

THE CAREER PORTFOLIO

Your career portfolio should be kept in a small, neat three ring binder or folio case. It should contain the following:

1. *Cover Page w/full contact information.*
A personal logo or photo of signature dish is a nice touch!
2. General Cover Letter.
3. Resume.
4. Work Philosophy / Skill Areas.
5. *Photos of your work! Please label photos!*
(If you received an "A" on your business plan project or tasting menu project, or designed menus/recipes at your place of employment, these may also be included.)
6. ServSafe Certification
7. First Aid Certification
8. School Awards (Perfect Attendance/Honors certificates)
9. Chef recommendations.
Recommendations from employers are also acceptable.

Protect your work with sheet protectors!
You may also include business card holders and diskette/CDROM holders.