



Portfolio

A portfolio is a collection of your exemplary work that you might show to a prospective employer.

1. Common Items in Portfolios:

- A. **Résumé:** Your portfolio should include several copies of your résumé, because multiple people on the hiring committee may request a copy.
- B. **Licenses or certifications:** Only include those that are relevant to the position for which you are applying. For example, if the position requires expertise in operating a certain kind of machinery, you might include a document proving your certification for that task.
- C. **Skills:** Only include those that are relevant to the position for which you are applying. For example, if the advertisement emphasizes collaboration skills, you might a paper that you coauthored, or a project on which you collaborated with colleagues.
- D. **List of references:** Always request permission before listing someone as a reference. Include their contact information in your portfolio.
- E. **Performance reviews:** Include positive performance reviews from previous employers. This is distinct from the reference list.

2. Managing the Portfolio:

- A. Put the items in a neat-looking binder or manila folder.
- B. Have the portfolio organized so that you can quickly pull out any particular document upon request. It may be helpful to use index tabs.
- C. Limit the length of the portfolio to ten pages.
- D. Put the items in a logical order in case the employer wishes to look at the portfolio.
- E. Only include items that are relevant to the position.