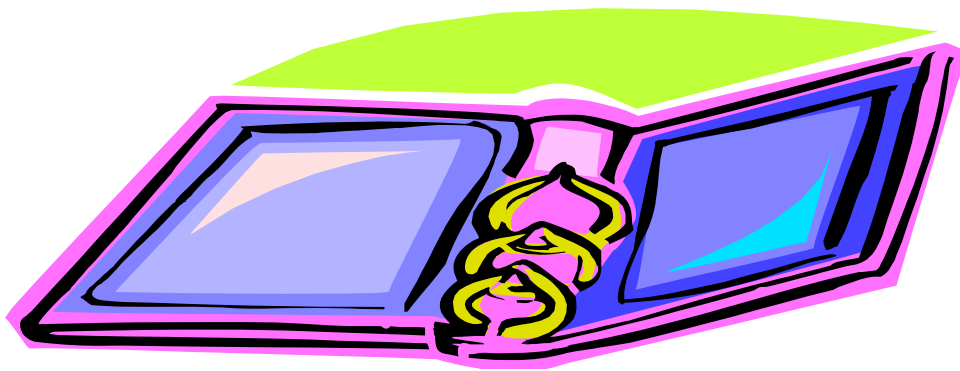


CREATING A PROFESSIONAL EMPLOYMENT PORTFOLIO



Career Services and Internships

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University**
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What is a portfolio?

A portfolio is a job-hunting tool that gives employers a visual representation of who you are, including your experience, your education, your accomplishments, and your skills. By providing evidence of what you have accomplished in the past, it also illustrates your potential.

Why develop a portfolio?

- It helps you prepare for interviews and feel more self-confident.
- It helps you to market yourself and to communicate to others your skills, abilities and qualities.
- It helps you demonstrate the results of your work.
- It helps give you an edge on your competition.

How do you get started?

- Determine what skills and assets you have that an employer is looking for and how best to market them.
- Spend some time thinking about what you have done that will prove these skills from paid work, volunteer work, internships, clubs, activities, athletics, and church experiences.

What should be included in a portfolio?

- Your resume.
- Evidence of your skills, abilities and marketable qualities.
- Samples of your work, such as reports, papers, brochures, projects, descriptions of presentations, CD-ROMs, or videos.
- Summary of work, internship, and volunteer experiences.
- Documentation of leadership experience, such as pictures, agendas of committee meetings, budgets you managed for campus organizations, descriptions of leadership experience.
- Testimonials and letters of recommendation, evaluations and/or reviews.
- Certificates of awards, honors, and scholarships.
- List of conferences, seminars, and/or workshops attended.
- Transcripts, degrees, licenses, and certifications.
- Documentation of technical or computer skills.
- List of references: Provide a list of three to five people who are willing to speak on your strengths, abilities, and experience.

How do you organize your portfolio?

- Keep in a professional three-ring binder. (You can also create an on-line portfolio.)
- Include a table of contents.
- Use tabs or dividers to separate the various parts of the portfolio.
- Make it concise. It should not be longer than 20 pages.
- Tailor your portfolio to different job openings. For example, place the pages in a different order or include different samples to best demonstrate the skills needed for the job you are interviewing for.

How do you present your portfolio in an interview?

- When discussing your experiences, education, skills, activities, etc., use your portfolio to support your responses.
- Ask the interviewer immediately if he/she would like to take a few minutes to look at your portfolio.
- Leave your portfolio at the end of the interview so the employer has extra time to look it over. (This means you may need two copies of your portfolio and will need to either pick it up at a later date or arrange to have it mailed back.)

Where do you find examples of portfolios?

- <http://www2.smumn.edu/stpages.htm> (on-line portfolios of many Saint Mary's University's students)
- <http://depts.washington.edu/geogjobs/Careers/pfolresources.html>
- <http://www.efoliomn.com/>