

# Introduction

This activity book is designed as a short recipe book on how to develop a portfolio. More examples and in dept explanations are found in both the Mini and Full-sized versions of the Portfolio Handbook.

The goal of the portfolio is to earn you a job interview. Your success during that interview is dependent upon the presentation of your qualifications. This handbook uses examples and explanations to build the most complete presentation possible, but it requires an effort on your part.

The portfolio is a selling tool regarding your capabilities and since you are writing it about you, it will be unique to your life. It is telling the story of your experiences and should be so compelling that the reader will select you for an interview over all other applicants. Through this process, you will have the responsibilities of deciding: which goals, information, and examples of your work will be included in this project.

There are four sections in the portfolio:

**Introduction:**

- Cover Page; stating your name and personal goals,
- Table of Contents; listing the order of your documents, and a
- Letter of Introduction; describes you, your qualifications, and the title of the position you are seeking.

**Career Development Package:**

- Job Application, and a Resume describing your qualifications for the position.

**Work Sample:**

- A written description, including pictures, drawings, or diagrams, which verifies your writing, career-technical skills, and competencies.

**Letter of Recommendation:**

- A document, from an adult, friend, co-worker, or supervisor; attesting to their personal observation of you in action.

## **A Word About Fonts**

Use no less than a 12-point “Professional” font. A professional font is clear and easy to read. Examples of such fonts include **Arial**, **Courier**, and **Times New Roman**. Cluttered fonts, such as **ALGERIAN**, *Old English*, and *Script* are examples of unacceptable styles. This document is using the 12-point Arial font.

## **Information Gathering Tool**

Before we examine the specifics and expectations of the CA SkillsUSA Portfolio, let us locate and identify the information needed for the final document. The career Development Organizer is broken into seven sections.

These sections prompt you for information concerning;

- Where you live,
- Job or Career Plans,
- Education,
- Interests, Activities, and Achievements,
- Skills, Strengths, and Abilities,
- Paid and Voluntary Work Experience.

All sections of the “Career Development Organizer” have notations after their headings explaining on which document this information will be placed.

## Career Development Organizer

### 1. **Personal Information** (Letter of Introduction, Job Application and Resume)

Name \_\_\_\_\_

Address \_\_\_\_\_

City, \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

### 2. **Job or Career Plans** (Resume)

*Examples: Become an electrician, machinist, carpenter, computer Programmer, nurse, auto mechanic, self-employed.*

#### a. Short-range plans, (1-5 years):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### b. Long-range plans, (more than 5 years):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### c. Specific descriptions of career plans:

\_\_\_\_\_  
\_\_\_\_\_

### 3. **Education** (Job Application and Resume)

**Schools Attended.** *List all schools, starting with the most recent and ending with junior high or intermediate schools.*

**Course of Study.** *Program of study in high school or ROP/C. (Examples: Career-technical program in health careers, business major, home economics.)*

School Name City State

\_\_\_\_\_  
Dates Attended until Course of Study

Certificates, Degrees and Diplomas received (include dates):

\_\_\_\_\_  
School Name City State

\_\_\_\_\_  
Dates Attended until Course of Study

Certificates, Degrees and Diplomas received (include dates):

\_\_\_\_\_  
School Name City State

---

Dates Attended until Course of Study  
Certificates, Degrees and Diplomas received (include dates):

**4. Special Interests, Activities, and Achievements:**  
(Job Application, Resume and in requesting Letter of Recommendation)

**a. Career-related Activities:**

*Examples: Clubs, teams, student government, SkillsUSA-VICA, scholarships.*

---

---

**Achievements:**

*Examples: Special Awards, Certificates, and Honors*

---

---

**5. Skills, Strengths, and Abilities:** (Job Application, Resume and in requesting Letter of Recommendation)

**a. Skills:**

*Examples: Oral communication, farm management, record keeping, carpentry, mechanical skills, basic office skills, electronic skills.*

---

---

**b. Strengths:**

*Examples: Leadership, punctuality, reliability.*

---

---

**5. (Cont.) Skills, Strengths, and Abilities:** (Job Application, Resume and in requesting Letter of Recommendation)

**c. Abilities:**

*Examples: Artistic ability, writing ability, ability to speak more than one language.*

---

---

---

**6. Paid Work Experience** (Use for Job Application and Resume)

*List three most recent positions held.*

**6-1. Position/Title:** \_\_\_\_\_

Type of employment (choose one): Full-time / Part-time / Summer

Employment period: From (mm/yy) \_\_\_\_\_ / \_\_\_\_\_ until (mm/yy) \_\_\_\_\_ / \_\_\_\_\_

Employer/Company: \_\_\_\_\_

Description of responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Skills and knowledge gained through this job: \_\_\_\_\_  
\_\_\_\_\_

**6-2. Position/Title:** \_\_\_\_\_

Type of employment<sup>(choose one)</sup>: Full-time / Part-time/ Summer

Employment period: From (mm/yy) \_\_\_\_\_ / \_\_\_\_\_ until (mm/yy) \_\_\_\_\_ / \_\_\_\_\_

Employer/Company: \_\_\_\_\_

Description of responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Skills and knowledge gained through this job: \_\_\_\_\_  
\_\_\_\_\_

**6-3. Position/Title:** \_\_\_\_\_

Type of employment<sup>(choose one)</sup>: Full-time / Part-time/ Summer

Employment period: From (mm/yy) \_\_\_\_\_ / \_\_\_\_\_ until (mm/yy) \_\_\_\_\_ / \_\_\_\_\_

Employer/Company: \_\_\_\_\_

Description of responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Skills and knowledge gained through this job: \_\_\_\_\_  
\_\_\_\_\_

