

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.



Portfolio versus Résumé

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



The Developmental Steps

- A. Gather Your Evidence
- B. Organize Your Portfolio
- C. Assemble Your Portfolio
- D. A Final Check



Gather Your Evidence

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



Organize Your Portfolio

- 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



B. Organize Your Portfolio

1. Educational Accomplishments

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



B. Organize Your Portfolio

2. School Activities

- Clubs
- Sports teams
- Student associations



B. Organize Your Portfolio

3. Work

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



B. Organize Your Portfolio

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?

