

## **Portfolio Checklist Resource**

### Resume, Course Plan, and Career Exploration

- 1) Log into Montana Career Information System
- 2) If you have forgotten your user name and password, please email Mrs. Bartoletti : [laurieb@sheridan.k12.mt.us](mailto:laurieb@sheridan.k12.mt.us)

Once you are logged in you can

- Create your 4 year plan. Select “Pathway” and then select “Course Planner”. It is helpful to have your transcript and course schedule with you.
- Create your resume. Select Employment and then select Resume Creator – Save as you go!
- Explore a Career. Go to “Assessment”; choose Career Cluster Inventory and or one of the other assessments!
- Finish, Print and Add to your Portfolio!