

# part 2 assembling the portfolio

getting started



## YOU HAVE:

**researched,**  
**recorded** and **reflected,**  
**gathered proof**

of your personality characteristics,  
interests, strengths and skills.

## NOW!

It is time to **be creative**  
and **build** your portfolio.

## You are unique

and your portfolio should be too.

# how to start

...how do i want  
the world to see me



## remember

### A PORTFOLIO IS:?

- a support package for your resume and cover letter (*be sure to include these*)
- a collection of samples that demonstrate your skills to an employer or an educator
- a collection of documents showcasing your accomplishments and/or personal development
- a self-marketing tool
- challenging and time consuming to create and is part of a lifelong process

### A PORTFOLIO MUST:

- be **consistent**
- use **professional** language
- be **accurate**
- be **honest**
- be something you are **proud** of
- be presented in a **logical** and **useful** order

Open your  
folder...  
time to **START!**

# sample

# of portfolio format

## who i am

Patient  
hAppy  
Trustworthy

Sincere  
iMaginative  
Intelligent  
Tolerant  
Honest



## my interests

**I am realistic,  
which means:**

- I like to build and repair things.
- I am practical and find the most logical way to fix a problem.
- My best subject is Power Mechanics, which proves this area of interest.

**In Part One, Gathering Data,** you learned about who you are by researching four topics – personality, interests, strengths and skills. In this format, you will present the data you collected using each of these topics as a heading for each page. These are examples only. You can create other headings that suit you.

## personality page

- You can try a number of things.
- Write your first and last names in a vertical column in the centre of a page. Use these letters in words that describe your personality. Be thoughtful, you may be asked to explain your use of words.
- Create an autobiography. It could be an essay, a photo collage with captions or a timeline with highlights of your accomplishments. It can be either a history of your life or who you are today.
- You could also create a mind map that shows traits and experiences you are proud of.

## interests page

- Often your best traits are found in your interests.
- List your interests and explain why these activities and experiences are important to you.
- Include photos of your proudest moments.



# sample

# of portfolio format



## strengths page

- On this page, you will want to highlight your best strengths or multiple intelligences, as they are also known. You may wish to explain briefly what that strength means to you and give examples from your life supporting your claim to these strengths.
- You may also wish to show how your interests have influenced these strengths and how they have helped you develop skills in the area of your interest.

### MUSICAL STRENGTHS

*I have always enjoyed music and play both piano and guitar. I hope to find a job in music one day.*

### INTERPERSONAL STRENGTHS

*I babysit two children daily after school, which means I need to have a good relationship with the children and their parents.*

*In my restaurant job, I'm part of a team that serves customers. The good relationships within the team enable us to do our jobs.*

# sample

# of portfolio format



## skills page

- These can be listed according to the Employability Skills 2000+ categories. Be sure to write a proof statement to go along with each skill.
- If you have specialized skills – vocational, computer, arts, music, athletics – create a feature page focusing on your specialty. They can also indicate your strengths (also known as multiple intelligences).
- Skills can also be gained through volunteer work. Identify your volunteer position or role. Comment on the experiences or opportunities that have helped you grow as a person.
- Identify the specialized tools you have learned to use in your volunteer experience. Ask for letters of recommendation from your volunteer placements so that you can include them in your portfolio. For example:

### Personal Management Skills

- **Punctual** - I am always on time for both school and my job.
- **Honest** - I am trusted to cash out at the end of the work day.

### Teamwork Skills

- **Friendly** - It is easy for me to meet and help customers in a professional way.
- **Problem solving** - I can work with others to find practical solutions.

### Fundamental Skills

- **Learn easily** - I believe learning continues throughout life and enjoy trying new skills at both school and work.

# sample

# of portfolio format

No matter which portfolio format you choose,

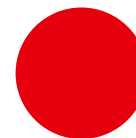
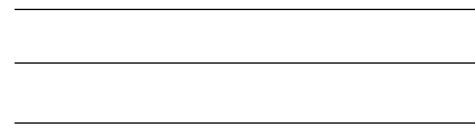
each requires evidence or proof of your interests, strengths and skills. These documents may include letters of reference, certificates, photos, report cards, awards, newspaper stories.

