



Rotary Youth Leadership Awards

Personal Portfolio

What is a portfolio?

A personal portfolio is a collection of artifacts that help to define you as a person – your skills, interests, activities and more. A portfolio helps you make connections between your interests and abilities and enables you to reflect on the important aspects of your life so you can make for informed decisions about your future. Portfolio as a process also helps guide you through the steps of career decision-making, searching for a job and gaining understanding of lifelong learning.

Your professional portfolio is a great way to document your skills and abilities during an interview as it demonstrates to employers how much you have invested in your job search. Your career becomes a collection of skills and talents, rather than a series of job titles – especially important if you do not have much work experience, if your experience is in a different area than the job you are looking for.

What goes into a personal portfolio?

Anything that you add to your portfolio is called an artifact. Any artifact you consider adding to your portfolio should be analyzed to determine whether it is important enough to include. You may want to add a short note to each artifact to describe its' significance. Since you have a limited amount of space available, choose your artifacts carefully.

The following are some examples of artifacts for your portfolio:

- Information about you and your interests, work style, learning style, etc.
- Copies of important documents (Drivers license, student ID etc)
- Any kind of special certificate you have received
- Awards and scholarships you've won
- A copy of your latest transcript
- Thank-you letters, letters of recognition for accomplishments or services you have performed
- Documentation of you using your skill: a disk with a program you wrote, essays, creative writing, a video of a personal accomplishment
- A paragraph on your views of "Making peace, Managing Conflict "
- Any document you deem important in sharing who you are as a person, leader, and learner – be creative!

**PERSONAL PORTFOLIOS MUST BE SUBMITTED TO YOUR GUIDANCE
COUNSELLOR BY APRIL 28TH @ 12:00PM TO BE CONSIDERED FOR THE
ROTARY BURSARYS BEING AWARDED ON MAY 5TH, 2017**
