

Portfolio Project Checklist

Name:

Item	Description	Completed ✓
Introduction	<ol style="list-style-type: none"> 1 View Introduction PPT in Edmodo Career Prep Folder 2 Create Google account if you don't have one. 3 Create folder named "Career Portfolio" on Drive 4 Attach your Google Drive account to Edmodo in your backpack 	
Lesson 1: Career Assessment	<ol style="list-style-type: none"> 1 Login to Va Wizard – Please find username file in Edmodo Career Prep Folder 2 Complete all 3 assessments: Skills, Interests, Values 3 Complete Va Wizard form here:https://docs.google.com/spreadsheet/viewform?formkey=dHIJU1ON2FTNnhjRU01bmdra2E2aUE6MQ#gid=0 	
Lesson 2: Career Brainstorming	<ol style="list-style-type: none"> 1 View Career Choice PPT 2 View How to Research Careers Video 3 Research Careers using Links provided 4 Complete "Class Career Spreadsheet" by adding 5 careers relevant to your class subject area. 	
Lesson 3: Recommendation Letters	<ol style="list-style-type: none"> 1 View Recommendation Letters PPT 2 Optional: Ask 1-2 people to write recommendation letters for you 3 Optional: Scan & upload recommendation letters for bonus pts. 	
Lesson 4: Resume	<ol style="list-style-type: none"> 1 View Resume PPT 2 View Resume Doctor Resource in Edmodo Library to learn more 3 View Worst Resume Examples to learn what NOT to do 4 View tips on Internet Friendly Resumes 5 Create a resume using Drive: Create>Document (or, if you already have one - edit & upload) 	
Lesson 5: Cover Letter	<ol style="list-style-type: none"> 1 View Cover Letter PPT & Cover Letter Tips in Edmodo Library 2 Create a cover letter directed to a specific job that you find online - any job that you are interested in ✓ 3 Use Google Drive to create a cover letter Create>Document (if you already have one - edit & upload) 	

<p>Lesson 6: Applications</p>	<ol style="list-style-type: none"> 1 View Applications PPT 2 Practice completing the online application provided in Edmodo Library 3 Complete Group Application Activity - I will instruct you in this assignment 	
<p>Lesson 7: Interviewing</p>	<ol style="list-style-type: none"> 1 View Interviewing PPT 2 View Sample Interview Questions posted in Edmodo Library 3 Answer these sample interview questions on this form: https://docs.google.com/spreadsheets/viewform?formkey=dDd4a0luaWxGskZWbzhyMnFtdzBqd3c6MQ 4 Complete Mock Interview with a partner - I will instruct you in this activity 	
<p>Lesson 8: Thank You Letter</p>	<ol style="list-style-type: none"> 1 View Thank You Letter PPT 2 Create a sample thank you letter written to same employer as your cover letter (Use Drive to create) 	
<p>Lesson 9: College & Scholarships</p>	<ol style="list-style-type: none"> 1 View Colleges & Scholarships PPT 2 View college/scholarship resources in Edmodo Library 3 Complete Class College Spreadsheet (with 1 college) and Class Scholarship Spreadsheet (with 5 scholarships) 	
<p>Lesson 10: Samples of Work</p>	<ol style="list-style-type: none"> 1 View Samples of Work PPT 2 Create a folder called "Samples of Work" in your "Career Portfolio" folder on Google Drive 3 Add at least 3 samples of work to your this folder on Google Drive 	
<p>To Submit Your Work</p>	<p>To share your work correctly, you must do the following:</p> <ol style="list-style-type: none"> 1 Label everything with your name 2 Make sure all of your files and folders are "shared" with the public 3 Right-click on your "Career Portfolio" folder and share with my email address 4 View your work using the Google Drive App <p>EVERYTHING is DUE on WED Jan 30th!</p>	
<p>Optional Activities: (Gifted Enrichment)</p> <p>Each activity that you finish will give you bonus points or Carrier's Coupon</p>	<ol style="list-style-type: none"> 1 Play "Show Me the Future" Game 2 Create a form to interview employees that work in your desired career - upload to Drive 3 Create a drawing on Google Drive and add an image of your favorite career with the name 4 Create a movie using Windows Movie Maker about your Top 5 Careers 5 Prepare for your FBLA Event 	