



## 10 Steps for Creating a Professional Portfolio

No matter where you are in your education or career, it's not too early to start assembling a portfolio. If you're still in college and don't have a lot of solid work examples to use in the portfolio, you can use your classwork to display your skills and interests. Over time, you'll be able to compile enough to show a body of work that demonstrates where you've been and where you're headed.

- **Step 1:** Gather documents from your college classes, from copies of graded tests and papers to notes from professor and peers. If you have made things for your classes, such as paintings, sculptures or 3D models, take quality photos of the work. If you attended or planned events, find photographs, tickets, and other items from the event.
- **Step 2:** Decide how you want to present your portfolio. You can create an electronic document which can be emailed or shared online, or you can put together a hard copy in a binder. Some do both! For an e-portfolio, scan copies of your documents.
- **Step 3:** Assemble your portfolio. For a hard-copy portfolio, purchase a professional-looking binder and clear plastic cover sheets. For an e-portfolio, select the appropriate software program for your material. Options include Microsoft PowerPoint, Microsoft Publisher, Apple Pages, Apple Keynote, and Adobe InDesign.
- **Step 4:** Create a Table of Contents page which outlines the various sections of your portfolio as well as the contents of each section. Type a hard copy for your hard-copy portfolio, or place the table of contents as a slide/page in your e-portfolio. Possible sections might include Biography, School Work, Work Samples, and Recommendations.

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- **Step 5:** Create a title page for each section, placing the title of the section in large font and possibly including relevant photos on the page to make it look more attractive.
- **Step 6:** Include a copy of your resume in the Biography section, as well as a copy of your school transcripts. For the hard copy, place each document into a plastic-covered sheet. Put each page in the portfolio with the text side facing out, so it can be read without having to be removed from the plastic sheet. For the electronic portfolio, copy and paste the text into a series of slides/pages so that there are not too many words on each slide/page.
- **Step 7:** Insert your best classwork samples into your School Work or Work Samples section. Arrange items in a logical order, and do not put too many items on one page or slide.
- **Step 8:** Insert any letters of recommendation or testimonials you've received from internships or professors into the Recommendations section. If you don't have any yet, talk to employers or professors and ask them to write one for you.
- **Step 9:** Seek feedback from a trusted friend or staff member who can look over your portfolio for errors and make suggestions. Feel free to [make an appointment](#) with the Career Placement Coordinator for a portfolio review. Make changes as needed, and be sure to review it each time you're preparing for a job/internship interview.
- **Step 10:** Bring your portfolio to your job/internship interview! After all, you spent a lot of time figuring out how to showcase your work. Employers love to see examples of how you can make their organization better. And it's a lot of fun.

Questions?  
Contact Career Services  
501-207-6202  
[careerservices@asub.edu](mailto:careerservices@asub.edu)