



## Portfolio Guidelines

### *What is it?*

- A portfolio is a visual representation of your abilities, skills, capabilities, knowledge, qualities- and it represents your potential
- While a paper portfolio is a collection of physical ‘things’ - artifacts-tangible materials- that represents work-related events in your life, an online portfolio is the electronic version.
- Use of the Online Portfolio system Folio21 is included with your registration with Career Services Online and is free to students and alumni for life. You will find sign-in instructions listed in the next section.

### *Why should I have it?*

- More and more job seekers today are carrying portfolios with them to interviews or provide employers with the web link to their online portfolio.
- A physical or electronic representation of what you have done is a more convincing way to influence employers to hire you.
- In the past we have seen Graphic Artists, Architects, Models, and Engineers as the only professionals using portfolios. However, today an increasing number of different types of professionals are using portfolios during job interviews.

### *What might be included in the portfolio of a recent college grad?*

To get started, here is a list of things you might want to include in your portfolio:

- Table of Contents
- Academic/Personal Information
  - Resume
  - Official Transcript
  - Fact Sheet that details your Hobbies and Interests
  - Testing Results (NTE, PPST, FE, GRE, etc.)
  - List of References
- Skills and Technical Abilities
  - Writing samples
  - Documentation of technical/computer skills
  - Evidence of senior design or capstone project
- Professional Information
  - State Certification or Licensure Documents
  - List of Conferences and Workshops Attended



- Letters of Commendation/Thank You for Service
- Internship or Co-op Summary Report
- List of Professional Organization Involvement
- Honors/Award Information
  - Certificates of Awards/Honors
  - Nomination to Honors/Academic Organizations
  - Newspaper Articles about your Achievements

Have your portfolio critiqued by a Career Counselor, your academic advisor, and professionals from your field if possible. Keep working on and adding to your portfolio - even after you get a job. You never know when you might need to showcase your work!