



CAREER INTEREST INVENTORY

A career interest inventory is a questionnaire designed to help you identify a career that best suits your personality. When taking the inventory, it is important that you answer every question, even if you are not entirely sure of your answer. When you finish, read and print out your results. Use the results as a guide in choosing a potential career. You are not required to choose a career suggested by the inventory. It is merely a guide.

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CAREER CHOICE QUESTIONS

Respond to each career choice question for Portfolio Section 1 on a separate sheet of paper. Write the first question for each set of questions at the top of each sheet. Your responses should be a paragraph or more in length. They should also be well explained and include your thought process and reasoning. Once you have completed your response, you may have extra white space on the page. Use this white space to demonstrate your creativity with art, borders, or other finishing touches.

EXAMPLE

HOW DO I FEEL ABOUT THE RESULTS OF MY CAREER INTEREST INVENTORY?

After taking two career interest inventories, I found that I scored highest in the investigative and social categories. The terms in the investigative category that best describe me are: scientific, observant, curious, and independent. The terms in the social category that best describe me are: friendly, helpful, kind, and patient.

Scoring high in these categories made me feel confident in my career choice as a pediatrician. I have always wanted to work with children. Knowing that I am friendly, helpful, kind, and patient helps me know that I will be able to work with children successfully. I have also always loved trying to figure things out. As a pediatrician, I will be able to use my investigative and scientific skills to help sick children be well again.

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CAREER CHOICE INTERVIEW

An interview is a series of questions that you ask someone. You need to interview someone who is in the career field that you are choosing or a related career field. Whether you are going to conduct your interview in person, on the phone, or by mail, you need to prepare your questions ahead of time so that you are organized and can gather the information that is most important to you. Your interview should consist of approximately ten to fifteen questions. As you ask the questions, record the responses you receive. During the interview, feel free to ask additional questions as they arise.

EXAMPLE

INTERVIEW WITH A TEACHER

1. How difficult were your teacher preparation courses? The teacher preparation courses I took throughout my college career were very time consuming. They took a lot of creativity and organization, but I wouldn't say that they were difficult. As long as I worked hard and used what I learned, I completed my work successfully.
2. How long did you have to student-teach for, and what was it like? Student-teaching requirements vary from college to college. For the college I attended, I was required to student-teach for one year. It was during the last year of...

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FIRST-YEAR EXPENSE CHARTS

Your first-year expense charts should show all the expenses you would incur during the first year at each school or training center you would attend. In order to calculate these totals, refer to the materials you have gathered. These materials should include figures for tuition along with books and supplies. Read the information carefully. It may give you amounts per month, semester, or year. If it is per month or semester, multiply the amount by the number of months or semesters in one school year. You may or may not find figures on rent, food, or other figures. This will partially depend on whether or not you will commute to the school or live there. To estimate the general costs of figures not supplied by your materials, consult your parents or other adult. Once you have gathered the figures for each chart, show all categories and amounts, add them together, and show the grand total for your first year at each school.

EXAMPLE

FIRST YEAR OF COMMUNITY COLLEGE

Tuition	\$5,703
Books & Supplies	\$910
Food	\$2000
Transportation	\$800
Other	\$1,800
TOTAL	\$11,213

FIRST YEAR AT THE UNIVERSITY

Tuition	\$8,935
Books & Supplies	\$940
Rent & Food	\$7,102
Transportation	\$200
Other	\$1,800
TOTAL	\$18,977

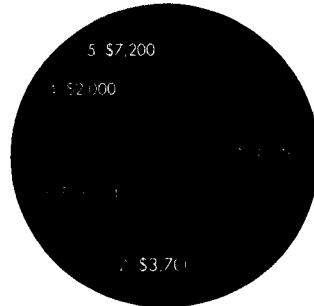
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COMPUTER-GENERATED PIE GRAPH

Referring to your first-year expense charts, create a computer-generated pie graph showing all expenses (grouped by type of expense) that you will incur for your entire career path. Be sure to give your graph a title and provide a key. Most word processing programs have a simple option for creating graphs.

TOTAL EXPENSES FOR ENTIRE CAREER PATH



EXAMPLE

1. Tuition
2. Books and Supplies
3. Rent and Food
4. Transportation
5. Other

TOTAL EXPENSE AMOUNT: \$60,380

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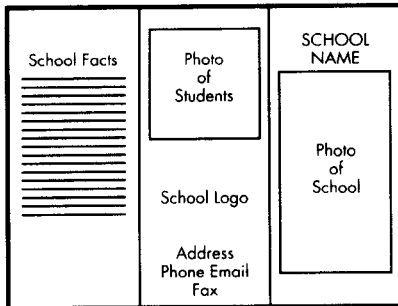
COMPUTER-GENERATED BROCHURE

Educational institutions publish brochures to attract potential students to their facilities. Choose the school training center you are most looking forward to attending and design a brochure that highlights one or more interesting aspects of that school. Your brochure should be original, attractive, and informative. Use the informational materials you have received for data and ideas.