---

## **7. Unpaid Work Experience:** (Job Application and Resume)

*Include any volunteer or community service work you have done.*

*Examples include work with hospitals, recreational programs, museums, children's groups, charity groups, and scouts. Family responsibilities such as childcare, home or auto repairs, shopping, yard work and work in family business can be included.*

**7-1. Name of activity or task** \_\_\_\_\_

Organization \_\_\_\_\_

Duties or responsibilities \_\_\_\_\_

Skills and knowledge gained \_\_\_\_\_  
\_\_\_\_\_

**7-2. Name of activity or task** \_\_\_\_\_

Organization \_\_\_\_\_

Duties or responsibilities \_\_\_\_\_

Skills and knowledge gained \_\_\_\_\_  
\_\_\_\_\_

**7-3. Name of activity or task** \_\_\_\_\_

Organization \_\_\_\_\_

Duties or responsibilities \_\_\_\_\_

Skills and knowledge gained \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7-4.** Name of activity or task \_\_\_\_\_  
Organization \_\_\_\_\_  
Duties or responsibilities \_\_\_\_\_  
Skills and knowledge gained \_\_\_\_\_

## COVER PAGE

### Introduction

The cover page identifies you and the title of your competition. It contains your full

name, high school (college), hometown/state, SkillsUSA California chapter number,

Advisor's name, title of your contest, and the date of your contest.

As you read the following information look at the compressed example for clues.

The compressed example follows on the next page.

On the cover page, center each of the entries.

Type in your Capitalized COMPLETE NAME. Include your middle initial followed by a period. For this entry, use a Bold 16 point font. *Double-space* (hit enter twice).

Example “ **MARY A. JONES**le,

Reduce your font to a 14 point size for the remainder of the page.

Enter the complete NAME OF YOUR HIGH SCHOOL (College), *double space*.

Example: “Timbuckthree High School”,

Your HOMETOWN, insert a comma, then STATE, insert a comma, Zip Code, *double space*.

Example: “Timbuckthree, CA 98765-5678”,

Type “SkillsUSA-VICA, CHAPTER XXX”, (Chapter number) *double space*.

Example: “SkillsUSA-VICA, Chapter 111”,

Type in your ADVISOR'S NAME (including Dr., Mr., Mrs., Ms.) comma, “ADVISOR,” *double space*. Example: “Mrs. Mary B. Jones”.

Type in the official TITLE OF YOUR COMPETITION, *double space*.

Example: “Underwater Basket Weaving”.

Type in the DATE OF YOUR COMPETITION, spell out the name of the month. Example: “February 31, 3000”.

This last entry, the date of your competition, should land very close to the center of the page vertically. If you need more line-spaces, place them above your name

and push the entire block of information down until the date rests at the vertical midpoint of the page.

### Cover Page - Examples

[Return (Space) as necessary]

**YOUR FULL NAME (16pt. font, Capitalized, Bold)**

{Space}

[Return (Space) as necessary]

Your High School [14pt. font]

Your Hometown, California, Zip Code

SkillsUSA-VICA, Chapter #####

Name of Advisor, Advisor

Title of Your Contest

Date of your Competition

Your **NAME** is 16pt. Font-bold, while the **BODY OF THIS PAGE** is 14pt. Font. Skip two lines between each entry and make any line spacing corrections to cause the date to be just at or above the center of the page.

**Cover Page - Sample**

**MARY A. JONES**

Timbuckthree High School

Timbuckthree, California, 98765-5678

SkillsUSA-VICA, Chapter 1111

Mrs. Mary B. Jones, Advisor

Underwater Basket-weaving

February 31, 3000

## **TABLE OF CONTENTS**

### **Introduction**

The Table of Contents identifies the order and location of five Topics, in your portfolio: the Letter of Introduction, Job Application, Resume, Letters of Recommendation, and Work Samples. There are sub-headings following the Letters of Recommendation and Work Samples identifying their authors and titles.

Each sub heading is indented two times from the left margin. As you indent and enter the author(s) name of the recommendation letters include a title before their first name, or initial. Examples of these titles include: Mr., Mrs., Ms. or Dr..

Under the work sample heading, indent and list the title of each work sample included in your portfolio.

The title is 16pt., capitalized, bolded and underlined. The body is 14pt. with appropriate capitalization. Page numbers connect to their headings by a series of dots or dashes. Most word processing programs offer a Table of Contents (TOC) menu, wizard, or sub-routine, which will assist you in laying out this page. Take advantage of the whole page and space your entries so they will extend from the top to the bottom of one page.

Table Of Contents, Example  
(Return as necessary)

**TABLE OF CONTENTS** (16point font, **BOLD**, *UNDERLINED*)

(Return as necessary)

Letter of Introduction (14 point font).....	1
Job Application.....	2
Resume.....	3
Letters of Recommendation	
Mr. Mario B. Jones, Supervisor (company name) .....	4
Mrs. Mary B. Jones, Principal (company name) .....	5
Work Samples	
Crossover and under stitch pattern .....	6
In, out, and through stitch pattern .....	7

**Table Of Contents, Expanded**

**TABLE OF CONTENTS**

Letter of Introduction .....	1
Job Application.....	2
Resume .....	3
Letters of Recommendation	
Mr. Mario B. Jones, Supervisor, Bubbles Saltwater Baskets .....	4
Mrs. Mary B. Jones, Principal, Timbuckthree High School.....	5
Work Samples.....	
Cross-over and under stitch patterns.....	6
In, out, and through stitch patterns.....	7

**Table of Contents Checklist**

- Is the text for the major headings - Left Justified (lined up along the left margin)?
- Are the page numbers right aligned (lined up against the right margin)?
- Is the "TABLE OF CONTENTS" capitalized, typed in a 16-point font, Bold and Underlined?
- Is the body of the page in a 14-point font?
- Are the headings and sub-headings aligned vertically?
- Are the titles connected to their page numbers by a series of "dots" (. . .) or "dashes" (- - -)?
- Is there enough line spacing between each topic to use the whole page and maintain equal spacing between headings?
- How do you judge the appearance of the page? Is it neat and clean?

