

# Portfolios

Portfolios can be used for all job seekers as a way for employers to get a complete picture of who you are—much more than can be gained from a cover letter and resume alone. You can use this portfolio in job interviews to illustrate the depth of your skills and experience or as a tool to get a second interview.

Portfolios should be kept in a professional 3-ring binder. Include a table of contents and tabs or dividers to separate the various parts of the portfolio.

Here are some basic categories that you might consider when designing and compiling your portfolio.

1. Cover Letter (for that specific position)
2. Resume (with extra copies)
3. Career Summary and Goals (A description of what you stand for, such as work ethic, organizational interests, management style, etc., and where you see yourself in 2-5 years.)
4. Samples of your Work (brochures, presentations, reports, papers, projects, etc.)
5. Credentials (Transcripts, Degrees, Licenses, Certifications)
6. Letters of Recommendation and Testimonials
7. Awards and Honors
8. Conferences and Workshops
9. List of References
10. Military records, awards, and badges

## **CAREER DEVELOPMENT CENTER**

0281 Student Success Center | 618.650.3708 | Fax: 618.650.3656  
careerdevelopment@siue.edu | [www.siue.edu/careerdevelopmentcenter](http://www.siue.edu/careerdevelopmentcenter)