

Why a portfolio?

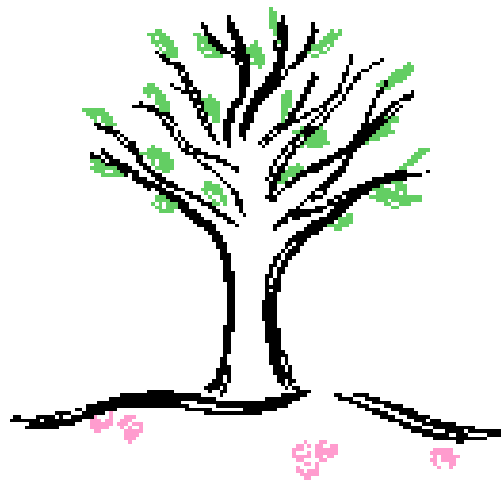
A portfolio is being used extensively in the business world as a way of showing evidence of your work, knowledge, skills and achievements. Employers often want more than just a resume!

*A portfolio is a tool that:

- Indicates your level of expertise in your subject matter.
- Shows proof of your skills and abilities.
- Shows evidence (work samples) of your abilities.
- Contains your personal and professional goals.
- Keep this in mind as you build your portfolio using the following sections and documents as a guideline.

Design a front, side, and back cover for your binder. For example:

Sandy Student Horticulture Co-op & Internship Portfolio



College of DuPage
Glen Ellyn, IL

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Statement of Confidentiality

You may use the statement below.

*“The contents of this portfolio belong to (your name). Please do not copy without permission. Some of the samples included are the property of the organization whose name appears on them. Permission has been granted for these to be used as a demonstration of my work.”

Resume

Include a resume that incorporates your most recent coursework and co-op experience. You may also want to include a sample cover letter (not required).

Contact College of DuPage Career Services @ 630.942.2230 for an appointment if you need assistance developing or revising a resume.

Goals

Your co-op goals go in this section. You should re-type them. Also create a set of short and long-term goals. These set the direction and tone of your career. Take some time to reflect on your short and long term goals. Ask yourself, where do I want to be in 2 years or less? In 5 years and beyond?

For example:

Short term goals

- Attain a degree or certificate in horticulture by spring _____
- Gain knowledge of how to operate a successful landscape/floral/garden center business through College of DuPage internship experience.

Long term goals

- Earn an advanced degree in
- Own my own landscape business by....
- Become a steward of the environment by....

Skill Sets

Identify and describe your skill sets and abilities in three areas:

- **Applied Skill Sets**
What skills and knowledge did you have from your horticulture classes that you applied on the job?
- **Acquired Skill Sets**
What new skills and knowledge did you learn on the job?
- **Additional Skill Sets**
What skills or knowledge needed to be stronger or were lacking?

Work Samples

- The *first* page of this tabbed section should be an annotated list of your work samples. The annotation clearly states what goal the documentation supports.
- Include samples of your work during your Co-op/internship. Samples should show evidence that you achieved your goals. This could include your employer evaluations and self evaluations, photos, publications, reports, etc.

What else can you include that shows evidence of your achievement during your Co-op/internship?

Other Evidence of Achievement

You might want to include

- Course projects
- Other work samples
- Awards
- Community Service
- References
- Letters of recommendation
- Personal interests
- etc.