

Career and Life Management

MODULE 4 Career Exploration & Your Portfolio



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STUDENT NAME:



Career Exploration

There are many ways to explore jobs and careers to help determine what type of job you would like to pursue. We are going to quickly look at four effective ways to “test-drive” a job and get some hands-on experience. Getting hands-on experience is extremely valuable because some jobs seem great on paper but, in real life, it may not be as enjoyable as you thought. The reverse can also be true, it may seem like a horrible job on paper but, in real life, it could be your dream job. How else will you know unless you try?

Job Shadowing:

Job shadowing can be an important career step for anyone who is looking to break into a new field or learn more about the job of their dreams. You can find opportunities to shadow a new position in almost any field.

Job shadowing is an important process of observing the day-to-day tasks of a job in order to learn whether or not it is a good fit for your skills and interests. Job shadowing is often targeted at people who are deciding on a career path or are in the early phases of career planning. It usually entails following an employee while they complete their regular duties and daily routine. You could even work on some light skill development, but since these are usually short programs that sometimes only last a day or two, they are more associated with observation than skill development.

What are the benefits of job shadowing?

- **Important insight**
Partaking in a job-shadowing program offers important insights about the career and the profession that will help you decide if it's the right fit for you.
- **Organizational information**
By job shadowing, you gain information about an organization or industry you might want to work in. This can be important for setting the right expectations.
- **Networking**
Job shadowing is a good way to network and meet important people in fields you might want to work in.
- **Skill development**
Job shadowing could result in light skill development.

Can I get paid for job shadowing?

Generally, there is no payment associated with job shadowing. It's a short-term commitment that allows potential applicants to explore jobs and their own interests in order to develop skills and experience as the main objective.

Can I include job shadowing on my resume?

Job shadowing can be used on your resume. In most cases, job shadowing is included at the bottom of a resume where you would normally list awards, scholarships, volunteer experience or publications. You may choose to include it within the work experience of a chronological resume format. In a functional resume, job shadowing could be included in a more prominent way if it makes sense to the job you are applying for.

Example of job shadow training

Gail works at a restaurant and has expressed interest in moving from a serving position to an open management position. After discussing the position with Gail, Gail's manager, Rose, has decided that she can shadow her for a week to decide if she wants to take the job.

During this time, Gail watches how Rose performs her essential duties like opening the restaurant, counting down the till and doing bank deposits. Gail is given the opportunity after each shift to ask questions. By the end of the week, Gail has started performing some of Rose's duties while shadowing and is gaining the essential skills she needs to be successful in the role. Most importantly, however, Gail learns it's the right fit for her.

If you had the opportunity to job shadow anywhere in the work force, where would it be? (List at least two jobs/places)

Volunteering:

Getting volunteer experience in your community can be a helpful step in the career exploration process and can assist all of us greatly in discovering our skills and strengths. Plus, volunteering looks GREAT on a resume! If you are having trouble finding a job because you have no work experience, start volunteering today!

Read the two articles below regarding youth and volunteerism and then answer the related questions.

Youth Who Volunteer Get Better Grades and Become Active Citizens

By Devorah Vineburg

Volunteering amongst High School students has reached the highest levels in the past 50 years. Research has shown that those people who have volunteered when they are young, and who have seen their parents volunteer, become the most generous adults for charitable and philanthropic causes.

Why Is It Important for Youth to Volunteer? Youth who volunteer are twice as likely to volunteer as adults. The Independent Sector, a leading organization doing research on charity and philanthropy in the United States, has shown that 6 out of 10 volunteers, started volunteering by age 14. When surveyed, 70% of teens that volunteer reported that volunteering gave them a new perspective on community issues.

Volunteering not only creates engaged young citizens. As a result of their volunteer efforts, teens report doing better in school, improved grades, developing new career goals and of learning about new career options.

Other significant benefits of youth volunteerism include:

- Learning how to respect others
- Learning how to be helpful and kind
- Understanding people who are different from themselves
- Developing leadership skills
- Becoming more patient
- Understanding the qualities of good citizenship.

From their volunteer experiences teens learn:

- How to solve community problems
- Enhanced understanding of good citizenship
- To become more aware of community programs
- More about how government and voluntary organizations work.

Adults who began volunteering as youth, are twice as likely to volunteer, as compared to those who did not volunteer when they were younger. Today, 44% of adults volunteer. Of these adult volunteers, 2/3 of these volunteers began volunteering when they were young.

Encourage a young person to get involved in the community today!

Volunteering is Great for You Too!

By Devorah Vineburg

Margaret Mead once said, "Never doubt that a small, group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has".

Our world benefits from all of the good works that volunteers do. Did you ever stop to realize however, some of the benefits volunteering brings to you, yourself, also?

Here is a list of my top 10 reasons why volunteering is a great thing to do for yourself:

1. Volunteering builds self-confidence.
2. Volunteering helps you learn new skills.
3. Volunteering helps you meet new people and make new friends.
4. Volunteering with your friends and family members helps to build stronger bonds and relationships with the people that you care about.
5. Volunteering keeps you healthy and helps to maintain positive mental health.
6. Volunteering helps you learn more about important social issues in your community.
7. Volunteering helps you to develop a great understanding and appreciation about diversity and other cultures.
8. Volunteering helps you share a lifetime of experience.
9. Volunteering helps build a common bond with others in our community. (Instead of discussing the football game, or the weather, with someone new who you meet, try telling them about the volunteer projects that you do.
10. Volunteering with our children helps to teach them important values. Be a role model for your children. Show them how important it is to volunteer!

So, the next time you step out the door to get involved in a project in your community remember, volunteering is not just great for our communities. It is a great activity that keeps you happy and healthy too!

Why do people volunteer?

What skills do you have that would be helpful to a community organization? List as many as you can think of:

What kind of volunteer experience do you have?

If you had to volunteer in your community, what would you like to spend your time doing?

Why would a young person want to include some volunteer experience on their resume?

Based on the articles, do you think youth should be required to do some sort of volunteer work during their high school years? Explain.

Work Experience 15, 25 & 35:

Do you have a job right now? Are you hoping to work part-time during your High School years? If you answered yes to either of those questions, did you know that you can earn High School credits for all of the hours you work at a job? That's right! – for every 25 hours that you work you can earn 1 high school credit! You can earn up to 15 credits towards your graduation requirements while being paid at your part-time job!

Work Experience 15–25–35 are separate courses that provide hands-on learning activities as part of a planned school program under the supervision of an off-campus education coordinator.

These courses, like other off-campus education courses and course components, provide opportunities for students to:

- apply, in the workplace, knowledge, skills and attitudes acquired through other course work
- discover their career interests and aptitudes in meaningful work activities, situated in community-based work stations and work sites in business, industry, government and community service.
- earn up to 15 high school credits

HCS 3000: Workplace Safety Systems (1 credit)- is the required prerequisite of the first work experience course taken by a student.

