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 career portfolio as the first page after your table of contents. Place it just before your resume.

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. 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. At school this year, I was awarded the Grace Hopper Computer Technology Award.

Describes goals and achievements

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. 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,

Taylor Corbett

Taylor Corbett

Sample Letter of Introduction
Portfolio Builder CD, Project 4: Introducing Yourself
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