

job search.

**6. Samples of Your Work:** A sampling of your best work, including reports, papers, studies, brochures, projects, presentations, etc. Besides print samples, you can also include CD-ROMs, videos, and other multimedia formats.

**7. Research, Publications, Reports:** A way to showcase multiple skills, including your written communications abilities. Include any published papers and conference proceedings.

**8. Testimonials and Letters of Recommendations:** A collection of any kudos you have received -- from customers, clients, colleagues, past employers, teachers, etc. Some experts even suggest including copies of favorable employer evaluations and reviews.



**9. Awards and Honours:** A collection of any certificates of awards, honours, and scholarships.

**10. Conference and Workshops:** A list of conferences, seminars, and workshops you've participated in and/or attended.

**11. Transcripts, Degrees, Licenses, and Certifications:** A description of relevant courses, degrees, licenses, and certifications.

**12. Professional Development Activities:** A listing of professional associations and conferences attended -- and any other professional development activities.

**13. Volunteering/Community Service:** A description of any community service activities, volunteer or pro bono work you have completed, especially as it relates to your career.

**14. References List:** A list of three to five people (including full names, titles, addresses, and phone/email) who are willing to speak about your strengths, abilities, and experience. At least one reference should be a former manager.

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**USING THE  
CAREER  
PORTFOLIO TO  
ENHANCE YOUR  
JOB SEARCH**



## WHAT IS A CAREER PORTFOLIO?



A career portfolio is a job-hunting tool that you develop that gives employers a complete

picture of who you are -- your experience, your education, your accomplishments, your skill sets -- and what you have the potential to become -- much more than just a cover letter and resume can provide. You can use your career portfolio in job interviews to showcase a point, to illustrate the depth of your skills and experience, or to use as a tool to get a second interview.

Your biggest time commitment will be the initial development of your portfolio, but once you've developed it, keeping it current and up-to-date should be fairly easy. Your two biggest decisions in developing your portfolio are determining the format of the portfolio and the organization of the portfolio.

Most experts agree that the portfolio should be kept in a professional three-ring binder (zipper closure optional). You should include a table of contents and use some kind of system -- such as tabs or dividers -- to separate the various parts of the portfolio.

Besides the traditional portfolio, if you have access to space on a Web site, you should also consider developing an online Web-based portfolio.

Once the development is complete, you then have to gather, write, copy, and assemble the material that goes in the portfolio. This process will not only result in a professional portfolio, but should help you be better prepared for your job search.

So, what types of things go in a portfolio? Below are the basic categories.

The key to remember as you contemplate these items is that you want to give reasons for the employer to hire you -- you



want to showcase your education and work experience by showing examples and evidence of your work, skills, and accomplishments.

1. **Career Summary and Goals:** A description of what you stand for (such as work ethic, organizational interests, management philosophy, etc.) and where you see yourself in two to five years.
2. **Professional Philosophy/Mission Statement:** A short description of the guiding principles that drive you and give you purpose.
3. **Traditional Resume:** A summary of your education, achievements, and work experience, using a chronological or functional format.
4. **Skills, Abilities and Marketable Qualities:** A detailed examination of your skills and experience. This section should include the name of the skill area; the performance or behaviour, knowledge, or personal traits that contribute to your success in that skill area; your background and specific experiences that demonstrate your application of the skill.
5. **List of Accomplishments:** A detailed listing that highlights the major accomplishments in your career to