

CAREER PORTFOLIO





Learning Outcomes

Learn what is the importance of building your career portfolio.

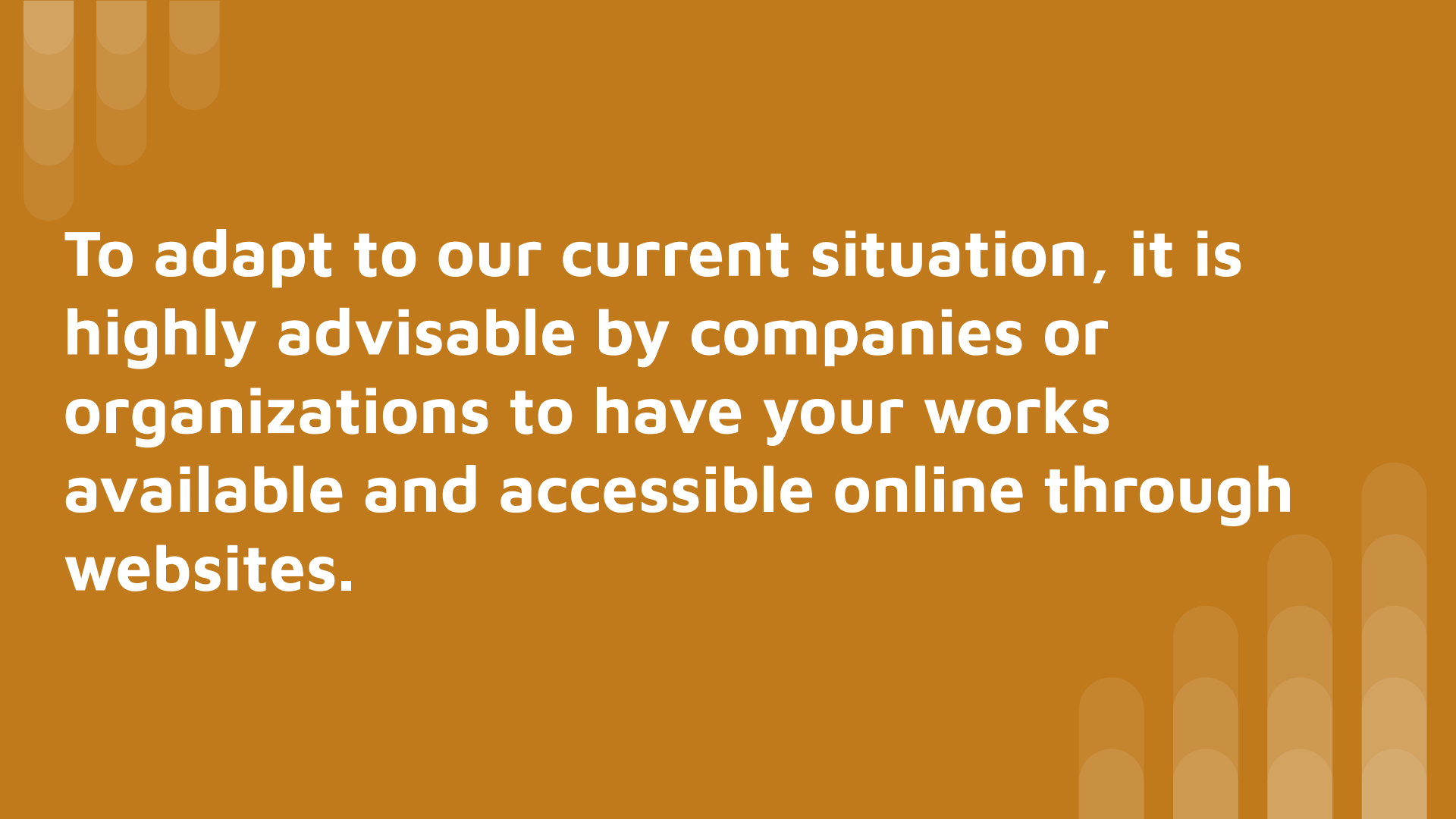
Knowing the key elements for building your career portfolio.

Apply the knowledge learned from this lecture and create your own career portfolio.

