

Portfolio Guidelines

Use the guidelines below to help you organize all of your amazing experiences into different categories. You may choose to add or delete sections of this guide according to your goals and experience. Your portfolio should reflect your personal journey. Be professional and creative!

Personal mission statement:

- Personal vision or mission statement or quote you live by
- Optional: Personal philosophy of leadership, life goals, etc.

Academics:

- Educational goals
- Include evidence of your academic abilities and strengths. Report cards, honor roll, etc... Possible skills to highlight include critical thinking, communication, initiative and follow-through, technical skills, etc.
- Outstanding examples of your academic accomplishments. Supporting documents may include papers, projects or school work.

Leadership Experience:

- Club and organization involvement
- Conferences, workshops and retreats
- Committee Work (school, church or community—include special roles on committees)

Career Preparation:

- Internships held
- Employment experience
- Job descriptions
- Evaluations

Service learning and Civic Engagement:

- Service-Learning projects and activities
- Volunteer work
- Service-Projects
- Social/School activism programs

Honors, Awards and Recommendations:

- Awards received
- Newspaper or other media coverage
- Nominations
- Letters of recommendation from faculty, employers, advisors, school staff

Personal Talents, Abilities and Interests:

- Examples of fine and performing arts involvement and/or work
- Participation in athletics
- Computer skills and certifications
- Other hobbies and interests