

## CREATING A PORTFOLIO

Portfolios can be used for all job seekers as a way for employers to get a complete picture of who you are—much more than can be gained from a cover letter and resume alone. You can use this portfolio in job interviews to illustrate the depth of your skills and experience or as a tool to get a second interview. Portfolios should be kept in a professional 3-ring binder. Include a table of contents and tabs or dividers to separate the various parts of the portfolio.

### YOU CAN INCLUDE THE FOLLOWING CATEGORIES, IF APPLICABLE:

#### Cover Letter & Resume

Use a resume that covers all of your experience. Many times, a portfolio is used for many positions and is not necessarily tailored to one role. Your cover letter may also be less specific to the traditional cover letter you would submit for another role. This letter may be a career summary and goals, a description of what you stand for, such as work ethic, organizational interests, management style, etc., and where you see yourself in 2-5 years.

#### Samples of Work & Credentials

- Brochures, presentations, reports, papers, design samples, projects, etc.
- Transcripts, Degrees, Licenses and Certifications
- Military records, awards and badges.

#### Other Items Included

- Letters of recommendations and testimonials from former employers, supervisors, colleagues, professors.
- Awards & Honors
- Conferences and Workshops - Include presentations if applicable.
- List of References, with contact information
- Include photos, videos, digital articles written about your work or about you.

## Online Portfolios

You can also create online portfolios through LinkedIn or website platforms like Wix. Include your online portfolio link on your resume and make sure they are updated.