

Portfolio Preparation

- 1 Insert your Resume into the portfolio front page/s.
 - 2 Create the following header pages for your portfolio, these header pages can be in a tasteful colour if would like:
 - * Academic Results
 - * Certificates
 - * Awards
 - * References
 - 3 Place copies of your recent school reports into the portfolio after the "Academic achievements" header page.
 - 4 Place copies of any Certificates etc. into your portfolio after the "Certificates" header page (Remember your [Safe@work](#) certificates).
 - 5 Place copies of any awards etc. into your portfolio after the "Awards" header page.
 - 6 Place at least two (2) references into your portfolio after the "References" header page. Note - These written references can be from the same people who are your referees however, it is better if they are different. Try to ensure that the people you choose are respected 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 you apply for a job, you send a Cover Letter with your Resume.
 - If you are short-listed for that job, you then take your Portfolio to the interview.
 - Your portfolio keeps everything safe and easily accessed.

