

PORTFOLIO GUIDELINES

In an effort to better understand the interests, experiences, and strengths of the applicants we **strongly encourage** submission of a portfolio or additional materials. Portfolio materials are used when evaluating and ranking each application.

Many different types of materials have been sent along with applications in years past. These have included:

- ◆ Descriptions and examples of individual or group projects completed in school, on the job or in a volunteer capacity: (the applicant's role must be identified in all group projects)
- ◆ Evidence of special interests, abilities or experiences
- ◆ Articles, videotapes, presentations, sample visual communications
- ◆ Certificates or awards received

Tips

- ✓ Emphasize quality and variety over quantity
- ✓ Document a progression of your knowledge and skills
- ✓ Include an explanation or reflection on what each piece tells us about you
- ✓ Don't forget to include evidence of a variety of skills such as: writing, technology, all forms of communication, organizational, leadership, service, creativity, and self-direction
- ✓ Provide materials and a format that reflects "you" Let us see your creativity.
- ✓ Be sure the materials provided will help the selection committee remember you in a positive light
- ✓ If you want the material returned after the selection process include the return postage.

Portfolio materials are not required however they are included in the selection criteria for both the first and final round of application ranking.