

## Career Portfolio

Putting together a career portfolio can assist with streamlining your professional details for when you apply for jobs or when you are trying to decide what to share with possible employers. This will save you time and energy and allow you to focus on the details of what you want to share. Below is an outline of categories to organize and keep track of, consider online storage solutions so that you can access the information anytime and from anywhere that you might need it.

- 1) **Education:** Provide all of your transcripts, Diplomas, certificates, CEU's, and licenses.
- 2) **Value Proposition:** Provide five compelling accomplishments/achievements that show what you can contribute to your future employer. This includes measurable accomplishments, awards, etc.
- 3) **Resume:** A succinct overview of the valuable expertise and experience you offer a prospective employer.
- 4) **Testimonials:** Include testimonials from annual performance reviews, letters of reference, recommendations and/or paraphrases of positive comments made by your manager, co-workers, customers, teachers, and/or peers.
- 5) **Work Samples:** Include work samples to show in an interview and provide a brief, compelling story about each one that explains how and why the sample was needed and how it benefitted your manager, the company, your customers or anyone else. Include class projects you have created and how they can be used in the real world or show the range/depth of your knowledge. (Publications, Research work, studies)
- 6) **Strategic Value:** Identify 3 areas where you provide strategic value in your job and list 3-5 ways that you strongly contribute to each. Then list 3-5 ways that you can help your future employer.
- 7) **Training and Seminars:** Include any trainings and/or seminars that you have attended or/and have been a presenter at.
- 8) **Special Certifications:** List all special certifications that you have earned, the date you earned them, and by the company or organization that certified the certifications.
- 9) **Internship/Practicum:** List and describe (including your title and the name of the organization) all relevant internship/practicum that you have completed or/and currently in.
- 10) **Volunteer Work/Community Service:** Identify any significant volunteer work you've done (including your title and the name of the organization) and how your contribution helped to serve the community.
- 11) **Assessments:** List all relevant assessments that you have completed with scores if possible.
- 12) **Extracurricular Activities:** List any extracurricular activities that you participate in.
- 13) **Work References:** Should include three work references, one of which is a manager. Include the name, full address, home phone number, and home email address of each individual.
- 14) **Contact Information:** Include your name, address, telephone number, email address and LinkedIn Profile Link or any other professional profile that you have.