or have you previously served in the military?

Yes No

If yes, which branch?

- Air Force Army Coast Guard
 Marines Navy National Guard
 ROTC

Academic Program: _____ (see back page for program listing)

Enrollment Objectives:

- To complete one or several courses
- To complete a certificate
- To complete an associate degree

Enrollment Status:

- First time freshman (never attended college)
- Attended PSC prior to 1983
- Transfer student (attended another college/university)
- Advanced degree student (bachelor degree or higher)
- Guest student (attending 4 yr. university and registering for summer only)
- Dual credit student (high school student earning dual credit)

Last High School Attended:

- Beecher (12937)
- Bloom (1943)
- Bloom Trail (1655)
- Crete-Monee (880)
- Homewood-Flossmoor (12936)
- Marian (242054)
- Rich Central (12939)
- Rich East (12940)
- Rich South (12941)
- GED _____ State
- Other _____

City _____ State _____ Zip Code _____

Year of high school graduation: _____
(official high school transcript required)

Highest Degree Earned:

- None
- GED
- High school diploma
- Some college
- Certificate
- Associate degree
- Bachelor degree
- Master's degree
- Doctoral degree
- Other _____
- Previously attended another college or university

Yes No
Please list _____

I have been expelled or dismissed from another post-secondary institution for behavioral or disciplinary reasons.

Yes No

If yes, please explain _____

Parental Education Background:

Mother _____ Father _____

- A. Not a high school graduate
- B. High school graduate
- C. Some college/associate degree
- D. Bachelor's degree
- E. Master's degree or beyond

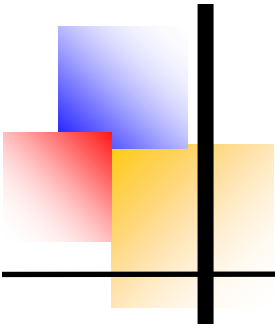
I certify that the above stated information is true and correct to the best of my knowledge and that withholding or falsifying information may make me ineligible for admission to the College or subject to dismissal.

Signature _____ Date _____

I hereby grant permission to Prairie State College to use my photograph on its Web site or in any other publication used for the College. I also acknowledge that the College can use this photo at any time. I hereby waive all rights to receive compensation in connection with the taking of my photograph or videotaped image by Prairie State College. If I do not want PSC to use video and photographs of myself, I will inform the Communications and Marketing department of Prairie State College.

For office use only:

Datatel - _____ Date _____ Registered Student ID# _____



Tab 6 – Best Work

1) Three samples of student writing, one of which is a thank you letter to be given to the to the person who wrote your Letter of Recommendation and one should be a graded essay. One entry must showcase some form of technology.

This section should include samples of any piece of work in which you have particular pride and you think best illustrates your talents. These samples may include pictures, tapes, or writings of your work in almost any area. Some examples are as follows:

- AN ART DRAWING
- A MUSIC COMPOSITION
- A DRAWING
- A POWERPOINT PRESENTATION
- A GRAPHIC ART, DATABASE, OR SPREADSHEET CREATION
- A PICTURE OF A WELDING PROJECT
- AN ESSAY (with a grade/ rubric attached) OR ANY CREATIVE WRITING THAT YOU HAVE WRITTEN
- AN ANALYSIS OF A MATHEMATICAL FORMULA
- A SCIENCE PROJECT

2) REQUIRED Community Service Verification Form(s) - minimum 10 hours

Community Service should be done at a real organization's facility. Not just doing a favor for a neighbor or family member. The verification form **must be signed by the supervisor of the project** at the facility or location you went to. If possible, attach a business card of that contact person for further proof of verification and as someone you can contact in the future for a reference.

3) Certificates/Awards earned during high school

(You may not have items to include in this section. This will not stop you from successfully completing the portfolio.)

This section should consist of all awards and certificates of achievement that you have received throughout your high school career. Non-school activities and awards should also be included, as well as a student activity/community service record.

- SCHOLASTIC AWARDS OR CERTIFICATES
- ANY LETTERS, NEWSPAPER, MAGAZINE, OR ARTICLES ABOUT YOUR ACCOMPLISHMENTS
- PARTICIPATION/RECOGNITION CERTIFICATES
- EXAMPLE: "YOUTH CAMP" COUNSELOR
- STUDENT ACTIVITY RECORD

4) College Acceptance letters OR ASVAB (Armed Services Vocational Aptitude Battery) Test Results— (This section is not required but recommended)
