



PORTFOLIOS

Include this information in a binder /portfolio to be presented to employer during interview stage:

Table of Contents

Career Goals/Profile

- outline goals for next several years

Academic/Personal Information

- resume
- official transcript
- testing results (NTE, PPST, FE, GRE, ACT, PSAT, SAT, or other standardized test scores)
- college acceptance letters
- copy of degrees

Skills/Technical Abilities/Samples of Work

- writing samples, reports, articles for publications
- artwork
- documentation of technical/computer skills
- evidence of senior design or capstone project; description of a class project or presentation
- web sites created
- a program from an event that helped plan
- samples of flyers, newsletters, or brochures designed

Professional Information

- state certification or licensure documents
- list of conferences and workshops attended or presented with a description
- internship or co-op summary report
- list of professional organization/committee involvement

Honors/Award Information

- certificates of awards/honors
- scholarship letters
- nomination to honors/academic organizations
- newspaper articles about achievements

Military Records and Awards:

- a listing of military service, if applicable

References/Testimonials

- list of references with three to five people (including full names, titles, addresses, phone, email) who are willing to speak favorably about strengths, abilities, and experience
- letters of recommendation/commendation/appreciation from customers, colleagues, employers, professors