



PREPARING A PORTFOLIO

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LINKEDIN & NETWORKING RESOURCE

WHAT IS A PORTFOLIO?

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

- Resume
- Work samples
- Projects
- Letters of recommendation / references
- Certificates / awards
- Transcripts
- Records of community service
- Professional memberships

WHAT YOU WILL NEED

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

CREATING YOUR PORTFOLIO

Categorize

Organize into categories such as work experience, education, achievements and awards.

Describe

Include a title and description for each item and highlight any related achievements.

Photocopy

Make photocopies of important documents or oversized documents that need resizing.

Curate

Compete with a title page, table of contents, and introductory page.



RESOURCES

CAREER
RESOURCES
Humber Advising &
Career Services

Develop a summarized version of your portfolio to leave with the interviewer with your contact information

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EXAMPLE PORTFOLIO

Title Page



Career
Summary



Skills &
Qualities



Testimonials



Test Scores



Workshops



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Resume



Work
Samples



Honours &
Awards



Articles



Certifications