# LETTER OF INTRODUCTION

## Introduction

The Letter of Introduction targets the job interview, not the job. The presentation of this information must make an impression on the reader with not less than three paragraphs. The effectiveness of this information places you in front of the interviewing person or panel where you will then speak volumes about yourself. This document is the most powerful marketing tool you can use in convincing the reader that you're the only person for this position. This is your letter; avoid the use of clichés and colloquial phrases. Instead, strive to make your letter represent

your individuality and capabilities.

In order to be persuasive in your letter, you will have to conduct some research, planning, and effort. Consider the following research questions. The answers to these questions may influence the emphasis you place in your letter concerning your qualifications.

## Research

- What does the company do?
- What does it manufacture or which services do they provide?
- What is the official title of the position to which you are applying?
- What are the duties of the position you desire?
- Do you have all or most of the qualifications they are asking for?
- Find out the name and correct spelling of the person responsible for the hiring. Also,
- Do you know anyone who works at this company

## PLANNING

- What can you say that will stimulate this company's interest in you and your capabilities? Hook them! Grab their attention with information about your strongest assets.
- Mention something about what their company produces or does for their employees. This will make the reader aware of your interest and research
- A powerful first paragraph will tell the reader about your capabilities and skills. It also helps them decide if they want to read on any farther into your portfolio or to consider another applicant.
- Your message must be clear, succinct, and does not repeat information also found in your resume.
- Reduce everything onto one page containing a minimum of three strong paragraphs.
- Address your letter specifically to the person who performs the interviews and/or does the hiring.

For the purpose of this exercise, address your letters to the California's SkillsUSA California Executive Director, or SkillsUSA California State Director.

## Work

*I am applying for the Office Position that was advertised in the Timbuckthree*

*Amazonian on Monday, February 28. During the last two years, I have worked successfully as an Intern in major offices throughout our community. I am confident that these experiences, my skills and abilities in these offices qualify me*

*for this position. (Double space*

First paragraph: The first sentences explain why you are writing, which position you are applying for, and where you heard about the job. End this paragraph with a statement describing why you are qualified for this position. This statement is the main idea for the next paragraph

*Currently, I am attending Timbuckthree High School where I have completed three Business procedure courses dealing with filing, word processing, office organization, and receptionist duties. Further, I have worked during four shadow days and student interned in medical, real estate, and warehouse offices where I performed these duties for six months. I am comfortable working with people, using the phone, and learning new methods and procedures. While working in the warehouse office I contacted and worked with your office personnel in writing and completing their orders. (Double space)*

Second paragraph: You must support your claims of excellence and being the best for the position. This information will reiterate the positives from statements found in your resume. The more you know about the position the easier it will be to tie your qualifications into this paragraph. You may add an additional paragraph, if you need to, but be careful that you are not just restating the credits located elsewhere in the portfolio. This is your area to shine, but do not burnout the reader.

*Please telephone me to set up a personal interview. I can be reached at my home phone: 111.111.1111 any afternoon after 3 p.m. In case I am not home, please leave a message on my recorder. If I do not hear from you by March 8, I will call your office to check on the status of my application. (Double space)*

Closing paragraph: Thank the reader for their time and consideration in reading your letter. Either, state that you are anxiously waiting their phone call to schedule a meeting, or specify a day when you will call back to arrange for an interview. Include your phone number, or a reliable means of contacting you. Identify what type of phone line is waiting for them at that number. If you select a pager or phone messaging system, mention it to prevent any confusion when they call you. A miscommunication such as a wrong number, an unexpected beeper message or a fax tone may cause the caller to feel that they have reached the wrong number.

Suggestions: Keep the margins the same on both sides of the paper and limit the letter to one page. Proofread your letter for misspellings, incomplete sentences, and any other writing errors. Read your letter aloud and listen for errors. When you know that it is perfect, ask others to check your work, then correct all grammar and spelling errors. Do not leave errors or messy marks on this letter.

Retype it, if you do not feel that it is acceptable. Finally, do not forget to **sign** the letter!

Be enthusiastic, honest, and positive. YOU CAN ONLY MAKE A FIRST IMPRESSION ONCE. Make the final product your best work.

**Letter of Introduction Worksheet**

Start the letter explaining why you are writing. Examples: "I am writing this letter regarding the open clerical position". "I am responding to your advertisement for a computer repair person." "In today's job hotline, you listed an auto technician helper vacancy."

Use this space to write your version of the topic sentence:

---

---

---

Where did you hear about the job?

Examples: "Barbara Montano from California Human Resources told me about the position." "My high school counselor mentioned that you were looking for a trainee." "On the job list at the college Student Union, I saw your ad for a fabricator and welder."

Use this space to write your version of where you found the job listing:

---

---

In one, two sentences maximum, Why are you qualified for this position?

Examples: "I have worked as a customer service representative at Bills Warehouse for one year." "I worked as a teacher's aide at the Little Monster's Child Care Pre-School during the last two summers." "I can weld mild steel using low hydrogen electrodes in the vertical and overhead positions".

Use this space to write your version of qualifications for this position:

---

---

---

These next sentences must elaborate on the qualifications mentioned at the end of the last paragraph. Examples: "While at Bill's Warehouse, I processed oral and written product orders. This included checking inventory, packaging, shipping, and tracking merchandise using parcel and common carriers. I feel these experiences are directly related and qualify me for this open position."

