

Developing Portfolios and Work Samples!

Developed and Presented by Joe H. Jones 2019

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What is a Portfolio?

Usual proof of work you have done







Why Use Work Portfolios?

- Stand out!
- Interviewers remember
 - 60 -70% visual
 - 25 30% auditory
 - 15% tactile/kinesthetic



Portfolios give you credibility!



When to use Portfolios

- During or at the end of an interview.
- Always ask for permission to show your portfolio before the interview begins!
- Make sure the portfolio samples pertain to the job you are applying for.
- Appropriate for any job level or type.
- Practice demonstrating portfolios prior to the interview.

Three Types of Portfolios

- Paper based in a binder or portfolio display book
- 2. Electronically displayed portfolios
- 3. Physical object portfolios







Paper Based Portfolios

- Usually binder bound papers such as:
 - Letters of recognition or reference
 - Articles you have written
 - Documentation of awards or achievements
 - Budgets you have managed
 - Photos of work projects (before and after photos are particularly effective)
 - Newspaper clippings
 - Office Depot (online) All-in-one View Tab 1" binder w/slots for business card and disc, plus tabs and template. \$13.69 Item # 326029

Electronically Displayed Portfolios

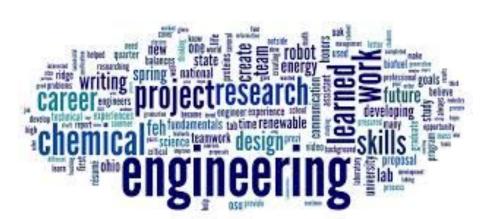
- Sent via email attached to a cover letter or resume.
- Video portfolios
- CD/DVD or flash drive files may contain scanned documents such as college transcripts, diplomas, reference letters, case studies, designs, software applications, military records, photos of equipment, places and things.



Electronically Displayed Portfolios

Viewed online 24/7

- On your LinkedIn profile
- On your own website
- PowerPoint or videos
- Comprehensive resume







Physical Object Portfolios

- These are things to physically "show and tell"
 - Trophies
 - Award plaques
 - Blueprints
 - Maps showing routes or territories covered
 - Products you have sold, patented or serviced
- Fit into a portfolio or brief case.
- Let them see, touch and feel the objects.
- Goal is to create a strong positive visual picture so they remember you!



Summary

- Portfolios are used to create a positive impression that documents your accomplishments related to the job.
- Three types of portfolios
 - Paper based
 - Electronic based
 - Physical object displays



Portfolio Resources

- Create a portfolio from wikipedia
 http://www.wikihow.com/Create-a-Career-Portfolio
- List of work samples http://www.iseek.org/jobs/worksamples.html
- When employers want work samples but you don't have any
 http://iobs.acd.com/articles/2012/12/06/when
- http://jobs.aol.com/articles/2013/12/06/when-employers-want-work-samples-but-you-dont-have-any/



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