

# Preparing Your Portfolio

Developing and maintaining a professional portfolio is an effective marketing tool you can use in addition to your resumé. Anyone in any field can develop a portfolio to assist in presenting achievements and accomplishments when applying for a position, attending interviews, or using during a performance review session. This is an excellent tool to maintain, collect and protect your career related documents in an organized and professional manner.

## What is a Portfolio?

A portfolio is a portable collection of documents that describe, support and highlight your achievements, qualifications and skills. By having a portfolio, it demonstrates your professionalism, your planning and organizational skills, and gives you the opportunity to provide proof with supporting documents and examples of past successes and knowledge. It is organized in binder format where pages can easily be added and removed. The most common size is an 8 ½ x 11 inch binder, which is easiest to carry and present your documents.

## Portfolio Contents

Start by selecting an attractive binder where pages can easily be added, removed or changed.

- Obtain plastic sheet protectors to hold and keep your documents clean and protected.
- Use dividers to organize your contents and use a separate page to introduce each page.
- Keep a photocopy behind each document to hand over to employers, if requested.
- Create and insert a cover page which states: Personal Portfolio of (Your Name).
- Establish a Table Of Contents or Index, much like you would find in any book.
- The Portfolio may include these items:
  - o Personal Portfolio of (Your Name) – Use this on the cover and the first page inside
  - o Contents – Page which includes a numbered list of each document in your portfolio
  - o Statement of Originality and Confidentiality
  - o Personal Profile – A nicely written paragraph which introduces you to the employer
  - o Resumé – Printed on good quality paper. Exclude your Personal Profile.

- Reference page – Use the same quality paper. Include name, title, company, city, province, telephone number.
- Job Posting – Insert a copy of the actual job ad for the position you are being interviewed.
- Education – Certificate or Diploma, resized to fit neatly into the plastic sheet holders.
- Transcript of Marks
- Goals – Short term, 2 to 5 years. Long term, 10 years. Three to five bulleted items for each goal.
- Letters of Recommendation or Reference – From past employers.
- Awards
- Memberships – Such as OACETT or other professional letters of acceptance or logo.
- Special Training – Certification such as First Aid or CPR.
- Driver's Abstract
- Work Samples – Examples of your work that a recruiter would be interested in seeing. This could be an AutoCAD drawing, an MS Excel spreadsheet, or an Access spreadsheet. Tangible evidence of your accomplishment and skill.
- Volunteer Involvement – Letter or article explaining your involvement in the community.
- Academic Plan – Courses you intend to take in school or courses your program includes.
- Thank you notes – From people who appreciated your effort in helping them.
- Computer Disc – In a special page holder. You might have created a website or music CD.

Consider adding a page containing a personalized statement of your Work Ethic and Work Philosophy.

Your Portfolio will become a lifelong resource that will continue to grow.

## Portfolio example

This is the first page inside your portfolio

# *Career Portfolio Of Frank Advice*

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This is the second page inside your portfolio

## Contents

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1. Statement of Ownership
  2. Personal Profile
  3. Career Goal
  4. Resume
  5. References
  6. Education
    - College Diploma
    - Secondary School Diploma
  7. Transcript of Marks
  8. Letters of Reference
  9. Letters of Recommendation
  10. Work Placement Evaluation or Evaluations
  11. Work Sample - Excel Spreadsheet
    - PowerPoint Presentation
  12. Additional Training Certificates
    - CPR
    - WHMIS
  13. Community Involvement or Volunteer Involvement
  14. Certificates
  15. Memberships
  16. Driver's Abstract
  17. Thank You Notes
  18. Music CD
  19. Career Goal or Long Term Goal Statement
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Alternative type of 2<sup>nd</sup> page of portfolio

## **INDEX**

1. Statement of Ownership
  2. Cover Letter
  3. Resume
  4. References
  5. Secondary School Diploma or College Diploma , or Education
  6. Transcript of Marks
  7. Letter of Recognition
  8. Letter of Recommendation
  9. Related Work Samples
  10. Practicum Work Placement Review or Evaluation
  11. Community Involvement
  12. Training Certifications
  13. Computer Disk of Website Designs
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## **Statement of Ownership**

This Portfolio contains personal, private, and confidential information with Supporting documents which have been earned, created, written, and designed by me. None of the documents contained within shall be Photocopied or duplicated without expressed permission.

