



Module 5 – Unit 8: Project Work

Developing Professional Portfolios

Your professional portfolio in health care is a collection of your job search documents, a record of your accomplishments, a sample of your special projects and interests, and a reflection of your ongoing professional development.

This portfolio can consist of all or some of the following components:

- Job résumé
- Job cover letter(s)
- Awards, letters of recognition
- Special projects in your field
- Evidence of professional development: specialized course work, conferences, etc.
- Articles/readings in areas of interest, with your written comments
- Self-assessment forms, journal entries

Continue to develop and improve your professional portfolio, periodically reviewing and assessing it. Use the form on the next page to help you do this.

1. Select sections and/or items of your portfolio that you think will be particularly useful for you in the near future. List these in the first column of the assessment form below.
2. Rate each section or item you selected using the scale in the second column. Add other criteria for rating your portfolio, if needed.
3. List any changes and revisions you would like to make to your portfolio in the near future in the third column.

Portfolio Section or Item	Strongest Points	What I Need to Revise
	<input type="checkbox"/> neatness/appearance <input type="checkbox"/> organization <input type="checkbox"/> thoroughness <input type="checkbox"/> appropriate details <input type="checkbox"/> <i>other</i>	
	<input type="checkbox"/> neatness/appearance <input type="checkbox"/> organization <input type="checkbox"/> thoroughness <input type="checkbox"/> appropriate details <input type="checkbox"/> <i>other</i>	
	<input type="checkbox"/> neatness/appearance <input type="checkbox"/> organization <input type="checkbox"/> thoroughness <input type="checkbox"/> appropriate details <input type="checkbox"/> <i>other</i>	
	<input type="checkbox"/> neatness/appearance <input type="checkbox"/> organization <input type="checkbox"/> thoroughness <input type="checkbox"/> appropriate details <input type="checkbox"/> <i>other</i>	
	<input type="checkbox"/> neatness/appearance <input type="checkbox"/> organization <input type="checkbox"/> thoroughness <input type="checkbox"/> appropriate details <input type="checkbox"/> <i>other</i>	

Consider any health care career goals that you set for yourself in the past. Reflect on where you are now in your professional life and revise these goals, if necessary.

My Career Goals

Date