

Career Portfolio Sections (Key)

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** - A document sent with your resume to provide additional information on your skills and experience
2. **Table of contents** - A list of the sections of a book or document organized in the order in which the sections appear
3. **Résumé** - A brief history of a person's education, work experience and other qualifications
4. **Employability skills** - General skills required for success in the labor market at all employment levels and for all sectors
5. **Licenses and/or certificates** - A permit from an authority to do a particular thing or carry on a trade
6. **Awards** - A prize or other mark of recognition given in honor of an achievement
7. **Goals and plans for the future** - The object of a person's ambition or effort; an aim or desired result
8. **Transcripts** - An inventory of the courses taken and grades earned of a student throughout a course
9. **Work samples** - Examples of your best work specifically related to the job you seek
10. **Service Learning/Volunteer Log** – Documentation of community service/volunteer hours
11. **Employment evaluations** (if available) - The assessment and review of a worker's job performance
12. **Letters of recommendation** (2) - The writer assesses the qualities, characteristics and capabilities of the person being recommended in terms of that individual's ability to perform a particular task or function