

# CAREER PORTFOLIO

## How Can the Career Portfolio Help Me?

Your Career Portfolio can help you organize and describe your accomplishments at FSU. If you consistently use the portfolio, you may be a stronger candidate for jobs or grad school because you can more easily answer interview questions based on your experiences. Furthermore, recruiters can see actual evidence of your work!

### Build Your Portfolio

- Create your profile and skills matrix, then upload your résumé/CV, references, artifacts, and examples.

### Manage Your Portfolio

- Name, customize, view, and share your portfolio.

### Continue to Learn and Grow

- Learn and develop skills employers value most and find opportunities for continued academic and professional growth.

*Use the Career Portfolio to compile information documenting the skills and experiences you gain every semester at FSU. Recording these details as they occur will allow you to quickly and easily access facts about your accomplishments to share with professors, employers, and graduate school admissions committees. Build your portfolio today by following these steps!*

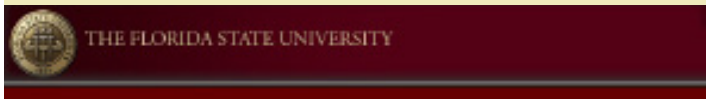
## What is the Career Portfolio?

The Career Portfolio is a tool created by The Career Center to present your skills and experiences to prospective employers, graduate schools, and other organizations. You can use the Career Portfolio to learn about skills that employers and graduate schools value most, build a personal profile using the skills matrix, post your résumé, and list positive references from people who know you well. Then, upload examples of your best work (called “artifacts”) and share your portfolio with potential employers or graduate schools.

## How Do I Begin?

You can begin your Career Portfolio at any time, but the sooner the better! To get started:

- 1 Access the Career Portfolio at [portfolio.fsu.edu](http://portfolio.fsu.edu) or log in through Blackboard.
- 2 Explore the First Time User Tour for a comprehensive overview.
- 3 Start building your portfolio!



# Build Your Career Portfolio

## 1 Profile

Your profile is the first area referred users, such as employers, will see when entering your Career Portfolio. The profile section gives you the opportunity to make a strong impression right from the start. You can highlight items, such as your background and goals, or even write a cover letter directed at an individual viewer. The profile can be personalized to fit your needs, allowing you to summarize your strengths and qualifications.

Click the “Profile” link under the Build section of the main menu to begin!

## 2 Skills Matrix

Embedded in the Career Portfolio is a list of career and life skills. These are skills that employers who hire FSU students value and look for in potential candidates. They are:

- Communication
- Creativity
- Critical thinking
- Leadership
- Life management
- Research and project development
- Social responsibility
- Teamwork
- Technical/scientific

To make a good impression, it’s up to you to prove that you have developed these general skills, as well as specific skills needed in your career field. Through the skills matrix in the Career Portfolio, you can document how you have developed your skills! You can reflect on your experiences in a variety of areas, such as jobs/internships, courses, service/volunteer work, membership/activities, and other interests or life experiences.

Developing and documenting these skills better prepares you to market yourself when writing your résumé, during an interview, or when writing a personal statement. Update your skills matrix every semester, and you’ll have a wealth of information to help market yourself!

Click the “Skills Matrix” link under the Build section of the main menu to begin documenting your skills.

## 3 Résumé/CV

Your résumé or CV is an important piece of your Career Portfolio because it documents your qualifications for a position. Refer to [page 20](#) or speak to a career advisor for more information on how to write a résumé or CV.

Your résumé/CV is critical to your future success, so make sure you have it reviewed by a career advisor, friend, or professor for suggestions and to check for any possible mistakes. Remember that your résumé/CV is a marketing tool and should present a positive image of your experiences and abilities.

Click the “Résumé/CV” link under the Build section of the main menu to name and upload your résumé/CV.