Specific procedures about off-campus education and work experience courses is provided in the Off Campus Education Handbook (Google “EIPS Off Campus Education Handbook” to view)

Registered Apprenticeship Program (RAP):

Are you interested in one of the Trades? The Registered Apprenticeship Program (RAP) provides the opportunity for students to earn senior high school credits toward an Alberta High School Diploma or a Certificate of High School Achievement, while simultaneously gaining Experience Hours that can be applied toward an apprenticeship while still in senior high school.

- You can earn up to a maximum of **40 credits** towards a high school diploma in the RAP program
- Education through an apprenticeship in the trades IS post-secondary education
- Once registered the student receives their **Blue Book** to log their **Experience Hours**. As a RAP student you can **earn a salary for the 1000 hours +** you will need for your Experience Hours
- Scholarships are available
- Skilled trades people are in short supply. A RAP apprentice gets on the job training in a skilled trade while being paid for that work
- RAP offers an enriched, real world applicable, high school education
- A RAP apprentice gets a realistic look at what it takes to be a journey person and learns employability skills that would be applicable to any job

HCS 3000: Workplace Safety Systems (1 credit)- is the required prerequisite of the first work experience course taken by a student.

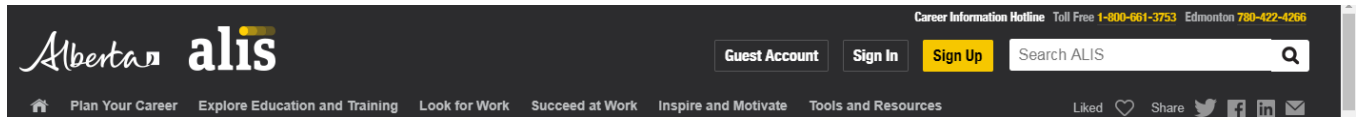
What are the entrance requirements?

- Good academic standing, particularly in Math, Science and English
- Excellent attendance at school, good citizenship and attitude

Are you interested in job shadowing, volunteering, Work Experience, or RAP? If so, contact your School Counselor or Success Coach right away! Don't wait or let the possibilities pass you by!

CAREERinsite: Online Career Planning Tools

- Go To: <https://alis.alberta.ca> - or just type **ALIS** into Google search and it will be the first result
- Then “Sign Up”



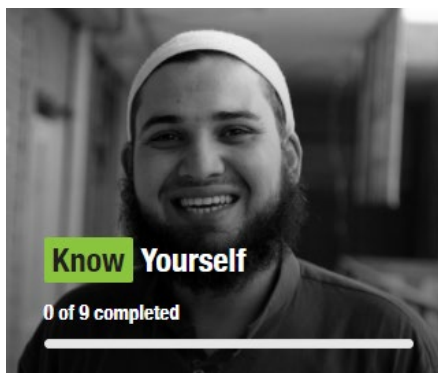
- After you are signed in, go to “My Account” and then click on **My Career Plan**
- From here you will start the “MY Quizzes & Activities” by clicking on “Explore Quizzes”

My Quizzes & Activities

This section gives you a high level view of your progress as it relates to the available quizzes and activities.

Explore Quizzes >

- Then you will scroll down until you find the “Know Yourself” activities:



- Start with the “Interests Exercise” and continue working through all nine activities and quizzes:
 1. Interests Exercise
 2. Abilities Exercise
 3. Work Values Quiz
 4. Multiple Intelligences Quiz
 5. Identify Your Experiences
 6. Skills Quiz
 7. Traits Quiz
 8. Preferred Working Conditions Quiz
 9. Vision Exercise
- As you are working on each exercise, be sure to fill out the following corresponding questions for each exercise:

Interests Exercise:

What are your Rank 1, 2 and 3 Interest codes?

Give a brief description of each of your three interest codes in your own words:

1

2

3

Do these descriptions sound like a good summary of YOUR interests? Is there anything you would add or take away to make it sound more like you? Explain.

Look through the large list of **Matching Occupations** that are recommended based on these interests. List three that stand out to you that you may be interested in exploring deeper:

Abilities Exercise:

What are your Rank 1, 2 and 3 Top Abilities?

Give a brief description of your top 3 abilities in your own words:

1

2

3

Do you agree with these top three abilities? Is there anything you would add or take away to make it sound more like you? Explain.

Look through the updated list of **Matching Occupations** that are recommended based on your interests and abilities. List three new ones stand out to you that you may be interested in exploring deeper:

Work Values Quiz:

What are the 5 work values that you selected as being the most important to you?

Multiple Intelligences Quiz:

List and describe your top 3 Multiple Intelligences.

1

2

3

Do these Multiple Intelligences sound like you? Is there anything you would add or take away?

For each Intelligence click on the “More” button to reveal the learning strategies that will likely work best for you. List any strategies that you have tried before and explain whether that strategy works for you. Also include 1 strategy from each intelligence that you would like to try:

Intelligence #1

Intelligence #2 _____

Intelligence #3 _____

Identify Your Experiences:

**** Please provide your responses here in the workbook, you do not have to type it out a second time on the website if you do not want to – just type “na” in each box online so that you can continue to progress forward) ****

Significant Experience #1

Describe your experience:

Why are you proud of this experience?

Significant Experience #2

Describe your experience:

Why are you proud of this experience?

How do you think these experiences can help you in deciding what kind of career might be right for you?

Skills Quiz:

How would you describe the difference between a skill and an ability?

What are your top 10 Skills?

How does knowing and recognizing your top 10 skills help you in deciding what kind of career might be right for you?

Traits Quiz:

What are traits?

What are your top 10 traits?

How does knowing and recognizing your top 10 traits help you in deciding what kind of career might be right for you?

Preferred Working Conditions Quiz:

What are the 5 working conditions that are most important to you?

How does knowing and recognizing your top 5 working conditions help you in deciding what kind of career might be right for you?

Visions Exercise:

**** Please provide your responses here in the workbook, you do not have to type it out a second time on the website if you do not want to – just type “na” in each box so that you can continue to progress forward) ****

Read over the following questions:

- Imagine you have no money challenges. How will you live your life?
- Imagine you find a magic wand. What kind of life will you create?
- Imagine you can live the life you want, even for one day. What would it be like?
- Imagine your life 10 years from now. What does it look like? What have you achieved?

Close your eyes. Take a couple of deep breaths and clear your thoughts.

Now, using 1 of the questions listed above, imagine your future. Use the following questions to guide your response:

In the future, where are you living? For example, I'm living in a house that I own.

In the future, who are you living with? For example, I'm living with my spouse and our children.

In the future, what type of work are you doing? For example, I am using my accounting skills to help small business owners build their businesses.

In the future, what are you looking forward to at work? For example, I'm looking forward to exploring something new, making a great discovery, constructing something new, fixing something old, etc.

