

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).