**Career Research Portfolio (Paper & Presentation)**

A 10-minute presentation accompanied by a 20-page research paper. The presentation features highlights from your extensive research on a career field, including a profile of a specific company or organization and an interview with a practicing professional.

**Learning outcomes:**

1. To gain research experience useful for career and job selection
2. To develop interviewing skills and business writing skills
3. To develop global and multicultural perspectives within the career of choice

**Create and submit the following written work:**

A 20-page paper, bound in a flat folder, which includes:

- A cover page (your name, your career/job title, your presentation date, this course number).

- A Table of Contents with page numbers (Number on each page of your report)

- Headers in Bold Print to introduce each topic and subtopic throughout your report

Organize your papers into the following sections: (Use bold print to label each section)

* **Introduction** (Your personal story explaining your rationale for selecting the career)
* **Executive Summary** (1 page summary featuring highlights from your research)
* **The History of the Career** **Field** (When, why, and how did it begin? Leaders in the field past and present, progress and milestones over time, historical data)
* **The Future** (How will the field change? What factors will force change?)
* **Company Profile** (Facts, success, insights, bios of leaders)
* **Contributions to Society** (How does the company improve or serve society)
* **Organization** (Include a chart that illustrates company org chart)
* **Print advertisements** (Two sample print ads)
* **A Formal Job Description and Salary Information** (Your dream job)
* **Interview** of practicing professional. Ten typed questions and answers in Question/Answer format
* **Business Card** or copy of **Work Identification** of the person you interviewed
* **Thank-You note** that you sent after the interview
* **Textbook Applications** (Analyze employer’s communication practices using three chapters in the Dodd textbook. Cite page numbers. Use specific references)
* **Skill Assessment** (Compare your current skill level, education/training, and work experience to the requirements for the job)
* **Timeline** (Design a plan to achieve your career goal. Include a timeline. How long will it take? What will you do to prepare for your future career? Be specific)
* **Cover Letter** (tailored to company profiled & job profiled)
* **Resume** (Include a current, tailored resume for you career of choice)
* **References, Work Cited**

Credit: Assignment Developed by Damon D. Hines, Ed.D., LMU Communication Studies Dept. ([Damon.Hines@lmu.edu](mailto:%20Damon.Hines@lmu.edu))