CTE Portfolio Score Card

Category	Expectations	Total Points Awarded
Letter of Introduction *(Total points possible 10)*	*(Check **ALL** that apply)* Student provides a letter detailing: ☐ Education **(2 pts.)** ☐ Goals **(3 pts.)** ☐ Is in appropriate letter format **(2 pts.)** ☐ No spelling, capitalization, punctuation, or grammatical errors **(3 pts.)**	
Resume *(Total points possible 40)*	*(Check **ALL** that apply)* Student provides a resume including: ☐ Name and personal information (Address, Phone #, Email, etc.) **(3 pt.)** ☐ An objective or summary **(5 pts.)** ☐ Work, extra-curricular, or community experiences **(5 pts.)** ☐ Education **(5 pts.)** ☐ Certifications/Credentials **(5 pts.)** ☐ Awards, Projects, or Exemplars **(7 pts.)** ☐ Is in chronological order – newest to oldest **(5 pts.)** ☐ No spelling, capitalization, punctuation, or grammatical errors **(5 pts.)**	
References *(Total points possible 15)*	*(Check **ALL** that apply)* Student provides a Letter of Reference (LOR) from the following: *In order to receive full points, the LOR must include (first and last name, phone #, and email address)* ☐ Adult (non-family) preferred from your field of study **(5 pts.)** ☐ School employee (administrator, teacher, counselor, advisor) **(5 pts.)** ☐ Classmate (SWP Manager, SWP Co-Worker, *or* Peer) **(5 pts.)**	
Credentials or Certifications *(Total points possible 35)*	*(Must have at least **two** of the following to receive full points)* Student provides evidence of: ☐ State/national certification(s)/credential(s) **or** ☐ At or above the NOCTI Workforce Entry Score **or** ☐ Work samples, tool, or software proficiency signed off by instructor **or** ☐ Required work-based/clinical hours completed	

Total Possible Points 100		Total Points Awarded:
Student Name:		Date:
Evaluator Signature:		

Revised 8/23/2021