



Building a Portfolio

(Kimshi Hickman) Typically, portfolios were thought to be for education majors and for art majors, but really, a student of any major can develop a portfolio. And really think of a portfolio simply as a representation of your skill set.

So step one in building a portfolio really would be to determine what goes in it. So the skills that you want to represent are going to be leadership, team work, critical thinking, it's going to be communication skills, both verbal and non-verbal. And it's also going to be problem-solving skills and those types of things.

So step two then would be to determine what skills do I have and how do I document that. So you can document that in a variety of ways. One is just providing evidence of that. So if you're in a team and you have proof of that such as a paper from a team project. Or a project to show that's evidence. Also it could be letters of recommendation from a faculty member or from an employer you worked internships for. That's another way to document. And the other is just to keep record of all your activities and demonstrate those skills.

And even if you're not sure, as to whether or not that should be in your portfolio, gather your information, keep track of it, and then step three is to have someone review it. I would recommend that you have someone from the career center look it over and determine is it appropriate to be in your portfolio, might they recommend some additional pieces to go in there. And another good person to review it might be a faculty member, and also an industry professional.