Final Project

For your Final Project, you will complete your Portfolio, Final Resume, Cover Letter and Job Search Plan.

**Portfolio:**

**ASSIGNMENT Create a personal portfolio** highlighting your background, experience, and expertise. This is an example of the quality of work you do; it shows organization, accuracy, knowledge, creativity, and professionalism. It will be taken to the interview; however, do not let the interviewer keep it.

**Suggested items to include** (*these are just suggestions, yours may look differently):*

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* Folder with permanent plastic pages
* Attractive cover
* Organize with tabs
* Table of contents
* Updated resume (+ extras loose in pocket or in plastic page)
* 3 references (Ex. Former Teachers, Supervisors, Coworkers, or Guidance Counselors)
* Certificates - OCP- A thru C, CMAA, CPR, MOS
* Honors/Awards/Memberships – National Honor Technical Society, SkillsUSA, Student of the Month or Quarter
* Samples of applied knowledge/work (such as printouts of Word, Excel, Access, Outlook and PowerPoint-Advanced work)
* For this section do not include Sample assignments from the Textbook. You must apply your knowledge of each program to use in your portfolio.
* Possible samples could include (but not limited too):

**Word**- Revise an assigned research paper (MOP Project 1.2) to include a Cover Page, Table of Contents, Body and Bibliography page. (The Body should have a minimum of 2 pages worth of content in [APA Format](http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx))

**Excel**- Create a Personal Budget for yourself or for a SkillsUSA event

**PowerPoint**- Look at your Previous Presentations and make any corrections made from the instructor and include Advanced Commands

**Access**- Create a Database of SkillsUSA Members or for the Class

**Outlook**- Create a Distribution List

**Publisher** – Create a Flyer utilizing the advanced skills you learned for a school or community event

* Reports- Approved Meeting Minutes for SkillsUSA or an Advisory Board Meeting
* Medisoft – Patient Statements, Chart Notes, Dr. Larsen’s Schedule (1 week range)
* Sim Chart Assignments - Schedule

Please give your completed portfolio directly to your instructor.

**Resume**

Update your resume to include all technical skills learned in the classroom i.e. Microsoft Office (Word, Excel, PowerPoint, Access and Outlook), Medisoft, Sim Chart, Practice Fusion, CPR, Keyboarding Speed, Scanning, Faxing, etc.

Turn your Final Resume into your Instructor to review. Then make corrections and print on quality resume paper.

**Cover Letter**

Complete a cover letter for a Medical Administrative Specialist. You must meet with your instructor for a lesson on Cover letters before you begin. After completing, submit to your instructor to review.

**Job Search Plan**

Schedule a meeting with your instructor to review your Job Search Plan together.