

Name: _____

Culminating Project Portfolio Requirements – Grade 10 *Choices Planner* Getting Ready To Work

Go to www.bridges.com and sign in using your **portfolio name** and **password**. If you need to create a portfolio, follow the instructions in the box at right.

Go to **Choices Planner**, click on the **Work** tab and scroll to the bottom right section of that page, **Getting Ready To Work**.

Do your homework before you start your job hunt. You know you're the right person for the job but how do you convince an employer? That's where your resume comes in. A resume outlines your qualifications and skills to potential employers. The right resume can make the difference between landing that dream job and hitting the pavement again.

1. **Click** on Resume Builder and create a resume **for your portfolio**.

Make sure your resume includes skills and qualifications, work history, education and training, accomplishments and activities, interests, other information and references.

2. **Click** on Job Interview Practice and answer **Commonly Asked Questions**.

Practice makes perfect. Here's an opportunity to practice your answers to all kinds of interview questions. Write in complete sentences and review and edit your answers.

3. **Click** on Cover Letter Creator and create a letter **for your portfolio**.

It is important to include a cover letter with your resume if it is being delivered by mail.

4. **Click** on Thank-you Letter Builder and create a letter **for your portfolio**.

You should always follow up your interview with a thank-you letter. It gives you one more chance to remind your interviewer about yourself and your qualifications.

PRINT AND STAPLE ALL FOUR ITEMS AND TURN IN TO YOUR TEACHER.

To Create an ELECTRONIC PORTFOLIO

Go to www.bridges.com

- Choose *Create a new portfolio*

See Career Specialist for
Site ID and Password

- Add your *Personal Information*

Make sure the first letter of your first and last names are CAPITALIZED. No nicknames!

Use your GRADUATING year

Make your portfolio name the first 4 letters of your last name, then the first 3 letters of your first name, then the last 2 numbers of your graduating year, just like your school login!

Your **password** must be your **student number** as shown on your *ASB/ID* card.

- Click *Create your portfolio then choose*

- **CHOICES Planner**