**Career E-Portfolio – Final Project (Exam)**

What is a Career Portfolio? A career portfolio is a way to document and display your knowledge, abilities, and potential for employment. Think of it as a collection of information about you that can help you “sell” yourself to a potential employer. In fact, a professional career portfolio could be just the thing that sets you apart from other job candidates.

A well-prepared portfolio shows your achievements and skills, and documents the quality of your experience. While you are developing your portfolio for this course, you really should think of it as a starting point for a career portfolio that you maintain throughout your professional career.

Your career portfolio can help you market yourself to employers. It can be one of the most helpful resources for you during the interview process in a couple of ways. First, you can use the information to help you prepare for an interview. Second, during the interview with the employer, you can support yours answers to employer questions with items from your portfolio. As you are talking about specific projects or skills, you can refer back to your portfolio and point out examples of your work.

Your portfolio is an organized record of goals, accomplishments, skills, projects completed, and other evidence of successes and progress. Use your portfolio to compile your achievements and reflections, to demonstrate your accomplishments, and to show your ability to add value.

***Designing Your Portfolio***

For this assignment, you will create a professional formatted Career Portfolio. Here is the recommended order for your Career Portfolio.

* Title Page (“Career Portfolio”, Your Name) – with professional picture attached (head shot only)
* Table of Contents
* Sample Cover Letter (tailored to an IT job that you are interested in applying for)
* Academic Plan of Study Summary Sheet (course titles – not course numbers)
* Statement of Professional Goals (short term and long term)
* Personal Mission Statement
* Resume
* References-3 (names, positions, addresses, phone numbers – 1 character and 2 Professional or Educational)
* Letter of Recommendations (3)
* Leadership Experiences
* Community Involvement
* Performance Appraisals (if applicable)
* Awards/Certificates/Honors (optional)
* Other Evidence of Professionalism (optional)

***Portfolio Formats***

After gathering your information, you will need to build the portfolio. Below are the most common electronic portfolio formats:

* PDF Portfolios: A PDF portfolio can be created using a Word document or PowerPoint. All documents such as resumes, letter of recommendations, etc. would need to be scanned and inserted into the PowerPoint or Word Document. With the PDF Portfolio, all documents MUST be one large document.
* Cloud Storages as Portfolios: If your document is too large to submit, you will need to send share it through Microsoft One Drive.
* Microsoft Notebook
* Website
* Canva

***Submit Portfolios***

The Career E-Portfolio will take the place of your final exam. Start Now!

Due: May 4, 2022