

Your Career & Life Success Portfolio

by Angela deFreitas

Updated resume – check.

Updated cover letter – check.

Certified exam certificates – check.

Information about schools and colleges and programmes they offer – check.

Your mission statement – check.

How many of the above can you “check”?

When you have all of these things you will be ready for take-off.

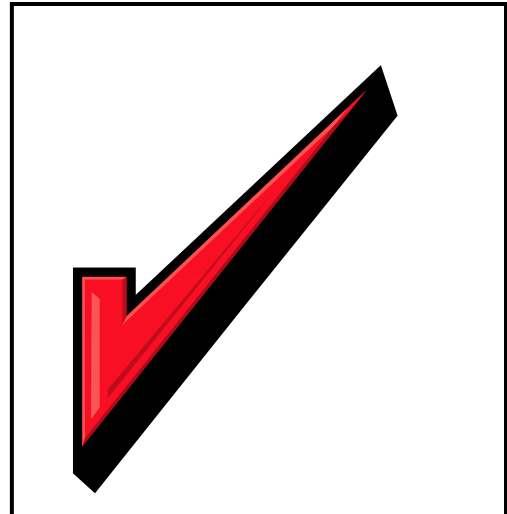
However, having them is only part of the process. What you now need to do is to put them all together in one safe place. Call this your ***career and life success portfolio***.

As you plan your further education, your job search and your career path, you will use this portfolio as a means of analysing and planning the best way forward and identifying your own personal career development requirements.

When you create, add to and maintain this portfolio, you will be able to reflect on your past achievements, offer proof of what you say you have done to a potential employer or scholarship interviewer and at the same time plan, appraise and track work and learning experiences.

When invited to an interview, take your portfolio with you or take things out of it to take with you. You can let the great portfolio which you have created do some of the talking (and some of the impressing also). You only have to choose the right moment to open it and take out relevant information or pass it over to the interviewer or panel for them to browse through.

What should this career and life portfolio look like, you're probably wondering? Well, it can be a folder or holder of some sort (not a brown envelope, please!) with tabs or flaps in order to keep things separated into different areas – i.e. career, education, life goals etc - or it may have transparent pockets in which to place items.



Your portfolio should also include:

- Certificates of achievement from school and extra-curricular activities and previous jobs.
- Records of things you have done and feel good about.
- A letter of appreciation, commendation or any recommendation received at previous jobs or for community service.
- Newspaper, magazine or newsletter clippings featuring you.
- Information about promising occupations
- Labour market information
- A list of your networking contacts

Now that you know just how important such a tool is you will agree that having these things together in one place will help you to make good decisions for success in your career, education and life.

Remember that when you get that job the life of your portfolio is not over. Make it a part of your very own arsenal of information to help in your life progress. Keep adding to it as time goes by. You will not regret it.

***Angela deFreitas is General Manager of CHOICES Career & Education Advice –
e-mail - info@choicesonlinejm.com***

Send us your comments and suggestions on what you want to know more about.