

Portfolium

TOP 7 CAREER COMPETENCIES

Students who possess these 7 career competencies are more likely to make a successful transition into the workforce (NACE, 2015). Show these skills on your portfolio with work samples.

1 CRITICAL THINKING

Capstone Projects, Challenges, Research, Hack-A-Thons, Labs, Code Samples, Writing Samples, Survey Creation, Report Analysis, Case Study, Elab

2 COMMUNICATION

Writing Samples, Reports, Research, Term Papers, Presentations, Debates, Public Speaking, Marketing Campaigns, Social Media, Study Abroad, Toastmasters

3 TEAMWORK

Group Projects, Club Activities, Extracurricular Activities, Sports, Business Plan Projects

4 INFORMATION TECH

Multi-Disciplinary Projects, Social Media Samples, Presentations, Coding Samples, Projects Involving Software Applications

5 LEADERSHIP

Club Roles, Team Projects, Event Planning, Public Speaking, Elab

6 WORK ETHIC

Writing Samples, Public Speaking, Multiple Projects, Club Activities, Study Abroad, Volunteering, Research Projects

7 CAREER MANAGEMENT

Professional Introduction presenting your brand and story, Self-Employment

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TOP 10 TIPS TO BUILDING YOUR ePORTFOLIO

PRESENT A WELL-ROUNDED VERSION OF YOURSELF

What makes you, you? Share aspects of your professional life and personality that make you unique.

1

ADD MEDIA

Take advantage of your digital portfolio by attaching files such as PDFs, YouTube videos, Powerpoints, and more! If it's a physical project, photograph it!

2

UPDATE REGULARLY

Include your updated resume and experience, as well any new projects over the semester.

3

TAG YOUR TEAMMATES

Show teamwork skills by including members of your team. Plus, get more exposure by asking your teammates to add the same entry to their profiles.

4

DON'T SPILL THE BEANS

Instead of sharing confidential information about your project, simply write a project summary on what you learned as well as skills or tools you used.

5

TAG YOUR SKILLS

Employers can find talent by searching for specific skills, so make sure to tag your skills in each entry. By doing so, employers can also see proof of a skill simply by clicking it on your profile.

6

PUT YOUR BEST WORK FIRST

Just like a resume, show your best work first, as employers may not take the time to scroll through your entire profile.

7

USE ATTENTION GRABBING DETAILS

Catch the employer's attention by using a clever title and eye-catching cover image. Just make sure the title is search engine friendly by using keywords.

8

ADD A DESCRIPTION

Don't just show your project - talk about it! What inspired you? What did you learn? What were the results? Use the description section to create a narrative.

9

JUST USE IT!

Include your Portfolium URL in your resume and link it to your LinkedIn. Remember that employers may be searching for potential candidates even when you're not on the active search, so don't miss out on great opportunities!

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