

career
development manitoba



A GUIDE TO
**BUILDING
A CAREER
PORTFOLIO**

YOUR FUTURE **YOUR** WAY

Manitoba 

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Introduction

About This Guide

A portfolio is a collection of items that shows a person's work. It contains evidence of your knowledge, skills and abilities in the form of real documentation.

This guide was developed to help you effectively put your portfolio together. It will walk you through the process of collecting, selecting and organizing the content of your portfolio. This guide will also show you how to use your portfolio for career planning and your job search, whether you are just beginning your career or changing careers.

If you are having difficulty with any part of the guide, another helpful resource is your local Employment Manitoba Centre. To find one near you call: 1-866-332-5077 or go to www.gov.mb.ca/employment/emp_centre_locations.html.

Sign up to create your own on-line ePortfolio by calling Workplace Education Manitoba's WEST Center's message line at 272-4591 and an appointment will be made with you to discuss the process. EPortfolios are learner-owned websites which demonstrate what the learner knows and can do, using web and multimedia technologies.

Do you want to see an example ePortfolio? Check out our main page www.careerportfolio.mb.ca. Once there, click on "Take a look at what you can do in this example ePortfolio" to view a sample.

Several symbols are used in this guide to help highlight key points, suggestions, cautions, tips and examples.



EXAMPLE

indicates an example



REMEMBER

outlines items to remember



ACTIVITY

introduces an activity to complete



AVOID

indicates things to avoid

What is a Portfolio?

A portfolio is a collection of items that show what you've learned, what you know and what you can do.

It takes time and effort to develop a portfolio, but it is simple to maintain over the years. The process of developing and updating your portfolio will help you to reflect on what you have accomplished and what you would like to do in the future.

How Will a Portfolio Help Me?

A portfolio can help you to:

- assess your knowledge and skills
- prepare for interviews
- review and evaluate past experiences and learning
- present your knowledge and skills
- highlight your transferrable skills
- increase your personal confidence
- be more competitive in today's labour market
- illustrate how your qualifications have progressed
- set career and education goals
- keep an ongoing record of skills and achievements
- identify areas that require further study
- create a system for documenting your accomplishments and results

How Can I Use It?

A portfolio can be used in various situations. Once you've built your portfolio, you can customize it for different purposes or audiences by adding or removing items.

You can use a portfolio when you want to:

- identify skills and knowledge
 - show examples of learning
 - develop and track learning outcomes
 - record self-assessment results
 - collect course work samples
 - help ease transitions from school to work
- identify new options and choices
 - take stock of your knowledge and skills and identify other opportunities
- recognize a need or desire for further learning
 - advance within your organization
 - conduct a personal assessment (ex: identify gaps in training)
- plan a career and learn about yourself
 - identify skills
 - explore career options
 - make decisions

- search for a job
 - market and promote yourself to employers
 - develop a targeted resume
 - prepare for an interview
 - support knowledge, skills, abilities, accomplishments and personal characteristics referred to in your cover letter and resume
- gain credit in post-secondary institutions
 - challenge courses in academic or skills training programs
 - get credit toward a high school diploma
 - earn credits for occupational or professional licensing and certification

Types of Portfolios

There are two types of portfolios, master and targeted. It may be easier and take less time, to create a targeted portfolio; however, a master portfolio will allow you to create targeted portfolios quickly.

Master Portfolios

Your master portfolio will contain all of the information that you have learned and details what you can do. A master portfolio will make it easier to customize your portfolio for specific purposes such as:

- analyzing and reflecting on accomplishments, training and experiences
- highlighting specific skills, accomplishments or experiences
- supporting evidence to show an employer during a job interview



In a master portfolio, include any content that will help demonstrate your knowledge, skills, accomplishments, or attitudes. There are several purposes for a master portfolio including to:

- keep track of life and academic experiences
- assist in creating your resume and cover letter
- assist in preparing for an interview
- reduce the time it takes to retrieve items for a targeted portfolio²

Keep your original documents (ex: certificates, course outlines, job descriptions) in a master portfolio. Also, copy key items to ensure you're ready to create a targeted portfolio. Keep one copy of each document in a safe location, separate from your master portfolio, in case your master portfolio gets lost or destroyed.

Organize the contents of your master portfolio into themes (ex: job descriptions, course outlines) so that you can easily find the items you need.

¹ http://i.ehow.com/images/GlobalPhoto/Articles/4896372/158242-main_Full.jpg

² <http://coopcommunity.sfu.ca/index.php?module=ContentExpress&func=display&ceid=153&meid=163>



ACTIVITY

The Master Portfolio Template (**Appendix A**) will help identify the type of content to include in your portfolio.

Targeted Portfolios

A targeted portfolio will follow the same format as a master portfolio but it is tailored for a specific purpose. You could use it to:

- demonstrate skills to apply for a promotion
- show an employer during a job interview
- show prior learning

Begin by gathering relevant information (ex: a job description). Write down required skills, education, experience, knowledge and other qualities that you require for the job. Using this list as a guide, review your master portfolio. Select items that prove your qualifications and place them into a folder or binder to take to your interview or meeting.

During the interview, use your targeted portfolio to demonstrate how your knowledge, skills and abilities match the position.

1

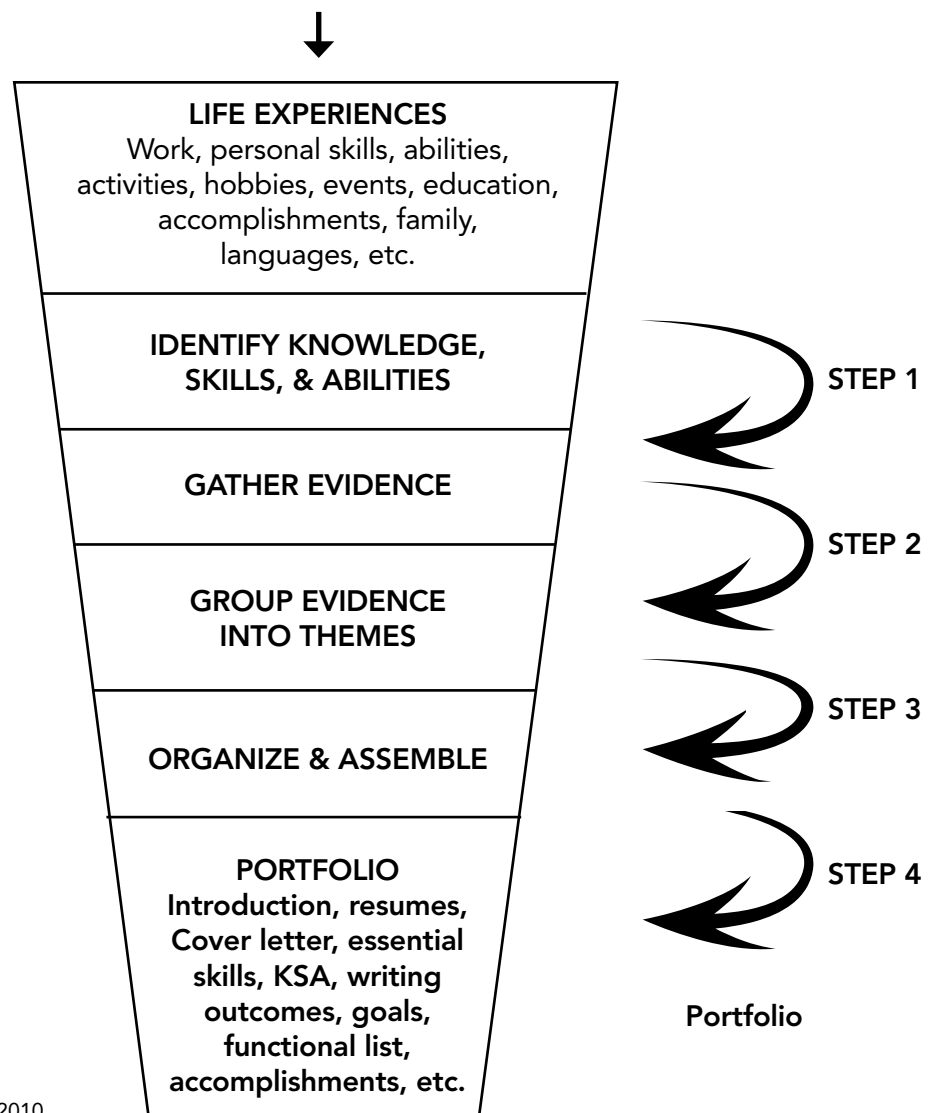
How Do I Prepare a Master Portfolio?

