WHAT IS A CAREER PORTFOLIO?
- A visual representation of your skills and experience
- A work in progress, always update as you gain new skills
- Tangible body of work that demonstrates your skills to employers

WHY DO YOU NEED ONE?
- To assess your own learning history and career development
- To set learning objectives and help develop your resume
- To help build confidence regarding what you have to offer to an employer

GETTING STARTED:
- Compile materials that showcase your talents, skills & accomplishments
- Decide on the style and visual presentation of your portfolio
- Purchase a professional portfolio binder that suits your style and your work
- Create a ‘table of contents’ and make sure each section is easy to access

WHAT IT SHOULD LOOK LIKE:
- Use lots of white space
- Don’t use more than two different typefaces throughout your portfolio
- Use high quality printing paper
- Use separators to easily identify each section

WHAT TO INCLUDE:
- Personal mission statement (i.e. your work philosophy, career goals)
- Resume, reference letters, copy of degrees
- Achievements, awards, professional memberships
- Professional development, training certificates
- Any photos or articles that you show you as a leader, team player or organizer
USING YOUR PORTFOLIO:
- Before using, have a friend, family member or colleague review and proofread it and make suggestions for improvement
- Know the content of your portfolio inside and out
- Prepare brief stories for each item in your portfolio and practice it

DURING YOUR JOB SEARCH:
- At the bottom of your resume, and in your cover letter, add “Professional Portfolio available upon request”
- If you have prepared a digital portfolio, indicate the website where it can be viewed

DURING THE INTERVIEW:
- At the beginning of the interview, mention that you have your portfolio with you
- Refer to appropriate sections of your portfolio when answering related questions during the interview

HELPFUL PORTFOLIO RESOURCES:
- www.instructables.com/id/College-Students-How-to-CREATE-Your-Professional-/  
- www.ryerson.ca/career/students/resumes-letters-onlineportfolio/career-portfolios/