

## Lifework Portfolio – O2

- Select articles for and maintain a LifeWork Portfolio
- Include artifacts to demonstrate growth in knowledge and skills
- Include artifacts that demonstrate the development of a career plan
- Include items that illustrate employability

**Your portfolio is unique to you and should demonstrate your goals, growth, skills and interests. Include meaningful, relevant items that showcase who you are.  
Use the following list as a guide for organizing your portfolio – use your own creativity!**

### **Personal Introduction**

- Self-Portrait / Autobiography (4)
- Statement of Career Goals /Career Plan (/4)
- Include a selection of items that demonstrate the following (minimum of four items): (/8)
  - o Your learning style / Multiple intelligence
  - o Skills/Interests/Aptitudes (e.g. career cruising results)
  - o Goals
  - o Your Values
  - o Your crest/coat of arms
  - o Career questionnaire
  - o Personality quiz

### **Employment Skills**

- **Resume (/4)** (CURRENT and free of errors)
- Any Work Experience that you would like to write about / job skills gained
- References, Evaluations

### **Cooperative Education Experience**

- Cover Letter to employer/ coop host (/4)
- Reflection (include all reflections or a final reflective summary of the coop experience) (/4)
- Learning Plan (/2)
- Coop Evaluation from Employer (/2)
- Relevant Photos (/1)

### **Educational Accomplishments**

- Your latest report card / grades
- At least two samples of your school work (Essay, Poem, Art, etc.)
- Academic awards / recognitions / certificates
- Write-up of school activities you've been involved in (teams, clubs, etc.)

### **Community Participation**

- CBL Log Book of Hours (typed and up-to-date) (/2)
- At least five reflections on field trips, workshops, volunteer activities, etc.(include at least 2 from this year) (/8)
- Reflections / evidence of involvement in any community activities: (sports, music, clubs, organizations, religious groups, fundraising events...)
- Include any relevant photos and a writeup for each

### **Certifications**

- Include any certificates you have received such as:
- o First Aid & CPR
  - o WHMIS
  - o OH&S
  - o Passport to Safety
  - o Food Safety
  - o Scaffolding Awareness
  - o Fall Arrest
  - o World Host

### **Formatting**

Cover Pages, Table of Contents, Organized  
Clear page protectors, Dividers and title pages for each section  
Visually Appealing – Binder is neat and easy to read!

**/100**