Building a portfolio is a process. Although the process will take time, you will learn the process is just as important as the end product. Because your experiences, learning and goals are unique, your portfolio will be unique.

There are a number of steps to completing a portfolio:

- 1) identify knowledge, skills, and abilities:
 - What do I know?
 - What can I do?
 - How have I demonstrated the skills and knowledge?
- 2) gather evidence
- 3) group evidence into themes
- 4) organize and assemble evidence

Building your Portfolio – One Step at a Time



Reference: Teresita Chiarella, March 26, 2010

STEP 1

Identify Knowledge, Skills and Abilities

You've gained many skills throughout your life. You may have developed them through work experiences, courses, internships, volunteering or general life experience.

Some skills are closely related to one occupation (ex: operating a specific machine). Other skills can be used in many occupations; these are known as transferable skills.



ACTIVITY

Use the **Show What You Know Guide** to help you to identify your knowledge, skills and abilities.

STEP 2

Gather Evidence

As you begin gathering evidence, collect everything that might be relevant. When you assemble your portfolio, you can choose the best items to show skills you want to highlight. As you look at each object or item, it may be helpful to ask yourself these questions:

- "Does this item have a positive impact?"
- "What does this object show about my skills?"
- "What does this item show that I have learned?"
- "How can I present this object as a part of my portfolio?"

Remember to collect evidence of your skills and experience from all of your activities, education, training, employment, projects, community service, hobbies and accomplishments.

Choose portfolio items that make you look good. Review each item you are considering to ensure it is:

- free of errors (ex: spelling mistakes)
- reliable and authentic
- current
- formatted appropriately



REMEMBER

Ensure your master portfolio is kept up to date by continuing to collect items.

Your portfolio might include:

- letters of reference
- thank-you letters
- transcripts
- degrees and certificates
- awards
- created document
- examples of technology skills
- photographs

Ensure you are sharing documents that do not contain confidential information from past employers or volunteer organizations you have worked for. If you are unsure, get permission from that employer.



ACTIVITY

Use the **Content Checklist** to mark off items as you include them in your portfolio.^{3 4 5} Use the "other category" at the end to list extra items to include.

Category: About You

- cover letter ☐
- biography ☐
- reference letters ☐
- thank you cards ☐
- self-assessment results ☐
- hobbies ☐
- interests ☐
- travel experiences ☐
- languages ☐
- personal mission statement ☐

Category: School

- transcripts or report card ☐
- papers assignments ☐
- exam marks ☐
- powerpoint presentations ☐
- photographs of projects ☐
- computer skills ☐
- work experience/practicum ☐
- languages ☐
- awards or scholarships ☐
- degrees, diplomas, or certificates ☐
- training courses ☐
- learning exchanges ☐
- program or school brochures ☐
- teacher evaluations ☐
- list of schools attended ☐
- workshop brochures or handouts ☐
- publications and research ☐

Category: Teamwork and Leadership

- involvement in sports ☐
- involvement in clubs (ex: drama club) ☐
- involvement in associations ☐
- certificates for teamwork or leadership ☐

- reference letters for teambuilding or leadership skills ☐
- newspaper articles ☐
- communication skills ☐
- anything that demonstrates ability to work with others ☐
- leadership position descriptions ☐

Category: Employment

- job descriptions ☐
- skills, knowledge, abilities, accomplishments from employment ☐
- performance evaluations ☐
- reference letters ☐
- reference list ☐
- recognition awards (ex: employee of the month) ☐
- employment goals ☐
- thank you letters or cards ☐
- certificates and licenses ☐
- problem solving examples ☐
- information on promotions ☐
- customer satisfaction reports ☐
- computer and technical abilities ☐
- publications and research ☐

Category: Community

- descriptions of volunteer work ☐
- certificates of participation or achievement ☐
- reference letters (ex: from a volunteer supervisor) ☐
- newspaper articles ☐
- thank you letters or cards ☐
- public speaking information ☐

Category: Other

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STEP 3

Group Evidence Into Themes

Themes can be organized in different ways:

- targeted skills (ex: communication skills)
- types of experience (ex: customer service)
- essential skills (ex: working with others)



EXAMPLE

Here are some examples of themes:

- personal/about you/personal characteristics
- school/education/training
- teamwork/Leadership
- employment
- community
- skills/experience/knowledge
- resume and cover letter
- accomplishments
- creative materials
- technical skills⁶



ACTIVITY

After you gather the contents for your portfolio, use the space provided to list themes that could be used as portfolio tabs.

Use folders, binders, boxes, or other organizing tools to group your items into themes.

⁶ <http://coop.mgmt.umanitoba.ca/Documents/4952/CareerPortfolioGuide.pdf>

STEP 4

Organize and Assemble

Now that you've gathered everything to put into your portfolio, it's time to organize it and put it all together.

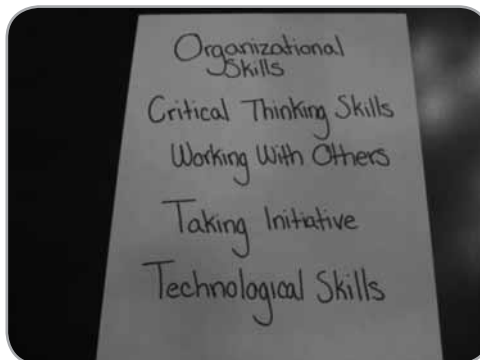


EXAMPLE

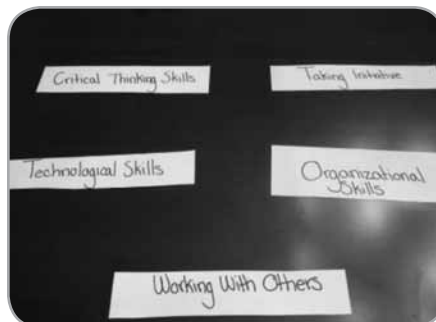
Frank Peters:

Frank Peters, a 46 year old man living in Thompson, Manitoba, is putting together his portfolio. He has two young children and worked as a heavy equipment mechanic at ABC Equipment Inc. for 22 years. Frank didn't graduate from high school but did get his General Educational Development (grade 12 GED) 10 years ago. Six months ago, a workplace accident left Frank unable to continue his job at ABC Equipment. Frank's putting together a portfolio to help him reflect on his skills and accomplishments. He'll also use this as a tool when he goes to job interviews.

