



## Quick Tips: Building a Portfolio

### **BASIC TIPS:**

- Portfolios are not only restricted to education and art majors but can be built by a student of any major.
- A portfolio is a representation of your specific skill set. It shows work that you have done throughout your time in college.
- Incorporate such qualities as leadership, teamwork, critical thinking, communication skills (verbal and non-verbal) and problem solving skills.
- Be sure to include evidence for these abilities (listed above). Examples could be a team paper, a project, letters of recommendation and any other activities that demonstrate these types of skills.
- Have someone review your portfolio to offer feedback. Select a counselor from your career center, a faculty member, or an industry professional who would be willing to look over your portfolio to offer suggestions/input.
- Make sure to receive feedback from whoever reviews your portfolio. They should let you know if it is an appropriate representation of your work and if there are any other additional pieces that you should include in your portfolio.