

# 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:

<b><i>PH</i></b>	2 <sup>nd</sup> Tuesday of each month 11:00 a.m. to noon	Code: PO61
------------------	---	------------

<b><i>ME</i></b>	4 <sup>th</sup> Wednesday of each month 1:00 p.m. to 2:00 p.m.	Code: PO62
------------------	---	------------

<b><i>ET</i></b>	2 <sup>nd</sup> Wednesday of each month 11:00 a.m. to noon	Code: PO63
------------------	---	------------

<b><i>R</i></b>	2 <sup>nd</sup> Thursday of each month 2:00 p.m. to 3:00 p.m.	Code: PO64
-----------------	--	------------