

- | | |
|-------------------------|--|
| 1. Record Nr. | UNISOBSOBE00055594 |
| Titolo | Tome quatrième |
| Pubbl/distr/stampa | A Paris : chez André, Imprimeur-Libraire, rue de la Harpe, n.° 477, 1802 |
| Descrizione fisica | 154 p. ; 24° |
| Lingua di pubblicazione | Francese |
| Formato | Materiale a stampa |
| Livello bibliografico | Monografia |
| 2. Record Nr. | UNINA9910966907003321 |
| Autore | Straub Carrie |
| Titolo | Creating your skills portfolio : show your accomplishments / / Carrie Straub |
| Pubbl/distr/stampa | Menlo Park, Calif., : Crisp Publications
Lanham, MD, : Distribution to the U.S. trade [by] National Book Network, c1997 |
| ISBN | 1-4175-2060-4 |
| Descrizione fisica | 1 online resource (77 p.) |
| Collana | A fifty-minute series book |
| Disciplina | 808/.06665 |
| Soggetti | Applications for positions |
| Lingua di pubblicazione | Inglese |
| Formato | Materiale a stampa |
| Livello bibliografico | Monografia |
| Note generali | Bibliographic Level Mode of Issuance: Monograph |
| Nota di contenuto | TITLE -- COPYRIGHT -- ABOUT THE AUTHOR -- Acknowledgements -- CONTENTS -- INTRODUCTION -- SECTION 1 What Is a Skills Portfolio? -- DEFINING "PORTFOLIO" -- WHY YOU SHOULD HAVE A PORTFOLIO -- Current Employment Trends -- GIVE YOURSELF CREDIT -- TYPES OF PORTFOLIOS -- Clarify Your Message -- Choose a Medium -- Set Your Budget -- Decide on a Dynamic or Static Portfolio -- 10 WAYS TO USE YOUR PORTFOLIO -- SECTION 2 Creating Your Portfolio -- FIVE STEPS TO AN EXCELLENT PORTFOLIO -- Step #1: Gather Artifacts -- Step #2: |

Visualize Your Portfolio -- Step #3: Organize Your Information -- Step #4: Assemble the Contents -- Step #5: Practice Your Presentation -- STEP #1: GATHER ARTIFACTS -- CONDUCT A MARKET ANALYSIS OF YOU AS A PRODUCT -- VALUE-ADDED ACHIEVEMENTS AND ACCOMPLISHMENTS -- COLLECTING SAMPLES -- EXPLORING POSSIBILITIES -- What's Too Old to Be Included? -- Selecting References -- Personal and Professional Experience -- Electronic Media -- STRATEGY ALERT -- STEP #2: VISUALIZE YOUR PORTFOLIO -- THE VISUALIZATION PROCESS -- Stage 1: Do Your Homework -- Stage 2: Make Thumbnail Sketches -- Stage 3: Develop a Storyboard -- Storyboard Practice -- STEP #3: ORGANIZE YOUR INFORMATION -- $M + A + M = I^{(2)}$ -- Sequential/Chronological Order -- Thematic/Functional Format -- Layout and Design -- CONSIDER THE AUDIENCE -- THREE LAYOUT BASICS -- 10 TIPS FOR BETTER VISUAL ORGANIZATION -- STEP #4: ASSEMBLE THE CONTENTS -- Directions for Easy Assembly -- How Much Is Too Much? -- 10 TIPS FOR A BETTER PORTFOLIO -- TIP #1 Remember That Less Is More -- TIP #2 Use the Salami Method -- TIP #3 Prioritize Your Examples -- TIP #4 Beta Test -- TIP #5 Respect Confidential and Proprietary Information -- TIP #6 Treat Coworkers with Respect -- TIP #7 Consider Having More Than One Portfolio -- TIP #8 Color Code, Label and Simplify -- TIP #9 Use a Consistent Format. TIP #10 Use a Skill Summary -- REFERENCES FOR THE GRAPHICALLY IMPAIRED -- Presenting Photos -- Masking and Retouching -- Managing 3-D Samples -- Using Technology -- Computer diskettes -- Video tapes -- CD-ROM -- Clip Art -- STEP #5: PRACTICE YOUR PRESENTATION -- CREATE YOUR COMMERCIAL ANNOUNCEMENT -- DESIGNING YOUR COMMERCIAL -- REMEMBER -- AN OUTLINE FOR YOUR INTERVIEW PRESENTATION -- WHEN TO USE YOUR PORTFOLIO -- FINAL PORTFOLIO CHECKLIST -- Content -- Organization -- Graphic Elements -- Security -- CONCLUSION -- BIBLIOGRAPHY.

Sommario/riassunto

Different from a resume, this little-known tool allows you to present a unique image of your experience drawn from some of the best examples of your previous work.
