

Steps to Maximize Your Job Search with a Career Portfolio (Key)

In each step, list and describe the ways to maximize your job-search with a portfolio. Complete the questions in the center box on the back of this handout.

- Strong Work Ethic
- Positive Attitude
- Good Communication Skills
- Time Management Skills
- Problem-Solving Skills
- Acting as a Team Player
- Self-Confidence
- Ability to Accept and Learn from Criticism
- Flexibility/Adaptability
- Working Well Under Pressure

List of Skills

Components to Include in the Portfolio

- What to include:
- Résumé
 - Cover letter
 - Two letters of recommendations
 - List of skills
 - Licenses, certificates and other records
 - Copies of awards, honors and scholarships
 - Goals and plans for the future
 - Copies of transcripts
 - Work samples and project summaries
 - Past employment evaluations from employer or practicum supervisor
 - Job descriptions
 - Detailed challenges and solutions faced on previous jobs
 - List of technical skills
 - Extended learning experiences

See slides 15 and 16 on the PowerPoint™

Prep Work and Guidelines for a Cover Letter

Tips for Using Your Portfolio

Varies upon students' answers

During a job interview, your portfolio makes you stand out from the competition: Employers will see you really want the job. Employers will believe you can do the work. Employers will remember you. It can also add confidence and credibility during the interview process. It provides an edge over other applicants and employers tend to be impressed. An employment portfolio requires time and organizational skills.

What are the Advantages of Having a Portfolio?

See slide 32 on the PowerPoint™

How to Use Your Portfolio at the Interview

A portfolio can show samples of your work to an employer. It adds visual impact to your presentation. It can also showcase your accomplishments, training and expertise

What is a Portfolio?

1. Why is a portfolio a valuable tool to prepare you for college or a career?
2. What is an electronic portfolio?
3. When should you begin assembling a portfolio?
4. What should a portfolio accomplish?

Additional information

Start

Finish