

# **Today's Key to Job Search Success: Portfolios**

*Strategies to get ahead*

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*[www.careeradvantageresumes.com](http://www.careeradvantageresumes.com)*

# What is a Portfolio?

A marketing tool that displays a collection of items organized in a digital format such as a web site, blog or CD that shows a comprehensive view of your career.

# Why a Portfolio?

- Tell your story – demonstrate your value visually
- Educate the reader / prospective employer
- Chance to describe your career achievement with context for the reader
- **Stay ahead of the competition**

# Portfolio Contents

- Work Philosophy
- Career Goals
- Resume (*with printable PDF link on web site*)
- Career Highlights: tournaments hosted, current and completed projects (*ideally with pictures*), articles, links, and reports
- References, letters of recommendation
- Certificates, Degrees, Honors & Awards
- Professional Memberships
- Community Leadership and Involvement

# Which type of Portfolio?

- Digital copy on CD
- Website / Blog
- PowerPoint
- Hard copy binder - Certification

# What Do I Need to Build a Digital Portfolio?

- **Digital and/or hard copy files of work samples, photos, and projects**
- Scanner
- Computer with capacity to burn CDs
- Moderate competency with internet features
- Possibly consultation with IT professional:
  - local internet provider
  - GoDaddy.com
- Most recent resume



# When Do I Use My Portfolio?

- Current job
  - During a performance review
  - To get a promotion
- Job Search
  - Supporting files with resume
  - During an interview
  - Follow-up solution package

## ...Additional Tips

- Describe your most important **job specific** accomplishments
- Select artifacts that present **concrete evidence** of your skills
- Make sure it appears **professional** and **error free**
- Does it provide details of **challenges, delegating, management style** and **RESULTS** of your professional efforts?

# Display Photo (before & after)

*Demonstrate your value visually!*





*Tavis J. Horton*

ASSISTANT GOLF COURSE SUPERINTENDENT

*"A Commitment to Excellence and Environmental Responsibility"*

Home	Biography	Education	Experience	Community Service	Articles	Lifetime Transcript	Resumè	Contact
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**Birmingham Country Club Entrance**

## *Biography*

Born in Michigan and raised in Canada, Tavis J. Horton spent 15 years of his life growing up in a small town in Northern Ontario. It wasn't until the summer of 1984 that Tavis was introduced to the game of golf when his Dad bought him his first set of golf clubs to play the newly carved out front nine holes of Huron Pines Golf & Country Club. Tavis' love for the game grew and the summer before leaving to attend Wilfrid Laurier University in Waterloo, Ontario, his first golf course maintenance experience came from the very same course, Huron Pines Golf & Country Club.

While completing his Bachelor of Arts degree at Laurier, Tavis' golf course experience grew as he worked as a seasonal employee at one of Canada's top golf courses, Westmount Golf & Country Club in Kitchener, Ontario. It was during this 6 year tenure at Westmount working for one of Canada's most respected Golf Course Superintendents, Hugh Kirkpatrick, that Tavis' passion for golf course management grew and inspired him towards a career path - Turfgrass Management.

To better educate himself in the field of golf course management, Tavis attended the University of Massachusetts winter school for turf managers in 1996. Upon successful completion, Tavis moved back to Michigan to begin a new journey in his life and career.



- Home Page
- Biography
- Education
- Chicago Golf Club
- Peachtree Golf Club
- Lake of the Woods
- Publications
- Tournament Experience
- Resume

## Michael Heustis

-Providing excellence in the Golf Course Industry-





- Welcome
- Resume
- Recommendations and Certificates
- Work Philosophy
- Local Service
- Contact Jeff
- Kearney Hill
- USGA WAPL

## Jeff Harris, CGCS Certified Golf Course Superintendent Kearney Hill Golf Links Lexington KY

- Accomplished professional with over twelve years of success in golf course management and maintenance
- Advanced agronomic knowledge, experienced in managing Bentgrass greens for a national championship
- Outstanding leader with management team and among colleagues serving on the local Board of Directors
- Solid business and financial skills, consistently focused on enhancing the profitability of the total operation
- Exceptionally motivated professional with a strong drive to exceed the high expectations of golfers



#13 Green and Tee

I am committed to providing the best quality playing conditions and striving to make the golf course an enjoyable experience for all involved. I am dedicated to continuing education classes, being involved in local and national seminars, and serving on the local Board of Directors. I see myself as an industry leader with a full time desire to excel further in the golf course industry.



