This activity will help students create a career portfolio to present to potential employers and educators. Complete each section by following the instructions below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Teacher Led** | **X** | **Requires Computer** | X | **Requires myBlueprint.ca** | X |

**Note:** Students need to have completed “Building a Resume” and “Building a Cover Letter” lessons in order to complete this culminating project.

**LEARNING GOALS:**

1. Students will combine previous career activities including, personal interests, cover letter, resume, learning style, post-secondary options, and occupation options.
2. Students will create a career portfolio.

**MATERIALS:**

* Computers, tablets, or mobile devices
* Personal pictures (from students)
* Handouts [A] and [B]

**INSTRUCTIONS:**

1. Give students **Handout [A]**, and as a class, discuss “What is a Career Portfolio?” [A] and “Why do I need a Career Portfolio?” [B]
2. Discuss the culminating project and go through the **Portfolio Checklist [C]**
3. Have students create a Career Portfolio on myBlueprint, following the criteria of the Portfolio Checklist

**HANDOUT [A]: BUILDING A PORTFOLIO**

**[A] WHAT IS A CAREER PORTFOLIO?**

A **Career Portfolio** is a collection of documents that people can use to validate claims they make about themselves. A **Career Portfolio** makes tangible the things you want to say about yourself in a cover letter, a resume, or a face‐to‐face interview.

A **Career Portfolio** is about **YOU**. It is:

* A life‐long tool to help you discover and express who you are
* A dynamic collection of materials which summarize, document and highlight the best of who you are, what you have done and what you hope to do
* ‘Evidence’ of your potential

**[B] WHY DO I NEED A CAREER PORTFOLIO?**

A well‐targeted portfolio that is properly presented can be a great self‐marketing tool for five main reasons:

1. It draws *attention* to the key information you want to convey about yourself
2. It provides *links* that connect you with an opportunity
3. It makes the key *intangibles* tangible
4. It adds to your *credibility*
5. It builds *confidence*

**[C] PORTFOLIO CHECKLIST:** Under **Portfolios,** add a portfolio and name it ‘Career Portfolio’. Add the following boxes and write reflections for each box. To add a box, click **Add Box** and select Recent, Journal or Media.

* A journal entry detailing your childhood dreams and how you have changed or stayed the same over time.
* A journal entry of your **five** most important *values* and where you learnt these values
* Your **Interests** survey results report
  + Add a reflection that includes your **ten** best transferable skills and **ten** skills you would like to develop
* Your **Personality** survey results report
  + Add a reflection that includes **five** personality traits you have and **five** personality traits would like to develop
* Your **Motivation** survey results report
  + Add a reflection to discuss your belief system - **five** things that are important to you
* A picture of your childhood dream that connects to your ideal work life
* An image that represents who you are (your spirit, your challenges, your temperament)
  + Add a reflection to give an explanation of how the image represents who you are
* An occupation that you favourited
  + Add a reflection to discuss how this job relates to you and your interests
* A post-secondary program related to the occupation you favourited
  + Add a reflection to list the academic requirements for admission into this program
* A real-life job posting in your region of the occupation you favourited and added to your portfolio
* Descriptions of previous and/or current work and job placements
* Description of previous and/or current community volunteer work
* An up-to-date resume
* An up-to-date cover letter