

DEVELOPING YOUR EXPERTISE

CREATING A PORTFOLIO

FOR YOUR CURRENT JOB TRAINING SITE



Dear Student:

The next group of work-related assignments will assist you learning more about your job, the corporation and the industry. You will be asked to accumulate examples of (1) accomplishments, product literature, and (2) information about the corporation. **This knowledge will make YOU a better employee for your corporation.** By no means are we asking you to seek out any private financial or sensitive information about the corporation. Successful people carry out these assignments at every job they embrace.

Mrs. Susan Gubing, 361-2435.

