

# Professional Portfolio/Interview Workshop

**OBJECTIVES:** STUDENTS WILL CREATE A PROFESSIONAL PORTFOLIO AND TAKE PART IN A MOCK INTERVIEW WITH LOCAL BUSINESS PROFESSIONALS

**DIRECTIONS FOR PROJECT:** Each student will individually make a professional portfolio with the following materials:

EVENT
Thank You Letter to Interviewers
Post Interview Follow Up
3 Letters of Recommendation
Interview with professional in chosen vocation
Cover Letter
Resume
Certificates and Awards
Transcript/Attendance Record

For full project credit you must turn in each part of the project on the required due date, conduct an interview with a professional, assemble a portfolio, and participate in the interview process.

**TO RECEIVE A MERIT BADGE:** Students must write a 500-word reflection regarding the portfolio and workshop process. The following questions are possible starting points for this essay:

What are 3 valuable lessons learned through this process?

What was easy about this project? Hard?

Was the actual interview workshop different from what you expected?

How nervous were you?