



Ka-trabaho Komunity

www.katrabaho.com

[You Name]

Portfolio

Welcome to my Career Portfolio! I hope it gives you some insight into my background, goals, and passion. Thank you for taking the time to explore my world!



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About Me

Welcome

Hello there! My name is **[Your Name]**, and I am currently a **[Year Level/Recent Graduate]** at **[School/University Name]**. This portfolio will give you a glimpse of who I am, what I have achieved, and the skills I possess. Thank you for taking the time to explore my work.

Background

I am a **[adjective/adjective/adjective]** **[Your Course or Field]** student with a passion for **[career interest]**.

Since **[short backstory: when/why you became interested]**, I have been working towards building skills that will help me succeed in **[industry or profession]**.

Highlights of my experience:

- **[Experience 1]** *(brief description of what you did)*
- **[Experience 2]** *(brief description of what you did)*
- **[Experience 3]** *(brief description of what you did)*

Career Goals

My goal is to **[career goal]**, and to use my skills to make a positive impact in **[industry or community]**. I am passionate about **[specific advocacy or professional interest]** and hope to contribute meaningfully in every role I take.

In the future, I aim to **[long-term goal]**, continuously improving my **[skills]** and gaining experiences that prepare me for success.

Objectives

In this profile I aim to:

- Showcase my skills and experiences relevant to **[career/industry]**
- Share my journey of growth through **[school, OJT, volunteer work, projects]**
- Present my goals, values, and aspirations for the future

Values

These are the values I live by, both in and out of the classroom/workplace:

- **Passion:** [Your statement about what drives you]
- **Respect:** [Your statement about teamwork and collaboration]
- **Adaptability:** [Your statement about adjusting to challenges]



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Resume

[Full Name]

[Address] · [Mobile Number] · [Email Address] · [LinkedIn/Facebook Link]

EDUCATION

[Degree Program] – [Specialization or Track]

[School/University Name] – [City], Philippines

Year Graduated: [Month Year] or Expected Graduation: [Month Year]

GPA: [If Applicable]

RELATED EXPERIENCE (*OJT, Internship, or Relevant Projects*)

[Position/Role] – [Company/Organization Name]

[City], Philippines | [Month Year] – [Month Year]

- [Responsibility or Task 1]
- [Responsibility or Task 2]
- [Key Achievement if applicable]

VOLUNTEER EXPERIENCE (*Optional but recommended for students*)

[Role] – [Organization Name]

[City], Philippines | [Month Year] – [Month Year]

- [Task or Contribution]
- [Impact or Achievement]

ASSOCIATIONS & AWARDS

Member – [School Club/Organization] | [Month Year] – Present

Award – [Award Title] | [Year]

CERTIFICATIONS

[Certification Name] – [Issuing Organization] | Valid Until: [Month Year]

TECHNICAL SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Slides)
- Canva Design
- [Other Tools Relevant to Field]



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Skills

This section highlights the strengths I bring as a student. My **soft skills** show how I work with others and adapt to challenges, while my **hard skills** prove the technical abilities I can use in school, OJT, or future work. Both are important to showcase in my portfolio to show I'm ready for opportunities.

Soft Skills

(Personal abilities that help you work well with others)

- Communication
- Teamwork
- Problem-Solving
- Adaptability
- Time Management
- Leadership
- Creativity
- Critical Thinking

Hard Skills

(Technical abilities you can measure or test)

- Microsoft Office (Word, Excel, PowerPoint)
- Google Workspace (Docs, Sheets, Slides)
- Canva Design
- Social Media Management
- Basic Coding (HTML/CSS)
- Research & Data Collection
- Photo/Video Editing
- [Add Specific Tools/Certifications]



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Sample Works

This section is where I showcase my best works — projects, assignments, OJT outputs, or volunteer activities that I'm proud of. Each sample highlights what I did, my role in the task, and what I learned along the way. Even as a student, I believe these works reflect my potential and readiness for future opportunities.

Sample Work #1

Title: [Name of Project or Work]

Date: [Month Year]

Description: This was a project where I [briefly explain what you did]. My role was to [your role]. Through this, I learned [key takeaway].

Link or File Reference: [Optional – link to file or online portfolio]

Sample Work #2

Title: [Name of Project or Work]

Date: [Month Year]

Description: In this task, I [briefly explain what you did]. I was responsible for [your role]. This helped me improve my skills in [skill/ability].

Link or File Reference: [Optional – link to file or online portfolio]

Sample Work #3

Title: [Name of Project or Work]

Date: [Month Year]

Description: This work involved [brief explanation]. I took charge of [your role]. From this experience, I learned [key takeaway].

Link or File Reference: [Optional – link to file or online portfolio]




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Certificates

These are my certificates from trainings, seminars, workshops, and competitions I've attended. Each certificate represents a skill I've learned or an achievement I've earned during my academic journey.

Certificate #1

 *(Insert Photo of Certificate Here)*


Title: [Name of Certificate]

Issued By: [Organization or Institution]

Date Received: [Month Year]

Notes: This certificate is for [brief description of skill or event].

Certificate #2

 *(Insert Photo of Certificate Here)*


Title: [Name of Certificate]

Issued By: [Organization or Institution]

Date Received: [Month Year]

Notes: This was awarded for [brief description of skill or event].

Certificate #3

 *(Insert Photo of Certificate Here)*

Title: [Name of Certificate]

Issued By: [Organization or Institution]

Date Received: [Month Year]

Notes: I earned this for [brief description of skill or event].



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References

These are the people who can vouch for my skills, work ethic, and character. They have seen how I work and can provide honest feedback about my abilities.

Reference #1

Name: [Full Name]

Position: [Teacher / OJT Supervisor / Manager]

Organization: [School / Company Name]

Contact Number: [Mobile Number]

Email Address: [Professional Email]

Relationship: [e.g., Former Teacher, OJT Supervisor, Project Mentor]

Comment: "[Short quote about your performance, e.g., '[Student Name] is hardworking, adaptable, and quick to learn new tasks.']"

Reference #2

Name: [Full Name]

Position: [Teacher / OJT Supervisor / Manager]

Organization: [School / Company Name]

Contact Number: [Mobile Number]

Email Address: [Professional Email]

Relationship: [e.g., Former Teacher, OJT Supervisor, Project Mentor]

Comment: "[Short quote about your performance, e.g., '[Student Name] is hardworking, adaptable, and quick to learn new tasks.']"



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Contact Information

This page contains my professional contact details so potential employers, clients, or mentors can reach me easily. I make sure to keep these details updated and check my messages regularly.

Contact Information

Full Name: [Your Full Name]

Mobile Number: [Your Phone Number]

Email Address: [Your Professional Email]

Address: [Your City/Province, Philippines]

Online Profiles (*Optional but recommended*)

LinkedIn: [Profile Link]

Facebook Page / Portfolio Page: [Profile Link]

Personal Website / Online Portfolio: [Link]

Availability

I am available for **[OJT, part-time work, freelance projects, or full-time opportunities]** and can respond to inquiries within **[time frame, e.g., 1–2 business days]**.