

Oakland Schools Technical Campus Southwest Portfolio Checklist

The following bolded titles serve as the different sections that your portfolio should contain. Within each section are the specific items that you should have, listed in the order that they should be placed in. This is the required order to submit your portfolio in -- not a suggested order. This list is the *minimum* that should be included; feel free to include more content in any or all of the sections.

Introduction

- _____ Statement of Purpose/Mission Statement Essay
- _____ Career Tree
- _____ Oakland Schools Technical Campus Post-Secondary Transition Chart

Career Preparation

- _____ Cover Letter
- _____ Resume
- _____ References
- _____ Letters of Recommendation
- _____ Thank You Letter

Career Experience

- _____ Work Based Learning/Job Shadow Experiences
- _____ Certifications
- _____ College Credit (if applicable)
- _____ Work Sample

Academics

- _____ Program of Study
- _____ Transcripts
- _____ Educational Development Plan
- _____ Academic Awards (if applicable)
- _____ Scholarships (if applicable)
- _____ College Acceptance Letters (if applicable)
- _____ ACT/SAT/College Placement Test Results (if applicable)

Recognition

- _____ Awards (if applicable)
- _____ Letters of Recognition (if applicable)