I certify that all information in this portfolio is true and complete.

Frank Advice

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## Alternative Statements of Originality and Ownership

This Portfolio contains personal, private, and confidential information and is my own work. Any of the contents should not be copied without my permission

Your Name

This portfolio is the work of (your name). Please do not photocopy without permission. Some of the exhibits, work samples, and/or service samples are the proprietary property

of the organization whose names appears on the document. Each has granted permission for this product to be used as a demonstration (support) of my work.

Your Name

This portfolio and the documents contained within have been earned, created, written, and designed by 'your name'. None of the documents contained within shall be photocopied without expressed permission.

Your Name

Each of the certificates, diploma, transcripts, and work sample documents included in this Portfolio are the original work of 'your name' and are used solely to support and illustrate acquired knowledge, skills, training, abilities, and experience.

Your Name

I attest that the documents contained in this portfolio are true and reflect the knowledge, skills and abilities I have acquired.

Your Name

The selected photographs, drawings, and paintings which make up this portfolio are the personal property of 'your name' and copyright has been duly registered.

Your Name

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## **Personal Profile**

A reliable and motivated student, currently enrolled in the two year, Social Service Worker Diploma Program at Mohawk College and expecting to graduate in April 2014. Exceptional training in dealing with (your strength). Well-developed skills in (applicable skills). Proven strengths in organizing, multi-tasking, and prioritizing heavy workloads. CPR, First Aid, and WHMIS Certified. Holds a valid Driver's Licence and owns a dependable vehicle. Completely Bilingual in English and Hindi. Willing to relocate.



## **Job Posting**

## **Toto Job Description**

**Job Title: Customer Service/Technical Support Department: Business Operations**

**Date: 09/03/2013**

**Reports To: Operations Manager**

**Location: Oakville, ON**

### **Purpose and Scope of Job:**

Provide technical support and customer service for industrial speed reducers. Coordinate supply of project type orders.

### **Essential Functions (other duties may be assigned):**

- Provide customer service support (pricing, delivery, technical assistance) to customers and sales staff.
- Prepare quotations to meet customer's project specifications.
- Review new orders for accuracy, completeness and enter orders in computer system.
- Coordinate production schedule of orders to meet required delivery dates.
- Purchase outsourced items as required. Enter orders with worldwide factories.
- Coordinate drawing schedules and check production drawings for accuracy.
- Evaluate suitability, selection and specifications of outsourced items.
- Prepare Bills of Materials and associated engineering functions.
- Other duties as assigned.

### **Minimum Qualifications:**

- CET (Mechanical)
- Customer focused – demonstrates the ability to meet the expectations of customers
- Good communication skills – ability to communicate effectively with both internal and external customers in a professional manner
- Teamwork – works effectively within the team and across organizational boundaries as required
- Continuous Improvement – progressive thinker and proactive person with the ability to improve processes in a fast paced environment
- Multi-tasking – prioritize tasks and handle several projects at one time
- Values – demonstrates honesty, integrity and a concern for others' well-being

### **Desired Qualifications:**

- Two to three years experience in the Industrial Mechanical Power Transmission Industry.

### **Competencies:**

- Microsoft Office
- Negotiation skills

### **Interactions with Others (internal and external):**

- Communicate with both Internal and External customers

### **Work Environment:**

- Office – Full time – 8:00AM to 5:00PM

Send resumes via email to: [indiansummer@toto.com](mailto:indiansummer@toto.com)

## **Cover Letter**

Date of Cover Letter creation

Name and address of recruiter

Matt Dore

Planning Manager

Good Times Travel LTD.

2340 Sunshine Drive

Mississauga, ON L7Z 4B1

Dear Mr. Dore OR Dear Recruiter OR Dear Sir or Madam:

RE: Position name and posting number

Please accept and consider my enclosed resumé for the position of Travel Consultant GT2011-4 as advertised on the Mohawk College electronic job board on Wednesday, April 1, 2013. OR I was excited to see the Accounts Payable Position AP0410 posted on your website on Wednesday, April 5, 2013. For this reason, my resumé is enclosed for your review and consideration. Also enclosed is my Transcript of Marks, Reference Page, and a Letter of Recommendation from a previous employer. I will be graduating in April and available for employment May 1, 2013.

