



Career Portfolio Guide

Your Career Portfolio

A Career Portfolio is a collection of documents summarizing who you are and is meant to showcase the best examples of your work. Your Career Portfolio can be used as part of a job interview, college admissions interview or for other opportunities where it is important to demonstrate your strongest skills and abilities.

Career Portfolio: Helpful Tips

- Follow the Checklist below to make sure your Career Portfolio is complete.
- All of the documents including your letter of introduction, resume, etc. should be created using the same font and style.
- Your sample job application should be printed in blue or black ink.
- Spelling, neatness and grammar count. Have a peer and then a teacher proofread your Career Portfolio when it is complete.
- For your work examples, be sure to include a variety of assignments from your class. Each example should also have a short description of the assignment. Be sure to include what it represents and what you learned from the assignment.
- Include certificates of significant achievements or awards in your Career Portfolio.
- Your Career Portfolio's outside cover should look professional. Include images or words related to your class. Include your name, class name, teacher's name and high school.

Career Portfolio: Checklist

<input type="checkbox"/> Outside Cover, Title Page & Table of Contents (separate pages)	
<input type="checkbox"/> Job Application	
<input type="checkbox"/> Letter of Introduction or Cover Letter	
<input type="checkbox"/> Resume	
<input type="checkbox"/> List of Three References	
<input type="checkbox"/> Letter(s) of Recommendation	
<input type="checkbox"/> Three work examples with descriptions (if you are in more than one ROP class, include three examples from each class)	
<input type="checkbox"/> Completed Parent Review Form	

THE OUTSIDE COVER, TITLE PAGE & TABLE OF CONTENTS

The Outside Cover should include images and/or words representing your interests. It should also include your name, ROP class name, ROP teacher name and your high school and school year.

The Title Page can be a duplicate of the Outside Cover, or you can customize further.

The Table of Contents does not need page numbers. It does, however, need to have all of the elements in your Career Portfolio listed in the order that they appear (refer to example in **Appendix E**).

THE JOB APPLICATION

Your ROP teacher will provide you with a Sample Job Application to include in your Career Portfolio. You will complete it as a class assignment (refer to example in **Appendix F**).

THE LETTER OF INTRODUCTION

Your Letter of Introduction will accompany your Resume when you are looking for a job. It is where the employer will hear your “voice”. Keep this in mind as you write it. See the example in Appendix A to build your Letter of Introduction. It should highlight the unique items in your Resume, but not be a duplication of all of the information in your Resume.

Steps to Writing Your Letter of Introduction (refer to example in **Appendix A**)

- **In General:** One page, professional format, proofread for errors, print on high-quality paper.
- **Paragraph 1:** Who you are, what you are good at, what are your top five work skills
- **Paragraph 2:** Long and short term goals, hobbies
- **Paragraph 3:** Work experience, technical skills, awards and honors
- **Paragraph 4:** Refer to what is included in your Career Portfolio

OR

THE COVER LETTER

A Cover Letter is a simple, straightforward letter to accompany your Resume (refer to example in **Appendix B**)

- **In General:** One page, professional format, proofread for errors, print on high-quality paper.
- **Address** the Cover Letter to a specific person.
- **Identify** the position you are seeking, summarize your skills and mention one unique thing about you that makes you a fit for the job.
- **Mention** when you are available to interview and provide your contact information.

THE RESUME

Your resume is **the** key document to a successful job search. A resume has three major purposes --

- To help you **get** an interview
- To provide the employer with **information** prior to and during the interview
- To **remind** the employer of your strengths after the interview

Your resume should clearly describe who you are, your skills and abilities, your educational background and your extra-curricular activities, work and volunteer experience. It showcases what you have to offer an employer and gives you an opportunity to present yourself in the best possible way.

An ideal resume is tailored to a specific position and employer. The smart job seeker modifies their resume to emphasize different skills and experiences for different opportunities. Resumes are not one-size-fits-all when it comes to job seeking.

Steps to Writing Your Resume (refer to template and examples in **Appendix C**)

- **In General:** One page, professional format, proofread for errors, print on high-quality paper.
- **Contact Information;** Name, address, phone number and e-mail address.
- **Objective:** The name of the job and the work you want to do (see examples that follow).
- **Strengths, Skills & Abilities:** Identify skills that are directly related to the **Objective** (see examples that follow).
- **Education:** List the high school where you are attending, city and state. Note what grade level you have completed. List courses you have taken that are relevant to the job you are applying for.
- **Work & Volunteer Experience:** Include both paid and volunteer work. List with most recent first. Use action verbs to describe your work like “Managed the shop; Assisted in the development of...” (see examples that follow).
- **Extracurricular Activities:** List current and past special activities either at school or in the community. Indicate name of organization and dates (see examples that follow).
- **Awards & Achievements:** Recognition or awards you have received, names and dates (see examples that follow).
- **References:** Include the line “Available upon request.” at the bottom of your resume under the References header.

