



Portfolios

Portfolios can be used for all job seekers as a way for employers to get a complete picture of who you are—much more than can be gained from a cover letter and resume alone. You can use this portfolio in job interviews to illustrate the depth of your skills and experience or as a tool to get a second interview.

Portfolios should be kept in a professional 3-ring binder. Include a table of contents and tabs or dividers to separate the various parts of the portfolio.

If your major is technical or artistic in nature, your portfolio may be in the form of a CD, DVD, or web site.

It is important to realize that developing a portfolio isn't an end state, it is a process. You should be continually looking for artifacts to collect as you develop as a professional.

Here are some basic categories that you might consider when designing and compiling your portfolio.

1. Resume (with extra copies)
2. Career Summary and Goals and Values (A description of what you stand for, such as work ethic, organizational interests, management style, and where you see yourself in 2-5 years.)
3. Skill Sets (A list of the skills that you bring to the employer.)
4. Samples of your work (brochures, presentations, reports, papers, projects, publications)
5. Credentials (transcripts, degrees, licenses, certifications, citations)
6. Testing Results (GRE, LSAT etc.)
7. Letters of Recommendation and Appreciation and Testimonials/Acknowledgements
8. Awards and Honors
9. Conferences and Workshops
10. List of References
11. Military Records, Awards, and Badges
12. Community Service
13. Performance Reviews
14. Professional Memberships