In the future, how do you spend your time outside of work? For example, I love fishing and snowboarding with my spouse and children.

In the future, what new things are you learning? For example, I'm developing my public speaking skills by volunteering for a service club.

In the future, what's important to you? For example, I want to provide well for my family by keeping my skills up to date.

In the future, what are you most proud of? For example, I'm proud of the example I'm setting for my kids.

In the future, what do you most enjoy about your life? For example, I feel like every day brings me satisfaction, either at home or at work.

Include any other details about your vision here:

Know Yourself Reflection:

If you were to do all of these “Know Yourself” activities again a year from now, do you think your responses would change? Why or why not?

Why do you think it would be important for you to regularly re-assess your interests, skills, abilities, and traits?

After completing all these quizzes, did you learn something new about yourself? If yes, what did you learn?

Were any of the results surprising to you? If yes, briefly explain:

Let's Explore!

Now that you have a good idea what your interests are, you are now going to explore 3 careers of your choice. On the following three pages you will choose:

- 1 career that requires you to complete an APPRENTICESHIP (on the job training). For example – any of the trades like welder, electrician, mechanic, health care services, etc
- 1 career that requires you to complete a College or University program. For example – teacher.
- 1 more career of your choice.

It's highly recommended that you choose three careers that you would be interested in pursuing in the future. You may want to refer to the list of suggested careers in your ALIS profile.

This assignment requires you to research these careers online – the ALIS website should have everything you need.

Career #1 – Apprenticeship or on-the-job training

Name of Career:	
Brief description of the career (what are the main duties?)	
Outlook:	In Demand:
Average Salary:	Average Hourly Wage:
What High School Courses will you need to have?	
How long is the Apprenticeship?	
What are the minimum requirements for completing the apprenticeship?	
You will need to go to school for technical training each year. List two schools/colleges that offer this technical training:	
What are the typical working conditions?	
What are some important skills for this career?	
What interested you about this career?	

Career #2 – College or University Degree Required

Name of Career:	
Brief description of the career (what are the main duties?)	
Outlook:	In Demand:
Average Salary:	Average Hourly Wage:
What High School Courses will you need to have ?	
How long is the College or University program?	
What are some of the employment and advancement options?	
List two Colleges or Universities that offer the required program:	
What are the typical working conditions?	
What are some important skills for this career?	
What interested you about this career?	

Career #3 – Any Career of Your Choice

Name of Career:	
Brief description of the career (what are the main duties?)	
Outlook:	In Demand:
Average Salary:	Average Hourly Wage:
What High School Courses will you need to have?	
How long is the Apprenticeship or University program?	
What are some of the employment and advancement options?	
List two schools, colleges, or Universities that offer the required program:	
What are the typical working conditions?	
What are some important skills for this career?	
What interested you about this career?	

Career Exploration Reflection:

1. Which career did you feel best met your interests, values, and personality?

2. Why?

3. What steps might you take in order to pursue your career of choice?

Post-Secondary Exploration:

Choose two Post-Secondary institutions to research – preferably ones that you would be interested in going to – for example U of A, Medicine Hat College, U of C, NAIT/SAIT, etc. Do your best to use their website to answer the questions below.

Post-Secondary Institution #1

1. What is the name of the school?

2. Where is it located (address)?

3. What is their website address?

4. What programs does it offer to students that you are interested in? (look for the *faculties* section of their website if you have trouble finding this answer)?

5. Does the school have an athletic program? What is their team name?

6. Does the school have residences (housing you can live in on campus)? Describe.

7. List 5 interesting things you have learned about the school from viewing their website (entrance requirements, number of students attending the school, unique programs, etc)

8. Why did you choose to research this school? Be specific.

9. Choose one of the programs you are interested in. What would be required of you in order to get accepted into this program?

10. What would be the estimated total cost for you to complete the program? (This would include tuition, books and living expenses)

Post-Secondary Institution #2

1. What is the name of the school?

2. Where is it located (address)?

3. What is their website address?

4. What programs does it offer to students that you are interested in? (look for the *faculties* section of their website if you have trouble finding this answer)?

5. Does the school have an athletic program? What is their team name?

6. Does the school have residences (housing you can live in on campus)? Describe.

7. List 5 interesting things you have learned about the school from viewing their website (entrance requirements, number of students attending the school, unique programs, etc)

8. Why did you choose to research this school? Be specific.

9. Choose one of the programs you are interested in. What would be required of you in order to get accepted into this program?

10. What would be the estimated total cost for you to complete the program? (This would include tuition, books and living expenses)

Learning from Those Who Have Gone Before Us

If you want to get ahead, one of the best ways to do this is to find out from others how they got there and how they did it. Most successful people are successful for a reason and are only too happy to share their insights and advice to help others.

You are going to interview two such people using the questions on the following 4 pages (2 pages for each interview). You may choose to interview family or friends of family, but to get the most benefit from this assignment, it is recommended that you interview at least one person who is currently doing what you would like to be doing as a career in the future (Adults only!). This can also begin to develop a network of contacts that can help you get to where you want to go.

Be sure to be respectful of people's time. Let them know ahead of time that it will likely take 20 to 30 minutes to complete the interview. Maybe offer to take the person out for coffee?!

Be sure to thank them when you are done! A thank you card or note would also be appropriate!

If you need help finding someone to interview just ask your teacher or success coach.

Interview #1

Name of person being interviewed: _____

Their Occupation: _____

1. What do you love about your job?

2. What's the best career decision you've ever made?

3. What's the worst career decision you've ever made?

4. If you could change anything about your current job, what would it be and why would you want to change it?

5. What would you be doing if you were me now?

6. How do you organize your time?

7. What do you think is your greatest strength?

8. What do you think is your greatest weakness?

9. How do you make decisions?

10. What do you read?

11. What do you think are the secrets behind getting to where you've got to?

Interview #2

Name of person being interviewed: _____

Their Occupation: _____

1. What do you love about your job?

2. What's the best career decision you've ever made?

3. What's the worst career decision you've ever made?

4. If you could change anything about your current job, what would it be and why would you want to change it?

5. What would you be doing if you were me now?

6. How do you organize your time?

7. What do you think is your greatest strength?

8. What do you think is your greatest weakness?

9. How do you make decisions?

10. What do you read?

11. What do you think are the secrets behind getting to where you've got to?

Career Planning Basics

Use the following course planning sheet to identify the courses you have already completed (mark in one color). Then mark or list the courses you still need to take to graduate high school and prepare for your chosen career and post-secondary program in a different color. You may want to book an appointment with your school councilor or success coach to go over this document with you.

