

*Monthly tips and resources for young adults, their families, and supporters who are exploring options for life after high school in Indiana.*

## How to Use Your Transition Portfolio After High School

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Whether you have just graduated from high school or are currently in your final year, the transition portfolio should look familiar. Transition portfolios are a valuable tool that can be used for employment during and after high school. Your portfolio should showcase your strengths and best assets.

Portfolios are commonly used for:

- school transitions,
- employment applications,
- and career growth (personal portfolio).



All portfolios are strength-based, transferrable, and can be used across many life goals. This means the portfolio will show others what you're good at. You demonstrate those strengths through pictures, videos, letters of recommendation, and work samples. Most importantly, portfolios talk about what you can do, not what you can't. This will help others understand what support you need. Remember, everyone needs help sometimes and asking for help isn't a bad thing.

### Other ways you can use your portfolio

For employment, adapt your transition portfolio into a self-promoting resume. This will highlight your value to employers by showcasing your interests, contributions, strengths, and ideal work conditions. This resume invites employers to discuss how your skills can benefit their organization. You can continue to add to your portfolio, highlighting employability skills learned as you gain experience. Adult service providers and Vocational Rehabilitation can help you create or add to your employment portfolio.

A personal portfolio empowers you to communicate your needs, daily routines, and future goals for desired roles and responsibilities. This version, different from employment or transition portfolios, helps others understand you and what matters most in your life. It's a valuable tool for providing clear instructions to caregivers, facilitating good communication, and pursuing personal aspirations like volunteering, choir membership, or even becoming a mystery shopper.

### How others benefit from your portfolio

A personal introduction profile:

1. **Allows support staff to provide effective and respectful care.** This profile can include information on your daily routine, such as transportation requests, meal preferences, and ongoing support needs. Allowing staff to support your independence and offer personalized support.
2. **Can share critical and sensitive information.** This helps agencies or medical professionals understand your concerns and deliver appropriate care. Even for simple things, like haircuts, you can share what you want. This ensures you get what you need.
3. **Helps others understand and support your goals.** Use it to introduce yourself to people unfamiliar with you, but whose support may be critical to getting the role you want. For example, someone joins a new church and shares their profile with the pastor. This helps the pastor understand how to include them. By learning about the individual, others can become helpful allies. Family, neighbors, or support staff can help you create this profile.

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