

AP Lang. Summer Project

\Project Overview: This project is designed to guide you through the process of creating a senior portfolio that will be a tool you can use to impress potential employers as well as college registrars. It should reflect your abilities, maturity, creativity, and motivation by showcasing your various accomplishments in academics, extracurricular activities, community service, and personal interests; therefore, it is in your best interest to create a professional portfolio that highlights you in the very best light and accurately reflects who you are and what you plan to be. Use your creativity to build this project into something you will be proud to share with family, friends, teachers, employers, and college admissions personnel. Below is a list of documents that *must* be included in your portfolio. Please read the directions for each section carefully and see the attached documents.

Portfolio Requirements

1. Presentation of Documents
 - All items must be bound together in a white half-inch three-ring binder.
 - Each section of the project must be tabbed and labeled.
 - Each document must be contained in a clear page protector (except the page in the front outside plastic cover).
 - All documents must be organized in the order stated below, typed and formatted according to each task's directions, and thoroughly proofread for errors. Professionalism is key; your final product should be creative and personalized, but also neat and organized in appearance.
Serious point deductions will occur if the abovementioned requirements are not met.
2. Front, Outside Plastic Cover of Binder (one item)
 - The front outside plastic cover of your binder must include the following information:
 - The title *AP English Language and Composition Summer Project*
 - A current, school-appropriate picture of you
 - Your name underneath your picture
 - A brief letter of introduction that introduces yourself and your portfolio (Use the attached introduction letter template. Retype it word-for-word and with the same formatting style. Then, fill in your qualities where prompted. Do not forget to sign it in blue/black ink once you print it out.)
3. Table of Contents (one item)
 - This is the first page inside your portfolio.
 - Include your name at the top of the page.
 - Title the page *Table of Contents*.
 - List all items in the order in which they occur below.
 - Do NOT exceed one typed page.
4. Performance Profile (one item)—the transcript is required; the other documents are recommended
 - Obtain a copy of your unofficial transcript from the counselor's office.
 - (If applicable, include copies of score reports for the following tests: PSAT, SAT, ACT, and/or AP exam(s). (Extra credit will be awarded for the inclusion of these documents, as it shows me that you have/are taking the necessary steps to prepare yourself for college.)
5. Collection of Best Works (three items)
 - Analyze your three best high school works. To do so, briefly describe each one and then identify the educational growth and development that occurred (what you learned from it, the struggles you went through/overcame, and why it stands out as one of your best works). Two of the works *must* be academic; one can be of your choice. Be sure to creatively title each of your works. Consider projects, essays, contests, presentations, competitions, Eagle Scout projects, math Christmas ornaments, mission trips, volunteer work—any accomplishment you are proud of, created, and/or received recognition for during so far in high school. Each document *must* be at least ½ page in length and formatted to MLA. Include pictures if possible to personalize your work. (Points will *not* be deducted if no pictures are included.)

6. Applications (three items)
 - College Prompt: Go to *The Common Application* website, choose one of the current school year's essay prompts, and print it.
 - College Essay: Using the prompt you chose, write the college essay; format it according to MLA standards.
 - Scholarship Application: Research and find one scholarship, apply for it, and print the completed application as proof that you applied. This scholarship can be for any amount—big or small. Consider consulting school counselors as well as college websites, religious affiliations, libraries, local organizations (Rotary, Lion's Club, Knights of Columbus, Masonic Lodge, Women's Civil League, Girl Scouts, Boy Scouts, county garden clubs, 4-H, Band Boosters, H-J Operation Graduation, etc.), foundations, local businesses, etc. The National Merit Scholarship Corporation, Gates Millennium Scholars, Intel Science Talent Search, Coca-Cola Scholars Foundation, and College Board also offer a variety of scholarships. The following websites are helpful too: Zinch.com, Scholarships.com, Fastweb.com, ScholarshipPoints.com, and Cappex.com.
7. Reference Letter Items (three items)
 - LOR Form: Complete the attached LOR form. To do so, address and sufficiently explain the required criteria. Type/format it however you like. (MLA format is not required here.) Include one completed copy of the form in your completed portfolio.
 - LORs: Make TWO copies of your completed LOR form. Choose two individuals to write you a letter of recommendation, and give each one the completed LOR form to use while writing your letter. It is important that you give your chosen individuals at least **TWO WEEKS** notice to write your letter. If you chose a teacher, do not expect him/her to write a letter for you the week before school starts. (We are *super* busy and just simply do not have the time). The longer these individuals have, the more information you include, and the better they know you, the better your letters will be. These letters **CANNOT** be from family members or from peers. Consider asking employers, teachers, coaches, mentors, club/organization sponsors, religious advisors, family friends, etc.
8. Resume Items (two items)
 - Resume: Use the resume handout as a guide to create your resume; format it in a way that makes it stand out but that still appears professional. (MLA is not required here.) You may print it on resume paper or on regular computer paper. It **CANNOT** exceed two pages. If you prefer to use a pre-created template, Google Docs and Microsoft Word both have a variety of resume templates to choose from.
 - Thank You Letter: Write one "thank you" letter you could use after a formal interview (whether for college or for a job). Format this one however you like, but make it professional in content and appearance. (MLA is not required here.)

