



# CAREER PORTFOLIO HANDBOOK



For

**TRADE AND INDUSTRY CAREERS**



## **INTRODUCTION**

This handbook covers two formats for developing Career Portfolios: Paper/Notebook format and an Electronic format. For most people both formats are important. The paper/notebook format is taken with you to an interview to share with the interviewer and then is taken home with you at the end of the interview. The electronic format is one that can be electronically submitted, when requested, prior to an interview. Sometimes these are used to narrow the candidate field for final interviews. Information on electronic portfolios is found on pages 18-19.

### **WHAT IS A CAREER PORTFOLIO?**

A Career Portfolio is a collection of documents that summarize your background, knowledge, experience, and goals. It is used to assist you in demonstrating exactly what you are capable of doing and what you can contribute to the organization. It is also used in a scholarship interview with a college or university. Employers have specific needs and are looking for just the right employee to fill those needs. Most people go into an interview with only a resumé in hand. While the resumé is a part of the Employment Portfolio, it does not, by itself, often tell a prospective employer all they need to know about the applicant's qualifications. An Employment Portfolio goes beyond the resumé to allow the applicant an opportunity to fully describe his/her qualifications.

### **HOW IS THE CAREER PORTFOLIO USED?**

The Employment Portfolio is taken into an interview with the applicant. It is not submitted ahead of time. The interviewer looks through the portfolio during the interview and will often times base their questions on information they read. An interview is a very stressful situation. The Career portfolio can speak for the applicant by telling the interviewer about the applicant's strengths and skills. The portfolio is not going to forget important facts in a high pressure situation!

A portfolio shows an employer that you take your career and the job hunting process seriously. It shows you have taken the time to sit down and examine your own strengths and weaknesses. It is also viewed as an example of your work. Make sure it is neat, grammatically correct, and presents the best "view" of you possible.

## **HOW LONG WILL IT TAKE TO DEVELOP A CAREER PORTFOLIO?**

Like anything else – “If it’s worth doing, it’s worth doing right.” The same amount of time, effort, and attention to detail should go into this as you would put into any technical project. A prospective employer will look at this as an example of your work. If you pay attention to detail here, you will most likely pay attention to detail on the job. It takes time to do a self-assessment of your strengths and determine how best to present the information.

## **WHAT GOES IN A CAREER PORTFOLIO AND WHAT DOES ONE LOOK LIKE?**

The remaining pages of this handbook will guide you through the development of your Career Portfolio. There is a rubric explaining how your portfolio will be graded (if you are completing this as a class project), lists of possible pages and items to include, suggestions on how to divide the portfolio into coherent sections, and actual sample pages.

Once you select a design format be sure to follow through the entire portfolio with the same formatting, font, font sizing, etc. so that when completed it will look like one, cohesive document. It is recommended you print your documents on good quality paper, store them in sheet protectors and place them in a three ring binder so you can easily change and update individual pages as needed.

A portfolio is a “living” document that can be updated and used throughout your career as you apply for advancement and/or change careers.

## CAREER PORTFOLIO RUBRIC



NAME: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

<b>AREA</b>	<b>CRITERIA</b>				<b>POINTS</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	
<b>REQUIRED SECTIONS</b>	Contains 2 or more pages for only 1 -2 areas	Contains 2 or more pages for 3 - 4 areas	Contains 3 or more pages for 4 areas	Contains at least 4 pages for each of 4 - 5 areas	
<b>FORMAT</b>	5 or more pages do not follow the chosen format	3 - 4 pages do not follow the chosen format	1 - 2 pages do not follow the chosen format	All pages follow a consistent, chosen format	
<b>ORGANIZATION</b>	Unorganized	Shows some illogical organization	Organized in a logical manner with similar content pages together	All of the previous plus contains divider pages with tabs	
<b>CONTENT</b>	Does not give reader enough information to understand	Uses lists of items with no detailed, supportive information	Most information is complete and includes detailed, supportive information	Pages contain complete, detailed information that leaves no gaps for the reader	
<b>MECHANICS</b>	7 or more errors in punctuation, capitalization and/or spelling	4-6 errors in punctuation, capitalization and/or spelling	No more than 3 errors in punctuation, capitalization and/or spelling	Punctuation, capitalization and spelling are correct	
<b>CLASSROOM PERFORMANCE</b>	Earns at least 68% of possible participation points- can't stay on task	Earns at least 76% of possible participation points-has difficulty staying on task	Earns at least 84% of possible participation points and stays on task	Earns at least 92% of possible participation points and stays on task	
				<b>TOTAL→</b>	

