A portfolio is a collection of documents and work samples that showcase accomplishments, skills, and experiences, to demonstrate potential to employers. Portfolios present tangible evidence of learning and abilities, often including academic projects, internship work, awards, certificates, and relevant extracurricular activities. Many choose to create and house their portfolio online, though some still prefer a physical collection.

- **Purpose:**

  To visually present qualifications and achievements, going beyond a resume to provide concrete examples of work and skills.

- **Benefits:**
  - Help students stand out during job searches.
  - Allow for a more comprehensive presentation of skills and accomplishments.
  - Demonstrate critical thinking and problem-solving through showcased projects.
  - Provide a platform to highlight transferable skills across different experiences.

- **What to include:**
  - Academic projects
  - Internship reports
  - Awards and certificates
  - Leadership roles in clubs or organizations
  - Relevant volunteer experiences
  - Personal statements or reflections on learning experiences
  - References

- **How to Make Your Porfolio**
  - Collect your best (8-10) work samples.
  - Organize all materials to be used in the portfolio.
  - Make it visually appealing.
  - Customize portfolio according to position applied for.

- **Porfolio Organization**
  - Cover page
  - Table of contents
  - Cover letter
  - Resume
  - Portfolio artifacts
  - Professional Goals
  - Letters of recommendation

For additional support, please email me (Rick Kraus) at krausr@hutchcc.edu or call (620) 728-4464 to set up a time for us to visit.