



Dear Students,

This Portfolio Information Packet has been prepared to assist you in the development of a worthwhile Career Portfolio.

The KACC Career Coach team, comprised of Mr. Degenhart and Mr. Smith, has organized the information, beginning with the Rubric, Scoring and Information Submission Dates, to sample letters and worksheets you can utilize as a guide in developing your individual portfolio.

Within the Table of Contents on the next page are embedded hyperlinks. Just click on the topic/form you wish to view and it will become available.

Your classroom instructor is fully aware of the expectations for this project. Please be sure to let them know if you have any questions. If they cannot answer them, they will refer you to Mr. Degenhart and/or Mr. Smith.

Good luck with this project.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Kelley". The signature is stylized and cursive.

Matthew M. Kelley
Assistant Principal



TABLE OF CONTENTS

DOCUMENT SUBMISSION DATE REQUIREMENTS

RUBRIC FOR EVALUATION/SCORING PORTFOLIO

RUBRIC FOR RESUME AND LETTERS

RESUME TEMPLATE

GOAL STATEMENT WORKSHEET

COVER LETTER FOR JOB #1

COVER LETTER FOR JOB #2

REQUEST FORM FOR LETTER OF RECOMMENDATION

THANK YOU LETTER FOR INTERVIEW

**KANKAKEE AREA CAREER CENTER
CAREER PORTFOLIO GUIDELINES for 2012-2013**

Quantity	<i>ITEMS TO BE INCLUDED IN STUDENT PORTFOLIO</i>
One (Nov. 1)	Goal statement (Student's individual career goals)
One (Nov. 25)	A Career Plan showing the progression of education and training requirements in your field.
Four (two by Dec. 20)	*Samples of Work (including picture, creative projects,) Rough draft of Resume
Two (Jan. 25)	**Sample Cover Letters including proper headings
One (Feb. 15)	Thank you letter, (interview follow up letter)
Three (Feb. 22)	References (must include, relationship, contact information, phone number)
One (Mar. 15)	Proof of community service or participation in a drill
One (Mar. 22)	Learned skills, a page showing skills obtained at KACC
Two (Apr. 12)	Letters of Recommendation
One (four by Apr. 30)	Sample of Work (Picture of project or class activity with student in the picture, and an explanation of the picture.)
One (May 3)	Completed <u>Updated</u> Resume for student

We recommend that students include in the portfolio certificates and awards received during their junior or senior years.

All items must be submitted typed and without grammatical, spelling or punctuation errors. A Rubric will be used to determine point values for each item included.

* Note: A minimum of four samples of work must be included. One must include a picture. You must include an explanation of your contribution to a particular project for group work or activities. Students should choose samples they are proud of.

References can be included on student's resume page or on an attached page.

**Cover letters (It is recommended that two different types of cover letters are included, one for a job application and one for admission to a college or trade school.)

Rubric for Evaluation of Student Portfolio 2012

Overview- The main objective is for students to complete and submit all the documents/artifacts required in this project and create personal cover and thank you letters. A portfolio rated as Outstanding will also include certificates and transcripts.

Items to be included in student portfolio

Point value	quantity	
1	1	Goal Statement
1	1	Career Plan
4	4	Samples of Work
2-4	1	Thank you letter
4-8	2	Cover Letters
1	3	References (must be appropriate)
1	1	Proof of Community Service or Drill participation
1	1	Learned Skills
3	3	Letters of Recommendation
1-4	1	Completed Resume
4	2	Certifications, certificates of completion or other artifacts Including: Career Readiness Certificate, Dual Credit, ACT, Work Keys, NOCTI, high school transcript

Total
Points

Grading scale	points	Grade
	27-31	A
	23-26	B
	18-22	C
	13-17	D
	- 12	F

A rubric will be used to assess the cover letter, thank you letter and the resume. If a student uses the template for the letters and does not create their own personal letter, the maximum they can receive for those letters is two points each. The student could receive up to four points for each letter if they create their own.

To receive four points for their resume they must be well organized and have no spelling or grammatical errors. (see rubric)

R. Degenhart, M. Smith
KACC Career Coaches

Resume and Cover Letter Rubric
Kankakee Area Career Center 2012

	4	3	2	1
<p>Organization and Grammar</p> <p>(Resume)</p>	Information is very organized well constructed with subheadings, and with no grammatical, spelling or punctuation errors.	Information is organized well constructed with subheadings, and with one grammatical, spelling or punctuation error.	Information is organized, but not well constructed, and contains two or three spelling or grammatical errors.	Information appears to be disorganized, and contains more than three grammatical, spelling or punctuation errors.
<p>Organization and Grammar</p> <p>(Cover Letters and Thank you Letter)</p>	Letter is to the point and contains three paragraphs. It is well constructed with no grammatical, spelling or punctuation errors. Maximum 2 pts if template is used	Letter is to the point and contains three paragraphs. It is well constructed, but contains at least one error in grammar, spelling or punctuation. Maximum 2 pts. If template is used	Letter contains two or three grammatical, spelling or punctuation errors. Maximum 1 pt if template is used	Letter contains three or more grammatical, spelling or punctuation errors.

The Maximum number of points a student can receive for the Resume is 4 points.

The Maximum number of points a student can receive for each cover letter and thank you letter is 4 points.