**Teacher Comments:**

---



---



---



---



---

## SUGGESTED PORTFOLIO PAGES & SECTIONS

### 1. INTRODUCTION

- ★ Cover Page
- ★ Resumé
- ★ References
- ★ Letters of Reference
- ★ Biography

### 2. WORK

- ★ Employment Records / History
- ★ Employment Certifications / Licenses
- ★ Employment Awards  
(ie. Employee of the Month)
- ★ Accomplishments

### 3. ACTIVITIES

- ★ Motorcycling / 4-Wheeling
- ★ Reading
- ★ Recreational Sports  
(golf, tennis, baseball, football)
- ★ Community Service / Volunteer Work
- ★ CTSO / Organizations
- ★ Church Activities

### 4. ACADEMICS

- ★ Test Results
- ★ Transcripts / Diplomas
- ★ Academic Letter
- ★ Scholarship Award Documentation
- ★ Quiz Bowl Team Member
- ★ Special Projects

### 5. SKILLS

#### PERSONAL MANAGEMENT/ LEADERSHIP SKILLS

- ★ Perfect Attendance Records
- ★ Employability Development Plan
- ★ Record of holding office in a Club/  
Organization/CTSO
- ★ Record of serving as Team Captain  
(sports)
- ★ Adult Sponsor (4-H, Little League,  
Scouting, etc.)
- ★ Class Officer
- ★ Military Leadership
- ★ Awards & Honors

#### TEAMWORK SKILLS

- ★ Sports Participation/Letters
- ★ CTSO/Club Participation
- ★ Member of Church/Civic groups  
(choir, band, Lions, Masons, etc.)
- ★ Member of school choir, band, etc.
- ★ Military
- ★ Member of Team for Special  
Fundraising: Cancer Walk/ ALS  
Walk, etc.
- ★ Community Theater Member
- ★ Newspaper articles about you/your  
team

#### TECHNICAL SKILLS

- ★ List of skills
- ★ Description of technical projects
- ★ Samples of work (blueprints, diagrams,  
drawings, art, construction projects,  
poetry, rebuilt cars/trucks, etc.)

## **REQUIRED & OPTIONAL PAGES**

### **REQUIRED PAGES**

1. Resumé
2. Reference Sheet
3. Letter of Introduction/Cover Page
4. Employability Development Plan
5. Work Experience
6. Academic/Technical Project
7. Activities/CTSO Involvement
8. Skills Sheet

### **OPTIONAL PAGES\* (See instructor for required number of pages)**

1. Biography
2. Transcript
3. Diploma
4. Competency Profile
5. Licenses/Certifications/Credentials
6. Community Service
7. Awards/Honors
8. Scholarships
9. Letter of Reference
10. Military Records
11. Clubs/Organizations
12. Sample Letter of Application
13. Testing Results (ASSET/ WorkKeys/ ACT/ SAT/ State Assessment)
14. Professional Accomplishments

\*Other pages may be acceptable – check with your instructor for approval.

\*\* Don't forget to include pictures/drawings only where appropriate.

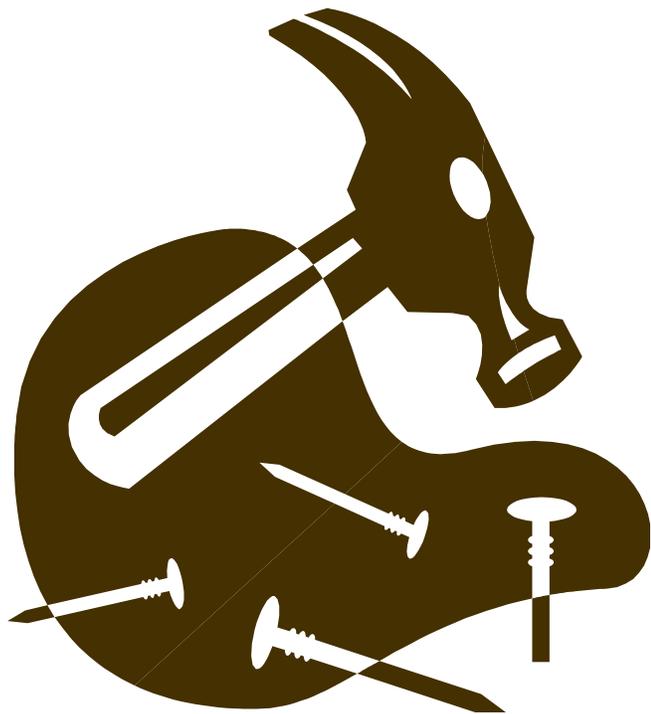
**THE FOLLOWING PAGES PROVIDE EXAMPLES OF THE VARIOUS DOCUMENTS**

(Front Cover)

**C  
A  
R  
R  
E  
E  
R**  
**P  
O  
R  
T  
F  
O  
L  
I  
O**

John Smith

Carpentry



**(Letter of Introduction / Cover Letter)**

John Smith  
920 Woodland  
Stanleyville, KS 66616  
316-555-7843  
[jsmith@msn.com](mailto:jsmith@msn.com)

---

Employment Officer,

In the interest of seeking employment with your company, I submit to you my portfolio. I would like the opportunity to become an asset to your company and to further expand my solid foundation of carpentry skills. I presently am attending and will graduate from the Construction Program at Sunflower Technical Center in May 2012.

