



POST-SECONDARY & JOB APPLICATION



PORTFOLIO CHECKLIST

- Avatar and banner image
- Personal statement letter (if required)
- Up-to-date resume and cover letter
- Job/post-secondary application form (if required)
- Accomplishments (e.g., academic/extracurricular awards and honours)
- Leadership experiences (e.g., Robotics Club President, Team Captain)
- Official academic transcripts (if required)



Add Media

Pro Tip:

Use the Add Media option to upload pictures or documents to showcase your accomplishments!

Helpful Links

- [Post-Secondary Application Portfolio Exemplar](#)
- [How to create a portfolio poster](#)



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- A long-term (3-5 year) career goal you've set for yourself
- Reference letter(s) from mentors
- Samples of your work (e.g., pictures of art creations, video of a recent sport/dramatic performance, carpentry / cosmetology / automotive / robotics skills)
- Examples of personal, extracurricular, and volunteer experiences you've been involved with related to the post-secondary program or job opportunity
- Future aspirations (e.g., post-secondary program and occupation of interest)
- Picture and description of someone that inspires you from the industry sector related to the post-secondary program or job opportunity

Pro Tip:

Check out the Goal Setting Guide in the Guides section to learn how to set S.M.A.R.T. goals!





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Add journal entries to your portfolio to showcase your 21st century skills

Communication

- Describe a form of communication you are proud of. How do you share ideas and questions through this form of communication?
- Describe ways that you contribute to discussions.

Creative Thinking

- Talk about something you designed and are proud of. If you did it all over again, what adjustments would you make?
- What strategies do you use when you want to generate ideas?

Critical Thinking & Problem Solving

- Describe a problem that you solved and the strategies used.
- When you analyze or critique your work, what evidence and criteria do you use to draw conclusions about it?

Social Responsibility

- Describe a problem that you solved.
- When you analyze or critique your work, what evidence and criteria do you use to draw conclusions about it?

Positive Personal & Cultural Identity

- How have your experiences, family history, heritage and/or peers helped shape who you are today and who you wish to become?
- What makes you unique?

Personal Awareness & Resiliency

- Talk about a time you made some good choices that contributed to your well-being.
- When you are having trouble with something or feeling stressed, you...

Technology & Digital Literacy

- Talk about your confidence in navigating digital environments (e.g., mobile apps, web browsers, search engines, Google Suite/MS Office Suite, email, etc.)
- Explain the following: The media constructs the message, the reader constructs the meaning.



Pro Tip: Add tags to your portfolio boxes to organize your content