



June 5, 2012

Dear COE Student:

As a graduate of the College of Education, we know your attention is shifting to achieving professional success and embarking on a successful career path. Although you are leaving the College, we still have resources we believe can help you achieve that success. Perhaps the most important resource the College can offer is a single place for you to build a professional portfolio that will help you present your accomplishments to potential employers in a powerful way.

This spring, the College of Education introduced Tk20—a software program that provides you with the opportunity to compile your academic and professional work in a single location. Whether your work includes documents, images, or media, Tk20 enables you to store and access this information at any time and present it in numerous ways to potential employers. Specifically, Tk20 can help you:

- Create and store customized cover letters and CVs,
- Build comprehensive portfolios of your academic and professional work, and
- Present your portfolio through a customized online webpage.

Tk20 will be available to you as you begin pursuing your professional goals after college and beyond. To help you get started, the College of Education will be offering free Tk20 portfolio workshops this summer. These workshops will show you how to:

- Upload documents, images, and media to the system,
- Create customized cover letters and resumes,
- Highlight your relevant experience, including field work, student teaching, and key projects you have completed,
- Organize your information in electronic format, and
- Easily share this information with employers or colleagues.

A schedule of workshops is attached to this letter. To register for any of these free workshops, please visit teachnm.wufoo.com/forms/r6x0s9. For additional information about Tk20 or the portfolio workshops, please visit coe.unm.edu/administration/facilities/center-student-success/tk20/tk20-workshops

We at the College of Education are invested in your continued success and professional development, and believe you will find Tk20 to be an important tool to help you achieve your goals. We look forward to contributing to your success as you move forward into this next exciting chapter of your professional life.

Sincerely,

A handwritten signature in black ink that reads "Richard Howell".

Dr. Richard Howell
Dean, College of Education

A handwritten signature in black ink that reads "David Scott".

Dr. David Scott
Associate Dean for Research

Tk20 Portfolio Workshop Schedule

Tk20 Portfolio 101 Workshop

This “101” workshop will be your essential guide to creating a customized presentation portfolio in Tk20. Learn how to navigate the portfolio builder, upload documents (including images and video), organize and customize content, and share completed portfolios. You will also learn more about “the big picture” by receiving guidance about what potential employers are searching for in today’s electronic portfolio.

Wednesday, June 27th

Thursday, June 28th

Tuesday, July 10th

Wednesday, July 11th

**Workshops will take place from 11:00-1:00
Travelstead 125**

Tk20 Portfolio Lab

For those who have attended one of the 101 workshops or have worked previously in Tk20 and want to have a “hands-on” portfolio learning experience, this lab will be the perfect opportunity to put your knowledge to use and start building your own portfolio. During this lab, you will be able to log in to Tk20 and begin creating your portfolio with our Tk20 support staff on hand for assistance. Whether you have questions about the technical aspects of Tk20 or need guidance for what to include in your portfolio, we’re here to work with you and help build a portfolio that will help you achieve your academic and professional goals.

Friday, June 29th

Thursday, July 12th

**Labs will take place from 11:00-1:00
Travelstead 125**

Please visit teachnm.wufoo.com/forms/tk20-portfolio-workshop-registration to register