



Glendale Union High  
School District

# CAREER PORTFOLIOS

*Create a road map for your career succes!*

**Name:** \_\_\_\_\_

**Hour:** \_\_\_\_\_ **Date:** \_\_\_\_\_



© 2008 by GUHSD. Published in 2008 with grant funds made possible by West-MEC and Western Maricopa Tech-Prep Consortium. The information presented in this workbook is intended for use by GUHSD staff and students.

# What is a Student Portfolio?

<http://www.dodea.edu/HSi/portfolio.htm>

What is a Student Portfolio? It's an organized collection of personal information, grades and work samples from the classroom, and other documents that reflect a student's activities during the middle and high school years.

## Benefits:

- Through the use of a student portfolio, a mobile student has a way to condense, update, and keep important information in an easily transported format.
- Student information that is easily understood, maintained, transported, and transmitted helps both students and parents in presenting their needs, wants, and wishes to many audiences.
- A student portfolio, much like a professional portfolio, can contain general information as well as more specific items that present a complete picture of the student.
- Portfolios can be used as a general file from which to pull specific information to match a particular need (e.g., a listing of volunteer activities for a community award).
- Items stored in a portfolio format will make it easier for potential high schools or colleges, scholarship organizations, or potential employers to get an overall picture of a student in a format that is polished and refined.
- Portfolios can be kept in an electronic format which is easy to maintain, change, and update. Items can be scanned or otherwise converted into a digital format (e.g., digital photos). Students interested in sports or drama may wish to include video footage to capture their proficiencies and talents. An electronic format makes information easily available to schools, counselors, organizations, colleges, and employers.
- Many colleges now request that a portfolio be presented with an application. Employers like to see first-hand the proficiencies of a student; a portfolio can easily provide that information.
- Scholarship and financial aid organizations all require certain information for their applications. Using a portfolio can cut down on countless hours of repetitive writing and compiling of information.

## What items should you include in a student portfolio?

- *Personal information.* This includes name, contact address, Social Security number, family affiliations (e.g., the military services). [Note: Organizations to which family members belong are a good place to begin looking for scholarship dollars.]
- *Academic information.* Transcripts, test scores, placement tests, and independent testing reports are important items in this portion of the portfolio.
- *Personal accomplishments.* List student awards and honors, as well as leadership positions held in school, social or community organizations, and church.
- *Extra-curricular activities.* List memberships in and contributions to clubs, organizations, and community groups.
- *Work experience.* Note volunteer as well as for-pay work experiences.
- *Special skills, interests, and talents.* List any special skills. Consider including a video or audio tape in this portion.

- *Essay.* An option is to include a student essay on such topics as personal goals and aspirations, plans to achieve those goals, and/or how the student has contributed to his school and community.
- *Letters of recommendation.* Portfolio letters can come from specific experiences (e.g., a congratulatory letter from a Scout leader for achieving an award), or can be generated strictly for the purpose of the portfolio. Such general letters can be written by a counselor, a coach, a teacher, a supervisor, a pastor, or anyone who can offer an objective overall endorsement of a student's skills and abilities.

### **How to keep a portfolio current**

Once you have invested the initial time in creating a student portfolio, it makes the investment more profitable and useful if you periodically spend time updating it. Student portfolios should change and grow with a student. (For example, a college would probably not be interested in an A+ paper written in 7th grade.) As the student's goals and experiences change, so should the document that reflects them. Student portfolios should be reviewed at least annually to not only condense the amount of information they contain, but also to add new information, including:

- Work done for pay.
- Volunteer activities.
- Any workshops attended or specialized training (e.g., a video production seminar).
- Performances in an area of interest (e.g., a major role in a drama production).
- Critiques and/or reviews by teachers or other professionals.
- Any activity that adds to or confirms the student's ability, willingness, and/or interest to meet set goals.

# Career Portfolio

A Career Portfolio can be sent to potential colleges or to provide future employers a better picture of your capabilities. Colleges will have more information about you than just an application form can demonstrate. Job interviews, because of their unnatural and often structured setting, can sometimes inhibit your ability to show all you have to offer. The portfolio is just another tool you can use which will help colleges and/or prospective employers gain a better understanding of your abilities. The portfolio helps organize your information for submission with your scholarship applications as well.

## What is a portfolio?

A portfolio is an organized, goal-drive documentation of your student growth and/or job experiences. A portfolio is the tangible evidence of the knowledge, skills, and school experiences that you possess as a student. It can be electronic on a laptop computer or in a binder.

## Why should you use it?

It organizes all your experiences up to this point into a structured format. You already have the material needed. You just need to gather it and put it together. This process alone will remind you of your skills and value and enhance your ability to answer detailed questions which may come up during an interview.

## Assembling the portfolio

Once you have gathered the available data for your Personal Career Portfolio and have inputted this information into your computer, then you are ready to assemble and polish your own unique portfolio. Once the portfolio has been completed and perfected, it can be included with an entrance application to preferred colleges or with employment applications to provide valuable information to potential employers.

