

## Career Portfolio

Today you will begin assembling your very own Career Portfolio. Your Career Portfolio will contain the following items:

**Job Advertisement-10 points**

**Letter of Application-20 points**

**Resume-40 points**

**List of References-10 points**

**Thank You Letter-20 points**

Instructions for each of the items are listed below:

### **Job Advertisement**

Use the Internet to search for a job that you may be potentially be interested in and that you currently meet the minimum qualifications for. I suggest using the website <http://www.snagajob.com>, but any other resource will suffice. Print this job advertisement and place it in your folder.

### **Letter of Application**

Write a letter of application for the job that you have previously chosen. Use the sample letter of application as a guide. Must be no less than 3 paragraphs long and include all contact information. Use correct spelling/punctuation/grammar.

### **Resume**

Key and format a resume to summarize your qualifications for this position. Your resume should include the following sections:

- Name/Contact Information
- Education
- Work Experience
- Activities
- Skills

Do not leave any parts of your resume blank. Format your resume like the attached sample resume.

### **List of References**

On this document, include your name and contact information at the top. Then, list no less than 3 references. For each reference, use the following format:

First Name/Last Name

Job Title

Company

Street Address

City/State/Zip Code

Email address

Phone number

Do NOT use members of your family for references. Only use someone as a reference if you know they will give you a good reference.

**Thank You Letter**

Assume that you have actually had an interview for the job that you have chosen and write a letter thanking the person that interviewed you. This letter should be no less than 3 paragraphs long. You can make up any reasonable details about the interview, so long as they are professional in nature. Include all of the information that is listed in the attached sample Thank You Letter.

When finished, print all pieces and put them in your Career Portfolio folder.

Your Street Address  
City, State Zip Code  
Telephone Number  
Email Address  
Date

Mr./Ms./Dr. FirstName LastName  
Title  
Name of Organization  
Street or P. O. Box Address  
City, State Zip Code

Dear Mr./Ms./Dr. LastName:

Opening paragraph: State what position or internship you are applying to; how you learned of the organization or position, and basic information or qualifications about yourself.

2nd paragraph: Tell why you are interested in the employer or type of work the employer does (Simply stating that you are interested does not tell why, and can sound like a form letter). Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer's needs. This is an opportunity to explain in more detail relevant items in your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position.

3rd paragraph: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. Restate briefly why you're so passionate about the opportunity you're applying for. State that you would be glad to provide the employer with any additional information needed. Thank the employer for her/his consideration.

Sincerely  
(Your handwritten signature)

Your name typed

**SAMPLE LETTER OF APPLICATION**

**FirstName LastName**

Street Address  
City/State/ZipCode  
Phone Number  
Email

**Education:**

Lafayette High School                      Lexington, KY                      (2012-present) OR (May 2016)

**Work Experience:**

Macy's, *Sales Associate*                      (August 2015-February 2016)  
Task #1  
Task #2

**Activities/Volunteer Experience:**

Lexington Humane Society, *Volunteer*                      (May 2015)  
Task #1  
Task #2

Youth Group, *Member*                      (June 2015-present)  
Task #1  
Task #2

**Skills:**

Microsoft Word  
PowerPoint

**SAMPLE RESUME**

Your street address  
Your City, State and Zip Code  
Email Address  
Date of the letter

Name of the Recipient  
Job Title of the Recipient  
Name of the Employer  
Employer's Street Address  
Employer's City, State and Zip Code

Dear Mr./Ms. Last Name:

Thank you very much for the opportunity to interview for the position of [job title] yesterday [or today, if appropriate]. I enjoyed speaking with you, meeting other members of the staff, and the opportunity to learn more about this position. I am very interested in this position and the opportunity to join your team.

This job feels like a very good match between my skills and experience and the requirements of this job. As we discussed, you need someone with strong [whatever] skills, and I have extensive experience with [whatever technology or tool that is important to the job and that you have experience using]. In addition, in my current [or former] job as [names or type of employer in your past] has provided the opportunity to polish my skills in [whatever] and [whatever] needed for your [job title] position.

Again, thank you for considering me for this wonderful opportunity. Please let me know if you have any questions or concerns or need more information. I look forward to hearing from you next week [or whenever they said they would be in touch] and hope to join your staff soon.

Sincerely  
(Your handwritten signature)

Your Name

**SAMPLE THANK YOU LETTER**