If a student uses the template, without making paragraph changes, to create their cover letters and thank you letter, the maximum they could receive for each letter is 2 points.

We would like to encourage students to create their own letters making them more personal.

Your Name

Street address
City, State Zip Code
Phone numbers
E-mail address

Objective

Briefly state your career or educational objective

Education

High School name, School City, State
Graduation May, 2011

Kankakee Area Career Center, Bourbonnais, IL
Program (for example; August, 2009 - May, 2011)

Work Experience

Company name, Dates of Employment
Job Title, job description, list of responsibilities

Company name, Dates of Employment
Job Title, job description, list of responsibilities

Achievements

List Academic and other achievements or accomplishments (for example;
Honor roll, National Honor Society, or Academic Awards...)

Activities

List Volunteer experience, sports, clubs, as well as extent of involvement
(for example; captain of sports team, club officer...)
List (more of same)

Skills

List computer, foreign language, or other personal skills here

Hobbies/Interests

For example; Photography, Reading, Travel, Exercise...

References

List three personal references, include their relationship with you, and phone number.

Name: _____
KACC Class: _____ Slot: _____

(Use this worksheet to help write your goal statement.)

What are your plans after graduation?

What are your Career and Educational Goals?

What experiences have you had that have helped shape your career decision? You could include volunteer, work, family experiences or others. _____

What do you see yourself doing in ten years?

What can you do next week and next month to prepare for your goals?

Kankakee Area Career Center

(Using the worksheet and the guidelines below, create a goal statement. The length can be two paragraphs or two pages. It is up to you.)

Guidelines for writing a Goal Statement

- Include in your statement what motivates or interests you and why.
- Be positive in your statement.
- Include community service or leadership roles that support your own motivations.
- Let your uniqueness show.
- Don't complain or be negative.
- Don't re-write your resume.
- Don't talk about money!

The reader should feel your statement is complete and gets a solid impression of who you are and sees that you have a plan for the future.

The statement should show you have a clear plan of action.

Remember to have someone read your final copy to help eliminate grammar, spelling and punctuation errors.

George C. Anderson

125 East Vermont Street

Toledo, IL 48723

(815) 929-1234

gcanderson@gmail.com

Date

Employer Name

Company

Address

City, State, Zip Code

Dear Mr./Ms. Last Name:

I am responding to the employment opportunity listed on your website. Please accept this letter and accompanying resume as evidence of my interest in applying for this position. I feel my qualifications and my skills would prove to be an asset for your organization.

I recently graduated from Scott High School in Scottsdale, IL. In addition, I successfully completed a two year program in Automotive Technology at the Kankakee Area Career Center in Bourbonnais, IL. The Kankakee Area Career Center is a high school level institution and a cooperative agency offering elective career and technical programs for Juniors and Seniors from fourteen high schools in three counties. Thirteen programs are offered by the Career Center, spanning a wide range of occupational areas.

I welcome the opportunity to discuss my qualifications with you in person. I can be reached at (815) 555-1212. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

George C. Anderson

Enclosure

Susan L. Webster
837 West Park Blvd.
Bloomfield, IL 60922
(815) 929-1234
swebster94@yahoo.com

Date

Employer Name
Company
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

I am writing to you in response to your advertisement for a Retail Sales Associate, which appeared in the Chicago Tribune on Sunday, January 15. I am confident that my qualifications and skills are a good match with the requirements for this position.

I recently graduated from Bloomfield Hills High School in Bloomfield, IL. In addition, I successfully completed a two year program in Business Technology at the Kankakee Area Career Center in Bourbonnais, IL. The Kankakee Area Career Center is a high school level institution offering elective career and technical programs for Juniors and Seniors.

I look forward to discussing this job opportunity further and how I can contribute to the success of your organization. I welcome the opportunity to discuss my qualifications with you in person. I can be reached at (815) 555-1212. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Susan L. Webster

Enclosure

Request Form Letter of Recommendation

Part of the requirement for the Career Portfolio at the Kankakee Area Career Center is to obtain three letters of recommendation. Will you please consider writing a letter of recommendation for me?

My full name is _____ my phone number is _____
_____ and my e-mail address is _____ I
am currently enrolled in the _____ class at KACC. My
current G.P.A. is _____ and my class rank is _____.

I plan to use this letter for –

- Employment
- Acceptance into college
- Other: _____

My current career/academic goals/skills/interests/hobbies include the following:

Please consider the following items when writing your recommendation:

- Personal character
- Work ethic
- Cooperation and Teamwork
- Motivation
- Enthusiasm for learning
- Technical and career-related skills

Today's date: _____ please complete the letter by this date:

- I will pick the letter up on the date above or when completed.
- Please use the enclosed stamped, self-addressed envelope.

Thank you

Marcus R. Alexander

901 Park Place

Metropolis, IL 62920

(815) 929-1234

mralexander@yahoo.com

November 1, 2012

Interviewer Name

Interviewer Title

Company Name

Company Address

City, State, Zip Code

Dear Mr./Ms. Last Name:

Thank you for taking the time to discuss the Software Engineer position at XYZ Company, Inc., with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward to hearing from you regarding your hiring decision. Again, thank you for your time and consideration.

Sincerely,

Marcus R. Alexander