

4 - Becoming an Expert

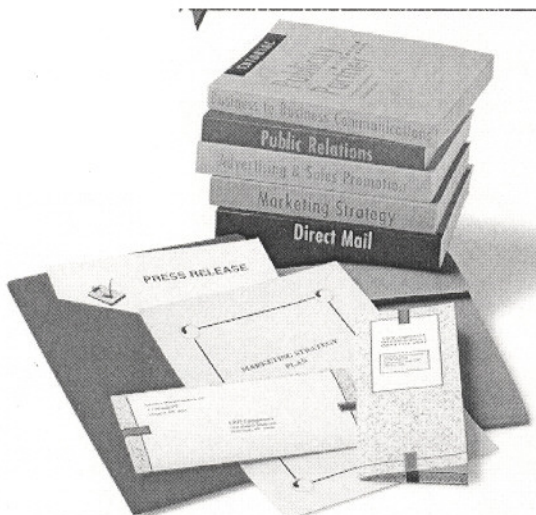
SAMPLES OF YOUR WORK



Throughout your career you should collect samples of your work and place them into a portfolio. At your next job interview you may be asked to produce these samples. For this assignment collect any handwritten, computer generated, tool-made item. Examples: letters, flyers, forms, charts, prototypes, reports. DO NOT take any proprietary materials which belong to your employer. Ask permission first if you are not sure.

5 - Becoming an Expert

Advertisements/Marketing



Advertisements and Marketing

How does your company advertise its services or products?

Include in your Career Portfolio: sample ads, company literature, catalogs, flyers.