

CAREER PORTFOLIOS

A career portfolio is a documented system of achievements and work experiences that students can use when interviewing for jobs or graduate school. It serves as a facilitation tool in the interview that offers concrete examples of what an applicant includes in his or her resume. Specifically it details an applicant's education, skills, and work experiences. A career portfolio shows the employer or admissions committee what you can do, and provides the applicant with an edge over the competition. It can be an important learning tool for self-assessment that helps applicants realize their strengths and experiences while building their confidence. Because the portfolio is a showcase of your strengths, critically think about your essential skills and accomplishments. Get creative! Employers welcome innovative portfolio designs that are thorough and well organized. What you choose to include in your portfolio greatly depends on your audience and the purpose of your portfolio.

Portfolio



Basics

- ◆ You will need a three-ring binder, tab dividers, and sheet protectors
- ◆ Limit your sections of text. Make sure that your portfolio is visually appealing and informative.
- ◆ Some basic sections include:
 - Cover
 - Cover Letter
 - Title Page
 - Table of Contents
 - Introduction
 - List of significant experiences (resume, transcripts)
 - Analysis of accomplishments (evaluations, letters of recommendations, reports, etc.)
 - Work Philosophy and Goals
 - Work Samples (You may choose to break this section up to highlight different experiences)
 - Bibliography
 - Appendix
- ◆ Always have someone review your portfolio before presenting it in an interview setting. Schedule an appointment with Career Services for assistance in assembling your portfolio.



WHAT SHOULD I INCLUDE IN MY CAREER PORTFOLIO?

The following list of materials or artifacts is some suggestions of things to include in your portfolio. Please use this list as a brainstorming tool. It is not an exhaustive list, and is presented in no specific order.

Remember to be creative when presenting your materials, and only include materials pertinent to the purpose of the interview.

- ⌘ Statement of career and educational goals
- ⌘ Current resume
- ⌘ Current transcript
- ⌘ Outstanding papers or articles that you have written
- ⌘ Any training materials you have created
- ⌘ Thank you notes
- ⌘ Audiovisual aids (audio/videotapes, computer printouts of presentations, etc.)
- ⌘ Photos of yourself from various experiences
- ⌘ Posters and flyers
- ⌘ Brochures and newsletters from organizations you have participated in
- ⌘ Job descriptions
- ⌘ Formal evaluations
- ⌘ Honors and certificates
- ⌘ Letters of recommendation
- ⌘ Testimonials
- ⌘ Conference letters
- ⌘ Speaker's badges from presentations
- ⌘ Grants and/or proposals
- ⌘ List of committee involvement (along with completed projects)
- ⌘ Proof of leadership/team building experiences
- ⌘ Community service involvement
- ⌘ Avocational experiences (sports, travel, artwork, hobbies, etc.)
- ⌘ Work in progress
- ⌘ Work samples
- ⌘ Volunteer activities
- ⌘ Professional memberships
- ⌘ References

PORTFOLIO RESOURCES

- Straub, C. (1997). *Creating your skills portfolio*. Palo Alto, CA: Crisp.
- Berryman, G. (1994). *Designing creative portfolios*. Menlo Park, CA: Crisp.
- Kimeldorf, M. (1996), *Portfolio power: The new way to showcase all your job skills and experiences*. Princeton, NJ: Peterson's.
- Kimeldorf, M. (1994). *Creating portfolios for success in school, work, and life*. Minneapolis, MN: Free Spirit Press.
- <http://www.evergreen.edu/user/SASS/career/portfolio.html>
- <http://www.rlscareercenter.org/checklist/htm>
- <http://www.learnovation.com/CareerPortfolio.htm>
- <http://depts.washington.edu/geogjobs/Careers/pfolbasics.html>
- <http://www.glencoe.com/ps/peak/careerdev/portfolio/develop.html>
- <http://www.csc.edu/docs./PACS/portfolio.htm>