Recommended Timeline

First Year (9th/10th grade):
• Research Assignment
• Draft Cover Letter, Resume and Career Plan
• Begin collection and documentation of other components

Second Year (11th grade):
• Job Shadow and Thank You Letter
• Update all documents
• Continue collection and documentation of other components

Third Year (12th grade):
• Finalize all components
• Portfolio Evaluation and Interview
• Email, flash drive or burn CD of all files to take home

The end is just the beginning . . .

• The project culminates with a practice job interview with an evaluation team.
• Grades are reported to your home school at the end of the third marking period of your senior year.
• Our hope is that you will continue to update and use your portfolio in all of your future endeavors!

Career Portfolio

Center for Arts & Technology
Brandywine Campus
1635 East Lincoln Highway, Coatesville, PA 19320
www.cciu.org
A valuable tool for your future.

The Pennsylvania Department of Education requires every student in the state to complete a graduation project. Successful completion of the career portfolio satisfies all requirements for the state, your home school, and CAT Brandywine. One and done!

Added benefits include:

- Students recognize their strengths, abilities and interests and plan for the future.
- A solid portfolio will build confidence and give students a definite edge in college application processes and job interviews.

Basic Components

Your binder will include:

- Cover Letter
- Resume
- Career Plan
- Career Preparation
- Research Assignment
- Job Shadow
- Thank You Letter
- Community Service
- Achievements / Awards
- Talent Profile (optional)
- Portfolio Evaluation and Practice Interview

RESOURCES

Much of the portfolio project can be done on your own home computer. Assistance is also available from your CTE program instructor and other staff members.

Sample templates for the Career Portfolio components are posted on the CAT Brandywine website:

- [http://www.cciu.org](http://www.cciu.org)
- Click on “CAT Brandywine”
- Click on “Current Students” tab
- Click on “Career Portfolio Project”

Other helpful websites:

- [www.bls.gov](http://www.bls.gov)
- [www.educationplanner.org](http://www.educationplanner.org)

What the students say:

“Having a portfolio has given me an edge in my college and scholarship applications. It has also shown me the importance of having all of my career related documents organized in one place.” – Eduardo Alvarez-Sanchez

“People will see that I am prepared and dedicated to reaching my career goals.” – Chelsea Miles, Allied Health Sciences

“This portfolio project has helped me keep track of and showcase my career preparation. It has made filling out college and scholarship applications much easier. I plan to keep it updated in the future.” – Samantha VanDurme