



## Professional Portfolio Instructions

**Step 1:** Review Resume: Depending on the length of time in your career will determine how your portfolio will be divided into sections. Start with your most recent position to highlight your employment history, samples of your work and accomplishments. Build your portfolio as if the hiring manager is looking at your resume.

**Step 2:** Layout your portfolio on paper or computer. The following below should be included:

- Cover Page: Your name, title, date and photo
- Table of Context-This will allow you to build out each section after you have gathered the information you want to share.
- Resume and/or bio
- Your employment history divided by sections. Each section should include the following:
  - Name of Company
  - Length of employment
  - Title
  - List of accomplishments: awards, published articles
  - Certifications
  - Letter of recommendations
  - Thank you page

**Step 3:** Use PowerPoint or Word to layout portfolio and select clip art to enhance the look of your document. You can also use Canva if you want an electronic version of your portfolio.

**Step 4:** Purchase inserts to divide each sections and page protector to keep your pages neat and organized.

**Step 5:** Have it bound at an office supply store or you can use a three ring binder and you assemble it yourself. Note, only use page protectors when using a three ring binder.

--Make enough copies to be given to potential employers or use during an interview.