Flap

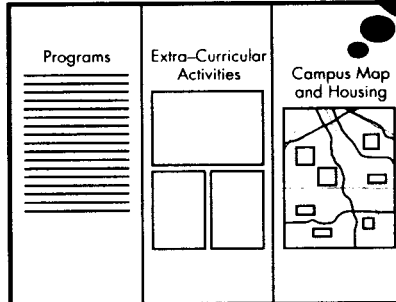
Back Cover

Cover



3-Panel Inside Spread

EXAMPLE



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PROFESSIONAL COVER LETTER

The purpose of a cover letter is to introduce yourself to prospective employers. It should make prospective employers interested in reading your resume. It needs to be organized and professional. It should also be typed in a business font such as Times New Roman and should have a character size of 10 or 12. The following example shows only a portion of a cover letter.

Your Name
Your Address
Your Phone Number

Date

EXAMPLE

Full Name of Addressee
Title of Addressee
Address of Company

Dear Dr. Star:

I am a hard working, energetic self-starter who is excited to apply for a position as a pediatrician with your staff. This opportunity to use my talent with children was brought to my attention by Dr. Beverly Smith. Dr. Smith supervised my residency this past spring. I am happy to share my background with you, and would like to express a sincere interest to be part of your team...

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PROFESSIONAL RESUME

The purpose of a resume is to highlight your qualifications and accomplishments as a prospective employee. It should make prospective employers interested in interviewing you. There are many different ways to format a resume. Be sure to look at many examples and choose the one that is most appropriate for your situation. It needs to be neat, organized and professional. It should also be typed in a business font such as Times New Roman and should have a character size of 10 or 12.

EXAMPLE

ELIZABETH A. JONES

45441 Yellow Street, Lawton, MI, 48291
(586) 231-7676

OBJECTIVE

Seeking an elementary school teaching position where an enthusiastic, adaptable, and organized professional is needed to creatively provide quality student-centered education in all subject areas.

EDUCATION

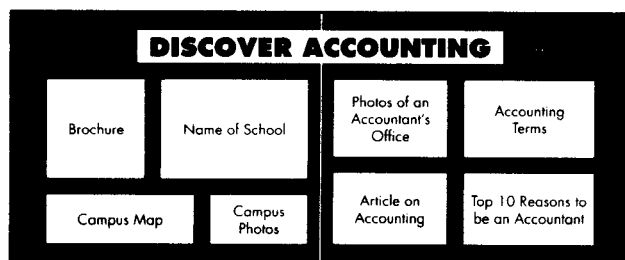
Teacher University, 2007: Bachelor's of Science in Elementary Education; Elementary Education Certificate, K-5 All Subjects/K-8 Self Contained CC; Language Arts' Major, Physical Science Minor; Graduated Cum Laude, 3.73 GPA.

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DISPLAY BOARD

The purpose of your display board is to draw attention to your project and to highlight some of its interesting information. It should be creative and colorful while remaining neat and well organized. Remember to make sure that it contains the necessary items listed on your Student Instruction Guide including your project's title and your name. The example below is to be used only as a guide; feel free to demonstrate your creativity. Tip: two- or three-panel corrugated display boards can be purchased at most craft stores for around \$5.00. If you would rather make one, you can ask an adult to help construct one from a large cardboard box.



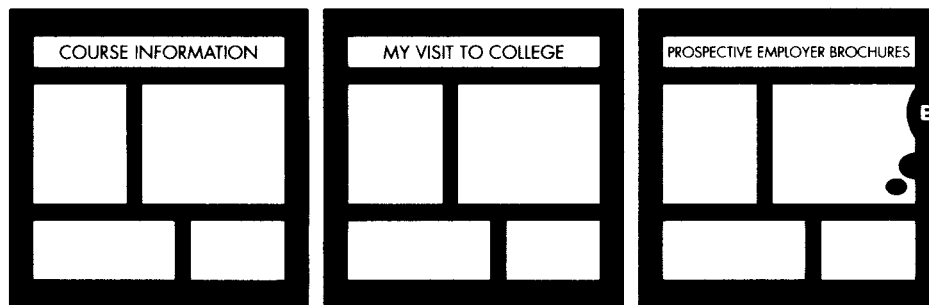
EXAMPLE

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ARRANGEMENT OF YOUR INFORMATIONAL MATERIALS

Arranging the information you received about your career and career path is an excellent way to show different aspects of your aspirations to others. Classify your materials into main groups then arrange them on your display board or in your exhibit area – even in a scrapbook! Be sure to create titles for each of your groupings. Feel free to arrange your materials however you see fit.



