**Career Composition and Reading Portfolio**

Semester 1

To Do List: (January 8 and 9)

1. **Create a cover page for your portfolio.** It should include: your name, Ponderosa High School, Class of 2020, appropriate image(s) of yourself. You will want to print this in color. The library will allow you to make ONE free colored copy, so make sure it is perfect before printing. You may also consider using this if you apply to any local scholarships.
2. **Bucket List (25 items):**  If it is finished, revise it. Make sure each item is written in a complete sentence, starting with a capital letter and ending with a period! If you did not finish this, finish it.
3. **Bucket List Essay:** You can find the revision comments on turnitin.com. You may want to split the screen between the comments and your essay, so you can make the necessary changes.
4. **Resume:** Please revise it once again, and add any necessary information.
5. **Letters of Recommendation (2):** You may need to scan them in the library first, so you have a digital copy of them. **\*If you still have not received two letters of recommendation, you need them in your portfolio at the end of the year, or you will lose points.**
6. **Copies of any awards, recognitions, etc. that you have received in high school:** You may need to scan them in the library first, so you have a digital copy of them.
7. **Please print each item, put them in this folder, and turn into your teachers.**