

Career SMARTZ

A highly effective career success strategy built around “Find a need and fill it.”

Form 4.2 (My Online Talent Portfolio)				
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>	<i>(5) Use reverse side for additional notes</i>
Information commonly included in an online career portfolio:	Items I want to include:	Ready to enter:	Entered into portfolio:	Notes:
Name				
Email address				
Cell phone				
Other contact information (LinkedIn, etc.)				
Personal photo				
Career mission statement				
Description of talent (Professional Brand)				
Types of desired employment positions				
Employment value (How I can be of value to employers)				
Qualifications for the position(s) I am seeking				
Educational background and accomplishments				
Employment history and accomplishments				
Volunteer activities				
Clubs, organizations and memberships				
References				
Testimonials				
Audio clips:				

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1.				
2.				
3.				
Video clips:				
1.				
2.				
3.				
Photographs:				
1.				
2.				
3.				
Military history and accomplishments				
Honors and awards				
Professional licenses and certifications				
People and/or events that have influenced me				
Hyperlinks:				
1.				
2.				
3.				
Other (Define):				
Other (Define):				