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| CAREER CRUISER | Developing a Professional Portfolio |

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| **Step 5** | Prepare for your chosen career. |
| **Driving Question** | How can I show employers my skills? |
| **Goal** | Curate a professional portfolio. |
| **Standard** | Demonstrate mastery of the career navigation skills necessary to obtain, retain, advance within and switch employment. (CR.3.3) |

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| **FOR TEACHERS** |

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| **Timeframe** | 1-5 roughly hour-long lessons, depending on the student’s depth of knowledge and breadth of materials they are able to put into a portfolio. |
| **Materials** | Internet and digital device access. |
| **Xello** | [Xello](https://xello.world/en/florida-college-career-ready/), Florida’s official K-12 public school career planning and work-based learning coordination system, has tools you can use on this topic! Within the system, navigate to ‘About Me’ and then ‘Portfolios’ to build your own online career portfolio that can be shared with employers! |
| **Overview** | **Beginning**   * Explain to students that successful job application and interviewing is the art of selling yourself. Have students brainstorm what goes into a successful listing on an e-commerce site. Examples: pictures, item reviews, seller reviews, description, features, etc. Tie this concept to selling yourself through a professional portfolio and have students brainstorm what, with the analogy of an e-commerce in mind, should go into a good professional portfolio.   **Middle**   * Students will learn about the use, contents and hosting options available for professional portfolios.   **End**   * Have students curate their own professional portfolio and reflect on how it could be improved in the future.   **Extensions**   * Research different platforms to host a professional portfolio. Describe the pros and cons of your top three choices. * Discuss with a partner what content you will include in your professional portfolio and why. * Identify an employer or subject matter expert that is willing and able to review the professional portfolio. Document their feedback and make updates accordingly. |

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| **FOR STUDENTS** |

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| **Learn** |

**What Is a Professional Portfolio?**

A professional portfolio is a digital or print collection of your work to show employers the skills you possess and the quality of your work.

**What Should I Put in a Professional Portfolio?**

What should go in your professional portfolio will depend on what career field you are interested in, what you currently have available, the type of job you are applying to, the company you want to work for, and the impression you are trying to make.

**Professional Portfolio Content Ideas:**

* The Basics
  + Table of contents
  + Resume
  + Cover letter
  + Personal statement
  + Letter of reference or recommendation letter
* Demonstrations of Skills (can be organized by topic and/or importance)
  + Certifications, licenses, awards, documentation of recognition
  + Transcripts/diplomas
  + Testimonials
  + Performance or instructor evaluations
  + Records of community service/volunteer work
  + Work samples
    - Problem solving – documentation or photos of solution implementation
    - Leadership – projects, clubs, committees, charity, etc.
    - Public speaking – documentation of presentations – PowerPoints, brochures, photos, audio, video, etc.
    - Writing samples – research, reports, social media, etc.
    - Computer skills – online work, software outputs, etc.
    - Data analyses and visualizations
    - Creative work – design and art

**Where Should I Host a Professional Portfolio?**

There are many options for hosting professional portfolios. You can share your work as a site, a folder of materials or integrate it into your professional media site. Your teacher can give you advice on how to choose a digital location for your work. Example options include Google and LinkedIn.

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| **Do** |

**Develop Your Own Professional Portfolio**

* Start by brainstorming ideas and researching what a professional portfolio might contain for your chosen career path.
* Determine where you will collect the documents digitally (e.g., Google Sites, LinkedIn).
* Collect and organize the documents in a logical way (e.g., topic, skill).

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| **Reflect** | |
| **Needs**: After looking back at your portfolio, what content do you think it would be beneficial to add to? |  |
| **Improvements**: After looking back at your portfolio, what content do you think needs to be substituted or corrected? |  |
| **Feedback**: List people in industry that could review and give you feedback on how to improve your portfolio. |  |