

# **PREPARE A PERSONAL PORTFOLIO**

This compiles much of the information that you will need to complete college and scholarships applications.

*Store this as a computer file, so that to customize a list to fit a particular scholarship you can just go back and cut and paste rather than re-create. Use a format that is clear, uncluttered and easy to read and locate information. An Excel document works well, as does a Word document with boxes.*

***Start this as soon as possible** and then only update it as needed. To try to compile it in the midst of a busy Senior year is difficult. To already have it done, keeps you ready to fill out a college or scholarship application at the drop of a hat.*

**PERSONAL INFORMATION:** Your Name, address, phone number(s), e-mail contact  
Parents' names, occupations and employers  
Interests, Hobbies  
Most Significant Personal Achievement and Why  
Potential Career or Educational Interests/Aspirations

## **EDUCATION:**

Course Work - Make a list of all high school classes.

Make a list of any extra courses or classes taken outside of school.

(Maybe through your church, community, junior college or local university)

(Locate papers for proof of outside course work)

List your current: GPA

By the beginning of your Senior Year request a transcript to have for reference.

Know your most recent and highest scores on standardized tests:

PSAT – SAT - PLAN – ACT - OTHERS

## **REFERENCES:**

Compile a good list of people to use as references for character, community service, academics, and other abilities. Choose a variety of ages, both female and male, and all relational avenues (teachers, church leaders, neighbors, employers, family friends).

List all of their contact information: complete address, phone number (s), e-mail contact.

## **SCHOOL INVOLVEMENTS:**

List all activities and organizations within the school that you are a member and/or participate.

(Sports, Student Government, Musical Groups, Teacher/Library/Office Aids, National Honor Society, Chess/Home Economics Club, Drama Groups, Spiritual Life Bible Studies/Prayer Groups, Art Shows)

For each item listed note the year (s) involved, number of hours per week, main responsibilities or activities, and any special honors given or positions served. Also indicate an adult sponsor or supervisor for each item. Then go back and jot a note or two about the significance of that item to you, how you've grown or what you appreciate about that item.

## **CHURCH INVOLVEMENTS:**

List all activities and organizations within your church that you are a member and/or participate.

(Sunday School, Worship, Bible Studies, Cell Groups, Youth Groups, Awanas Groups, Camps, Missions, Choir, Drama Groups, Other)

For each item named list the year (s) involved, number of hours per week, main responsibilities or activities, and any special honors given or positions served. Also, list the person in authority. Then go back

and jot a note or two about the significance of that item to you, how you've grown or what you appreciate about that item.

**COMMUNITY INVOLVEMENT:**

List all organizations and ways that you participate or contribute to your community.

(Swim Clubs, Athletic Teams, Neighborhood Clean-Up or Watch groups, Habitat for Humanity, Local Library Programs, Volunteer Work with Hospitals or YMCA, Big Brothers/Big Sisters, Local Children's Groups, Scouting Programs, Ecology Groups, Parks, Community Theatre Groups, Art Shows, Fund Raising Walks/Runs, Blood Drives, Musical Groups, Volunteer Assistance for Elderly neighbors, Others)

For each item named list the year(s) involved, number of hours per week, main responsibilities or contributions, honors given, positions served and your immediate overseer. Then go back and jot a note or two about the significance of that item to you, how you've grown or what you appreciate about that item.

(Keep in mind that for many Secular Community Service Scholarships, much of your church work will count as Community Service.)

**EMPLOYMENT:**

List all of your employment. Include the organization/person whom you worked for, your position, responsibilities, years worked, number of hours worked for period of time, supervisor(s) name(s) and the business' address. Indicate any special appointments, such as "crew chief" that you were given. Include formal employment with an organized businesses, but also list yard work, babysitting and other miscellaneous items hired out through individuals or on a one-time basis.

**LEADERSHIP POSITIONS:**

(You will have already indicated some of these next to your activities in another section. Re-list them here as some scholarships are leadership based and you will need a list that includes all of your leadership items.)

For all leadership positions, list the organization, the position, the number of year(s) served, elected, appointed or volunteered, primary responsibilities, main accomplishments, things learned and any adult overseer.

You will also want to list special leadership conferences and training seminars and retreats that you have participated in.

**RECOGNITIONS-AWARDS-HONORS:**

List all other awards, recognition and honors received during your high school years. Include the year received. Locate award documents and letters of invite or congratulations to prove them.

For exceptionally outstanding awards, you could include one or two from middle school years, especially if they relate directly to the item you are applying for. (For example, a middle school science fair overall 1<sup>st</sup> place might need to be included on an application for a scholarship for those pursuing a science degree.)

Things that you want to list include (but are not limited to) ACSI Distinguished Awards, Who's Who Among American High School Students, Principal's List, Honor Roll, Character Awards, Science Fair Awards, Art Fair Awards, Music Competition Awards, Good Sportsmanship Awards, Invitations to special Leadership Forums or Conferences or other academic or social issue forums or conferences, Nominations that you have received that were not received by all students that single you out for recognition over and above your peers.

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*Attach a copy of your portfolio to requests to your references. This will help them as they write your letters of recommendation. Make it clear they are not to talk about all of the things, but only the ones that they have personal connections with.*