

How to create a career portfolio¹⁾ ?

In a recent Gallup survey, 53 percent of Americans with full-time jobs said they knew someone who had lost a job in the past year. Of that same group, more than a third feared becoming unemployed themselves. Faced with a tight job market, many job seekers are improving their competitive edge by creating personal career portfolios. More than a résumé, a career portfolio gives employers an in-depth look at your goals, accomplishments, and experiences. The following four steps will help you get started building your own topnotch²⁾ portfolio.

1. Identify your goals An effective portfolio should have a single, unifying theme: your professional goals. Your first task, then, is to do a little self—assessment. Then you'll find it easier to develop a cohesive³⁾ and targeted portfolio. If you're still wondering what you'd like to be when you grow up, take a few easy self—assessment courses. You can find such training courses on the Internet as well, such as All About You (<http://training.msn.com>).

2. Organize your paperwork With your goals as the theme, each document you include in your portfolio should provide evidence supporting that theme. While you may include certificates, diplomas, awards, reference letters, samples of completed projects, and information on community service and professional memberships, be sure you are showcasing only those documents that align⁴⁾ well with your stated professional goals.

3. Put it all together Once you've assembled your portfolio, make two versions: an original that you can show during interviews, and a reproduction to leave behind for your interviewers' in—depth review. Both copies should be impeccable⁵⁾. If original certificates and awards are worn, have them professionally reproduced. If you are including lengthier⁶⁾ items such as completed projects, publications, or proposals, make sure they are free of grammatical gaffes⁷⁾, spelling errors, and formatting inconsistencies.

4. Consider going digital Creating a printed copy of your career portfolio is essential, but don't overlook the marketing power of digital media. Although a digital portfolio isn't necessary for every job search, it may make it easier to reproduce your portfolio, to send it to distant locations, and to update it frequently. You can burn your digital portfolio onto a CD—ROM, save it on a Zip disk to send through e-mail, or design it as a password—protected Web site. Another option is to use the MSN Careers resumé posting service to post your portfolio, making it accessible to a large number of potential employers. If you've never created a Web page before, you may go to take a HTML design course in an Internet training school.

如何创建个人职业卷宗

在最近一次盖洛普调查中，53%拥有全职工作的美国人称，在过去的一年中，他们认识的人中有人失业。在这53%的人中，有超过1/3的人担心自己会失业。面对紧张的就业市场，许多求职者都通过创建个人职业卷宗来提高他们的竞争能力。一份职业卷宗不只是简历，而是以此让雇主深入了解你的目标、成就和经历。下列4个步骤有助于你开始创建自

己高质量的个人职业卷宗。

1. 确定目标 一个给人印象深刻的职业卷宗应该具有单一的、统领全局的主题，即你的职业目标。因此，你的首要工作就是做一些自我评估。然后你会发现创建一个内容连贯而且目标明确的职业卷宗会变得容易多了。如果你仍在为长大后将做什么工作而犹豫不决的话，不妨选修一些简单的自我评估课程。你也可以在互联网上找到类似的培训课程，如“关于你” (<http://training.msn.com/>)。

2. 收集材料 你的职业卷宗中每一个文件都要以你的目标为主题，它们必须提供支持该主题的证据。你可以把证书、文凭、奖状、推荐信、已完成项目的样本、社区服务以及专业协会会员身份等材料都收集在内，但要注意，你要选用的只是那些与你所阐明的专业目标有关的文件。

3. 合成 一旦你已把所有资料汇集成职业卷宗，应将其制成一式两份：原件供你在面试时出示；复印件留给面试官供深入考查。两份都应是无懈可击的。如果原始证书和奖状已破损，应由专业人员制成高质量的复制品。如果其中包括较长的文件，如已完成项目、出版物或建议书，则要确保它们没有语法错误、拼写错误以及格式前后不一致等文书错误。

4. 考虑数码化 把你的职业卷宗制成打印件是必须的，但是不要轻视数码化媒体在当今就业市场上的竞争力。虽然数码化卷宗对每一次求职并非必需，但是它会使得你的卷宗复制工作变得容易，也会使你能更便捷地将卷宗进行远距离传递而且能经常更新内容。你可以将数码化职业卷宗制成光盘，或以压缩文件存储于软盘中并能通过电子信函发送，或者将它设计成密码保护的网址。另一种方法是使用“微软网职业履历”在线传输服务，通过因特网发出你的卷宗，使尽可能多的潜在雇主能够看到你的卷宗。如果你从没有设计过主页的话，你可以去一家互联网培训学校选修一门超级文本标注语言 (HTML) 的课程。

NOTE 注释：

portfolio [pɔ:t'fəʊljəʊ] n. 卷宗

topnotch [tɒp'nɒtʃ] adj. <口>最高质量的，第一流的

cohesive [kəu'hi:siv] adj. 有结合力的，连贯的

align [ə'lain] vi. 排列

impeccable [im'pekəbl] adj. 没有缺点的

lengthy ['lenθi] adj. (演说、文章等)冗长的，过分的

gaffe [gæf] n. 过失，错误