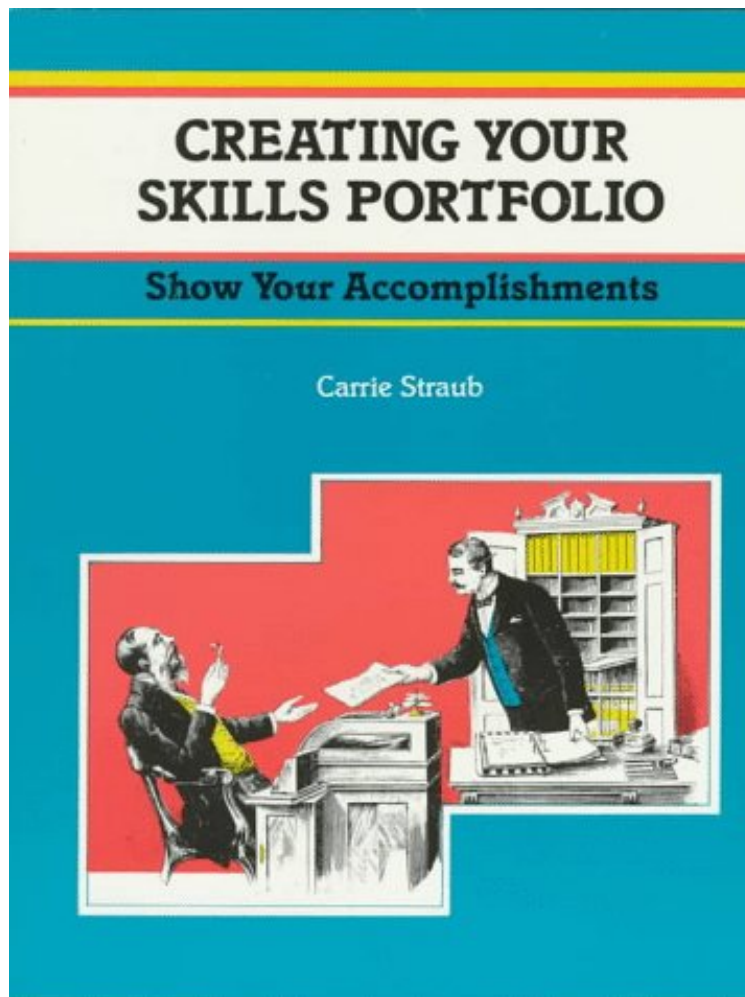


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## **Crisp: Creating Your Skills Portfolio: Show Off Your Skills and Accomplishments (Crisp Fifty-Minute Books)**

*Carrie Straub*

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thought it would be. I first learned of this book at a workshop during a conference put on by the International Association of Administrative Professionals (at that time the organization was called Professional Secretaries International). Another member in my chapter also put together a skills portfolio and had excellent results as well when interviewing. You do truly "blow people away" when you have thought enough to spend the time to put together your accomplishments, examples of your work, involvement in a professional organization etc. It can mean getting a bigger raise or higher starting salary when interviewing. Another book I would highly recommend is unfortunately out of print, but very beneficial to a job seeker in the administrative field. It's title is *The Complete Job-Finding Guide for Secretaries and Administrative Support Staff*. It is the only book that focuses on our field that I have discovered. I also learned about this book through Professional Secretaries International. 1 of 2 people found the following review helpful. *Creating Your Skills Portfolio: Show Your Accomplishments* By Denise Legato I recommend this book highly as it has helped me when looking for another job and at performance evaluation time. The book contains information that explains why putting a skills portfolio together is helpful and explains ways of doing it. Every individual skills portfolio will be set up different, but they give you some good ideas and guidance on how to design your own and use it to your advantage. It proved to be a lot less time consuming then I thought it would be. I first learned of this book at a workshop during a conference put on by the International Association of Administrative Professionals (at that time the organization was called Professional Secretaries International). Another member in my chapter also put together a skills portfolio and had excellent results as well when interviewing. You do truly "blow people away" when you have thought enough to spend the time to put together your accomplishments, examples of your work, involvement in a professional organization etc. It can mean getting a bigger raise or higher starting salary when interviewing. Another book I would highly recommend is unfortunately out of print, but very beneficial to a job seeker in the administrative field. It's title is *The Complete Job-Finding Guide for Secretaries and Administrative Support Staff*. It is the only book that focuses on our field that I have discovered. I also learned about this book through Professional Secretaries International.

Different from a resume, this little-known tool allows you to present a unique image of your experience drawn from some of the best examples of your previous work. It describes the seven steps to preparing an attention-grabbing portfolio and the best technique for presenting it during an interview. Also included is how to develop an electronic portfolio.