

# JUNIOR PORTFOLIO

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## **Introduction**

Our focus at Western Area Career & Technology Center is to help students become highly skilled, employable, successful and literate. To become employable and well-educated, students must adhere to the PA Core Standards: English, Language Arts, Mathematics, Science and Technical Subjects, History and Social Studies. All WACTC students will build a Career Portfolio under the direction of their instructor and Career Guidance Counselor. Next year, as seniors, students will be responsible for a presentation before a panel of evaluators. A passing score on the Portfolio is a requirement for a Certificate of Completion. Cooperative Education students are also required to complete a Portfolio.

## **Definition**

The Career Portfolio provides a history of accomplishments students have acquired in their individual shops over the Programs of Study. It will contain documents that showcase each individual's knowledge, skills, talents and important qualities. The documents needed are listed on the Portfolio Components page. The student must supply all content while the instructors assign, guide, encourage and review entered content. A Career Portfolio is a working document that is never finished. It will continuously change and be updated as you progress throughout the school year. This is a reflection of yourself as you become more skilled and talented in your shop of choice.

## **Purpose**

Your Portfolio may be the best tool that you have invested in over the course of learning at WACTC since it may open the door for a career upon graduation. The Portfolio allows you to draw attention to key points you want to convey about yourself. It will provide personal examples that can link you with employment opportunity. The collection of work produced during your learning experience at WACTC will enable an employer to see how you can add to and improve their business by hiring you. Building and creating a Portfolio will add to your confidence in your chosen field.

## Portfolio Requirements

## Due Dates

|   |        |
|---|--------|
| Cover Letter and Thank You Letter             | DEC 20 |
| Resume  | DEC 20 |
| Industry Specific Typewritten Job Application | DEC 20 |
| Reference Page                                | DEC 20 |
| Letters of Recommendation (1-3)               | JAN 06 |
| Short-Term Goals                              | FEB 10 |
| Long-Term Goals                               | FEB 10 |
| Job Shadow (Recommended)*                     | MAR 25 |
| Portfolio Presentation Day                    | APR 28 |
| Certificates and Licenses                     |        |
| Recognitions, Ribbons and Awards              |        |

### 2019-2020 WACTC Portfolio Check List

| COMPONENT                         | COMPLETED | DUE DATE |
|-----------------------------------|-----------|----------|
| Resume                            |           | DEC 20   |
| Reference Page                    |           | DEC 20   |
| Industry-Specific Job Application |           | DEC 20   |
| Cover Letter & Thank You Letter   |           | DEC 20   |
| 1-3 Letters of Recommendation     |           | JAN 6    |
| Short-Term Goals                  |           | FEB 10   |
| Long-Term Goals                   |           | FEB 10   |
| *Job Shadowing (Recommended)      |           | MAR 25   |
| Portfolio Presentation Day        |           | APR 28   |

**Note:** Completion of all Portfolio Components is required to earn a Certificate of Completion.

Senior Portfolios Due: March 25  
 Senior Interview Day: To Be Announced  
 \*Recommended/Optional  
 \*Resignation Letter

## Cover Letter Tips to Follow

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- Design each cover letter specifically for the employer you are applying to so that your skills specifically relate to the job for which you are applying.
- Indicate that you are writing in order to secure a position of employment.
- Indicate where you heard about the position and the title of the position for which you are applying.
- Explain why you are interested in this specific company so that the letter reviewer can identify your reasons of interest.
- Convey enthusiasm for the position for which you are applying.
- Identify your relevant skills and experiences. (Do not duplicate what has been written on your resume.)
- Reference the qualifications the employer is looking for by writing about your skill sets that directly relate to the job requirements.
- Incorporate your strengths, motivation and interest in the field.
- Highlight achievements that you have acquired.
- Indicate that you will follow up by phone or email. Be sure to thank the company for their consideration.

### **Additional Tips**

- Be sure your wording is precise and to the point.
- The cover letter should enhance the resume rather than duplicate the resume.
- Because the cover letter is typically the first contact with the employer, it is imperative to create a good impression.
- Take time to educate yourself about the company to allow you to design the letter around their specific needs.
- Use the same heading as your resume (includes your name, address, phone numbers and email address).
- The cover letter is written in the business format starting with your information at the top followed by the date, employer's name, address, Dear \_\_\_\_\_, body and closing (on the left.)
- Print and sign your name between the closing and your typed name if you are mailing it to the prospective employer.

# Grade A. Student

123 Honor Roll Rd  
Western Area, PA 15000  
Home: 724-555-1212  
Mobile: 724-555-1313  
[GStudent@.com](mailto:GStudent@.com)

June 1, 2019

Mr. Robert Builder  
Bob the Builder Construction Company  
144 Roberts Way  
Any City, PA 16000

Dear Mr. Builder:

This letter is written in response to your radio ad for the Carpenter specializing in roofing. Though you did not list specific requirements, I am a recent graduate of the Western Area Career & Technology Center Carpentry program where I learned the basics of roofing and safety guidelines during my three years of instruction.

