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.

What to include:
- Résumé
- Cover letter
- Two letters of recommendations
- List of skills
- Licenses, certificates and other records
- List of technical skills
- 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

Components to Include in the Portfolio
- Prep Work and Guidelines for a Cover Letter
- Tips for Using Your Portfolio
- How to Use Your Portfolio at the Interview

Prep Work and Guidelines for a Cover Letter

Tips for Using Your Portfolio

How to Use Your Portfolio at the Interview

Variates upon students’ answers

What is a Portfolio?

What are the Advantages of Having a Portfolio?

List of Skills

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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.

Start

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