Documents to include in your Career Portfolio

1. Cover Page
2. Memo to Mrs. King Introducing the items
3. College essay
4. Job application
5. Cover letter
6. Resume
7. Reference page
8. Thank you for the interview letter
9. Resignation letter
10. Two letters of recommendation

# Professional Portfolio

Laura King-Licht

Careers/Digital Citizenship

May 20, 2015

Mrs. King-Licht

# Contents

Memo of Introduction

College Essay

Job Application

Cover Letter

Resume

References Page

Thank You for the Interview

Letter of Resignation

Two Letters of Recommendation