My previous work and volunteer experience have added to my communication abilities and confidence level. I am eager to share my skill sets with an employer who has the common goal of producing quality work in a timely manner.

I look forward to meeting with you to share my portfolio and learn more about your company. You may reach me by calling 724-555-1212 (home) or 724-555-1313 (mobile) and you may email me at [GStudent@.com](mailto:GStudent@.com).

Sincerely,

**SIGN YOUR NAME IF YOU ARE PRINTING AND MAILING**

Grade A. Student

EXAMPLE OF COVER LETTER

# Resume Guidelines

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## General Information

- CAPITALIZE proper nouns ONLY.
- Check Spelling. Do not rely on spell check. Verify spelling of all proper nouns.
- Format should be organized and neat.
- Design resume to match the job.
- Do not put references or “References upon Request” on the resume.
- Briefly mention what you can contribute to the company. Focus on what they are looking for in an employee.

## Headings

- Headings should include name, address and phone number(s).
- Your name should stand out on the page.

## Parts of a Resume

- Parts of a resume should be organized to show your strengths first. If you do not have any previous job experience that applies, start with your strengths.
  1. Education
    - List name of school, city, state, and graduation year. Add GPA if it is a 3.25 or higher. (Be sure to list your home school and WACTC separately.)
  2. Skills
    - Highlight strengths and skills you have in common with the job.
    - List your communication skills, teamwork and computer skills.
  3. Employment
    - List previous work experience starting with the last place first.
    - List the month and year of start date and month and year of end date. If you are currently employed, list month and year of start date to “Present.”
    - List a minimum of three duties performed on the job.
    - List the name of the business, city, state and your position title.
  4. Volunteer Experiences
    - List volunteer experiences in chronological order with month and year
    - List a minimum of three duties performed on the job.
    - List the name of the business, city, state and your position title.
  5. Awards and Certifications
    - List relevant certifications/awards, extracurricular activities, clubs and student organizations.

# Grade A. Student

123 Honor Roll Rd  
Western Area, PA 15000  
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## Qualifications Summary

Educated in the carpentry trade, reliable, works with accuracy and attention to detail, follows safety regulations and custom specifications.

## Education

Western Area Career & Technology Center, Canonsburg, PA 15317  
Certification of Completion in Carpentry 2016

Name of your High School, City, PA Zip Code  
High School Diploma

## Skills

- Capable of operating common hand tools and power tools safely
- Measures with accuracy
- Completes tasks with minimal waste
- Proficient in roofing, framing, and dry wall
- Exceptional written and verbal skills
- Reads blueprints
- Strives for customer satisfaction
- OSHA certified 2015

## Work Experience

789 Construction Company, Canonsburg, PA 2018-2019  
Laborer

- Installing dimensional and three tab shingles
- Tear offs and job site prep/cleanups

## Volunteer Experience

Humane Society, Washington, PA 2019-Present  
Maintenance Volunteer

- Building fences, repairing kennel gates and fund raising activities

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### References

Marylou Jots  
Instructor, Career Development  
Western Area Career & Technology Center  
688 Western Avenue  
Canonsburg, PA 15317  
724-746-2890 ext. 100  
[mjots@wactc.net](mailto:mjots@wactc.net)

Tom Thomas  
Football Coach  
Canon-McMillan High School  
314 Elm Street Ext.  
Canonsburg, PA 15317  
724-745-1400  
[tthomas@cm.edu](mailto:tthomas@cm.edu)

Sam Mans  
Assistant Manager  
Wal-Mart  
1200 Wal-Mart Way  
Washington, PA 15301  
724-777-7777  
[manss@walmart.org](mailto:manss@walmart.org)

## Thank You Letter Guidelines

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1. Send or email thank you letter within 24 hours of the interview.
2. Thank each interviewer for the interview opportunity (which may require more than one letter to be written.)
3. Make sure that you spell each interviewer's name correctly. (You can acquire this information before leaving the interview.)
4. Write a paragraph (3-5 sentences minimum) discussing why you are a good fit for the job. Match specific skills that you have to the job.
5. The letter should convey that you are enthusiastic; however, it is not appropriate to beg for the position.
6. Recap the interview and what you discussed in the meeting and, if possible, show that you have done some additional research about the company after the meeting.
7. Include your contact information in the heading. Your name, address, phone numbers and email. The heading should be the same one used on your resume.
8. This letter is written in the business format starting with your information at the top followed by the date, their name and address, Dear \_\_\_\_\_, body and closing.
9. Print and sign your name between the closing and your typed name if you are mailing it to a prospective employer. (A signature is not needed when emailing the cover letter.)



