**Personal Portfolio**

This is a collection of information about yourself that you will be able to ‘cherry pick’ depending upon job advertisement requirements / interview context. The idea is to add to this portfolio (and remove things) in years to come.

1: Get yourself a display folder from a supermarket etc.

2: Start putting things into it. (Not necessarily everything listed below - just what is applicable to you.  Perhaps there is something you can include that is not on this list.)

* Copy of most recent school report.

* Copy of Birth Certificate and or residency paperwork.

* Award Certificates from school.

* Award Certificates from sport or hobbies outside of school.

* Evidence of volunteering. (this could be a certificate or a person who is a referee on your resume.

* Best Samples of work from school - essay with mark, maths exam with mark, photos of creative project (photos will suffice for artworks etc), link to Youtube channel.

* Evidence of your passion (if you have one) - photos, work-samples etc.

* Work experience employer assessments.

**Your resume - with the following**

* Names of two verbal referees related to school and/or volunteer work and/or sport or paid work.  You may also have written references.

* TFN number,  USI number

You may wish to have an electronic version of the above items in order to upload when applying for jobs.