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About Your C-TAP Portfolio

In this section, you will

- understand more fully the purpose of portfolios
- learn what is required in your C-TAP portfolio
- set up a working folder
- keep track of your progress with the *Portfolio Sign-off Sheet*

What is a Portfolio?

A portfolio is a collection of pieces of evidence — evidence that demonstrates important knowledge and skills. You may be familiar with an artist's portfolio — a large folder containing a collection of finished works such as drawings or sketches, and sometimes photographs or slides of larger paintings or sculpture. The artist uses the portfolio to show his or her best work to galleries or art collectors. Portfolios are used by people in many different occupations: industrial designers, fashion models, public relations representatives, writers, contractors, architects, and actors.

Even workers who have not traditionally used portfolios — such as nurses, inventors, and disk jockeys — find them to be a useful way to show their professional growth and achievements.

Purpose of a Portfolio

As more employers and college officers require applicants to show what they know and can do, it becomes important that you know how to showcase your abilities. You must demonstrate, or *show off*, mastery of your subject. For example, during a successful interview:

- a wood worker shows off finishing skills with photographs of finished cabinets.
- a hospital information systems specialist demonstrates an ability to apply insurance codes by showing and explaining completed forms.
- a landscape designer brings sketches to show original ideas.
- an information resource specialist demonstrates expertise through database samples and reports.
- a day care worker provides lesson plans to show teaching experience.

Your C-TAP portfolio will enable you to show what *you* know and can do. Preparing a C-TAP portfolio will also help prepare you for your future. As you build your portfolio, you will:

- learn about careers in your field,
- practice job-related skills,
- improve many academic skills such as writing and research, and
- collect samples of your work that show off your skills.

Putting together a portfolio helps you see your own growth and achievements. Throughout the year, you can review your portfolio work and decide if you think it is the best you can do. If you decide a section or piece of the portfolio needs more work, *you can revise or replace it!* Once your portfolio is complete, you should feel a sense of satisfaction.

Example 3: Letter of Introduction

May 3, 1995

To Whom It May Concern:

Tells about goals and how to reach them.

Describes strengths and qualities.

Tells about best work sample.

Highlights skills and abilities.

Tells what was learned by doing the work sample.

Relates portfolio work to goals.

Tells what was learned by doing the portfolio.

I am a graduating senior completing my career-technical training in medical assisting. I see this training as one step toward my goal of being a nurse practitioner. I plan to get a job as a clinical assistant and will continue my training while I work. I believe that two of my qualities will help guide me in my future work and training — compassion and ambition. The compassion I have for others is an important part of my work, and it is partly because of my feelings toward others that I chose nursing as a profession. My ambition will drive me to continue my training until I reach the level of nurse practitioner.

I am very proud of my second work sample, "Sterilizing a Tray." My teacher arranged for me to do some volunteer work at General Hospital this year. I learned about Universal Precautions and followed hospital procedures to prepare the tray. I used a checklist that I developed to make sure I had the correct instruments on each tray. It felt good because I helped the nurses. I learned so much about working in a hospital. I think this experience helped me because when I get a new job, I will be more confident. I gained real job experience, and made many friends and professional contacts.

Working on the portfolio helped prepare me for real-life experiences and gave me more confidence to keep trying. I learned that there is a difference between just doing something and doing something right. In the nursing profession, it is important that everything you do is perfect. I feel that every section of the portfolio has helped me prepare for my profession.

I hope you enjoy reviewing my portfolio!

Sincerely,

Stacy Tawil

Stacy Tawil

Letter of Introduction Organizer

Think about your goals, qualities, and achievements, and write your thoughts below. When you have completed most or all of your portfolio, finish the organizer. Use this information to write your final letter of introduction.

Tell about yourself.

1 > My educational goals:

2 > My career goals:

3 > How I will reach my goals:

4 > My strengths and qualities:

5 > My important achievements:

6 > Other things I would like the reviewer to know about me:

Tell about the best work sample of your portfolio.

7 > My best sample
and why:

8 > What special
abilities the sample
highlights:

9 > What I learned
by completing this
sample:

Tell what the portfolio means to you.

10 > How the
portfolio pieces relate
to my educational
or career goals:

11 > How my work
has improved:

12 > What I achieved
by completing
my portfolio:

Creating Your Résumé

The third entry in your CDP is a résumé. This is a one-page personal information sheet summarizing your experiences, qualifications, and special skills and interests. Often a person shows interest in a particular job by sending a résumé with a cover letter. The résumé is one of the first things a possible employer sees — it must make a good impression.

A résumé is written in a specific style. The sample résumés on the next pages give you examples of two styles to use. Your teacher and career center can provide other examples.

