# Portfolio Creation Assistance

## What is a Portfolio?

- A reflection of you as a professional.
- What you have accomplished (materials, papers, pictures, etc.)
- Evidence of your achievements and learning new skills.
- Proof of performance on the job or in class.
- A record of your professional development.
- Hard copy or electronic versions.

## Purpose of a Portfolio

- Market your capabilities in job interviews.
- Negotiate promotions and raises.
- Apply for bonuses, scholarships, or grants.
- Document the quality and quantity of your professional development.
- Demonstrate prior work or learning experiences for educational credit.
  (Source: http://www.career.fsu.edu/experience/document/portfolio-guide.html).

## What to Include in Your Portfolio

- Resume and/or Curriculum Vitae (CV).
- Official copies of your transcript.
- A fact sheet, in list form, that displays your skills and professional interests.
- A list of experiences that might not fit into your resume.
- Certificates of awards and honors; certifications for special trainings.
- A program or flyer from the event(s) you planned or participated in.
- A list of conferences & workshops you have attended with descriptions.
- Samples of your writing, including research papers and other academic work.
- Documentation of technical or computer skills.
- Letters of commendation or thanks.
- Letters of nomination to honors and academic organizations.
- Newspaper articles that address achievements.
- Internship or summary report.
- Personal statements, goals statements, statements of purpose.
- Documents specific to your field (i.e. artist statements).
- Photos demonstrating your professional experience, including captions.
- A link to your electronic/web-based portfolio version.

## Create an E-portfolio

- **Use the portfolio module in Optimal Resume** to create an online portfolio through your OptimalResume account.
- Online portfolios are a simple and effective way of showcasing your work to potential employers.
- See the Optimal User tutorial http://vimeo.com/9866456 to get started.

## Helpful Resources

- See CDC webpage on Portfolio for further information at: http://www.uis.edu/career/goals/launch/portfolios