

## CAREER SKILLS PORTFOLIO

A career skills portfolio is a carefully organized collection which illustrates your skills, abilities and talents. Compiling a portfolio will help you identify, select and organize evidence of skills that will assist you in your transition from school to work and/or further training.

Once you have completed your portfolio for this assignment, and it has been evaluated for the course, keep it and add to it so it becomes a useful tool in your search for a career.

You need to get a binder with 5 dividers. Label the dividers as follows:

- 1) This is Me
- 2) Academic/Technical Skills
- 3) Career Development
- 4) Teamwork Skills
- 5) Project Work

I have included a check list of what should be included in each section. Use the checklist as a guideline when building your portfolio. Good luck and I look forward to seeing your portfolio on **Thursday, May 31<sup>st</sup>, 2018**. I will host teacher-student conferences with each of you to discuss your respective portfolio.



## This is Me

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This section includes anything that represents who you are, what you value and your plans for your future.

- True Colours Test +Journal entry
- Goals & Dreams Framework Vision board/Action plan
- Hobbies and interests

## Academic/Technical Skills

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- Current report card, school transcript, diploma/certificate
- Copies of Certificates, Diplomas (eg. babysitting course, CPR, WHMIS, Driver's License, coaching, swimming, etc.)
- Honour/merit awards
- Scholarships and Awards
- Samples of Outstanding Work (eg. Art portfolio, Leadership work/portfolio, essay, poem, research/position paper, report, etc.)
- Speech or presentation (eg. Audio or videotape, photographs)
- Letters of recommendation from teachers, counsellors or employers
- Specific skills acquired through an organization, a job or volunteer work
- Participation in camps or seminars
- Performance Evaluation – special projects or work experience

If you include actual work samples, include a short summary of what you did, how it was done and what technical skills were demonstrated.

\*Consider other academic/technical skills as these are simply suggestions.



# Career Development

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- Resume
- Cover letter
- Career profile (x2)
- Filled application form
- Career Plan for two career choices
- Career Summary – see below

## Career Summary:

After completing all of the requirements for the Career Portfolio, write a thoughtful, one page summary of what you have found out.

Think of all of the things you have learned about yourself, about your career choices and about your post secondary opportunities.

## **Consider the following questions:**

What did I find out about myself that is new?

What did I find out that affirmed what I already knew?

What choices did I make?

Why did I make those choices?

Where do I see myself in the future?

What would I like my life to be like?

How will I accomplish my goals?

What obstacles will I have to overcome?

How will I overcome those obstacles?

What can I start doing right now to help me achieve my career of choice?

## **One-page summary may include:**

- ◆ What I Need To Work On ie. Describe 2 specific difficulties you may experience when looking for work, such as preparing an effective resume, building a job network, or answering questions in a job interview.
- ◆ Values
- ◆ Traits
- ◆ Goals
- ◆ Next Steps
- ◆ Things An Employer Will Value In Me
- ◆ Skills
- ◆ Interests

**Requirements:** One page -- Paragraph format -- Formal language – Proofread



# Teamwork Skills

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This section represents your ability to cooperate and work effectively with others in a group.

Include evidence where you have demonstrated leadership, team player, self-discipline, and respect for the group.

- Documentation of participation in a team sport, club, yearbook or graduation committee, student council, peer support, Leadership groups, etc.
- A description of a job/activity/project that required a teamwork skill
- Certificates or merit awards indicating a teamwork skill
- Team athletic achievements
- Letters of reference documenting teamwork skills
- Community volunteer work
- Family responsibilities

Consider other teamwork skills as these are simply suggestions.

\*You are welcome to include pictures, testimonials, collages, etc. to support your documentation.



# Project Work

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Your portfolio is evidence of years of skill development through school, work and your involvement within your community. This section is meant to include the best examples of your ability to communicate, think, learn and work with others to achieve a common goal or product. Include samples or descriptions of your work that demonstrate your applied skills in a project or work product.

You might provide photographs and description of:

- A product you produced at work
- A sports team (eg. Provincial championship in soccer/hockey)
- A motorcycle or car engine you helped rebuild
- A clothing article or outfit you designed and constructed
- A poster you designed
- Your own vehicle that you patched, primed and repainted

To demonstrate your computer skills, you might include an accounting spreadsheet you developed, etc.

Provide an audio or videotape of a speech or presentation.

If you played a key role in a writing a significant piece or part an initiative, you could include the piece or summary of events/reflection to demonstrate your communication skills.

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## **The possibilities are endless**

The portfolio binder is not large enough to collect or carry examples of all your important work. Select the most appropriate ones to include and provide a list and description of other available samples.