

Solano Community College

Work Experience Portfolio

OCCED 90 & 91

The first semester you completed this course you completed a resume package. This second semester you will be taking a step further and will be putting together a Work Experience Portfolio.

The items contained in the portfolio are all the items you need to conduct a job search at any time in your life. Much of the time spent in moving to a new position or a new career is trying to find that one document, or remember that one important date.

The Work Experience Portfolio will give you an opportunity to gather all the important information about your working life in one place.

Some people make additional copies their Work Experience Portfolio to present to prospective employers at the time of the interview. A well done, neat portfolio can be an impressive tool.

Other people keep their portfolio for personal use as a means to keep all their information handy.

For this project – even if you decide the portfolio will be for personal use only, you will include all components in a neat presentation. Documents should be on nice paper, enclosed in sheet protectors of some kind and contained in an attractive cover, folder, binder, etc.

There may be items you would not choose to share with a potential supervisor when you are finished (for example- a less than stellar transcript) but all items should be included in the class project.

Many people (I for one) prefer to keep original documents (transcripts, certificates, degrees, etc.) in a fire safe box. In that case the portfolio may contain well-produced copies of the original materials. You would never present the originals to a prospective employer – what if he/she decided to keep it!!

This is a project that will serve you well for your entire working life. It is a living document that you will find easy to update once the original package is put together.

COMPONENTS OF THE WORK EXPERIENCE PORTFOLIO

1. Title Page
2. Letter of Introduction
3. Resume
4. References
5. Personal Data Sheet
6. Letters of Recommendation
7. Degrees, Diplomas and Certificates
8. Awards
9. Transcripts (plan ahead if you have to order these)
10. Selected Employer Evaluations
11. Work Samples and Miscellaneous Documents

TITLE PAGE

The title page of your portfolio should be simple, well organized, and easy to read. Your title page should consist of three basic parts:

1. The Title: **WORK EXPERIENCE PORTFOLIO**
2. Your Name
3. Your Address and Phone Number

The title page should serve as a quick reference for the employer.

SAMPLE:

<p>WORK EXPERIENCE PORTFOLIO</p> <p>JOHN SMITH</p> <p>4321 HAYDEN RD. FAIRFIELD, CA 94535</p> <p>(707) 427-1234</p>

LETTER OF INTRODUCTION

The Letter of Introduction introduces you and your work to someone reviewing your portfolio. It allows you to describe your work and highlight its best features. Your introduction should be both personal and informative. It also shows the employer your ability to communicate in writing.

Unlike a cover letter – the portfolio letter of introduction is not addressed to a particular person and does not necessarily address a particular position but presents your range of skills and abilities.

Some people do put together a new letter of introduction addressed to a specific employer and position when they present their portfolio during an interview.

YOUR LETTER OF INTRODUCTION MUST INCLUDE:

1. A PERSONAL INTRODUCTION – First Paragraph

- Give information about yourself such as your personal and professional goals, your strengths, qualities, and experiences that relate to these, and any achievements, accomplishments, or other related activities.

2. PORTFOLIO DESCRIPTION – Second Paragraph

- Describe the contents of your portfolio. Highlight items that you would like the prospective employer to note specifically. If you are doing a new letter geared to a specific job you would put the highlights related to that job.

3. CONCLUSION – Third Paragraph

- Describe how the pieces in the portfolio relate to your personal and professional goals. You may wish to highlight again a particular piece in the portfolio.

Hints: You may want to start by writing an outline.
Have someone else proofread for sentence structure, spelling, and grammar, making sure that sentences and thoughts flow together in a logical sequence.

TYPING INSTRUCTIONS:

- Must be 3 paragraphs as stated above.
- Do not type a date.
- Address it: "To Whom It May Concern"
- Close it with "Sincerely"; then four lines down "Your Name"

SAMPLE LETTER OF INTRODUCTION:

To Whom It May Concern:

I am a student completing classes at Solano Community College toward an A. S. Degree in Graphic Arts. My coursework has included classes in art, photography and journalism. I see my college training and work as steps toward my future goal of being a graphic artist for an advertising company. I plan to get a job after graduation as an artist or layout person for a local publication company to gain experience. I believe that my strength as an artist is my ability to be creative while working well with others and their ideas.

This portfolio shows my abilities, skills and knowledge achieved through study and hard work. I have included a resume summarizing my work experience and skills I have gained through these opportunities. In addition, I have a personal data sheet, list of references, a letter of recommendation, school transcripts, and a work sample, which shows my level of responsibility at my current job. The components of the portfolio will demonstrate my ability to communicate and organize information, skills which I can use effectively on the job.

