Preparing a Portfolio

A portfolio is a portable collection of material that provides graphic evidence of your accomplishments, skills, and abilities and documents the scope and quality of your experience and training.

OVERVIEW OF PORTFOLIOS

• Start a master portfolio to collect all professional documentation
• Prepare an internship portfolio according to faculty assignment
• Develop a customized portfolio to meet a specific goal, such as job search

CONTENTS OF MASTER PORTFOLIO

• Updated resume copies
• List of references
• Brochures or web page printouts on your employers / internships / professional affiliations / community service sites
• Complete job descriptions of positions you have held
• Transcripts / SAT scores
• Projects from class, internship, work or organizational involvement
• Class papers
• Examples of skills with computer software (e.g., Excel spreadsheet)
• Publicity items – flyers, ads, news clippings
• Letters, memos, articles
• Project planning lists
• Evaluations
• Letters of recommendation or appreciation
• Duplicate materials as samples

CUSTOMIZED PORTFOLIOS CAN BE USED FOR

• Providing a competitive edge and visual impact during job interviews
• Reviewing before interviews for reminders of achievements
• Applying for graduate school
• Negotiating raises and promotions
• Marketing your business

CONDUCTING YOUR JOB SEARCH WITH A CUSTOMIZED PORTFOLIO

• Determine which skills and qualifications you are seeking to demonstrate
• Prepare a small, customized portfolio with selected items from your master portfolio
• Focus on items that relate to the position you are seeking
• Use a quality binder with clear plastic sheet protectors
• Use outstanding examples, diverse materials, section tabs, and color (if appropriate)
• Show relevant samples in response to questions if interviewer indicates interest

For more information, visit www.amby.com/kimeldorf/p_mk-toc.html
or consult Portfolio Power by Martin Kimeldorf (Petersons, 1997),
or Creating Your Career Portfolio by Anna Graf Williams and Karen J. Hall (Prentice Hall, 2001).