

## PORTFOLIOS

A portfolio is a collection of documents and portable artifacts used to validate your credentials and experience. It can also serve as a personalized, education and career planning tool

### *Why use a Portfolio?*

- It draws *attention* to the key information you want to convey about yourself. The “show and tell” opportunity is very powerful.
- It provides *links* that connect what you can do and what the other person is seeking.
- It makes the key *intangibles tangible*. It brings things to life.
- It adds to your *credibility*. You are showing as well as saying that you have substance.
- It builds *confidence*. Seeing for yourself what you have accomplished is a boost!

### *Portfolios can include the following materials:*

- A descriptive list of conferences and workshops you have attended
- Certificates of awards or honors
- Educational plan outline
- Evaluations/performance appraisals from internships or other work experience
- Examples of projects/programs
- Job description(s)
- Letters of nomination to honorary and academic organizations
- Philosophy statement
- Photos of things created or activities led
- Record of achievement
- Reference or recommendation letters
- Registration, diplomas, or certificates for special training
- Resume
- Self assessment
- Skills documentation (learning, people, technical, management, clinical)
- Thank you letters
- Transcripts
- Writing samples

### *How to Organize a Portfolio:*

Ultimately, you can decide how you would like to organize your portfolio. The following guidelines may provide some helpful hints:

- Create a table of contents at the beginning of your portfolio and label sections to assist in locating information
- Place similar items together
- Organize your portfolio to show how your skills and background relate to the employer and the position of interest
- Portfolios can be reorganized for different positions and settings.

Career Education Office, located in the University Library, 314-529-9375  
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