Frank has already gathered items to include in his portfolio and, based on those items, he's identified several skill themes. To help organize his content, Frank wrote his themes on a piece of paper. Just as Frank has, on a piece of paper in big letters, write out your themes.



Next, Frank cut out his themes and placed them around a large table. Cut out the themes you wrote on your list and spread them out on a table or the floor. Leave lots of space to sort the contents of your portfolio.



Next, sort the contents of your portfolio into the most relevant themes (ex: a picture of a schedule you created could be placed in the section for organizational skills, a newspaper clipping of your participation at a fundraising event could demonstrate “working with others”). You may want to sort by relevant skills or experience categories.

Once your content is sorted, begin to create a Table of Contents. Decide which theme you want to place first in your portfolio. If you are using a binder with tabs, write your theme on a tab and then list all the content under that tab.

Developing Occupational Goal Statements

A portfolio is also a great place to keep your Occupational goal statements. These are statements that describe your long-term or short-term goals. They are similar to job objectives but provide more detail and are not aimed at a specific employer. Occupational goal statements can help keep you on track.



EXAMPLE

Frank Peters:

After Frank sorted all of the items for his portfolio, he developed a goal statement to include. Here's Frank's goal statement:

My short-term goal is to get work in a mining operation as a human resources trainer. This will allow me to use my communication skills and technical knowledge. I would like to expand my training role to include developing and implementing quality assurance standards and processes.



ACTIVITY

In the space provided, write out your goal statements.

Developing a Personal Mission Statement

You may choose to include a personal mission statement in your portfolio. This statement should reflect who you are and let the reader know your goals in work and life. Your personal mission statement should help you stay focused on the things most important to you.



EXAMPLE

Frank Peters:

I strive to approach tasks with focus, determination and the highest standard of excellence. When working with others, I apply the spirit of co-operation and teamwork skills that I learned when I worked as a founding member of Toastmasters and as a soccer coach.



ACTIVITY

In the space provided, write out your mission statements. Use action verbs when writing your statement.

Putting It All Together

Once you've sorted all of your items, it's time to assemble your portfolio. To help you get started, here's a sample Table of Contents:

- Title page (Introduces you to the reader)
- Table of contents (directs the reader to the appropriate sections)
- Introduction (summarizes the goal of your portfolio)
- Occupational (job) goal
- Personal mission statement (describes the person you are, personal characteristics and work ethic)
- Resume (describes paid and unpaid work history, skills and abilities)
- My Skills Profile (working with others, organizational skills, critical thinking)
- Letters of recommendation (Letters from employer, volunteer organization)
- Documentation (provides evidence of knowledge, skill and experiences)
 - Professional development (Certificates, transcripts, class assignments)
 - Community/Volunteer participation (newspaper clippings, samples of work)
 - Evidence Sample work (presentation outline, charts, graphs, writing samples)



ACTIVITY

In the previous section you listed some themes you could use as portfolio tabs. Use your list to develop your Table of Contents.

The next section of this guide contains design tips to help you format your portfolio.

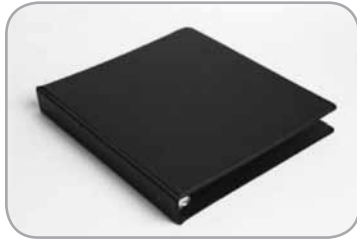
2

Design Tips

Storing Your Portfolio Contents

How to store your portfolio contents is a personal preference. The goal is to keep it organized. Some options include:

- a binder



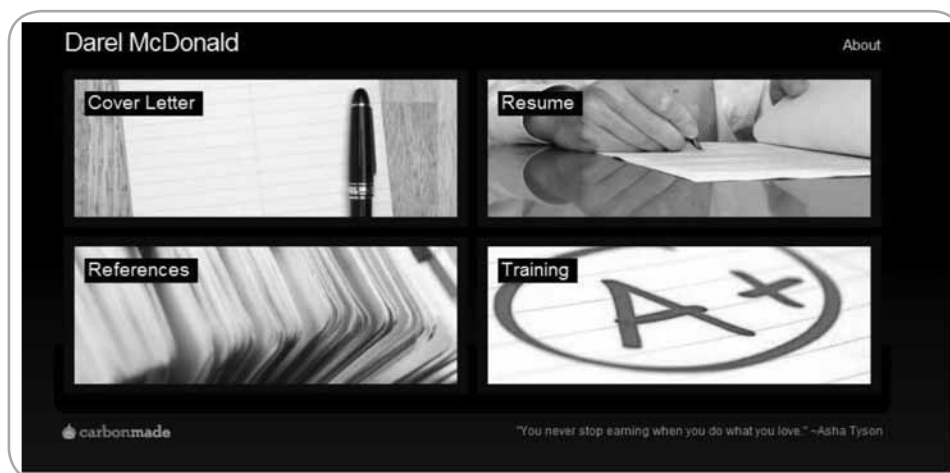
- a portfolio case



- an accordion file



- a website

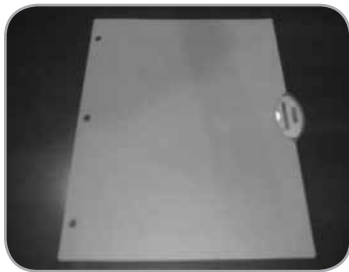


Style Tips for Putting Together Your Portfolio

After your contents are organized and your Table of Contents created, begin to put your portfolio together.



Using clear plastic covers is a good idea to protect your documents. If using a binder to store materials, with clear plastic covers you can avoid hole punching items.



Create tabs based on the themes you developed when organizing your content. Be as creative as you want in creating tabs; however, most portfolio cases come with designated spaces to insert tabs. If using a binder as a portfolio case, page dividers work well as tabs.

Online Portfolios

Creating an online or “web-based” portfolio is becoming a popular portfolio option. Online portfolios save paper and are environmentally friendly (“green”). An online portfolio:

- Is easy and quick to update (for individuals familiar with computer technology)
- Can support multi-media formats (ex: photographs, videos, documents, links)
- Can be less expensive than paying for portfolio cases, paper, printing and photocopying

Organizing the contents of your online portfolio is similar to organizing a paper-based portfolio. To begin, use the **Content Checklist** to create a list of items to include. Next, gather relevant items. For items already saved on your computer (ex: photos, Word documents, videos, thank you emails), create a new folder and copy and paste each item into that folder. For paper-based items, such as newspaper articles or thank you cards, scan items into your computer and save them into your portfolio folder. Once all your items are uploaded to your computer, create themes (see the sub-section on **How Do I Prepare a Portfolio?** for more information).

When your portfolio items are uploaded and themed, you are ready to develop your online portfolio. Some websites that you can use to create an online portfolio include:

- Manitoba Careers: www.manitobacareers.net/featured-services/premier-resume-portfolio.htm (Free of charge)
- Career Cruising: www.careercruising.com/Public/tours/portfolio/portfolio_tour_p1.html
- Career Portfolio Manitoba: www.careerportfolio.mb.ca

You can obtain a user name and password to access the Career Cruising website by contacting one of the following agencies listed in the links below:

Middle Years Schools and High Schools - Students please contact your school guidance counsellor
MB4Youth - Youth ages 16 to 29

Adult Learning Centres (ALCs) and Adult Literacy Programs (ALPs)

Manitoba Employment Centres for all Manitoba residents

For those attending a college, university or other post-secondary institutions user ID and passwords can be obtained from your local school counseling office.



