

Preparing Portfolios

A portfolio is a collection of materials that demonstrates your qualifications. Samples included represent the scope and quality of your experience and training. The guidelines presented below can be used to organize a paper or online portfolio.



General Recommendations

- Start a master portfolio to collect all professional documentation
- Prepare an internship portfolio according to academic requirements
- Develop a customized portfolio to meet a specific goal, such as job search

Sample Contents of a Master Portfolio

- Project information from classes, internships, and/or work
- Class papers, creative writing samples and artwork (including images of artwork)
- Examples of participation in research, presentations, conferences and competitions
- Evidence which demonstrates technical skills (e.g., Excel, AutoCAD, SPSS)
- Spreadsheets and other tracking documents (with confidential information omitted)
- Relevant publications, articles and blogs (make social media or web links brief)
- Publicity items – flyers, ads and others
- Lesson plans
- Examples (including images) from work or volunteering with organizations
- Updated resume
- List of references (at least 3)
- **Other items** (typically earned or requested from other sources) may include:
 - Transcripts, certificates and awards
 - Performance evaluations from internships or work
 - Letters of recommendation or appreciation (including emails)

Conducting an Internship/Job Search with a Customized Portfolio

- Review with a mentor (Aztec Mentor Program) to identify development areas
- Determine which skills and qualifications you are seeking to demonstrate
- Prepare a small, customized portfolio with selected items from your master portfolio
- Focus on items that relate to the position you are seeking
- Use a quality binder with clear plastic sheet protectors
- Use outstanding examples, diverse materials, section tabs, and color (if appropriate)
- Show relevant samples in response to questions if interviewer is interested