Course	Already Done	Need to Take	Course	Already Done	Need to Take
<input type="checkbox"/> English 15 credits to a 30 level			<input type="checkbox"/> CTS, Fine Art or Second Languages 10 Credits		
English <input type="checkbox"/> 10-1 <input type="checkbox"/> 10-2					
English <input type="checkbox"/> 20-1 <input type="checkbox"/> 20-2					
English <input type="checkbox"/> 30-1 <input type="checkbox"/> 30-2					
Total English Credits:					
<input type="checkbox"/> Social Studies 15 credits to a 30 level					
Social Studies <input type="checkbox"/> 10-1 <input type="checkbox"/> 10-2					
Social Studies <input type="checkbox"/> 20-1 <input type="checkbox"/> 20-2					
Social Studies <input type="checkbox"/> 30-1 <input type="checkbox"/> 30-2					
Total Social Studies Credits:					
<input type="checkbox"/> Mathematics 10 Credits to a 20 level					
Math <input type="checkbox"/> 10-C <input type="checkbox"/> 10-3 <input type="checkbox"/> 10-4					
Math <input type="checkbox"/> 20-1 <input type="checkbox"/> 20-2 <input type="checkbox"/> 20-3 <input type="checkbox"/> 20-4					
Math <input type="checkbox"/> 30-1 <input type="checkbox"/> 30-2 <input type="checkbox"/> 30-3 <input type="checkbox"/> 31					
Total Mathematics Credits:					
<input type="checkbox"/> Sciences 10 Credits to a 20 or 24 Level					
<input type="checkbox"/> Science 10 <input type="checkbox"/> Science 14					
<input type="checkbox"/> Science 20 <input type="checkbox"/> Science 24					
<input type="checkbox"/> Science 30			Total CTS, Fine Art and 2nd Lang. Credits:		
<input type="checkbox"/> Bio 20 <input type="checkbox"/> Chem 20 <input type="checkbox"/> Phys 20					
<input type="checkbox"/> Bio 30 <input type="checkbox"/> Chem 30 <input type="checkbox"/> Phys 30					
Total Science Credits:					
<input type="checkbox"/> Career and Life Management 20 3 credits			<input type="checkbox"/> 30 Level Course other than English and Social Studies 10 credits (Check if used elsewhere)		
<input type="checkbox"/> Career and Life Management 20					
<input type="checkbox"/> Physical Education 3 or more credits			<input type="checkbox"/>		
<input type="checkbox"/> Physical Education 10			<input type="checkbox"/>		
<input type="checkbox"/> Physical Education 20			<input type="checkbox"/>		
<input type="checkbox"/> Physical Education 30			<input type="checkbox"/>		
Total Phys. Ed. Credits			<input type="checkbox"/>		
Totals:			Totals:		

5 Characteristics of Resourceful People

<https://www.meee.global/article/5-characteristics-of-resourceful-people/62>

It is known that those who are resourceful are more successful. But, what are the characteristics of these seemingly well organized, motivated people? We did some research and compiled our top favourite characteristics for you to look at.

1. Open Minded.

The number one trait seems to be, having an open mind. Successful business people, entrepreneurs and all around resourceful people seem to be positively working at breaking boundaries and redefining what is possible and what is not. You must be able to be positive and willing to give new things a try and hope for the best outcome always. This seems like an impossibility when facing the daily struggles life throws at us, but maybe, just maybe being open-minded to trying new things could be the cure. Push yourself to go to that new event in town or meet that person you spoke to online. Stretch your horizon to new opportunities and in turn welcome new people into your life as well as letting go of the positive energy thieves. You never know what lies around the corner.

2. They read.

Read a book, then another and then another. You can never read too much. Reading opens doors to imagination, education, and information like no other past time can. Resourceful people seem to be valuable to others because of the wealth of knowledge they have found through reading. If you struggle to think of conversational topics or icebreakers, pick up a book. You don't have to read an academic journal if that isn't your thing, but maybe try reading a book on animal behaviour or motivational speeches and watch your conversations flourish. When you find content that you like, follow the author or writer and keep up to date with their latest publications. You will never find a resourceful person lost for words.

3. Imaginative.

Resourceful people ask the right questions, draw the right pictures, and say the right words. By this, we mean they never regret not asking someone that question they have on the tip of the tongue or find themselves regretting not being more observant. Being imaginative is not necessarily about creating something and is more to do with ingenuity. By making things look better and old things work more efficiently you are making yourself endlessly resourceful. Creative thoughts come and go quickly, one idea may not work but try another. One of those ideas may lead you to the solution you have been looking for.

4. Resilient.

This is tough as we all have those bad days. Days where unfortunately we are not able to pick ourselves back up from something that shook us. Resourceful people, however, seem to have an ability to compartmentalize those things that throw us off balance, enabling them to power through and succeed. There is no such thing as procrastination in the mindset of those who are resourceful. Instead, they understand that what motivates them is what must come first. There is no sitting around, only doing. When opportunities arise (and they will) do not overthink the situation for fear of talking yourself out of them. Get on board and don't be a passive observer. Take life by the hands and grab at it.

5. Honesty.

This is perhaps the most important trait that can be found in resourceful people. You will never find someone who is resourceful lie about a task or a promise. They are known for delivering not over-promising on things they cannot achieve. It is okay to say "no" or "I don't know" because in the end, it will waste more time to lie than it would be spending the time researching and learning through others. Instead of dreading the task because of your lie, resourceful people will remain hopeful that a solution can be found for any task. Train yourself to see the benefits of all situations. If you don't know something - great! It is an opportunity to learn.

Are you resourceful? The likely answer is YES. We are resourceful in our own way. It is about harnessing these abilities to be successful in our lives.

1. What does it mean to be a “**resourceful**” person?

2. Why is being **resourceful** important to success?

3. What are some ways that you consider yourself to be a resourceful person?

4. What are some of the characteristics of a resourceful person that you would like to personally work on or improve? Why?

Being a resourceful person also includes the ability to gather all the necessary resources to accomplish a task or to make a decision. Being organized also helps!

The following chart is an activity to help you pull together a list of resources to help you make a decision about your potential career path and post-secondary education.

You will need to research and provide information on two post-secondary institutions that offer a program that you are interested in, two banks or financial institutions that can provide student loans, two scholarships or bursaries that you could potentially apply for, and name two people that can specifically help you get connected to your dream career.

Resource List			
	Phone/Contact Information	Qualification Criteria (what you need in order to apply)	Important Information (application deadlines, payment terms,)
Possible Post-Secondary Institutions	1)		
	2)		
Financial Institutions (Student Loans)	1)		
	2)		
Scholarships/ Bursaries	1)		
	2)		
Career Contacts OR Apprenticeship Opportunities (who you can call to ask questions about your career, who can help you get a job in the profession)	1)		
	2)		

Creating a Resume

“A résumé is a document containing a summary or listing of relevant job experience and education, usually for the purpose of securing a new job. Often the résumé is the first item a potential employer encounters regarding the job seeker, and therefore a large amount of importance is often ascribed to it.” (wikipedia.org)

For the next assignment you are going to create and print a personal resume. If you already have a resume made you can certainly use it, just make sure to revise it to include all the following components using the tips and information provided.