"I have completed the shielded metal welding programs at my high school, ROP and community college. During my summer employment, I have successfully welded in out-of-position situations. I am proficient in reading welding symbols, and employing the metric or standard measurement systems in fabricating steel parts."

"My work at the pre-school included supervision of children's activities, organizing, distributing project materials, and assisting teachers. In addition, I organized shopping lists and prepared snacks for the children. Further, I set out, maintained, and returned yard bicycles, ropes, toys, and wagons."

Use this space to explain your qualifications for this position:

---

---

---

In this last paragraph, you will tell the employer how to reliably get a hold of you for the interview.

Examples: "You can reach me at 111.111.1111 anytime after 3 p.m. each day to arrange for an interview. If I am not available when you call, please leave a message and I will return your call."

"Please call page me at 111.111.1111 to let me know when I can come in for an interview."

Letter of Introduction Samples

*[Return as necessary]*

March 1, 3000 (*quadruple space*)

Mr. Dennis Turner, Director

ABC-123 Company

12345 North Street

Timbuckthree, CA 98765 (*double space*)

Dear Mr. Turner: (*double space*)

I am applying for the Office Position that was advertised in the Timbuckthree Amazonian on Monday, February 28. During the last two years, I have worked as an Intern in major offices throughout our community. I am confident that these experiences, my skills, and abilities qualify me for this position. (*Double space*)

Currently, I am attending Timbuckthree High School where I have completed three Business procedure courses dealing with filing, word processing, office organization, and receptionist duties. Further, I have worked during shadow days and community classroom activities in a medical, real estate, and warehouse offices where I performed these duties. I am comfortable working with people, using the phone, and learning new methods and procedures.

While working in the warehouse office I contacted and worked with your office personnel in completing their orders. (*Double space*)

Please telephone me to set up a personal interview. I can be reached at my home phone: 111.111.1111 any afternoon after 3 p.m. In case I am not home, please leave a message on my recorder. If I do not hear from you by March 8, I will call your office to check on the status of my application. (*Double space*)

Sincerely, (*quadruple space*)

*Mary A. Jones Mary A. Jones Mary A.*

*Jones Mary A. Jones*

Mary A. Jones

1213 N. First Street

Timbuckthree, CA 98765

# JOB APPLICATION

## Introduction

For every college, job, or training program to which you apply, an application will be required. The ability to complete an application is a skill you will use throughout your life. You must be able to understand the questions, know all the required information, and be able to fit your answers into limited spaces.

These applications provide an example of your handwriting abilities, neatness, and your ability to organize, and communicate information effectively on a form. Your application must be: completely filled in with no blank spaces, neat, easy to read, and free of any mistakes.

CASUSA-VICA is providing a source for the form you will use during competition. Job Applications are available on the SkillsUSA California web site at [www.casusa.org](http://www.casusa.org).

This section includes specific examples, and suggestions for you to do the best job possible.

## Tips for completing your Job Application

**For purposes of the SkillsUSA California Portfolio, use is000-00-00001 as your Social Security Number.**

Always photocopy the application and use the copy for your rough draft.

Review the complete form before entering any data.

Be careful to read and follow written instructions.

Do not leave any item blank. If the question does not apply to you write "Not Applicable" or "N/A"

Complete one copy of the form in pencil: this becomes your "rough-draft" file copy.

Complete the second copy of the form using an extra fine point black pen. This will represent your very best image on paper, and it will demonstrate the quality of your work.

Do not use whiteout or write-overs (single strokes with the pen). Do not try to make an "L" into a "1" or an "M" into "something else".

Avoid leaving blanks on the application form. Enter N/A or an obvious hyphen at the center of the line if the question does not apply to you.

Example: On the California SkillsUSA form

Full-time Yes Part-time N/A

Specify hours. M-F 8:00p.m.-5:00p.m.

Full-time N/A Part-time Yes

Specify hours M-F 3:00p.m.-4:00p.m.

Check your grammar and spelling.

State the specific job you are applying for. When asked which position you are applying for, never respond "anything" or "any openings". Be professional, have an answer

Double-check the form for accuracy and quality.

## Job Application, Examples



List

Diplomas, Certificates, or Degrees

Timbuckthree H. S. Timbuckthree H. S. Timbuckthree H. S. Timbuckthree H. S.
4683 Main 4683 Main 4683 Main 4683 Main Street Street Street Street Secondary Timbuckthree, CA
Timbuckthree, CA Timbuckthree, CA Timbuckthree, CA
98765 98765 98765 98765

GENERAL GENERAL GENERAL GENERAL 1 2 3 4 YES YES YES YES
HIGH HIGH HIGH HIGH
SCHOOL SCHOOL SCHOOL SCHOOL
DIPLOMA DIPLOMA DIPLOMA DIPLOMA

2999 2999 2999 2999
Timbuckthree C C. Timbuckthree C C. Timbuckthree C C. Timbuckthree C C.
171 Joshua Avenue 171 Joshua Avenue 171 Joshua Avenue 171 Joshua Avenue College Timbuckthree, CA
Timbuckthree, CA Timbuckthree, CA Timbuckthree, CA
98765 98765 98765 98765

GENERAL GENERAL GENERAL GENERAL
EDUCATION EDUCATION EDUCATION EDUCATION 1 2 3 4 NO NO NO NO
Timbuckthree R.O.P Timbuckthree R.O.P Timbuckthree R.O.P Timbuckthree R.O.P
4791 Main Street 4791 Main Street 4791 Main Street 4791 Main Street

Other Rop/ROC Trade

Schools Timbuckthree ,CA Timbuckthree ,CA Timbuckthree ,CA Timbuckthree ,CA
98765 98765 98765 98765
OFFICE OFFICE OFFICE OFFICE

CAREERS CAREERS CAREERS CAREERS 1 2 3 4 YES YES YES YES
CERTIFI CERTIFI CERTIFICATE CERTIFICATE CATE CATE
OF OF OF OF
COMPLETION COMPLETION COMPLETION COMPLETION

List below all past employment, beginning with the most recent.

