

CREATING A DYNAMIC PORTFOLIO

WWW.MSVU.CA/CAREERPLANNING



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





DIGITAL PORTFOLIOS :

- Online portfolios can help show your work to a much wider audience
- Create a website that is user friendly and easy to navigate
- Write welcoming bio or "about" page to personalize your page
- Share your social media links on your portfolio site, and share your portfolio across your social media channels (i.e. LinkedIn)

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/