

Career Portfolio – Roadmap to Your Future

Objectives

- 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

Try It / Solve It

Activity: Curriculum Vitae -- Academic Achievements

Step 1: Your Academic Achievements

A CV must contain evidence of academic achievements. Obtain copies of the items listed below. Use a file folder or envelope to store them in one place.

- High-school transcript listing courses completed or to be completed, advanced placement courses, college courses, Oracle Academy participation
- Achievement-test results: state (or national) 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
- Final projects, papers, etc. that would demonstrate mastery of knowledge

Step 2 Document the collection of academic achievements.