

Name _____ Date _____ Period _____

Career Portfolio Checklist

As you complete each item, place it in your career portfolio and check it off this list.

- _____ Chapter 2: Introductory essay
- _____ Chapter 2: Résumé
- _____ Chapter 6: Personal data page
- _____ Chapter 6: Sample job application
- _____ Chapter 6: Sample letter of application/cover letter
- _____ Chapter 10: Career network list/"brag sheet" for recommendation letters
- _____ Chapter 10: Copies of current licenses and certificates
- _____ Chapter 14: Record of awards and achievements
- _____ Chapter 14: Service log
- _____ Chapter 18: Sample letter of resignation
- _____ Chapter 18: Documentation of continuing education
- _____ Chapter 18: Record of membership in school/community/professional organizations
- _____ Chapter 18: Description of leadership positions held

Results of Career Assessments

Add these assessments to your portfolio for future reference.

Chapter 1: Career Clusters Survey

Using the [Career Clusters Survey](#), determine your top three career clusters and record them here.

1. _____ 2. _____ 3. _____

Chapter 2: Work Personality Survey

Complete the *Interests, Personalities, and Careers* workbook activity and list your top three personalities here.

1. _____ 2. _____ 3. _____

Chapter 6: Data, People, Things, or Ideas

Complete the *Data, People, Things, or Ideas?* workbook activity to determine your top two preferences, and then record them here.

1. _____ 2. _____

Chapter 7: Communication Styles

Which communication style do you commonly use? _____

List two steps you can take to become more assertive when you communicate with others.

1. _____
2. _____

Chapter 10: Work Environment Preferences

Complete the *My Work Environment Preferences* workbook activity and record results here.

Education: _____

Continuing Education: _____

People: _____

Work Location: _____

Daily Routines: _____

Lifestyle: _____

Chapter 14: Work Style Preferences

Complete the *Managing Team Conflict: Part One* workbook activity and summarize your preferences below.

Chapter 18: Leadership Styles

Complete the *Personal Leadership Styles* workbook activity and record your preferred style here.
