Building a Personal and a Career Portfolio



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What is a Portfolio

- An organized collection of evidence that shows your accomplishments both in and out of school.
- Contains samples of your work that shows and reveals the quality and variety of your:



- » Learning
- » Accomplishments
- » Skills
- » Experience

Portfolio versus Résumé

- A résumé usually 1-2 pages mean to summarize your accomplishments.
- A portfolio contains many pages and meant to show evidence of your accomplishments.



Portíolio versus Résumé

- A résumé tells someone what you accomplished.
- A portfolio shows someone what you have accomplished.



The Developmental Steps

A. Gather Your EvidenceB. Organize Your PortfolioC. Assemble Your PortfolioD. A Final Check



Gather Your Evidence

- Collect information and records that show your:
 - Interests
 - Involvements
 - Achievement



 Arrange your evidence into sections that will help someone else see what you have accomplished.



Assemble Your Portfolio

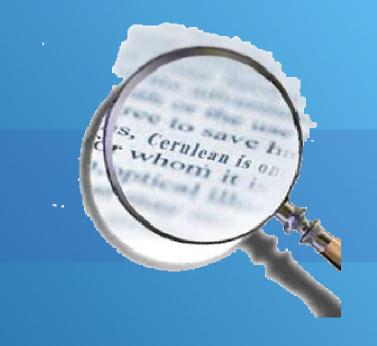
 Format and compile your portfolio so it is easy for someone else to read and understand the information you have gathered.



Final Check

- Check that it has updated information and shows your work in best possible light.
- Proof carefully.





A. What evidence can be placed in a portfolio?

- Evidence of your skills, talents, achievements, awards, experience and your learning and employability skills.
- Items can include:
 - Transcripts
 - Certificates and awards
 - Record of community involvement activities
 - Updated résumé

1. Educational Accomplishments

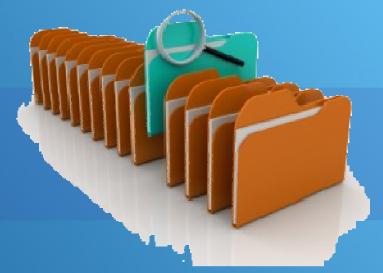
- 1. Transcripts (GPA)
- 2. Academic awards
- 3. Other evidence unique to you and your education (special projects/assignments)



2. School Activities

- Clubs
- Sports teams
- Student associations





3. Work

- Updated resume
- List of references
- Co-operative education certificates
- Letters of recommendation highlighting work skills (include employers, neighbours, friends, teachers...)

4. Community Participation

- Written summary of your experiences
- Personal references
- Photos



C. Assemble Your Portfolio Assembly Tips

 Does your portfolio show a wide range of accomplishments?

 Show many of your accomplishments rather than many examples of one accomplishment



C. Assemble Your Portfolio Assembly Tips

- Are your most important accomplishments clearly evident?
 - Show best examples of your talents and abilities
 - Display things that you are most proud of.



C. Assemble Your Portfolio Assembly Tips

- Does your portfolio have a consistent format?
 - Use consistent format and page layout throughout.
 - Connect diverse documents to show clear picture of your accomplishments.
 - Any graphics should accentuate your content rather than decorate it.

Final Check

- Does it have the best examples of what you have accomplished?
- Are the examples concise and to-the-point?
- Have you edited it for clarity, spelling, grammar?
- Is sequence and organization logical?
- Does format make it appealing and easy-to-read?



