

Employment Portfolio Project

Students will create an employment portfolio either as a binder presentation or as an E-Portfolio. This document will serve as a checklist for the required components of the portfolio. It must contain the following:

- A three ring binder with a clear plastic cover (binder presentation)
- All components must be in individual clear plastic page protectors (binder presentation)
- Table of contents (in the same order as below)
- Copy of this actual document

_____ Résumé

_____ Cover letter

_____ Two letters of recommendation

_____ List of skills

_____ Licenses, certificates and other records

_____ Copies of awards, honors and scholarships

_____ Goals and plans for the future

_____ Copies of transcripts

_____ Work samples and project summaries

_____ Past employment evaluations from employer or practicum supervisor

_____ Job descriptions

_____ Detailed challenges and solutions faced on previous jobs

_____ List of technical skills

_____ Extended learning experiences such as community service and active participation in career and technical student organizations and professional organizations.

Present the employment portfolio in class as a binder presentation or E-Portfolio.