

## Career Portfolio – suggested setup:

### **Table of Contents Checklist**

#### **Tab I – Employability**

- Senior Goals Essay
- Competency List

#### **Tab II – Credentials**

- Senior Resume
- 3 letters of recommendation
- Awards & Honors (optional)
- Community Service (optional)
- Transcript & attendance records (optional)

#### **Tab III – Work Samples**

- Senior year work samples -- waive the visual evidence req. for COVID year
- Junior year work samples
- Sophomore year work samples
- Freshman year work sample

#### **Tab IV – Misc. (Optional Tab)**

- Anything students want to include that does not go into 1 of the other tabs.

## PORTFOLIO CHECKLIST

### Freshmen Requirements

- ☐ Freshmen Vocational Entry (ex: compare / contrast)

Score

Initials

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### Sophomore Requirements

- ☐ Vocational Entry
  - Narrative or other samples of work
- ☐ Vocational Entry
  - Narrative or other samples of work

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### Junior Portfolio

- ☐ Vocational Entry
  - Narratives or other samples of work
- ☐ Vocational Entry
  - Narratives or other samples of work

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### Senior Portfolio

- ☐ Updated Senior Goals Essay
- ☐ Updated Senior Resume
- ☐ Three Letters of Recommendation
- ☐ Community Service Log – \*\*optional
- ☐ Competency List
- ☐ Vocational Entry
  - Narratives or other samples of work
- ☐ Vocational Entry
  - Narratives or other samples of work
- ☐ Awards and Recognitions (if applicable)
- ☐ Attendance Record / Transcript (optional)

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Student\_\_\_\_\_

YOG: \_\_\_\_\_

CTE Teacher's Signature & Date\_\_\_\_\_

Parent/Guardian Signature & Date\_\_\_\_\_

*Comments and additional entries on back side.*