

Peak Performance

Chapter 14 - Career Development Portfolio

- I. Creating a Career Development Portfolio**
 - A. The Importance of a Career Development Portfolio
 - B. When Should You Start Your Portfolio?
- II. How to Organize and Assemble Your Portfolio**
- III. Elements of Your Portfolio**
 - A. Cover Letter
 - B. Cover Page
 - C. Title Page
 - D. Contents Page
 - E. Introduction
 - F. List of Significant Life Experiences
 - G. Analysis of Accomplishments
 - H. Inventory of Skills and Competencies
 - I. Documentation
 - J. Work Philosophy and Goals
 - K. Résumé
 - L. More on Cover Letters
 - M. Interview Planning
 - N. Samples of Work
 - O. Summary of Transcripts
 - P. Credentials, Certificates, Workshops
 - Q. Bibliography
 - R. Appendix
- VI. Overcoming the Barriers to Portfolio Development**
- VII. Choosing Your Career**
- VIII. Workplace Trends**
- IX. Business Ethics**