

Career Portfolio Sections

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** - _____

2. **Table of contents** - _____

3. **Résumé** - _____

4. **Employability Skills** - _____

5. **Licenses and/or certificates** - _____

6. **Awards** - _____

7. **Goals and plans for the future** - _____

8. **Transcripts** - _____

9. **Work samples** - _____

10. **Service Learning/Volunteer Log** – _____

11. **Employment evaluations** (if available) - _____

12. **Letters of recommendation (2)** - _____
