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 **(2 pts.)** ☐ Work, extra-curricular, or community experiences **(2 pts.)** ☐ Is in appropriate letter format **(2 pts.)** ☐ No spelling, capitalization, punctuation, or grammatical errors **(2 pts.)**	
Resume *(Total points possible 45)*	*(Check **ALL** that apply)* Student provides a resume including: ☐ Name **(5 pts.)** ☐ Personal information (Address, Phone #, Email, etc.) **(5 pts.)** ☐ 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 **(5 pts.)** ☐ Is in chronological order **(5 pts.)** ☐ No spelling, capitalization, punctuation, or grammatical errors **(5 pts.)**	
References *(Total points possible 15)*	*(Check **ALL** that apply)* Student provides references for the following: *In order to receive full points the reference must include (first and last name, phone #, and email address)* ☐ Adult (non-family) **(5 pts.)** ☐ School employee **(5 pts.)** ☐ Classmate **(5 pts.)**	
Credentials or Certifications *(Total points possible 30)*	*(Must have at least **two** of the following to receive full points)* Student provides evidence of: ☐ State/national certification(s)/credential(s) **or** ☐ NOCTI Workforce Credential **or** ☐ Evidence of tool/software proficiency signed off by instructor	
Total Possible Points 100		**Total Points Awarded:**
Student Name:		
Evaluator Signature:		**Date:_____**