

EMPLOYABILITY PORTFOLIO

TABLE OF CONTENTS

Your Table of Contents should list the contents of your ROP Employability Portfolio. Place each item in the order listed on the Table of Contents. This will help the reviewer locate each portfolio section.

Table of Contents

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EMPLOYABILITY PORTFOLIO

COVER LETTER

The Cover Letter should focus on specific skills and abilities that pertain to the position for which you are applying.

Personalized letterhead matching the heading on your resume may be included in place of sender's address block

2890 San Francisco Court **(begin approximately 2" from the top)**

Merced, CA 95348

January 10, 20XX **(Press Enter 4 times)**

Mr. John Doe

Manager

McDonald's Restaurant

710 West R Street

Merced, CA 95340 **(Press Enter 2 times)**

Dear Mr. Doe: **(Press Enter 2 times)**

First Paragraph-Tell why you are writing; name the position for which you are applying; tell how you heard of the opening **(Press Enter 2 times)**

Second Paragraph- Elaborate on your skills for the position. Explain how you will be of value to the company. Describe qualifications that highlight your education, experience, and training. **(Press Enter 2 times)**

Third Paragraph- Include a statement of appreciation to the potential employer. Request an interview with details as to how the employer may contact you. Refer the reader to the enclosed resume. **(Press Enter 2 times)**

Sincerely, **(Press Enter 4 times)**

Susie Student

Susie Student **(Press enter 2 times)**

Enclosure

EMPLOYABILITY PORTFOLIO

RESUME

The Resume should include specific skills and competencies that directly relate to the position you are applying for.

Susie Student

2890 San Francisco Court Merced, CA 95348 (209) 555-5678 sstudent@email.com

OBJECTIVE:

To obtain a position as an office assistant where I can be challenged, while developing my leadership qualities and gaining experience.

SKILLS:

- Proficient use of Microsoft Office
- Keyboarding: 55 WPM
- Excellent customer service
- Ability to operate cash register
- Proper alpha-numeric filing
- Accurate keyboarding and 10-key skills
- Exceptional telephone skills
- Basic office management

WORK EXPERINECE:

8/XX-12/XX Save Mart Merced, CA

Casher: Stock, clean, cash handling, balance cash till and provide customer service

10/XX-12/XX Merced County Office of Education (Student Internship) Merced, CA

Student Intern: Filing, photocopying, customers service, scheduling, and taking messages

CERTIFICATION, AWARDS, ORGANIZATIONS:

- Concert Band and Field Show Awards (20XX-20XX)
- Le Grand High School Superintendent's Award (20XX)
- ROP Business Occupations (20XX-20XX)
- ROP Virtual Enterprise (20XX-20XX)
- Japanese Animation Club (20XX-20XX)
- MOS Word

EDUCATION:

Le Grand High School 12961 E. Le Grand Rd, Le Grand, CA 95333

Graduation pending June 20xx

GPA: 3.5

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REFERENCES

References are people who know you personally and are willing to verify your abilities, skills, and attitude. Be sure to contact the references before you put their names on an application or reference sheet.

Susie Student

2890 San Francisco Court Merced, CA 95348 (209) 555-5678 sstudent@email.com

References

Ms. Anne Johnston

Teacher

Washington Elementary School

2600 Elementary School

Merced, CA 95340

ajohnston@email.com

209-632-5656

Mr. Jeffrey Blanks

Operations Manager

Glendale Federal Bank

732 West 17th Street

Merced, CA 95348

jblanks@email.com

209-956-6598

Mr. John Raymond

General Manager

Performance Tires

856 West 16th Street

Merced, CA 95340

jramond@email.com

209-758-5684

Ms. Geraldine Toscone

Store Manager

Critters-n-Things

556 East 21st Street

Merced, CA 95348

gtoscone@email.com

209-452-5431

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JOB APPLICATION

The Job Application for the ROP Employability Portfolio is a standard application that may be used as a sample when completing future job applications.

ROP APPLICATION

Directions: Please Print Legibly

Name: _____
(Last) (First) (Middle) Date

Present mailing address: _____
(P.O. Box or Street Number)

(City) (State) (Zip Code)

() _____ () _____
(Telephone Number) (Alternative Telephone Number) (Email Address)

Position applied for: _____

Skills and/or competencies which qualify you for this position: _____

Languages spoken and/or written (other than English): _____

Do you possess a valid California Driver's License?
 No Yes _____
(Number)

RECORD OF EDUCATION

	Name of School	City/State	Course of study or major	Last year completed	Did you graduate?	Diploma or degree
High School				1 2 3 4		
College/ University				1 2 3 4		
Other (Specify)				1 2 3 4		

List appropriate extracurricular activities, clubs, organizations and courses for this position: _____

AVAILABILITY

FULL TIME
 PART TIME

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

RECORD OF EMPLOYMENT: (Begin with your most recent job)

