**Career Portfolios**

Career portfolios are typically used by teachers, graphic designers, artists, and journalists, but they are becoming more popular for all job seekers. A career portfolio can visually show your skills, accomplishments, knowledge, and education. Show off your work!

Career portfolios are typically in a 3-ring binder that may include:

* Title page
* Table of Contents
* Resume
* Letters of recommendation and/or references
* Presentations you have worked on or shown
* Documents or artwork you have created
* Videos, cd’s, pictures, etc. that relate to your work
* Volunteer and community service experience
* Awards and certifications

For more help on how to create your career portfolio, contact the Career Services Office at 616-331-3311 or [click here](http://www.gvsu.edu/careers/) for their website.