

Portfolio Checklist

Putting a portfolio together is a really great way to showcase your work during an interview, as well as house some of your employment documents. While talking about the work that you've done, you can take it a step further and actually **SHOW** some of the work that you've done. You might also consider creating an ePortfolio to showcase your work electronically.

- Resume
- Personality type / Strengthfinders Assessment / Enneagram
- Past performance reviews
- Writing / Communication Samples
- Examples of projects you've worked on (before & after)
- Photos of Events you've planned
- Certificates from continuing education seminars you've attended
- Copies of Diplomas & degrees
- Licenses & Certifications
- Letters of recommendation
- Screenshots of Linked In recommendations
- Professional Association Memberships
- Volunteer Work
- Awards & Recognition