Academy of Careers and Technology
CTE Student Portfolio Development
What is a Portfolio?

A *portfolio* is a compilation of materials that exemplifies your skills, qualifications, education, training, and experiences. It provides insight into your personality and work ethic. All in all, it is a representation of your professionalism.

Why Do I Need a Portfolio?
The process of putting together a portfolio itself will help you become a more effective interviewee. You will be identifying the skills you have gained through your various experiences and how they relate to the career you are interested in. Choosing the most relevant experiences and putting them in an easily understood format will help you better articulate your skills and experiences when asked questions about your qualifications in an interview. A professional looking portfolio will also show an employer proof of your organizational, communication, and tangible career-related skills.

What Should I Include in My Portfolio?
Save everything you create and decide later what you want to include in your portfolio! The following information is, however, what is typically included in a career portfolio:

- **Letter of Introduction** – A brief letter about your education, goals, work and/or extra-curricular/community involvement, in a standard letter format.
- **Resume** – A resume is usually a one-page document listing the applicant's name, personal information (address, phone, and email), an objective or summary, work history or extra-curricular/community involvement, education, certifications/credentials, personal skills/interests, and references.
- **Letters of Reference** – You must include at least two reference letters, provided by people who are familiar with his or her work or character. The reference letters can be employment-related, personal, or they can attest to the character of the student.
- **Credentials or Certifications** – Students can meet this category by having at least one of the three sub-sections completed:
  - **State/national certification or credentials** – May include NCCER, MBA, CNA, Serve Safe, Tooling U, OSHA 10, CPR, CDX, Digital Literacy, WV Welcome, WV Welding, ASE, WV Dept. of Agriculture Cert., etc.; or
  - **Technical Skills check off** – located on the ACT Portfolio page under each concentration, these are in Excel format and can be printed or saved electronically. Instructors verify the completion of each of the Core Skill Sets listed; or
  - **Tool or Software proficiency** – these are certificates created by instructors and/or students and signed by instructors to illustrate student knowledge on a piece of technology, software program or a tool/machine used in the classroom/lab.
- **Attendance** – The attendance verification form documents a student's attendance in the CTE program. It is generated by school office and verified by the instructor.
- **Student Awards, Projects, or Exemplars** – This section is completely open-ended. Students should use this section to illustrate any awards, projects, exemplars, service learning, or scholarships, they participated or earned during their high school years. They can show evidence through pictures, project documentation, news articles, program agendas, meeting minutes, videos, etc.

Portfolio Resources

The following iPad apps will be used at various stages during the creation of your student portfolio. Please download them to your iPad:

- **Gmail** app (for email);
- **Google Drive** app (for cloud-based storage of portfolio artifacts);
- **Google Docs** app (for content creation);
- **Scanner App** app (for capturing digital images of paper documents)

A Google account has also been created for your use. You will use this email address on a variety of site throughout the portfolio creation process. Please record your email address and password below for future reference:

Email: _____@wvact.net

Password: _____