Name	Period	Date	

Steps to Maximize Your Job Search with a Career Portfolio

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.

			List of Skills		Components to Include in the Portfolio			
			Prep Work and Guidelines for a Cover Letter	_		Tips for Using Your Portfolio		
		What are the Advantages of Having a Portfolio?	1. Why is	a portfolio a valuable to	ol to prepare you f	or college or a	How to Use Your Portfolio at the Interview	
	What is a Portfolio?		3. When s	s an electronic portfolio? should you begin assem hould a portfolio accom	bling a portfolio? blish?			Additional Information
Start		Co		our Job Search with a Education Agency, 20				Finish