

Creating a Portfolio!

Why should I have a Portfolio?

- Preparing a portfolio helps you gain a clearer understanding of your own goals and personal attributes
- Guides you as you explore careers
- Helps you to organize your personal, academic and career-related materials

How do I get started?

- Buy a three-ring binder large enough to hold a fair share of paperwork
- Gather information such as:
 - Classes you are taking – grades you've received
 - Activities you are involved in
 - Awards/Achievements you've received
 - Career exploration materials
 - Volunteer projects
 - Internships
 - Summer work experience
 - Concrete examples that display your abilities in : effective communication; problem solving; team work; willingness to learn; computer skills
 - References – people who know you the best



Portfolios provide you with an opportunity to stand out among others as you apply to colleges/universities or even a job. Your Portfolio gives tangible proof of your abilities and achievements.