

WHAT IS A PORTFOLIO?

A portfolio is used to prepare a sample of best work for employment to be presented during an employment interview. It documents achievement and work experience, and demonstrates mastery of skills.

WHAT MAY BE INCLUDED IN A PORTFOLIO?

- Cover or title page
- Table of contents listing items in the portfolio
- Cover letter
- Resume
- Philosophy of career field
- Statement of professional goals and objectives
- References
- Letters of recommendation
- Copies of certifications
- Awards and honors
- Samples of special projects
- Articles written
- Photographs of special class events or projects
- Copies of college transcripts

HOW SHOULD THE PORTFOLIO LOOK?

- Compiled in a 3 ring binder
- Professional – clean, neat, word processed, (no hand written tabs)
- All information should be in heavy plastic sleeved paper
- Dividers may be used to separate sections if there are many items
- Or you can compile an e-Portfolio on www.collegecentral.com/bc3

WHERE CAN I GET HELP TO COMPLETE MY PORTFOLIO?

Instructors can offer advice as to what items to include. The Career Services Staff in the Student Success Center will help with all the details of assembling a dynamic portfolio. Make an appointment by calling, 724-287-8711 ext. 8606.