

“TOSSING” IT ALL TOGETHER



The
Career
Portfolio

WHAT IS A PORTFOLIO?

A **portable, visual** representation of your **abilities, skills, capabilities, knowledge**, and **qualities** - and it represents your potential for that employer

WHO NEEDS ONE?



WHY DO I NEED ONE?



- Market your capabilities in job interviews
- Negotiate promotions and raises
- Apply for bonuses, scholarships, or grants
- Document the quality and quantity of your professional development
- Demonstrate prior work or learning experiences for educational credit

1) Showcase your **best work!** Don't show off anything you feel uncomfortable with or need to apologize for

2) Be **targeted to the job and audience** that will review the portfolio. It should **match what you are selling** to the potential employer



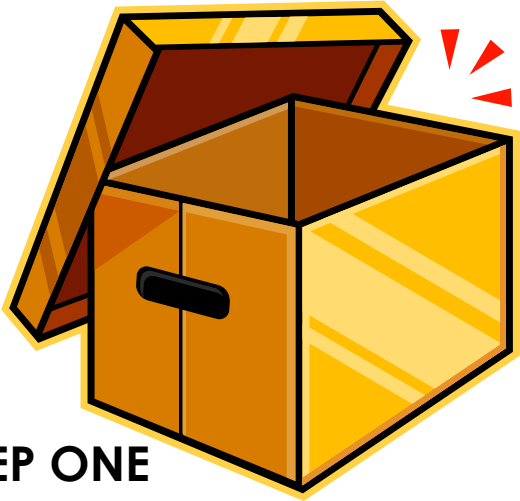
3) Demonstrate to the employer that **you understand the skill standards and performance expectations** of the job.

GATHERING THE INGREDIENTS



- Resume
- Cover letter
- References
- Letters of recommendation
- Salary History
- Certificates/licensures
- Awards
- Letters of recommendation
- Performance evaluations
- Samples of your work (photos, video, products)
- Transcripts
- Diplomas
- Letter or certificate of scholarships
- Dean's List/Academic Honors
- Summary of scholarly research or projects
- Newspaper articles
- Recognition of special honors
- Extracurricular activities
- Volunteer/Community

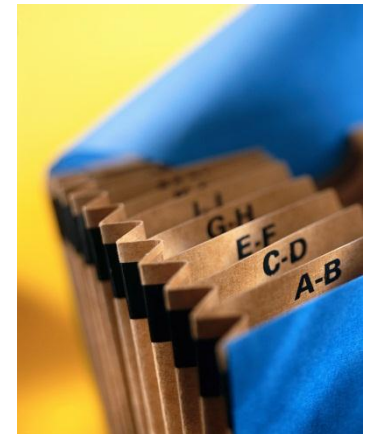
GETTING STARTED....



STEP ONE



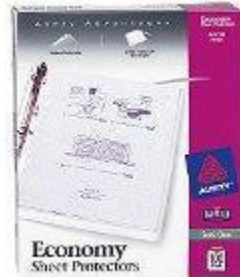
STEP TWO



NEXT PHASE....



Binder



Plastic page protectors

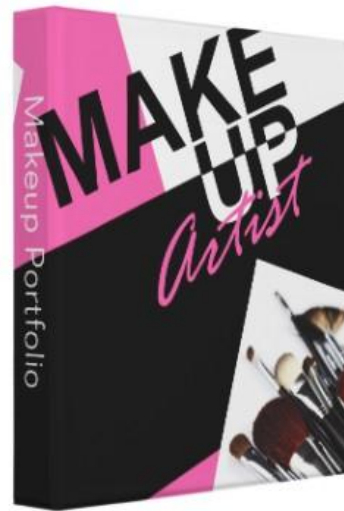


Dividers with labels/tabs

STEPPING IT UP



KNOW THIS FIRST: There is no standard format



STEPPED UP A BIT MORE

SPIRAL BOUND

EFOLIO Dental Hygienist

KIMHARRIS

ONLINE PORTFOLIO

RESOURCES

- Youtube
- Google
- www.wix.com
- OWATC Student Success Center 😊

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