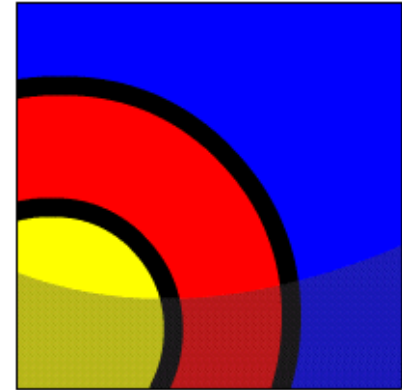


# **Career Portfolio: Roadmap to Your Future**

## What Will I Learn?

**In this lesson, you will learn to:**

- Demonstrate the process and products required for developing a Curriculum Vitae (CV), also sometimes called a career portfolio and career plan
- Document academic achievements, certificates, awards, and leadership activities





## Why Learn It?

A CV is a collection of documents that showcase your accomplishments as a citizen and as a learner.

It will contain evidence of your skills, experience, achievements and will become the cornerstone upon which to build your career plans.

It's all about you!

## Tell Me / Show Me

Developing a CV is a four-step process. Each step is designed to showcase a different quality that you possess.

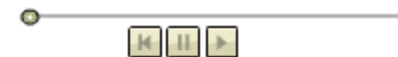
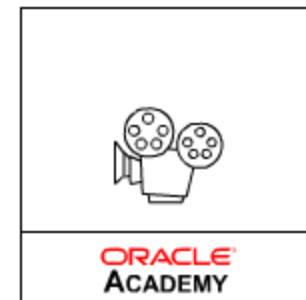
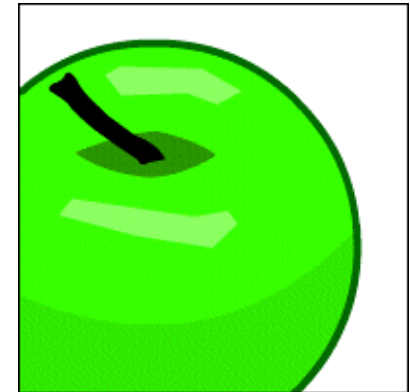
**Step 1:** Your Academic Achievements

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

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

**Step 4:** Your Future Plans

In this lesson, you will complete Step 1: Your Academic Achievements. You will develop each of the other steps in the process at a later time.



# Tell Me / Show Me

## Curriculum Vitae: Roadmap to Your Future

### Step 1: Your Academic Achievements

- High School Transcript listing courses completed/to be completed, advanced placement courses, college courses, Oracle 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

## **Tell Me / Show Me**

### **Curriculum Vitae: Roadmap to Your Future**

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

- Community service project work record
- Work experience, work responsibilities
- Personal resume rough draft

# Tell Me / Show Me

## Curriculum Vitae: Roadmap to Your Future

### **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

## **Tell Me / Show Me**

### **Curriculum Vitae: Roadmap to Your Future**

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

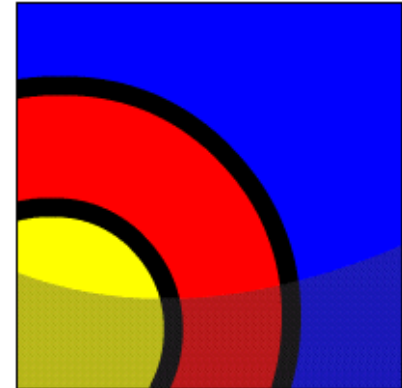
- 13th year/first year out of high school list of specific plans for each month for one year
- Where can you go to get the education/training to prepare for a career of your choice?
- Standard of Living Plan - written description of your preferred life style, where you want to live and work, documentation 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. This includes education, career, leisure, and family goals



## Summary

**In this lesson, you have learned about:**

- What a Curriculum Vitae (CV) is, the importance of it and how to create one as well as using it for developing a career plan
- How to document academic achievements, certificates, awards, and leadership activities



# Summary

## Practice Guide

The link for the lesson practice guide can be found in the course outline.

