

**Portfolio**

Overview

**A. Kinds of Portfolios**

Traditional Portfolios

Digital Portfolios

Online Portfolios

Drop-off Portfolios

Mailing Portfolio

**B. What to Include**

How many pieces

What kind of pieces

Tailor Content to Individual Position

Labels, Presentation Sheet

**C. Presentation and Design**

Design, Colors

Arranging Pieces, Order, Organization

Resume, Cover Letter, Business Card, Self Promo Pieces

Format, Size

Portfolio Presentation/Review

**D. Build Up Your Portfolio**

Volunteer

Personal Work - Family Freebies

Self Promotional Material

Tutorial Pieces/Dummy Samples

**E. Special Considerations**

Online Portfolios

Digital Portfolios

Design Sheets