

**Level 4 Career Portfolio Checklist:**

*Insert the following items into your career portfolio:*

- \_\_\_\_\_ Birth Certificate (copy)
- \_\_\_\_\_ Medical Contacts
- \_\_\_\_\_ Emergency Contacts
- \_\_\_\_\_ List of Reference Information
  - Name
  - Address
  - Email
  - Phone Numbers
- \_\_\_\_\_ Learning Styles Definition Worksheet
- \_\_\_\_\_ Venn Diagram or Essay on what makes a Good Worker/Good Student
- \_\_\_\_\_ Life Questionnaire
- \_\_\_\_\_ Work Questionnaire
- \_\_\_\_\_ List of 5 or more most important ideas from Life Questionnaire
- \_\_\_\_\_ List of 5 or more most important ideas from Work Questionnaire
- \_\_\_\_\_ List of top 10 priorities from Life/Work Questionnaires
- \_\_\_\_\_ 3 Proficient Volunteer Evaluation Sheets
- \_\_\_\_\_ Table of volunteer hours