

# Considering a Career Portfolio to Showcase your Professional History

A guide to developing a career portfolio showcasing  
your personal, educational and employment  
accomplishments

# What is a Career Portfolio?

- A career portfolio is a terrific resource for both you and a potential employer to showcase the attributes that you possess to market your knowledge, skills and abilities
- Although it contains your resume, your accomplishments as a professional are the main emphasis
- It is a great way to keep track of your important professional documents such as educational transcripts, awards, letters of recommendation, and certifications
- It also showcases your continuing education, community involvement and your special recognitions

# Sections of a Career Portfolio

- **Section I**-Letter of introduction
- This is where you place a letter of introduction describing your skills and accomplishments
- **Section II**-Work Experience
- Current resume with contact information, phone, alternate numbers and non-personal email
- Emphasis on skills

# Sections of a Career Portfolio

- **Section III**-Educational Credentials

- Copies of all high school and college transcripts
- Dean's or President's List Letters
- Scholastic awards or academic accomplishments

- **Section IV**-Professional Credentials

- Licenses/Certifications
- Continuing Education
- Professional Memberships
- Professional Contributions
- Professional Recognitions

# Sections of a Career Portfolio

- **Section V**-Specialized Training Programs or Internships/OJT
- Document any specialized training programs you have participated in with an employer or agency outside of college work
- **Section VI**-Awards, Recognitions, Volunteer work
- Include personal awards, letters of recognition or recommendation, news articles that showcase you as a person and employee

# Sections of a Career Portfolio

- **Section VII** -Occupational-related documents
- Keep in a clasped envelope in your portfolio
- Work authorizations/Security Clearances
- Social Security and DL card copies
- Selective Service Documents
- Birth Certificate
- Proof of Residence
- Bonding Information(as applicable)
- **Section VIII**-Other Additional Items (modify as necessary)
- Samples of written works
- Creative samples/photos of work
- Computer work samples of software used
- Follow-up letter template(kept in an envelope)
- Employment application

# Update your portfolio

- Start with a 2” binder
- Develop an attractive simple cover that showcases your personality in a professional manner
- Include your name
- Use tabs for each section
- Update contents before each interview and remove personal information (items in envelopes)
- You will accumulate documents as you work and you should update your portfolio frequently as changes occur to keep everything neat and in one place

# The E-folio or Online Portfolio

- Many websites exist for uploading your professional profile
- Be careful about selecting unfamiliar sites as many of them are fee based
- LinkedIn.com and CFNC.org are free resources for developing your professional online profile
- Sometimes the term “online” portfolio is misused-it simply means having an electronic version of your portfolio saved to a flash drive or your computer by sections or in a searchable PDF file
- An electronic version of your portfolio is more easily accomplished if you have a scanner to scan documents that you would not already have saved in a WORD document

# Have questions?

- Contact the Career Center to discuss your options for compiling a career portfolio of your professional history
- Career Portfolios are a great ice breaker for the beginning professional but are an excellent way for a more seasoned worker to showcase his/her attributes in a modern up-to-date format
- Contact the Career Center at (910) 938-6761 or email [careerservices@coastalcarolina.edu](mailto:careerservices@coastalcarolina.edu)

Start getting your materials together!