# FIRST NAME
# **LAST NAME**

Address 🏠
Phone 📞
Email ✉
LinkedIn Profile 💼
Twitter/Blog/Portfolio 🌐

## ☰ OBJECTIVE

To replace this text with you own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

## 🎓 EDUCATION

### Degree Title | School
DATES FROM – TO
It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

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## 💼 EXPERIENCE

### Job Title | Company
DATES FROM – TO
Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep in short.

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DATES FROM – TO
Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep in short.

## 🛠 SKILLS

- List your strengths relevant for the role you're applying for
- List one of your strengths
- List one of your strengths
- List one of your strengths
- List one of your strengths

## ⋯ ACTIVITIES

Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include Leadership and volunteer experience here. Or show off important extras like publications, certifications, languages and more.

# 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:<br><br>☐ Education **(2 pts.)**<br>☐ Goals **(3 pts.)**<br>☐ Is in appropriate letter format **(2 pts.)**<br>☐ No spelling, capitalization, punctuation, or grammatical errors **(3 pts.)** | |
| **Resume** *(Total points possible 40)* | *(Check **ALL** that apply)* Student provides a resume including:<br><br>☐ Name and personal information (Address, Phone #, Email, etc.) **(3 pt.)**<br>☐ An objective or summary **(5 pts.)**<br>☐ Work, extra-curricular, or community experiences **(5 pts.)**<br>☐ Education **(5 pts.)**<br>☐ Certifications/Credentials **(5 pts.)**<br>☐ Awards, Projects, or Exemplars **(7 pts.)**<br>☐ Is in chronological order – newest to oldest **(5 pts.)**<br>☐ No spelling, capitalization, punctuation, or grammatical errors **(5 pts.)** | |
| **References** *(Total points possible 15)* | *(Check **ALL** that apply)*<br>Student provides a Letter of Reference (LOR) from the following:<br>*In order to receive full points, the LOR must include (first and last name, phone #, and email address)*<br><br>☐ Adult (non-family) preferred from your field of study **(5 pts.)**<br>☐ School employee (administrator, teacher, counselor, advisor) **(5 pts.)**<br>☐ 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)*<br><br>Student provides evidence of:<br><br>☐　　　State/national certification(s)/credential(s) **or**<br>☐　　　At or above the NOCTI Workforce Entry Score **or**<br>☐　　　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