

Preparing a Portfolio

What is a portfolio?

A portfolio is a collection of materials displaying your accomplishments and professional development. In addition to your resume, a portfolio serves as a marketing tool that demonstrates your growth. It may be used in job and internship interviews to serve as a catalyst for discussion with prospective employers by providing visual images. Although it is not usually required to have a portfolio, in some careers such as editing, publishing and writing, candidates will be expected to provide one. If you are in doubt about the necessity of a portfolio in your career, please contact OCS to obtain some advice.

What should be included in a portfolio?

- Table of contents
- Resume
- Copies of reports, presentations, spreadsheets
- Brochures or agendas of workshops or lectures that you attended or participated in
- Community service projects or participation
- Academic/Athletic honors, awards or recognition
- Writing samples
- Letters of recommendation
- Thank you notes or other acknowledgements of a job well done
- Newspaper articles
- Photos, CD Roms of projects
- Copy of transcript or a description of relevant courses completed
- Summary of thesis or research project
- Summary of involvement in campus activities and other organizations
- Job and Internship descriptions
- Certificates awarded for special training, projects completed
- Memberships or affiliations



How should the portfolio be organized?

- Items should be placed in a 3-ring binder
- Use sheet protectors and index tabs/dividers to organize sections
- Label each section
- Use a consistent format; keep similar topics together
- Keep it to 5-10 pages
- Use copies of all documents and keep the originals separate