My program of study includes training in the following areas:

- Concrete work
- Foundations & Framing
- Roofing
- Window & Door Installation
- Insulation / Vapor Barrier Installation
- Drywall Hanging and Finishing
- Cabinet Installation
- Painting & Trim Finishing

If, after viewing my qualifications, you find that I would be an asset to your company, I would appreciate the opportunity to utilize my skills as your employee.

Sincerely,

John Smith

(Resume)

**Mary Jones**

3419 W. 23rd Street  
Stanleyville, KS 66612  
316- 555-2097  
[mjones@msn.com](mailto:mjones@msn.com)



---

---

**OBJECTIVE**

Seeking a part-time position as a Certified Nurse Aide in an adult care facility.

---

---

**EDUCATION**

Buffalo High School - 3301 W. 18th, Stanleyville, KS 66616  
Diploma Graduate – May 2011

Sunflower Technical Center - Stanleyville, KS 66616  
Nurse Aid Certificate – May 2011

---

---

**WORK EXPERIENCE**

Dairy Queen - 131 W. 14th, Springdale, KS 66451  
Counter Waitress - September 2010 - Present

County Swimming Pool - Stanleyville, KS 66616  
Lifeguard- summers of 2009 & 2010

---

---

**SKILLS**

Human Relations / Assessment / Care Plans  
Post-op Care / Geriatric Care  
Computer Operations / Word Processing

---

---

**ACTIVITIES**

Member HOSA - 2008 - Present  
Class Representative to Student Council- 2009-2010  
Volunteer - Big Brothers/Big Sisters of Stanleyville

---

---

**REFERENCES AVAILABLE**

---

## (Employability Development Plan)

### EMPLOYABILITY DEVELOPMENT PLAN

---

#### Short Term Goals:

- To graduate from Buffalo High School with a 3.8 GPA
- To seek entry-level employment in the construction field
- To enter an associate degree Construction Program at a postsecondary institution
- To save money for college

#### Long Term Goals:

- To obtain an associate degree in Construction
- To gain permanent employment as a carpenter
- To purchase a home for myself and my family
- To become a construction contractor

#### Areas I Excel In:

- Framing and Rough Carpentry
- Dry Wall Installation & Finishing
- Attention to Detail
- Pride in Work
- Ability to Work Under Pressure and Within Deadlines

## (Skills Sheet)

### PERSONAL MANAGEMENT SKILLS

---

- Attend work and school daily and arrive on time
- Meet deadlines in a timely fashion
- Know my personal strengths and weaknesses
- Follow written and verbal instructions
- Work without constant supervision
- Willing to learn new skills
- Demonstrate personal values
- Demonstrate self-control

### TEAMWORK / LEADERSHIP SKILLS

---

- Respect opinions and ideas of others
- Able to lead group discussions
- Willing to lead or follow to best accomplish the goal
- Able to work in changing settings and with different people
- President of Local SkillsUSA Chapter
- Team Captain of Varsity Baseball Team
- Class representative to Student Council

### ACADEMIC SKILLS

---

- Principal's Honor Roll
- Read and understand Written materials
- Use math to solve problems
- Speak and write for business situations
- Use research/library skills
- Use specialized knowledge to get a job done

### TECHNICAL SKILLS

---

- Hold the 10 Hour OSHA Construction Safety Certification
- Use, care & maintenance of hand and power tools
- Construction mathematics for measuring and cutting
- Framing & rough carpentry
- Drywall installation & finishing
- Window & door installation

(Work Experience)

**WORK EXPERIENCE**

---

County Swimming Pool  
200 W. 12<sup>th</sup> St.  
Stanleyville, KS 66616  
316-555-9387

Dates of Employment:  
May – August 2009 & 2010

Job Title:  
Lifeguard

Duties:  
Lifeguard  
Swimming instruction  
Daily pool skimming/cleaning  
Perform chemical tests on pool water

Accomplishments:  
Hold Lifeguard certification  
Hold swim instructor certification  
Conducted swimming classes for a total of over 125 children ages 5-10

**(Certifications/Licenses/Credentials)**

As part of the Health Science courses at Buffalo High School, we participated in the Red Cross training courses for First Aid and CPR (Cardio-Pulmonary Resuscitation). As a result of this classwork I earned both certifications.

