

Phoebe Yeung  
(+1) 437-777-5958 • phoebeyeung186@gmail.com

Mr. Chen  
Unionville High School  
Markham, ON  
Canada

Dear Mr. Chen,

I would like to thank you for taking the time to read this in advance and introduce you to what you are looking at. Currently you are looking at a portfolio presenting my abilities and character as an individual by highlighting my variety of experiences that are academic, personal, and professional. Aspects about me are represented through a written description of myself, a resume, goals that will help me develop, and examples of my work during secondary school.

The first section of this portfolio is the homepage. It contains my personal pitch that narrates who I am, why I think a good school-life balance is essential, and my strongest transferable skills. I brief over a few of my capabilities I have developed since being a student of Unionville High School that contribute to my transferable skills. I also include examples of my personal projects that will not be listed along academic projects.

The next two sections have this letter of introduction and a resume. These two items serve as a professional introduction to myself by highlighting my experience and giving an overview of this portfolio. The resume explores what I have accomplished and developed through volunteering. Additionally, it demonstrates my enthusiasm for collaborating with others and supporting my community.

The final sections of this portfolio presents my work and several goals I have set. The work I have done since starting high school is displayed and includes a small written portion to explain the expectations and how I put in the effort to go beyond. This is where I believe my transferable skills mentioned in the homepage are best shown. The goals in the portfolio are to show areas where I want to improve and how I can do it by following the SMART framework. These goals also have varying time ranges to estimate the appropriate time I should give myself to complete them.

I would like to thank you for taking the time to consider this letter and my portfolio once more. I have put a lot of time and effort into learning a new skill in the process of making my website to further enhance the result and to personally push myself to do my best.

Sincerely,  
Phoebe Yeung

*Phoebe Yeung*