**Portfolio Template**

**[Your Full Name]**

[City, State] | [Your Email] | [Cellular Phone]

Introduce your self in a brief explanation.

**EDUCATION**

**[Your Middle School Name]**

* Graduation: [Month and Year]
* GPA: … | SAT: … | IELTS/TOEFL Score: …
* Relevant Coursework: …
* Awards: …

**ACHIEVEMENTS AND AWARDS**

[1st Achievement in the field of Sport, Art, After-School etc)]

[Your Position], [Start Year – End Year]

* Your important activities, contributions and accomplishments
* …

[2nd Achievement]

[Your Position], [Start Year – End Year]

* Your important activities, contributions and accomplishments
* …

**ADDITIONAL SKILLS**

* Your skills written here such as: speaking level in Indonesian, English or Arabic language, computer skills, etc.
* …

*Note: Don’t forget to attach your accomplishment proof. You can scan certificates or your products of work such as artworks, sketches, writing samples and poetry. You can also show your activities through pictures (must include caption) or a brief one-page summary of the activities.*