Job 1 May we contact this employer as a reference? Yes or No

From Until
Company Name Address
Month Year Month Year
Describe your Job
Responsibilities
Starting Weekly Salary
Ending Weekly Salary
Reason for Leaving
Supervisor's Name

Bill N. Lots Bill N. Lots Bill N. Lots Bill N. Lots
573 Talltree Ln. 573 Talltree Ln. 573 Talltree Ln. 573 Talltree Ln.
Timbuckthree, CA Timbuckthree, CA Timbuckthree, CA Timbuckthree, CA
98765 98765 98765 98765

Type of Business
Real Estate Real Estate Real Estate Real Estate
Phone Number
12 12 123.987.6543 123.987.6543 3.987.6543 3.987.6543

Dec Dec Dec Dec 2999 2999 2999 2999 Present Present Present Present
Worked with Worked with Worked with Worked with clients and clients and clients and clients and Title Company Title
Company Title Company Title Company to resolve to resolve to resolve to resolve property property property property qq questions,
uestions, uestions, questions, excepted rental excepted rental excepted rental excepted rental payments wrote payments wrote

payments wrote payments wrote Receipts, and Receipts, and Receipts, and Receipts, and maintained maintained maintained maintained maintained payment payment payment payment records records records. ... RECORDS.

\$8.00 \$8.00 \$8.00 \$8.00 \$8.00 \$8.00 \$8.00 \$8.00 N/A N/A N/A N/A BILL BILL BILL BILL

LOTTTS LOTTTS LOTTTS LOTTTS

**Job 2 May we contact this employer as a reference? Yes or  No**

From Until  
Company Name Address  
Month Year Month Year  
DescribeyourJob  
Responsibilities  
Starting  
Weekly  
Salary  
Ending  
Weekly  
Salary  
Reason  
for  
Leaving  
Supervisor's  
Name

John R. Otto John R. Otto John R. Otto John R. Otto  
321 Second 321 Second 321 Second 321 Second St. St. St. St.  
Timbuckthree, CA Timbuckthree, CA Timbuckthree, CA Timbuckthree, CA  
98765 98765 98765 98765

Type of Business  
Auto Insurance Auto Insurance Auto Insurance Auto Insurance

Phone Number  
123.333.5555 123.333.5555 123.333.5555 123.333.5555

June June June June 2999 2999 2999 2999 Dec Dec Dec Dec 2999 2999 2999 2999

Assisted Assisted Assisted Assisted clients with clients with clients with clients with questions,  
questions, questions, questions, entered info entered info entered info entered info into the into the into  
the into the computer, computer, computer, computer, maintained maintained maintained maintained  
files, and files, and files, and files, and developed a developed a developed a developed a phone phone  
phone phone marketing marketing marketing marketing system. system. system. system.

\$6.50 \$6.50 \$6.50 \$6.50 \$7.00 \$7.00 \$7.00 \$7.00

new A new A new A new  
position position position position  
became became became became  
available available available available

Mary Mary Mary Mary  
"Crash" "Crash" "Crash" "Crash"  
Stevens Stevens Stevens Stevens

**Job 3 May we contact this employer as a reference? Yes or  No**

From Until  
Company Name Address  
Month Year Month Year  
DescribeyourJob  
Responsibilities  
Starting  
Weekly  
Salary  
Ending  
Weekly  
Salary  
Reason  
for  
Leaving  
Supervisor's  
Name

Dr. Peter Peterson Dr. Peter Peterson Dr. Peter Peterson Dr. Peter Peterson  
5874 Cedar Ave. 5874 Cedar Ave. 5874 Cedar Ave. 5874 Cedar Ave.  
Timbuckthree, CA Timbuckthree, CA Timbuckthree, CA Timbuckthree, CA  
98765 98765 98765 98765

Type of Business  
Dentist Dentist Dentist Dentist

Phone Number

123.321.4321 123.321.4321 123.321.4321 123.321.4321

June June June June 2998 2998 2998 2998 Sep Sep Sep Sep 2998 2998 2998 2998

Answered Answered Answered Answered the phones, the phones, the phones, the phones, file file file filed charts, d charts, d charts, d charts, used used used used computers, computers, computers, computers, and greeted and greeted and greeted and greeted patients. patients. patients. patients.

\$5.75 \$5.75 \$5.75 \$5.75 \$5.75 \$5.75 \$5.75 \$5.75 School School School School started Started Started Started

Jane Jane Jane Jane

Rogers Rogers Rogers Rogers

### Personal References (not former employers or relatives)

Name and Occupation Address Phone Number

James Washington James Washington James Washington James Washington 461 Hamilton Ave. 461 Hamilton Ave. 461 Hamilton Ave. 461 Hamilton Ave. 123. 123. 123. 123.

Accountant Accountant Accountant Accountant Timbuckthree, CA 98765 Timbuckthree, CA 98765 Timbuckthree, CA 98765 Timbuckthree, CA 98765 778.4695 778.4695 778.4695 778.4695

Ralph Peters Ralph Peters Ralph Peters Ralph Peters 222 Starburst Lane 222 Starburst Lane 222 Starburst Lane 222 Starburst Lane 123. 123. 123. 123.

