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# Does Your Portfolio Need Some Help?

## Here Are Our Best Tips:

### Organization

- Determine the skills necessary for the job you will be interviewing for.
- Choose items that will document how you have used those skills for the employer.
- Provide a loose leaf portfolio notebook and/or an online, digital version.
- Use clear page protectors to preserve your materials and to make rearranging your portfolio easy.
- Arrange your portfolio to show how your abilities relate to the employer's needs.
- Label the different sections for ease of finding information in the portfolio.

### What to Include

- a copy of your resume
- an official copy of your transcript
- a fact sheet, in list form, that displays your skills and what you like to do
- a list of experiences that do not fit into your resume
- certificates of awards, honors, and special training
- a program from an event you planned or in which you participated as part of a class project or campus organization
- a list and description of conferences and workshops you have attended
- writing samples
- documentation of technical or computer skills
- letters of commendation or thanks
- letters of nomination to honors and academic organizations
- newspaper articles that address some achievement
- internship or co-op summary report

*If you are seeking a teaching position, you may want to add:*

- student teaching evaluation materials
- sample lesson plans
- a link to a digital recording of your teaching
- sample syllabi
- pictures of bulletin boards or other projects you designed
- teaching tools you have created
- information about a field trip or other event you organized
- pictures of yourself working with students

In addition to the kinds of materials in your traditional portfolio, a digital portfolio might include an expanded version of your resume, audio and video clips, an email link, a link to Ball State's website as well as one to your major department's pages, a link to the curriculum for your major, and other appropriate links.