REMEMBER

Remember to get permission from others before uploading any personal information online (ex: reference contact information).



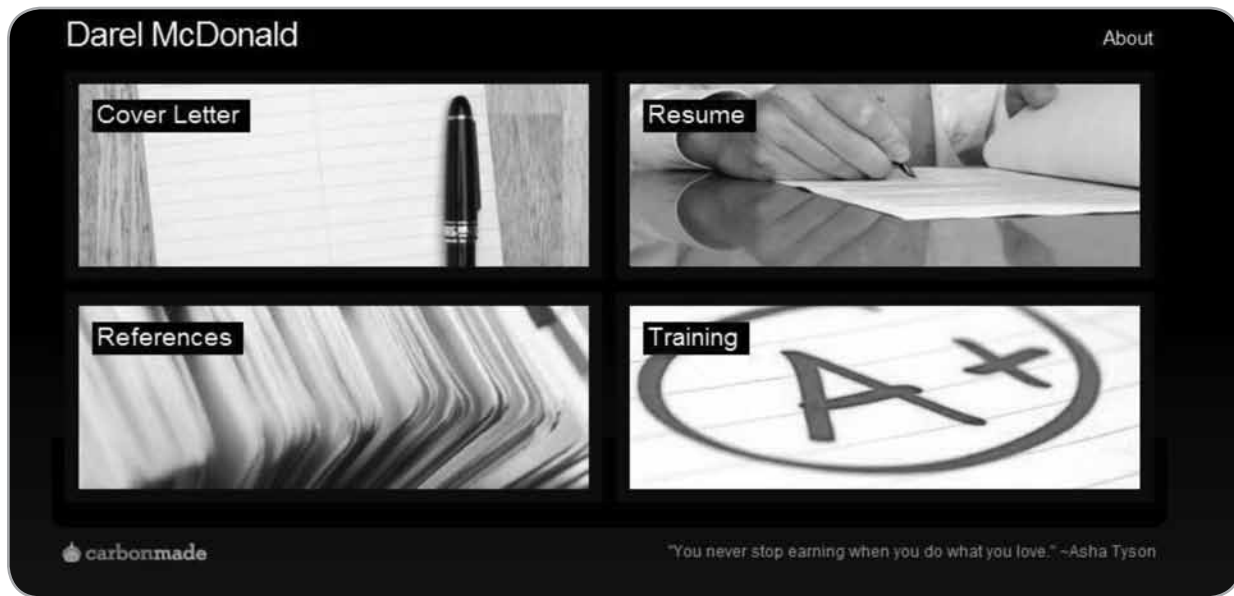
EXAMPLE

To begin creating your online portfolio, create tabs for each of the themes you identified.

Darel McDonald:

Darel McDonald, recently laid off from his job as a General Labourer, created an online portfolio. He wanted to show his technology skills and also save money on printing. Since leaving high school in grade 10, Darel has worked as a General Labourer for various employers. He is looking for work again as a General Labourer and will use some of his portfolio items (ex: cover letter, resume, references, and relevant educational documents) when he goes to interviews. The following diagram is an example of the tabs Darel has used.

Please note that some free portfolio websites may already be set up with tabs and creating your own tabs may not be an option. In such a case, re-organize the content of your portfolio to fit with the existing tabs.



Instructions for editing information, uploading documents, and formatting will differ depending on which online space you use for your portfolio. Check to see if the system you chose has a user guide to help with the technical aspects of creating your online portfolio.

3

How Do I Use My Portfolio?

Once you have created your portfolio, think about how to use it effectively. Some of the most common uses for career portfolios are:

- career planning
- evaluating job opportunities
- interviews

Each time you use your portfolio, think about the person you will be sharing it with. If possible, try to find out what that individual considers most important and target your portfolio to highlight those characteristics or qualifications.

Using My Portfolio in Career Planning

Your portfolio is a great tool for career planning. It's a good place to store information allowing you to take stock of your skills and determine how they can be transferred to different positions or how you can build on them to reach your goals. Identify the skills you liked using the most. See if you can start a career plan that utilizes these skills. When you love what you do it doesn't seem like work.



EXAMPLE

Frank Peters:

You met Frank in an earlier activity. He's 46 and is now looking to make a career change due to a workplace accident. He wants to find a new job and created a portfolio as part of his career planning. Because he's looking for work that's different from what he did before, he'll use his portfolio to show evidence of a variety of skills.

⁷ http://thinkexist.com/quotation/your_attitude-not_your_apitude-will_determine/165031.html

Using My Portfolio to Evaluate Job Opportunities

Your portfolio is a useful tool to help you evaluate whether or not to apply for certain jobs. Some sources of job information that you could consider are:

- job advertisements
- job descriptions
- informational interview notes
- labour market information (ex: <http://mb.jobfutures.org/>)

Once you review the job requirements, you can look through your portfolio to see where your skills, abilities, and experiences match. Doing this matching will also help you to see if there are any gaps between what the job requires and what you have to offer. If you have a skills or experience gap, consider how you could fill it:

- courses, workshops, training programs
- job shadowing
- volunteering
- interning

After you've compared your portfolio items to the job requirements, and identified the specific items that you can use in a targeted portfolio, you may find that you need to collect more items as evidence of your fit with the job.



EXAMPLE

Jennifer Meyer:

Jennifer is a recent college grad with limited work experience. She found a job ad for a Junior Assistant Network Administrator. This job is a good fit with her education. She wants to apply for the job and is going to use her portfolio to help her see if she has all of the skills that the employer is asking for.

Charge University

Charge University is a leader in post-secondary education and rated as one of the **Top 100 companies** to work for in Manitoba.

We are looking for an outstanding candidate to fill our Junior Assistant Network Administrator position.

Candidates must have a diploma in computer science or equivalent education and experience, be able to work in a team environment, and be skilled with Windows Server (20XX), exceptional communication skills, provide technical support to clients and Exchange mail servers.

Qualified candidates should submit their resumes to:

hr@email.ca or

Ms. Keisha West
Human Resources Manager, Charge University
270 18th Street
Brandon, Manitoba, R7A 6A9

Job Characteristics	Portfolio Evidence (✓ or X)	Items to Include in Targeted Portfolio
Diploma in computer science or equivalent education and experience	✓	<ul style="list-style-type: none">• Diploma, Computer Systems Technology, Assiniboine Community College, 20XX• Transcript of courses and grades
Able to work in a team environment	✓	<ul style="list-style-type: none">• Performance review from two-month work practicum• Performance reviews from service industry jobs
Skilled with Windows Server (2003) and Exchange mail servers	✓	<ul style="list-style-type: none">• Job description from work practicum• Relevant course descriptions from college program



ACTIVITY

Use the following chart to compare a job ad or job opportunity to the contents of your portfolio.

Job Characteristics	Portfolio Evidence (√ or X)	Items to Include in Targeted Portfolio

Using My Portfolio to Prepare for an Interview

Reviewing your portfolio before an interview is a great way to refresh your memory about your skills, abilities, accomplishments, knowledge and qualifications. It's not a good idea to bring your entire portfolio to an interview. Employers are more interested in what you have to say than reading through a portfolio. Instead of presenting your entire portfolio at an interview, choose a few relevant items to support your interview responses.