Personal Information:

Name: *(use your full name – no nicknames)*

Address and Postal Code:

Home Phone:

Cell Phone:

Email Address: *(make sure it is appropriate! – if in doubt ask an adult)*

Education:

Start with your most recent educational experience. Include the name of the school you attended, the course taken or major subjects studied, and the year of the completion of study.

Skills:

This will be a list of your strengths – for example: ability to work with people, leadership ability, experience with specific equipment or machinery, organizational skills, creativity, artistic skills, bilingual.

What Are Your Soft Skills?

Skills that describe your personal traits or characteristics, some examples of soft skills are:

Achievement Oriented	Goal-Oriented	Productive
Adaptive	Able to handle stress	Reliable
Analytical	Self-Motivated	Resourceful
Articulate	Innovative	Respects deadlines
Committed	Insightful	Responsible
Communication	Integrity	Results-oriented
Confident	Interpersonal	Self-starter
Courageous	Intuitive	Strategic thinker
Creative	Lateral thinker	Strives for excellence
Credible	Leadership	Task Driven
Decisive	Listening	Team Building
Dedicated	Logical	Team Player
Dependable	Minimum supervision	Trouble shooter
Detail-oriented	Objective	Versatile
Determined	Open-minded	Sets priorities
Disciplined	Optimistic	Personable
Efficient	Organized	Outgoing
Energetic	Persuasive	Fair
Entrepreneurial	Positive Attitude	Problem-solver

What Are Your Hard Skills?

Skills you have acquired from work, education, volunteer experience or training, some examples of hard skills are:

Babysitting	Tour Guide	Equipment Operation
Cashier	Clerical Work	Supervising Others
Customer Service	Merchandising	Public Speaking
Retail Sales	Problem Solver	Greenskeeper
Cleaning	Manual Labour	Stocking Shelves
Housekeeping	Landscaping	Data Entry
Prep/Line Cooking	Roofing	Communication Skills
Freight Receiver	Mechanical Ability	Able to Set Priorities
Waitress	Siding	Punctual
Dishwasher	Laying Sod	Team Player
Filing	Heavy Machinery	Typing/Keyboarding
Organizing	Gardening	Internet User
Accounts Payable	Maintenance	Newspaper Delivery
Accounts Receivable	Planning Things	Telemarketing Skills
Payroll	Training Others	Livestock
Composing Letters	Record Keeping	Fencing
Telephone Skills	Farm Machinery	Computer Skills

Work Experience History:

Starting with the most recent job and working backwards, please list the following:

1. What was the name & location of the business you worked for?
2. What position or positions did you hold?
3. When did you start working there?
4. When did you stop working there?
5. What did you do at this job? List, in detail, all of your responsibilities.

Achievements:

This section is optional. Include academic achievements, athletic or arts achievements.

Education, Specialized Training or Certifications

Please provide any information that applies to this category

Some Examples are: First Aid, H2S, CSTS, Safety Courses, Microsoft Training, Google Training, etc

Awards

Please list any awards you have received.

Volunteer Experience:

Please list in detail your volunteer experience

Who was it for?

What did you do?

When did you do this?

Extra-Curricular Activities or Hobbies:

Carefully select the interests and hobbies you want to highlight. You may want to include accomplishments you have made in these activities (championships, certificates, etc)

References:

Who would provide you a good reference? (Make sure you have permission from these people before using them!). You should list a minimum of three references. Do not say “references available upon request”! References would be people who can attest to your personal qualities and work ethic. Choose people who know you in different ways, a teacher, coach, former employer, neighbor, or a church leader. Include a complete mailing address and phone number (include home and work numbers if possible). DO NOT USE YOUR FRIENDS AS REFERENCES! REFERENCES MUST BE ADULTS!

Resume Tips and Tricks:

Since your resume will be the first impression a potential employer has of you, you want to make sure that it is a good representation of who you are. Here are some general tips to follow:

- Tailor your résumé. Include information on your résumé associated with the specific job you are applying for. You will likely have several different versions of your resume depending on what you are applying for.
- Use action words. Focus on things you have accomplished, and avoid starting every sentence with “I”.
- Proofread. Never rely on spell check.
- Repeat the above tip. Seriously, even one misspelled word could put you in the “do not consider” pile.
- Make it presentable. Make sure your résumé looks clean and organized. Use white, letter-sized paper (8.5 x 11-inch) and a font that’s easy to read, like Times New Roman, Calibri, or Arial.
- Keep it concise. Try to keep your résumé as short as possible—ideally one page, two pages maximum.
- Be honest. Lying on your résumé is never a good idea. Many people who lie on their applications end up losing their jobs when their employers find out the truth.
- Be professional. Remember, this is a business document, so don’t include unnecessary embellishments like flashy paper or a picture of yourself.

For more help and information on writing resumes I recommend you visit the following site:

<https://www.resume-now.com/job-resources/resumes/how-to-write>

You can also refer to the following sample resume

Center name and
mailing address

Peter Parker

PO Box 123
Redcliff, AB T0J 2P0
(780) 555-1234

Set a tab to
line up dates

EDUCATION

Eagle Butte High School

Currently completing grade 10

2006 – Present

Use reverse
chronological
order

St. John's Ambulance Emergency First Aid Course

November 2006

SKILLS & ABILITIES

- Working with small children and seniors
- Proven ability to work as part of a team
- Reliable and dependable
- Excellent organizational skills
- Ability to key 40 CWAM
- Computer skills include:
Microsoft Word, Excel, Access and PowerPoint

Include at
least 5 skills

Be consistent
with spacing,
capitalization and
font style and
sizes. Leave two
blank lines before
a main heading

WORK EXPERIENCE

Cashier

June 2006 - Present

Home Depot, Medicine Hat

- Handled hundreds of cash sales at hardware show. These transactions involved processing cash, credit card and debit card payments.
- Provided product information and answered general inquiries in both French and English.

Babysitter

2005 – Present

Jim and Patti Smith

- Responsible for feeding, entertaining and caring for the personal needs of four small children.

Lawn Care Attendant

Summer 2005 & 2006

Luscious Lawns, Medicine Hat

- Served customers politely and provided excellent lawn care service. This increased business by twenty customers.
- Trimmed lawns, moved outdoor furniture, maintained and repaired equipment. These tasks required careful attention to detail.

