



## **DRIVING QUESTION**

How can students create a professional portfolio using Microsoft Word & PowerPoint to represent their skills, achievements, and personal brand effectively?

## **PROJECT SUMMARY**

Student groups will create a comprehensive professional portfolio using Microsoft Word and PowerPoint. This portfolio will showcase their skills, achievements, and experiences, preparing them for college applications, job searches, or internships. The project will emphasize practical applications of Word, such as formatting, document design, and professional writing.

## **REAL-WORLD CONTEXT**

This project reflects real-world experiences by helping students prepare for college, internships, and careers where professional documents are essential. Using Microsoft Word and PowerPoint—tools used in workplaces every day—students apply authentic formatting and communication standards. The project creates real impact by producing a portfolio, resume, cover letter, and personal statement that they can immediately use for scholarships, jobs, or leadership opportunities. It also connects to their identities by allowing them to showcase their achievements, goals, and personal brand.

## **PRODUCTS & AUDIENCE**

Students created digital portfolios that contain a professional resume, a cover letter tailored to a specific industry or college, and a personal statement that reflects their goals and values.

## **STUDENT REFLECTIONS**

- “The process of creating my portion of the project, some of the slideshow, resume, and our group portfolio, helped me to deep my understandign of how important it is to have a resume’.”
- “I got way better at handling constant changes and tough requirements--like making every answer a single sentence which really sharpened by skill in synthesizing complex ideas under pressure.”

## **NC PORTRAIT OF A GRADUATE SKILLS GAINED**

 **COLLABORATION**       **COMMUNICATION**       **LEARNER'S MINDSET**       **CRITICAL THINKING**  
 **ADAPTABILITY**       **PERSONAL RESPONSIBILITY**

## **TEACHER REFLECTION**

“This project gave students a powerful opportunity to connect classroom learning with real-world application. Watching them collaborate, communicate, and refine their portfolios based on peer and industry feedback was especially rewarding. The process reinforced the importance of scaffolding checkpoints and modeling professionalism early on. Moving forward, I plan to deepen the mentorship element and provide more targeted feedback during the revision phase to strengthen overall quality and confidence.”