**Digital Career Portfolio using Weebly.com**

Now that you have created your own digital portfolio using Weebly.com, it is time to add some pages that reflect your career interest, your abilities, and your accomplishments!

**Pages to include:**

1. Resume
2. References
3. Work Samples/Projects
4. Awards/Accomplishments
5. Experience (Internship Experience/Volunteer Work/Job Shadowing)

**Resume Page:**

1. Include an image of your resume. Make sure your contact information is on your resume (preferably at the top).
2. If you don’t have a resume, you can easily create one using a resume template.
   * See Google Template Gallery, MS Word Templates or Canva.com

**References Page:**

1. You should have 3 references. References need to be adults that can speak about your character. (No family or friends)
2. Be sure to ask permission first before including the person as a reference!
3. Include these items for each reference:

* Name
* Title
* Phone/Email or both

3. You can include a short statement regarding how you know the person.

**Work Samples/Projects:**

1. Include samples that relate to the career that you hope to have in the future. Examples:

* CAD Drawings to show your ability in using the software (Mechanical Engineers)
* Wood Model of a home you constructed (Architect/Construction Manager)
* Fabric Patterns that you put together that complement or design work (Interior Designer/Fashion Designer)
* Debate/Presentations given and specify the size of the audience (Lawyer/Politician)
* Essays, stories, articles written & edited (Journalist/Publicist/Author/Broadcast Anchor)

1. Include any work samples that show communication, collaboration, and problem-solving.
2. Include a variety of pictures when showing your work samples.
3. Include presentations or work that shows leadership or community service.

**Awards & Accomplishments:**

1. Collect any academic, athletic, service, or other noteworthy awards.
2. Include any certification you received that would showcase your skills.
3. Include diplomas or transcripts.
4. Scan or take pictures of each.
5. Include the pictures on this page with a brief description of each.

**Experience:**

1. If you have work-based learning experience such as an internship, job shadowing or a part-time job, describe that experience and include pictures.
2. Provide details such as:

* I job shadowed a …or I interned at...or I volunteered at...
* Things I learned from this experience…
* What I liked best about this day or experience was…
* Explain who your mentor was, who you met and what you learned from working with the mentor.

**Important items to include:**

A short mission statement on your “Bio Page” or “Home Page” that reflects your career choice.

*Optional: Create a “Career Choice” page instead of the mission statement that states your long-term career goal and your path to reach that goal! Your career path could include post-secondary education, degrees, training, certifications, licenses, apprenticeship, or other on-the-job training for you to reach your overall career goal.*