Objective Section (examples)

There purpose of the Objective section in your resume is to show the match between the kind of work you are seeking and the position that the employer offers. In addition, it should clearly state your job target to demonstrate that you have clear goals. Examples follow here.

- A responsible position in retail sales.
- Seeking a position as a Hostess and Food Server using customer service and cashiering skills.
- Seeking an entry-level Office Assistant position, offering excellent computer skills.
- Seeking an internship position as a Health Aide helping medical personnel assist patients and provide quality health care.
- Obtain a challenging, entry-level position in Broadcast Journalism, with a special interest in reporting, anchoring, and producing with a commercial television station.
- A Web Design position, using background in graphic arts and desktop publishing.

- Management Trainee, eventually qualifying for a position in Sales Management based upon performance and strong communication skills.
- An entry-level position in the media using highly developed written and oral communication skills.
- Seeking a position as a Preschool Aide in a childcare facility.

Strengths, Skills & Abilities Section (examples)

- Excellent oral and written communication skills
- Outstanding leadership skills
- Detail-oriented and well-organized
- Gets along well with others
- Experience working with children
- Excellent ability to solve problems creatively
- Ability to work well under pressure
- Enthusiastic team member
- Good time management skills
- Strong mechanical ability

Work & Volunteer Experience Section (examples)

- Blood Drive Worker
- Candy Striper
- Church School Aide
- Fund Raising Worker
- Library Aide
- Nursing Home Assistant
- Recycling Helper
- Telethon Helper
- Voter Registrar
- Youth Group Leader
- Camp Counselor
- Choir Leader
- Coach
- Junior Achiever
- Life Guard
- Recreational Aide
- Teacher's Aide
- Time Keeper
- Wildlife Rescuer

Extracurricular Activities (examples)

- Girl or Boy Scout Member
- High School Athletics
- Church Choir / Church Group
- School Clubs
- School Honor Societies
- Mock Trial
- Speech & Debate team
- Yearbook
- Community and Club Sports

Awards & Recognitions (examples)

- Honor Roll, Principal's List
- California Scholarship Federation
- Most Improved
- Most Outstanding
- Team Captain

REFERENCE LIST

Your references will be important in helping you obtain jobs, admission to college or acceptance to a special program. They should be people who are responsible adults who can speak to your character, skills and work habits. It is very important that you ask your references **FIRST** before sharing their name and contact information to a potential employer. Make sure you ask your reference their preferred way to be contacted. Include at least three references on your **Reference List** (refer to example in **Appendix D**).

Who makes a good reference?

- Teacher
- Coach
- Counselor
- Present or past employer
- Family friend

Who does not make a good reference?

- Anyone under the age of 18
- Personal friends
- Family members

LETTER(S) OF RECOMMENDATION

Your ROP teacher will explain the proper procedure for asking for a **Letter of Recommendation**.

WORK EXAMPLES & DESCRIPTIONS

During the school year, be sure to save examples of your best class work. At the end of the school year, you will select your favorites to include in your Career Portfolio. With each example, write a short description of the work example and the class assignment that it was associated with. Be sure to include what you learned from the assignment and any particular information about the example (refer to layout in **Appendix G**).

Appendix A: Example Letter of Introduction

Jan White
242 Crest Street
Capitola, CA 95010
Cell: 831-553-2323
Email: jwhite@cruzio.com

Date

To Whom It May Concern:

(Paragraph 1: Who you are, what you are good at, what are your top five work skills?)

I am currently attending Soquel High School where I will be graduating this year in June. I have enrolled in Regional Occupational Program classes which are medically oriented. ROP classes are technically-based classes that train students for a specific work skill. I am currently enrolled in the Medical Technologies course. We are skilled in the areas of CPR, basic physiology and anatomy and have studied confidentiality laws. My top five work skills are:

- Excellent knowledge of medical terminology
- Good comprehension of confidentiality
- Strong team player
- Superb computer skills
- Outstanding time management skills

(Paragraph 2: Long and short term goals and hobbies)

I plan to attend CalPoly next fall where I will major in Biology. I then plan to apply to nursing school with the goal of becoming a registered nurse. Eventually, I would love to work alongside children that are being treated on an oncology ward. As I am exposed to the medical field, I realize that this is what I would love to participate in as a career. I have many hobbies including swimming, skiing and hiking but most of all, I enjoy riding my horse. It gives me a sense of freedom and independence.

