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.
____________________________________________________________________________________