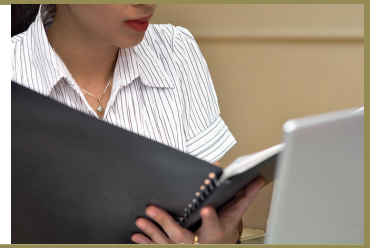


THE CAREER PORTFOLIO



A career portfolio is a binder of documents, which helps students demonstrate their interests, abilities and achievements. The portfolio can be used when applying for work or higher education programs.

Working with their educational coaches and ICE Program staff, ICE participants create their own unique career portfolio and are instructed on how to use it during interviews and meetings. The career portfolios may contain any or all of the following, depending on a participant's experience:

Professional Presentation Section (used for job interviews)

- Resume
- Application data sheet
- List of References
- Letters of Recommendation
- Awards
- Certificates
- List of memberships in clubs/groups
- High School transcript
- List of additional course work (either through UMASS or other schools, training centers)

Career Development Section (used for educational and career advising)

- Interest Inventories
- Skill Inventories
- Learning Style Inventories
- Vocational Assessment
- Mobility Assessment
- Daily/Independent Living Assessments
- Ed Coach Agreements
- List of courses taken at UMass
- "Collecting Letters of Recommendations" form
- Mock interview documents
- Job Tour/Shadow documents
- Any career activities documents