



Portfolio Building

An important job search tool is a well-designed portfolio. It allows you the opportunity to organize and display your work/attributes and impress a potential employer with your training and experiences. The portfolio should be brought to any job interviews.

The key is simplicity and neatness. The following items are essential components of a portfolio. Use this as a guide when building your portfolio for success.

Important elements to a portfolio:

Resume

References

Letters of recommendation

Diplomas

Certifications

Transcripts

Summary of continuing education/training

Showcase of your work

- Pictures
- Essays
- Sample work

Newspaper articles

Special recognitions

Be creative!

www.kirtland.edu/student-success-center

It is the policy of Kirtland Community College that no person shall, on the basis of race, color, religion, national origin or ancestry, age, sex, disability, physical proportions, sexual orientation, marital status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. For information, or to register a grievance, contact the Director of Human Resources, Room 226 ADM Building, 10775 N St Helen Rd, Roscommon, MI 48653, 989-275-5000 x 271 or 239.