**Introduction to Portfolios**

1. What Is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?
   * A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of records showcasing your

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and attributes

* + A demonstration of your knowledge, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and preferences
  + A way to document and understand your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - A tool to convince an employer to hire you

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of a Portfolio A. A portfolio can...
   * + - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your skills and experience to employers.
       - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_a more thorough picture of you than a resume can.
       - Help \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your career progress.
       - Help build your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
       - Demonstrate your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and professional growth.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   * Creating a portfolio forces you to define your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
   * Keeping your portfolio up to date is one way to measure your

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_toward those goals.

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: A complete record of all of the essentials of your background that could be useful in a job search. Anything you mightneed to manage your career.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Portfolio: A portion of the documents from your master portfolio, selected and arranged for a specific job beingsought.

1. Three Portfolio Approaches

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: For those with extensive work history. Includes many examples of career accomplishments.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: For those with limited work history. Emphasizes academic achievements, community involvement, and personal attributes.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Blends elements of the other two types.

1. Using Portfolios in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* For tracking progress
* To fill out \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* To help in writing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and cover letters
* In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* To help answer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ questions
* To make a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on an employer
* To emphasize skills, abilities, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_