

Talent Portfolio Checklist
(Counselor Resources Here)

The following bolded titles serve as the different sections the talent portfolio should contain. Within each section are the specific items that could be placed in each section.

- Portfolio Cover (professional)

Introduction

- Introduction/Cover Letter
- Mission Statement
- Resume
- Letter of Reference (non-family and outside of school)

Extra Curricular Activities

- Certificates of Participation
- Awards
- Letters of Recognition
- Hobbies & Interests (can include personal pictures, collages, scrapbook style pages, essays/write-ups, or any other way to explain or display your interests)

Academics

- Transcripts
- Service Learning Summary
- Educational Development Plan
- Awards (if applicable)
- Scholarships (if applicable)
- College Acceptance Letters (if applicable)
- Standardized Test Results (if applicable)
- Certifications (if applicable)
- Job Shadowing (if applicable)

Sample Work Evidence

- Three career and/or career-related examples (Notice how it says “career-related” for those students who may not have actual work experience. Possible samples are listed below)
 - Assignments/Projects/STEM experiences (explain how the academic content helped with career exploration/preparation)
 - Extra-curricular Activities
 - Service Learning Experiences
 - Volunteer Experiences
 - Work Experience
 - Teams/Organizations
 - CTE Experiences
 - Church
 - Military/ROTC Experience
 - Any other experiences that can be a demonstration of employability skills

Conclusion

- Next Steps (In other words, outline a plan for career attainment)
- Conclusion