



Follow these tips to create a Career Portfolio that will get you noticed!

DO

1. Tailor your experience entries to each specific skill in the skills matrix. Do not just copy and paste one standard description of the experience.
2. Be specific in describing your activities and roles.
3. Select artifacts that reflect your objective.
4. Reflect and provide insight in describing how the skill was obtained.
5. Be concise! Remember, referred users may not have a lot of time to read lengthy descriptions.
6. Customize your Career Portfolio for each referred user, and avoid sending everything you have entered into the system to a referred user. You want to determine what is most important to show a particular referred user. (Don't forget that you can have 3 versions of your Career Portfolio).
7. Relate the information contained in your portfolio to your career objective. Showcase your objectives, goals, and accomplishments on the profile page and make sure the contents of the portfolio relate back to that information.
8. Describe your artifacts! Employers may not be able to view each artifact, so provide a description that will lead them to ones they are most interested in viewing.
9. Link your skills to the artifacts you include in the portfolio. Describe how the artifact showcases a particular skill area.
10. Proof your portfolio before sending it to a referred user. Look for spelling and/or grammar mistakes.
11. Get your portfolio critiqued. Career advisors are available to provide feedback.

DON'T

1. Rely on just your coursework to highlight your skills. Use a variety of experiences!
2. List your skills without showing how you gained them.
3. Use cutesy sayings, conversational language, or slang. Remember, this is a professional representation of yourself. Write in a professional manner.
4. Include photographs of yourself unless it conveys a skill. For example, if you are conducting a laboratory experiment or giving a presentation to a large audience, you may include this action picture.
5. Feel like you need to fill the entire Skills Matrix. Quality is better than quantity!
6. Be repetitious and use the same experience for all the skills.

For more help with your Career Portfolio, talk with a career advisor or e-mail portfolio@admin.fsu.edu.

Advising is available on a drop-in basis at the Career Center. Stop by Monday-Friday, 9:00 a.m.-4:30 p.m.

Learn more about the Career Portfolio. Visit portfolio.fsu.edu today!



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