

## [Letter to Reader Example]

June 1, 2006

Welcome!

My name is Sally Student and I am a senior at Todd Beamer High School. This portfolio is a representation of my academic progress at Beamer over the last four years. I've included a list of my achievements, a resume and letters of recommendation, my WASL scores, and high school transcripts in my portfolio. I've also included a summary of my plans for after high school and a few of my favorite projects from my years at Beamer.

While I was at Beamer, I enjoyed Drama and English classes and sang in the school's Concert Choir. I also took two years of Spanish through my school's foreign language program. Outside of academics, I played tennis for Beamer and my tennis partner and I were number one doubles for Beamer my senior year. I began volunteering at the local elementary school as a math and reading tutor in my junior year and have since developed a love for working with and teaching elementary school students.

This summer I am traveling with my church to Mexico to help build houses for needy families. I think this experience will help me improve my Spanish speaking ability and allow me to interact with people of a different cultural background. I am looking forward to this opportunity to give back and improve the lives of others.

After I graduate from Beamer, I plan to pursue my love for teaching at Western Washington University in Bellingham, where I hope to major in elementary education. I believe that I would make a good teacher because I work well with others and have a knack for inspiring younger children to succeed. I also want to minor in Spanish. This minor and my experience in Mexico will be useful in the classroom. Eventually, I would like to be a third grade teacher and help educate future generations of students.

The pieces in the portfolio reflect my past achievements and relevant skills. I'm sure the work I have done at Beamer will help me achieve my goals for the future.

Enjoy!

Sally Student  
Senior, Class of 2006