#7 Green

Kearney Hill played host to the 2007 USGA Women's Amateur Public Links from June 18-23. The WAPL is one of the USGA's thirteen national championships, including the US Open, the US Women's Open, and the US Amateur. The golf course superintendent plays the key role in championship preparation working closely with the USGA agronomist and the tournament director. I was directly responsible for achieving and maintaining green speeds, rough heights, and overall course maintenance. For nearly two years, I was involved in meetings with the entire WAPL tournament committee, and played a key role in determining the specifications for the championship. The 2007 championship was held with Lexington being in severe drought, as well as above average temperatures. In spite of this, the 2007 WAPL was considered a huge success by the USGA and the tournament contestants.

[Click here to view the U.S. Women's Amateur Public Links Website](#)

[Click here to view the Tournament Fact Sheet](#)



**Kearney Hill Clubhouse**



**Kearney Hill Wall of Champions**

**Tournament Photos**

# <http://michaelmumper.com/>

Michael A. Mumper, Golf Course Superintendent - Windows Internet Explorer

http://michaelmumper.com/ Live Search

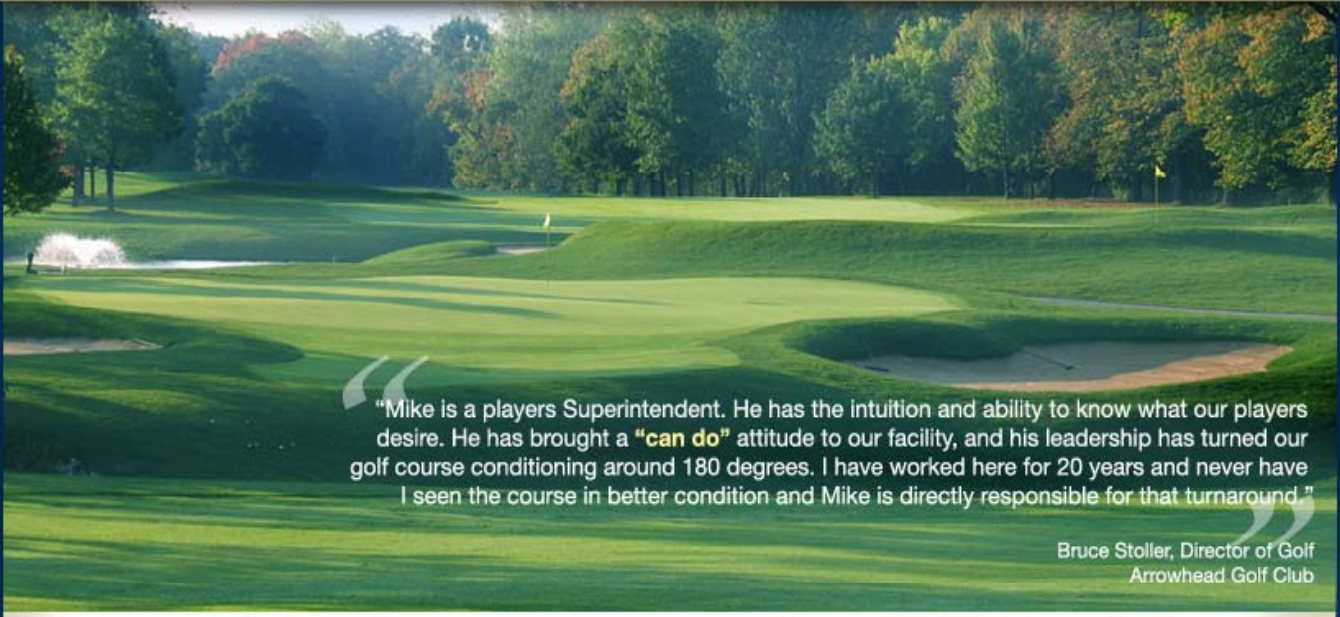
File Edit View Favorites Tools Help

Google Docs - All items Mr. Andrew J Annan, CGCS Michael A. Mumper, Golf ...

