**NOTE: Click on ALL instruction bubbles below and delete them before you hand in your Career Portfolio. Remember to put tabs in to separate the sections (see assignment).**

CAREER PORTFOLIO

**Of**

**Your Name**

Replace with your student number.

**Student Number: 1234567**

**Presented to: Dr. J. Mior**

Replace with your teacher’s name, and your seminar day/time below.

**for**

**Outdoor Skills Adventure Certificate**

**Section: L62/L63**

*Replace with professional graphic of some type, possibly relating to your future career goal.*

Remove this if you have not typed it yourself.

**I declare that I have written, typed and organized the contents of this portfolio and that all of the information provided is accurate and true.**

**Signature: --------------------------------- Date: ----------------------**

**Table of Contents**

Insert Letter of Introduction on this page.

Replace Table of Contents information below with YOUR assets/skills, documentation, etc. and make sure all page numbers are accurate

RESUME 1

MY WORK PHILOSOPHY 3

ASSETS/SKILLS

Negotiate agreement and commitment 2

DOCUMENTATION

Index of Documentation 5

Recommendation Letter from McDonalds A

Future Shop Sales Analysis Report B

**Resume**

Insert YOUR resume here.

**My Work Philosophy**

Insert YOUR Work Philosophy here.

Asset/Skill:

Complete 3 Asset/Skills (one per page). Adjust “Where I learned…” statements to only include what’s applicable (e.g. Name of school.)

**Where I learned this competency:**

Job title or course objective:

Name of company, school or agency:

Dates:

Supervisor or teacher:

I learned to …

Insert Letter/Number code and title of documentation found in “Documentation” section of the Portfolio

Documentation to verify learning:

Asset/Skill:

**Where I learned this competency:**

Job title or course objective:

Name of company, school or agency:

Dates:

Supervisor or teacher:

I learned to …

Documentation to verify learning:

Asset/Skill:

**Where I learned this competency:**

Job title or course objective:

Name of company, school or agency:

Dates:

Supervisor or teacher:

I learned to …

Documentation to verify learning:

**Index of Documentation**

Replace with YOUR code and documentation as stated on your Assets/Skills pages

Recommendation Letter from McDonalds A

Future Shop Sales Analysis Report B

On actual documentation pages label Code and Title of each document in the upper right hand side of the page.