

Creating a Professional Portfolio

SENIOR YEAR EXPERIENCE PROGRAM

The Senior Year Experience Program addresses three main concerns of senior students:

- Transition
- Career Preparation
- Skills Development



Why do you need a portfolio? What are the advantages to using it?

As we transition from our final year to become new professionals in the workplace, it has become a necessity that we take with us a professional portfolio.

Many of us, who are finishing up our undergraduate degrees are left with a sense of anxiety, in looking forward to our future endeavors and the competitive job market of today.

You need every edge to make yourself stand out from the crowd. Creating a portfolio is one of the ways that you can really

distinguish yourself from other job applicants.

A portfolio is a showcase for your achievements and talents, like your work certificates, diplomas, awards and letters of recommendation.

It will clearly demonstrate your experience, and that you are serious about your career, and job search.

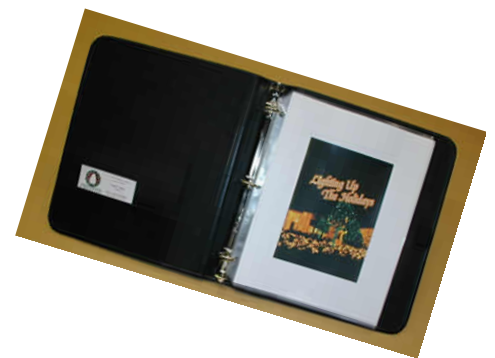
Moreover, the portfolio will show an example of your unique strengths, and get the attention of the interviewer.

Also, creating your port-

folio will help you prepare for interviews. It will refresh your memory of all your university accomplishments, and hands on experiences.

If you go into a job interview with a portfolio, all you have to do is open it up and show the concrete evidence of your skills and achievements.

A picture really is worth a thousand words. It will inspire employers to consider hiring you over someone who has nothing to show for their skills and achievements.



Upcoming SYEP Seminars:

The Hidden Job Market	February 20, 2008, 6 pm – 8 pm
How to Market Yourself	March 25 2008, 6 pm – 8 pm



You are educated. Your certification is in your degree. You may think of it as the ticket to a good life. Let me ask you to think of an alternative. Think of it as your ticket to change the world. - Tom Brokaw.

*You have brains in your head.
You have feet in your shoes.
You can steer yourself
any direction you choose.
You're on your own.
And you know what you know.
And YOU are the one
who'll decide where to go.*

-Oh, the Places You'll Go! Dr Seuss.

Topics for Discussion:

Here are just a few of the reasons why having a portfolio to show employers can work to your advantage:

- It allows you to expand on your résumé in a more comprehensive manner. Having a portfolio allows you to expand as fully as you want to on any area of your expertise.
- Lower your stress levels. Your portfolio can demonstrate tangible proof of your skills and abilities. Instead of just talking during a job interview about what you have done or can do, you can show, in an organized manner, samples of your work or letters of commendation testifying to the quality of your work.
- Surprise and impress employers. They aren't used to seeing portfolios on a regular basis. By putting one together, it will really help you stand out from the crowd.
- Express your creativity. Most experts recommend using plain white paper for résumés and cover letters. But in your portfolio, you can use a variety of paper, graphics and colours to display your work to its best advantage.
- Preparing a "master portfolio" allows you to more easily pick and choose items for a "sample portfolio: that is custom-designed to suit a particular job rather than a general pile of jobs.
- In this workshop you will learn :
 - How build a professional portfolio.
 - What goes into a portfolio
- Example portfolios will be shown to you but some of the things you might include are:
 - Letters of reference
 - Transcripts
 - A summary of community service or volunteer work you have done.
 - Copies of positive performance appraisals
 - E-mails, thank you letters, and handwritten notes complimenting you on a job well done.
 - A copy of your resumé
 - A list of your skill sets or competencies.
 - Photographs representing projects you have been involved in.