

WV Career & Technical Education (CTE) Adult Portfolio

Item Number	Items Evaluated	Brief Description	Points Possible		
1	Detailed Table of Contents	Student should have a table of contents for easy navigation of his/her portfolio.	2		
2	Letter of Introduction	Introduction of the student, including personal goals and educational summary, consistent with current skills and qualifications. (How has CTE prepared you for life?)	8		
3	Résumé	Standard 1-2 page résumé on professional paper; neat and spelling, grammar, format error free.	12		
4	Letters of Reference	Includes at minimum one from a peer and two from adults (non-relative).	12		
5	Other Content: Awards, Projects, Exemplars, etc.	Student may select from any of the following to showcase: (<i>approved by instructor</i>) <ul style="list-style-type: none"> • photo and/or video documentation of skills • photo documentation of involvement • outside activities/organizations • hobbies/sports/activities 	6		
6	Writing Sample(s) (technical writing focus)	Evidence of technical writing(s); sample of career/industry related technical writing; neat and spelling, grammar, format error free.	20		
7	Highlighted Project(s) (Individual or Group)	Evidence of project(s) completion; Includes hours, dates, location, purpose and learning outcomes.	20		
8	Credentials & Tools/Technology Proficiency	Includes certification(s), qualification(s), professional verification documentation and/or evidence of application.	20		
Date Portfolio Evaluated:			Total Points Possible: 100		
Student Name:			Instructor Name:		
Student Signature:			Instructor Signature:		
Evaluator #1 Score:	____ / 100	Evaluator #2 Score:	____ / 100	Evaluator #3 Score:	____ / 100
Evaluator #1 Initials:		Evaluator #2 Initials:		Evaluator #3 Initials:	
Total Score: (This is computed by averaging the three scores)					