

New Opportunities for the Development of Education at the Technical University of Liberec

Specific objective A2: Development in the field of distance learning, online learning
and blended learning

NPO_TUL_MSMT-16598/2022



**CAREER DEVELOPMENT - preparing students for a job
interview, including personalized elevator pitch**

Pavla Klopánová

CREATING A CAREER PORTFOLIO STEP BY STEP

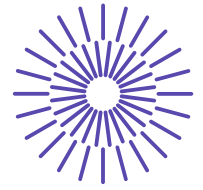


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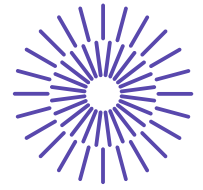
A professional portfolio can be an interview game changer: **"show, don't tell.** Your resume claims you do amazing work while your online portfolio shows that you can back it up. In a sense, your portfolio is the proof."

You are always learning, whether you're in the classroom or beyond it.

CREATING A CAREER PORTFOLIO STEP BY STEP

- 1) Choose your **online platform** (e.g. Wakelet, Wix, etc.)
- 2) briefly identify yourself** – name, education (in brief – TUL), hobbies (may include photos – FAVOURED to text)
- 3) briefly identify** your personal qualities, strengths, skills (you may apply **S.W.O.T** analysis)





Strengths - those areas where you have an advantage over others, or some unique resources to exploit; consider knowledge, skills, experience, rewards, achievements

Weaknesses – areas where you may be weaker than others, and may find that others can do better than you; consider e.g. bad habits, avoiding something, handling stress,

Opportunities = possibilities that you can take advantage of to help you achieve your goals and ambitions; relating to the environment and those around you, rather than you yourself (e.g. training courses, seminars, internships, work experience, self-development, etc.)

Threats - things that may prevent you from achieving your goals (e.g. new processes, bad approach, obstacles, who is your competitor, obsolete skills, etc.)

4) briefly identify your accomplishments (e.g. licenses, languages, diplomas, courses, awards, workshops, seminars, internships, project you have been involved in, trainings, competitions you have participated in)

5) briefly identify your career goals – short-term goals (6 months – 1 year), medium term goals (2-3 years' time – your vision) or/and long term goals + steps you are going to reach them)

e.g. for a short term goal: learn a new set of skills // gain experience in leadership and team-building // become more knowledgeable in the area of...// earn a bachelor's degree in....// pass the exam in..//

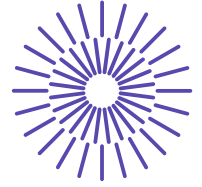


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keep in mind:

- Your goals must be specific.
- Don't be negative: instead of saying "I don't want to be stuck in this job for another four years," say "I want to improve my skills over the next four years so that I qualify for a better job."
- Keep your goals realistic: "in two years I want to be halfway through my master degree studies."
- remember quality, not quantity

6) personal mission statement

- ✓ ... as an ideal spouse (or husband, son, daughter, friend, parent, colleague etc.), I want to" (e.g. Express my love daily in words, affection, and action;
- ✓ ... be supportive and attentive to my partner's needs;
- ✓ ... work through conflict calmly and in the spirit of compromise;
- ✓ ... be fully present and emotionally intimate.

Example: Remember where I have been and where I will go through maintaining relationships with my family, my friends, people I meet. Find calm within myself by looking inward, using my heart to guide my dreams and desires. Find balance among all my obligations . Be humble and grateful for every moment that came, is coming and will come. Enjoy every moment along this journey finding love, joy, laughter, and happiness with each day that comes and passes. (Pavla Klopánová)

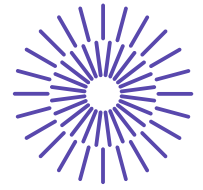


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Useful phrases:

- *to ... (what you want to achieve, do or become) ... so that ... (reasons why it is important). I will do this by ... (specific behaviour or actions you can use to get there)."*
- *I value ...(choose one to three values)... because ...(reasons why these values are important to you). Therefore, I will ...(what you can do to live by these values)."*
- *develop and cultivate the qualities of ...(two to three values/character traits)... that I admire in ...(an influential person in your life)... so that ...(why you want to develop these qualities)."*
- *live each day with ...(choose one to three values or principles)... so that ...(what living by these values will give you). I will do this by ...(specific behaviour you will use to live by these values)."*
- *appreciate and enjoy ...(things you want to appreciate and enjoy more) by ...(what you can do to enjoy these things)]"*
- *be known by ...(an important person/group)... as someone who is ...(qualities you want to have)...; by ...(some other person/group)... as someone who is ...(other qualities...; ..."*



Peer review = evaluate professionally a colleague's work

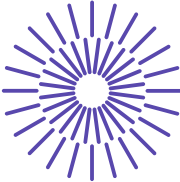


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