

## Creating an On-line Work Portfolio

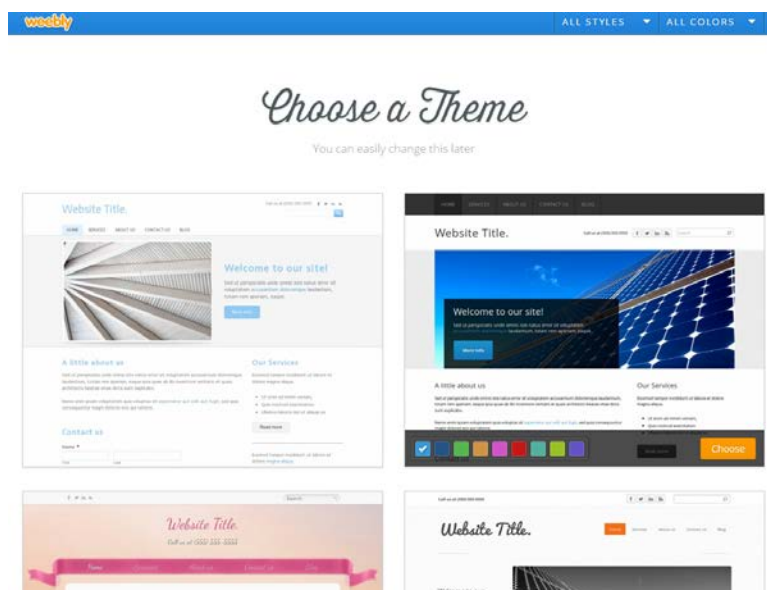
The way we look for jobs today is changing from what it was 15, 10 even only 5 years ago. Resumes (as well as cover letters) may not get you the job on their own. Of course, job seekers need them, but the bullet points and the few paragraphs can't tell your entire story. On the other hand, **work portfolios** allow you to add more to you case, such as showing your special skills, how you apply them, endorsements, achievements etc. Work portfolios tell the story of you, including where you came from and what you want to achieve professionally. Apart from the obvious benefits, work portfolios are starting to become very common and it's advisable for every job seeker to build one in order to paint the whole picture. You will create a professional on-line portfolio that will help shape your professional brand and prove to potential employers that you are the candidate they should hire.

### Directions

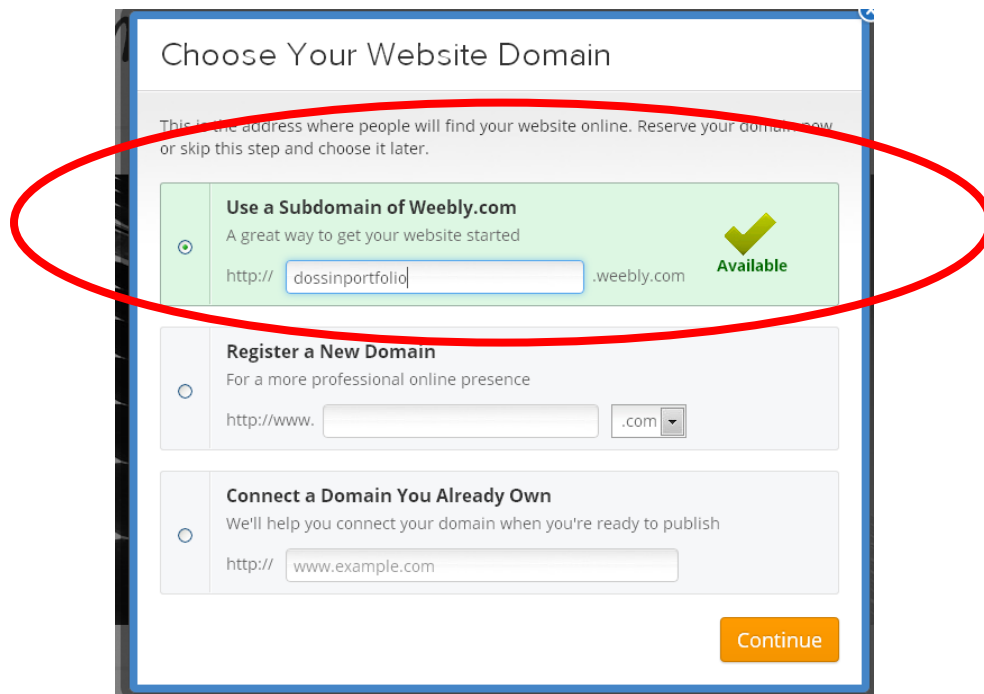
You will create your on-line portfolio using [www.weebly.com](http://www.weebly.com). This website allows you to create portfolio relatively easily as well as free. If you are aware of another on-line source and want to use that you are more than welcome to as long as it is approved by the teacher.

