



## Should I Create a Work Portfolio?

A professional portfolio is an excellent way to present your work to potential employers and display the skills that qualify you for a position. Your portfolio can contain samples, visual demonstrations of your craft, and letters of recommendation along with your resume.

**It can be a useful tool to both prepare for interviews and showcase your work during an interview.**

According to [Engineering.com](#), “Portfolios can be in the format of a CD, a slideshow, a website, posters, letters, awards, certificates, recommendations or anything else that helps you show off your skills. As a side note, Work Portfolios not only aid in getting a job, they also can help with getting a raise or promotion.”

### 1. Collect Your Materials

Gather all the materials you want to use in your portfolio. Use information and examples that are most current and relevant such as:

- Your resume
- An “About Me” section that lists your strengths and skills
- Work samples
- Proof of any degrees, certifications, or licenses
- Community service
- Awards and accomplishments
- Letters of recommendation

### 2. Make It Visually Appealing

One of the main benefits of creating a work portfolio is the ability to show visual demonstrations of your work. For physical copies, use a binder, folder or portfolio case to make the pages easy to flip through.

For a digital version, search for free or low-cost website platforms that offer online portfolio services. When your online portfolio is ready, include a link to it in your resume, your email signature, and your professional networking profiles.

### 3. Use It for Interview Preparation

You can review your portfolio before an interview to recall specific examples of your accomplishments and skills. For example, if an employer asks for your greatest strengths, you can refer to your skills section in your portfolio to guide your response.