**Discussion Post**

Once I identify a job, I will submit my resume and cover letter because they are professional documents that give a brief description of my professional and educational experience. My folio will help me showcase my best work because I have attained the job qualifications and interests that suit the description of the job. My folio will help me to secure a job in a company because I will show them that I have some background information about it such as the mission statement. I will create a professional portfolio by providing more information and stating specific examples of the work like reports, evaluations, and surveys.

My folio will include information about the past experiences such as the companies that I have worked with by attaching documents lie brochures and reports which would further impress the employer because they will know that I played a significant role in ensuring that I delivered the community and social services in health and human services to increase population outcomes. In my folio, I will also include any correspondence that I had previously received from my employers describing my professionalism and hard work and the impact it created on the community. I will include a college paper that will allow them to evaluate my experience in the delivery of community and social work and highlighting them. I could demonstrate my ability to ensure ethical practices by developing a clear and effective outline of the personal ethics statement to show the values I practice in my professional settings. Personal ethics such as integrity play the role of creating a perception from the employees. Past experiences such as reports could include in the recommendation section from the previous employees. Such comments also contribute to making an employer understand my ethical practices in the delivery of social and community services in health.