

How to Organize a Professional Portfolio



A portfolio is a way to show people the work you've done as an example of your skills and abilities. Here are some great tips for organizing a professional portfolio:

- 1 Resume**
The first page can be a copy of your resume.
- 2 Table on Contents**
Include a table of contents to guide the employer through each section.
- 3 Presentation**
Use clear page protectors in a nice binder for a professional look.
- 4 Other Items**
Some items to include in your portfolio: work samples, a list of your skills, workshops and conferences you have attended, references and testimonials, articles about you, and anything that shows your professional skills or achievements.

We believe that ALL people deserve a chance to learn and succeed.

Ascendant Community Education ("ACE") partners with banks and other financial services companies to provide free financial literacy education to low to moderate income households.

AscendantEducation.org



**ASCENDANT
COMMUNITY
EDUCATION**

Learning Together to Make Life Better