(Place scanned copies of certification cards here)

### (Technical Project)

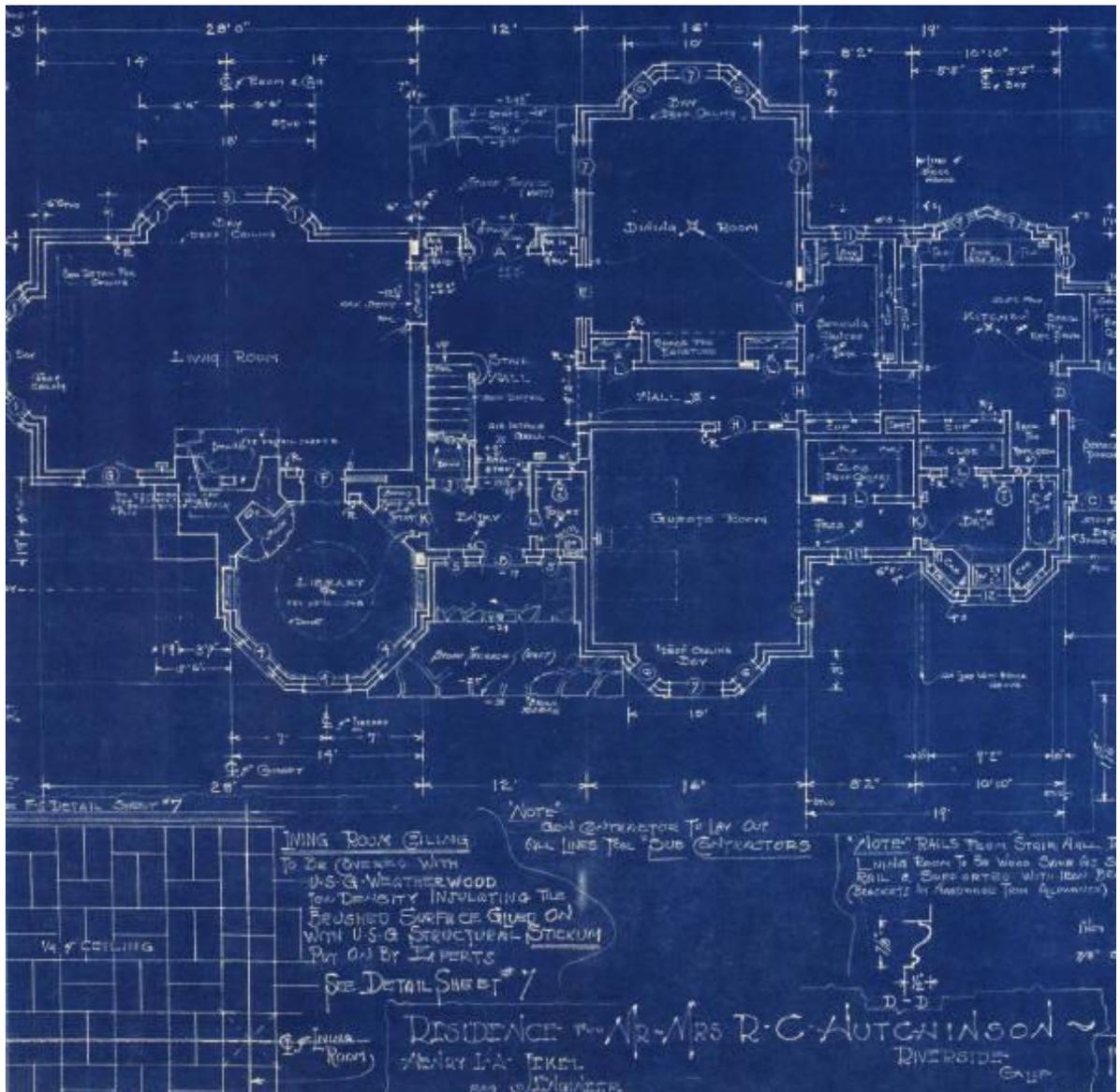
As part of the course requirements for the Construction Program at Buffalo High School, we built a house from the ground up which was then sold by a local realtor. We were responsible for the concrete, structural and finish work on the house. The electrical, HVAC and plumbing were subcontracted to local companies. Below are some pictures of the construction process.



