

## SkillsUSA California PORTFOLIO SCORE SHEET

Contest: \_\_\_\_\_ Contestant #: \_\_\_\_\_ Score: \_\_\_\_\_

Title Page is to include the following items:

Student Name			
School Name			
City, State ZIP			
Chapter Number			
Advisor's Name			
Contest Name	Complete	2	<input type="checkbox"/>
Contest Date	Incomplete	0	<input type="checkbox"/>

Table of Contents

Complete, in order, no spelling errors and good layout			
Complete, but out of order, spelling errors or poor layout			
Poorly done or missing			

Letter of Introduction (three paragraphs)

Flows logically without spelling or grammar errors			
Has information, but with spelling or grammar errors			
Poorly written or missing			

Hand Written Job Application

All fields filled out, applies to contest, neat and legible			
Missing fields (less than three) or illegible			
Fields missing (three or more), and illegible or no application			

Resume

Easy to read, good organization/layout with no spelling errors			
Has necessary information, but poorly organized/layout			
Missing or very poorly organized/layout			

One Work Sample and Summary

Appropriate work sample with good summary and evidence			
Work sample with poor or no summary, or no evidence			
Missing or very poorly done			

Letter of Recommendation

Included			
Missing			