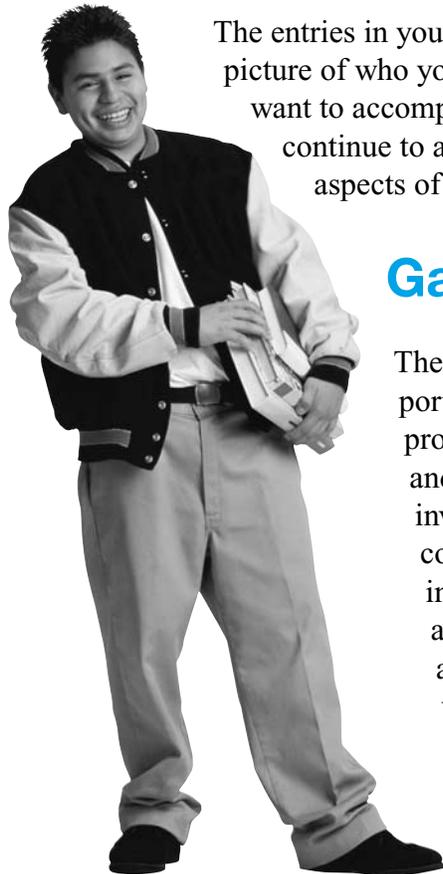


Lesson 5: Continuing Your Career Portfolio

Note: You may find it helpful to return to Section 1: Lesson 5 and review the steps for creating a portfolio.

By now you should have collected a number of items to include in your career portfolio. Your career portfolio provides solid evidence of your strengths, competencies, and accomplishments.



The entries in your portfolio should create a positive, comprehensive picture of who you are, what you want to do and be, and what you want to accomplish. Your portfolio is a living collection. You continue to add to it as your experiences, education, and other aspects of your life grow.

Gather Your Evidence

The first thing you need to do to develop your portfolio is to collect information and records that provide evidence of your interests, involvements, and achievements. The various self-assessment inventories you've completed in this and other courses, should make you more aware of what interests and motivates you, what you've already accomplished, and what your values are. These assessments can be placed in your portfolio. As well, you may wish to include job profiles for those occupations you are interested in. These profiles might help you decide on the most relevant personal information to include in your portfolio.

You may want to establish your own collection box or file in which to store items that you think may be important for your career portfolio. You should consider taking time once a week to make a few notes on what you did during the week—your accomplishments, challenges, and opportunities. This process will help you identify items to store and collect for possible inclusion in your career portfolio.

1. Make a list showing all of the items you have collected that might become part of your career portfolio.

Compare your answer with the Suggested Responses at the end of the lesson.

2. Describe the items you have selected to include in your portfolio and how each is related to your career choices.

Compare your answer with the Suggested Responses at the end of the lesson.

Career Portfolio Format

The format and organization of a career portfolio should be flexible enough to allow you to add, update, and delete materials as your career plans evolve. As well, you need to be able to select items for use in presentations and interviews. Therefore, most career portfolios are presented using a three-ring binder, dividers, and plastic page protectors.

Your portfolio contents can be saved electronically, using a word processor, desktop publishing software, or a scanner. You may even wish to consider developing an electronic portfolio in the case that an employer accepts portfolios via e-mail. You can scan documents and take digital photos of items to include in your electronic portfolio.



Potential formats for a career portfolio include the following:

- print (text, pictures, graphics)
 - folder
 - scrapbook
 - binder with dividers
 - binder with page protectors
- portfolio case or box (a large zippered case or box large enough to hold materials such as art work, blueprints, sculptures)
- multi-media (video and audiotapes, CDs, photographs)
- Internet or web-based (interactive, self-marketing tool)

Your choice of portfolio format will be governed by the kind of work you do. For instance, a graphic artist will require a portfolio case for his or her work while an editor's portfolio could fit into a binder.

3. What format will you use for your career portfolio?

Compare your answer with the Suggested Responses at the end of the lesson.

Using Your Career Portfolio

One of the primary purposes of developing a career portfolio is to use it for job applications. You won't necessarily be mailing the entire portfolio with your application. A résumé and a covering letter will usually suffice. At various times, however, you will be selecting items from your career portfolio to present to various audiences. This could be a one-on-one interview situation; it could also be for a panel of people. Some jobs require applicants to give a presentation to an audience. You will need a smaller binder or folder to use for such situations. You will learn to select from the career portfolio to develop a presentation portfolio that can be targeted for a variety of purposes. For example, employment interviews, post-secondary program applications, and scholarship applications might each require a slightly different version of your portfolio.



Go to page 12 of Assignment Booklet 3A and respond to question 3 of Section 2.

Looking Back; Looking Ahead

In this lesson you added to your career portfolio based on the decisions you made about possible careers. You examined the information you collected about yourself and about careers. You then chose the information that best shows your strengths. As well, you decided on a format for your career portfolio.

Suggested Answers

1. Your list will vary. It should include self-assessments that you have made in this course, in particular this module, as well as other items showing your skills, achievements, and academic history.
2. You need to choose the items that are most relevant to the careers you are considering. Each item will show different things about you.
3. Most people will find a three-ring binder with dividers and plastic page protectors the most practical format. If you are thinking of becoming a graphic artist, designer, or architect, you will need a case of some sort to protect and organize your creations. If you are thinking of web design or programming, you may want a format that can include your digital creations.

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