EXAMPLE

Gabriela Tomagan:

Gabriela Tomagan (46) moved to Winnipeg from the Philippines a year ago. In the Philippines, Gabriela worked for a pharmaceutical company as a lead researcher.

Gabriela is interested in finding work similar to what she did in the Philippines and is preparing for an interview as a research assistant at a local university.

As Gabriela reviewed her portfolio, she identified important elements to speak about during her interview. These included her:

- education and PhD in Chemistry
- experience working at a pharmaceutical company in the Philippines
- skills and knowledge in research and science
- ability to work as part of a team and to supervise and manage a team

To highlight these qualifications, Gabriela selected the following items from her portfolio to bring to the interview:

- her Philippines Pharmaceutical Research Leader award
- a published article which summarizes her research
- a company brochure from her previous job to demonstrate how it was similar to the one she will be interviewing for

She brought the items in a file folder to keep them neat, organized and easily accessible.



REMEMBER

Use portfolio items to strengthen your answers in an interview. Be prepared to respond to questions without the aid of supporting documents.⁸



ACTIVITY

Use the following checklist when preparing to use items from your portfolio in an interview. Check off each relevant step on the list.⁹

You've prepared by...

- organizing the items you plan to bring ☐
- making extra photocopies of documents ☐
- ensuring you are only bringing relevant items ☐
- practicing holding your items so everyone will be able to see ☐
- incorporating the items into interview responses ☐
- using your portfolio to reflect on your transferable skills (ex: communication) ☐
- speaking highly of your achievements, skills, and accomplishments ☐
- practicing speaking clearly and making eye contact ☐
- ensuring the Internet will be available if using an online portfolio ☐

"Success always comes when preparation meets opportunity."

~Henry Hartman

¹ www.colby-sawyer.edu/campus-life/career/search_prep/portfolios.html#collecting

² www.careerprep.ab.ca/PDF/PresentingYourCareerPortfolio2009.pdf

³ http://thinkexist.com/quotation/success_always_comes_when_preparation_meets/173912.html

4

Portfolio Examples

Paper-Based Portfolio Example



EXAMPLE

Frank Peters:

Frank Peters has already gone through the process of recognizing his skills, accomplishments, knowledge and attitudes; has identified and collected items to include in his portfolio; has themed the items he is going to include; and has started to organize his portfolio. The following section includes two items to support each theme Frank will include in his portfolio. Frank has included a written description for each item that is not self-explanatory.

For more portfolio examples visit:

- <http://www.usq.edu.au/users/evansp/browse/Mahara/documents/exemplars.htm#id3>
- <http://careerportfolio.mb.ca/user/view.php?id=8>
- <http://careerportfolio.mb.ca/user/view.php?id=4>

Title Page

Frank Peters' Portfolio

Contents:

Letter of Introduction
Occupational Goals
Personal Mission Statement
Resume
Organizational Skills

- Schedule

Critical Thinking

- Certificate
- Training Brochure

Working With Others

- Coaching Experience
- Founding Member of Toastmasters
- Volunteer Experience

Taking Initiative

- Email from Supervisor

Computer Skills

- Typing Test Results

⁹ www.quotationspage.com/quote/34212.html

Letter of Introduction

Letter of Introduction

My name is Frank Peters. I live in Thompson, Manitoba and have over two decades of experience as a heavy equipment mechanic. Throughout my work and life experience I've been gained valuable experience. Here are some of my life and work highlights and accomplishments:

- I have a Quality Assurance, St. John Ambulance Standard Level First Aid, and Grade 12 General Educational Development certificates
- I am a coach and mentor for the Thompson Boys Summer Soccer Camp
- I am a founding member of the Thompson, Manitoba Toastmasters Club
- For the last two years I've been an in-school mentor for the Big Brothers of Thompson organization
- I have two children and am actively involved in their extra-curricular activities

I think I have been successful in my life and I have accomplished a lot.

Welcome to my portfolio.

Signed,



Frank Peters

Occupational Goals

My short-term goal is to get work in a mining operation as a human resources trainer. This will allow me to use my communication skills and technical knowledge. I would like to expand my training role to include developing and implementing quality assurance standards and processes.

Personal Mission Statement

I strive to approach tasks with focus, determination and the highest standard of excellence. When working with others, I apply the spirit of cooperation and teamwork skills that I learned when I worked as a founding member of Toastmasters and as a soccer coach.

Resume

Frank Peters 3249 Spruce Drive Thompson, Manitoba R3L 1X1 (204) 529 - 8763	
Objective: Quality Assurance Coordinator / HR Trainer	
Summary of Qualifications <ul style="list-style-type: none">• Founding member of the ABC Equipment Inc Quality Assurance Team• Extensive experience on the ABC Equipment Inc Health and Safety Committee• Coordinated training plans while managing ABC Equipment Inc college apprenticeship program• Strong communication skills; effective listener (Fluent in English; conversational French)• Strong analytical, problem-solving skills• Effective team player; also works well independently	
Employment Background Journey person Heavy Equipment Mechanic, <i>ABC Equipment Inc, Thompson MB</i> 1983 – 2009 <ul style="list-style-type: none">• Experience maintaining and repairing diesel engines and hydraulic systems• Served on Health and Safety Committee (17 years) and Quality Assurance Team (15 years)• Managed college apprenticeship program (4 years) General Labourer, <i>Stoney Shipping, Winnipeg MB</i> 1982 – 1983 <ul style="list-style-type: none">• Lifted and manoeuvred 50-100 lbs of materials consistently• Experienced using forklifts on a weekly basis	
Special Skills and Abilities <ul style="list-style-type: none">• Bondable• Valid Commercial Driver's Licence	
Community Activities <ul style="list-style-type: none">• Founding Member, Thompson Toastmasters' Club• Coach of annual Thompson Boys Summer Soccer Camp for the past 5 years• Big Brothers of Thompson In-School Mentor for the past 2 years	
Education <ul style="list-style-type: none">• Quality Assurance certification 2001• St. John's Ambulance Standard Level First Aid since 2009• GED/High school equivalent 1987	
References available upon request	

Organizational Skills

Personal

I am a very organized individual. I have organized many speaking nights for toastmasters and created the schedules. Keeping an organized schedule helps me to be both dependable and reliable.

Second Provincial Toastmasters Convention - April 24, 20xx
Crews' Schedule

Crew	Time	Member	Task	Issues?	Done
Registration	7:15-9:00	Amanda B. Karen N.	Put up all signage Organize registration packages alphabetically on registration		
	9:00-10:30	Peter M. Teresa W.	Welcome registrants, check off names, & give registration packages		
	10:30- 12:30	Diane P. Judy L.	Sit at registration table & deal with participants' general		
	12:30-2:30	Amanda B. Karen N.	Sit at registration table & deal with participants' general		
	2:30-4:30	Peter M. Teresa W.	Sit at registration table Pack up all materials, including signage		
Refreshment & Food	7:30-8:00	Blake R.	Ensure coffee, tea, juice & muffins are set up by 8:00		
	8:00-9:00	Jean R.	Confirm special dietary needs with identified registrants		
	7:45-10:15	Blake R.	Monitor for replenishment needs & ensure morning break snack is set by 10:15		
	10:15	Jean R.	Monitor for replenishment needs		
	11:30- 12:00	Blake R.	Ensure lunch is in place by noon		
	12:00-1:00	Blake R.	Monitor to ensure enough food and registrants with special dietary needs have received their food		
	1:00-2:30	Jean R.	Monitor for replenishment needs & break snack in place by 2:30		
Technical	2:30-4:15	Blake R.	Monitoring		
	6:45-8:00	Alan B. Mike L.	Set up sound system, overhead projector/laptop, & videotaping equipment. Test all systems		
	9:00-12:00	Alan B.	Videotape morning presentations		
	9:00-12:00	Mike L.	Operate sound system & projector		
	12:00-1:00	Alan B. Mike L.	On-call with sound system & projector		
	1:00-4:00	Alan B.	Videotape afternoon presentations		
	1:00-4:00	Mike L.	Operate sound system & projector		
	4:00-4:30	Alan B. Mike L.	Pack up all systems		

DATE: October 11, 20XX

Memorandum

TO: Frank Peters

FROM:
PHONE:
FAX:

President Toastmasters Club
123-4567
678-9123

SUBJECT: Assistance Setting up Speech Nights

On behalf of the toastmasters club, I would like to thank you for your dedication and continued support in setting up speech night. Your organization of the night exceeded expectations and we appreciated the careful planning that you put into it.