Self Self Self- Self-employed employed employed --employed Timbuckthree, CA 98765 Timbuckthree, CA 98765 Timbuckthree, CA 98765 Timbuckthree, CA 98765 44 467.9167 67.9167 67.9167 467.9167

Alice Sanders Alice Sanders Alice Sanders Alice Sanders 7163 North 'N' Street 7163 North 'N' Street 7163 North 'N' Street 7163 North 'N' Street 123. 123. 123. 123.

Shop Owner Shop Owner Shop Owner Shop Owner Timbuckthree, CA 98765 Timbuckthree, CA 98765 Timbuckthree, CA 98765 Timbuckthree, CA 98765 998.6542 998.6542 998.6542 998.6542

Signature *Mary A. Jones* Date *March 3, 3000*

## RÉSUMÉ

### Introduction

This section begins with a worksheet. It gives you an opportunity to gather and place information in sections as you prepare to type your final document. These worksheets are designed to help you organize or group information. At the end of this section, there is a "Resume Critique List." This form offers you a means to self-evaluate the accuracy and completeness of your work.

The following elements must be included in the resume:

Heading: Name, address, phone or message phone, e-mail.

Mary Jones \_\_\_\_\_

1213 N. First Street \_\_\_\_\_

Timbuckthree, CA 98765 \_\_\_\_\_

123.753.1234 \_\_\_\_\_

Objective: Make your objective specific enough to tell the employer what kind of job you are seeking, but general enough to cover a range of possible positions within the company.

**OBJECTIVE:** To obtain a position as secretary or receptionist.

**OBJECTIVE:** \_\_\_\_\_

Skills: List your work-related skills; these may include those you learned from occupational experiences, and settings. List computers and software you have used. Mention personal skills. Demonstrate your qualities by

providing strong examples. (e.g. *I have not been tardy in the past three years*).

**SKILLS:**

Typing 70 wpm  
Shorthand 90 wpm  
Ten-key 270 nspm  
IBM Personal Computer Word, Excel, dBase,

SKILLS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Education: Current school first. List the name of each school, city, state, dates attended, certificates, diplomas, degrees obtained, honors earned and the year they were received.

**EDUCATION:**

Timbuckthree High School Timbuckthree R.O.C .  
4683 Main Street 4791 Main Street  
Timbuckthree, CA 98765 Timbuckthree, CA 98765  
September 1998-Present. January 1999- Present.

EDUCATION: \_\_\_\_\_  
\_\_\_\_\_

Experience: Include paid and unpaid experience. Begin with your most recent and list these experiences in reverse chronological order. Include job title, name of company, city, state, and telephone number, two or three major responsibilities and dates of employment.

**EXPERIENCE:**

1997 to Present **CIGNA**, Timbuckthree, CA  
*Data Entry Operator*  
Typed various reports and memos, including indemnity documents. Typed and updated files  
1996 to 1997 **FARMERS INSURANCE**, Timbuckthree, CA  
*File Clerk*  
Sorted and distributed incoming mail, received and routed calls on multi-line phones. Labeled and filed color strip files.

EXPERIENCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide examples of at least two of the following: ACHIEVEMENTS or AWARDS, ACTIVITIES, STRENGTHS or ABILITIES, HIGHLIGHTS OF YOUR QUALIFICATIONS. SPECIAL INTERESTS

**SPECIAL ACTIVITIES:**

- SkillsUSA California Chapter President
  - Salvation Army Soup Kitchen server
- 

**ACHIEVEMENTS or AWARDS :**

---

---

**STRENGTHS or ABILITIES:**

---

---

**HIGHLIGHTS OF YOUR QUALIFICATIONS:**

---

---

**Formatting Your Resume**

- Omit personal information (e.g. health conditions, religious affiliations, or hobbies not job-related).
- Avoid long paragraphs.
- The resume should be one page long.
- Do not list references on resume.

**Mary Jones**

1213 N. First Street  
Timbuckthree, CA 98765  
123.753.1234

**OBJECTIVE:** A challenging position as an administrative assistant in an office where I may apply my recently acquired computer skills.

**EXPERIENCE:**

Dr. Peter Peterson  
5874 Cedar Ave.  
Timbuckthree, CA 98765  
June 1999 - September 1999

**SKILLS:**

- Record orders for merchandise or services.
- Give information to and interview customers, claimants, employees, and sales personnel.
- Prepare stock inventory and purchase, organize, and store supplies.
- Operate office machines, such as computer, typewriter, adding,

calculating, and duplicating machines.

Open and route incoming mail, answer correspondence and prepare outgoing mail.

Greet and assist visitors.

**EDUCATION:**

Timbuckthree High School Timbuckthree R.O.C .  
4683 Main Street 4791 Main Street  
Timbuckthree, CA 98765 Timbuckthree, CA 98765  
September 1998-Present. January 1999- Present.

**SPECIAL ACTIVITIES:**

SkillsUSA California Chapter President

Salvation Army Soup Kitchen server

**Mary Jones**

1213 N. First Street  
Timbuckthree, CA 98765  
123.753.1234

**OBJECTIVE:** To obtain a position as secretary or receptionist.

**HIGHLIGHTS OF QUALIFICATIONS:**

Dependable and hard working.

Ability to understand and carry out instructions.

Knowledge of formats for letters, reports, and other documents.

Knowledge of spelling, grammar, and punctuation.

**SKILLS:**

Typing 70 wpm

Shorthand 90 wpm

Ten-key 270 nspm

IBM Personal Computer Word, Excel, dBase,

**EDUCATION:**

Timbuckthree High School Timbuckthree R. O. C.  
4683 Main Street 4791 Main Street  
Timbuckthree, CA 98765 Timbuckthree, CA 98765  
September '95 - June '99 September '98 – June '99  
Diploma: General Education Certificate of Completion:

Office Careers

**EXPERIENCE:**

1997 to Present **CIGNA**, Timbuckthree, CA

*Data Entry Operator*

Typed various reports and memos, including indemnity documents. Typed and updated files

1996 to 1997 **FARMERS INSURANCE**, Timbuckthree, CA

*File Clerk*

Sorted and distributed incoming mail, received and routed calls on multi-line phones. Labeled and filed color strip files.

