

Career Portfolio - suggested set up:

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Checklist

Tab I – Employability

Senior Goals Essay

Competency List

Tab II – Credentials

Senior Resume

3 letters of recommendation

Optional Awards & Honors

Optional Community Service

Optional – Transcript & Attendance Record

Tab III – Work Samples with visual evidence

Senior year work samples

Junior year work samples (ok if no visual evidence with junior year work)

Sophomore year work samples

Freshman year work samples

(optional)

Tab IV – MISC Items

If you need a 4th tab and have academic entries or other miscellaneous entries that don't go in the other three tabs – they would go here