

Name: _____

Career Portfolio

- Identification Page:
 - Your first and Last Name
 - Name of Career Cluster and
 - Name of Career Researched
 - Date: August 31, 2015
- Table of Contents:
 - List the parts of the portfolio in the order in which the parts appear
- Self-Assessment
 - Learning Style Inventory
 - Extra Credit
 - Take an on-line assessment and include the results in this section
 - <http://theperfectcareer.com/>
 - <http://www.educationplanner.org/students/index.shtml>
 - Etc.
- Evidence of Career Research
 - Name of Career
 - Educational requirement needed
 - Sample job description
 - Skills needed
 - Average salary
 - Job outlook
- Career Planning
 - State career goals and create a plan for achieving those goals
 - Identify a college that offers a program of study in your chosen field and how much tuition is for one year and then for the amount of years to complete that program
- Cover Letter and Résumé
 - Write a letter of application to a company that has a job opening for someone interested in this career
 - Prepare a résumé for yourself
- Works Cited
 - A list of websites or other resources you used to compile this portfolio

Rubric

	Points Possible	Points Earned
Identification Page	5	
Table of Content	5	
Self-Assessment	5	
Evidence of Career Research	15	
Career Planning	10	
Cover Letter and Résumé	20	
Works Cited	5	
Appearance... Neat, organized, page dividers, typed, etc.	10	
Total	75	

Suggested Time Line...

Day 1: Career Research and education research

Day 2: Cover Letter and Résumé

Day 3: Type career goals, table of contents, works cited, and ID page