

Certification Program Portfolio Content

All Portfolios Need to Include

Date Completed

- Table of Contents
- Personal Letter of Introduction
- School Transcript—Can be requested at the office (optional)
- Resume
- Job Application
- A Letter of Recommendation
- Reflective Writing Sample (suggest reflection of the internship experience)
- Research Paper Writing Sample
 - Title Page
 - Outline
 - Final Draft
 - Citation
- 4 Work Samples
- Work Sample Cover Sheets (may be adapted to reflect pathway program)
 - Evaluation
 - What was Learned
 - Why the Student Made the Choices They Did
 - Strive for Individuality in Work Samples
- Performance Rating Form from the Internship Site Supervisor

Optional Elements

- Abstract for Research Paper
- Table of Contents for Research Paper
- Optional Letter of Application
- Other