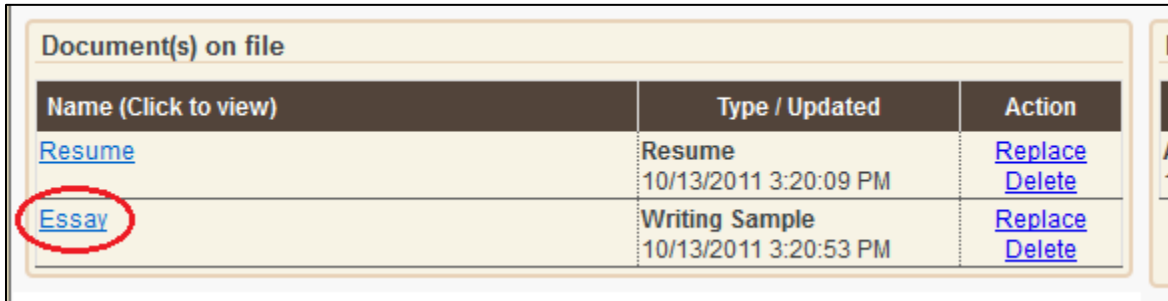


Creating and Sending a "Portfolio" in NEU COOL

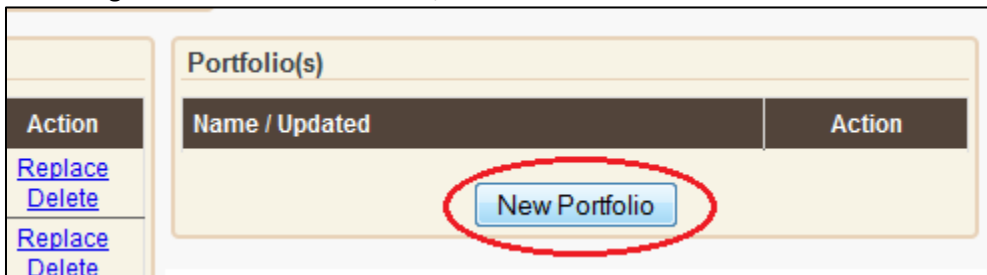
- 1) Go to the "Portfolio" Tab in NEU COOL



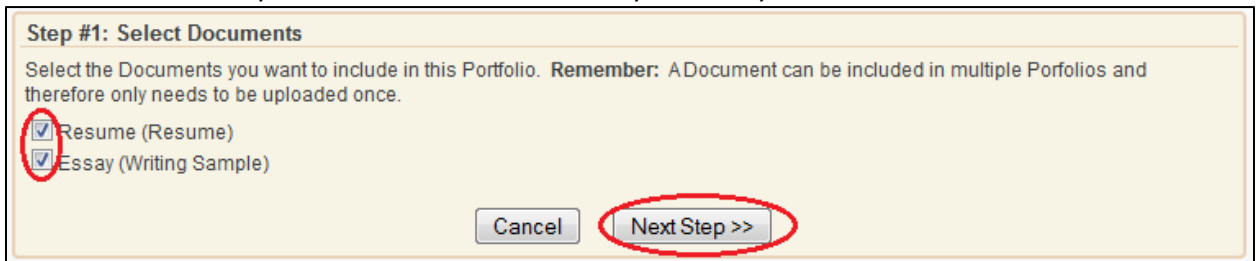
- 2) In addition to your main Resume, upload any additional materials you would want to include in any portfolios you may be sending out (cover letters, essays, etc.)



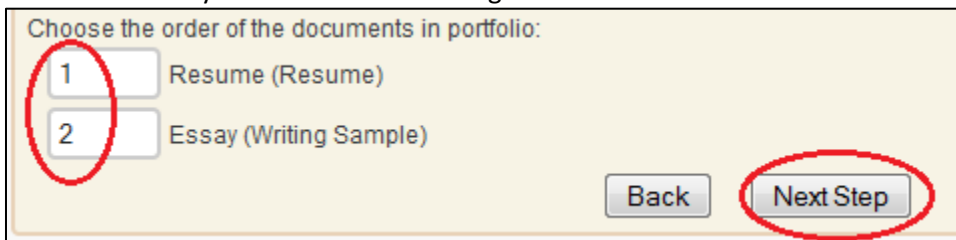
- 3) On the right-hand side of the screen, click "New Portfolio"



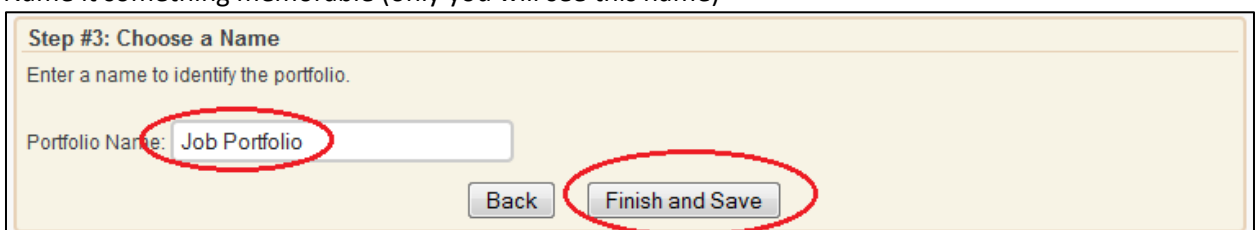
- 4) Select all documents you want in the Portfolio. Always include your resume.



- 5) Select the order your documents should go in




- 6) Name it something memorable (only you will see this name)



- 7) You will now see the portfolio you created in your Portfolios List

Portfolio(s)	
Name / Updated	Action
Job Portfolio 10/14/2011 11:37:15 AM	Modify Delete

- 8) When applying for the job that requires this Portfolio, select it from the dropdown menu next to that particular job. Also remember to mark "Request to Apply," and rank the job as "Very Interested."

Request to Apply Do not consider me 

[ABA Applied Behavioral Associates \(41103\)](#)

Home-based Educator
www.aba4kids.org
Posted: Sep 19, 2011 Deadline: Not reported
Compensation: \$12.00 (Hourly)
Location: Massachusetts-Boston
Car Required: Yes
Job Level: Intermediate

Portfolio: Job Portfolio (portfolio) ▼

Interest: Very Interested ▼