ENT Employability Skills

Electronic Portfolio Project

*What is an Electronic Portfolio?*

An electronic portfolio is a digital extension of your hard copy portfolio. As such, it should be reflective as to who you are and the skills that you possess.

What is an *Employability Skills portfolio?*

A portfolio is a case that hold all the information about your employability skills. The portfolio helps to keep materials about your specific skills in one place. Your portfolio helps to prove that you have certain skills. Your portfolio is a tool to help you organize and maintain information about your employability skills, it is a working file.

Steps in getting started:

Step 1: Open power-point template, create a Welcome page: (include title, name, and date)

Step 2: Insert new slide introductory page (include image of yourself): autobiography, who you are? (special, unique, distinctive about you or your life story, things that will set you apart from someone else) What’s important to you? (your purse of life for you or what do to want the purse of life to be for you)

Step 3: New slide create a table of content page: list of documents

Step 4: New slide: Personal Goals: include short term (academic) goals and long term (career) goals

Step 5: New slide: show how you are able to demonstrate each skill, Personal/Professional Traits: (Team Player, Communication, Patience, Empathy, Integrity, Initiative, self-motivation, and Tact), example: Team player- I played soccer for three years.

Step 6: New slide: Edit and insert your (using hyperlink tab) “Career Essay”

Step 7: New slide: insert your Career Time Line (include events and dates)

Step 8: New slide: upload Resume (include sections: header, objective, education, experience, honors/awards, and organizations)

Step 9 New Slide: upload Cover Letter: (include 4 parts, business letter format)

\*\*Each slide should have a title and description.

Be very creative: pictures, graphics, slide designs, colors, font styles, etc.