

Job Search Portfolios

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Broadly, a portfolio is a collection of works used to show one's capabilities to others. Thus, from the perspective of the beginning teacher, the portfolio is a tool one can use to market oneself. However, from the perspective of the prospective employer, a portfolio serves as an evaluation tool for identifying the best candidate for a given position.

Basics

Resume

Official transcript

Letters of recommendation

Table of Contents: Clearly outlines sections for easy finding

• Depending on your major and career field, sections may be organized by skill clusters:

• Communications may include:

Writing

Layout

Broadcasting

Computer Graphics

Design

Public Relations

• Education may include:

Lesson Plans by Unit

Classroom Management Philosophy

Evaluations

• Artifacts Pertaining to Formal and Informal Education and Training

• Communications may include:

- Brochures describing training events, retreats, workshops, clinics, lecture series
- Certificate of mastery or completion
- Grants, loans, scholarships secured for schooling
- Licenses
- Lists of competencies mastered
- Samples from classes (papers, projects, reports, displays, video or computer samples)
- Samples from personal studies (notes, binders, products)
- Syllabi or course descriptions for classes and workshops
- Transcripts, report cards

• Education may include:

- Philosophy of education
- Sample lesson plans
- List of classroom management strategies
- Videotape of classroom teaching (made available)
- Any education-related research project
- Individual case study
- Teaching unit (photos of projects, bulletin boards, and kids [with permission] can be applicable here if tied in with unit)
- Samples of other classroom work

Artifacts Demonstrating General Work Performance

- Community service projects
- Descriptive material about the organization (annual report, brochure, newsletters, articles)
- May be used if you were an intern
 - Job descriptions
 - Military records, awards, badges
 - Employer evaluations or reviews
 - Examples of problem solving
 - Letters of reference
 - Products showing your leadership qualities (mission statements, agendas, networks)
 - Records showing how your students, clients, or patients did after receiving your services (evidence showing your impact on the lives and performance of other such as test scores, performance improvement data, or employment and promotion)
 - Resumes
 - Samples from participation in professional organizations, committees, work teams.

Artifacts About Skills Using Data

- Communication pieces (memos, reports, or documents, a public service announcement.
- Writing abilities, demonstrated in actual samples of your writing (articles, proposals, training materials)
- Evidence of public speaking (membership in Toastmasters, photograph of you at podium, speech outline, brochure for your presentation, speaker's badge or brochure, blurb from the conference.) Also posters, photos, reviews of actual performances (dance, drama, music, story telling)
- Display or Performance materials (actual objects, or illustrations, or posters from displays)
- Computer related (data base designed, desktop publishing documents, samples from using the Internet, computer video screen pictures or manuals covers illustrating programs you use)
- Formal and technical documents as in grant or loan applications (include proposal cover sheet or award letter), technical manual

Artifacts Pertaining To People Skills

- People and leadership skills (projects or committees you share, projects you initiated, photos of you with important people, mentoring programs, proposals, documents or strategies related to negotiation)
- Planning Samples (summary of steps, instruments used such as surveys or focus groups)
- Problem solving illustrated with various artifacts. Use figures or pictures showing improvements in products, services, profits, safety, quality, time. Include forms used to solve problems

Artifacts About Skills, Things, Tools, Equipment

- Any artifact which shows technical skills, equipment, or specialized procedures used in your work: Paper documents or replicas of actual items including: forms, charts, print outs (such as medical chart, financial statement or budgets, reports, emergency preparedness plan, marketing plan, customer satisfaction plan, inspection or evaluation sheet, financial or budget plans, spreadsheets, charts, official documents)
- Performance records (keyboard timing scores, safety records, phone logs, complaint logs, pay stub with hours worked highlighted, any record showing volume, amount, total time, response time, turn-around time, dollars or sales figures, size of customer database, organization chart showing people supervised)
- Technical directions, manuals, procedure sheets for specialized work, use of equipment, and detailed processes. This could include: sample pages from manuals, illustrations, technical drawings, blueprints or schematics, photos from workplace, schematics or directions for operation or procedure sheet
- Photos, video, slide show, or multi-media presentation showing process or equipment.
- Actual item which can be handled in various ways: displayed in person one at a time or part of a display you set up