

Session 2: Creating and Maintaining an Automotive Portfolio



Why have a Portfolio?

- To share your passion for cars
- To highlight additional hand skills
- To share documented achievements

Brief Introduction

Service / Repair / Restoration Project Portfolio Entries

Certifications / Awards / Achievements

Brief Introduction

- Similar to a Cover Letter style
- Maybe includes Resume
- Include contact information
- Keep it short and sweet, ~3 paragraphs
- Describe your passion for cars, how it started
- Describe why you have chosen Automotive work as your career path
- Describe why you put together the Portfolio, to share passion and skills you are proud of

Service / Repair / Restoration Project Portfolio Entries

- Include photos or videos (digital)!
- Personal vehicle maintenance
- Oil changes, brakes, tire rotations, filters, lights
- In-depth repair
- Gaskets, pumps, starter, alternator, lights, window regulators, door lock actuators, etc
- Restoration or Modification
- Classic, project car, performance mods (4x4 or track?), non-automotive, etc

Certifications / Awards / Achievements

- Include photocopies!
- ASE certifications
- Manufacturer training certifications
- School transcripts / attendance ratings
- School performance achievements
- Industry equipment training certifications (Safety, Snap-On, Hunter, etc)
- Letters of recommendation

For additional questions on creating and maintaining a portfolio, email us: rtr-program@rpc-partners.com
Check out our website for more news and information: www.rpc-rtrprogram.com

Find all BMW Technician Job Opportunities here: www.bmwdealercareers.com
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EXPLORE TECHNICIAN OPPORTUNITIES

MORE PORTFOLIO TIPS

- **Physical** organization achieved by using sectionalized 3-ring binder
- **Digital** organization achieved by maintaining all digital files in an Introduction, Portfolio Entries, Achievements folder – file system that can be shared digitally by compressing the entire folder system into a zip folder