

## **EXAMPLES OF THINGS TO PUT IN YOUR PORTFOLIO**

---

### **ACADEMIC SKILLS**

Transcripts, Educational diplomas  
Certificates for training  
Letters from past/present employers, teachers  
Performance appraisal from teacher, instructors  
Essays, reports, research and position papers, letters, articles, that you wrote  
Charts and/or graphs you created for a report  
Picture, sample and/or audiotape of a completed project  
Tape of a speech you have given  
Valid Driver's License  
License to operate machinery, equipment, or commercial vehicles  
Letters  
Computer generated documents you produced

### **PERSONAL MANAGEMENT SKILLS**

Interest Inventories  
Job Performance Appraisal and/or Work Report  
Letter of Recommendation from past/present employers  
Recognition Awards  
Application Letters – jobs, university, college  
Exercise Schedule, or Fitness Club Membership  
Suggestion Letters  
Transcripts with class descriptions and grades for related classes  
Certificates for Achievement and/or Participation  
Educational Development Plan  
Personal Career Plan  
Job Descriptions from Previous Employer – to prove skills you have achieved

### **TEAMWORK SKILLS**

Transcripts with class descriptors and grades for related classes  
Letters of acceptance for employment  
Letters of Recommendation from employers, teachers  
Performance Appraisal from employer, teacher  
Job Description that required use of a skill  
Description of an activity that required use of a skill  
Documentation of membership in various membership  
Documentation of leadership in various organizations  
Awards, Certificates, and/or Letters of Appreciation  
Training Certificates  
Copy of Employment History  
Tapes of a speech or discussion  
Sports certificates or awards