

## Developing a Professional Portfolio

- Portfolio pieces may be due through out the semester.
- Portfolio should be neatly presented in clean binder using sheet protectors. Everything must be typeset in a professional manner (landscape pages turn to the right). Work that is too big to fit in portfolio may be trimmed down or presented using slides.
- Portfolio on digital media is also acceptable.
- Your portfolio is a “working” document. Please continue to add, change and rearrange it so it meets your needs as a lifelong learner. Therefore, page numbers are not needed.

### **Things to include in your portfolio:**

#### I. Cover (optional)

- On the front of your binder

#### II. Title page -

- Title Page should be 1st page inside of the Portfolio.
- Table of contents - list contents of portfolio, can look almost exactly like these guidelines provided.

#### III. Introduction -

- Cover Letter / Letter of Application
- Resume, professionally formatted - with digital copy, disk
- Autobiography
  - 1-2 page summary that tells who you are, how you got there and where you are going.
  - What are your goals?
- Letters of Recommendation
  - From appropriate from school personnel, employers, coworkers, professionals (not just friends or peers), Community Service letters
- Pictures (professional type)

#### IV. Education and Certification -

- Educational Development Plan (EDP) -
  - EDP Assessment Results
  - Career Pathways
  - Career Preparation Activities
  - Extra Curricular Activities/Awards
  - Plans & Preparations
  - Post-Secondary Plan
    - Research schools that offer programs in your area of interest.
  - Career Info
    - Summarize your career of interest/Type of Careers you are interested in
    - Degree / Certification needed
    - Experiences, organizations and people that may be helpful in obtaining this type of work
    - Develop and identify goals
    - Short-term goals for each semester / year in high school to help you meet your long-term goals.
    - Long-term goals through high school, college and beyond!
- List of schools attended
  - High School and Colleges - similar to resume w/dates and addresses, also special workshops and trade camps.
- Transcripts
  - Unofficial is ok for now. After graduation ask for an official copy for your records.
- Professional Awards/Honors & Certificates
  - Student council, honor roll, EMT certification, athletics, academic awards, Macintosh certification. .

#### V. Career Related Experience & Examples -

- Career Related “stuff”, make your own heading based on the “Career Pathway” or area of interest.
  - Art & Communication

- Business, Management Marketing & Technology
- Health Sciences
- Engineering, Manufacturing & Technology
- Human Services
- Natural Resources
  
- Academics
- Leadership
- Life/Helping Skills
  - Initiative, Responsibility, Perseverance, Friendship, Attendance, Follow Through, etc.

VI. Hobbies & Extracurricular Activities -

- Pictures
- News Clips
- Extracurricular Awards & certificates

VII. Reflection/Self Evaluation

- Write a one-page reflection about the Peer Facilitating/Peer Lab experience. What it meant to help others with real issues, the process and growth you went through, as a counselor and “human” and final thoughts.