Creating your Personal Portfolio

Your personal portfolio could also be called a career portfolio as it is an organised collection of evidence that shows your accomplishments both in and out of school. A portfolio shows samples of your work that exhibit and reveals the quality and variety of your learning, accomplishments, skills and experiences.

A portfolio complements your resume which summarises your achievements. The portfolio contains many pages and shows evidence of a wide variety of accomplishments. A portfolio may be digital or hard copy in a folder.

What are the steps to gathering a portfolio?

1) Gather your evidence
   a) Collect information and records that show your interests, involvements and achievements
2) Organise your portfolio.
   a) Organise your information into sections
   b) These may include work, school, team sports and community involvement depending on what your experience is.
   c) Your teacher may assist you with a list of preferred section headings.
3) Assemble your portfolio.
   a) Format and compile your portfolio so it is easy for someone else to read and understand the information you have gathered.
4) Final check
   a) Check that the information is relevant and up to date.
   b) Make sure the information shows you in the best possible light.
   c) Take a critical look at the presentation of your portfolio. Does it present you in the best possible light?

Evaluate your portfolio

Review your portfolio in terms of the following criteria:
• completeness
• presentation of ideas and visual appeal
• diversity and quality of selections/evidence
• evidence of understanding the process of developing a portfolio
• appropriateness for the intended purpose of the portfolio
• clarity of the message for the intended audience