



DIVISION OF ENROLLMENT MANAGEMENT
&
STUDENT EXPERIENCE

**CAREER & PROFESSIONAL
DEVELOPMENT CENTER**



**PROFESSIONAL DEVELOPMENT
PORTFOLIO GUIDELINES PACKET**

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CREDENTIAL PORTFOLIO
GUIDELINES PACKET

The information contained within this packet has been compiled by the Career & Professional Development Center at the University of Maryland Eastern Shore. We hope that you find this information very helpful and invite you to stop by the office. The office is located in the Student Services Center, Suite 2158.

“Manners carry the world for the moment; character, for all times.”

Adapted from www.nichols.edu/ocs/portfolios/

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WHAT IS A CREDENTIAL PORTFOLIO?

A portfolio is a visual presentation of your strengths. Its contents demonstrate your skills and abilities as well as how you've used them. Normally, portfolios are housed in a suitable binder. However, electronic versions are a consideration as long as the medium is easily accessible, e.g., on a secure internet site or on a disk in a Microsoft PowerPoint slideshow. Having an electronic portfolio also demonstrates your computer skills.

WHY SHOULD I HAVE ONE?

A professional credential portfolio can help set you apart from other job applicants. A savvy job seeker carries a portfolio to the interview. This physical documentation can be a very convincing tool to help influence employers to hire you.

WHAT ARE RECOMMENDED CONTENTS?

- A copy of your resume.
- Letters of recommendation.
- An official college transcript.
- Copies of awards/honor documents.
- Letters of commendation or appreciation.
- Internship summary documents.
- Documentation from relevant class assignments.
- Sample of any written communication that you created, e.g., brochure.
- Printed program from an event that you planned or in which you participated.
- List of workshops and conferences you attended.
- Newspaper articles that address your achievements.
- Samples specific to your intended occupation. As an example, for teacher positions:
 - Student teaching evaluations.
 - Sample lesson plans.
 - Pictures of bulletin boards you designed.
 - Information about a field trip or other event that you organized.

WORK SAMPLES LIST

Certainly, work samples vary depending on your experiences and the type of position you are seeking. The following list is by no means all-inclusive but should give you some ideas of the kinds of items to include:

Experience-related Documents

- Writing samples such as memoranda, reports, articles, or proposals.
- Public-speaking evidence such as speech outline, conference brochure, or photos. such as charts, graphs, or tables.
- Computer-related samples such as presentations or web page-related materials.
- Project materials such as plans, manuals, surveys or pictures of posters you created.
- Logs such as flight or repair logs.
- Materials related to community service projects.

Education-related Documents

- Transcripts.
- Certificates, e.g., training.
- Licenses.
- Results from standardized or other formal tests.
- Charts showing hours completed in a particular area.
- Evidence of competitions.
- Samples from classes.
- Teacher evaluations.
- Brief course descriptions.

Performance-related Documents

- Thank you letters.
- Nomination letters.
- Attendance records.
- Examples of problem-solving.
- Lists of types of customers you assisted.
- Copies of materials that mention your efforts, e.g., email or memoranda
- Customer satisfaction survey results.
- Invitations to present at workshops or conferences; letters to ask you to mentor or train others.

SAMPLE OUTLINE

Portfolios can be organized simply in chronological order, however it is recommended that you create a functional portfolio and order each segment chronologically. You need to decide how to best organize your materials. A sample outline follows:

- I. Work Experience
 - a. Resume.
 - b. Work samples.
- II. Education and Training
 - a. Transcripts.
 - b. Certificates.
 - c. Work Samples.
- III. Communication Skills
 - a. Internet materials.
 - b. Work samples.
- IV. Performance and Awards
 - a. Letters of recommendation.
 - b. Letters of commendation and appreciation.
 - c. Certificates.
 - d. Licenses.
 - e. Awards.