(Paragraph 3: Work experience, technical skills, awards and honors)

My portfolio shows some of the skills and abilities I have acquired while attending Soquel High School and throughout my work experiences. I have been working at a local coffee shop as a Hostess and Cashier for the past two years. I pride myself in my ability to efficiently complete tasks and ensure the satisfaction of my customers.

(Paragraph 4: Refer to what is included in your Career Portfolio)

Included in this portfolio is my resume summarizing my education, work experience and skills. In addition I have a list of references, letters of recommendation, and samples of my work.

Sincerely,

Jan White

Appendix A: Example Letter of Introduction

John Star
242 Crest Street
Capitola, CA 95010
Cell: 831-553-2323
Email: jostar@yahoo.com

Date

To Whom It May Concern:

I am currently attending Soquel High School where I will be graduating this year in June. I have enrolled in business-oriented Regional Occupation Program classes. ROP classes have given me a closer look at the business world and I have gained excellent work skills. My top five work skills are:

- Excellent communication skills
- Good attention to detail
- Strong team player
- Good computer skills
- Excellent time management skills

I have received special acknowledgement from my employers for strong skills and work ethics.

I recently was accepted to CalPoly and plan to attend in the fall and pursue a degree in Agribusiness. After receiving my degree, I plan to work in my family's strawberry farming business. Eventually, I hope to be the president of the business. I have many hobbies including surfing, skiing and playing baseball but most of all, I enjoy riding my horse up in the hills. It gives me a sense of freedom and independence.

My Career Portfolio shows some of the skills and abilities I have acquired in while attending Soquel High School and throughout my work experience. I have always enjoyed landscaping and have enrolled in the Horticulture class for my last semester of high school. I have been doing tree work for three years and have worked for commercial and residential customers. Thoroughness and safety are some of my strongest work skills.

Included in my Career Portfolio is my resume summarizing my education, work experience and skills. In addition I have a list of references, letters of recommendation, and samples of my work. I hope you enjoy reviewing my Portfolio.

Sincerely,

John Star

Appendix B: Example Cover Letter

Stan Smith
123 Fall Street
Capitola, CA 95010
Cell: 831-221-4587
Email: ssmith@gmail.com

Date

Dear (Name of Company Official):

(Paragraph 1: Mention how you learned of the job opening)

In the September 10th issue of the Santa Cruz Sentinel, your company advertised for a sales trainee. I would like to be considered as an application for the position.

(Paragraph 2: Demonstrate enthusiasm for the job and interest in the company, products, services)

I will be graduating from Aptos High School in June. My high school studies have included two years as a marketing and retail management student. These courses helped me develop skills in sales, inventory management, customer service and the use of computers for analysis.

(Paragraph 3: Describe how you will follow up with the company)

My resume is enclosed, which reflects my skills and qualifications. I am available immediately for employment, and can interview any day after 3:00 pm. I appreciate your consideration. You can reach me at 456-1234.

Sincerely,

Stan Smith

Appendix C: Resume Worksheet

Use this template to plan your resume. Use the example resumes as reference.

Name _____

Address _____

Phone _____

Email Address _____

Objective _____

Strengths, Skills & Abilities

- _____
- _____
- _____

Education

High School(s)

Relevant Courses (ROP, math, language, etc.)

Work & Volunteer Experience

Who _____ When _____

Responsibilities (use action verbs) _____

Who _____ When _____

Responsibilities (use action verbs) _____

Who _____ When _____

Responsibilities (use action verbs) _____

Extracurricular Activities

▪ _____ When _____

▪ _____ When _____

▪ _____ When _____

Awards & Recognitions

▪ _____ When _____

Appendix C: Example Resume

Sheri Short

234 Westside Avenue

Aptos, CA 95003

Cell: 831-626-1111

Email: sshort@yahoo.com

OBJECTIVE

An Assistant Manager position in a retail clothing store.

