Portfolio Preparation

1   Insert your Resume into the front page/s of the A4 display folder.

2   Create the following header pages for the portfolio. These header pages can be in a colour or textured:

* Academic Results
* Certificates
* Awards
* References

3   Place copies of recent school reports into the portfolio after the "Academic achievements" header page.

4   Place copies of Certificates etc. after the "Certificates" header page (Remember Safe@work certificates).

5   Place copies of awards etc. after the "Awards" header page.

6   Place at least two (2) references into the portfolio after the "References" header page.   _Note - Try to ensure that the references are from respected people in the community, have known you for a long time or you have worked with. Your references and referees should not be family members_

➤ When applying for a job, send a Cover Letter with the Resume.

➤ If you are short-listed for that job, take the Portfolio to the interview.

➤ Your portfolio keeps everything safe and accessible.