I would also like to thank you for taking the initiative to set up the critic sessions. Members have found the added feedback valuable as they prepare for future presentations. We know the organization of the critic sessions significantly added to your workload and this additional effort you have made is greatly appreciated.

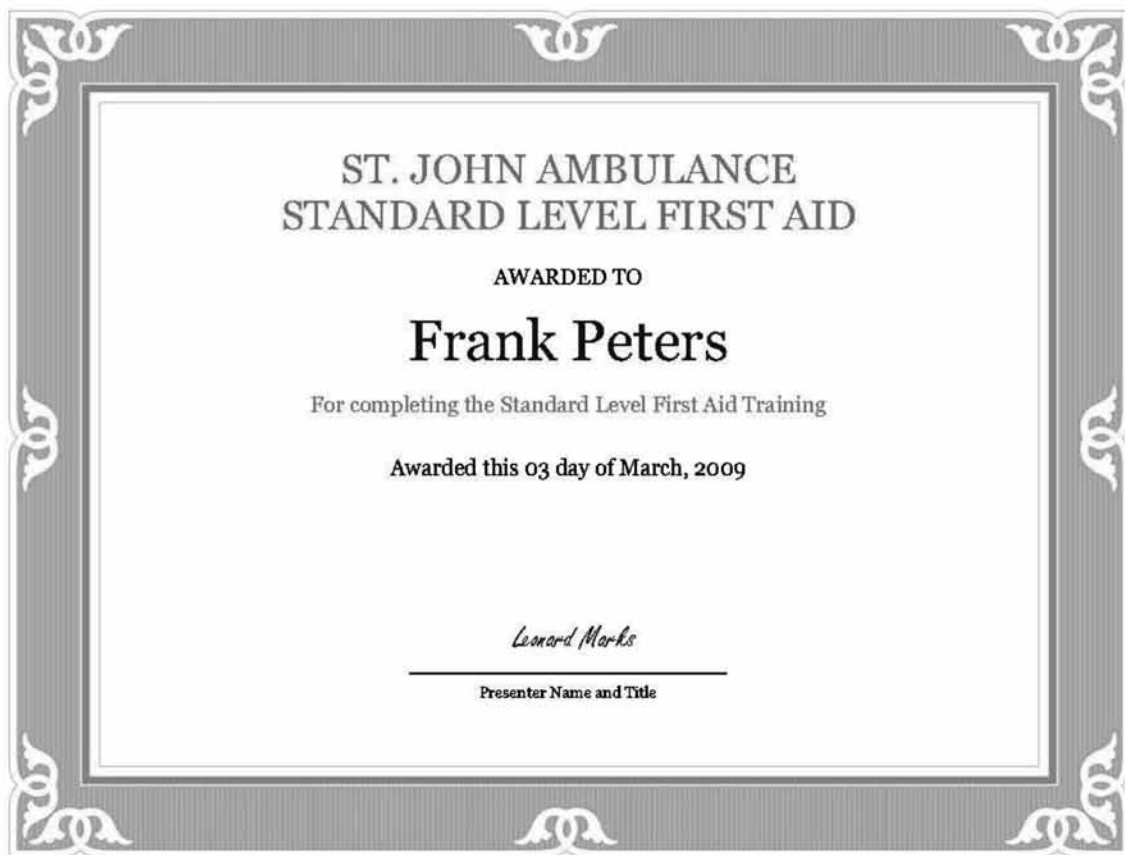
The club truly values your strong commitment and ability to run smooth speech nights and critic sessions.

Thank you,

Toastmasters President

Critical Thinking

Additional training and certification is something I've always been eager to attain as I believe it is important to keep my skills and ability to think critically up to date. In 2009, I earned my Standard Level First Aid certificate from St. John Ambulance. I've included a copy of my certificate as well as a brochure with information on the training. In the brochure I have circled the electives I completed.



Standard Level First Aid

Designed to meet industry, business and government requirements, Standard level first aid is a modular course for those who require comprehensive first aid training.

The Standard level first aid course is built on the same core lessons as the Emergency level course. The course includes core and elective lessons as well as a written exam.

The elective lessons may be customized on private courses based on your needs. For example, companies may ask for specific lessons based in industry specific risk. Electives in a course, intended for the general public, are based on local or provincial safety regulations.

Lessons that make up the Standard and Emergency level courses are outlined below.

Both the Standard First Aid and emergency First Aid courses include five core lessons (four hours).

1. Emergency Scene Management
2. Shock, Unconsciousness and Fainting
3. Choking (Adult)
4. Cardiovascular Emergencies and One-Rescuer CPR (Adult casualty)
5. Sever Bleeding

There are 18 elective lessons. The Emergency course includes approximately 1.5 hours* of electives, while the Standard course includes about 7.5 hours.*

6. Medical Conditions (Diabetes, Convulsions, Asthma, Allergies)
7. Child Resuscitation
8. Infant Resuscitation
9. Two-Rescuer CPR
10. Automated External Defibrillation
11. Secondary Survey
12. Bone and Joint Injuries
13. Head/Spinal and Pelvic Injuries
14. Chest Injuries
15. Wound Care
16. Multiple Casualty Management
17. Rescue Carries
18. Eye Injuries
19. Burns
20. Poisons, Bites and Stings
21. Heat and Cold Illness and Injuries
22. Emergency Childbirth and Miscarriage
23. Artificial Respiration

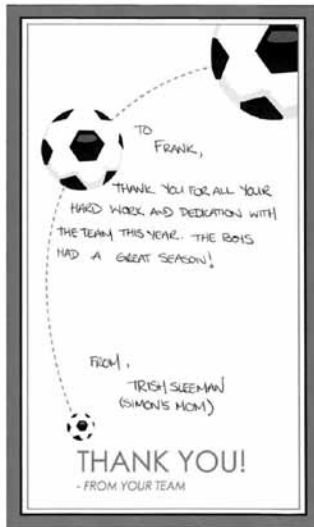
Working With Others



Over the past five years I've managed the Thompson Boys Summer Soccer Camp. In 20XX, I successfully coached a young team to win first place in the camp soccer finals. This trophy represents my leadership abilities and strengths in working with teams.



Being a founding member of the Toastmasters club demonstrates my ability to work in a team and take on leadership roles. As a founding member, I was elected to promote the club and gain memberships. In our first year, we had more than enough registrants to keep the club active for the next several years. The founding team was instrumental in organizing meetings, establishing protocol and successfully managing new members.