Include your
position,
place of
employment
and a
description
of the tasks

VOLUNTEER ACTIVITIES

Coach

Girls Little League Team

Volunteer experience can be included
separately or with work experience

Summer 2006

EXTRA-CURRICULAR ACTIVITIES

- Student council
- Volleyball
- Guitar
- Snowboarding

REFERENCES

Heather Laturnas, Teacher

Eagle Butte High School
PO Box 281
Dunmore, AB T0J 1A0
(403) 528-1996

Violet Taylor, Manager

Luscious Lawns
1234 13th Street
Medicine Hat, AB T1A 1Z9
(403) 504-5555

Jim Smith, President

Sunset Bay Hot Tubs
1111 Dunmore Road
Medicine Hat, AB T1B 1C9
(403) 529-1111

Include 3 references with complete mailing address and phone number. Refer to the instructions about who is an acceptable reference

Your resume must be error-free! Ask at least two people to proofread it before printing.

Creating a Cover Letter

What is a cover letter?

A cover letter is a letter that you send to accompany your CV when you apply for job, whether advertised or when you are sending an unsolicited application. Do not overlook this tool as it can be a great asset in your job hunt.

Why should you send a cover letter?

Imagine yourself being a clerk in the human resource department. You receive a resume and there is no cover letter. Now imagine that you have 30 of those in front of you and it's Monday morning? How many of those resumes would you read through? The statistics show that most of those resumes wind up in the garbage can or in a huge dead-end file until they can be shredded. The clerks and managers in the human resource departments are so overwhelmed with work that they have to pick and choose what they do carefully.

The winners are the candidates who submit cover letters along with their resumes. Those who win even more are the ones who submit their resumes and cover letters directly to the person they might be reporting to. That takes a bit of work.

You should never send your resume without a cover letter. Your cover letter should state briefly not only what you have done, your accomplishments, but the type of position you are applying for and most importantly, what you can do for the company in the position you are applying for.

Top 10 Cover Letter Tips

- Do your homework. Learn what you can about the company or organization you're applying to, so you can tailor your cover letter and really show the employer that you could be a good fit.
- Follow instructions. Be sure to include any information that was requested in the job posting. If the posting asked for the number of hours a week you are available to work, be sure to answer that question in the cover letter.
- Don't just restate your résumé. Use your letter as an opportunity to make a great first impression. Most employers read the cover letter first, so you want to catch their attention by describing your impressive skills. That way, they are more likely to read your full résumé.
- Personalize your letter. When possible, address your cover letter to a specific person. Use their name and title, and make sure the spelling of the name is correct.
- Tailor your letter to the job. Make sure the skills and experience you highlight in your cover letter are clearly connected to the job you're applying for.
- Presentation counts. Use a font that's easy to read, like 12-point Times New Roman, Calibri or Arial. Using 8.5 x 11-inch white paper is usually a smart choice.
- Break it down. Make your cover letter easier to read by breaking the text down into short paragraphs.
- Use a professional tone. Be sure to use professional and respectful language when writing your cover letter. DO NOT use any texting shortcuts like "ur" or "lol" or emojis!
- Be brief. Your cover letter should be no more than one page long—the best strategy is to keep it short and to the point.
- Proofread. Review your cover letter several times; don't just rely on spell-check. Ask someone else to proofread it as well.

Next, you are going to find a local job listing and write a cover letter using the format shown below. (If you have trouble finding something local you can widen your search).

Please print a copy of your cover letter as well as a copy or link to the posting you found. (If you don't have access to a printer, email it to you teacher)

Ine Dajobb *(Your full name)*

123 Sesame Street *(Your address)*

Fort Saskatchewan, Alberta T8A 4H5

(780) 123-4567 *(the best number to reach you at)*

Appropriate_email@hotmail.ca

January 1, 2016 *(date you are submitting the letter)*

Name of the person receiving applications *(if first and last name are given)*

Business Name

Street Address

City, AB Postal Code

To Whom This May Concern *(or "Dear" if you know the name of the person receiving applications):*

In the first paragraph explain to the reader where you heard about the job. You may have seen it in the newspaper, posted on the internet, or heard about it through someone that you know. Tell the reader which job specifically you are interested in and that you believe that you have the skills necessary to perform the required tasks as listed in the advertisement.

In the second paragraph explain the specific skills and experience you have that would make you the perfect person for this job. If the job advertisement has listed skills or experience that are required for this job, then you should use this paragraph to explain that you possess those skills.

In the third paragraph restate your interest in the position. Tell the reader that you have enclosed your résumé. Also, give information about where you can be reached; is there a phone number they can reach you at after a certain time of day? Express your interest in meeting with them for an interview.

Sincerely,

(Your Signature)

Ine Dajobb *(Your Name)*

Your cover letter is your first, and best, chance to sell the hiring manager on your candidacy for employment so make sure it's a sample of your best work!

If you want to see more examples and tips for students please visit the following website:

<https://resumegenius.com/cover-letter-examples/high-school-student-cover-letter-sample>

Creating a Career Portfolio

Mr. MacKay: One of your tasks for this module is to create a **career portfolio** for yourself. This might sound daunting but as you have worked through all the previous lessons in module 3 and 4, you have already been producing the main components of your career portfolio.

T. Stark: Is a career portfolio like a portfolio that photographers or designers put together to show to prospective clients?

Mr. MacKay: Yes, it's the same idea. People in many professions, such as graphic artists, architects, and photographers have portfolios to illustrate their best work and skills. They carry it with them for meetings with clients, employers, funding agencies, schools, or galleries. Your portfolio will have the same purpose.

P. Parker: It'll be at least two years before we've finished high school. Isn't it kind of soon to be putting together a portfolio to show prospective employers?

Mr. MacKay: At this stage, a portfolio will help you to set the path for a career. You will find that a portfolio helps you reflect upon your values, interests, and strengths. As well, it can help you in practical matters like completing a job application or applying for scholarships. A portfolio charts your growth; it is always changing.

T. Stark: What should we put in our portfolios?

Mr. Mackay: The contents of your portfolios will be as diverse as the people who create them. The following are guidelines to help you develop your career portfolio.

BUILDING A PERSONAL AND CAREER PORTFOLIO:

What Is a Career Portfolio?

A Career Portfolio is an organized collection of evidence that shows your accomplishments both in and out of school. A portfolio contains samples of your work that exhibit and reveal the quality and variety of your learning, your accomplishments, your skills, and your experiences.

Is a Portfolio the Same as a Résumé?

A portfolio differs from a résumé in the following key ways:

- A résumé is usually only 1 – 3 pages in length and is meant to **summarize** your accomplishments. A portfolio most often contains many pages and is meant to **show evidence** of a wide variety of your accomplishments.
- A résumé **tells** someone what you have accomplished. A portfolio **shows** someone what you have accomplished.

What Are the Steps to Developing a Career Portfolio?

Step 1: Gather Your Evidence:

What Evidence Can Be Placed in a Portfolio?

Evidence comes in many forms. You can include evidence of your skills, your talents, your achievements, your awards, your experiences, as well as your learning and employability skills. Be sure to include things you do both in school and away from school.

