

## **CAREER PORTFOLIO ITEMS**

From your current work term, consider what tangible items you have as proof or evidence of your completed work. In addition to telling potential employers about this in your resume, show them in your career portfolio. Identify **TWO** items to include in your career portfolio and what these items say about your work. Actual portfolio items DO NOT have to be attached.

The following list will assist in brainstorming thoughts on a career portfolio.

- Letters of reference
- Presentation list and/or extracts from project completed list
- List of completed projects
- Newspaper clippings
- Photographs of you in the field
- Report synopsis
- Writing samples
- Notes of commendation, appraisal, or accolades
- Work samples
- Computer skills list

**Portfolio Item:** \_\_\_\_\_

What this item says about my work:

\_\_\_\_\_

**Portfolio Item:** \_\_\_\_\_

What this item says about my work:

\_\_\_\_\_

**Portfolio Item:** \_\_\_\_\_

What this item says about my work:

\_\_\_\_\_