**Attach an explanation** to your documents that shows how each relates to your interests, strengths, skills, knowledge, attitude and personal characteristics.



It is absolutely necessary to explain each document.

## Certificate Of Outstanding Attendance



*I have received this type of certificate for nine of my 10 years in school.*

**Good attendance** shows I enjoy good health and am reliable and dependable. This is one of the reasons I get chosen for tasks.

# resumes & cover letters

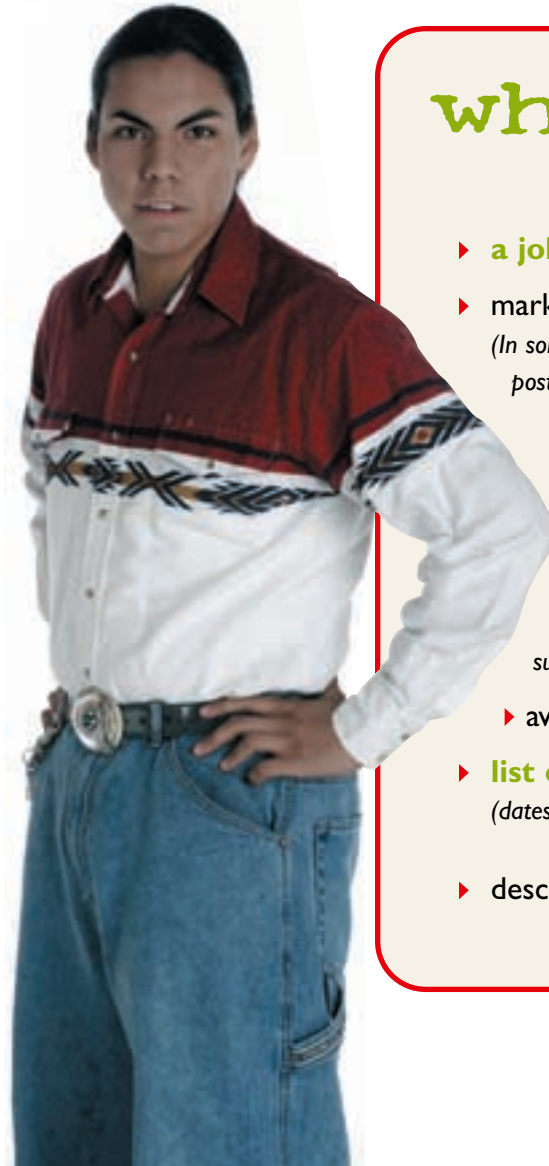
primary function  
is to obtain an interview

## a resume

- is a personal data sheet
- **establishes qualifications**
- provides essential information about you
- **is specific to each application**
- is pleasing to the eye
- **convinces the employer you have what it takes**

## cover letters

- accompany the resume
- **introduce you**
- are specific to each application  
(Yes, you must write a separate cover letter for each application.)
- **are concise and error free**
- encourage the employer/reader to read on



## what you need before you begin:

- ▶ **a job description of current and former jobs**
- ▶ mark transcripts, but only if they are good  
(In some cases, they are required, especially if you are applying for post-secondary education. They are your proof of eligibility.)
- ▶ **evaluations you received from employers or volunteer placements**
- ▶ letters of recommendation
- ▶ **work or volunteer histories**  
(dates, placements, company names, up-to-date details of responsibilities, supervisors names, numbers)
- ▶ awards, certificates of recognition and achievement
- ▶ **list of all education/training**  
(dates, schools, organizations, description, expected completion dates)
- ▶ description of specialized training

Need some  
help writing a  
**RESUME?**

# resumes & cover letters

## TIPS FOR WRITING

➔ **Present yourself in the best light possible... yes, this is personal publicity but be **honest**.**

➔ Focus on the skills and knowledge the employer or school may want.

