



Professional Portfolio

The Purpose of a Portfolio:

A well-prepared portfolio provides "evidence" to an employer of your accomplishments, skills and abilities, and it documents the scope and quality of your experience and training. It is an organized collection of documentation that presents both your personal and professional achievements in a concrete way.

Sections to include:

Résumé in the beginning of portfolio. Have extra copies of résumé to hand to interviewing panel. Be sure to keep this résumé updated and that it is the one you applied with.

Cover Letter or Letter of Intent to show your interest and tell your professional and educational story.

Education to tell the employer more about your educational program and academic achievement. Transcripts are excellent to include and you can also add a program description that details the course outlines.

Employment highlighting the transferable skills you have taken with you from that professional experience and any promotions you received while employed. Examples to include: job descriptions, detailed information about previous jobs.

Awards/Scholarships/Honors showing how you have been recognized for your hard work and achievement. Examples: certificates, award letters, certificate of merit, Dean's List, Phi Theta Kappa, scholarships, etc.

Products of Ability/Samples of Work is the opportunity to showcase what skills you have rather than just by your words. This can be the strongest section of your portfolio and you can include: photos, descriptions, instructor evaluations, writing samples, etc.

Volunteer/Extra-Curricular Activities show dedication and that you were willing to work without pay and go above and beyond work and school expectations. Examples: student council, volunteering, etc.

References and/or Reference Letters provide even more support for what you have to offer. Have extra copies of your letters printed to provide to the employer in an interview.