

PORTFOLIO TIPS

PORTFOLIO DESIGN

Portfolio Benefits:

- Personal marketing document
- Self-promotional tool for job seekers
- Puts you in control of the interview
- Shows your ability to be organized
- Demonstrates to the employer the pride you possess in your work
- Concrete proof of skills and learning
- Helps find the right job
- Gives confidence during the interview

ASSEMBLY TIPS:

- Assemble portfolio entries in a three-ring binder
- Include a Table of Contents to clearly direct reader
- Use dividers to separate entries into related categories
- Proofread all documents 2-3 times
- Use high quality paper
- Use Sheet protectors (non-glare)

EVALUATE SECTIONS:

- Why am I proud of this?
- Do the sections show continuous growth
- Have I given specific examples of my skills?
- Are these the skills the employer is looking for?

A WELL ORGANIZED PORTFOLIO CONTAINS:

Statement of Originality and Confidentiality

Work Philosophy

Career Goals

Academic Achievements:

- Copy of diploma(s)
- Course outlines
- Transcripts
- Letters of reference from faculty
- Scholarship awards
- GPA Letters from college Dean
- Relevant projects or proposals

Certificates and Certifications:

- Awards
- Certificates from any specialty courses
- Copy of a First Aid Certification
- Copy of a recent police records check
- Drivers abstract
- Industry specific certifications

Field Placements:

- Samples of field work
- Performance evaluations from co-op placements

Résumé:

- Always Include a copy updated résumé

Samples of Work:

- Include any samples you would like to display

Recommendations:

- 3 Letters of Reference from:
 - Teachers
 - Past employers
 - Customers
 - Coaches
 - Colleagues