➔ **Put yourself in the shoes of the interviewer... would you hire you? Make sure there are absolutely no errors... none at all.**

(Ask you mentor or buddy to check your letter.)

➔ Make it visually crisp so it looks appealing.

➔ **All basic information expected is included... address, work history, etc.**

### first impressions count!

#### resources

- ➔ **Success in the Workplace** Chapters 7 and 8, an excellent resource
- ➔ **Computer programs** Check with the computer people in your school. Individual programs can be purchased.
- ➔ **School library** (check with librarian or counsellor)

There are many types of resumes. See list of resources, talk to your school counsellor or go to an employment office or adult learning centre for samples. The style you choose should reflect:

- ▶ your age and stage in life
- ▶ level of education
- ▶ skills development
- ▶ its purpose  
(education or career)
- ▶ the job for which you are applying



Be sure to work with your mentor.



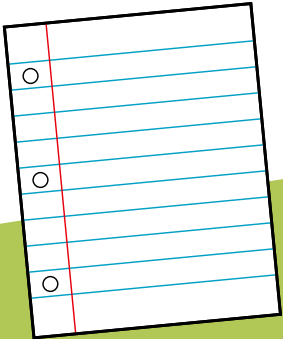
Be cautious using **WEBSITES**

Some have free information, but not all. Research to identify valid information.



# resumes & cover letters

## FREQUENTLY ASKED QUESTIONS



**If you do not have a current resume and cover letter,**

it is best to create a generic (general, all-purpose) one for this exercise. Your resume and cover letter will change as you gain education, skills and experience. Your cover letter will change for each job you apply for, depending on the strengths you want to highlight.

### 1.

***Do I still need to fill out an application form?***

Yes. If a form is required by the employer, then do it. Sometimes companies have specific questions they want answered. Attach your cover letter and resume to the application.

### 2.

***My friend said the application form is all I need. Is that true?***

If you really want the job, go the extra mile. It will be noticed. Keep asking yourself... why should they pick me?

### 3.

***My friend can get me a job. Why do I need to have a resume?***

That's great for now, but you will get older and have to find your own jobs some day. Preparing yourself now while you have the people and resources around you is much easier. Then you can build on this knowledge as you move through life.

be honest... be proud...  
be accurate...

# portfolio checklist



Use the chart below to make sure you have included all the information needed to finish your portfolio. Other items, such as career research, career plan, education plan or business cards may also be included. Just add the items to the checklist below.

**Name**

**School**

**Mentor**

**Student Signature**

**Mentor Signature**

Personal data gathered and recorded	Portfolio ready [check]	Reviewed by mentor [initial]
<b>Personality Characteristics</b>		
<b>Interests</b>		
<b>Strengths</b>		
<b>Daily Activity Skills</b>		
<b>School / Work Skills</b>		
<b>Employability 2000+ Skills</b> - Fundamental Skills - Personal Management Skills - Teamwork Skills		
<b>Resume</b>		
<b>Cover Letter</b>		
<b>Evidence, Documentation, Certificates</b>		

# assembling

# the portfolio

**1.** Have you included **everything** from the checklist in your portfolio pages?

**2.** Has your mentor signed **each item** on the checklist as complete?

**3.** If yes, then **complete** the following:



- Collect all your pages.**
- Place pages in page protectors. This is an option but is highly recommended, especially for important documents you don't want three-hole punched.
  - ➔ **(TIP:** buy the inexpensive clear protectors.)
- Arrange in a binder or folder in the order that best presents your skills, interests, abilities and strengths.**
- Be sure any evidence of your skills and abilities, such as a certificate, has a caption or statement explaining why you included it in your portfolio.

# Congratulations!

You have **completed** your portfolio.

It **celebrates** the **experiences** and **qualities**  
that have made you the **person** you are today.

Your portfolio provides you with the base to plan your career,  
your community involvement and your life choices.

Be proud of **who you are**  
and your accomplishments!