

## CREATE A PORTFOLIO

When you go on job interviews, take a portfolio of your accomplishments with you. This gives the interviewers something to look at and discuss with you. It possibly helps to limit or confine the questions you will be asked because they have examples of your abilities right there in front of them. There is less need for them to pick your brains so that they can determine if you are a desirable employee.

Supplies:     A 1" three-ring binder.  
              Five numbered content dividers for the 3-ring binder.

Create a Table of Contents document to go in front of the first divider. Format the document as follows:

TABLE OF CONTENTS	
1	Resume
2	Unofficial Transcript
3	Essays / Papers
4	
5	

The first three should be just as listed (resume, unofficial transcript, essays/papers). The remaining items can be examples of your best work done in the classes you have taken. Suggestions are: Proposals, Senior Project, Co-ops, Volunteer Work, Letters of Recommendation.

The unofficial transcript can be as simple as a listing of the courses you have taken: by title, semester taken, grade obtained, name of school attended. I would suggest putting it in a table as below:

Crs	Title	Hr	Gr	When	Where	Comment
MTH 112	Pre-Calculus Algebra	3	B	SP 04	AAMU	Math
ENG 101	English I	3	A	FA 03	AAMU	English
MKT 315	Intro to Marketing	3	A	FA 05	AAMU	MAJOR
MKT 316	Buyer Behavior	3	A	SP 06	AAMU	MAJOR

The essays and papers that you place in your portfolio should be examples of your best work. Being able to write fluently and intelligently is critical to getting your foot in the door of companies.