

Co-op Work Term Career Portfolio

From your current work term give consideration to what tangible items you have as proof or evidence of the work you have completed. In addition to telling potential employers about this in your résumé, show them in your career portfolio. Identify two items to include in your career portfolio, and what these items say about your work. Actual portfolio items DO NOT have to be attached.

Read the following list as a means to begin brainstorming thoughts on career portfolio items to include if two items don't immediately come to mind:

- Letters of reference
- List of projects completed
- Reports synopsis
- Work samples
- Presentation list and/or extracts from
- Newspaper clippings
- Writing samples
- Computer skills list
- Project completed list
- Photographs of you in the field
- Notes of commendation, appraisal or accolades

Portfolio Item: _____

What this item says about my work:

Portfolio Item: _____

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