Employment Portfolio Project

Students will create an employment portfolio either as a binder presentation or as an E-Portfolio. This document will serve as a checklist for the required components of the portfolio. It must contain the following:

- A three ring binder with a clear plastic cover (binder presentation)
- All components must be in individual clear plastic page protectors (binder presentation)
- Table of contents (in the same order as below)
- Copy of this actual document
  
  _____ Résumé
  
  _____ Cover letter
  
  _____ Two letters of recommendation
  
  _____ 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 such as community service and active participation in career and technical student organizations and professional organizations.

Present the employment portfolio in class as a binder presentation or E-Portfolio.