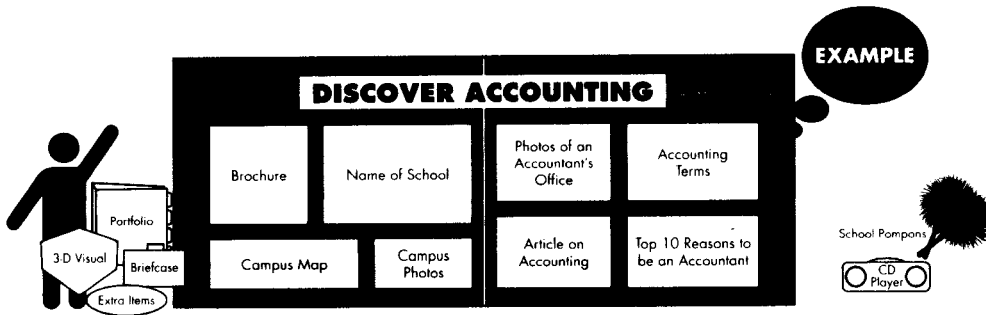
EXAMPLE

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EXHIBIT

The purpose of your exhibit is to draw people's attention to your project. It should be neat, colorful, and creative. Your arrangement should include your exhibit items and any additional materials you wish to bring. For the Classroom Presentation and at the expo, you will stand with your exhibit dressed as if you were going to work in your new career. The example below is to be used only as a guide; feel free to rearrange.



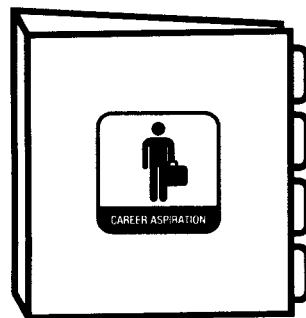
EXAMPLE

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PORTFOLIO

Your portfolio is what you will use to organize most of your paper items. A standard one-to one-and-a-half-inch binder with a clear plastic overlay works well. It should be arranged in the same order as the numbered and bulleted items are listed on your Student Instruction Guide. It should include your name, Classroom Presentation date, and an original project title on the cover. Additional things you may wish to do are: create tab dividers for each section listed in your table of contents, use clear page protectors for each piece of paper, use the computer for as many things as possible, include artwork and design, and add creative touches.



EXAMPLE

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COVER PAGE

The cover page of your portfolio acts like the cover of a book. It should be eye-catching and should make someone want to open your portfolio to read about your career and career path. It should include an original title for your project as well as your name and the Classroom Presentation date. Feel free to be creative and include artwork, design, and other creative touches.

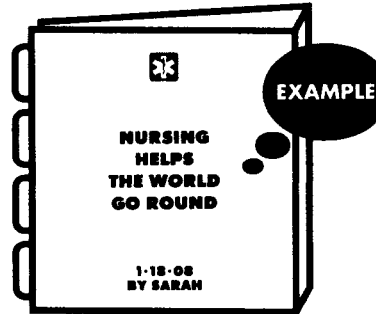
FRONT COVER



SPINE



BACK COVER



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TABLE OF CONTENTS

Your table of contents should be the first page in your portfolio, although you write it after you finish all of the pages on the inside. Writing it after finishing the inside allows you to be accurate with your page numbers and titles in case you make any last minute changes. Your table of contents should list each section and the page it begins on. It should be neat and well organized, but feel free to be creative with your own layout.

PORTFOLIO TABLE OF CONTENTS

Page Number	Section Title
1	Career Interest Inventory
2	How do I feel about the results of my career interest inventory?
3	What career did I choose and why?
4	What will be my approximate starting salary?
5	What personal and professional qualifications will I need for this career?
6	What will be my basic day-to-day duties in this career?

EXAMPLE

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WHAT TO INCLUDE IN YOUR PRESENTATION

Your presentation is a formal delivery of what you learned and produced for your project. It should be practiced until you are comfortable with the things you will say (not a memorized speech). It should fit into the 3-4 minute time frame and include the bulleted information listed on your Student Instruction Guide. Also, remember to dress in clothing that reflects your career. The additional suggestions below may help you prepare.

REMEMBER TO:

- Take a deep breath, relax, and enjoy sharing.
- Greet your audience and introduce yourself.
- Speak clearly, loudly enough so everyone can hear you, and at a natural pace.
- Stand still and calm; don't fidget.
- Point to and show various visuals as you speak about them.
- Have fun while presenting. Show your excitement about your experiences.
- Make eye contact with your audience, looking around the room naturally.
- Thank your audience when you are finished.