

## LETTER OF INTRODUCTION

*The typed letter of introduction/reflection should include the following:*

### Opening Paragraph

**Opening statement(s):** Briefly tell us about yourself describing the values and experiences that shaped your life.

**Thesis statement:** State your academic focus, special interest area, and college/career goals citing your artifacts as evidence.

### Body Paragraphs

#### I. Academic Focus and Achievement (3 artifacts unless 1 is substituted with a Community Service artifact)

Direct the reader to your portfolio's academic focus. Demonstrate how the portfolio represents academic rigor in your focus area and explain why you chose this academic area (or why you are connecting various subject areas to your theme). Discuss what about your **three** academic artifacts matters, and why you are proud of your work. Explore what led to your achievements and/or learning.

#### II. Community Service Area (Optional – can count as a substitute for 1 Academic artifact)

Identify and explain your participation in a community service activity on or off campus. With which sponsoring organization did your work and for how many hours? Describe how this activity connected with your learning at school. What did you learn about yourself and the world in the process of giving back or contributing to a large cause? Did this activity influence your college and/or career interests? Ultimately, how has this activity enriched your time in high school?

#### III. Special Interest Area

Explain how your special interest area gave you a valuable experience. Although it may not be academic, how did it provide you with the opportunity to discover important skills and methods of exploring your creative future? What did you learn about yourself and the world? These activities may have led you to a possible college choice or career plan. Discuss how your artifact represents this important area and how this activity has enriched your time in high school.

#### IV. College/Career Goal

Explain how your academic focus and/or special interest areas have led you to make plans for after graduation. At what point did you decide what you were going to pursue? How is this goal connected to the other areas you are showcasing in this portfolio?

### Concluding Paragraph

#### Self-evaluation statement

What have you realized about yourself as a result of creating your portfolio? What theme has been woven throughout this portfolio? What has your high school experience meant to you after documenting it through this portfolio? Did you notice any new connections in your life? How has your outlook on life and your future changed as a result of this experience? Make a generalized commentary of your high school years. Finally, make a strong summary or closing statement.