

**Have I thought about making a digital portfolio?** A digital portfolio is a great way to support your resume and cover letter with concrete examples of your work. Strengthen your application by attaching a link to a digital portfolio and give possible employers proof of your abilities and skills, by showcasing the quality of your work.

## Things to Include:

### Professional Document Suite

- Resume
- Cover letter
- References

### Testimonials

Providing testimonials from others can help prove your ability to a potential employer. Include client testimonials, positive professional feedback, or reference letters in your digital portfolio.



### Personal Statement

Your personal statement should be brief and share your goals and values, or provide a brief narrative about how you got started in your industry. Including a timeline can help make your statement stand out.



### Digital Portfolio Resources

- Adobe Portfolio/Behance
- Crevado
- Dropbox
- Folio HD
- Google Drive/Google sites
- Journo Portfolio
- Shown'd
- Squarespace
- Wix.com

### Work Samples

Include 5-10 samples of your best work. Your samples should reflect your innovation, results, and strengths as an employee. Consider including a variety of projects to show your range. Samples can be organized in chronological order or by industry.

### Tips & Tricks to Stand Out

- Keep it simple
- Personalize your portfolio
- Use visuals where possible to make information easy to see (graphs, presentations, posters, timelines, etc).



As you put together your professional suite, you may wonder what value a digital portfolio adds to your resume and cover letter. The truth is that a digital portfolio has the ability to tell your story in a more comprehensive way, while providing proof to potential employers that the results you promise are the results you deliver on. Digital portfolios compliment to your professional suite and can help you find ways to archive your work/projects throughout your career.

## Things to Include:

### Work Samples

Include your top 5-10 work samples. These work samples should reflect your ability to innovate, generate results, and show your strengths as an employee. You may want to include a variety of projects that show your range. These samples can either be organized by industry or chronologically.

### Professional Suite

Your updated resume, cover letter, and references should all be included

### Personal Statement

(Story, goals, passion, your journey)  
Your digital portfolio gives you the opportunity to tell potential employers who you are . You can use a visual timeline of your career history, a personal statement about your goals or values, or a brief explanation on how you got started in your industry.

### Graphic vs. Non Graphic

- Graphic
- Non-Graphic

### Client Testimonials

The best way to prove that you are great at what you do is having someone else tell your employer. Gather any client testimonials or positive feedback that you have received and include it in your portfolio to show your ability.

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