CONTACT

*Michael A. Mumper*  
GOLF COURSE SUPERINTENDENT

BIOGRAPHY EDUCATION EXPERIENCE ARTICLES REFERENCES RESUME



"Mike is a players Superintendent. He has the intuition and ability to know what our players desire. He has brought a **"can do"** attitude to our facility, and his leadership has turned our golf course conditioning around 180 degrees. I have worked here for 20 years and never have I seen the course in better condition and Mike is directly responsible for that turnaround."

Bruce Stoller, Director of Golf  
Arrowhead Golf Club

© 2007 Michael A. Mumper, Golf Course Superintendent. All Rights Reserved. Site Credit: [New York Design Studio](#)

Done Internet 100%

# Bloggging

**Visit golf industry blogs to get started**

- [greensuper.blogspot.com](http://greensuper.blogspot.com)
- [gcm.typepad.com/gcm](http://gcm.typepad.com/gcm)
- [therimgolfclub.blogspot.com](http://therimgolfclub.blogspot.com)
- [cccpgmc.blogspot.com](http://cccpgmc.blogspot.com)
- [turfdiseases.blogspot.com](http://turfdiseases.blogspot.com)
- [www.basfturftalk.com](http://www.basfturftalk.com)



# Greensuper Blog

Wednesday, January 6, 2010

## New Blog...Check it Out!

As my experience over the last 8 months in the blogosphere has grown, I got the itch to create an additional blog - iTurfApps. After I had the privilege of having a feature article done in Golf Course Industry Magazine - Mobile Mileage, I thought about starting another blog. Things were too hectic. Over the last 2 nights I watched 2 specials on CNBC, "Welcome to Macintosh" and "MacHEADS", the itch got stronger and I launched the new blog this morning.

I wanted to make sure my initial objectives with this blog remained. I didn't want to stray. I encourage everyone to follow both, share your thoughts and experiences.

[iTurfApps](#)

Posted by Greensuper at 1/06/2010 08:20:00 AM | 0 comments

Monday, January 4, 2010

## Happy New Year!!

Well, Im back!! I thankfully was able to take sometime off over the holidays and spend some much needed time with my family. The first few days were exciting, we were able to take my son sledding for the first time...he loved

### About Me



William Brown, CGCS

[View my complete profile](#)