I feel that preparing this portfolio has helped me to evaluate my experiences from both school and work. My part-time job while in school at a print shop helped me learn the practical skills required of a graphic artist. The classes I had in art, photography and journalism further prepared me for this career.

I hope you enjoy reviewing my portfolio.

Sincerely,

Donna Smith

REFERENCES

Employers usually ask you to give a list of references. References are people who know you and are aware of your habits, traits, skills, and personality. These are people who, if asked, are willing to tell a prospective employer about you and your ability to do the job for which you are applying.

Consider carefully whom you will ask to be your references. Some employers will not allow you to use former employers or relatives, so have at least three other names just in case. The best reference is a person in the same job or career field that you are applying for.

Instructions:

- Must obtain three to six personal references.
- Do not use relatives or other students.
- If listing more than three names you may include past or present employers.
- List alphabetically by last name and include: full name, mailing address, phone number, occupation if employed, number of years known.

Sample:

PERSONAL REFERENCES

1. Mr. Paul Adkins 200 W. Seventh Fairfield, CA 94533
(707) 427-1234
Occupation: store manager Years known: 4

2. Mrs. Gale Curtis 737 West Bridge Fairfield, CA 94533
(707) 446-5555
Occupation: homemaker Years known: 12

3. Mr. Bruce Devlin 934 Taylor St. Fairfield, CA 94533
(707) 427-2345
Occupation: cabinetmaker Years known: 7

PERSONAL DATA SHEET

Print neatly in black ink or type

_____/_____/_____ Social Security No. ____/____/_____
Last Name First Name MI

_____/_____/_____
Street Address City State Zip

Phone (____) _____ Email _____

EDUCATION

List most recent school attended first

School Name

_____/_____/_____
Street Address City State Zip

Phone (____) _____ Dates attended _____ GPA _____

Major _____ Did You Graduate? Y N _____

School Name

_____/_____/_____
Street Address City State Zip

Phone (____) _____ Dates attended _____ GPA _____

Major _____ Did You Graduate? Y N _____

School Name

_____/_____/_____
Street Address City State Zip

Phone (____) _____ Dates attended _____ GPA _____

Major _____ Did You Graduate? Y N _____

PERSONAL DATA SHEET

WORK EXPERIENCE

List most recent employment first – use additional sheets if necessary.

Company Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Name of Supervisor & Title _____

Employment Dates From _____ To _____ Start Salary _____ End Salary _____

Reason For Leaving _____

Your Position and Duties _____

Company Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Name of Supervisor & Title _____

Employment Dates From _____ To _____ Start Salary _____ End Salary _____

Reason For Leaving _____

Your Position and Duties _____

Company Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Name of Supervisor & Title _____

Employment Dates From _____ To _____ Start Salary _____ End Salary _____

Reason For Leaving _____

Your Position and Duties _____

LETTERS OF RECOMMENDATION

Your portfolio should have at least one letter of recommendation, for future employment. You should ask people who know you, your personality, skills, habits, attitude, etc. You might ask persons from your list of references, neighbors, current or past employers, teachers, counselors, or your minister. Do not ask fellow students or relatives.

INSTRUCTIONS:

- Obtain at least one letter of recommendation for a future job.
- Letters from relatives of fellow students are not allowed.
- Someone other than you must create the letter.
- Do not make up a letter and have someone just sign it.
- If received handwritten, arrange to type it and have them sign.
- Letters should be addressed "To Whom It May Concern"
- If possible ask that the letter not be dated.

"Personal Information for Letter of Recommendation Form"

Complete this personal information form and give it to the person(s) you asked to write your letter of recommendation.

Sample Letter of Recommendation:

To Whom It May Concern:

I am writing this letter on behalf of Sharon Smith. Sharon worked for me during the past summer at my Century 21 Real Estate Office. She was a great help in organizing our files, answering phones, inputting computer data and assisting customers. Sharon has good computer skills and knows some common software programs. She works hard and is very reliable.

I believe Sharon would be an excellent employee and I highly recommend her to future employers. She will be an asset to any business that hires her. Please feel free to call me at (707) 446-1234 if I can be of any assistance or answer any questions about Sharon.

