



## CREATING A POSITIVE ONLINE PRESENCE USING A CAREER ePORTFOLIO

1. Is it important to have a positive online presence?
2. What is a career ePortfolio?
3. Career ePortfolio content
4. A career ePortfolio can help in securing employment interviews
5. Marketing a career e-portfolio



## **CREATING A POSITIVE ONLINE PRESENCE USING A CAREER ePORTFOLIO**

1. Is it important to have a positive online presence?



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2. What is a career ePortfolio?
3. Career ePortfolio content



# Career and Student Employment Services

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- HOME
- RESUME
- COVER LETTER
- REFERENCES
- DIPLOMA
- CERTIFICATES/AWARDS
- WORK SAMPLE 1
- CONTACT



## Sample Career ePortfolio

This ePortfolio is a sample of what your career ePortfolio could look like and includes elements that should and could be included in your own career ePortfolio.

[CSES Website](#)

Introduce yourself here. If you have ever been asked the question, "So, tell me about yourself"? Your answer is what you would put here. Keep it professional! Do not include personal information; a recruiter does not care if you are a dog or cat person or that you like board games, are married and have 3 kids. **KEEP IT PROFESSIONAL!**





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Work Sample 2

Work Sample 3



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## **CREATING A POSITIVE ONLINE PRESENCE USING A CAREER ePORTFOLIO**

4. A career ePortfolio can help in securing employment interviews





## Jane Doe CPhT

1234 W 1234 S Salt Lake City, Utah 11111  
801.111.2222 / hireme@bruinmail.slcc.edu

### OBJECTIVE:

Certified and educated Pharmacy Technician seeking employment with your pharmacy in an effort to contribute my knowledge skills and abilities to better serve your customers and their pharmaceutical needs.

### EDUCATION:

SALT LAKE COMMUNITY COLLEGE / Pharmacy Technician Certification

Aug 2013

### RELEVANT COURSES:

- Intro to Pharmacy Practice
- Pharmacology / OTC
- Compounding
- Pharmacy Calculations & Law
- Pharmacy Computers
- Pharmacy Adjudication

### SKILLS:

- Active listening
- Communication
- Fast learner
- Energetic work attitude
- Customer service
- Employee Scheduling
- Multi-tasking
- Pharmacy Preparations
- Controlled Substances Act 1970
- Pharmacy Dispensing
- Dosages, Compounding
- Drug Distribution



## Jane Doe CPhT

1234 W 1234 S Salt Lake City, Utah 11111  
801.111.2222 / [hireme@bruinmail.slcc.edu](mailto:hireme@bruinmail.slcc.edu)  
[JaneDoePortfolio.weebly.com](http://JaneDoePortfolio.weebly.com)

### OBJECTIVE:

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## **CREATING A POSITIVE ONLINE PRESENCE USING A CAREER ePORTFOLIO**

### 5. Marketing a career e-portfolio



Google

Robert Ameling



All

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Maps

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### Robert Ameling's Career ePortfolio - Home

[careerservicesprofessional.weebly.com/](https://careerservicesprofessional.weebly.com/) ▾

Welcome to the Career ePortfolio of **Robert Ameling**, Career & Employment Advisor at Salt Lake Community College . About.me ...

### Robert Ameling | LinkedIn

<https://www.linkedin.com/in/careerservicesprofessional>

Greater Salt Lake City Area - Career/Employment Advisor at Salt Lake Community College - Salt Lake Community College

My name is **Robert Ameling**; I am an experienced career services professional and Teacher. I have reviewed thousands of resumes and conducted thousands of ...

### Robert Ameling - Salt Lake City, Utah, Salt Lake Community ...

[about.me/robertameling](https://about.me/robertameling) ▾

My name is **Robert Ameling**; I am an experienced career services professional. I have reviewed thousands of resumes and conducted hundreds of ...





## Robert Ameling

Salt Lake Community College *Career/Employment Advisor*

[Robert.Ameling@slcc.edu](mailto:Robert.Ameling@slcc.edu) | 801.957.4606 (Office)

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## Email Signature

## Resume Heading

# Jane Doe CPhT

1234 W 1234 S Salt Lake City, Utah 11111  
801.111.2222 / [hireme@bruinmail.slcc.edu](mailto:hireme@bruinmail.slcc.edu)

[JaneDoePortfolio.weebly.com](http://JaneDoePortfolio.weebly.com)



## What SLCC is Currently Doing

1. Regular workshops
2. One on one advisement
3. Pilot group of students taken from the Career Development class
4. Development of effectiveness rubric
5. Presentations at college wide development days, in classrooms, and other conferences for staff, faculty and student awareness and buy-in
6. Educational/Reflective ePortfolio's VS. Career ePortfolio's