

Portfolio Tips

Portfolio Design

Portfolio Benefits:

- Personal Marketing Document
- Puts you in control of the interview
- Potential employers see a sample of your work
- Shows your ability to be organized
- Shows the employer the pride you possess in your work

Tips Before Beginning:

- Purchase a professional portfolio 3 ring binder (spend a little extra money)
- Purchase 3 ring clear cover sheets in bulk
- Purchase unique designer paper (make sure you buy extra so when you update your portfolio you can use the same paper)
- Purchase tabs that have an adhesive back

Title Pages:

- Should be designed with a border and just the name of the title in the center of the page.
- Every section in the portfolio should have a title page.
- Tabs should be adhered to the title pages.

Reminder:

The colours and styles you use within your portfolio should be completely up to you! If you want to be creative go ahead but remember that this portfolio will be shown to potential employers!

Standard Sections of Portfolio include:

Statement of Originality and Confidentiality
Work Philosophy
Career Goals
Academic Achievements
Certificates and Certifications
Field Placement
Samples of Work
Resume
Recommendations
References

Statement of Originality and Confidentiality Example:

This is the portfolio of Name. All information is a product to be used to demonstrate my work experience and related skills. Please do not copy without permission.

Work Philosophy

This is the section that includes in bullet form your work philosophy.

Define Work Philosophy

Your Personal Values and Beliefs concerning your work.

Examples:

- The customer is our first priority.
- We must provide our services at a competitive but fair price.
- Never accept anything but your best.
- The more effort applied to your work, the more you will get out of it.
- Each employee will act in a professional manner.

Career Goals

This is the section that includes in bullet form your career goals.
State the goals clearly.

You can break this page into different categories such as:

Short term goals = Within 5 years

Long term goals = Greater than 5 years

Examples:

Short Term Goals:

- To learn how to use PowerPoint Presentations.

Long Term Goals:

- To open a restaurant.

GOALS SHOULD BE ONE PAGE IN LENGTH

Academic Achievements

- Copy of Diploma(s)
- Course Pamphlets
- Transcripts
- Letters of Reference from Professors
- Scholarship Awards
- GPA Letters from College Dean
- Large Projects or Proposals

Certificates and Certifications

- Awards
- Certificates of any Specialty Courses
- Copy of First Aid Certificate
- Copy of Police Check
- Drivers Abstract
- Industry Specific Certifications

Field Placements

Performance Evaluations

- from co- op placements
- samples of work

Resume

Add updated resume into this section

Samples of Work

Any samples you would like to display

Recommendations

Letters of reference from:

- Teachers
- Past Employers
- Customers

References:

3 References including:

- Full Name
- Company Name