TOP 10 TIPS TO BUILDING YOUR E-PORTFOLIO

1. **Present a well-rounded version of yourself.**
   What makes you, you? Share aspects of your professional life and personality that make you unique. This includes campus involvement, hobbies, and sports.

2. **Add media.**
   Take advantage of your digital portfolio by attaching files such as PDFs, YouTube videos, Powerpoints, and more! If it’s a physical project, photograph it! You can even create free mockups of your digital designs.

3. **Update regularly.**
   Include your updated resume and experience, as well any new projects over the semester. Remember that employers may be searching for potential candidates even when you’re not on the active search, so don’t miss out on great opportunities!

4. **Tag your teammates.**
   Show teamwork skills by including members of your team. Plus, get more exposure by asking your teammates to add the same entry to their profiles.

5. **Don’t spill the beans.**
   Instead of sharing confidential information about your project, simply write a project summary on what you learned as well as skills or tools you used.

6. **Tag your skills.**
   Employers can find talent by searching for specific skills, so make sure to tag your skills in each entry. By doing so, employers can also see proof of a skill simply by clicking it on your profile.

7. **Put your best work first.**
   Just like a resume, show your best work first, as employers may not take the time to scroll through your entire profile. Arrange the order by dragging and dropping them.

8. **Use attention-grabbing details.**
   Catch the employer’s attention by using a clever title and eye-catching cover image. Just make sure the title is search engine friendly by using keywords.

9. **Add a description.**
   Don’t just show your project - talk about it! What inspired you? What did you learn? What were the results? Use the description section to create a narrative.

10. **Use it!**
    Include your Portfolium URL in your resume and link it to your LinkedIn.
Students who possess these 7 career competencies are more likely to make a successful transition into the workforce (NACE, 2015). Show these skills on your portfolio with work samples.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Examples</th>
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<tbody>
<tr>
<td>Communication</td>
<td>Writing Samples, Reports, Research, Term Papers, Presentations, Debates, Public Speaking, Marketing Campaigns, Social Media, Study Abroad, Toastmasters</td>
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<tr>
<td>Teamwork</td>
<td>Group Projects, Club Activities, Extracurricular Activities, Sports, Business Plan Projects</td>
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<tr>
<td>Information Tech</td>
<td>Multi-Disciplinary Projects, Social Media Samples, Presentations, Coding Samples, Projects Involving Software Applications</td>
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<tr>
<td>Leadership</td>
<td>Club Roles, Team Projects, Event Planning, Public Speaking, Elab</td>
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<tr>
<td>Work Ethic</td>
<td>Writing Samples, Public Speaking, Multiple Projects, Club Activities, Study Abroad, Volunteering, Research Projects</td>
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<tr>
<td>Career Management</td>
<td>Professional Introduction presenting your brand and story, Self-Employment</td>
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