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.*

Tips: Use sections, tabs, or digital organization to make it easier to navigate. Keep it simple and clean, not overcrowded. Update it regularly. Add the link to your resume and/or bring a link with you on a business card to interviews.