

THE CAREER PORTFOLIO

What is the Career Portfolio?

A career portfolio is a visual representation of your abilities, skills, capabilities, knowledge, qualities - and it represents your potential.

Physically, it's a collection of things - tangible materials - that represent work-related events in your life. (But, always remember that you may have developed skills that are now work-related while you were playing team sports, while pursuing hobbies or volunteer activities, or simply pursuing your interests.) The portfolio provides "evidence" of your potential by demonstrating what you accomplished in the past.

Your career portfolio provides you with a convenient place to keep a record of your personal development while in college, and can assist you in making good decisions about your future, and planning for effective strategies for achieving the goals you have set academically and in your future career. Some benefits include:

- Enable you to be more effective in communicating your interests, skills, motivation, and personal qualities to potential employers and transfer colleges.
- Offer you the opportunity to develop and commit to a specific action plan.
- Assist you with choosing a major and exploring career options.
- Identify and evaluate your competencies and self-knowledge both in and out of the classroom.

What Might a Career Portfolio Contain?

Education

Schools attended (all - elementary, middle school, high school, technical, college, university, private, etc.) school addresses, even names of teachers

- Transcripts (all)
- Diplomas, certificates, CEUs, licenses
- Course descriptions
- Assessments, test results, appraisals, grade reports
- Awards, honors, honor society memberships
- Internships, apprenticeships, special projects
- Workshops, seminars, conferences attended
- Independent learning (things you've learned on your own, or taught yourself)
- Special training (military, private institute, business, etc.)
- Information about potential majors
- Information about potential careers

Activities

- Leadership positions held
- Hobbies or Interests (time devoted to or photos?)
- Participation in team sports
- Service project participation
- Volunteer activities

- Organizations joined (all)
- Public speaking or performances
- Awards
- Travel

Work-Related Activities

- Resume
- Jobs/Contracts held (title, description of all duties, supervisor, phone, address)
- Performance reports, appraisals
- Accomplishments
- Military training, citations (complete description of duties, activities)
- Awards
- Professional licenses/certifications
- Publications, reports, published articles
- Training materials
- Samples of brochures, flyers made
- Attendance records
- Organization charts
- Customer surveys
- Documentation of accomplishments - increases in sales, decrease in claims
- Computer-related items
- Major projects completed/participated in

Personal Qualities or Strengths -- Don't forget the activities that you might be taking for granted! For example:

- Strengths (personal qualities that will help you contribute to an employer)
- Teamwork and people skills, problem-solving, budgeting, planning and organization, time management, energy, discipline, motivation, persistence, responsibility, dependability, etc., etc.
- Contributing to your family (teaching, caring for siblings, cooking - all require planning, responsibility, dependability)
- Helping your friends or working on extra-curricular projects (may require teamwork, problem-solving skills, teaching skills, people skills)
- Raising a family and/or running a household (requires budgeting, organization, time management skills, adaptability)
- Keeping fit and healthy; being member of sports team (requires energy, discipline, motivation, persistence, teamwork)