## Tips on certain section of the portfolio

The **Table of Contents** should have a listing of the order in which your portfolio is assembled. If you use page numbers, you will have to adjust the numbers every time you insert something new. If you do not use page numbers, then just put everything in sequential order.

The **Letter of Introduction** should be on a page where you have designed a personal letterhead with your name, address, etc. You should include specific information which tells the reader something about you, not just general information which might apply to just anyone.

The **Personal School to Career Plan** or your 4 Year Educational Plan includes a list of what specific classes you have taken in your 4 years of high school.

The **Graduation Requirements**, usually taken from the handbook, lists the required courses which are required each year in order to graduate.

In the **Academic and Vocational Performance** section, you may include clip art, scanned images, photos, new articles, etc. to document your performance in this area.

When participating in **Clubs and Organizations**, you may wish to include awards certificates, membership cards, pins, letters earned, photos, news articles, event rating sheets, etc. Include only activities and award from high school, not from junior high or elementary school. List all of the activities you participated in as a result of being in each organization.

The **Career Action Plan** may be presented in many different formats. The following are suggested sections in this plan:

- Occupational Goal
- Possible Near Term Occupations
- Interests
- Abilities
- Career Goal Strategies
- Areas for Improvement
- Classes Relating to Career Goals

The **Achievements** section may include academic, career, community, social, extracurricular, etc. Each of these may have its own page if you have that much activity.

The **Outside Activities and Community Service** section may include numerous events: Athletics, volunteer work, community service, etc.

The **Work Experience and Work Samples** section is where you can list activities which pertain to any job you have ever had or to demonstrate work you have performed both volunteer and paid.

Your **Resume** should fill at least one page. Be sure to include some information in all the sections. The format can vary depending on which one you choose. It is best to use a format which is easy to read, organizes your information well, list the most recent and work backwards, list the activities which are most important to getting the scholarship/job first and work toward the least important. References should be people who can speak on behalf of your work habits, study habits, leadership ability, etc. Adults, teachers, employers, neighbors, etc. are best. Do not use your high school friends as references.

Your **Cover Letter** should be in proper letter format and also be on your personalized stationery. Include only three paragraphs. The first should tell how you found out about the job. The second should tell about your qualifications and what you bring to the company and why you are interested. The last paragraph should ask for an interview, stating a specific time and day you would be available for an interview. Be sure to include your phone number or instructions on how to get in touch with you to arrange for an interview.

Following are sample pages which may be included in a portfolio. You may wish to insert graphics, borders, scan images, change fonts, or include photos. Use fancy paper but stick to colors and designs which give your portfolio the “professional” look. Use a notebook which has a clear plastic cover which allows you to insert a cover title page which matches the interior pages for a finishing touch.

# *Personal Career Portfolio*

## **A. Introduction Letter**

- Tell Me About Yourself - should be on a page where you have designed a personal letterhead with your name, address, etc. You should include specific information which tells the reader something about you, not just general information which might apply to just anyone.

## **B. Academic Information**

- Transcript- Infinite Campus
- Attendance Summary- Infinite Campus
- AIMS Scores- Infinite Campus
- SAT / ACT / ASVAB- An official transcript of your scores

## **C. Career Search**

- Resume- should fill at least one page. Be sure to include some information in all the sections. The format can vary depending on which one you choose. It is best to use a format which is easy to read, organizes your information well, list the most recent and work backwards, list the activities which are most important to getting the scholarship/job first and work toward the least important.
- Reference Page- should include the names of 3 people who can speak on behalf of your work habits, study habits, leadership ability, etc. Adults, teachers, employers, neighbors, etc. are best. Do not use your high school friends as references.
- Cover Letter- should be in proper letter format and also be on your personalized stationery. Include only three paragraphs. The first should tell how you found out about the job. The second should tell about your qualifications and what you bring to the company and why you are interested. The last paragraph should ask for an interview, stating a specific time and day you would be available for an interview. Be sure to include your phone number or instructions on how to get in touch with you to arrange for an interview.
- Letters of Recommendation- at least 2 letters of reference should be included from people who can speak on behalf of your work habits, study habits, leadership ability, etc. Adults, teachers, employers, neighbors, etc. are best. Do not use your high school friends as references.
- Personal five year plan- needs to be at least a 1 page paper that explains your goals and plans for the next five years.
- Network List- this list is different than your reference list; however it will contain the names of the individuals that you listed on your references. The difference is that the network list is more informal and lists people, phone numbers, and addresses that you may contact if you need something in the future.

