

# Ideation Report Template

## Introduction:

*I need to create a portfolio*

A portfolio is a compilation of work samples and professional documentation that provides proof of my accomplishments or samples of my work. It can be a physical book or binder that organizes samples of my work, or an online portfolio with electronic files.

## Expected List of Features:

Portfolios are a great way to demonstrate the competencies I would list on a resume or talk about in an interview — they allow me to *show* and not just *tell*. During a job search, the portfolio showcases my work to potential employers. It presents evidence of my relevant skills and abilities. Portfolios are also helpful for independent contractors, consultants, or business owners who need to provide work samples to potential clients.

Outside of a job or client search, archiving samples of my work to a portfolio is a great way to keep track of my accomplishments and make note of when you acquired key competencies. Having it all together in a portfolio can be useful during my yearly review or helpful if I decide to go for a promotion.

# Market Survey:

Some items may be able to include in my portfolio:

- Current resume or CV
- Diplomas, certificates, and transcripts from post-high school institutions
- Reference letters, awards, testimonials, and LinkedIn recommendations
- Work samples that you have created, for example:
  - Curricula
  - Proposals
  - Marketing materials
  - Spreadsheets or reports
  - PowerPoint presentations
  - Graphics or layouts
  - Database infrastructure
  - Project plans

- Evaluations and/or performance appraisals
- Published articles and writing samples
- Link to blog or sample of blog post
- Thank you notes or e-mails from clients or co-workers

## References:

- <https://www.shopify.co.uk/partners/blog/web-design-portfolio-inspiration>
- <https://www.mockplus.com/blog/post/web-design-portfolio>

**Thank you for your time.**