**Letter of Introduction**

Month, date, year

Welcome!

My name is **Ti-Juana Perry** and I am a **junior** at Arlington High School. This portfolio is a representation of my academic progress in **Entrepreneurship**. I have included a my academic coursework, honors and achievements, career goals, summary of plans for after high school, a cover letter, resume, letters of recommendation and additional artifacts relating to my program of study.

While at Arlington High, I enjoyed **name of course** and **name of course** classes and participated in the school’s **name of** organization. I also took two years of **foreign language** through my school’s foreign language program. Outside of academics, I played **name of sport or other activities** for Arlington and my **team members** and I were number one in the district my **junior** year. I began volunteering at the **name of place** last year and have since developed a passion for working with **who or what** and will major in **career goal**.

**Note: This paragraph will include summer adventures**

After I graduate from Arlington, I plan to pursue my passion for **name of career** at the **name of college and state, military, or workforce** where I hope to **major or specialize** in **name of major, armed forces, or workplace**. I believe that I would make a good **career position** because I work well with others and have a knack for inspiring **who or what** to succeed. I also want to **minor name of career.** This minor and my experience in volunteer or travel will position me for success in the workforce. Eventually I would like to be a **name of career** and help **what** future generations of students.

The artifacts in my portfolio reflect my past and present achievements and relevant skills. I am sure the work I will continue to perform at Arlington High and in the community will help me achieve my goals for the future.

Enjoy!

Student Name

**Junior, Class of 2014**