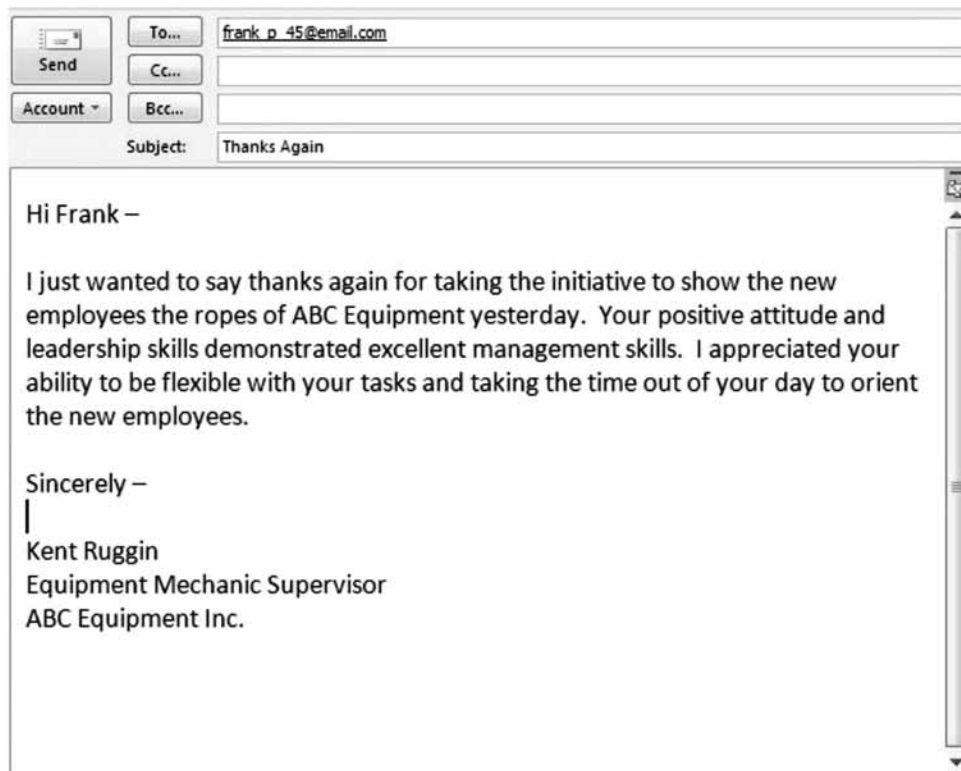


I volunteer my time as a soccer coach. In addition to spending early weekend mornings on the soccer field, I often hold practices in the evenings on weekdays. I manage this particular team on my own and am responsible for organizing carpools to and from the games and keeping parents up to date with the schedule. I also train, communicate and provide support for the team to help each player improve on his game.



Over the past five years I've co-ordinated several fundraising events for the Canadian Cancer Society. As a volunteer, I have helped raise awareness and collect donations. I also assisted with organizing comedians for a comedy fundraiser night, organized raffle prizes and sold tickets for the event.

¹² www.cancer.ca/Manitoba/How%20you%20can%20help/MB-Special%20events.aspx




This email was sent to me from my employer at ABC Equipment in appreciation for going above and beyond in my job as a general labourer. On the particular day referred to in the email I noticed my employer was exceptionally busy and the new employees were standing around waiting for their orientation. Having seen my employer conduct orientations in the past, and having a few spare minutes while I waited for something, I took the initiative to show the new employees the work yard and introduce them to other ABC employees.


Computer Skills

Test completed - here are your results:

Net Speed: 63 WPM (words/minute)	Your typing speed was great! You can increase your speed even further with our TypingMaster Pro typing tutor featuring an adaptive review and Satellite that creates exercises based on your everyday typing in any Windows program.
Accuracy: 98%	
Gross Speed: 64 WPM (words/minute)	

 **Print results**

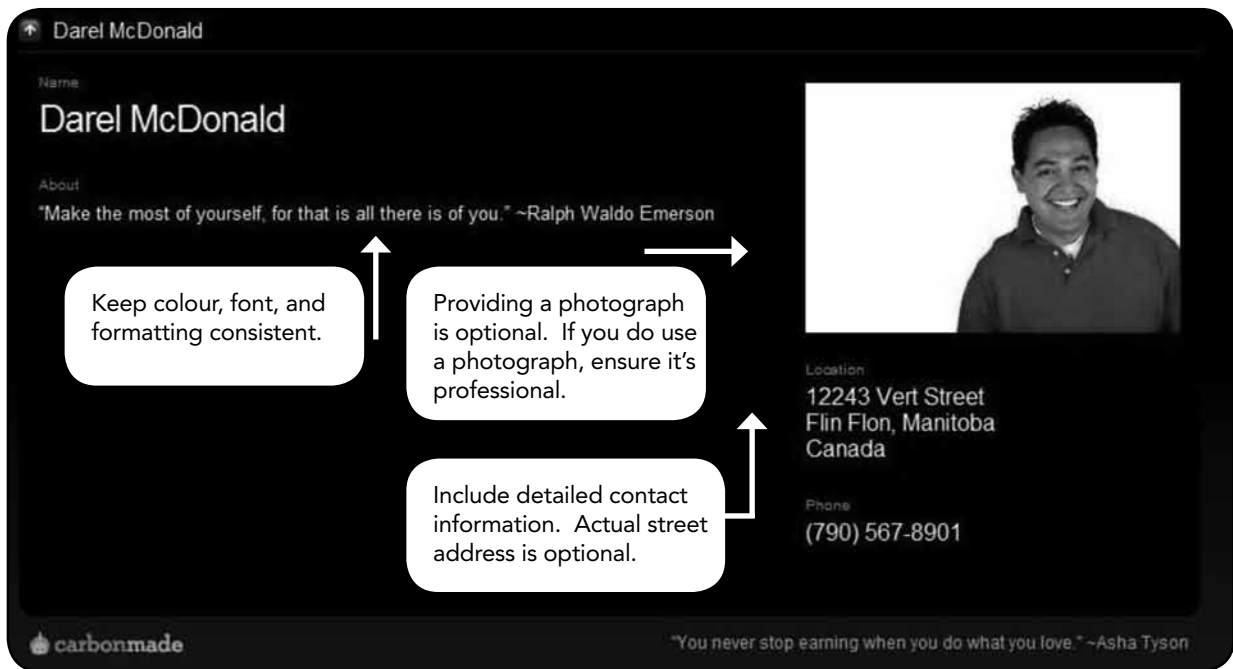
Start new test

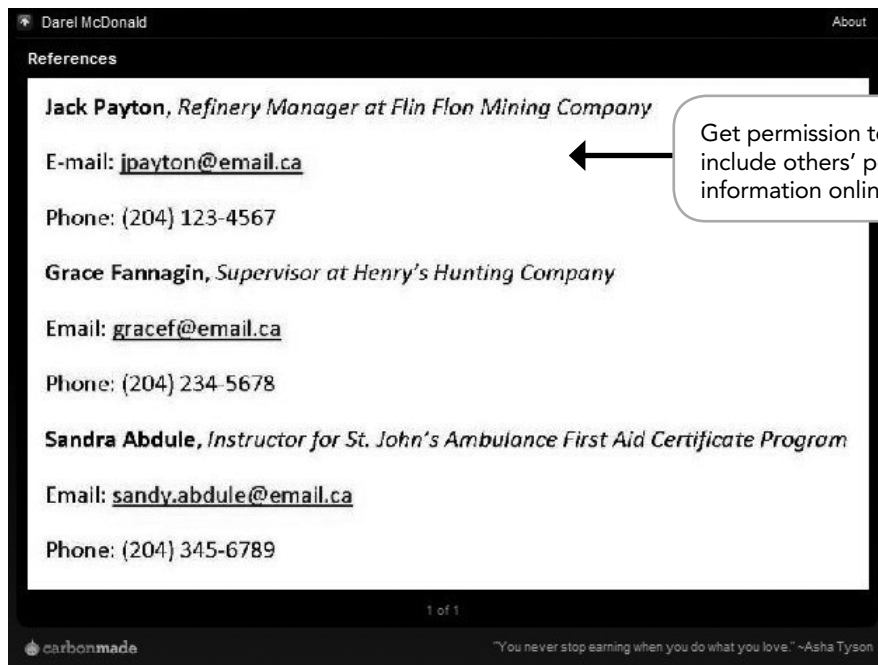
 [Add typing test to Facebook](#)

