

My Personal Portfolio Project

How to Create the Perfect Personal Portfolio



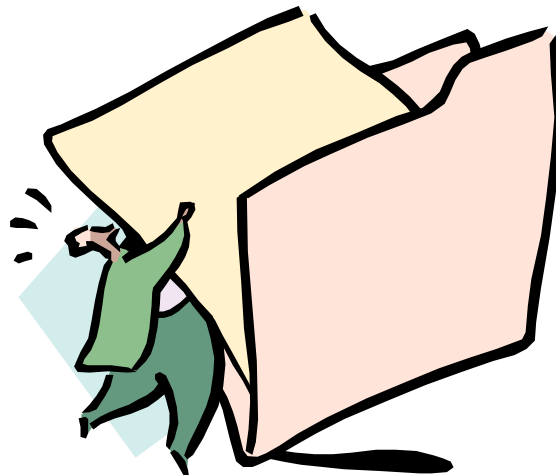
Introduction:

A personal portfolio is an organized collection of documents that show your successes both in and out of school. It will contain documents that show your goals, skills, interests, and experiences.

Purpose:

Creating a personal portfolio is a great idea for several reasons:

1. You will have an organized record of your goals, skills, and achievements.
2. You will have an impressive document (about you) to take to an employment interview.
3. You will be able to share your portfolio with different education programs.
4. Portfolios may be helpful when applying for a scholarship or bursary.
5. Teachers and advisors will be able to easily see who you are.



Portfolios versus Resumes

A portfolio is a bit like a resume - both focus on your successes in life. However, portfolios are much more detailed. Here are the main differences between resumes and portfolios:

- A resume only has a couple pages; a portfolio has many pages.
- A resume is a summary; a portfolio is detailed.
- A resume says what you do; a portfolio shows what you can do.



How to Develop a Personal Portfolio

There are four stages to creating and maintaining a personal portfolio:

- ONE:** Collect and create information and records that show your goals, interests, skills, and achievements.
- TWO:** Divide your portfolio material into logical sections so it is easy to read.
- THREE:** Review your portfolio to make sure it shows you in the best possible light.
- FOUR:** Maintain your portfolio by regularly adding new material that reflects your new skills and experiences.

What to Put in Your Portfolio

Your portfolio should show your interests, talents, achievements, awards, experiences, learning, and employability skills. It should contain things that you do both in and away from school.

Your Portfolio Should Include:

- your personal statement/ an explanation of who you are
- a picture of you
- lists of your goals and achievements
- an updated resume
- reference letters
- a list of references (with contact information)
- a copy of your school transcripts or report cards
- samples of your best school work
- things you are proud of (newspaper clippings, certificates, awards, etc.)
- a record of your community involvement activities (academic, sporting, leisure, volunteer work, etc.)
- certificates of participation (clubs, events, etc.)



How to Get Started:

Step 1: Make sure you understand what a Personal Portfolio is.

Step 2: Make a list of what you need to put in your portfolio.

Step 3: Collect or create documents to put in your portfolio.

How to Organize Your Portfolio:

You will need to organize your portfolio in a logical way. Similar items and achievements should be grouped together. A reader should be able to find information easily. Create cover pages or use page dividers to separate each section.

Try dividing your portfolio into the following categories:

- Personal Statement and Goals
- Work Experience & Skills (i.e. resume and references)
- Educational Achievements
- Community Participation
- Personal Interests

Tips:

Include a table of contents. A table of contents will let the reader know where to find information in your portfolio. It will also help you to organize your materials in a logical sequence. The best way to make a Table of Contents is through numbering your pages and/or colour coding the different sections.



Reviewing Your Portfolio

You should make sure that your portfolio is neat, well-organized, and show you in the best possible light. Use the following checklist to be sure you have included all of the necessary information.

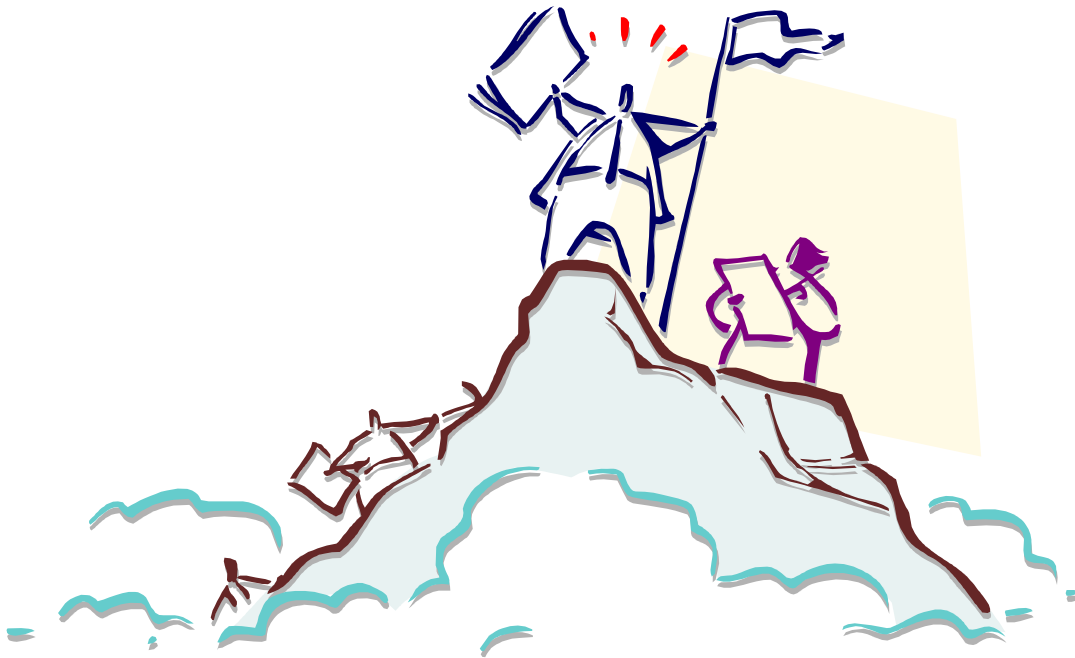
My Personal Portfolio Checklist:

My portfolio...	Yes!	In Progress	No
1. is put together in a binder.			
2. is neat and tidy.			
3. has a cover page with my name on it.			
4. has a table of contents.			
5. has my photo.			
6. explains who I am.			
7. explains my goals.			
8. has my résumé.			
9. has a list of my goals.			
10. has reference letters.			
11. has my awards and/or certificates.			
12. has a list of my references.			
13. shows my employability skills			
14. has samples of my best school work.			
15. uses correct spelling and grammar.			
16. is divided into logical sections.			
17. highlights my skills and achievements.			

Maintaining Your Portfolio:

Your personal portfolio should change as you learn and develop new skills. Regularly update your portfolio by getting rid of old information and inserting new and better evidence of your goals and skills.

Remember, your portfolio is a great way to introduce yourself to a potential employer or school. It is something that may come in handy now and in years to come. Update it regularly. Be proud of your achievements!



“Success is focusing the full power of all you are on what you have a burning desire to achieve.”

-Wilfred Peterson