Your Name  
123 Honor Roll Rd  
Western Area, PA 15000  
June 10, 2016

Mr. Robert Builder  
Bob the Builder Construction Company  
144 Roberts Way  
Any City, PA 16000

Dear Mr. Builder:

Thank you for investing your time in our meeting on June 9, 2016. I enjoyed learning about the types of projects your company is involved in. After speaking with you, I drove past some of the completed work that you had mentioned and was impressed with the slate roof you blended in after the tree fell on the house. It was nearly impossible to tell any damage had occurred to the roof.

I am inspired by the quality of work and believe I could make an excellent contribution to your company by using skills I have learned. We seem to share many of the same ethics, interests and dedication to quality craftsmanship, and I am certain I would quickly learn new techniques and skills through my employment with your company.

Again, thank you for meeting with me. I look forward to hearing from you in the near future. Please feel free to contact me with any additional questions. You may reach me by calling 724-555-1212 (home) or 724-555-1313 (mobile), or by email at [GStudent@.com](mailto:GStudent@.com).

Sincerely,

**SIGN YOUR NAME IF YOU ARE PRINTING AND MAILING**

Grade A. Student

# Portfolio Scoring Rubric

Name: \_\_\_\_\_

Assessment: \_\_\_\_/40 \_\_\_\_%

Date: \_\_\_\_\_

| Score | The product or project is described and defined using logical rationale                                    | The process demonstrates knowledge, skills gained and self-evaluation                                      | The purpose of the portfolio in the future and career application  | The use of grammar, mechanics, spelling, usage and sentence formation            | Images presented are clearly explained   |
|-------|--|--|--|--|--|
| 7/8   | Substantial, specific and/or illustrative content demonstrating strong development and sophisticated ideas | Substantial, specific and/or illustrative content demonstrating strong development and sophisticated ideas | Substantial, specific and/or illustrative content demonstrating strong development and sophisticated ideas | Evident control of grammar, mechanics, spelling, usage and sentence formation    | Image/images are relevant, focused and clearly explain the subject. Color and significant enhancements are present |
| 5/6   | Sufficiently developed content with adequate elaboration or explanation                                    | Sufficiently developed content with adequate elaboration or explanation                                    | Sufficiently developed content with adequate elaboration or explanation                                    | Sufficient control of grammar, mechanics, spelling, usage and sentence formation | Image/images are relevant, focused and clearly explain the subject   |
| 3/4   | Limited content with inadequate elaboration or explanation   | Limited content with inadequate elaboration or explanation   | Limited content with inadequate elaboration or explanation   | Limited control of grammar, mechanics, spelling, usage and sentence formation    | Image is not relevant, focused or inaccurately portrays the subject  |
| 1/2   | Superficial and/or minimal content   | Superficial and/or minimal content   | Superficial and/or minimal content   | Minimal control of grammar, mechanics, spelling, usage and sentence formation    | No Image   |

Comments:

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Your Name  
123 Honor Roll Rd  
Western Area, PA 15000  
June 10, 2019

Mr. Robert Builder  
Bob the Builder Construction Company  
144 Roberts Way  
Any City, PA 16000

Dear Bob,

Thank you for the opportunity to have worked under your leadership since 2016. I am writing to announce my resignation from Bob the Builder Construction Company, effective two weeks from this date.

This was not an easy decision to make. The past two years have been very rewarding. I've enjoyed working for you and contributing in a positive way to the company.

I wish you and the company all the best. If I can be of any help during the transition, please don't hesitate to ask.

Sincerely,

**SIGN YOUR NAME**

Grade A. Student

## **Short-Term Career Goals**

These goals will be accomplished between now and the end of your senior year. They should lead to the accomplishment of your long-term career goals. These goals must be career oriented and not of a personal nature. You must use complete sentences and in paragraph form. There must be 3 to 5 sentences in order to be considered a paragraph. There should be 3 separate paragraphs for your short-term goals. In each paragraph it should be stated what the short-term goal is. What steps will you need to be taking to accomplish this goal? Finally, it should be stated when the goal is going to be completed.

## **Long-Term Career Goals**

These goals will be based on where you see yourself in your career between high school graduation and 5 years from then. These goals must be career oriented and not of a personal nature. You must use complete sentences and in paragraph form. There must be 3 to 5 sentences in order to be considered a paragraph. There should be 3 separate paragraphs for your short term goals. Here are some questions to answer in paragraph form for your long-term goals:

- What would you consider to be your long-term goal?
- How do you feel you can accomplish this goal?
- Does this career require specialized training or certificate? (On-the-job training, technical school, associate's degree, bachelor's degree or graduate school)
- What skills are needed for this career?
- What school subjects are important for success in this career?
- In one year how will you know if you are on track to accomplish this goal?