Dear Parent or Guardian,

As part of the Career Development Program at St. Mary High School, every student in Grade 9 is required to develop a career portfolio. The contents of the career portfolio will include the following sections:

1) Abilities, Interests and Temperaments

2) Training and Education

3) Leisure/Hobbies/Extra Curricular Activities

4) Job/Volunteer Duties

5) Employability Skills: Fundamental Skills

6) Employability Skills: Personal Management Skills

7) Employability Skills: Teamwork Skills

8) Goals and Dreams

While each student will receive a binder, plastic page protectors, and assistance from staff, it would also be very helpful if parents/guardians were involved by helping the student find relevant content to include from previous years. (Please note that any photographs, certificates, newspaper articles etc. will be color photocopied so that the original can be send back home.)

The use of career portfolio is a major initiative within St. Mary High School. The career portfolio will remain at St. Mary High School and students will continue to include content during Grades 10, 11 and 12.

If you have any questions or concerns, please do not hesitate to contact the school at 953-7544. More information about career portfolios and the career development program is also available at the career planning website [www.pursueonline.com](http://www.pursueonline.com).

Sincerely,

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Items to Collect**

* **photographs (events, hobbies, special projects . . .)**
* **newspaper clippings**
* **certificates**
* **awards**
* **medals**

* **badges**
* **report cards/progress reports**
* **samples of school work (writing, reports, . . .)**
* **travel brochures**
* **cards**
* **speeches**