

Portfolio Book Outline

Purpose: To help me to talk about my skills and experiences during a job interview.

Sections:

- I. My Information
 - ! Name/Address/Phone number
 - ! Work goals
 - ! Hobbies
 - ! Pictures of me doing something I like
- II. Interviews
 - ! Resume
 - ! Letter(s) of recommendation/references
 - ! Reasons why I want to work for the company and what I can do for them
 - ! Reminders of things to do at a job interview (i.e. eye contact, ask questions about working there, etc.)
 - ! List of questions to ask during the interview
 - ! Things I'd like in a job (i.e. how many hours I would like to work, what I would like to do, amount of supervision I prefer, etc.)
 - ! Copies of applications I've filled out
- III. Jobs I've Done
 - ! Jobs I've done through school (job rotations at shops, restaurants, office work; helping with a car wash, etc.)
 - What I did
 - Who I worked for
 - ! Jobs I've done outside of school (i.e. part-time work, internships, volunteer work, summer jobs, babysitting, etc.)
 - What I did
 - Who I worked for
- IV. Portfolio
 - ! School projects I'm proud of (i.e. printout of web page, picture of science project, artwork, etc.)
 - ! Prizes, awards, or certificates from school
 - ! Anything I would want to show to an employer/boss that demonstrates hard work, perseverance, competence, good citizenship, teamwork, etc.
- V. People/Networks
 - ! People I like from school, work, home
 - ! People who help me with:
 - Rides
 - Finding a job
 - Showing you how to do a job
 - School work
 - ! People I know with a job like the one I want