Although I've spent most of my career working as a general labourer I've also dedicated myself to being effective with a computer. In my other roles such as coach, father and club member, I often use a computer to type letters, create schedules and organize tasks. In addition to having a fast typing speed I can effectively use several products such as Microsoft Outlook, Word, Excel, and can use the Internet for various tasks such as researching and networking.

Online Portfolio Example

The following pictures are examples from Darel McDonald's online portfolio. In each picture, important elements have been highlighted. To view the rest of Darel's online portfolio visit <http://dmcdonald.carbonmade.com/>





Take advantage of online functions such as creating pages unique to relevant training.

St. John Ambulance First Aid Level 2 Certificate

THIS CERTIFIES THAT

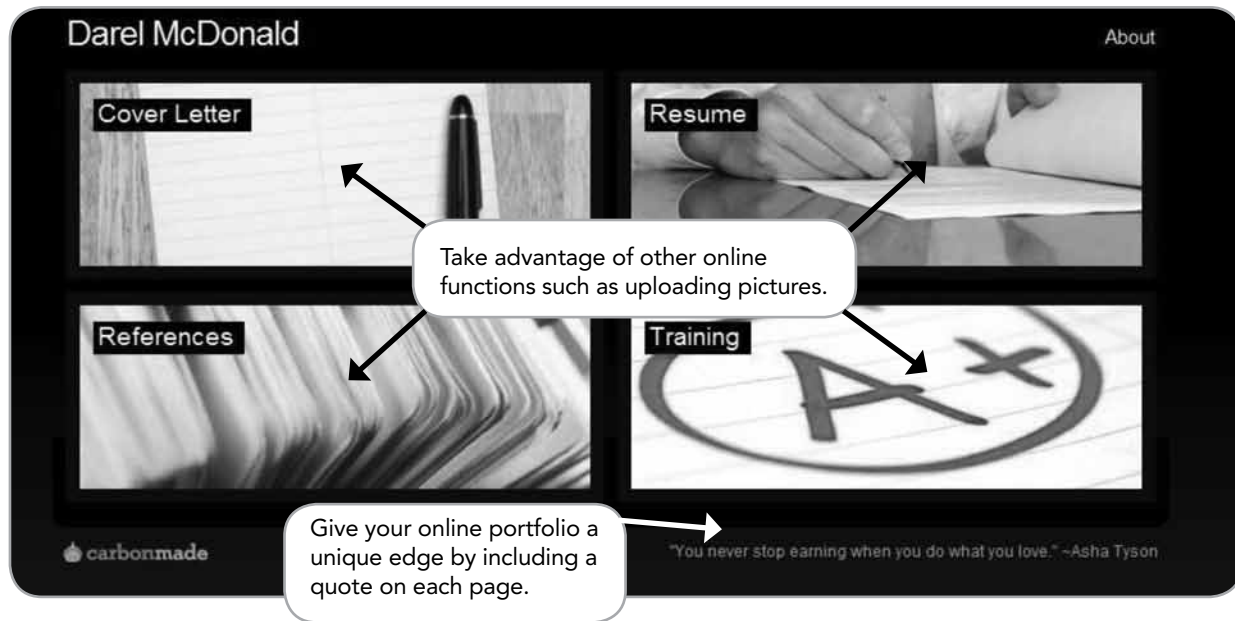
Darel McDonald

has successfully completed the First Aid Level 2 Certificate

Rosa Armandean

Signature

1 of 1



5

Portfolio Tips



REMEMBER

- use photocopies of items (ex: certificates)
- categorize and keep information organized
- include testimonials from credible sources
- use a table of contents
- keep font consistent
- tailor your portfolio for each use
- include photographs of projects
- ask instructors to provide written verification for your projects (ex: have them sign a project you have completed and make a statement about the quality)
- ask others for ideas
- use favourable, up to date references
- use good quality paper

¹⁰ Adapted from Kurt Lewin

Summary

This guide has provided tips, examples and activities to help you build a career portfolio. Here are some key points for you to remember.

- It takes time and effort to develop a portfolio, but it's simple to maintain.
- Once you've built your portfolio, you can customize it for different purposes or audiences by adding or removing things.
- Having a master portfolio will make it easier to customize your portfolio for specific purposes.
- Building a portfolio is a process and the process will take time.
- When gathering evidence it is best to collect everything you think might be relevant. Then, when putting your portfolio together, you can choose the best items to demonstrate the knowledge and skills you want to highlight.
- Deciding how to store your portfolio content is a personal preference.
- It's a good idea to make photocopies of any original documents.
- Creating a web-based portfolio is becoming a popular portfolio option.
- Reviewing your portfolio before an interview is a great way to refresh your memory about your knowledge, skills, abilities, accomplishments and qualifications.

This is one of several guides in a series to support your career planning and job search. For more information, visit www.manitoba.ca/careerdevelopment.

Appendix A: Portfolio Template

Title Page

Career Portfolio

Name: _____

Address: _____

Phone Number(s): _____ (work)

_____ (home)

E-mail: _____

Fax: _____

I declare that all the information in this portfolio is accurate and true.

Date: _____

Signature: _____

Table of Contents

Letter of Introduction

Resume

Career and Education/Training Plan

Inventory of Knowledge and Skills

Documentation Index

Documentation

Appendix B: Guide Links

External Weblinks

- Carbon Made www.carbonmade.com/signup
- Career Cruising www.careercruising.com/Public/tours/portfolio/portfolio_tour_p1.html
- Darel McDonald's Online Portfolio <http://dmcdonald.carbonmade.com/>
- For more information about career planning, tips for success in the workplace and other related topics, please visit www.manitoba.ca/careerdevelopment
- Manitoba Careers www.manitobacareers.net/featured-services/premier-resume-portfolio.htm
- Portfolio Examples
<http://www.usq.edu.au/users/evansp/browse/Mahara/documents/exemplars.htm#id3>
- Shaw Webspaces <http://shawwebspaces.ca/>

Links In This Guide

- Appendix A
- Content Checklist
- How do I Prepare a Portfolio?

Links to Other Guides

- A Guide to Completing Applications
- A Guide to Planning Your Career
- A Guide to Writing Resumes
- A Guide to Writing Cover Letters
- A Guide to Outstanding Interviews
- A Guide to Conducting an Effective Job Search
- A Guide to Success in the Workplace
- A Guide to Recognizing Your Prior Learning