

Portfolio Guidelines

Not sure how to start building your portfolio? 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 through the CHALLENGE!

PERSONAL MISSION STATEMENT:

- Personal vision or mission statement (you must have this to successfully complete the program)
- Optional: Personal philosophy of leadership, life goals, etc.

ACADEMICS:

- Educational goals
- Include evidence of your academic abilities and strengths. Possible skills to highlight include critical thinking, communication, initiative and follow-through, technical skills, etc. Supporting documents may include former academic projects, papers, activities or assignments.
- Outstanding examples of your academic accomplishments. Supporting documents may include transcripts, course descriptions, syllabi, sample paper or school work.

LEADERSHIP EXPERIENCE:

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

CAREER PREPARATION:

- Resume (you must have this to complete the program!)
- Cover letters
- Career workshops
- Internships held
- Employment experience
- Job descriptions
- Evaluations

SERVICE LEARNING AND CIVIC ENGAGEMENT:

- Service-Learning reflection form (you must have this to successfully complete the program)
- Service-Learning projects and activities
- Volunteer work
- Service-Projects
- Social/Campus activism programs

HONORS, AWARDS AND RECOMMENDATIONS:

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

A FINAL SUGGESTION:

Be professional and creative! Your portfolio should be both pleasant to read and appropriate to your field of interest.