**CAREER PORTFOLIO**

**Career Orientation**

You will need one large 3-Ring Binder, Plastic Sleeves and Tabs. You will have 4 weeks to complete this project. This project will be worth **500 points!! Late work will not be accepted!**

**Project Due Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Portfolio must be put together in order of the rubric. All pages must be typed. Creativity and neatness counts. You will also need a title Page for each requirement.

**PROJECT REQUIREMENTS/ RUBRIC**

\_\_\_\_\_\_\_\_\_\_ (25pts) Project has all required material (Binder, Tabs, Plastic Sleeves)

\_\_\_\_\_\_\_\_\_\_ (15 pts) Title Pages**-** (Title pages must include titles and have tabs on outside of page)

\_\_\_\_\_\_\_\_\_\_ (25 pts) Cover Page – Outside of Binder must have your name and a picture of yourself inserted through sleeve. You must also have your name going down the binding of book.

\_\_\_\_\_\_\_\_\_\_ (10 pts) **Table of Contents-**  Must include order of book by title page names

\_\_\_\_\_\_\_\_\_\_ (25 pts) **Personality Test Results-** you must complete 3 personality tests. Include your results in this area

* Myers-Briggs Personality Test ([www.humanmetrics.com](http://www.humanmetrics.com))
* True Colors Personality Test (I will give you this)
* Learning Styles Printout (<http://people.usd.edu/~bwjames/tut/learning-style/>)

\_\_\_\_\_\_\_\_\_\_ (25 pts) **Career Assessment Inventory-** include the career inventory test I give you filled out neatly

\_\_\_\_\_\_\_\_\_\_ (25 pts) **Statement of Competencies-** These are things you are good at and programs you can use, ect. (Ex. Microsoft word, Photoshop, Good communicator)

\_\_\_\_\_\_\_\_\_\_ (50 pts) **Resume**

**\_\_\_\_\_\_\_\_\_\_** (25 pts) **Volunteer Experience-**  Include all volunteer experience. You can use pictures, articles, typed documentation ( Ex: work bible school, served at a banquet, ect..)

\_\_\_\_\_\_\_\_\_\_ (25 pts) **Work Experience-** Include all work experience. You can use pay stubs, pictures, letters, ect.

\_\_\_\_\_\_\_\_\_\_ (25 pts) **School Involvement –** Separate information by class year. Include clubs, organizations, honors/awards. You may also use pictures to illustrate involvement

\_\_\_\_\_\_\_\_\_\_ (50 pts)  **Job Interest-** Pick a career you are truly interested in and complete following.

* Write a detailed job description
* Duties and Responsibilities in job
* Qualifications for job
* Entry-Level Position and Advancement Opportunities
* Salary

­­­­­\_\_\_\_\_\_\_\_\_\_ (50 pts) **Career Planning –** write a summary explaining your career goals and your plans to achieve those goals

­­­­­­\_\_\_\_\_\_\_\_\_\_ (50 pts) **3 Letters of Recommendation-** You need to pick 3 adults (not family) to write you a letter of recommendation to complete a job shadow at an establishment of your career choice.

\_\_\_\_\_\_\_\_\_\_ (25 pts) **Letter of Application –** You must write a letter of application to complete a job shawdow of your career choice. (Google example letters)

\_\_\_\_\_\_\_\_\_\_ (25 pts) **Follow Up Letter-** You must write a follow-up letter to the establishment you chose to complete your job shawdow at.

\_\_\_\_\_\_\_\_\_\_ (25 pts) Neatness of Project and correct page order

**POINTS POSSIBLE 500**

**POINTS EARNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GRADE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**