- Career Action Plan- may be presented in many different formats. The following are suggested sections in this plan:
  - Occupational Goal
  - Possible Near Term Occupations
  - Interests
  - Abilities
  - Career Goal Strategies
  - Areas for Improvement
  - Classes Relating to Career Goals
- Career Shadow / Interview- you will shadow and interview a person (mentor) with a career or job that interests you. This could be at a place that you currently work or another job that interests you. Topics discussed could include, but should not be limited to:
  - How did they get the job?
  - What education is required?
  - What are the salary possibilities?
  - What are their daily, monthly, yearly activities?
  - Summarize the words of advice from mentor.

#### **D. Work Experience**

- Personal Info Sheet- Beginning of the year with Mr. Nelson
- Class Application- Beginning of the year with Mr. Nelson
- Interview Questions- Beginning of the year with Mr. Nelson
- Memo and Hours- set up in order
- Employer Evaluations- set by quarter
- Employer thank you letter- a letter to your employer at the end of the year thanking them for employment.

#### **E. Extra Curricular Activities**

- Clubs and Organizations- you may wish to include certificates, membership cards, pins, letters earned, photos, news articles, event rating sheets, etc. Include only activities from high school, not from junior high or elementary school. List all of the activities you participated in as a result of being in each organization.
- Achievements- you should include any specific or indirect achievements that you experienced in a club or sport or through academics.
- Community Service Activity- include all community service activities that you have participated in. Give an explanation, time frame, amount of time and result for each activity. You need to include your community service project that you planned and executed.

#### **F. Extras (Optional)**

- College Application
- English Research Paper

**On Time-** this project is due as your final exam for second semester and will need to be turned in as assigned by the teacher. Parts of the activity will have individual due dates throughout the semester.

**Properly Assembled-** the portfolio needs to be assembled with all the elements listed above. Everything will be typed and 3-hole punched and put into a 3 ring binder. All sections will be clearly labeled.

## Career Portfolio Evaluation

Name \_\_\_\_\_ Period \_\_\_\_\_ Score \_\_\_\_\_/280

|                                       | <b>Perfect</b> | <b>Almost<br/>Perfect</b> | <b>Average</b> | <b>Poor</b> | <b>Not<br/>Present</b> |
|---------------------------------------|----------------|---------------------------|----------------|-------------|------------------------|
| <b>Cover Page</b>                     | 10             | 8                         | 6              | 4           | 0                      |
| <b>Table of Contents</b>              | 10             | 8                         | 6              | 4           | 0                      |
| <b>A. Introduction Letter</b>         |                |                           |                |             |                        |
| Tell Me About Yourself                | 10             | 8                         | 6              | 4           | 0                      |
| <b>B. Academic Information</b>        |                |                           |                |             |                        |
| Transcript                            | 10             | 8                         | 6              | 4           | 0                      |
| Attendance Summary                    | 10             | 8                         | 6              | 4           | 0                      |
| AIMS Scores                           | 10             | 8                         | 6              | 4           | 0                      |
| SAT / ACT / ASVAB                     | 10             | 8                         | 6              | 4           | 0                      |
| <b>C. Career Search</b>               |                |                           |                |             |                        |
| Resume                                | 10             | 8                         | 6              | 4           | 0                      |
| Cover Letter                          | 10             | 8                         | 6              | 4           | 0                      |
| 3 Letters of Recommendation           | 10             | 8                         | 6              | 4           | 0                      |
| Personal five year plan               | 10             | 8                         | 6              | 4           | 0                      |
| Network List                          | 10             | 8                         | 6              | 4           | 0                      |
| Career Action Plan                    | 10             | 8                         | 6              | 4           | 0                      |
| Career Shadow / Interview             | 10             | 8                         | 6              | 4           | 0                      |
| <b>D. Work Experience</b>             |                |                           |                |             |                        |
| Personal Info Sheet                   | 10             | 8                         | 6              | 4           | 0                      |
| Class Application                     | 10             | 8                         | 6              | 4           | 0                      |
| Interview Questions                   | 10             | 8                         | 6              | 4           | 0                      |
| Memo and Hours                        | 10             | 8                         | 6              | 4           | 0                      |
| Employer Evaluations                  | 10             | 8                         | 6              | 4           | 0                      |
| Employer thank you letter             | 10             | 8                         | 6              | 4           | 0                      |
| <b>E. Extra Curricular Activities</b> |                |                           |                |             |                        |
| Clubs and Organizations               | 10             | 8                         | 6              | 4           | 0                      |
| Achievements                          | 10             | 8                         | 6              | 4           | 0                      |
| Community Service Activity            | 10             | 8                         | 6              | 4           | 0                      |
| <b>F. Extras (Optional)</b>           |                |                           |                |             |                        |
| College Application                   | 10             | 8                         | 6              | 4           | 0                      |
| English Research Paper                | 10             | 8                         | 6              | 4           | 0                      |
| <b>On Time</b>                        | 10             | 8                         | 6              | 4           | 0                      |
| <b>Properly Assembled</b>             | 20             | 10                        | 6              | 4           | 0                      |

TOTAL \_\_\_\_\_/280