Define the sections for a portfolio and then include documents for as many sections as you have information for to begin your personal career portfolio.

The following supplies are needed to begin your portfolio:

- Three ring binder
- Clear sheet protectors
- Dividers

1. **Cover letter** - A document sent with your resume to provide additional information on your skills and experience

2. **Table of contents** - A list of the sections of a book or document organized in the order in which the sections appear

3. **Résumé** - A brief history of a person’s education, work experience and other qualifications

4. **Employability skills** - General skills required for success in the labor market at all employment levels and for all sectors

5. **Licenses and/or certificates** - A permit from an authority to do a particular thing or carry on a trade

6. **Awards** - A prize or other mark of recognition given in honor of an achievement

7. **Goals and plans for the future** - The object of a person’s ambition or effort; an aim or desired result

8. **Transcripts** - An inventory of the courses taken and grades earned of a student throughout a course

9. **Work samples** - Examples of your best work specifically related to the job you seek

10. **Service Learning/Volunteer Log** - Documentation of community service/volunteer hours

11. **Employment evaluations** (if available) - The assessment and review of a worker's job performance

12. **Letters of recommendation** (2) - The writer assesses the qualities, characteristics and capabilities of the person being recommended in terms of that individual's ability to perform a particular task or function