

Preparing a Portfolio

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

- 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 a job search

Contents of master portfolio

- Updated [resumé](#) 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 spreadsheets)
- Publicity items such as fliers, ads, news clippings
- Letters, memos, articles
- Project planning lists
- Evaluations
- Letters of recommendation or appreciation
- Duplicate materials as examples

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