

# CAREER

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# Portfolio

**Carpinteria High School**

**Freshmen Seminar**

Modifications made to Maine Community College Systems

# **Student Assignment**

As a final project you will create a *Career Portfolio*. This document will allow you to display your best work and accomplishments. Future employers, college admissions staff, and scholarship providers will use your completed portfolio to measure your academic ability, maturity, and job readiness. Your portfolio will be a useful tool when participating in interviews for future employment or acceptance into a college.

You may wonder what a portfolio is meant to contain. In creating your portfolio you need to consider how you can show yourself in the most positive light, illustrating your values, skills, strengths, and accomplishments. Below you will find a list of items you need to include in your portfolio:

In an appropriate three-ring notebook and binder with tabs for each section

## **I. Personal Evaluation**

- ° Typed *Goals Essay*
- ° *Personal Profile Chart*\*

## **II. Career Preparation**

- ° Typed *Letter of Introduction*
- ° Typed *Resume*
- ° Typed *Job Application Questions*\*
- ° Typed *Mock Interview Responses*

## **III. Your Professional Development Plan**

- ° Education and Training 10 Year Plan\*
- ° Your 10-Year Plan\*

## **IV. Sample of Work and Achievements**

## **V. Recommendations**

A Career Portfolio is a document that must be updated and changed as you accomplish new goals and gain vital life experiences. Over the next four years you should add assignments that you are proud of, awards you receive, and letters of recommendations from people who can testify to your strong character.

\* Assignments will be printed from [www.my10yearplan.com](http://www.my10yearplan.com)

# **I. Personal Evaluation**

a. Goals Essay

b. Personal Profile\*

## **II. Career Preparation**

- a. Letter of Introduction
- b. Resume
- c. Job Application\*
- d. Interview Questions

### **III. Professional Development Plan**

a. Training and Education Plan\*

b. 10-Year Plan\*

## **IV. Work Samples and Achievements**

- a. 3 Samples of Work
- b. Awards

## **V. Recommendations**