**Career Portfolio 85 pts**

What is a career portfolio? It is a compilation of materials used to plan, organize and document your education, qualifications, training and experience. It provides insight into your personality and work ethic.

What does a portfolio tell employers? That you are:

Motivated

Self-directed

Organized

Conscientious

**Your portfolio will include:**

Resume (6 copies)

Cover Letter

Professional References

3 letters of recommendations

Copies of educational certificates, certifications, licenses, and degrees

Unofficial transcripts

Cheat sheet (we will discuss and work on in class)  
  
Copies of awards, honors, or other forms of recognition (optional)

Veterans can include badges, ribbons, and other honors received (optional)

Samples of your work (optional)  
These could include a report you wrote, a print out of a spreadsheet you designed, a project summary, a flowchart, etc. If relevant, don't hesitate to include work done as part of volunteering for a charity, school, government, or other nonprofit organization.

Summaries of projects (optional)  
Describe the projects you have worked on, particularly where you succeeded. As much as possible, quantify your accomplishments and/or the results of the project.

Positive employment evaluations (optional)

Add other documents that demonstrate the quality of your work, qualifications for the job, and interest in furthering your career