

## Career Portfolio Guidelines

Assume you are trying to find a new (or first) job for when you graduate from high school. You know that some of your employment resources, such as your cover letter and your elevator pitch, should be personalized for each job opportunity. So, the first step is to choose which career you have in mind for your future.

List the career you've selected:

---

---

### Part 1 Job Application:

Find a job in your interested related field and fill out their *job application*.

#### Hints

- Write legibly if hand-printing the information
- Keep in mind the specific job you're applying for

### Part 2 Resume and Cover Letter:

You will want to attach a resume and a cover letter to your job application. Create a *resume and cover letter*. See attached resume check list and samples.

#### Hints

- The value of proofreading cannot be overstated; both documents should be error-free
- Tailor your cover letter for this specific job, and use your teacher's name as the "hiring manager"

### Part 3 LinkedIn Profile:

You will want your digital profile to be in tip-top shape both for this potential employer as well as anyone else who may be hiring. You may also choose to use LinkedIn for networking and finding job opportunities. Create a *LinkedIn portfolio*.

## Hints

- Be sure to check with your teacher on whether you should do this on paper or on the website
- Remember that LinkedIn profiles can be seen by anyone, so you should not focus it SO narrowly on the specific job you are applying for.

## **Part 4 Elevator Pitch:**

When you walk into the business to submit your application, resume, and cover letter it is always a good idea to ask for the hiring manager. If they are not available, ask for the highest-level supervisor available at that time. You don't want to just hand them your paperwork and walk away. It is important to prepare a short 30 second *elevator pitch* to sell them on why you are the right individual for the job.

Option 1: Write out your pitch in error-free grammar and punctuation

Option 2: Script, practice, and then video record yourself making your elevator pitch.

Option 3: Script, practice, and then prepare to make your elevator pitch live to your teacher.

## Hints

- Remember the entire pitch should take no more than 30 seconds, so you only need a few sentences.
- If you are using Option 2 or 3, body language matters!

## **Part 5 Interview:**

*Success!* You have been called for an interview at the job you applied for. This is your main chance to land your dream job! Now it's time to prepare for the big interview!

**Part A:** Answer the sample interview questions attached.

**Part B:** Prepare at least two follow up questions that you want to ask the interview panel. It is important to be prepared to interview the company panel and make sure it is a good fit for you as well.

**Part C:** Now that you have practiced answering the questions, have your instructor or classmate ask you the questions and practice.

## Hints

- Preparation is key for acing an interview!
- Remember, body language matters!

## **Part 6 Follow up:**

Now that the interview is over, it is time to do follow up so you can stand out as a candidate.

## Options

- Send a thank you note to the interviewer. This can be a handwritten notecard, typed letter, email or what other way you think would be appropriate.
- Give the interviewer a phone call after a week to follow up if you have not heard from them.

## **Part 7 Work Samples:**

It is important to have samples of the work you have created. Include:

- At least 3-4 photos of work you have created
- Written description of work samples

## **Part 8 References:**

Include at least three references that can vouch for your hard work and determination in the career you are choosing. Must include phone number, email address, and how you know them.

## **Part 8 Presentation:**

Compile all 8 items into a binder and submit to your teacher for grading.

**Sample Resume**

**ENTRY-LEVEL LABORER SAMPLE  
RESUME**

1487 San Rio Road, San Antonio, TX 78204  
(210) 204-5645  
jorge.doc@gmail.com

*Skilled laborer seeking to leverage acquired academic knowledge and work experience into an entry-level position at your construction company. Enthusiastic worker who is always willing to learn new skills and take on more responsibility. Possess an Associate's Degree in Building Construction Technology.*

**EDUCATION**

**PENN COLLEGE**

**Fort Worth, TX**

*Associate's Degree in Building Construction Technology, May 2013*

- Trained in operating heavy machinery, construction equipment and tools, and removing hazardous materials
- Relevant courses include Electrical and Mechanical Systems, Construction Estimating, Roof Framing and Exterior Finishing, and Print Reading and Architectural Drafting

**VIROH INSTITUTE**

**San Antonio, TX**

*High School Diploma, June 2008*

**WORK EXPERIENCE**

**BUILDSTONE PROJECTS**

**San Antonio, TX**

*Contract Laborer*

*May 2012 – Present*

- Perform scheduled preventive maintenance, such as checking, cleaning, or repairing equipment, to detect and prevent problems.
- Maintain equipment logs that record performance problems, repairs, calibrations, or tests.
- Consult with customers, supervisors, or engineers to plan layout of equipment or to resolve problems in system operation or maintenance.
- Inspect and monitor work areas, examine tools and equipment, and provide employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.

**CRANE BUILDERS CO.**

**San Antonio, TX**

*Construction Management Intern*

*September 2011-May 2012*

- Cooperated with six other team members to perform construction work using tools, electrical equipment, and heavy machinery in a variety of projects.
- Measured and designated layout areas where construction work will be performed.
- Mixed, poured, and spread concrete, using portable cement mixers.
- Assembled sheet metal components and structural components onto buildings.
- Maintained a clean and safe work area averaging 50,000 square feet.

