**Professional Life – Term 4**

**Portfolio**

A portfolio is a collection of documents and reflections highlighting your journey in applying job search skills learned in the Professional Life course. The portfolio serves as a tangible representation of your readiness and competency in pursuing employment opportunities in the IT sector.

**The portfolio will include:**

1. An engaging CV and cover letter tailored for a job description (already assessed)
2. A progress and challenges report detailing your job search efforts (1 page)
3. Practical advice for job interviews within the IT field (half page)
4. A reflection on what you have learnt and how you have improved your skills after performing internal mock- interviews (half page)

**Submission Guidelines:**

* Each component of the portfolio should be well organised and presented in a professional manner.
* The challenges’ report and reflection should be well explained with examples
* Both the challenges’ report and the reflection should focus on technical and soft skills

**Evaluation grid:**

1. CV and CL= evaluation grid already shared (25%)
2. Progress and challenges report (25%)

|  |  |
| --- | --- |
| Depth of reflection on job search experiences |  |
| Effective documentation of progress made |  |
| Insightfulness in addressing challenges encountered |  |

3. Advice for job interviews (20%)

|  |  |
| --- | --- |
| Practicality and relevance of the advice provided |  |
| Applicability to real-world interview situations in the IT industry |  |
| Insight into strategies for success based on course and workshop learnings |  |

4. Reflection (25%)

|  |  |
| --- | --- |
| The preparation for the internal mock interview is explained clearly |  |
| The student explains what he/she did well during the interview |  |
| The student explains what he/she could improve for the next interview |  |
| The student explains what he/she learnt when practising the mock interview |  |

5. Overall (5%)

|  |  |
| --- | --- |
| The format is respected |  |
| The text doesn’t have typo mistakes |  |

1. A progress and challenges report detailing your job search efforts (1 page)

* I did not know the some key word for find website related to my job
* On the website no detail information about IT job
* Since June 01 2024, I have applied to a company, they reply late make waiting them.  
  and make me difficult to decide to find the new company, Like example, I applied my CV and cover latter by use email on June 01 2024, when company replied to on June 13 2024.
* I did not know the some question when HR asked to me
* I difficult to listened sound HR during mock interview, because I interview by online by used Google meet. Like example, when HR asked me the question is, told me about your-self, so during interview I did not hear, so I need HR to repeat again. I think that this is the mistake for me for mock interview and also think this is my challenge.
* I confused email HR, because the most email similar to email HR at the company that I applied.
* I confused location the company, because the company is hire a hotel, so make me can’t find my company, like example the last weekend, I have visited my company but, I did not see it.
* My CV and cover latter are not good, when I wrote my CV and CL send to teacher English. She said that my CV and CL need to fixing grammar and need to use the word that professional because you need to find the company for working.
* I difficult to prepare myself for mock interview, because this is the first time for me, so I don’t know how to prepare myself.
* I can’t control my feeling during interview, during mock interview, I felt nervous because I think that for all the question from HR are difficult.
* I don’t know the template professional use for CV and CL, this is the big challenge for me because, I think that, which template is most popular for applied at the company?, and make me difficult to choice the best one for me.
* I don’t know the words professional use for company, so when I wrote the email, CV, and cover latter, I need to asked AI, friends, and teachers also, like example, after I wrote the CV and CL to teachers for check it, so teachers said that my CV and CL used words are unprofessional.
* My company is mock interview three steps and need to speak English with foreigners, so make me difficult to make conversation them.

1. Practical advice for job interviews within the IT field (half page)

* You need to prepare your CV and cover latter before send to company
* You need to research most question on internet and watched the videos, that related to mock interview
* You need to practice for writing an email to be professional
* You need to research related to template, make sure you know which template are most popular for CV and cover latter.
* You need to practice your English every day, because when you mock interview at the company you need to speak English with HR or others and the company.
* You need to brave and confident, if you don’t have confident make you cannot speak or conversation with HR
* You need to know the information or background for company the you applied, because HR always asked you related to background them company
* You don’t be afraid for during your mock interview
* When during your mock interview, you need to use your body language skills that, you have learned with teacher and eyes contact also
* You make sure that, you know location the company that you going to mock interview
* Before mock interview you need to arrive the company just 30mn, because make you need to prepare your-self

1. A reflection on what you have learnt and how you have improved your skills after performing internal mock- interviews (half page)

* What I have learnt?
  + I can keep communication with new person
  + I got the new experience from mock interview
  + I know the process mock interview and know about the new question
  + I can wrote professional email, CV, and cover latter
  + I can speak English
  + I got information from company
* How I have improved my skills?
  + I need to improved my communication with new person
  + I need to practice English for writing, speaking, and reading
  + I need to prepare flow before mock interview
  + I need researching information about company and any question most popular