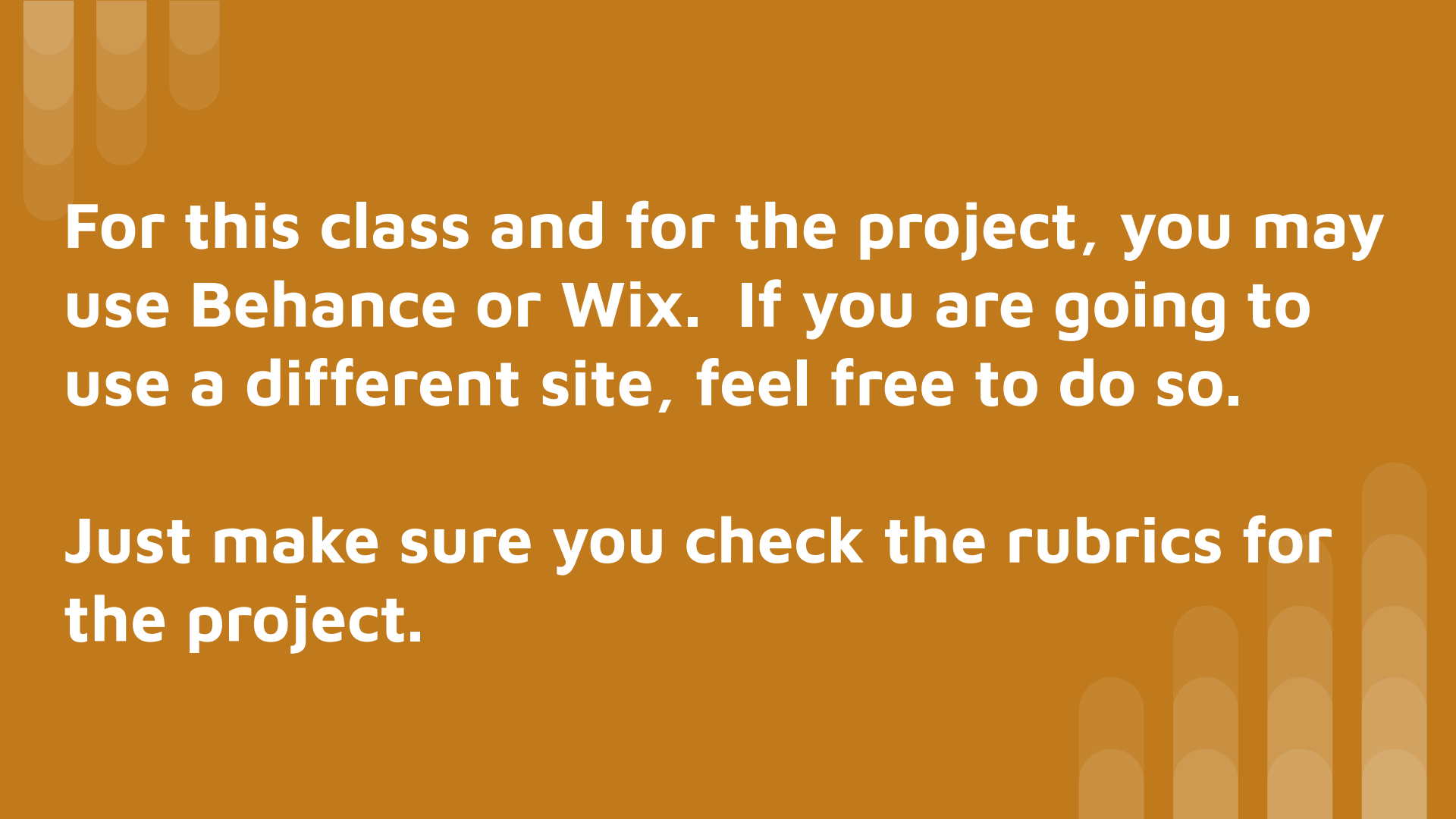


What is a Career Portfolio?

Compilation and documentation
of one's works and progress

The background is a solid orange color. In the top-left corner, there are three vertical bars of varying heights, each composed of three overlapping circles. In the bottom-right corner, there are four vertical bars of varying heights, each composed of three overlapping circles.

To adapt to our current situation, it is highly advisable by companies or organizations to have your works available and accessible online through websites.



For this class and for the project, you may use Behance or Wix. If you are going to use a different site, feel free to do so.

Just make sure you check the rubrics for the project.



Why is it important?

Companies will get to know who you are and where you are passionate about. You can both show and tell them about it.

Companies or potential networks now know where you are comfortable in your works or skills.

You can provide a comprehensive display of your achievements and potential by creating your online portfolio.



Why is it important?

In the growing field of work from set-up, setting up your online portfolio is now one of the requirements for screening and application process for jobs.

A career/professional portfolio can help in any circumstance where you want to make a strong impression, provide proof of your value, and differentiate yourself from your competition.



Key Elements in a Career Portfolio

About Info

Ways to Contact You

Categorized Works



About Info

What to include in your About Me Section

- Add a short Bio
- Education
- City you live in
- Vision Statement or Value Proposition

**DO NOT INCLUDE
EVERYTHING THAT CAN BE
FOUND IN YOUR CURRICULUM
VITAE OR RESUME.**

You still need to share something during the actual interview.



Ways to Contact You

Add a section where they can contact you

Provide various options:

- Email Address(Work/Business Email Address, do not use your personal email)
- Mobile Number

What else can you add?

- Business Hours
- Average Response Time
 - Please wait for 24 to 48 hours for an email response



Categorized Works

Why do I need to categorize my works?

You need to customize your portfolio according to the job/s you want to land.

Why is it important?

Visitors of your site can see how well versed you are according to the different skills you can showcase per category of your work.



Other Elements in a Career Portfolio

Downloadables

Skills Set

Credentials



Downloadables

What do I include?

- PDF Copy of your Curriculum Vitae or Resume
- PDF Copy of your Sample Works

Or you can also add links instead.

- LinkedIn Profile Link
- Social Media Pages Link
- Others



Skills Set

What to add?

Arts and Technology

- Related software and tool knowledge

How can I stay relevant?

- The Creative and Technology Industry is always changing and evolving you always need to be up to the current trend.
- Update as necessary.



Credentials

What can you include?

- Awards
- Achievements
- Organization you belong with
- Community Service Engagement

What else?

- Competitions
- Client Reviews/Feedback
- Training/Webinar
- Certifications
- Feature (e.g. school paper/website)
- Update as necessary

IMPORTANT NOTE

If you've done work as a freelancer or other works and if you have agreements, always check for the Intellectual Property and Non-Disclosure Clauses. There is a chance you're not allowed to post them on your portfolio.

Conclusion

During this time, we must learn to adapt and maximize our opportunities by making sure we meet what the opportunity is looking for.

Conclusion

It is already difficult to find a job, let's make it easier by giving it your best in your pre-employment preparation documents and credentials.

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What Color Is Your Parachute? Job-Hunter's Workbook, Sixth Edition: A Companion to the World's Most Popular and Bestselling Career Handbook by Richard Bolles and Katherine Brooks

The Job Search Manifesto: Turning Job Search Frustration into a Career Long Skill by Steve Hernandez and Mike Manoske

Thank you.

