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## What Is a Career Passport?

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A Career Passport is a “hands-on” summary of a student’s educational experiences and career goals, that can be used for many years to come. This Career Passport is designed to help students as they enter the world of work or further education. Employers quickly tell an applicant’s qualifications at a glance in one simple document. Higher education personnel use the Career Passport information to admit students, counsel them about majors, or make scholarship decisions. Both employers and admissions personnel as well as teachers, parents, and students, helped develop the idea of the Career Passport.

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Upon successful completion of a Butler Tech career-technical program, students will receive a career passport which contains:

1. **Resume.** Each student should include a current resume that he or she developed.
2. **Career Narrative.** This part of the Career Passport is a one-page support or reflection, written by the student, that defines his/her career goals, explains his/her next step after high school and includes a “Plan B” if the next step doesn’t work out. The narrative on this page is based on as much objective data as possible. The student describes his/her career goals and explain how and why he/she reached that conclusion.
3. **Employability Skills.** The Secretary’s Commission on Achieving Necessary Skills (SCANS) published a report, “What Work Requires of School.” The five competencies they identified address the employability skills that employers are looking for in prospective employees. This part of the Career Passport asks students to look at the SCANS competencies and briefly describe how they exhibit these skills. Students will choose two of the five competencies to write about, and each response should be no more than ½ a page.
4. **Letter of Verification.** The first page of the Career Passport is a letter from a school or district administrator, verifying that the individual is a student at the school and was a successful completer of a competency-based career development program.
5. **Certificate of Technical Preparation.** A letter of verification that the student has satisfactorily completed a specified number of hours in skills and related career technical instruction.
6. **High School Transcript / Additional Information.** A copy of the student’s final transcript will be included to validate his/her academic performance. Students may choose to include additional information, such as
  - Individual accomplishments, sports records or special talent records
  - Records of community or volunteer services

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## How Can Students Use The Career Passport?

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For any continuing education or training (including college), you are encouraged to:

- Use the Career Passport to help answer application questions
- Take the Career Passport to an admission interview and show it to the interviewer
- Share the Career Passport in an interview for a scholarship
- Take the Career Passport to an advisor or counselor when choosing or changing majors
- Update the Career Passport including the resume at least once each year

For employment, you are encouraged to:

- Share the Career Passport in the job interview; whether for summer employment, part-time work while going to school, or full-time work
- Refer to the Career Passport when answering interview questions
- Highlight outstanding attendance records and courses taken on the transcript
- Use the Career Passport for promotions, upgrades, or to transfer to other departments within a company
- Update the Career Passport, including the resume at least once each year