Items for Your Portfolio

Items can include the following:

- report cards
- certificates of participation (clubs, events, etc.)
- a record of your community involvement activities
- an updated résumé
- things you are proud of (newspaper clippings, certificates, awards, a well written essay, etc.)

Step 2: Organize Your Portfolio

Your challenge is to organize the information you have in your portfolio into an understandable overview of your accomplishments to date. Similar items and accomplishments should be grouped so that the reader can find the information easily. Consider each of the following four categories to help you organize your evidence:

Educational Accomplishments

In this section, concentrate on what you have accomplished in your studies at school.

Items to include:

- your up-to-date transcript (your academic record to date)
- any academic awards you have received
- any other evidence unique to you and your education

School Activities

This section should contain evidence of your involvement in school activities. School activities might include clubs, sports teams, bands, and other activities specific to your school.

Items to include:

- newspaper articles
- sports awards
- a program from a school play
- a letter from your coach
- any other evidence unique to your involvement in school activities

Work

This section focuses on your work experiences. Be sure to include both paying and non-paying work experiences.

Items to include:

- an updated résumé
- a list of references
- a sample cover letter you have written
- any letters of recommendation you have received highlighting your work skills (include employers, neighbors, friends, teachers, ...)

Community Participation

The last section should focus on your participation in community activities. Many scholarships and awards require evidence of your community involvement.

Consider your involvement in

- swimming lessons or competitions
- music lessons
- driver's education courses
- First Aid/CPR courses
- cultural clubs/organizations
- religious groups
- fund-raising events
- other activities specific to your community

Items to include:

- a written summary of your experiences, e.g., a personal story
- personal references
- photos
- any other evidence unique to your participation in community activities

Step 3: Assemble Your Portfolio

After you have selected and organized your evidence, it is time to format and compile your portfolio so it is easy for someone else to read and understand the information you have gathered.

Tips for Assembling Your Portfolio

- **Does my portfolio show a wide-range of my accomplishments?** The strength of a portfolio is in the variety of what you show. Examples you include should show many of your accomplishments rather than many examples of one accomplishment.
- **Are my most important accomplishments clearly evident?** Not everything you do will have equal value. The portfolio should show the best examples of your talents and abilities. Make sure that those things that you are most proud of are highlighted in your portfolio.
- **Does my portfolio have a consistent format?** A portfolio is an organized collection of evidence. Using a consistent format and page layout throughout, connects the diverse documents so it shows a clearer picture of your accomplishments. Any graphics, arrows, or clip art should accentuate your portfolio's contents, rather than decorate it.
- **Do I have a cover page for my portfolio?**
This page should include:
 - your name
 - a title for your portfolio
 - a photo (if you choose)
- **Do I have a table of contents for my portfolio?** A Table of Contents provides the reader with a guide to the sections and information you have included in your portfolio. It is prepared last and helps you organize your materials in a logical sequence that is easy to read and understand. Numbering your portfolio pages or colour coding the sections will help you to organize your table of contents.

Step 4: A Final Check

As you learn and develop new skills, your Career Portfolio needs to be kept up-to date. You will frequently update your portfolio by discarding outdated evidence and inserting new and better evidence as it is accumulated.

A Final Checklist

- Does your portfolio have the best examples of what you have accomplished?
- Are the examples concise and to-the-point?
- Have you edited your portfolio for clarity and for spelling and grammar?
- Is the sequence and organization of your portfolio logical?
- Does the format of your portfolio make it appealing and easy-to-read?
- Does the organization and presentation of your portfolio demonstrate that you would be an excellent person for an employer to hire? Your portfolio is a very useful way to introduce the 'whole you' to a potential employer or when applying for admission to a college or university. It is something that you should be proud of.

Remember that your portfolio does not include absolutely everything about you or every project you ever completed; it showcases your strengths, your progress and growth, and your best work. Choose information that will create a great first impression with possible schools or employers.

A career portfolio can be your best marketing tool. If you are being interviewed for a job, you can show your portfolio as evidence of a particular skill. A portfolio supplements what you say in an interview. A well-developed portfolio and a clear understanding of your skills indicate to an employer that you have well-developed personal management skills.

Even when you are established in your career, you should keep up your portfolio. Collect your performance appraisals. Keep documentation of training and courses you complete at work. Record your accomplishments. Keep letters and thank-you notes for jobs done well. Your portfolio will evolve as you move through your life.

Your Portfolio

You will be expected to create and hand in a portfolio as a major requirement for this course. The following components are all designed to be a part of your developing portfolio and should be included in some way. You are free to create your portfolio in any format you desire – the more creative and expressive the better! (Remember, this portfolio is a reflection of you AND your personality, so show off all your best qualities!)

The following is a checklist of all the components that need to be included in your portfolio for full marks

- ✓ Cover page
- ✓ Table of contents
- ✓ Resume and Cover Letter
- ✓ List of 3 References
- ✓ Letter of Recommendation – A letter written by an employer, teacher, or adult that can testify to your work ethic
- ✓ Up-to-date transcript
- ✓ Autobiography – a single page or section describing you – just have fun with this one!
- ✓ Mission Statement. Go to **msb.franklincovey.com** and build a personal mission statement
- ✓ A summary of your values – what are the values you hold most dear? You can present these summaries in any way, for example a simple word document or something more fun like a collage or link to a video that you made, etc
- ✓ A summary of your interests – what are your favorite things to do?
- ✓ A summary of your career goals – what do you want to be when you grow up? What do you hope to accomplish during your lifetime in this career?
- ✓ Samples of work – this can be an essay, a picture of something you built or created, a piece of art, or a high score on a test

Optional for bonus marks

- ✓ Any Awards or Certificates you have earned
- ✓ An evaluation that was done by an employer
- ✓ Anything else you can think of that represents you and who you are as a person

The following **RUBRIC** identifies all the components that are required and how you will be assessed on them. You can present your portfolio in any kind of format that you would like. It can be all digital like a website, or powerpoint, or prezi, or even a video! Or, it can be more traditional and put together in a binder or duo tang. If you need supplies like a binder, duo tang, page dividers, etc. just ask and we should be able to provide them for you

