

IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM
ACCESSING CAREERS THROUGH EDUCATION

Portfolios are one of the newest tools applicants use in their job search. A portfolio is a selection of papers and projects representing your skills and achievements. A three-ring binder makes an excellent portfolio because it is easy to expand and update.

Portfolio Requirements

Cover Letter	Job Application Samples
Resume	3 Letters of Recommendation
Certificates, Awards & Community Activities	Samples of Work (Optional)

1. The Cover Letter / Letter of Introduction is to inform the employer about yourself. Describe yourself, your personal attributes and explain why you are the best candidate for the job.
2. The Resume is to tell your interviewer about your past work history. It is a selected summary of significant facts about yourself. It is not intended to tell everything about you, only important facts that relate to that career.
3. You should try to include any certificates that you have received while in school. Try not to go back any further than your 9th grade year (Student of the Month, Honor Roll or Perfect Attendance). You should also include any certificates or awards that you have received from any clubs or community service activities that you have participated in. If you do not have any certificates you can also write a letter explaining what club or sport you were involved in. (Youth employment programs, Explorer Program, FFA, or any sport you joined)
4. Complete any basic job application from any local business and place it in your portfolio.
5. Your Letters of Recommendation should be written by someone who is not related to you and is at least 21 years old. You should ask someone that has known you on a personal basis for at least two years. Have them focus on your strong points and why they feel that you are, or will be a hard, loyal and punctual worker (Teacher, counselor, work supervisor, or any professional).

Optional Portfolio Section

6. Portfolios may include samples of related work to the position you are applying for. This will show that you are already have acquired some skills in that career field. Such as pictures of projects (e.g., a Construction Technology or Art class) or the actual project (e.g., a flier created with desktop publishing or Excel spreadsheets for a computer class).