

## CTE Portfolio Score Card

Category	Expectations	Total Points Awarded
<b>Letter of Introduction</b> <i>(Total points possible 10)</i>	<p style="text-align: center;"><i>(Check ALL that apply)</i></p> Student provides a letter detailing: <ul style="list-style-type: none"> <li><input type="checkbox"/> Education <b>(2 pts.)</b></li> <li><input type="checkbox"/> Goals <b>(3 pts.)</b></li> <li><input type="checkbox"/> Is in appropriate letter format <b>(2 pts.)</b></li> <li><input type="checkbox"/> No spelling, capitalization, punctuation, or grammatical errors <b>(3 pts.)</b></li> </ul>	
<b>Resume</b> <i>(Total points possible 45)</i>	<p style="text-align: center;"><i>(Check ALL that apply)</i></p> Student provides a resume including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Name <b>(1 pt.)</b></li> <li><input type="checkbox"/> Personal information (Address, Phone #, Email, etc.) <b>(5 pts.)</b></li> <li><input type="checkbox"/> An objective or summary <b>(5 pts.)</b></li> <li><input type="checkbox"/> Work, extra-curricular, or community experiences <b>(5 pts.)</b></li> <li><input type="checkbox"/> Education <b>(5 pts.)</b></li> <li><input type="checkbox"/> Certifications/Credentials <b>(7 pts.)</b></li> <li><input type="checkbox"/> Awards, Projects, or Exemplars <b>(7 pts.)</b></li> <li><input type="checkbox"/> Is in chronological order – newest to oldest <b>(5 pts.)</b></li> <li><input type="checkbox"/> No spelling, capitalization, punctuation, or grammatical errors <b>(5 pts.)</b></li> </ul>	
<b>References</b> <i>(Total points possible 15)</i>	<p style="text-align: center;"><i>(Check ALL that apply)</i></p> Student provides a Letter of Reference (LOR) from the following: <i>*In order to receive full points, the LOR must include (first and last name, phone #, and email address)</i> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adult (non-family) preferred from your field of study <b>(5 pts.)</b></li> <li><input type="checkbox"/> School employee <b>(5 pts.)</b></li> <li><input type="checkbox"/> Classmate <b>(5 pts.)</b></li> </ul>	
<b>Credentials or Certifications</b> <i>(Total points possible 30)</i>	<p style="text-align: center;"><i>(Must have at least <b>two</b> of the following to receive full points)</i></p> Student provides evidence of: <ul style="list-style-type: none"> <li><input type="checkbox"/> State/national certification(s)/credential(s) <b>or</b></li> <li><input type="checkbox"/> At or Above the NOCTI Workforce Entry Score <b>or</b></li> <li><input type="checkbox"/> Evidence of tool/software proficiency signed off by instructor</li> </ul>	
<b>Total Possible Points</b> <b>100</b>		<b>Total Points Awarded:</b>
<b>Student Name:</b>		
<b>Evaluator Signature:</b>		<b>Date:</b> _____