I am a highly reliable and motivated individual who will be graduating from the three year Business Administration Diploma Program in April 2014. My verbal and written communication skills are exceptional and are accompanied with my well developed multitasking and organizational skills. Academic training provided excellent skills in AutoCAD, document preparation, and report writing. My program included Manufacturing Processes, Operating Systems, Environmental Regulations and Audit Sampling all of which are vitally important components of the Chemical Lab role.

Three remarkable Practicum Work Placements provided valuable hands-on experience as a Quality Control Technician, Aggregate Sampler, and Gas Inspector. Working alongside fellow employees on a variety of worksites allowed me to become familiar with the use of sampling devices and inspection gauges. I believe that my high level of training, skills, knowledge and experience would allow me to contribute greatly to your organization. or I feel confident that my training, knowledge, and experience would make me an ideal candidate for the Travel Consultant position with Good Times Travel Ltd.

I look forward to meeting with you in the near future to further discuss my qualifications. Please contact me at: (905) 441- 2345. Thank you for your time and consideration. I will contact you the week of April 20th, to confirm receipt of my resumé.

Yours truly,

Insert your handwritten signature here after printing

Print your name here using the computer

Enclosure

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## Resumé

**Your Name** – Put in the largest font size

Your contact information  
and address

**Objective** – Clearly indicate the exact position title you are applying to, or define the field you are attempting to enter. Example: Pursuing the Cost Accountant position with Hamilton Health where I can apply and utilize my excellent analytical skills and financial training and become a valued team member in the Business Accounting Department.

**Personal Profile (optional introduction)** – This is useful when you do not have a cover letter or when you are attending a job fair. Emphasize what makes you a good fit for the field and relate your skills to this field.

Introduce yourself to an employer with a paragraph that will capture their attention. Identify your skills and activities that apply to the job by using exact keywords from the employer ad to show that you have what they want. A recent graduate from the (program name) at Mohawk College with excellent skills in (related field). Practicum experience provided applicable hands-on skills. Examples could be researching, analyzing, report writing, developing charts, organizing, communicating. Other assets, such as being bilingual or willing to relocate, should also be included in this section.

### **Qualifications or Transferable Skills or Key Strengths**

- Restate the employer qualifications or requirements of the job, if you have them or can do them.
- List your skills, abilities, and achievements which match the job description.
- Use a separate line for each point.
- Rank your qualifications based on importance related to job.

### **Computer Skills or Specialized Skills or Technical Skills**

List software programs, operating systems, and computer applications used in the past. Be explicit and mention each version used. Never use the words “various” or “et cetera”.

### **Education**

Name of school, bolded – Location of school

Dates attended

Point form: Include date expected to graduate or past graduation date, average mark maintained, state if you have Honours, and when you are available for employment.

### **Practicum Experience or Field Placement or Internship or Co-Op Work Placement**

Insert Company name

Place job title or department name in bold

Dates employed

Use point form to bring attention to each duty and begin the sentence with a variety of action words. Write a descriptive sentence explaining what you did. Explain how your experience was valuable and relate it to your desired new position.

**If there is a second page of your resumé, place your name in the top left hand corner, and the page number in the top right hand corner.**

## **Employment Experience or Related Experience**

Format the same as Practicum Experience – Begin with the company name and the location of the company. Underneath, place your job title or department name in bolded font, followed by your dates of employment on the right hand side of the paper. Use bullets to list and describe your job duties, and explain why your involvement was valuable. Relate it to your new job position if possible. When the job posting asks for specific skills and abilities, attempt to include their words in your explanations. Begin this portion with your most recent place of employment.

## **Achievements or Accomplishments or Recognitions or Special Awards**

→Recipient of the (applicable) award for high academic achievement. Place the award name, reason, organization, and date received.

## **Additional Training or Additional Courses or Workshops or Professional Affiliations**

→Name of course – Organization that provided the training – Date completed

## **Volunteer Involvement or Community Involvement**

This can provide you with career and communication skills, as well as leadership and organization. It shows you are adaptable and self-motivated.

