

Career Portfolio

WHAT SHOULD I INCLUDE?

These are ideas of sections to include. This is your tool for organizing your Portfolio, feel free to combine sections or create new categories.

- Employment History
- Internships
- Volunteer Experiences
- Copies of assessments (MBTI)
- Resume
- Transcript
- Professional goal/purpose statement
- Leadership positions
- Awards, Honors, Scholarships earned and received
- Keep a log of positions for which you are applying
- Resources for resume writing, interviewing, writing cover letters, etc.
- Copies of Professional References

ADDITIONAL TIPS

- **Organize and update**-it is important to update your portfolio on a regular basis. Make an effort to organize and update your portfolio at least once a semester. Keeping your portfolio up to date will make your life easier when you are applying for jobs or scholarships.
- **Provide details**-be very detailed in your portfolio. Include copies of job descriptions and write in detail about what you did at your job (internship, volunteer experience, etc). Whenever possible quantify details, for example, “responsible for 5 volunteer staff,” “trained and supervised 8 staff members,” “answered and directed calls on a 5 line phone.”
- **Samples of your work**- in certain fields (journalism, media, web design, graphic design, etc.) employers will want to see samples of your work. Have a section of your portfolio for filing away samples-your samples may include class projects or parts of a project you completed on the job or during an internship (Note: if you are taking a sample of something you did at work, be sure to verify with your employer what is appropriate to take.)
- **Develop your own system**-decide how you will organize your portfolio. Decide which method works best for you; some people use a 3 ring binder, others prefer to have a filing system in an accordion folder, or in a desk drawer.