Sincerely,

Mr. Charles Young

**SOLANO COLLEGE WORK EXPERIENCE
STUDENT PORTFOLIO**

PERSONAL INFORMATION FOR LETTER OF RECOMMENDATION

Please type a letter of recommendation for future employment based on your knowledge of my personality, skills, habits, attitude, etc. Do not date the letter and please address it to whom it may concern. If you cannot type it, I will have it typed for you and return it for your signature. This is not confidential and will be put in my Work Experience Class Portfolio to be used when applying for future employment.

Student: _____

I am currently employed at: _____

I have worked at this job for: _____ years _____ months

My duties are:

Previous employment experience:

Special skills or abilities:

Classes taken of special interest to myself: _____ G.P.A. _____ (optional)

Clubs, Activities, Sports, Volunteer Activities:

Future Plans (Career, Training, Education, Other)

EMPLOYER EVALUATIONS

Work Experience class requires you to maintain a job while enrolled. Your Work Experience Coordinator provides your employer with an evaluation form and asks him or her to complete an evaluation of your performance over the course of the semester. One copy of this evaluation is for you. Your employer may also evaluate you using a company form that should be available to you at work. Putting *at least* one of these in your portfolio will show prospective employers what your most recent employer thought of you.

INSTRUCTIONS:

- From your work evaluations, select at least one evaluation to include in your portfolio.
- Additional evaluations are encouraged.
- Photocopy the evaluation(s) chosen as all documents (except resume and letter of introduction, which may be on a lightly tinted formal paper) should be on white paper.

SCHOOL TRANSCRIPTS

Putting a copy of your school transcripts in your portfolio will verify for the prospective employer that you have taken particular courses and what your success has been. It can be removed if courses were not taken that would have provided some preparation for a specific job or if showing your grades would not be an advantage.

INSTRUCTIONS:

- Complete a Transcript Request Form available from the Office of Admissions and Records.
- If you went to multiple schools you may want to include a copy from each institution (including High School if it was recent and shows coursework applicable to your career search).
- Submit the request form EARLY in the semester as it can often take several weeks to receive the document. There may also be a fee.
- When the transcript arrives you may place either the original or well-made copies into the portfolio folder.

WORK SAMPLES

Work samples are examples that visually demonstrate to the portfolio reviewer the skills you have attained and mastered through your previous jobs.

EXAMPLES OF WORK SAMPLES:

- Copies of forms you complete in the course of your job such as a cash register log that shows the cash, checks, or credit card amounts relieved.
- Inventory forms that show this to be one of your responsibilities.
- Sales brochures, menus or other materials that show the products or service you sell.
- Samples of spreadsheets, etc. which show your knowledge and use of computers.
- Typed duty rosters showing responsibilities.
- Photos of yourself at work demonstrating various responsibilities. Put captions.

INSTRUCTIONS:

- Work samples must be no larger than a regular piece of paper to fit neatly in the portfolio.
- Evidence could be a series of photographs with written descriptions.
- Get permission before making copies of items at work. You may have to white out names, phone numbers, etc. for issues of privacy.

ALTERNATIVE ASSIGNMENT:

If the nature of your job makes it difficult to obtain work samples to show an employer what you do as an employee you may instead complete the form "Work Duties & Responsibilities" by listing in detail your duties and responsibilities at your current and/or past jobs.

Please type this sheet or recreate on a word processor.

Employee's Name: _____

Place of Employment: _____

Work Duties & Responsibilities

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

ADDITIONAL INFORMATION:

MISCELLANEOUS PORTFOLIO DOCUMENTS

You may wish to include in your portfolio the following, which will demonstrate your achievements and accomplishments. Include only those items you believe to be of interest to the prospective employer.

INSTRUCTIONS:

- Document with photos, samples, photocopies, and written explanations when appropriate.

ACHIEVEMENTS OR ACCOMPLISHMENTS AT SCHOOL OR WORK:

- Include your best assignment/project
- Include any award certificates received.

LETTERS VERIFYING VOLUNTEER WORK:

- Include letters from church, hospitals, or other organizations verifying your volunteer efforts.

LICENSES AND CREDENTIALS:

- Include copies of any licenses or credentials, i.e., cosmetology, child care, lifeguard, health care, etc.

TEAMWORK:

- Include examples of teamwork: sports, student groups, class projects, outside activities. Include a photo and description.

OUTSIDE ACTIVITIES:

- Include examples of your hobbies and interests if they demonstrate accomplishment as well. Document with a photo and a description or statement of your responsibilities.

DMV REPORT:

- Provide a copy of your DMV record.