→Your title – Organization name – Explain your main duties – Date volunteered

## **Activities and Interests or Hobbies or Memberships/Affiliations or Extracurricular Activities**

This section may allow you to create potential rapport with the interviewer. Don't use vague terms, be specific and mention exact activities. Explain things that you enjoy doing outside of school and work. Examples are below:

→Maintain a collection of hockey memorabilia.

→Active Member of Badminton Club at Mohawk College and Soccer Club at Cedar Springs.

→Participate in swimming, jogging, and bike riding to keep active and fit.

## **References Enclosed or References Available Upon Request or References Available And Interview Ready**

Formatting tips: Your resumé should be well balanced on the page; margins and tabs with consistent format, bolding, font style, and font size.

## References



**References**

Reid Enright  
Supervisor  
The Thorndale Times Weekly Newspaper  
Your Town, ON  
Telephone: 608-492-8181

Kerry Oakie  
Owner  
Kerry's Health Food  
Pleasantville, ON  
Telephone: 838-692-6464

Lorna Newcar  
Manager  
JC's Fine Furniture  
Somewhere, ON  
Telephone: 607-555-4321

## **Education – Diploma**

A copy of your Diploma from Mohawk College, or other school, would appear on this page. You may also include a copy of your Ontario Secondary School Diploma.

## **Reference Letter**

Here, you would insert a copy of your reference letter from a past employer. To increase usefulness of this letter, ask your employer to identify specific examples of skills, knowledge and ability level.

# **Community Involvement**

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## **Community Involvement**

Timothy Horton Kids Camp, Orangeville, ON – Fundraising Committee – 2012-present

Big Brothers of Hamilton – Hamilton, ON – Weekend Monitor – 2012

Walk For Life – Hamilton, ON – Street Guide Provider – 2012

United Way Campaign – Member of Collections Committee – Mohawk College – 2012

## **Associations and Memberships**



## **Memberships OR Associations – Choose one for your title**

### Ontario Alliance of Canadian Gardeners (OACG)

Member in good standing

Certification Officer, 2012-present

Past chair, 2010-2012

Chair, Hamilton Chapter, 2010-2012

Member, Steering Committee to Establish a Hamilton Chapter

### College Career Advisor Association (CCAA)

Member in good standing, 2011-present

Chair, Website Committee

Past Chair, 2010-2011

Chair, 2009-2010

Chair Elect, 2008-2009

### Canadian Information Association (CIA)

Member in good standing, 2013-present

### International Space Association (ISA)

Member in good standing, 2013-present

## **Work Samples**

# Work and Skill Samples

## Index

### Software

MS Word Documents

Letter

Memorandum

Form incorporating Tables

MS Excel Documents

Membership List

2007-2008 Revenue and Expense Statement

MS Powerpoint Document

How to Write a Targeted Resume

### Writing Samples

Information Sheet – Crafting a Strong Cover Letter

Information Sheet – Selecting Appropriate References

Research Paper – Impact of Storybooks on Children’s Value Development

Media Article – Your First Performance Evaluation

### Photographs

Accepting Award

Program in Progress – Big Sisters Association, Windsor, Ontario

### Drawings

Freehand Sketch of Farm House

Drafting Sample – 222 Your Address Road

In the following few pages, place printouts or screenshots of the Work Samples that you listed in your Index, in the same order as you listed.

## **Work Philosophy**

## **Work Philosophy**

I am dedicated and committed to the field of Human Resources, and have a strong work ethic. I plan to pursue a career in this field and will continue to hone and improve my qualifications and skills as a life-long learner.

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## **Career Goal**

### **Career Goal**

I would like to obtain the Strategic Troubleshooter Position with the Corporation of the City of Hamilton. Graduating with Honours from the Social Service Worker Program at Mohawk College indicates my enthusiasm and dedication to this field and my life-long passion of providing excellent, quality care to those in need.

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**Values**

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**Workplace Values**  
**OR Work Ethic**  
**OR Work Philosophy**

- That excellence in performance includes a commitment to life-long formal and informal learning
  - That boundaries of time and compensation will not limit the pursuit of excellence and a job well done
  - That service to clients and customers is based on acceptance, empathy and a desire to contribute to society
  - That variety and challenge in the workplace leads to opportunities for growth, responsibility and authority
-