Using Your Portfolio in the Job Search

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Why Use Your Portfolio?

"Many employers are finding it harder and harder to believe the self-advertising statements found in résumés. When a job seeker offers to share a portfolio during the hiring process, he or she makes the difficult decision easier. That's because a portfolio contains evidence of one's work-abilities (sample letters, memos, news clips, reports, charts, plan sheets, budget print outs, photos, etc). The portfolio provides an alternative to checking references. I believe that the job seekers who supply additional credible information about past performance during the interview will enjoy a more favorable response than those who rely solely on words or résumés."

–Martin Kimeldorf

Uses for Your Portfolio

- Finding a Job
- Getting a Promotion or Raise
- Applying for Grants, Awards or other Benefits
- Defending Your Professional Record
- Applying for Graduate or Professional Schools
- Applying for Scholarships
- Applying for a Start-up Business Loan
- Showing customers your capabilities

Using Your Portfolio in a Job Search

- Be proactive about promoting your portfolio

  Mention your portfolio in cover letters and in your résumé

- Use your portfolio to help you frame your job search

  Examine the contents of your portfolio critically, or with an outsider, to help you assess what types of jobs would be a good fit given your skills, experiences and abilities

Using Your Portfolio
in a Job Search

- Have your portfolio with you at interviews, job fairs,

- Use your portfolio as a prop, not as a crutch

    Use it to illustrate the skills you are talking

    about, not to make your case for you

- Know your portfolio well

    Know what is in your portfolio and how you

    can find it quickly

Keep Your Portfolio Up-To-Date

- Rethink your organization and use of the portfolio after job interviews

  How can you better use your portfolio next time?

- Prepare sections of your portfolio for "performance" interviews

  Display evidence that supports the required

  performance tasks