

# Professional Portfolio

Start Assignment

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**Due** Wednesday by 11pm      **Points** 80      **Submitting** a file upload

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The Professional Portfolio represents the culminating experience for this course. Students will use the instructor feedback they have received on multiple assignments throughout the semester to complete this assignment.

The Professional Portfolio will consist of:

1. Resume
2. ONE of the following:
  1. LinkedIn Profile
  2. Cover Letter
  3. Graduate School Personal Statement
3. List of References ([see example here](#) ↓  
([https://usflearn.instructure.com/courses/1508924/files/105985948/download?download\\_frd=1](https://usflearn.instructure.com/courses/1508924/files/105985948/download?download_frd=1)) )

Students must submit their Professional Portfolios to Canvas as a single, multi-page PDF document.

- Click here to view a [Professional Profile example that includes a LinkedIn Profile](#) ↓  
([https://usflearn.instructure.com/courses/1508924/files/105985968/download?download\\_frd=1](https://usflearn.instructure.com/courses/1508924/files/105985968/download?download_frd=1))
- Click here to view a [Professional Profile example that includes a Cover Letter](#) ↓  
([https://usflearn.instructure.com/courses/1508924/files/105985966/download?download\\_frd=1](https://usflearn.instructure.com/courses/1508924/files/105985966/download?download_frd=1))
  - The Graduate School Personal Statement option will be similar to the Cover Letter option. Include your Personal Statement instead of a cover letter.

## Document 1 - Resume (30 points)

- This will be the first document in your Professional Portfolio
- You received detailed instructor feedback on both Resume #1 and Resume #2 assignments (see Canvas). You must make ALL the corrections that have been suggested in these previous assignments. This includes feedback that did not result in point deductions.
- 2 points will be removed for EACH individual error or failure to meet ANY of the corrections suggested in the grading feedback provided by the instructor.

- Points will also be removed for failure to meet any of the requirements stated in the Resume Requirement Handout.

## **Document 2 – LinkedIn Profile OR Cover Letter OR Graduate School Personal Statement (30 points)**

- Complete just 1 of the three options indicated above
- This will be the second document in your Professional Portfolio
- Click on the links below to see requirements for each option
  - [LinkedIn Profile requirements](#) ↓  
([https://usflearn.instructure.com/courses/1508924/files/105985972/download?download\\_frd=1](https://usflearn.instructure.com/courses/1508924/files/105985972/download?download_frd=1))
  - [Cover Letter requirements](#)
  - [Graduate School Personal Statement requirements](#)

## **Document 3 - List of References (20 points)**

- This will be the third document in your Professional Portfolio
- Include 3-5 professional references that you could provide to an employer
- The heading of this document must match the format of your resume header (name, contact information, etc.). See example in Canvas.
- Include ALL of the following for each of your professional references (in this order):
  - Name (in bold)
  - Title
  - Name of company/business/organization
  - City, State in which the individual works
  - Email address
  - Phone number (with area code)
- Font type: Same as the font type you used on your resume (ex: Times New Roman)
- Font size: 12 point for all information below your header
- Ask potential references before you put them on this list. More specifically, ask them if:
  - They would be comfortable serving as a reference for you AND
  - Would be able to speak positively to an employer about you
- You may include any of the following as professional references:
  - Current or past employers, current or past supervisors or managers, volunteer supervisors, faculty/staff supervisors for student organizations, faculty that have gotten to know you well during college.
- Do NOT include any of the following:
  - Family members, friends, anyone who might provide a less-than-favorable perspective of you, co-workers that did not supervise you, faculty who do not know you well.

