

Handout #6 Career Development Portfolio/Job Search Portfolio

A career development portfolio is a record of what you have done as you have gone through the career and life planning process. You should review your career development portfolio twice a year, editing and updating where necessary. Use the following guidelines when organizing your career development portfolio.

- Section one will contain self exploration material such as the seven success stories and the flower exercise.
- Section two will include all information related to occupational and educational research including reports from your informational interviews.
- Section three will include your career plans (A,B,C,D).
- Section four will include two-minute sales pitches, resumes, and cover letters. This section will also include company/organization information, along with your career planning and job search calendar.

Use information from your personal records to put together a portfolio. Check out our list of suggestions.

Your job search portfolio will contain only a few items from your career development portfolio. Job search portfolios should only contain items which showcase job content, transferable skills, and self-management skills related to those needed for the job. Job search portfolios may be mailed, e-mailed, faxed, or hand delivered during the job interview.

Putting Together a Powerful Portfolio

Use these helpful hints when putting together your job search portfolio:

- Must be neat and well-organized.
- Must be readable.
- Must showcase your skills.
- Your portfolio must be able to stand independently—the significance of each item should be explained. You may not always be there to answer questions when an employer is looking at your portfolio.
- Include resume, cover letter, writing samples, class projects, award certificates, etc.
- Use a three-ring binder---this makes it easier to add new items and remove items that are not appropriate for the position you are interviewing for.

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