

— AMERICA'S NEXT GREAT —  
**INTERN**

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by RUBIN

## **Portfolio for Jane Doe**

JDoe123@gmail.com

Acme High School

Marketing

11th Grade

**Spring 2023**

Below is the portfolio I created from when I took part in the “America’s Next Great Intern” contest from Rubin.

The national contest asked each student to showcase important internship skills like how to shake hands, speak on the phone, write an email and more.

Please review my work and thank you for the time.

## **Category 1: Greeting/Introduction**

Click below to watch a video of my professional handshake.

<https://docs.google.com/document/d/GreetingIntroduction>

## **Category 2: Phone Skills**

Click below to watch a video of my phone skills as I answer the phone at a business and leave a proper voicemail.

<https://docs.google.com/document/d/PhoneSkills>

## **Category 3: Team Communication**

See a professional email in which I update on the status of a project.

**Subject line: January summary for Project Alpha**

Hi [first names of the superior; for example, "Ms. Rossburg"],

Good morning.

As we just started the month of February, I'm passing along three updates from January and what I plan to work on for your team at Acme Corporation in the month ahead.

I organized the list of marketing contacts from the National Business Conference and sorted the names based on the different industries (ex: finance, technology).

I shadowed Mr. Daniels when he went on a visit to Tech Corporation for a client visit. I wrote a recap of the experience here.

I sat with Ms. Wong and she taught me the basics of DesignPro2000, the company's graphic design platform.

As we look ahead to February and March, I hope to work on the following:

Assist in the planning for the spring company party at Highline restaurant.

Work with Mr. Williams to better understand ClientPro3000, the company's customer relationship management tool.

Help with social media posts that showcase "day in the life" content from different employees.

If you have questions, please let me know.

Thanks,

– Jane Doe

Junior, Acme High School

[jdoe@acme.edu](mailto:jdoe@acme.edu)

555-555-5555

## **Category 4: Resiliency & Determination**

Review an example of a time I overcame a challenge and solved a problem.

I looked up at the sky and couldn't believe it: storm clouds.

For months, my team and I had prepared for the annual Big Nonprofit Association charity bash, in which students throw a party for 24 hours straight and raise money for children's hospitals. We had the quad reserved and the event ready to go. Then, out of nowhere, a huge thunderstorm threatened to ruin everything.

As team leader, I organized our group to take the dance party inside the gymnasium, notified all 250 participants about the location change and worked with an audio/visual tech to ensure the music played indoors.

Within three hours, we had the Big Nonprofit Association party back on track and, in the end, collected \$11,000 for charity, the most we had ever raised.

## **Category 5: Research & Critical Thinking**

Finally, observe my research skills and ability to generate questions about a company I find interesting.

Sample Question: I was on your website and read about your innovation to bike lanes by making them more visible at night. Do you have plans to expand that idea to other cities?