Period of Employment	Job Title and Duties Performed	Company Name, Address, and Phone Number
From: _____ To: _____ <small>Mo/Yr Mo/Yr</small> Total ____ Yrs. ____ Mo. Hours Per Week: _____ Reason For Leaving: _____	Title _____ Last Salary: _____ Duties: _____ Supervisor's Name: _____	
From: _____ To: _____ <small>Mo/Yr Mo/Yr</small> Total ____ Yrs. ____ Mo. Hours Per Week: _____ Reason For Leaving: _____	Title _____ Last Salary: _____ Duties: _____ Supervisor's Name: _____	
From: _____ To: _____ <small>Mo/Yr Mo/Yr</small> Total ____ Yrs. ____ Mo. Hours Per Week: _____ Reason For Leaving: _____	Title _____ Last Salary: _____ Duties: _____ Supervisor's Name: _____	

REFERENCES: Give the names of three persons not related to you.

1.	Name	Complete Address (Include City, State, Zip)	Phone	Occupation

I authorize investigation of all statements contained in this application.
 I understand that misrepresentation or omission of facts is cause for dismissal.

Date: _____ Signature: _____

N:\ROP\Amaira Noriega\ROP Forms and Resources\FORMS for Website\ROP Employability Skills Portfolio\ROP Job Application with availability back-for fillable.rtf 7/10 Revised

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LETTER OF

RECOMMENDATION

The Letter of Recommendation must be from a credible source that has knowledge of your specific skills, your character traits, and other personal and/or academic accomplishments.



Steve M. Tietjen, Ed.D. | County Superintendent of Schools

632 WEST 13TH STREET | MERCED, CA 95341 | (209) 381-6600 | WWW.MCOE.ORG

October 31, 20XX

Merced County Office of Education
632 W 13th Street
Merced, CA 95341

To Whom It May Concern:

It is with great pleasure that I write a letter of recommendation on behalf of Susie Student. Susie was a ROP student assistant that was placed in our office as a student intern. During the six weeks that she was in our office, she became a valuable asset to us.

As the Office Manager for the Merced County Office of Education, I was recently faced with the difficult task of finding a competent replacement for the Office Clerk position. Since this is a highly diversified and very productive office, I was extremely concerned about finding a replacement that could meet the demands of this challenging position.

Susie has displayed remarkable skills in computer applications and time management. She is thorough, accurate and completes every assignment in a timely manner. She has an incredibly positive attitude and polished social skills. Susie is a true asset to our office, so much so that when our secretary returned from leave, we decided to keep Susie on staff. She is a valuable contributing part of our organization and I highly recommend that you consider her for the General Office Clerk position.

Sincerely,

Lori Greenwood

Lori Greenwood

Office Manager



Merced County Office of Education –Steve M. Tietjen, Ed.D., Superintendent of Schools



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WORK SAMPLE

Your Work Sample will showcase your best work. The Work Sample must include a written caption explaining the skill areas you have mastered and identifying the standards related to these skills.

Work Sample Ideas:

- Landscaping/shop plans
- Welding projects
- Picture-repaired car (auto body)
- Work order
- Any shop related projects
- Sales presentation
- Marketing project
- Sales development
- Computer projects
- Flyers, brochures, business cards
- Photo & descriptions-completed projects
- Plans or blueprints
- Bulletin board displays
- Lesson plans
- Develop a game to use with children
- Videos
- Scripts
- Computer repair steps & photos
- Procedures manual– how to
- Sketchbook
- Illustrations of safety practices
- Budget
- Corsage or floral arrangement
- Record Keeping
- Making a bank deposit
- Presentation (Multimedia)
- Design & Layout examples
- Diagrams or flow charts

WORK SAMPLE CAPTION FORM

Name: _____ Date: _____

Work Sample Title: _____

Information to include in the caption:


1. Describe this work sample
2. What steps did you take to complete this work sample?
3. What standards are demonstrated in this work sample?
4. Critique your work sample. How can it be better?
5. What did you learn from doing this work sample?

Standards demonstrated in this work sample are:

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CAREER ACTION PLAN

Your Career Action Plan is an opportunity to outline the progression of steps required to achieve your career goals. Think of this as your “road map” to follow so that you can see the necessary steps to get where you eventually want to be.


