Portfolios...
Getting Started

Start gathering your samples, career artifacts, and materials as soon as possible. If you have more items available, you will have more options while assembling your portfolio. Here’s an example of how high you might obtain samples from previous experiences.

1.) List all the classes you had last/this semester. What skills/accomplishments did you gain from those classes?

<table>
<thead>
<tr>
<th>CLASSES</th>
<th>SKILLS/ACCOMPLISHMENTS</th>
<th>CAREER ARTIFACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td>Public Speaking/Delivered speeches</td>
<td>PowerPoint Presentation, Speech</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.) Consider the activities/organizations in which you are involved. What are you enhancing through your involvement?

<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>SKILLS/ACCOMPLISHMENTS</th>
<th>CAREER ARTIFACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology Students Association Secretary</td>
<td>Leadership/Organized fundraiser</td>
<td>Pictures, Flyers</td>
</tr>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

3.) Consider the activities/organizations in which you are involved. What are you enhancing through your involvement?

<table>
<thead>
<tr>
<th>INTERNSHIP</th>
<th>SKILLS/ACCOMPLISHMENTS</th>
<th>CAREER ARTIFACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Assistant</td>
<td>Technical/Designed a structure for the Space Telescope Support Stand</td>
<td>Graphic of the structure Letter of recommendation for your supervisor</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>
Portfolio Headings

Sample Headings To Use:

- Title Page
- Table of Contents
- Statement of Originality
- Work Philosophy
- Career Goals
- Resume

Skills Areas:

- Communication
- Public speaking
- Planning
- Organization
- Technical
- Leadership
- Management
- Education

Skills Area May Contain

- Work Samples Class Projects
- Class Projects
- Reports
- Writing Samples
- PowerPoint Presentations
- Certificates
- Thank-you Letters

- Transcripts
- Skilled Areas
- Summary Pages
- Captions/Reflections
- Evaluations
- References

- Analytical
- Administrative
- Training
- Teaching
- Creative
- Teamwork
- Research

- Handouts
- Charts/Graphs
- Pictures of Events
- Brochures
- Awards
- Design/Graphics
- Testimonials