


Create A Winning Portfolio

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What is a Professional Portfolio?

- A reflection of you as a professional person.
- A record of your professional/educational development.
- Personalized collection of items that illustrates your skills and experiences.
- A portable, creatively assembled tool for organizing and preparing for your job search.
- A marketing tool that is exhibited to a prospective employer during the interview.

Why Create A Portfolio?

- It allows you to expand on your resume in a comprehensive manner.
- Demonstrates tangible proof of your skills and abilities.
- In a job interview it can be a reminder of things you want to highlight.
- Focuses on skills relevant to your field and position of interest.
- Creatively use a variety of paper, graphics and colors to display your work.

What Can Be Included In A Portfolio?

- **Career Goals**
- **Resume**
- **Evidence of Specific Skills**
- **Transcripts**
- **Letters of Reference**
- **Evaluations**
- **Licenses or Certifications**
- **Work Samples**
- **Academic Honors/Awards**
- **Professional Affiliations**
- **Copies of Educational Certificates/Diplomas**
- **Summary of Community Service/Volunteer Work**
- **Emails, Thank You letters complimenting you on a job well done**
- **Photographs of Projects**
- **Research Reports**
- **Brief Descriptions of Leadership Positions**
- **Collaborative Team Work Experiences**

What Shouldn't Be Included in a Portfolio?

- Proprietary information
- Inappropriate material (e.g., website that contains photos/designs not reflective of employer's business)
- Irrelevant information (e.g., certificates or work demonstrating skills that are not part of employer's core business)
- Outdated information (e.g., technical knowledge no longer used by industry)

Sample Portfolios

Education Portfolio

- Teaching philosophy (1-2 pages)
- Teaching honors/awards
- Evaluations
- Videotape of you teaching
- Evidence of student learning (graded exams/assignments)
- Innovations in the classroom (use of new technology)
- Relevant photographs

Arts/Performance/Design

- Actual work samples or photos
- Video/audio tape of work
- Course descriptions for specific classes or workshops
- Original computer programs
- Website designs

Electronic Portfolios

- Can be used for interactive multimedia.
 - Increases the range and type of materials that can be included as evidence of learning.
 - Takes advantage of capacity of desktop computers to include:
 - Text
 - Graphics
 - Animation
 - Sound & Video
 - Sample
- <http://osf1.gmu.edu/~nfrank/NeilsPortfolio/NeilsPage1.html>

Getting Started on Your Portfolio

Tips on Compiling Interview Portfolio

- Put items in loose-leaf binder
- Use sheet protectors for each paper
- Number sheet protectors, not contents
- Use copies-keep a master of all items
- Use index tabs or title pages to divide each section
- Manageable size 5-10 pages
- Omit page numbers easier to add and move items around
- Use consistent headings and placement of work samples
- Put sections together according to what the employer is looking for (job description)
- Professional and error free
- Quality professional paper
- Create all text on the computer
- Don't use too many font styles
- Be creative!

Portfolio Presentation Format

- **Introductory Title Page**
- **Table of Contents (annotated 1 sentence)**
- **Work/Evidence Samples**
 - **For each sample provide a reflection statement using bullets or paragraphs containing the following information**
 - * **a brief description of the sample item (A marketing plan for a non-profit agency for Marketing.....**
 - * **a detailed list of the competencies developed by the sample (Behavioral Event Interviewing)**
 - **Make an appointment with your Career Counselor to get feedback.**
 - **Your portfolio is a work in progress. Update it often.**

Portfolio Planning Worksheet

- **What artifacts/works samples might you include in your portfolio?**
- **Identify competencies specific to your career, occupation, or job areas of focus.**
- **Select artifacts to include or create and identify which items will need annotation, description and/or explanation of the competencies.**
- **Determine the format you will use and items you will need to assemble.**
- **What do you need to buy for your portfolio?**
- **Set up an appointment with your Career Counselor to review your portfolio**

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Portfolio Resources

General

- http://www.quintcareers.com/job_search_portfolio.html
- <http://amby.com/kimeldorf/portfolio>
- <http://www.career.fsu.edu/portfolio>

E-Portfolio Resources

- <http://www.skidmore.edu/administration/career/resume/portfolio.html>
- <http://www.eportfolio.org>

Portfolio Resources-continued

Artist sites

- <http://www.artistresource.org/jobhunt.htm#PortfolioProjects>
- <http://www.aiga.org/content.cfm/portfolio-presenting>

Teaching sites

- <http://www.utexas.edu/academic/cte/teachfolio.html>
- <http://www.eportfolio.org>
- <http://www.teachnet.com/how-to/employment/portfolios/>