

# Creating a Portfolio

TO SUPPLEMENT  
YOUR RESUME

& DISPLAY YOUR  
ABILITIES

- Decide what **modality** you want to utilize. Digital or Physical?
- Create a **cover page** for your portfolio. This should include your *name, professional title, and contact information*.
- Create a **table of contents**. This will help the reader navigate back to particular projects quickly.
- Include a page for a **Statement of Purpose, Career Overview, or Career Objective**. Share about your *professional experiences, goals, and what you can contribute* to their company. Reflect on your *strengths and skills you look forward to expanding on*.
- Include your **educational records**. This can mean: *licenses, certifications, transcripts, or relevant coursework information*.
- Provide **written letters of recommendation or references**. See the *references guide* on the Career Resources page. You can also include performance evaluations, notes from clients, awards, honors, recognitions.
- The Main Event: **Include samples of your work or projects**: *Writing Samples, Presentations, Advertisements, Lesson Plans, Designs, Repair Projects, Volunteer Work, Workshops, Conference Presentations, etc.*