SKILLS & ABILITIES

- Excellent in sales and customer service
- Experience in opening and closing a store
- Creative with displays
- Enthusiastic team member and leader

EDUCATION

Watsonville High School

Class of 2015

- GPA 3.2
- Retail Merchandising Regional Occupational Program; participant in school fashion show; Certificate of Completion
- Economics of Marketing Regional Occupational Program; Certificate of Completion

WORK EXPERIENCE

Sales Associate, The Gap

January, 2006 present

- Assist customers in selecting merchandise
- Open and close store
- Create displays to promote higher sales of merchandise

Waitress, Chili's Restaurant

May, 2005 December, 2006

- Served customers
- Cashiered to assist in shift changes
- Worked as part of a team to deliver excellent service

HONORS & AWARDS

- Employee of the Month, The Gap May, 2006
- Recipient of Rotary Club Service Award December, 2007

EXTRACURRICULAR ACTIVITIES

- Dominican Community Hospital Volunteer Spring, 2006
- School Debate Team Winter, 2006
- High School Volleyball Team 2006 - 2007

References available upon request.

Appendix D: Example Reference List

Reference List

Bob Smith

35 Pacific Avenue
Santa Cruz, CA 95060
(831) 438-2468
Business Owner
Pacific Springs Water

Lee Phillips

22 Button Street
Santa Cruz, CA 95060
(831) 400-3456
Manager
Chili's Restaurant, Watsonville

Scott Dryden

443 Soquel Avenue
Santa Cruz, CA 95060
(831) 423-6784
Sales & Support
RadioShack, Inc.

Appendix E: Example Table of Contents

Name
Career Portfolio
Table of Contents

Letter of Introduction

Resume

Job Application

References

Letter(s) of Recommendation

Examples of Work

Work Sample #1

Work Sample #2

Work Sample #3

Parent Review

Appendix F: Example Job Application

Fill out this sample application using your personal information. Include all applicable information and addresses.

PLEASE NOTE: Complete all parts of the application. If your application is incomplete, or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

Name and Address	
Name (First, MI, Last)	Social Security Number
Mailing Address	
City, State, and Zip Code	
Home Phone	Message Phone
E-mail Address	May we use e-mail to contact you? Yes <input type="checkbox"/> No <input type="checkbox"/>

Additional Information
Have you been an employee of this organization in the past? Yes <input type="checkbox"/> No <input type="checkbox"/>
I certify that I am in compliance with the provisions of the Selective Service Act (Draft Registration). ** Yes <input type="checkbox"/> No <input type="checkbox"/>
I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States. ** Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony? ** Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please explain:
** These questions must be answered in order to be considered for employment

Education (Schools attended or special training received)			
School	From	To	Did you graduate?
Location		Type of degree or diploma	
School	From	To	Did you graduate?
Location		Type of degree or diploma	

Work History

Job Title	From	To	Hrs/Week	Employer
Address	Phone	Supervisor		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving?				

Job Title	From	To	Hrs/Week	Employer
Address	Phone	Supervisor		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving?				

Job Title	From	To	Hrs/Week	Employer
Address	Phone	Supervisor		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for leaving?				

How did you find out about this position?

Current Employee <input type="checkbox"/>	Career Fair <input type="checkbox"/>	State website <input type="checkbox"/>	Company Newsletter <input type="checkbox"/>	Job Service <input type="checkbox"/>
Monster.com <input type="checkbox"/>	Newspaper Ad <input type="checkbox"/>	Other Internet Source <input type="checkbox"/>	Prof. Organization website <input type="checkbox"/>	Radio/TV Ad <input type="checkbox"/>
	Recruiter <input type="checkbox"/>	University/College <input type="checkbox"/>	None of the above <input type="checkbox"/>	

Job Type/Shift

Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>	6 Month <input type="checkbox"/>
9 Month <input type="checkbox"/>	Seasonal <input type="checkbox"/>	Limited Service <input type="checkbox"/>	Shift <input type="checkbox"/>	Night <input type="checkbox"/>

Signature	Date
<p>I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with this company terminated.</p>	

Appendix G: Layout Work Examples

Example of Work #1

Cotton Advertisement Redesign

In this assignment we were asked to recreate an advertisement so that the design was the same but the target market was different. I was given an advertisement for cotton that was directed to young women. I redesigned it so that it would target older women. I did this by changing the focus of the advertisement from style to comfort. I pictured an older woman relaxing by the pool instead of the original advertisement that had a younger women standing in the street. I used a combination of Adobe Photoshop and Adobe Illustrator to recreate it. The background and shadow was created in Photoshop and the line and text were created in Illustrator.

In this assignment, I had to try and communicate to a different audience when I redesigned this advertisement. I also gained more experience using both Photoshop and Illustrator. This assignment helped prepare me for the working world by improving my communication and technical skills.