**SPECIAL ACTIVITIES:**

- SkillsUSA California Chapter President
- Salvation Army Soup Kitchen server

## **RESUME, CRITIQUE LIST**

Does the overall appearance of the resume make an employer want to read it?

Is the layout professional?

Is the information organized so that it is easy to read? (Would key points be picked up during a quick screening?)

Is it well typed? (Do not mix styles. Titles should be underlined.)

Is it printed on good quality paper?

Are all the words spelled correctly?

Is the writing clear? (No colloquial or street phrasing)

Do statements begin with action verbs?

Are verb tenses consistent?

Is the job objective well written and clear?

Are employment experiences listed in reverse order?

Do your personal strengths stand out?

Are you Stressing your

Accomplishments?

Problem-solving skills?

Volunteer work?

Does your work experience account for all periods of your employment?

Has all irrelevant information been eliminated?

Can the same information be limited to one page?

## **WORK SAMPLE**

### **Introduction**

Your portfolio must include two work samples. By default, one of these samples is the portfolio itself. It documents your ability to follow directions, organize information, communicate, and write coherently.

The sample can be something you produced or evidence about something you have done. Your sample will include photographs, with captions, and a summary describing what you have completed. This summary describes the project from its inception to completion, which skills and techniques did you employ, and what did you learn by completing this project.

Your sample should include the use of technology in addition to higher-order thinking skills. This higher-order thinking requirement is the process you will use to explain your work. Your discussion should include the planning, actual work, and any changes or modification to your work.

Typically, work samples relate to your competition. They do not need to be so limited; you can select anything you have completed using the planning model (planning, actual work, and any changes or modifications).

It can be something similar to one of the following:

- A project completed using a desktop publishing program
- Results of a lab experiment
- Computer aided drafting project
- Medical or Ordering forms with the correct data and codes
- Photographs of a project in different stages of assembly
- Working drawings, bill of materials, and a layout for a project

Select the work sample, which demonstrates the skills you are trying to sell in your portfolio. Then decide how you can best prove your competencies in these areas.

### **Work Sample Summary Form**

Student's Name: \_\_\_\_\_ Project: \_\_\_\_\_

What is your work sample?

Initially, how did you *plan* to complete it?

How did you *really* complete it? (What steps were involved?)

Which specific skills and techniques did you use as you planned and completed your project?

How would you evaluate your work?

Which changes would you make to any stage of your project's completion?

### **Work Sample Example**

Mary A. Jones, Work Sample

A Girl's Basketball three-color flyer

My work sample is a three-color flyer, which I designed using PageMaker 9.9, and printed using an ABDICK 960 press. This flyer introduces our high school's girl's basketball members and details the past success of their program. This assignment demonstrates my ability and skill to accept an assignment and follow it to its completion.

This project required communication skill in aligning the expectations of the girl's coach and the capacity of our high school print shop. Also, research skills in tracking down how long the program has been in existence and how successful they have been during this time. Given the final project approval by the Coach and my Instructor, I completed this project in twelve person-hours by utilizing current technologies and industry-standard machinery. They included a PC Computer, graphics software, color scanner, DeskJet printer, a plate-maker, printing press, and a packaging machine.

This work turned out very well, considering my two years of high school graphics communication experience. During the layout process, I was amazed at the capacity and flexibility of the PageMaker v.9.9 program. I learned more about finishing a project by taking it from an idea to the final product. The printing press demonstrated the requirement for a high work ethic, specifically when aligning index marks for the color match-up. My next project will be a three-page booklet, or brochure, so I can learn Bindery skills.

# LETTER OF RECOMMENDATION

## Introduction

Whom should you ask to write this letter? Consider someone you have provided a service or worked. Specifically, someone who has observed your abilities and skills should be the author of this letter. A relative or friend would not be an appropriate choice of authors because their opinion of you is considered biased. Further, for this activity, do not ask your SkillsUSA Advisor to write this letter, rather ask your Language Arts, Math or Science teacher for one.

For the most part this portion of your portfolio is almost completely out of your control. Typically, when you ask someone to write a letter for you they will ask, "What would you like me to say, or mention"? Anybody can say anything; so let us direct them into writing a recommendation that best fits your needs.

## Suggestions

The recommendation letter should be one page and contain three-four paragraphs.

First paragraph: Describes how long they have known you, in what capacity, relationship, and your activities or responsibilities you may have performed for them.

Second paragraph: DETAILS! This can be more than one paragraph long and contain information about your accomplishments, individual strengths, or how well you have communicated your ideas or information?

Third paragraph: Summation, broad and general statements about you.

The following three pages contain: a plan for getting the Letter of Recommendation written, a form to give them information about yourself, and three examples of letters.

## Letter of Recommendation Plan

1. Make a list of all of the adults who know you and about your personal achievements. They might include: community and religious leaders, employers or supervisors, your parent's friends, teachers, or professors.
2. For each person, list their name, telephone number, address, and the number of years that they have known you.
3. From this list, select the few, whom you feel, will write a letter meeting the needs of your application. This list may include someone you provided a service, which involved activities similar to this new position.
4. Make a checklist of the information you feel should be included in this letter. In particular, list;
  - a) The correct spelling of your complete name including the middle initial,
  - b) The date you will need to submit their letter,
  - c) A verbal picture of you:
    - i. Which personality, character and achievements that you would like them to address in their letter.
    - ii. Your college and career goals.
    - iii. Describe your awards, honors, community and academic

activities

5. Thank each of the writers for their assistance and support, as soon as you receive their letters.
6. Read each letter and select two which discuss the attributes you feel are important for this position. Include that letter into your portfolio.

