

# **CAREER PORTFOLIO ASSIGNMENT**

Career portfolios are quickly becoming an essential part of the interview process. A well-organized, creative career portfolio can be a powerful tool in an employment or college interview. It provides proof of your skills and achievements by presenting examples of your best work. While there is no single way to construct a career portfolio, there are a few things every one should contain. The most important rule to follow is be yourself as you try to communicate your passions, experiences, talents, and accomplishments. If you're unsure about items in your portfolio or the set-up of your portfolio, ask! Review the grading rubric for specific requirements and check your syllabus for the due date (although hopefully you'll continue to build and use your portfolio long after that!)

## **WHAT DO I INCLUDE IN MY CAREER PORTFOLIO?**

- 1) Cover Page – be creative, but professional
  - a) Full Name
  - b) Mailing Address
  - c) Phone Number(s)
  - d) E-mail Address (**make it look professional; avoid things like CHS-hotty@whatever.com**)
  
- 2) Table of Contents – provide the reader with a clear outline of your portfolio's contents
  
- 3) Practice Cover Letter – this letter is designed to get you into the habit of writing formal business letters. A high quality letter is perhaps the most important part of the job search. Many employers won't even look at your résumé or application if your letter contains spelling/grammar/formatting errors. Be sure to use quality paper and a laser printer. Your letter is your first impression – make it good!
  
- 4) Résumé – “The purpose of a résumé is to get an *interview*, not a job!” Be sure to use quality paper and a laser printer. Make it look good!
  - a) Contact Information
  - b) Objective (optional, but strongly recommended)
  - c) Education & Training (detailed information)
  - d) Work Experience and/or Skills & Abilities
  - e) Community Service/Involvement
  - f) Hobbies & Activities

- 5) List of References – a minimum of three are required (This should be neatly formatted and typed. Do NOT include this on your résumé but have it available when it's requested.)
- Name
  - Position/Title
  - Business/Organization (if applicable)
  - Address
  - Phone number(s)
  - E-mail address
  - Relationship with you (In what context do they know you? Don't just re-write their title!)
- 6) Letters of Reference – a minimum of three letters are required (These are separate from the list above, although there can be some overlap. Ideally, the letters should give the reader knowledge of “who you are.” They should be well-written and professional looking. The list of references should include people who are well-spoken and can verbally expand on your traits and abilities.)
- 7) Once you have the six basic ingredients, the following are just some ideas of what you can put in your portfolio (a minimum of seven items are required). Whatever you choose to include, make sure they're current (don't include awards from your middle school basketball team) and relevant (they should be related to your field of interest or highlight knowledge/skills/abilities of interest to an interviewer)
- Letters of congratulations
  - Newspaper photos/clippings about you
  - Awards you received
  - Your best art project
  - A snapshot of a car you designed
  - A CD with a website you designed
  - An article you authored
  - Training certificate you earned
  - Club membership certificate
  - Program from a play/event in which you took part
  - A blueprint of a house you designed
  - Scouting awards and certificates
  - Thank you notes you have received
  - Information about volunteer projects you've coordinated/assisted with
  - Samples of work you completed during your Internship/part-time job

Each of these items should be accompanied by a brief (one concise paragraph) explanation of its relevance. You should explain what the item is and why it's included in your portfolio. Your artifacts should be linked to your career goals in some way! Be sure your paragraphs are free of formatting/spelling/grammar errors. Please follow the diagram below when arranging your items and explanations.

