

## Careers Portfolio Checklist

A-B-C Student Contract

Name:

Hr:

### A

#### Introduction

Class overview (syllabus)  
A-B-C contract  
Table of contents

#### About Myself

Career Exploration notes  
Zig Zigar notes  
Goals/goal setting activity  
Personality project  
Work values survey  
#9 Work values essay  
#1 Interest and skills paper  
Strategic life plan & rubric  
#2 My 5 year plan  
ASVAB profile results  
#3 ASVAB reaction  
#8 When I'm 30 essay  
#10 Scholarship essay

#### Career Planning/Exploration

Career college fair Date: \_\_\_\_\_  
#4 Three career plans paper  
Job shadow date \_\_\_\_\_  
1st Job shadow interview  
1st job shadow reflection  
2nd Job shadow date: \_\_\_\_\_  
2nd job shadow interview  
2nd job shadow reflection  
Junior year checklist  
Senior year checklist  
Community colleges H/O  
25 common college myths

#### Securing a school and job

Letter of recommendation W/S  
1st letter of recommendation  
2nd letter of recommendation  
3rd letter of recommendation  
\*Letter of recommendation  
due date: \_\_\_\_\_  
ASVAB/Career booklet  
Apps. and resume packet  
#5 Cover letter (revised)  
#6 Resume (revised)  
\*Most common reasons  
people are not hired packet

### B

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#5 Cover letter  
#6 Resume  
\*Most common reasons  
people are not hired packet  
The interview packet

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Apps. and resume packet  
#5 Cover letter  
#6 Resume  
The interview packet  
The interview packet ?'s  
Mock interview grade sheets

The interview packet  
The interview packet ?'s  
Mock interview grade sheets  
#7 Reactions to the mock interview paper  
Guide to thank you letters  
Thank you letter example  
Completed job application  
Completed college application  
1st college visit  
2nd college visit  
College research project  
19 attributes

**Activities**

13 speaker forms listed  
1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13

**College Resources**

Booklets and brochures  
1  
2  
3  
4  
5

**Best writing**

Best writing example  
Life experience essay  
Career essay

**Best work sample**

1st work sample  
2nd work sample  
3rd work sample

**Extras:**

Awards and/or certificates  
Pursuit of happiness  
Entrepreneurship project

The interview packet ?'s  
Mock interview grade sheets  
#7 Reactions to the mock interview paper  
Guide to thank you letters  
Thank you letter example  
Completed job application  
Completed college application  
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19 attributes

**Activities**

10 speaker forms listed  
1  
2  
3  
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6  
7  
8  
9  
10

**College Resources**

Booklets and brochures  
1  
2  
3  
4

**Best writing**

Best writing example  
Life experience essay

**Best work sample**

1st work sample  
2nd work sample

**Extras for B+:**

Awards and/or certificates  
Entrepreneurship project

#7 Reactions to the mock interview paper  
Guide to thank you letters  
Thank you letter example  
Completed job application  
College research project  
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**Activities**

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1  
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3  
4  
5  
6  
7  
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**College Resources**

Booklets and brochures  
1  
2  
3

**Best writing**

Best writing example

**Best work sample**

1st work sample

**Extras for C+:**

Awards and/or certificates  
Entrepreneurship project