### **REQUEST FOR LETTER OF RECOMMENDATION**

DATE: DATE NEEDED BY:

STUDENT'S NAME:

ADDRESS:

PHONE NUMBER (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

PURPOSE OF THE RECOMMENDATION:

PLEASE ADDRESS THIS LETTER TO:

NAME:

COMPANY:

TITLE:

LIST YOUR EXTRA-CURRICULAR ACTIVITIES

INCLUDING OFFICES HELD:

LIST ALL OF YOUR COMMUNITY ACTIVITIES,

AWARDS AND HONORS RECEIVED:

LIST YOUR FUTURE EDUCATIONAL AND CAREER

GOALS:

LIST YOUR EMPLOYMENT HISTORY

EMPLOYER: POSITION: DATES:

EMPLOYER: POSITION: DATES:

EMPLOYER: POSITION: DATES:

EMPLOYER: POSITION: DATES:

LIST THE NAMES OF COLLEGES/TRADE SCHOOLS

WHICH YOU PLAN TO ATTEND:

DRAW A VERBAL PICTURE ABOUT YOURSELF,

WHAT ARE YOUR POSITIVE CHARACTERISTICS

THAT MAKE YOU UNIQUE:

### **PORTFOLIO ASSEMBLY**

Follow these directions precisely. The portfolio is assembled in the following order:

1. Cover Page
2. Table of Contents,
3. Letter of Introduction,
4. Job Application,

5. Resume,
6. Work Sample,
7. Letter of Recommendation

**For the purposes of SkillsUSA competitions, once your portfolio is assembled in the order described above;**

**Place a blank page behind the Letter of Recommendation and Place a staple vertically, in the upper left-hand corner of your Cover Page.**

**Do not place your work into a plastic cover or notebook**

PORTFOLIO EVALUATION WORKSHEET

## **STUDENT PORTFOLIO EVALUATION WORKSHEET**

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

As you complete each task, mark the Student's side of the box. When you have completed all entries except for the Industry Review, present this document and your portfolio to your SkillsUSA California Advisor for their review.

### **TITLE SHEET (Front Cover Sheet)**

ADVISOR STUDENT

Student's Name

Date of Competition

Advisor's Name

Chapter Name and Number

Region Identification

Contest Name

Appearance

### **TABLE of CONTENTS**

Title

Accurate

Neat

Complete

Correct Spelling

Appearance

**Evaluation Worksheet Page 2**

### **JOB APPLICATION**

ADVISOR STUDENT

Clean Looking

No Write-overs

Complete

Accurate

NO Blanks

Correct Spelling

Dates/Information Consistent

## **LETTER OF RECOMMENDATION**

Present

### **COVER LETTER**

Career Preparation Skills

Career Goals

Correct Spelling

Correct Grammar

Describe Your Work Sample

Describe What the Portfolio

Means to You.

Signature

### **Evaluation Worksheet Page 3**

## **RESUME**

ADVISOR STUDENT

Neatly Typed

Contains Career Goals

Contains Education Plans

Education History

Work Experience

# Special Interests

# Activities

# Achievements

# Skills

# Strengths or Abilities

References (Names, Addresses,  
(Phone #s, two minimum).

## **WORK SAMPLE**

Picture

Explanation

## **ADVISOR SIGN-OFF**

This Portfolio is presentable  
for an Industry Review.

SIGNATURE \_\_\_\_\_

**California Association of SkillsUSA-VICA, Inc.**

*State Region Students School*

*Member Name Advisor Name*

*Contest Name Phone Number*

Interviewer: Title:

Company Name: Division:

Company Address Phone:

City Zip FAX:

**Rating:** (see rubric)

Check if complete Comments

Title Sheet

Table of Contents

Letter of Introduction

Job Application

Resume

Work Sample

Letter of Recommendation

I certify this information is correct and according to the CASUSA

Portfolio Evaluation

Regulations.

SIGNED Date

All areas in *italic* are to be filled out by the contestant. All other areas are to be filled out by an industry representative.

**CALIFORNIA**

**SkillsUSA-VICA**

**PORTFOLIO JUDGING SHEET**

## **PORTFOLIO JUDGING SHEET**

### **RATING INSTRUCTIONS AND RUBIC**

The following information is intended to assist Portfolio Interviewers to determine whether an item is considered enough to be checked off on the rating sheet. The following descriptors represent the minimum elements or quality that should be present in each item:

Title Sheet (front cover sheet)

- Contains student name, date advisors name and chapter name, region number and contest name.
- Located on cover and as first page of portfolio

Table of Contents

- Contains title
- Outline form
- Does not need to be paginated

- Accurate, neat and complete
- Correct spelling

Letter of Introduction (letter of introduction) must contain the following:

- Position applying for
- Who you are and Career goals
- Thank the reader and tell the reader how they can get in touch with you
- Correct spelling and grammar
- Describe best work samples
- Describe what portfolio means to you

Job Application

- Neat overall appearance
- In ink
- Complete, accurate, and no blanks
- Correct spelling

Resume

- Neatly typed or word processed
- Contains career and education plans
- Education history
- Paid/unpaid work experience
- At least one of the following: special interest, activities, achievements, skills, strengths or abilities
- Contact information (name, address, phone)

Work Sample

- A description of the work sample
- Steps taken to complete the work sample
- Two or more skills or standards learned by completing this work sample
- Typed, neat and easy to read. Photo or diagrams describing work sample would be a plus

Letter of Recommendation

- Make sure a letter of recommendation is included in the portfolio