### Followers



with Google Friend Connect

### Followers (18)



Already a member? Sign in

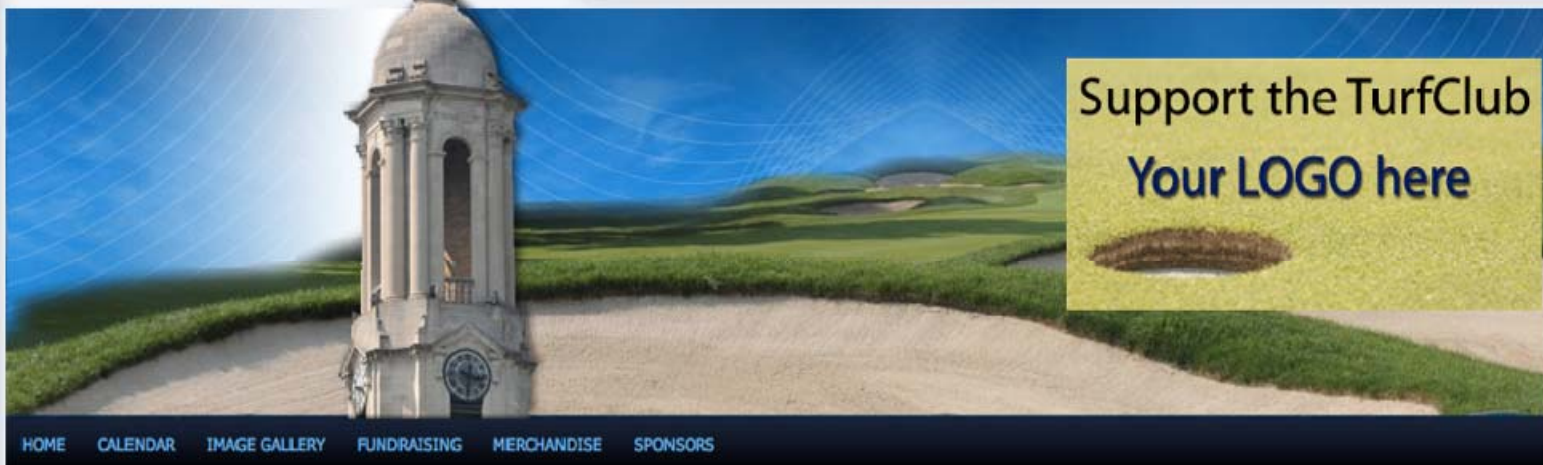
# PSU turfclub

PENN STATE TURFGRASS SCIENCE

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HOME CALENDAR IMAGE GALLERY FUNDRAISING MERCHANDISE SPONSORS

## 2009 Turf Club Luncheon

SATURDAY, NOVEMBER 28, 2009



The Turf Club held its annual luncheon during the Golf Course Turf Conference at the Nittany Lion Inn. This year's event drew superintendents from around the country for an update from the faculty and students in the turfgrass programs. (Photo) Dean Graves, superintendent at Chevy Chase Country Club, Max Schlossberg (Associate Professor of Turfgrass Nutrition), and several students watch on as Andy McNitt gives the program update. After...

POSTED BY JOHN KAMINSKI 0 COMMENTS

FULL STORY

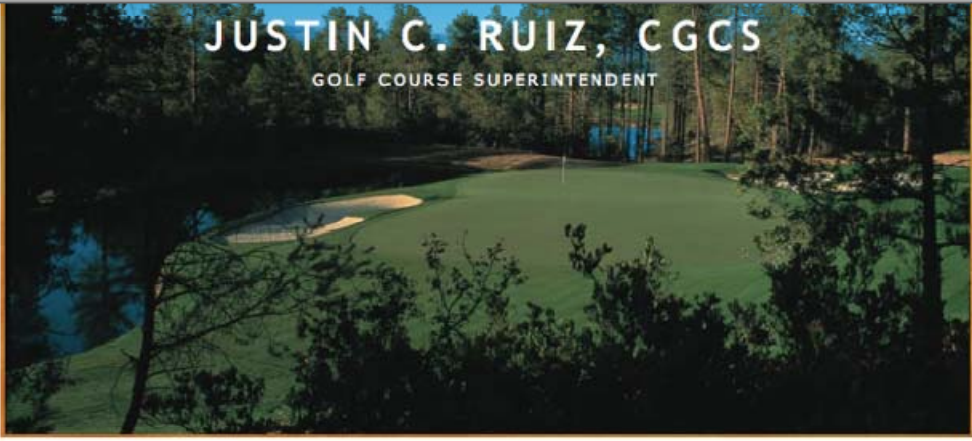
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### 2009 CUTTER CUP





THURSDAY, JANUARY 7, 2010

Elk, Elk and more Elk



PAYSON WEATHER

18:27 **Weather Underground**  
wunderground.com

Links  
Plan your trip  
Local Radar  
Detailed Forecast

Payson, AZ  
38° F / 4° C  
Clear  
Wind: Calm / Calm  
Pressure: 30.23 in / 1023 hPa  
click for full forecast

Find Weather

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# The Wow Factor, Seashore Paspalum and Dollar Spot

Posted by Micah Woods at 4:45 AM Saturday, January 9, 2010 Labels: bermudagrass , dollar spot , international , seashore paspalum , warm-season , zoysiagrass



Select Language Powered by Google™ Translate

## Recent Posts

**The Wow Factor, Seashore Paspalum and Dollar Spot**  
*I hear or read a lot about the "Wow"...*  
Jan-09 - 2010 | 3 Comments | More ->

**Now I remember....**  
*For those who live in southern...*  
Jan-07 - 2010 | No Comments | More ->

**Brrrrrrrrrr.....Allow me to introduce myself**  
*For those of you following Lane Tredway...*  
Jan-05 - 2010 | 1 Comment | More

## A Word of Encouragement

“The time you put into it gets you prepared to meet with an employer – both having the information quickly available for the employer as well as having the information top of mind.”

– *Jeff Frentz, CGCS*

# GCSAA Career Tools for Your Action Plan

- **Career Coaching for members**
- **Free resume and cover letter critiques**
- **Professional creation of resumes, cover letters and references for a reduced fee**
- **Assistance with portfolio creation/editing**
- **Online Career resources**

# Questions?

Sign up for one-on-one career coaching at Member Headquarters

**Carol D. Rau, PHR**

Career Consultant

Career Advantage, LLC

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