

# WE ARE CAREER SERVICES PORTFOLIO

[www.careers.humber.ca](http://www.careers.humber.ca)

A career portfolio is a collection of your work providing physical evidence of the skills/experience in your resume. It can give you an edge over the competition.

Career portfolios are commonly used in creative fields such as graphic design but are effective for all industries including HR and hospitality.



Don't have much work experience? Dig into your school work, volunteering, or hobbies to showcase the skills you have. For example, a flyer you created for a fundraising event on campus.

## Creating Your Portfolio

### Instructions:

1

**Categorize:** organize your items into categories such as Work Experience, Education, Achievements and Awards.

2

Each page should have a title and description of what each item is. Remember to highlight any achievements or outcomes related to that item.  
Example: Description of a social media campaign you developed for a company which resulted in 75% increase in followers within one month.

3

Make photocopies of important documents or oversized documents which need to be resized.

4

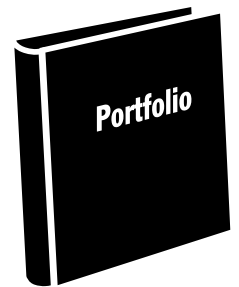
After putting your portfolio together, include a title page, table of contents, and introductory page highlighting your career goals and qualifications.

## What's in a portfolio?

- Resume
- Work samples
- Projects
- Letters of recommendation/reference
- Certificates/diplomas/degrees/awards
- Transcripts
- Records of community service/volunteer work
- Professional memberships
- Business cards

### What you will need:

- Professional folder (cloth, leather or vinyl)
- Sheet protectors
- High quality paper



Develop a summarized version of your portfolio to be left with the interviewer with your contact information. You can use an inexpensive binder and only include copies of the most relevant documents.



Stay consistent with formatting and keep it simple!

NORTH CAMPUS  
Academic & Career Success Centre,  
Learning Resource Commons, First Floor  
416-675-6622 ext. 5030  
[www.careers.humber.ca](http://www.careers.humber.ca)

LAKESHORE CAMPUS  
Academic & Career Success Centre  
Student Welcome & Resource Centre, First Floor  
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[careers@humber.ca](mailto:careers@humber.ca)

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## Example Portfolio



Title Page



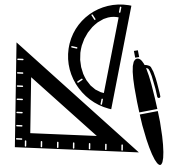
Table of Contents  
(for easy reference)



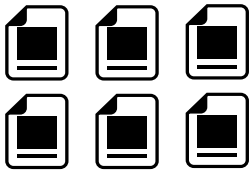
Career Summary  
and Goals



Resume



Detailed Skills, Abilities  
and Marketable Qualities



Samples of Your Work



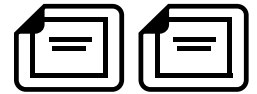
Testimonials  
and Letters of  
Recommendations



Awards and Honors



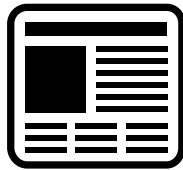
Conferences  
and Workshops  
Attended



Transcripts, Degrees,  
Licenses, and  
Certifications



Test Results



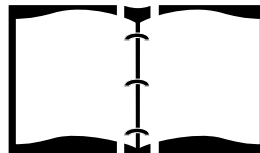
Newspaper Clippings:  
Articles and Photos  
showing Achievement.



References

## Using Your Portfolio During an Interview

Let the interviewer know that you have a portfolio with you at the beginning of the interview.



You can refer to your portfolio to support your responses to interview questions.

Visit [careers.humber.ca](http://careers.humber.ca) to find more information under *Career Resources*.

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