

Building Your Career Portfolio

It is a job hunting tool that you develop that gives employers a complete picture of who you are: your experience, your education, your accomplishments, your skill sets, and what you have the potential to become.

The key to remember as you contemplate these items is that you want to give reasons for the employer to hire you -- you want to showcase your education and work experience by showing examples and evidence of your work, skills, and accomplishments.

- **Career Summary and Goals:** A description of what you stand for (such as work ethic, organizational interests, management philosophy, etc.) and where you see yourself in two to five years.
- **Professional Philosophy/Mission Statement:** A short description of the guiding principles that drive you and give you purpose.
- **Traditional Resume:** A summary of your education, achievements, and work experience, using a chronological or functional format.
- **Scannable/Text-Based Resume:** A text-only version of your resume should also be included.
- **Skills, Abilities and Marketable Qualities:** A detailed examination of your skills and experience. This section should include the name of the skill area; the performance or behavior, knowledge, or personal traits that contribute to your success in that skill area; your background and specific experiences that demonstrate your application of the skill.
- **List of Accomplishments:** A detailed listing that highlights the major accomplishments in your career to date. Accomplishments are one of the most important elements of any good job-search.
- **Samples of Your Work:** A sampling of your best work, including reports, papers, studies, brochures, projects, presentations, etc. Besides print samples, you can also include CD-ROMs, videos, and other multimedia formats.
- **Testimonials and Letters of Recommendations:** A collection of any kudos you have received -- from customers, clients, colleagues, past employers, professors, etc. Some experts even suggest including copies of favorable employer evaluations and reviews.
- **Awards and Honors:** A collection of any certificates of awards, honors, and scholarships.
- **Training and Workshops:** A list of conferences, seminars, and workshops you've participated in and/or attended.
- **Transcripts, Degrees, Licenses, and Certifications:** A description of relevant courses, degrees, licenses, and certifications.
- **Professional Development Activities:** A listing of professional associations and conferences attended -- and any other professional development activities.
- **Military records, awards, and badges:** A listing of your military service, if applicable.
- **Volunteering/Community Service:** A description of any community service activities, volunteer or pro bono work you have completed, especially as it relates to your career.
- **References List:** A list of three to five people (including full names, titles, addresses, and phone/email) who are willing to speak about your strengths, abilities, and experience. At least one reference should be a former manager.

Other Suggested Portfolio Sections

You can use any of these headings (and more) to make a personal portfolio. For interviews or applying for jobs, you would take items out of this. It's a great way to have all your important information all in one spot!

- Table of Contents
- Professional Goals/Mission Statement
- Job Information (resume, cover letter, job search tools)
- Application Materials (past applications, and supplemental questions)
- Thank You's
- Letters of Recommendation
- Professional Development/Continuing Education
- Work samples with descriptions
- Degrees/Transcripts/Credentials (if applicable)
- Certificates/Awards (if applicable)
- Community/Volunteer Work
- Professional Associations
- Leadership Experience
- Job Evaluation
- Assessments
- Pictures/News clippings (if applicable)