

CAREER SKILLS PORTFOLIO ASSIGNMENT CALM 20

A career skills portfolio is a carefully organized collection which illustrates your skills, abilities and talents. Compiling a portfolio will help you identify, select and organize evidence of skills that will assist you in your transition from school to work and/or further training.

Once you have completed your portfolio for this assignment, and it has been evaluated for the course, keep it and add to it so it becomes a useful tool in your search for a career.

You need to get a binder with five dividers. Label the dividers as follows:

- 1) This is Me
- 2) Academic/Technical Skills
- 3) Personal Skills
- 4) Teamwork Skills
- 5) Project Work

I have included a check list of what should be included in each section. Use the checklist as a guideline when building your portfolio. Good Luck and I look forward to seeing your portfolio on *May 22* at the beginning of our last Calm class. I will return your portfolio to you in *June*.



This is Me

20

This section includes anything that represents who you are, what you value and your plans for your future.

- Current résumé/curriculum vitae
- Current personal career plan
- Education/training plan
- Student career profile
- Personal profiles/inventories; e.g.,
 - Interest assessment inventory, e.g., COPS, InterOptions, etc.
 - Values/beliefs; e.g., COPES, Life Role Profile, etc.
 - CHOICES/DISCOVER summary
 - Myers Briggs Type Indicator (MBTI)
 - True Colors
- Cover letter sample
- Application form sample/application form master sheet
- Hobbies/interests
- Recognition or accomplishments

Consider other academic/technical skills as these are simply suggestions



Academic / Technical Skills

20

- Current report card, school transcript, diploma/certificate
- Career and technology (CTS) courses
- Honour/merit awards
- Achievement test scores
- Performance appraisals; e.g., school, work, other
- Scholarships
- Other languages spoken or studied
- Fine Arts; e.g., drama, art, music presentations
- Certifications: first aid, CPR, driver's licence, WHMIS training, coaching certifications, swimming, baby-sitting, modelling, auto-propane transfer, etc.
- Other training courses; e.g., militia/cadet, junior achievement, leadership seminars
- Computer skills; e.g., Internet knowledge, typing speed, spreadsheet or database project evaluation or summary
- Letters of recommendation from teachers, counsellors or employers
- Writing sample; e.g., report, essay, poem, research or position paper
- Speech or presentation; e.g., audio or videotape, photographs
- Art portfolio
- Specific skills acquired through a club or organization
- Specific skills acquired through a job or volunteer work

If you include actual work samples, include a short summary of what you did, how it was done and what technical skills were demonstrated.

Consider other academic/technical skills as these are simply suggestions



Personal Skills

20

Adaptability includes respect and acceptance of others and their ideas; being creative and open to change.

- Letters of reference from present or past employers, teachers, coaches, supervisors
- Performance appraisals/evaluations from work or school
- Memberships in clubs or organizations; e.g., sports, music, drama, dance, scouts/guides, cadets, community/church groups
- Volunteer work
- Perfect attendance letters from school, work, clubs
- Hobbies/interests
- Recognition awards; e.g., Student of the Week/Employee of the Month
- Leadership skills; e.g., student council executive, sports team captain, 4-H club, leaders-in-training
- Ability to maintain a student agenda/weekly daytimer calendar
- Description of activities where you have demonstrated responsible behaviour; e.g., baby-sitting/child care, handled money, operated valuable equipment, etc.
- Participation award/certificate
- Career Planning
 - Employment goal/career goal (if identified)
 - Occupational research; e.g., job shadowing, career fairs, etc.
 - Educational research; e.g., high school and post-secondary open house, post-secondary "student for a day" visits, post-secondary information evenings/seminars
 - Part-time/volunteer work

Consider other personal management skills as these are simply suggestions

Teamwork Skills

20



Teamwork skills represent your ability to cooperate and work effectively with others in a group.

Include evidence where you have demonstrated leadership, followership, self-discipline and respect for the group.

- Documentation of participation in a team sport, club, drama/musical production, band, choir, yearbook or graduation committee, student council, peer support, etc.
- A description of a job/activity/project that required a teamwork skill
- Certificates or merit awards indicating a teamwork skill
- Team athletic/club achievements
- Documentation of a position in an organization or on a team
- Performance appraisal from work indicating excellent teamwork skills
- Letters of reference documenting teamwork skills
- Community volunteer work
- Student council/peer support projects
- Team/club pictures
- Hobbies and interests associated with a group
- Family responsibilities

Consider other teamwork skills as these are simply suggestions



Project Work

10

Your portfolio is evidence of years of skill development through school, work and your involvement within your community. This section is meant to include the best examples of your ability to communicate, think, learn and work with others to achieve a common goal or product. Include samples or descriptions of your best work that demonstrate your applied skills in a project or work product.

You might provide photographs and description of:

- a product you produced at work
- a sports team (provincial championship in soccer)
- a motorcycle or car engine you helped rebuild
- a clothing article or outfit you designed and constructed
- a poster you designed
- your own vehicle that you patched, primed and repainted.

To demonstrate your computer skills, you might include an accounting spreadsheet you developed for the school store.

Provide an audio or videotape of a speech, music recital or solo performance in band or drama.

If you played a key role in the school newspaper or a drama production, you could include a newspaper article or a drama production program to demonstrate your communication skills.

The possibilities are endless.

The portfolio binder is not large enough to collect or carry examples of all your important work. Select the most appropriate ones to include and provide a list and description of other samples available.

Presentation

10

TOTAL

100