You will need to Sign-Up to create an account. Be sure to double check your email and create a password you will remember. You can also use your *@student.romeok12.org* student email and sign in through Gmail.

Once you create an account, Weebly will walk you through on setting up a site. One of the first things it will ask you is to choose a theme. Select something that is professional and relates to the class. You can always change your theme later if you decide you don't like it.

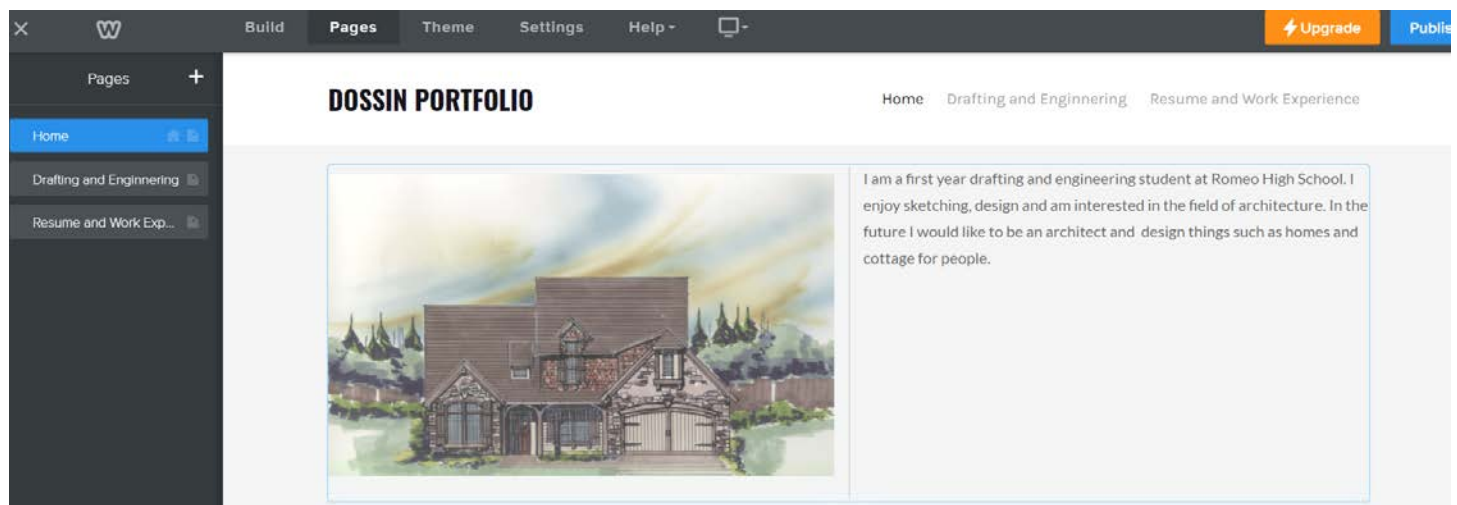


After you pick a theme, it will ask you to choose your website domain. Select a domain name for your portfolio. Use the **Subdomain of weebly.com option** so you **don't** have to pay for anything. Name your website something professional that would relate to your work. (For example, mine would be *dossinportfolio* or *dossindesigns* etc.) **However, because you are a minor do not use your full name (or address or phone number) anywhere on the website.** Weebly will let you know if your name is available.

