

DOCUMENTS I HAVE (OR CAN GET) FOR MY PORTFOLIO

For each of the sections of your Portfolio, there are documents that you can include to give evidence that you have skills in each area.

Evidence	I Have it/ Can get It	Comment
PERSONAL INFORMATION		
Autobiography		
Mission Statement		
Values, Interests, Skills		
Resume, Sample cover letter		
Hobbies, Interests, Music		
Travel		
Other Personal Information		
Other Personal Information		
Pictures, Pictures, Pictures		
ACADEMIC & TECHNICAL SKILLS		
Transcript/Report Card		
Academic Awards/Certificates		
CTS Awards/Certificates		
First Aid Certificate		
Alberta Drivers License Class 5 or 7		
Other Certificates that show skill		
Essays, poetry, songs, art etc.		
Assignment, test you are proud of		
A lab write up you did well on		
Word Processing Skills		
Charts/data base/spreadsheet		
Power Point/Other software		
Projects done in class or out		
Picture of vehicle you worked on		
Cosmetology pictures		
Foreign Language competency		
Notes from others recognizing academic/technical skills		
Other Academic/Technical Evidence		
Other Academic/Technical Evidence		
Other Academic/Technical Evidence		

Evidence	I Have/Can Get it	Comment
PERSONAL MANAGEMENT SKILLS		
Career Research Activities		
Post Secondary Research		
Reference letters		
Part Time Job descriptions		
Work Experience/RAP description, Time sheets, etc.		
Work Experience/RAP Evaluations		
Volunteer Work description/skills		
Swimming/Music/Sports		
Home Chores skills		
Event you helped organize		
Project you did yourself or with others		
Letters		
Other examples of personal managing		
Other examples of personal managing		
Other examples of personal managing		
Pictures, Pictures, Pictures		
TEAMWORK/LEADERSHIP SKILLS		
Team Membership		
Club Membership		
Community Activities		
Group Project Plans/Description		
Committee Membership (leadership)		
Committee Leadership		
Membership in Cultural Organization		
Letters		
Other Team/Leadership role		
Other Team/Leadership role		
Other Team/Leadership role		
Pictures, Pictures, Pictures		