

# CLC 12 Professional Portfolio

## Professional Portfolio

Resume writing and financial planning are two important skills that you will have to develop in life after high school.

The goal of this assignment isn't to develop a perfect resume or to design a flawless financial budget, instead it is to provide an opportunity for you to work on your current resume and to see different ways that a person might develop a personal budget.

### Guidelines for Resume

Resumes should be specific to the job that you are applying for. A resume to work as a server will likely look a lot different than a resume to work as a camp counselor or a swim instructor. Building an intentional resume that helps to reflect your best qualities takes time and consideration.

Your task is to submit a resume for a job that you have or will have in the next few years. If you already have a job submit the resume that you used to get it. If you want to take time to improve your resume, consider looking at the Purdue Owl resume page.

**Purdue University provides an excellent resource for resume questions.**

[https://owl.purdue.edu/owl/job\\_search\\_writing/resumes\\_and\\_vitas/sample\\_resumes/interactive\\_resume.html](https://owl.purdue.edu/owl/job_search_writing/resumes_and_vitas/sample_resumes/interactive_resume.html)

### Guidelines for Budgeting

The goal for this short assignment is to create a realistic snapshot of your finances for next year. MS excel is likely the easiest way to complete this task but if want to explore other budgeting apps you are welcome to (example: Mint).

Personal budget templates are available on MS excel & you are welcome to use them just be sure that you are personalizing them to meet your specific needs.

# CLC 12 Professional Portfolio

## Resume Assessment

	1	2	3	4	5
<b>Formatting</b>	Major formatting elements are not present. Information is difficult to find and poorly presented.	Document lacks some necessary formatting elements (titles, headings...). Inconsistency is present throughout the document (fonts, sizing, headings...)	Inconsistencies in formatting exist. In some formatting issues make information unclear or difficult to find.	Formatting is mostly consistent minor inconsistencies are difficult to notice & don't distract from the document's integrity.	Formatting is consistent throughout document. Conventions such as headings, fonts, indentations, bullets and spacing are used consistently throughout.
<b>Content</b>	The resume lacks key information that would be needed for the job.  Resume is not tailored to the specific job that the student is applying for.	Some content is missing, and additional details would be beneficial.  Resume is not tailored to the specific job that the student is applying for.	Content is present but lacks detail or specificity.  Resume is generic and doesn't speak to the job being applied for.	Content is detailed and specific. Important content is emphasized and is personalized to the student.	Content is detailed & specific. Resume is organized to showcase strengths (section order & length). Some effort has been made to tailor content to the job that is being applied for.
<b>Language</b>	Word choice creates an unprofessional tone. spelling mistakes present throughout the document.	Language based errors are present throughout the document.	Some language lacks professional tone. Language does not match job.	Language is professional. Minor issues with adjective choice or repetitious wording are minimal. Some attempt has been made to use job specific language.	Language is professional and avoids overusing adjectives. It is clear the resume has been proofread. Language is targeted to the job.

# CLC 12 Professional Portfolio

## Budgeting Assessment

	1	2	3	4	5
Detail	Several variables are used.	All the common variables are used.	Plan includes at least 10 variables.	At least 10 variables are used.  Some attempt has been made to personalize.	Basic Formulas are used to determine finances. Student uses at least 10 variables (rent, cell phone, insurance...)  Student has personalized their plan (Ex. targeted savings or specific expenses).
Accuracy	Plan is incomplete.	Some values are questionable. Methods for arriving at values lack insight or rigor.	Income and projected costs are accurate and tied to realistic jobs / market rates.	Income and projected costs are accurate and tied to realistic jobs / market rates.  Student can explain how they arrived at values.	Income and projected costs are accurate and tied to realistic jobs / market rates.  The student has considered current spending habits and can speak to how they arrived at their values.