

## **Career Portfolio - Roadmap to Your Future**

A career portfolio is a collection of documents that showcase your accomplishments as a citizen and as a learner. It will contain evidence of your skills, experience and achievements and will become the cornerstone upon which to build your career plans.

Creating a personal career portfolio is not a difficult task. It's simply a process of pulling together your experiences in an organized and professional manner. To make your job easier, we'll break it down into four steps:

### **Step 1: Your Academic Achievements -**

- ☐ High School Transcript listing courses completed/to be completed, advanced placement courses, college courses, Oracle Internet Academy participation
- ☐ Achievement Test Results - state/local learning assessment scores
- ☐ College or military assessment test scores SAT ACT SSAT GED GRE GMAT ASFAB
- ☐ Certificates / Awards - industry recognized certifications, citizen of the month, athletic awards, community recognition, outstanding student, perfect attendance, citizenship awards
- ☐ Leadership - class officer, club officer, team captain, tutoring experiences, camp counselor experiences

### **Step 2: Your Work and Community Experience**

- ☐ volunteer work, community service project work record
- ☐ work experience, work responsibilities
- ☐ personal resume

### **Step 3: Your Personal Interests/ Aptitudes and Career Preferences**

- ☐ Two inventories of personal interests and aptitudes with a summary of strengths and/or weaknesses
- ☐ Identification of three job/careers of interest and/or preference
- ☐ List of educational requirements for three jobs/careers of interest
- ☐ Evaluation of current personal skills and career of interest. Justification of aptitude for chosen careers.

### **Step 4: Your Future Plans**

- ☐ 13th year/first year out of high school list of specific plans for each month for one year.
- ☐ Where can you go to get the education/training to prepare for a career of your choice?
- ☐ Standard of Living Plan - written description of your preferred life style, where you want to live and work, documentation of earning potential based on chosen career and levels of education.
- ☐ Ten-Year Goals - step by step list of goals to be completed in the next ten years including educational, career, leisure and family goals.

## Your Academic Achievements

The first place to start your portfolio will be to organize your academic history. Each of the items listed below provides important information about you as a student and learner. Use the table to record your information. Don't worry if you haven't yet completed some of the items. Stay focused and begin planning to complete them in your remaining high school years.

- ☐ High School Transcript listing courses completed/to be completed, advanced placement courses, college courses, Oracle Internet Academy participation
- ☐ Achievement Test Results - state/local learning assessment scores
- ☐ College or military assessment test scores SAT ACT SSAT GED GRE GMAT ASFAB
- ☐ Certificates / Awards - industry recognized certifications, citizen of the month, athletic awards, community recognition, outstanding student, perfect attendance, citizenship awards
- ☐ Leadership - class officer, club officer, team captain, tutoring experiences, camp counselor experiences

Courses Completed - list course titles in the boxes below							
Science							
Math							
English							
History							
Social Studies							
Physical Education							
Electives							
Tests/Assessments							
College							
Military							
Certificates/Awards							
Leadership							