

HOW TO CREATE A JOB SEARCH PORTFOLIO

A job search portfolio is a tool that gives potential employers a “snapshot” of who you are — your education, talents, attitudes, accomplishments, activities, experience, skills and abilities. You can use the portfolio in job interviews to showcase a point, to illustrate the depth of your skills and experience, or to get a second interview.



Portfolios should be kept in a professional-looking, three-ring binder. Include a table of contents and use some kind of system, such as tabs or dividers, to separate the various parts. To hold materials, use non-glare plastic sheet protectors.

Be sure to take it with you to interviews and use it as a tool to get job offers. Once you accept a job offer, keep your portfolio current.

CONTENTS OF A JOB SEARCH PORTFOLIO

- ✓ Résumé
- ✓ Transcript(s)
- ✓ Student involvement transcript
- ✓ Degrees, licenses, certifications
- ✓ Awards, honors, scholarships, grants
- ✓ Area of academic emphasis
- ✓ Research, publications, reports
- ✓ Evidence of language , spoken or written
- ✓ Special events and projects
- ✓ Examples of recruiting (papers, articles, proposals)
- ✓ Letters of commendation/appreciation for excellent work or service
- ✓ Design samples
- ✓ Photography
- ✓ Presentations
- ✓ CD-ROMS, videos (produced or appeared in)
- ✓ Brochures, flyers, publication materials
- ✓ Events planning, programming
- ✓ Workshops, seminars, conference certificates
- ✓ List of references
- ✓ Evidence of community involvement
- ✓ Letters of recommendation, testimonials
- ✓ Organization membership, committee involvement

ADDITIONAL ITEMS FOR EDUCATION MAJORS

- Job-seeking documents:
 - * Student teaching evaluations
 - * Teacher tests scores
 - * Licensure papers and other educational certificates

- Professional Statements:
 - * Philosophy statement—summarizing your beliefs as an educator
 - * Personal statement—describing reasons and motivations for choosing the teaching profession
 - * Goals statement—list immediate and future goals you want to achieve as a teacher and citizen

- Evidence of:
 - * Writing skills
 - * Creativity
 - * Organization
 - * Curriculum integration
 - * Teamwork
 - * Innovation
 - * Leadership
 - * Initiative
 - * Technology

- Examples of:
 - * Unit or lesson plans
 - * Planning materials
 - * Teaching style and strategies
 - * Student work/accomplishments
 - * Assessment instruments
 - * Teacher journal