(Technical Project)

As part of the Architectural Drafting course, each student was required to create a set of blueprints for a project we were to complete. Below is a sample of my drawings.

(Attach your drawing here)



(Awards / Honors)



*Sunflower Technical Center – Stanleyville, KS 66616*

January 21, 2011

John Smith,

Congratulations!

On behalf of the scholarship committee, I am pleased to inform you that you have been chosen to receive a \$150.00 scholarship for the Construction Technology Program. Your leadership and academic work have been recognized by your instructor(s) and the scholarship committee.

Thank you for your efforts in making the Sunflower Technical Center an outstanding educational institution.

Sincerely,

Bob Stone, Assistant Director

## Relay For Life – Cancer Walk-A-Thon

---

As a Community Service Project for the HOSA organization, we chose to participate as a team in the local Relay For Life Cancer Walk-A-Thon. I served as the team captain for this event and was responsible for ensuring that all needs for our team were met during the event. Our team consisted of 14 HOSA members plus several school teachers and staff members who all raised funds prior to the Walk by selling Luminaries to be lit at the event. Team members then walked throughout the 18 hour event which was held at the Buffalo High School track.

Our team raised over \$1,200 for the Cancer Society. We intend to continue our participation in this event next year.



(Include actual pictures from your Event)



# ELECTRONIC PORTFOLIOS

When preparing an electronic version of the portfolio, there are several issues to think about.

1. What does an electronic portfolio look like?
2. When do I use an electronic portfolio?
3. What format do I save it in?
4. What is the best method for distributing the electronic portfolio?

## WHAT DOES AN ELECTRONIC PORTFOLIO LOOK LIKE?

An electronic portfolio can take different forms. If your paper portfolio was developed on the computer you can simply use that if it was created as one, multi-page document. Remember that if you have any documents or pictures that were “taped” or “glued” on you will need to scan those pages and insert them into the document.

Another option is to create the electronic portfolio using software such as Microsoft Office PowerPoint. Each slide would contain the same type of information used in your hard copy version, although you would have to condense the text to fit a slide format.

A third option is to create the portfolio using software such as Microsoft Publisher. This will give the portfolio a more “finished” or “published” look. Keep in mind that whatever format you choose the portfolio itself will be considered by the employer as an “Example of your work”. If you make it look professional and pay attention to detail an employer will take this as a sign that your technical skill work will also be professional and detailed.

A sloppy, unorganized document with misspellings and poor grammar will give the employer a view of you that is not flattering.

## WHEN DO I USE AN ELECTRONIC PORTFOLIO?

An electronic portfolio is used in two main situations:

1. When applying for a job that is a distance away from where you currently reside, and
2. When the employer wants to have additional information about you prior to the interview.

If you are intending to relocate to another city or state you may be applying for jobs before you physically move. An employer being able to view your portfolio can be a determining factor as to whether or not it would be worth your while to travel a long distance for an interview. It also gives the employer something to look at during a telephone interview. It's like having a piece of you in the room with the interviewer.

On occasion, an employer will utilize a portfolio as a method for narrowing down the applicant pool prior to setting up interviews. Doing a little something extra (such as creating a portfolio) will put you one step ahead of the other applicants.

### **WHAT FORMAT DO I SAVE IT IN?**

You need to keep in mind that if the employer can't open your document you have wasted a lot of time! The best format to save in is a PDF file. These can be opened and read by anyone who has the Adobe Acrobat reader, which can be downloaded free from the Internet. An added benefit to the PDF file is that it will keep all of your formatting intact.

Microsoft PowerPoint is a good alternative because when you send a PowerPoint through email it comes with just enough of the program attached that it can usually be opened without any trouble. You also need to consider that PCs and MACs utilize different software and operating systems that usually are not very compatible.

### **WHAT IS THE BEST METHOD FOR DISTRIBUTING THE PORTFOLIO?**

There are a variety of ways to distribute your electronic portfolio. One way not used as much these days is burning it to a CD and mailing it with or separately from your resume and application form. The downside to this is that every time you make a change to the portfolio you have to create new CDs.

If you have the portfolio saved as a WORD document, PowerPoint, Publisher, or PDF file you can easily email them as an attachment. You do need to be aware of the size of your document as sometimes they take a while to download in to someone's mailbox. Also, some email systems limit the size of attachments they will accept.

The best way for easy access is to post it to a webpage and email the link to the employer. This way they can simply click on the link and the document opens up.



-Peggy Torrens, Education Program Consultant- KSDE  
October 2010

**An Equal Employment/Educational Opportunity Agency**

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

KSDE General Counsel  
120 SE 10th Ave., Topeka, KS 66612  
785-296-3201