Have you thought about a Portfolio?

What is a portfolio?

A portfolio is a tool you use to showcase your skills, achievements, talents, unique abilities, and etc. to an employer. A portfolio relies on visual presentation to market you and your skills to the employer. It allows you to say more about yourself and back up that information with actual examples. Most importantly a portfolio can help you get a job you really want.

What can I include in a portfolio?

Here is a list of some items you may want to include in your portfolio:

- Statement of originality and confidentiality
- Description of your work philosophy
- List of skills and/or skill areas
- Résumé
- References
- Diploma or Degree
- Certificates and Awards
- Letters of recommendation/recognition
- Letters of appreciation and ‘Thank you’ letters
- Performance reviews
- Samples of your work (reports, essays, flyers...)
- Photographs of your work (art work, presentations...)
- Information on community service
- Professional memberships and service
- And yes, examples of art work if relevant

Next Steps...

To find out more about portfolios, how to make one and how to use it in your job search, check out some resources available at our center.

Portfolio Power – The New Way to Showcase All Your Job Skills and Experiences by Martin Kirmendorf, Peterson’s, 1997
http://www.nichols.edu/ocs/portfolios
http://www.bsu.edu/careers/portfoli.html
http://amby.com/kimeldorf/portfolio