

CAREER LIFE PLAN



PORTFOLIO CHECKLIST

A [Career Life Plan](#) is a comprehensive education, career and life plan that documents your unique learning needs, interests, aspirations, and accomplishments.

In order to graduate, each student will be expected to showcase evidence (preferably in a myBlueprint Portfolio) in the following areas:

THINKING ABOUT POTENTIAL CAREER PATHWAYS:

- Create a goal to show preparation for life beyond high school
- Develop an action plan to work towards a career pathway
- Create a financial plan that considers life beyond high school

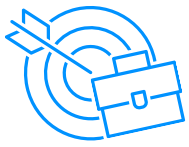
EXPLORING POTENTIAL CAREER PATHWAYS:

- Completion of the five assessments in myBlueprint include Learning Styles, Personality, Interest Survey, Knowledge, and Motivation
- Identify two or more career life pathways of interest
- Identify post-secondary pathways connected to a career life plan

EXPERIENCING POTENTIAL CAREER PATHWAYS:

- Develop resume writing skills
- Develop cover letter writing skills
- Engage in an interview opportunity
- Participate in authentic career connected experiential learning opportunity
- Engage in a student led conference of the completed career life plan





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THINKING

- Review your previous SMART goals and update your action plans based on your progress.
- Create and add 1 new academic and 1 new personal SMART goal related to your Career Life Plan to your portfolio.



Include the following reflection:

Explain how each of the goals relates to your career/life plan. What skills will these goals help you to develop?



EXPLORING

- Go to the Who Am I section of myBlueprint and complete the Knowledge Survey. Add your report to your portfolio.



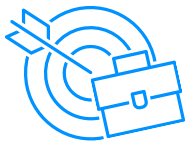
Include the following reflection:

What did you learn about yourself? Do you agree with the results report? Why or why not? Did you find a related occupation that interests you?

- Search the Post-Secondary section of myBlueprint and favourite a new pathway of interest (i.e., a college program, university program, apprenticeship, or direct to workplace pathway).

Pro Tip: Use **filters** to help narrow down your search results in the Occupation and Post-Secondary features of myBlueprint!





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- Add your favoured post-secondary pathway of interest to your portfolio.



Include the following reflection:

What does this tell you about course selection and planning?
What will you need to do to achieve this post-secondary pathway? How could experiential career connected learning opportunities build competencies and skills to support this pathway?



EXPERIENCING

- Go to the Work section of myBlueprint and create a new Cover Letter. Add your Cover Letter to your portfolio.



Include the following reflection:

What have you learned since you created your last cover letter?
How will you consider labour market information in this process?

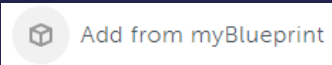
Check out the [Important Skills](#) section in myBlueprint Occupation overviews. This is a great place to see what skills you may want to write about in your Cover Letter!



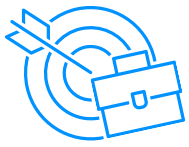
Important Skills

- **Detail oriented.** Bakers must closely monitor their products in the oven to keep from burning the goods. They should also have an eye for detail because many pastries and cakes require intricate decorations.
- **Math skills.** Bakers must possess basic math skills, especially knowledge of fractions, in order to precisely mix recipes, weigh ingredients, or adjust the mixes.



Pro Tip: When adding a new box to a portfolio, use the  button to easily add your work from the various features of myBlueprint





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- Add a Journal Box to your portfolio and share details about a career-connected experiential learning / real-world opportunity you have had. (Virtual career fair, volunteering, part time job, summer work, job shadowing, site visit, etc.,)



Include the following reflection:

How does / would this experience impact your choices moving forward?

- Complete a mock or real application (for a job, post-secondary, membership, etc.,) and add it to your portfolio.



Include the following reflection:

What did you learn about yourself? What if any barriers did you notice? Is this application accessible to underrepresented people?



Pro Tip: When adding new boxes to your Portfolio, use the [Add Media](#) option to include reflections in audio or video format!

