



# Building a Successful Portfolio

## A Getting Started Guide

### WHY DO I NEED A PORTFOLIO?

Unlike a flat resume, your Portfolio is a selection of artifacts that provides tangible support for what you want to say about yourself and your skills, abilities, and achievements.

A Portfolio is:

- A dynamic collection of materials or artifacts which summarize, document, and highlight the best of who you are, what you have done, and what you hope to do.
- Evidence of your experience and potential.
- A life-long tool to help you discover and express who you are.

“ 93% of employers agree that demonstrated skills in critical thinking, communication, and problem solving are more important than your undergraduate major.

83% said that a student portfolio would help in evaluating candidates.

*(Source: It Takes More Than A Major: Employer Priorities for Student Success, Hart Research Associates)*



### 1

## WHAT SHOULD I PUT INTO MY PORTFOLIO?

### RESUME

If you have a resume, simply upload it. If you don't have one, download our [resume template](#) to create yours.

### LEARNING EXPERIENCE

You can add your transcripts, diplomas, online learning certificates, or anything else that demonstrates your expertise and qualifications in your field.

### PERSONAL REFLECTION

It's also a good idea to include a mission statement, work philosophy, and/or personal and career goals to give your viewers an idea of who you are and where you're going.

### WORK EXPERIENCE

You probably have documents, images, or videos that you can use to support past work experience, personal projects, internships, volunteer work, and other experiences. Even a simple photo can mean the difference between just telling the story, or bringing it to life.

### 2

## PROFILE DETAILS MATTER!



UPLOAD YOUR  
PROFILE IMAGE

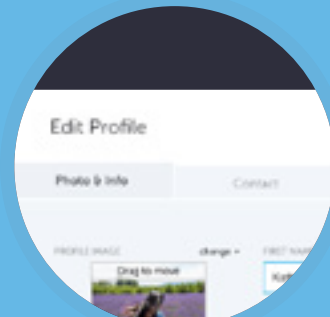
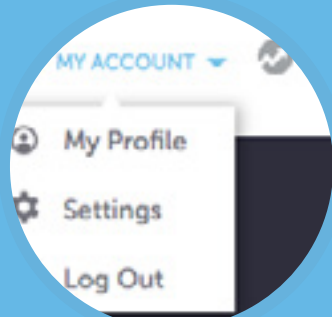


OFFER WAYS TO  
CONTACT YOU



EXPRESS YOUR  
PERSONALITY

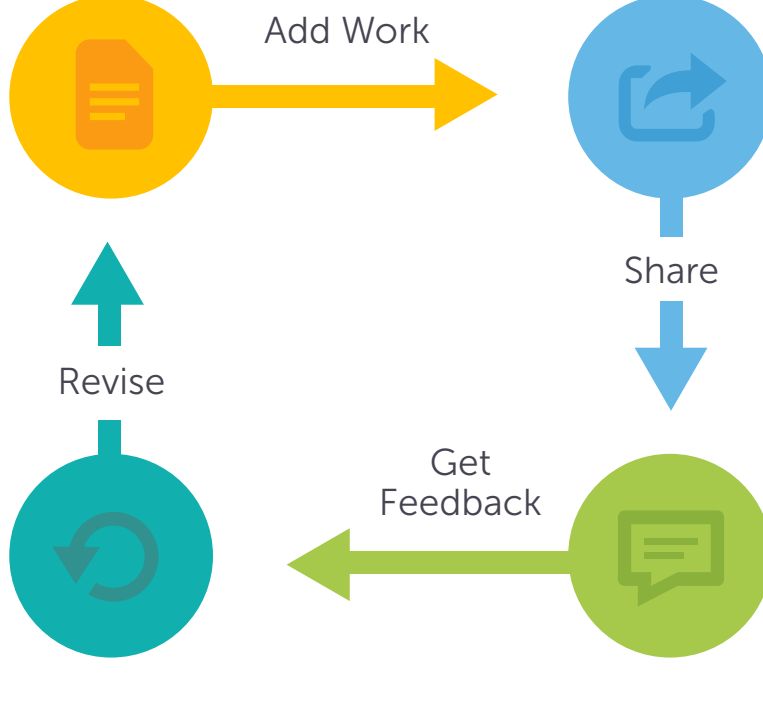
It takes just minutes to make an impact: In Pathbrite, Click on My Profile in the top right corner, hover on your profile image and open edit profile panel.



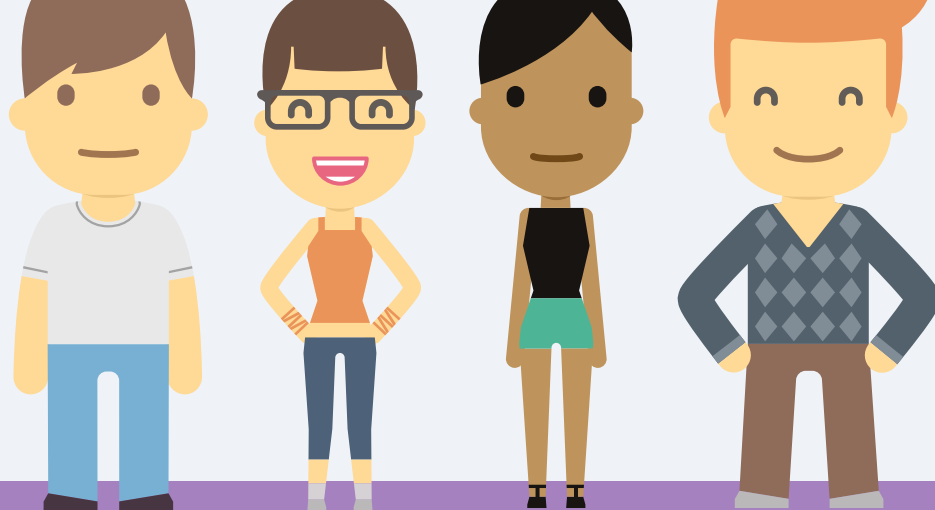
### 3

## MAKE IMPROVEMENTS

After creating your Pathbrite Portfolio, we encourage you to share it with your peers and mentors to get feedback before sending out to employers.



## Enjoy Building Your Portfolio !



[www.pathbrite.com](http://www.pathbrite.com)

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