



WHAT TO INCLUDE IN A PORTFOLIO

A portfolio is a great way to show future employers the student's strengths, skills, and interests. Below we have listed a few suggestions on what to include in a portfolio to ensure it allows the employer to better understand the student and the benefits of hiring them.

1. Reference letters from previous supervisors or educators

- After a student has completed work-based learning, school-based enterprise program, or community instruction, ask the supervisor to write a letter of recommendation.
- Collect reference letters over the student's entire high school career.
- If the student is in any general education classes, ask the general education teacher to write a letter.
- Make sure to include various types of recommendation letters (special education teachers, coaches, supervisors, job coaches, guidance counselors, etc.)

2. Updated résumé

- Allow the student to help write the résumé and think of strengths they want to highlight.
- Include education, previous work experience, or volunteering the student has done.
- List skills employers would want to see in a candidate.
- Include at least two references that could speak to the student's work ethic and ability.

3. Examples of the student working and using problem solving skills

- Take pictures on a job-site and then have the students journal about how they used problem-solving skills and determine if they could have asked someone for help or fixed the problem independently.
- Include various pictures from different types of work-sites.

4. Attendance record

- Include the student's attendance record from school as well as their job to show that they are dependable.

5. Student profile summary

- Include the student's strengths, needs, and skills on the summary.
- List possible work-site accommodations they may need.
- Include a brief summary of why the student would be an ideal candidate.