**NOTE:** Remember that you can include more than one version of your résumé and/or CV!

## 4 References

References are an important part of your Career Portfolio. References can include faculty, advisors, employers, and others in your life you’ve made a connection with. These are people you have developed relationships with and who would be willing to provide a positive reference for you. Start developing your references early!

Remember to always verify the accuracy and appropriateness of the reference information with each of your references. Also, make sure your references are willing to have their information available online.

Keep your references informed about your goals and activities when you are actively pursuing career options and provide them with your résumé. This helps them to provide a better recommendation for you when asked.

Click the “References” link under the Build section of the main menu to add contact information for people who know you well.

The screenshot shows the main menu of the Career Portfolio. On the left is a sidebar with navigation options: "First Time User?" with a "Take This Tour!" button, "Need Help?" with "Try the Portfolio Help button or Contact Us", and "What's New" with a "--NOW OPEN-- 2011 CAREER PORTFOLIO CONTEST!". The main content area features the "CAREER PORTFOLIO" logo with "FLORIDA STATE UNIVERSITY" below it, and a "Main Menu" section with the text "To change your name or email, visit My Settings". Below this is a "Build" section with a navigation bar containing links for "Skills Matrix", "Profile", "Resume / CV", "References", and "Artifacts & Examples".

## 5 Artifacts and Examples

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An artifact is a physical example demonstrating your work. Using the Career Portfolio, you can upload your digital artifacts to provide evidence of your experience. Artifact examples include:

- Research or thesis papers
- Audio of a performance or composition
- Speeches
- PowerPoint presentations
- Spreadsheets
- Databases
- Scans of artwork or photography
- Class assignments converted to digital format

You can show potential internship sponsors, employers, and grad schools that you have experience by adding artifacts and examples to your Career Portfolio. This section will allow you to show off actual samples of your work on the web, including class projects, research papers, course assignments, etc. Whether you upload photographs you have taken or a PowerPoint presentation you have created, your artifacts and examples will help you stand out from other candidates.

Click the “Artifacts & Examples” link under the Build section of the main menu to add examples of your experiences. Showcasing samples of the work you’ve accomplished will help your Career Portfolio stand out when presenting yourself to employers and other referred users!

## Market Yourself

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### Create a “Showcase Portfolio”

Your portfolio is a way to market your professional and academic qualifications to graduate schools and employers. The Career Portfolio allows you to have three different versions of a finished “showcase portfolio.” When you have entered in your information through the Build section, you can use the Manage section to choose which information is viewable to others and how they see it.

### 1 Name Your Portfolio

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Step 1 of the Manage section allows you to rename your default “My Career Portfolio” and add other showcase portfolios. Example portfolio names can include “Job Search Portfolio” or “Grad School Portfolio.” The names you choose should reflect the information you include in each portfolio.

## 2 Customize Your Portfolio

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Step 2 of the Manage section is where you will select the items you want to make viewable for this particular showcase portfolio. Other items you can make viewable are your unofficial academic transcript, unofficial service transcript, confidentiality statement, and a PDF version of your portfolio.

## 3 View Your Portfolio

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Step 3 of the Manage section lets you view your showcase portfolio the way it will appear to referred users. Be sure it appears correctly before you give others access!

## 4 Share Your Portfolio

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Step 4 of the Manage section allows you to share the portfolio with others by creating access keys, sending your portfolio, and viewing access details.

- **Create access keys**, or passwords, which grant access to a particular showcase portfolio. You can create as many access keys as you wish for each of your portfolios. You may want to create different access keys for each person to whom you will be granting access. To give access to someone, you will need to provide them with your email address and the access key. You can also send an email directly from the portfolio with access instructions.
- **The Send Portfolio feature** allows you to email a referred user (anyone you choose) with instructions on how to view your portfolio.
- **View Access Details** provides information about when each access key is used. It shows the date, time, and number of times each access key is used for a specific portfolio. This is a great way to see if the person you referred to view your portfolio has actually viewed it, but only if you give each potential viewer a unique access key!