

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.

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