



Transition Masters

Developing Job Search Presentation Skills

Developing Portfolios and Work Samples!

Developed and Presented by
Joe H. Jones
2019

Table of Contents

- ✓ What is a “portfolio”?
- ✓ Why use portfolios?
- ✓ When to use portfolios
- ✓ Paper based portfolios
- ✓ Electronic based portfolios
- ✓ Physical object portfolios

What is a Portfolio?

- Visual proof of work you have done



Why Use Work Portfolios?

- Stand out!
- Interviewers remember

60 -70% visual

25 - 30% auditory

15% tactile/kinesthetic

75 – 85% when all three are used!

✓ 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

1. **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.



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

YOU'RE
HIRED!

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://jobs.aol.com/articles/2013/12/06/when-employers-want-work-samples-but-you-dont-have-any/>



Transition Masters

Developing Job Search Presentation Skills

Contact Information

Joe H. Jones

813-960-1876

joejones@tampabay.rr.com

www.transitionmasters.org