What must I do?

1. Complete each section of the organizer on pages 40 to 44.
2. Use the appropriate information from your completed organizer to prepare your résumé.

Requirements and Evaluation of Your Résumé

What must I show?

Your final résumé must be typed and must include all of the following:

- contact information (name, address, phone)
- career and education plans
- education
- paid and/or unpaid work experiences
- at least one of the following: special interests, activities, achievements, skills, strengths, abilities
- references or the notation, "References available upon request."

It is important that you demonstrate:

- career preparation skills
- awareness of career goals
- evidence of self-evaluation
- accuracy
- completeness
- neatness, good overall appearance
- correct grammar and spelling

Example 3: CDP Résumé

Benjamin J. Lee

4011 Sycamore N.W.
San Francisco, CA 94816
(415) 555-1113

OBJECTIVE

Acquire a position as a word processor with opportunities for increased computer operation responsibilities.

EDUCATION

Attending Roosevelt High School, San Francisco
Graduation date: June 16, 1995

Completing a sequence of courses for the business major
Business skills:

- Operate IBM system, using WordPerfect 5.1
- Operate Macintosh system, using Microsoft Works
- Operate 10-key by touch
- Keyboard 50 words per minute
- Understand general office duties

EXPERIENCE

Speedy Reprographics, September 1993 to present

General office clerk: Word process materials for copying, answer telephones, file, and wait on customers.

Deli-Delite, January 1993 to August 1993

Kitchen staff: Prepped salads and vegetables, bused tables, set up new tables.

Roosevelt High School, August 1992 to November 1992

Football team statistician: Kept team statistics for each game and compiled season records.

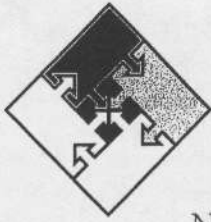
Camp High Sierra, July 1992

Cabin counselor and activity leader for a group of eight-year-old boys

ACTIVITIES

- Treasurer, Future Business Leaders of America (FBLA)
- Member, Key Club

References available upon request.



Summary Organizer — Work Sample #1

Look at your selected work sample carefully. Then use this organizer to help draft your summary. Type the final version on the Summary Form located in Appendix B.

Name: _____

Title: _____

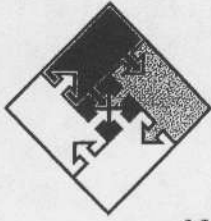
Date: _____

1 > Describe this work sample.

2 > What steps did you take to complete this work sample?

3 > What skills or standards are shown in this work sample?

4 > What did you learn from doing the work sample?



Summary Organizer — Work Sample #2

Look at your selected work sample carefully. Then use this organizer to help draft your summary. Type the final version on the Summary Form located in Appendix B.

Name: _____

Title: _____

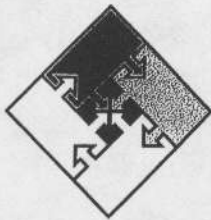
Date: _____

1 ➤ Describe this work sample.

2 ➤ What steps did you take to complete this work sample?

3 ➤ What skills or standards are shown in this work sample?

4 ➤ What did you learn from doing the work sample?



Summary Organizer — Work Sample #3

Look at your selected work sample carefully. Then use this organizer to help draft your summary. Type the final version on the Summary Form located in Appendix B.

Name: _____

Title: _____

Date: _____

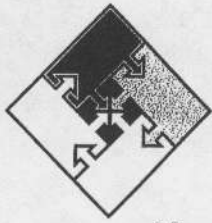
1 > Describe this work sample.

2 > What steps did you take to complete this work sample?

3 > What skills or standards are shown in this work sample?

4 > What did you learn from doing the work sample?





Summary Organizer — Work Sample #4

Look at your selected work sample carefully. Then use this organizer to help draft your summary. Type the final version on the Summary Form located in Appendix B.

Name: _____

Title: _____

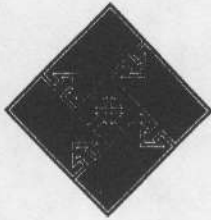
Date: _____

1 ➤ Describe this work sample.

2 ➤ What steps did you take to complete this work sample?

3 ➤ What skills or standards are shown in this work sample?

4 ➤ What did you learn from doing the work sample?



APPENDIX B

Summary Form — Work Sample

You may use this form for your work sample summaries, or you may create your own. Attach the summary to the work sample. Type your summaries.

Name: _____ Date: _____

Work Sample: _____

Summary:

Standards demonstrated in the work sample are:

1. _____
2. _____
3. _____
4. _____

Teacher's Signature: _____