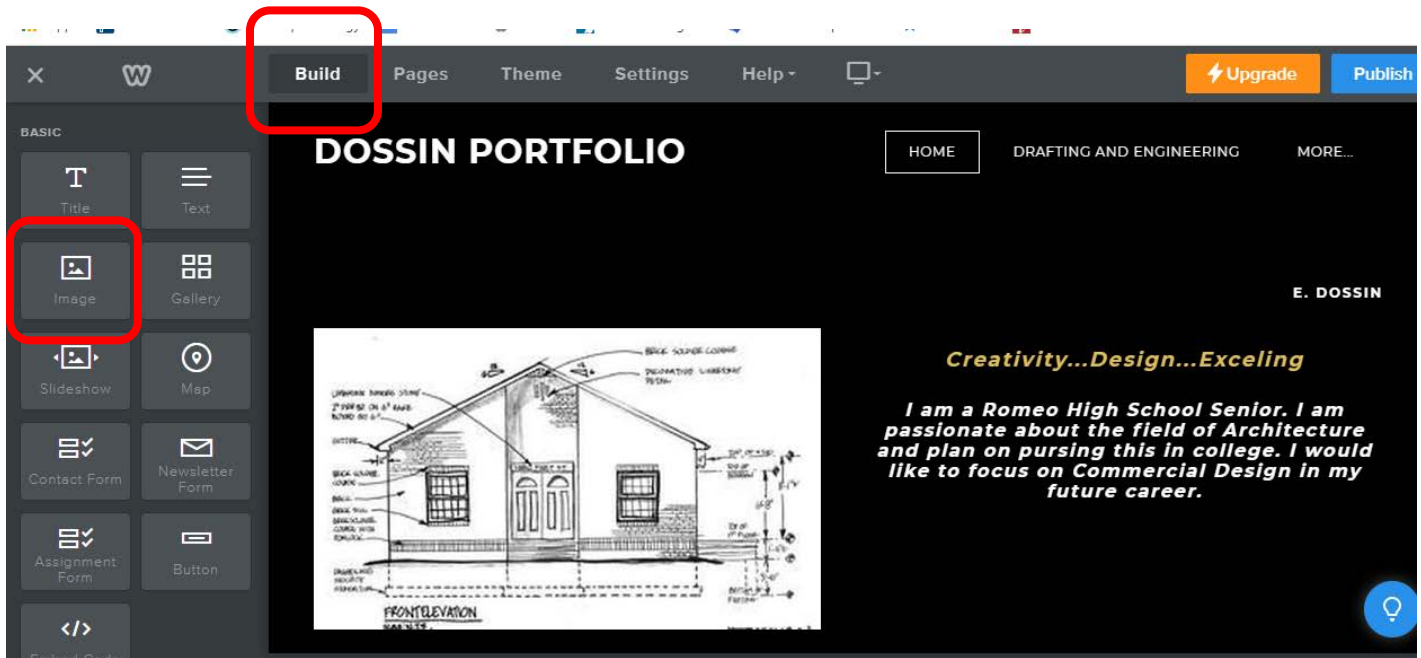


You will want to now “clean up” the template that you selected. Under the “Pages” Tab at the top, rename (and remove if needed) pages so you have a

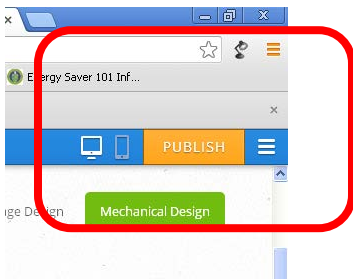
- Home Page
- Drafting and Engineering Page
- Resume and Work Experience Page



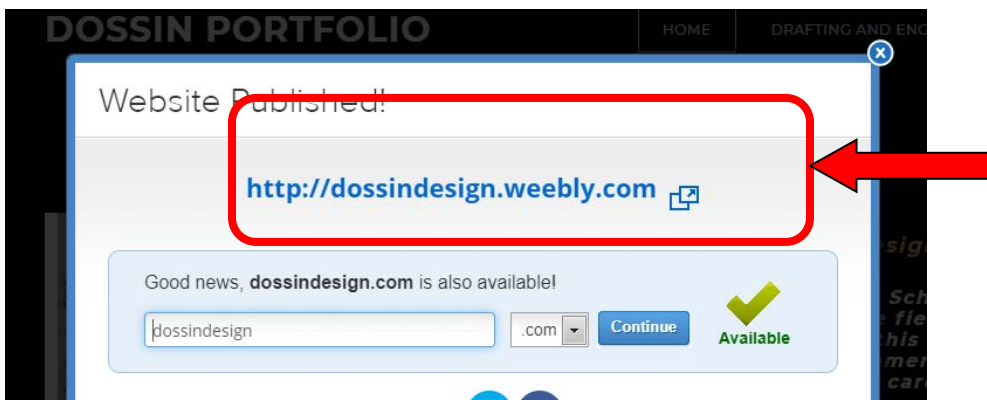
Work on creating your Home Page. Your Home Page should include a (1) **title for your portfolio**, an (2) **image relating to your career path/ interest**, and (3) **a brief, yet well written summary of you, your educational and career goals and describe an industry or job that interests you.** You can add images and text under the Build tab. Drag and drop the Title, text, etc to where you want it on your Home Page. Take the time to experiment with the different options of placing items on to the pages.



Once you add some items to your portfolio click on the **“Publish”** button to save the work.



It may ask you some questions the 1<sup>st</sup> time you do this to verify you are human. Once you answer these a box will pop up as shown below and click on the link of your portfolio and it will take you to your published site.



After you have created your website, record your information in this short ["STUDENT PORTFOLIO LIST"](#) form.

Students will be graded using the following: [RUBRIC](#)