Portfolio Due Date

- Your portfolio will be due at the ***beginning*** of class on the Friday of the second week of school, and it will count as the first test grade for the first nine weeks grading period. If you fail to turn it in *on time*, you will receive 50 points off per *calendar* day you are late—***NO EXCUSES, NO EXCEPTIONS. Note that this is an out-of-class project. No class time will be given to work on it or to print it out; this must be done on your own time—hence, the name "SUMMER" project.***

Project Attachments: (1) Letter of Introduction Template, (2) LOR Form, and (3) Resume Handout

Mrs. Parker,

It is with great pleasure that I present to you my AP English Language and Composition portfolio. As a senior at Hardin-Jefferson High School, I expect this year to be _____, and I look forward to _____.

Currently, I am enrolled to take the following courses: _____, _____, _____, _____, _____, _____, and _____. My GPA is _____, and my class rank is _____. I would describe myself as a _____ student due to _____. Furthermore, my friends would describe me as _____, and/but I think you will find me quite _____.

My experiences thus far at H-J have, overall, been _____ and have shaped me into the _____, _____, and _____ person I am today. Not only have I learned an abundance of knowledge at H-J, but I have also immersed myself in _____ and _____ that will one day assist me in _____. I would like to take a moment to call your attention to my _____ (choose one of your projects from your collection of best works). (____ Give one or two sentences to briefly describe your work and the impact it has had on you.____) This project involved a combination of _____, _____, and _____ that I can one day apply towards a job—and eventually my career. I believe I have learned _____ at H-J, which will not only _____ me, but will also further my _____. Once I graduate, I plan to pursue a _____ degree in _____.

Creating this senior portfolio has made me realize _____ and _____. The requirements for this project clearly showcase my academic past, eagerness to achieve success, and _____, as each are a necessary step toward my future.

Thank you for your willing participation in this project and pleased interest, for this effort is never wasted.

Sincerely,

****Skip two lines, AND remember to sign your name here in blue or black ink once you print the document!****

_____(Type your first and last name underneath where you will sign your signature.)

***DO NOT FORGET TO SIGN YOUR NAME IN BLUE OR BLACK INK IN THE SPACE ABOVE YOUR TYPED NAME.**

Letter of Recommendation (LOR) Form

Directions: Type a document that sufficiently addresses and adequately explains each of the following categories as they apply to you. Think of this as an outline for the individuals who will compose your letters of recommendation. The more information and specific details you give, the more thorough and personal your recommendation letters will be.

School and Extracurricular Activities

- List all of the activities in which you have (or are currently) *actively* participated; be sure to consider clubs, organizations, teams, jobs, community service, religious activities, hobbies, travel, music, art, drama, literary activities, leadership positions, etc.
- Identify any elected offices you have held as well as the respective responsibilities.
- Identify the number of years *and* the amount of time per week you spent in each activity.
- Describe what you have gained or learned from each activity.
- Explain which activity was most important to you *and* why.

Awards and Honors

- Identify any awards and/or honors you have received both inside and outside of school.
- Describe the academic accomplishment (major paper, science experiment, artistic project, etc.) you are most proud of, *and* tell why you take pride in it.

Future Goals

- Describe what you hope to accomplish in college.
- Describe what you hope to accomplish after college.
- Be sure to consider your personal goals as well as career goals.

Personal Attributes

- Identify your three most distinguishing and/or most admirable qualities, *and* explain each in a few clear, concise sentences.
- How would others describe you in three words?

Resume Writing Handout

A resume serves as a way to introduce and market yourself to potential employers and/or to college admissions personnel by giving a concise, precise summary of your educational background, experience, skills, and interests.

What information should be included in a resume?

- **Current Contact Information**
 - Include your full name, home addresses, phone number with area code, and email address. (Be sure your email address is appropriate and professional. If you don't have one that is, make one! It's free.)
- **Clear Objective**
 - Include a brief statement summarizing the career field and position you are interested in, as well as the nature of the position you are seeking.
- **Education**
 - Summarize your academic achievements, honors, and awards (honor roll, perfect attendance, membership in clubs/organizations—as well as titles held in them, etc.).
- **Skills and Credentials**
 - Summarize your strengths (any job skills you have that are relevant to the job you are seeking, computer skills/programs you are proficient with, languages you speak/write fluently in other than English, etc.)
- **Previous Work History and Experience**
 - List your job title, address of employment, and dates of employment. Then, give a brief description of your responsibilities, skills, accomplishments, transferable skills, and results.
- **References**
 - Include three references (names and phone numbers) who know you on a personal level and who will speak highly of you if contacted by a possible employer. Do NOT use relatives or peers.
- **Personal Interests and Hobbies**
 - Include community service, extracurricular activities, clubs, organizations, etc. These can highlight your skills, abilities, diversity, and potential in different environments and show that you are a well-rounded individual. It can give employers more evidence of your leadership potential, ability to be a team player, initiative, and motivation. Lead with your strengths and describe your activities if it will help to clarify the level of your involvement.

Resume Writing Tips

- Proofread thoroughly! Correct grammar, punctuation, and spelling are crucial. Failure to correct errors could reflect that you are careless or lack intelligence.
- Make your resume is visually appealing; be consistent in formatting, spacing, margins, font size, etc.
- Be clear, concise, and to the point; do NOT go over two pages.
- Write in a way that gets the reader's attention. The language you use in your resume will affect its success, so you must be careful and conscientious. Do not write the way you would speak to your friends but rather in a more professional manner.
- Always only include information that puts you in a positive light; avoid anything that could prompt the interviewer to ask questions about your weaknesses.
- Make sure all information you provide is accurate and truthful; if you exaggerate or just blatantly lie, it could eventually backfire on you and cause you to get fired or demoted.