Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wrap-up Activity**

Now that you have real world experience developing a website for a client, you should start preparing your portfolio. Your portfolio is a collection of work samples that you can provide to potential clients. You will only start it with this activity because it will always be a work in progress. As you take on more jobs, you can add to your portfolio. It should always accurately represent your skill level.

**Required supplies:**

* Your portfolio should be portable, therefore you will need 1 flash drive or CD for this activity so you can save your work

**Required parts:**

* resume
* samples of work
* welcome access page

**Creating the resume:**

You should create a resume on word processing software. Your resume should include the following:

* Personal information and summary
* name
* address
* phone & email
* a short summary detailing your qualifications and aspirations
* Education
	+ current school and expected graduation date
	+ any training in website design
* Work experience
	+ your current and previous employers should be listed here. Describe your duties with these positions
	+ your client website should be listed here
* Involvement
	+ if you are involved in any school activities or groups outside of school (boy/girl scouts, volunteer work, church, etc), you should list them here and describe what you do with these organizations
* References
* simply state that they will be provided upon request

**Samples of your work:**

You should include the client website that you created for this project on your CD or flash drive. If you have created any other websites, those may be included as well. Be sure to create separate directories for each of your websites. Including your websites on the media will allow the site to be viewed without an Internet connection.

**Welcome access page:**

The welcome page should be the first page that is opened when viewing your portfolio.

A sample page is illustrated below. Don't forget to make the page visually appealing.

Your Name

Contact Information

Link to Online Portfolio if available

Personal Resume:

* Add a link to your resume here

About Me:

Give a short introduction of yourself

Illustrations of Work:

* Link to your client website
* Links to other websites you have created