

Academy of Careers and Technology
CTE Student Portfolio Development
Resume Worksheet

Log-in to the Career Transitions Portal (link is on the Portfolio page).

Choose **Browse Career Paths**.

Select the career category for your occupational area (see chart on page 3).

Scroll through the list and select a career that matches your occupational area.

Review the list of **Typical Activities** and select 5-7 occupational skills you possess:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Review the list of **Common Tools** and List 5-7 tools with which you are proficient:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

List the names and contact information for three references:

Name _____

Mailing address _____

Phone _____

Name _____

Mailing address _____

Phone _____

Name _____

Mailing address _____

Phone _____