Scoring Rubric	Does Not Meet The Standard 0-1	Partially Meets the Standard 2-3	Meets the Standard 4-5	Exceeds the Standard 6
Overall Appearance	<ul style="list-style-type: none"> ✓ Career portfolio is missing components ✓ Career portfolio is missing required material 	<ul style="list-style-type: none"> ✓ Missing 1 of the following criteria: ✓ Materials are in order ✓ Materials are not neat or well-ordered 	<ul style="list-style-type: none"> ✓ All pages have a consistent look & style ✓ Easy to navigate ✓ Materials are logically organized ✓ All required components are included ✓ Graphically appealing 	<ul style="list-style-type: none"> ✓ All pages have a professional look & style ✓ Shows creativity and easy to navigate ✓ Materials are logically organized ✓ All required components are included ✓ Graphically appealing
Completeness	Provides less than 6 of the following items: <ul style="list-style-type: none"> ✓ Cover Page ✓ Table of Contents ✓ Resume & Cover Letter ✓ List of References ✓ Letter of Recommendation ✓ Up-to-Date Transcript ✓ Autobiography ✓ Mission Statement ✓ Values Summary ✓ Interests Summary ✓ Career Goals ✓ Samples of Work 	Includes 7-11 of the following items: <ul style="list-style-type: none"> ✓ Cover Page ✓ Table of Contents ✓ Resume & Cover Letter ✓ List of References ✓ Letter of Recommendation ✓ Up-to-Date Transcript ✓ Autobiography ✓ Mission Statement ✓ Values Summary ✓ Interests Summary ✓ Career Goals ✓ Samples of Work 	Includes all 12 of the following items: <ul style="list-style-type: none"> ✓ Cover Page ✓ Table of Contents ✓ Resume & Cover Letter ✓ List of References ✓ Letter of Recommendation ✓ Up-to-Date Transcript ✓ Autobiography ✓ Mission Statement ✓ Values Summary ✓ Interests Summary ✓ Career Goals ✓ Samples of Work 	Includes 12 of the following items + extras : <ul style="list-style-type: none"> ✓ Cover Page ✓ Table of Contents ✓ Resume & Cover Letter ✓ List of References ✓ Letter of Recommendation ✓ Up-to-Date Transcript ✓ Autobiography ✓ Mission Statement ✓ Values Summary ✓ Interests Summary ✓ Career Goals ✓ Samples of Work
Resume	<ul style="list-style-type: none"> ✓ The student is not able to present a complete resume in appropriate format 	<ul style="list-style-type: none"> ✓ The student presented an incomplete typewritten resume using inconsistent format. ✓ The student was able to partially describe education and experience. 	<ul style="list-style-type: none"> ✓ The student presented a complete, neat, typewritten resume, which adequately described education & experience. ✓ The format was consistent & not overly lengthy. 	<ul style="list-style-type: none"> ✓ The student presented a complete, neat, typewritten resume, which adequately described education & experience in professional language. ✓ The format was consistent & not overly lengthy.
Cover Letter	<ul style="list-style-type: none"> ✓ The student is not able to present a complete cover letter in appropriate format 	<ul style="list-style-type: none"> ✓ The student presented an incomplete typewritten cover letter using inconsistent format. ✓ The student was able to partially describe qualifications and interest in the job posting. 	<ul style="list-style-type: none"> ✓ The student presented a complete, neat, typewritten cover letter, which adequately described qualifications and interest in the job posting. ✓ The format was consistent & not overly lengthy. 	<ul style="list-style-type: none"> ✓ The student presented a complete, neat, typewritten resume, which adequately described qualifications and interest in the job posting in professional language. ✓ The format was consistent & not overly lengthy.
List of References	<ul style="list-style-type: none"> ✓ The student is not able to provide any references 	<ul style="list-style-type: none"> ✓ The student provides 1 or 2 references 	<ul style="list-style-type: none"> ✓ The student provides 3 references 	<ul style="list-style-type: none"> ✓ The student provides more than 3 references
Letter of Recommendation	<ul style="list-style-type: none"> ✓ The student is not able to provide a letter of recommendation or the name of an employer or a personal reference from family or non-family members. 	<ul style="list-style-type: none"> ✓ The student is able to provide 1 letter of recommendation from a family member. 	<ul style="list-style-type: none"> ✓ The student includes 1 letter of recommendation from non-family members. 	<ul style="list-style-type: none"> ✓ The student includes more than 1 letter of recommendation from non-family members.

Student Transcript	✓ The student is not able to provide a transcript.	✓ The student is able to provide a partial transcript.	✓ The student is able to provide a transcript.	
Autobiography	✓ The student is not able to provide an autobiography.	✓ The student is able to provide a partial autobiography that provides very little insight as to who they are.	✓ The student provides a thoughtful and well constructed autobiography.	✓ The student provides a thorough , thoughtful, creative , and well constructed autobiography.
Mission Statement	✓ The student is not able to provide a mission statement.	✓ The student provides a partial mission statement.	✓ The student provides a complete mission statement constructed from the provided website.	✓ The student provides their own interpretation of a mission statement on top of what was created by the website.
Values Summary	✓ The student is not able to provide a summary of values	✓ The student is able to provide a partial summary that provides minimal insight as to what their values are.	✓ The student provides a thoughtful and well constructed summary of values.	✓ The student provides a thorough , thoughtful, creative , and well constructed summary of values in a creative way.
Interests Summary	✓ The student is not able to provide a summary of interests.	✓ The student is able to provide a partial summary that provides minimal insight as to what their interests are.	✓ The student provides a thoughtful and well constructed summary of interests.	✓ The student provides a thorough , thoughtful, creative , and well constructed summary of interests in a creative way.
Career Goals	✓ The student is not able to provide a summary of career goals.	✓ The student is able to provide a partial summary that provides minimal insight as to what their career goals are.	✓ The student provides a thoughtful and well constructed summary of their career goals.	✓ The student provides a thorough , thoughtful, creative , and well constructed summary of their career goals in a creative way.
Samples of Work	✓ The student is not able to provide a sampling of his/her best work.	✓ The student is able to provide a sampling of his/her best work.	✓ The student is able to provide 3 samples of his/her best work, which highlight his/her abilities and/or interests. The samples are appropriate to share with a potential employer.	✓ In addition to 3 print samples, the student will also include CD-ROMs, videos, and other multimedia formats appropriate to share with a potential employer.
Presentation of the Portfolio	✓ The student does not hand in their portfolio.	✓ The student hands in their portfolio with no presentation.	✓ The student hands in their portfolio and take the time to present their work to the teacher.	✓ The student hands in their portfolio and takes the time to present their work to the teacher in a creative and/or entertaining way .
Timeliness	✓ Portfolio is handed in more than two weeks late .	✓ Portfolio is handed in up to one week late.	✓ Portfolio is handed in on time or up to two days late.	✓ Portfolio is handed in early .

Comments:

Final Reflection Questions:

Do you believe that what you love can be what you do? Explain.

What are some of the major influences in your life right now that affect your career decision making process?

Once you have a job, what do you feel are the most important skills, attitudes, and behaviors necessary in order to keep your job?

What do you feel would be the personal benefits of having a portfolio, both now and in the future?

What kind of adjustments would you make to your portfolio when applying to completely different types of jobs?

What do you think is the purpose of having you do a mission statement as part of your portfolio?

Explain the importance of ongoing self-assessment and self-appraisal

Congratulations, you're ALL DONE!