



3400 Chapel Hill Road, Suite 308
Douglasville, Georgia 30135
888-358-1088, ext. 1

LOGOS WRITING SERVICES CENTER LLC

"Writing to Help Careers & Businesses Excel!"

THE CAREER PORTFOLIO

Don't merely present a résumé, present your true potential by providing your recruiter or hiring manager with a professionally crafted visual representation of your abilities, skills, capabilities, knowledge, and qualities – Present your career portfolio!

A career portfolio (CP) crafted by Logos Writing Services Center LLC brands your professionalism and excellence above and beyond what a résumé provides. We carefully selected the work-related events in your life and combine them into a brilliantly designed **career portfolio**. Your career portfolio serves as the "confirmation" of your potential by demonstrating what you accomplished in the past.

Our career portfolios provide you with a fitting place to maintain a record of your personal development that spans your entire career from college through retirement, and can assist you in making good decisions about your future, and planning for effective strategies for achieving the career goals you have set. Some benefits include:

WHY A CAREER PORTFOLIO RATHER THAN A RÉSUMÉ?

- The CP empowers you to be more effective in communicating your interests, skills, motivation, and personal qualities to potential employers and transfer colleges.
- The CP offers you the opportunity to develop and commit to an explicit career path while helping you to explore career options.
- Finally, the CP detects and appraises your competencies and self-knowledge.

OUR CAREER PORTFOLIOS INCLUDE:

- All Schools Attended (Elementary, middle school, high school, technical, college, university, private, etc.) and school addresses
- All Transcripts
- Diplomas, certificates, CEUs, licenses
- Course Descriptions
- Assessments, Test Results, Appraisals, Grade Reports
- Awards, Honors, Honor Society Memberships
- Internships, Apprenticeships, Special projects
- Attendance at Workshops, Seminars, and Conferences
- Independent Learning (things you've learned on your own, or taught yourself)
- Special Training (military, private institute, business, etc.)
- Information about potential majors
- Information about potential careers
- An Organized Presentation Binder

Activities

- Leadership positions held
- Hobbies or Interests (time devoted to or photos?)
- Participation in team sports
- Service project participation



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- Volunteer activities

- Organizations joined (all)
- Public speaking or performances
- Awards
- Travel

Work-Related Activities

- Resume
- Jobs/Contracts held (title, description of all duties, supervisor, phone, address)
- Performance reports, appraisals
- Accomplishments
- Military training, citations (complete description of duties, activities)
- Awards
- Professional licenses/certifications
- Publications, reports, published articles
- Training materials
- Samples of brochures, flyers made
- Attendance records
- Organization charts
- Customer surveys
- Documentation of accomplishments - increases in sales, decrease in claims
- Computer-related items
- Major projects completed/participated in

Personal Qualities or Strengths

- Strengths (personal qualities that will help you contribute to an employer)
- Teamwork and people skills, problem-solving, budgeting, planning and organization, time management, energy, discipline, motivation, persistence, responsibility, dependability, etc.
- Contributing to your family (teaching, caring for siblings, cooking - all require planning, responsibility, dependability)
- Helping your friends or working on extra-curricular projects (may require teamwork, problem-solving skills, teaching skills, people skills)
- Raising a family and/or running a household (requires budgeting, organization, time management skills, adaptability)
- Keeping fit and healthy; being member of sports team (requires energy, discipline, motivation, persistence, teamwork)



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