

# How To Make A Portfolio

## **Table of contents**

*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, certificate 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.*