Career Portfolio Sections

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** -
2. **Table of contents** -
3. **Résumé** -
4. **Employability Skills** -
5. **Licenses and/or certificates** -
6. **Awards** -
7. **Goals and plans for the future** -
8. **Transcripts** -
9. **Work samples** -
10. **Service Learning/Volunteer Log** -
11. **Employment evaluations** (if available) -
12. **Letters of recommendation** (2) -