Career Services Guide to Creating a Professional Portfolio

What is a professional portfolio?

A professional portfolio demonstrates your career related development including training, experience, education, and certifications.   It represents your talents, skills, knowledge, and qualities.

When do you use a professional portfolio?

Your portfolio is an excellent way to market your qualification to a number of audiences: internship sites, potential employers, and to admission representative if planning on continuing your education.

When to create your professional portfolio?

Your professional portfolio should be created while still in school and maintained throughout your career to record achievements, evaluations and letters of recommendations.

What items should be included in your portfolio?

- Resume
- Sample generic cover letter and thank you note (for class review only, this should not be included in a portfolio in the professional world)
- Letters of recommendations from instructors / employers, your portfolio should include three letters of recommendations
- Employee / Student of the month award
- Perfect Attendance Award
- Transcripts of grades, only recommended for GPA of 3.5 or higher
- Diploma
- List of required courses for your major and course descriptions
- Extra-Curricular / Volunteer Activities

Depending upon your major you will also need to include:

Allied Health / Nursing / Surgical Tech / Anesthesia Tech / EMS

- Copies of licensure
- CPR Certifications
- Documentation of sticks for phlebotomy
- Full description of activities completed during internship / externship / clinical rotations
- Copy of most recent physical / shot record

Broadcasting

- Sample of a written script
- You may also want to bring an electronic of on- air performance, editing, etc.
- Complete list of equipment and computer software you know how to operate

PI

- Sample of a written surveillance report
- Complete list of equipment you know how to operate
- Copies of licensure

Legal Assistant

- Sample of a legal case study
- Complete list of computer software you know how to operate

Business

- Sample of a business plan
- Complete list of computer software you know how to operate

How should your portfolio be organized?

Your portfolio can be housed in a loose-leaf binder. Each document should be inserted into a sheet protector.

- Only copies of the original documents should be included in your portfolio
- A portfolio used for interview purposes should be between 5-15 pages
- You should not use page numbers as you want to be able to add and delete documents as needed

What to consider when creating your portfolio?

Before sharing your portfolio ask yourself these questions:

- Does my portfolio look professional?
- Is my portfolio neat, clean, and organized?
- Does my portfolio accurately reflect my skills?
- Am I proud of my portfolio?
- Is my portfolio focused on my desired career?
- Does my portfolio support my resume?
- Is my portfolio easy to review?
- Is my portfolio free of typos and other errors?
- Does my portfolio follow the same formatting throughout? (for example, same style header, footer, font type, etc.)
- Is my portfolio current and up to date?