

Akron Board of Education

Ellet High School

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Mrs. Barb Baltrinic, Advisor

Ellet High School
presents:

THE CAREER PASSPORT
PORTFOLIO

Purposes for Creating a Career Passport Portfolio

- ✓ Assisting students in analyzing their own strengths and weaknesses in employability traits
- ✓ Assisting students in creating excellent college and scholarship application packages
- ✓ Assisting students in creating excellent job applications
- ✓ Assisting students in creating working drafts of lifelong documents

Documents for the Career Passport Portfolio

- School Created Documents
- Student Created Documents
- Reference Letters
- Award Certificates
- Work Samples

School Created Documents

- ❖ Letter from Principal which identifies requirements for graduation, information specific to school, and type of diploma system (Gold Seal, Honors, etc.)
- ❖ School Profile (identifies school population, type of courses offered, grading system, etc.)
- ❖ Copy of Student Transcripts
- ❖ Vocational Certification

Student Created Documents

- Personal and Professional Documents
 - Analytical Essays

Personal Documents

- Autobiographical Sketch which gives background information about the student, including family information and history, and possibly including a digital picture of student
- Resume
- Vitae which includes a wide variety of information

Analytical Essays

- ✓ Goals Essay (short term, long term, and personal goals)
- ✓ Personal Essay (person of influence, overcoming adversity, meaningful event, etc.)
- ✓ Career Narrative (overview of career of interest)
- ✓ SCANS Essay (overview of SCANS strengths)

Reference Letters

- Collection of Three Reference Letters (on letterhead stationary, written by employed people who will build a character and work reference for student)
- Sample Cover Letter (used when submitting Career Passport documents with college, job, scholarship or award applications)

Award Certificates

- Volunteer Awards or Letters of certification
- Extra Curricular Award Certificates
- College/Tech School Acceptance Letters
- Scholarship and Award Letters

Work Samples

- Samples of work from each course
- Samples showcase strengths and best samples of abilities in each course.
- Work Sample can include video clips, computer disks with work samples, hard copies of projects, pictures of artwork, posters, displays

When To Use The Career Passport

- For Higher Education

Use to Help Complete Applications; in Interviews for Admissions, with Advisor when determining selection of majors and coursework.

When to Use the Career Passport

➤ For Employment

Use when applying for full time or part time work. Refer to your Career Narrative when answering application and interview questions. Point out attendance and coursework on your transcript. Vocational students can use competency list to highlight skills.

When to Use the Career Passport

- For Your Future

Continue to update your Career Passport with Letters of Recommendation, Awards and/or Achievement Certificates, Certifications. Use your Career Passport during interviews.