



Portfolio Checklist

Developing a portfolio containing samples of your work for prospective employers, demonstrates your abilities gained from course work and projects. Your portfolio adds a visual dimension to your interview answers and shows your accomplishments, training and experiences. Designed well, it can be easily added to over time and a must for taking to interviews.

Like your résumé and cover letter, it is another aspect of your marketing presentation.

A personalised ring binder (or similar) with clear plastic pockets should hold several copies of each of the documents listed below. Copies of original documents may suffice, however for some job applications you may need to have these signed and witnessed by a Justice of the Peace. It is a good idea to have these on hand in case you need them.

Here are the basic categories. Don't feel you need to use these exact ones for your portfolio. The key to remember as you contemplate these items is that you want to give reasons for the employer to hire you -- you want to showcase your education and work experience by showing examples and evidence of your work, skills, and accomplishments.

- Ring binder or similar folder
- Clear plastic pockets
- Résumé
- Cover Letter
- Reference Sheet
- Written References
- Copies of Testimonials and Letters of Recommendations
- Copies of Academic Transcripts, Licenses and Certificates
- Copies of Awards, or any other recognition [e.g. sporting, community, school]
- Samples of Work or Summaries of Projects [e.g. reports, papers, projects and presentations]
- Professional Development Activities
- Volunteer/Community Service documentation
- School Reports [students]
- Work experience reports
- Employment Evaluations
- Behavioural/Character Assessments