

## TCSS Capstone Portfolio Letter of Introduction Sample

*You can base your letter of introduction on some of the features of this sample letter. Plan to include a letter of introduction in your Capstone portfolio as the first page after your table of contents.*

Dear Reader:

The portfolio in front of you represents who I am—an energetic, creative individual who enjoys learning about new technology and the ways it can be used to help people work more effectively. This portfolio showcases the knowledge and experiences I have gained about my potential career field during my Capstone project. For example, on page three of this portfolio, you will find the printed home page I designed for Operation Reptile Rescue, a local non-profit organization. It illustrates the advanced features I was able to program into the organization's entire web site to make it more user-friendly.

*Describes personal characteristics, strengths, and goals*

*Highlights portfolio work sample*

When people at school or at home have a computer question or puzzle to solve, they come to me for help. I especially like to work on challenging problems, but I enjoy helping people with just about any question. It is important to me that my work is helpful to others. I have a strong work ethic and I think that is one of the most important attributes of an outstanding employee. At school this year, I was awarded the Grace Hopper Computer Technology Award.

*Describes goals, Achievements, and work philosophy*

After I graduate from high school, I plan to pursue a degree in Information Technology. Right now, I am proficient in HTML programming, JavaScript, ColdFusion, and ASP. I am also able to use PhotoShop. Many of these skills were either acquired or improved by working with my mentor and completing a job shadow experience at Custom Technology Solutions. As you browse this portfolio, please pay special attention to how I use my love of technology to help others.

*Explains how portfolio reflects skills and knowledge*

Sincerely,

*John Smith*

John Smith