

What is a Portfolio:

Employers don't just want to hear about your experience and what you are capable of, they want to see it and hear about it from others, a portfolio is part of answering their questions. It is a collection of items that show your experience, abilities and in the case of letters and past evaluations what other employers thought of you.

What Should it Contain?

Whether your portfolio is **electronic** (website, blog, online portfolio site, or on your LinkedIn) or you are bringing a hard copy in a nice binder to your interview, it should contain anything that features your ability, accomplishments, past performance, education, etc... It needs to be to the point and well organized, meaning sections that clearly pertain to your different categories of accomplishments and abilities. ***For the arts and any visually oriented fields, your portfolio might primarily pertain to your original work—targeted to the interests of your potential employer.***

Ideas for what your portfolio could contain...

Work Related to the Field:

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| <ul style="list-style-type: none"> ▪ Art (images of it if needed) ▪ Photography ▪ Cartography ▪ Engineering Projects ▪ Design Projects ▪ Articles ▪ Pictures of your work ▪ Lesson Plans ▪ Grants ▪ Etc... | <ul style="list-style-type: none"> ▪ Resume ▪ Special Projects ▪ Letters of Recommendation ▪ Special Awards or Recognition ▪ Certificates of Training ▪ Materials from Conferences ▪ Publications ▪ Writing Samples ▪ Training Packets ▪ Press Releases ▪ Flyers of Events you've arrange | <ul style="list-style-type: none"> ▪ Original Research ▪ Designed Research Materials ▪ Designed Promotional Material ▪ Previous Evaluations ▪ Thank you letters for your work ▪ Job Descriptions ▪ Copies of degrees ▪ Transcripts ▪ Lab Reports ▪ Records of Public Speaking ▪ Presentation Materials |
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Master Portfolio:

This is like a master resume, in that it is for you to hold onto and keep track of all of your achievements, resumes, cover letters, examples of your work, examples of your art, educational records, letters of recommendation, and anything else you may someday need to present for a possible employer. This type of portfolio can be hard copy and/or electronic but is likely to be too large to send or hand to an employer.

Interview Portfolio:

This type of portfolio needs to be well organized, brief and contain the best samples of your work and recognition of your achievements that are targeted specifically for the potential employer and job description in question. It should have clear sections, categories, contain no errors and be visually appealing and well thought out.

Employers don't often require these, or ask, but offering them a look at a well put together portfolio of your work and accomplishments can seriously stand out. Most often these will need to be hard copy unless arrangements to view an electronic portfolio can be made.

Electronic Portfolio:

Often, when an employer asks for a sample of your work and in certain fields, many portfolios are requested/presented in an electronic form. Emailing a PDF of your portfolio, providing a URL to your website, blog, or digital portfolio is an easy way to show your employer your work. LinkedIn, blog rolls like WordPress, websites that offer digital portfolios and lockers, PowerPoint presentations or the creation of a PDF booklet are just some of the ways people organize and create their digital portfolios. These should be as pristine and edited as any hard copy portfolio and offer the opportunity for a strong aesthetic appeal.

You can make your own Website, use something like LinkedIn, WordPress, Prezi, PowerPoint, Adobe Illustrator or an online Portfolio vendor. If producing your own to email or upload into an application system, send them as a PDF.