**AXELL GENERAL STORE**

**San Antonio, TX**

*Handyman*

*May 2004 – July 2011*

- Worked part-time an average of 20 hours a week while balancing being a full-time student
- Assisted manager with setting up displays, unloading and loading goods, and routine maintenance

**ADDITIONAL SKILLS**

- Can lift up to 100lbs.
- Able to work with little to no supervision.
- Highly motivated and able to lead within a team environment
- Expert with most basic hand and power tools, and some familiarity with complex machinery

## **Resume Building Checklist**

**Career Objective:** Write a sentence or two on what your goal is for your career.

**Core Qualifications:** List skills and/or tools that you are qualified and confident using. Think of all the construction skills you learned during your BITA courses that qualify you for an entry level construction job.

- Proficient in using a tape measure
- List knowledge of hand and/or power tools
- Reading blueprints
- CAD
- Installing \_\_\_\_\_
- Building a shed

**Experience:** List any experience you may have with real-life construction.

- Design build
- Skills USA
- CREATE
- Help your family member build something at home (ex: a fence, put tile in, etc.)
- Internship

**Education:**

- High school
- What BITA classes you took (example BITA 1-3 or BITA 1 &2)
- Year you graduated
- GPA

**Certifications (if any):**

- OSHA 10
- NCCER Certification
- Pro Core

**References**

- List your BITA instructor name, email and telephone. Make sure you let them know you are using them as a reference.
- List anyone who has hired you in the past i.e. babysitting or side-work in the yard
- List personal references who can speak to your character i.e. neighbor or a coach

## Sample Cover Letter

### **Entry-Level Construction Cover Letter**

(Based on this resume: [Entry-Level Construction Resume](#))

(Manager's Name)

HR Manager

Company Name

Company Address

Date

Dear Mr./Mrs./Ms. (Manager's Name)

I am writing to express my interest in the construction position listed on (website name). I am currently employed with Buildstone Projects as a Contract Laborer, where I have been repeatedly recognized for problem solving skills and compliance with safety procedures.

I am tasked with maintaining equipment logs, performing preventive maintenance checks, inspecting and monitoring work areas to ensure safety, and consulting with customers and supervisors to resolve operational problems while meeting the needs of customers. I firmly believe that my knowledge and experience earned as a Contract Laborer will add value to this position and ultimately your organization.

Moreover, I have also worked at a Crane Builders Co. as a Construction Management Intern where I performed numerous construction duties like assisting teams in using tools, electrical equipment and heavy machinery, measured and laid out areas where construction work was to be performed, and maintained a clean and safe work area averaging 50000 sq. ft.

In total, my experience provided me with the opportunity to observe and understand the critical role that a construction worker plays in ensuring the safe and smooth running of every project. I have exposure in all of the expected requirements for this position, and if given an opportunity, I will commit to this job and work with unrelenting passion and dedication.

As an ambitious and capable individual, I firmly believe that my expertise in the construction profession makes me a perfect fit for this position. I would appreciate the opportunity to join an esteemed and reputable construction firm such as yours. Please have a look at my enclosed resume for detailed information of my work experience and education. I am looking forward to discussing this position with you more in person.

Sincerely,

Name

Address

T: Phone number

E: email address

## Sample Interview Questions

1. Tell me about yourself.
2. What are your strengths? Your weaknesses?
3. Tell me about this (class / internship) I see on your resume?
4. What are your longer-term career goals (or where do you see yourself in 5 or 10 years)?
5. Why are you interested in this role?
6. What do you know about our company?
7. How has your internship experience prepared you for the position you're applying to?
8. What classwork has best prepared you for this role?
9. How would your past professors or managers describe you?
10. Give me an example of a time when you worked on a team. What was your role?

**Career Portfolio Rubric**

	<b>Criteria</b>	<b>Points</b>	<b>Notes</b>
Job Application	Filled in all parts, thoughtful responses, wrote neatly, responses related to job applying for	<b>/25</b>	
Resume	Includes experience, certificate, clear and organized, no grammar and spelling mistakes	<b>/25</b>	
Cover Letter	Address desired job, expresses why interested, no grammar and spelling mistakes	<b>/25</b>	
LinkedIn Profile	Created, reflects self, connected with friends/instructors	<b>/15</b>	
Elevator pitch	Pitch is written out, grammar free, sells yourself to employer	<b>/15</b>	
Interview	Answers all questions, thoughtful response, includes questions to ask employer	<b>/25</b>	
Follow up (thank you card)	Wrote a thank you note to employer, grammar free, thoughtful and genuine	<b>/10</b>	
Work samples	Includes minimum of 3 work samples (photos), includes a written description of work sample	<b>/25</b>	
References	Includes at least three references with email, phone number and how you know them	<b>/15</b>	
		<b>Total:</b>	
		<b>/180</b>	