 MCROP Career Action Plan For James Jobsearcher <small>First and Last Name</small>																			
Career Goal	Police or Sheriff Patrol Officer																		
Labor Market Information	<table border="1"> <thead> <tr> <th colspan="6">Estimated Employment and Projected Growth Police and Sheriff Patrol Officers</th> </tr> <tr> <th>Geographic Area (Estimated Year-Projected Year)</th> <th>Estimated Employment</th> <th>Projected Employment</th> <th>Numeric Change</th> <th>Percent Change</th> <th>Job Openings</th> </tr> </thead> <tbody> <tr> <td>California (2016-2026)</td> <td>69,700</td> <td>73,200</td> <td>3,500</td> <td>5.0</td> <td>48,600</td> </tr> </tbody> </table> <p><small>Source: EDD/LMID Projections of Employment by Occupation at www.labormarketinfo.edd.ca.gov/data/employment-projections.html</small></p> <p>The median wage in 2019 for Police and Sheriff Patrol Officers in CA is \$108,153 annually, or \$52.00 hourly. Most jobs (86.7%) are expected in local and special police departments rather than in federal and State agencies. www.labormarketinfo.edd.ca.gov/data/wages.html</p>	Estimated Employment and Projected Growth Police and Sheriff Patrol Officers						Geographic Area (Estimated Year-Projected Year)	Estimated Employment	Projected Employment	Numeric Change	Percent Change	Job Openings	California (2016-2026)	69,700	73,200	3,500	5.0	48,600
Estimated Employment and Projected Growth Police and Sheriff Patrol Officers																			
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California (2016-2026)	69,700	73,200	3,500	5.0	48,600														
Degree and/or Certification Required	High School Diploma, Criminal Justice Associates of Arts Degree and Bachelors of Arts in Criminal Justice. POST Basic Certificate.																		
Education and/or Training Programs	POST Certified Training Program, pass a physical agility test, clear fingerprints (no felony or misdemeanor convictions), and complete 24 hours of continuing education every two years. Intermediate and Advanced POST Certificates are earned with experience and additional training.																		
Job Skills	Communication, active listening, empathy, social perceptiveness, problem solving, inductive reasoning, writing, good judgement, leadership, critical thinking, physical stamina and strength																		
Related Experiences	Member of Merced Police Cadet Program. Registered in high school ROP Law Enforcement. Enrolled in Spanish language classes. Competing in high school sports to build stamina and stay in shape.																		
Future Experiences	Enroll in ROP Forensic Science course. Complete ride-along internships with different branches of law enforcement. Volunteer as an Explorer or Cadet mentor. Meet requirements to teach law enforcement classes at community college.																		
Action Steps																			
Short-Term	Mid-Term	Long-Term																	
MO/YR Apply for Cadet/Explorers MO/YR Try-out and compete in high school swim and track teams MO/YR Pass Spanish I/II MO/YR Participate in Cadets/Explorers MO/YR Pass ROP Law Enforcement class MO/YR Pass Spanish II	MO/YR Pass Spanish III MO/YR Pass ROP Forensic Science MO/YR Take PSAT and SAT MO/YR Continue Cadets/Explorers MO/YR Continue competing in swim and track MO/YR Apply for financial Aid and scholarships MO/YR Register Merced College MO/YR Enroll in classes Merced College MO/YR Graduate High School MO/YR Classes Merced College MO/YR Martial Arts and Boxing Merced College MO/YR Apply for transfer to CSU Stanislaus MO/YR Complete Criminal Justice AA	MO/YR Criminal Justice classes CSU Stanislaus MO/YR Begin cross-country/long distance training MO/YR Apply and become part of a city volunteer police force for local Police Officer positions MO/YR Earn Criminal Justice BA CSU Stanislaus MO/YR Hired as a Police Officer for the City of Merced MO/YR Begin POST Academy MO/YR Begin career as a Merced City Police Officer MO/YR Pass test for Detective																	
Alternative Plan	Juvenile Institutions. Local jobs require less education than a police officer. If educational plans change, this could be a good option.																		

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EMPLOYABILITY SKILLS EVALUATION

The Employability Skills Evaluation, which aligns with California Standards for Career Ready Practice, allows you to assess your strengths and document evidence related to the required skills for employment success. After you complete a self-evaluation, your instructor will verify those performance indicators you have mastered.

Student Name: _____ CTE/ROP Course: _____

 Career and Technical Education/Merced County ROP
STANDARDS FOR CAREER READY PRACTICES
STUDENT EMPLOYABILITY SKILLS SELF-EVALUATION

CAREER READY PRACTICES	EVIDENCE OF STUDENT WORK IN CLASS/SITE
Apply appropriate technical skills and academic knowledge.	
Communicate clearly, effectively, and with reason.	
Develop an education and career plan aligned with personal goals.	
Apply technology to enhance productivity.	
Utilize critical thinking to make sense of problems to persevere in solving them.	
Practice personal health and understand financial literacy.	
Act as a responsible citizen in the workplace and the community.	
Model integrity, ethical leadership, and effective management.	
Work productively in teams while integrating cultural and global competence.	
Demonstrate creativity and innovation.	
Employ valid and reliable research strategies.	
Understand the environmental, social, and economic impacts of decisions.	

Instructor Verification (Signature Required): _____