Building a Career Portfolio

What is a Career Portfolio?
A portfolio is a place for you to organize information about yourself and provide proof to an employer that you possess the skills needed for the job. Many creative or visual industries as well as K-12 education expect a portfolio — online and/or in-person.

Websites used to create Online Portfolios:
- Blogger.com
- Wordpress.com
- Google.com (sites)
- Wikispaces.com
- Shownd.com
- Behance.net (for creative professions)
- Weebly.com
- About.me

How to Use a Portfolio
Make the potential employer aware of the fact that you have a portfolio. Bring attention to it in your cover letter or email communication. Additionally, a statement at the end of your resume stating “Portfolio available for your review” should suffice. Then, remember to bring an abbreviated copy of your portfolio with you to interviews that include the attributes you want the employer to notice. This “mini-portfolio” can be compiled and presented in a small binder or brought up on your tablet.

Tips
- During the interview, use your portfolio to support your responses to interview questions and to demonstrate your skills.
- Do not rely solely on your portfolio during the interview — it is not necessary to lead the employer through every page.
- Keep in mind time constraints for the interview — it may not be possible to go into the portfolio if they are pressed for time.
- Be sensitive and perceptive to the interviewer’s style and needs when deciding to utilize this information.

Organizing Your Portfolio
Sections you may want to include are resume and letters of recommendation, work samples, awards, and other categories to suit your occupational goal. All portfolios generally begin with a section that introduces who you are, your goals, your values, your interests, and your skills. Information presented is only suggested; use your own judgment in compiling and organizing your individual portfolio. Work with our career team if you have questions about your specific situation.

Items to Include in Your Portfolio
- Letters of nomination for honors, awards, and academic organizations.
- Lists of certificates, awards, or honors
- Samples of your work—drawings, brochures, newsletter articles you have written, etc.
- Photos of you in action—teaching, training, leading a group, participating in volunteer work, etc.
- Letters of recommendation from advisors, professors, and employers.
- Copies of college transcripts.
- Information to show foreign language proficiency and/or international study/work experience.
- Copies of professional licensure or certifications.
- Examples of professional research.
- Documentation of activities, achievements, etc. that demonstrate that you know how to learn, communicate well, are adaptable, work as part of a team, and are a self-manager.
- Evidence of technical, communication, and computer skills. List software programs and your level of skill.
- Include samples created from the various programs.
- Documentation of volunteer or community service.
- Anything to prove written and verbal communication abilities, i.e. class papers, newsletters, or articles, brochures, flyers, published articles, poems.
- Future teachers can specifically include sample lesson plans, videotapes of you teaching, learning packets you created for students, statement of teaching philosophy, notes from and pictures of students, evaluations, etc.

Thanks UNCG!