

BUILDING A GREAT CAREER PORTFOLIO

Developing an online career portfolio can greatly help you market your skills, experiences, and goals. Also, an online career portfolio will equip you with several examples of your work and educational experiences that you can discuss when networking and/or in an interviewing. Follow these steps to get started today!

ANSWER THESE QUESTIONS BEFORE YOUR CREATING YOUR PORTFOLIO

1. What is your career goal?
2. Have you created a customized and updated resume for this goal? Yes No

Look at the CREW Career Center's website for assistance in creating or updating your resume.
3. Review your desired occupation on ONET. What are the key words/buzz phrases in your industry?
4. Review three current job openings for position in your desired industry. List the skills and requirements for these positions.
5. Search on Google for online career portfolios. What do you like the about examples you see?
6. What headers do they use that could be applicable to your online portfolio? What color combinations do you like and why?

FOLLOW THESE STEPS TO GET STARTED

Create or revise your resume. Trying to make a career portfolio without an updated resume is nearly impossible. *You can omit your address on your career portfolio for privacy purposes.*

Brainstorm and write down the categories (headers) you want to include. This information should be related to your career goal. Common headers include, but are not limited to, the following: About Me, Resume, Projects, Presentations, Volunteer Work, and Recommendations.

Choose a free template on Wix and begin working. You can always state "Work in Progress" at the bottom of any section (i.e. if you have one or two projects to list, list them! Don't wait. You can always add more later).

Save your work frequently.

Be sure to proofread and have friends, family, and/or the CREW Staff review your presentation before publishing.