

Senior Portfolio Day
Friday, April 10, 2015
10:00 am – 2:00 pm
Media Center

Required Documents:

1. Cover Letter

You are to select a business or company with which you could potentially apply for a job and write a 1-page (approximately), single spaced letter introducing yourself and expressing interest in a job with the organization. The idea is that you are telling the reader about who you are and what your goals are so they get to know you on a more personal level. Focus your information by addressing and answering the prompt below.

Explain how your skills, talents, and experiences will help you be successful in the workplace.

To receive credit, you must include the following:

- _____ Date
- _____ Salutation
- _____ Proper font and size (size 12, Business font)
- _____ Paragraph form
- _____ Proper length (roughly one page)
- _____ Single spaced
- _____ Valediction

Remember, this a document that should highlight your strengths and experience. Be aware of your overall organization (paragraphing, intro/conclusion, etc.) along with sentence structure, word choice and voice.

2. Resume

- Microsoft Word recommended template – keep it simple and professional
- Resume writing software available at Bridgman Public Library

3. Two letters of recommendation (one non-school related)

- Complete the information sheet and give to each person writing your letter. This will help them format a nice letter.

4. List of three references (sample below)

Mr. John Doe
Title
12345 Simple Lane
Bridgman, MI 49106
269-465-XXXX
jdoe@aol.com

- Business dress required – preferably a dark suit, dress shirt/blouse, tie.