

Sample Career Portfolio Checklist

A student's Career Portfolio should be updated and maintained by the student throughout their high school career. Students will understand that this personalized portfolio can aid them in their career decision-making process, securing employment, preparing for Career and Technical Student Organization (CTSO) events and entrance into a post-secondary institution of their choice.

Determine what specific items will be required in your course portfolios. Develop course specific portfolio checklists and rubrics to guide students with this project. Reference the alphabetized list below for suggested items that could be included in the portfolio. Other unique items may be added to the list.

- Aptitude and Skills Assessment Results
- Articles about Career Clusters
- Budget Plan for Lifestyle Goals
- Career Cluster Profiles
- Career Decision-making Plan
- Cover Letter
- Documentation of participation in extracurricular or CTSO activities
- Documents related to Work Ethics
- Educational Requirements for Occupations of Interest
- Evaluations from teachers or employers
- Honors, certificates of achievement and awards
- Information regarding Pathways of Interest
- Information regarding preferred Program of Study
- Interest Assessment Results
- Interview with Business and Industry Representatives
- Job Applications
- Job Shadow/Internship Journal Notes
- Samples of work, including links to online work
- Letters of Recommendation

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- Lifestyle Goals
- Networking – sample set of collected business cards
- Occupations list of matching interest
- Occupation reports
- Photos of projects
- Post-Secondary Education Plan
- Proper Interviewing Skills
- Résumé
- Reference List
- Salaries for Occupations of Interest
- Sample Letter of Termination
- Sample Letter Requesting Recommendation
- Sample High School Graduation Plan
- Samples of Work, including links to online work
- Sample Thank You letter
- School Transcript
- Service Learning Log
- Teamwork Skills
- Texas Achievement Plan
- Workplace Performance
- Workplace History and Changes
- Writing Samples
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