



WHAT IS A PORTFOLIO?

A portfolio is a collection of important information and documents that showcases the skills, accomplishments, and qualities a person possesses to qualify for employment, scholarship, college entrance, or other award.

It is a lifelong project, the preparation of which accomplishes much more than the finished product. It includes mental processing, evaluating and decision-making which in turn does much for the self-esteem of the preparer.

A portfolio is expected as a supplement to a resume in many career fields. In the artistic fields, such as graphic arts, architecture, interior design, etc. portfolios have long been a part of the job search process. Today portfolios are now expected for education majors as they present their skills to future employers. Self-marketing for many career fields could include physical evidence of work you have done.

What Can A Portfolio Do?

- Identify strengths and weaknesses for the preparer
- Store evidence of successful accomplishments
- Clarify and explain information offered during interviews
- Serve as a model for and source of materials needed for a particular application
- Bring into focus goals for employment or higher education
- Give the preparer advantages over other applicants
- Serve as a springboard for expansion of interview topics
- Expedite application procedures
- Provide physical evidence of work you have done

Possible Items For Inclusion In A Portfolio

- Resume
- Sample cover letter
- Current letters of recommendation
- A sample photocopy of an employment or scholarship application
- Transcripts (Also include procedure for each school on how to get new ones sent)
- Test scores (ACT, SAT, GRE)
- Your personal philosophy/profile
- Your personal/professional growth plan
- Samples of work or creations. Keep a file of articles you have written and designed, stories published about yourself, reports you have written for management, etc.
- Previous work evaluations
- List of references with their current contact information
- Products you have made. These might include furniture, crafts work, mechanical devices, etc.
- Photographs of physical displays you have arranged and designed, such as promotion for an arts program, Christmas displays, historical exhibits and so on.
- Videos of presentations you have made or lessons you have taught