

Creating Your Career Portfolio

Description: A career portfolio can be one more powerful tool you can use to market your skills and abilities to employers. We'll show you how to create a career portfolio.

What you will learn:

- ♦ What a career portfolio is and what you need to create one
- ♦ How to organize your portfolio
- ♦ Creating a targeted career portfolio
- ♦ How to use a career portfolio in an interview

Textbooks/materials: Handouts

Michigan Works
Service Center
Locations/Times:

<i>PH</i>	2 nd Tuesday of each month 11:00 a.m. to noon	Code: PO61
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<i>ME</i>	4 th Wednesday of each month 1:00 p.m. to 2:00 p.m.	Code: PO62
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<i>ET</i>	2 nd Wednesday of each month 11:00 a.m. to noon	Code: PO63
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<i>R</i>	2 nd Thursday of each month 2:00 p.m. to 3:00 p.m.	Code: PO64
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