

How To Make A Portfolio

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Including a table of contents makes it easier for prospective employees and others to navigate through your work.

Traditional Resume

The resume acts a summary for your portfolio. Be sure to include contact information and your work experience.

Personal Statement

Be sure to include your short and long term goals. You should also include what you stand for in terms of work ethic, etc.

Academics

Include your academic credentials. This may include universities and educational programs. You should also include, degrees, certificates and licenses.

Awards and Honors

You may include any awards and honors you have received for your work as well as any certificates.

Skills

Outline your skills and experience in greater detail. List any jobs or relevant experience that helped you with these skills.

Samples

Samples depend on the nature of your portfolio. You may want to include art pieces, examples of various writing, or photographs.

Testimonials and Recommendations

Include any recommendations from customers, clients, employers, co-workers, professors, or reviewers.

References

Your references will help you promote your work. Provide their name, number and email address, and their connection to you.