

Creating a Career Portfolio

Do you want to stand out in the crowd at your interview? If so, then create a portfolio to stand out from the crowd. Portfolio's take a little time but once you have it created, updating it will be easy. Regardless of what you do for your job at the county, you can show your future boss that you are perfect for the position. A portfolio with real examples of your work communicates more than just the quality of your work. It demonstrates your passion and commitment.

What is a Work Portfolio? *A work portfolio is a sampling of some of your best work. No matter what kind of work you do, a portfolio showcases what you are great at.* Here are some examples:

- If you are a bookkeeper you can include a detailed list of the software that you use, example pages of types of reports you prepare, letters of recommendation.
- If you are a sheriff you can include sample case history notes, examples of your investigation process, reports about the types of technology and techniques that you use. A list of cases solved or training certificates.
- If you are project manager you can include samples of spreadsheets from projects that you worked on, your accreditations, certificates, awards, or reports that you have prepared.

Benefits of a portfolio

- Showing an interviewer what you can do with a portfolio lets them see how good you really are, and eliminates any question about you exaggerating your worth.
- Your work speaks for itself and will provide accurate information about your skill level.
- Spending the time to create a portfolio means you are very prepared to answer any interview question about your experience, skills, and past work.
- The time it takes you to find an example in your portfolio that speaks to the question asked gives you a chance to think through what is behind the question and organize what you want to say.

Steps to create a portfolio

1. Decide on a format. How will you use this portfolio? Will you show it in an interview?
2. Decide on a presentation binder. This is a very important step, presentation is everything.
3. Look at your skills. What have you done? Can you get screen shots of your work?
4. Look at yourself the way you think a potential employer would see you. Pay attention to the details.
5. Choose items to showcase your skills. Find the best examples of your work.
6. Choose items that are relevant to the job you are interviewing for. If you are looking at trying for a job in multiple areas, then create multiple portfolios.
7. Customize your portfolio to the job description.
8. Make a digital backup of your portfolio to keep it constantly updated.
9. Think ahead about how much time someone may spend looking at your portfolio.
 - Use visual examples, screenshots
 - Use small samples of large works if they take less space
 - If written work is the best way to showcase your skills, send it in advance or have copies in your portfolio to refer to.