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) - 