



SAMPLE PORTFOLIO

Jane Doe

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Date

National Museum of African Art Smithsonian Institution
P.O. Box 37012 MRC 708
Washington, DC 20013-7012

Dear Mr. Nkrumah:

I am contacting you in response to the job announcement posted in the careers section of the National Museum of African Art web site for the position of Director of Funds and Procurement. The position is of great interest to me due its dedication to assisting the museum and Smithsonian to foster the discovery and appreciation of the visual arts of Africa.

The job announcement mentioned the ideal candidate needs to possess superb research skills and to be well versed in international customs. As a doctoral student at American Public University I participated in three excavations in Egypt where I was assigned the task of examining the tomb of King Tutankhamun. Each excavation lasted two months and required great attention to detail. These experiences not only strengthened keen research skills they also granted me the opportunity to travel abroad and to become familiar with international customs.

The position also requested applicants have a background working for non-profit organizations and grant writing. I have been a member the board of directors for a non-profit organization called His Story for three years, which educates the world about the history of members of the African Diaspora. As a member of the board of directors we wrote grants to secure municipal funding. The grants I helped to construct have resulted in securing over \$300,000. These skills will be beneficial to the Director of Funds and Procurement as I am results driven and dedicated to the cause of promoting appreciation of African art.

Due to my strong background with ancient artifacts and non-profit governance, I look forward to utilizing my skills to further the awareness of African visual arts. I look forward to discussing how my background and skills can be utilized to further the goals and aspirations of the organization. I can be reached through via the contact information listed at the top of this letter.

Respectfully,

Jane Doe

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PROFILE

Include 3-5 sentences about who you are as a professional and key skills and experience that you offer as it pertains to the position you're seeking.

EDUCATION

Bachelor of Arts in Management
American Public University System
Cumulative GPA: 3.8/4.0 (Optional)

X/20XX
Charles Town, WV

EXPERIENCE

Marketing Coordinator
Company ABC

XX/20XX- Present
Get Hired, VA

- Coordinate marketing initiatives to include monthly mailings and communications
- Establish a core team to develop and sustain the Marketing initiative program
- Contribute to the production of the year end program, including content and layout
- Acting liaison between Marketing Managers and the core staff
- Coordinate monthly marketing initiatives to increase profitability
- Attend monthly conferences and acted as the company spokesperson

Marketing Assistant
Company DEF

XX/20XX-XX/20XX
Hire Me, VA

- Assisted with the development of the Customer Relations Department
- Conducted research for promotional items and events
- Reviewed and processed incoming invoices
- Managed incoming phone calls, and processed orders

Sales Associate
Company GHI

XX/20XX-XX/20XX
Perfect Candidate, VA

- Assisted customers with their purchases, answered questions about the Yankee product
- Managed the stock room and ran monthly inventory checks
- Maintained a high level of sales and high customer satisfaction rating
- Scored among the top ten for positive customer feedback

ADDITIONAL EXPERIENCE

- Board of Directors member, Marketing Association, 20XX- Present
- General member, Marketing Association, 20XX- 20XX

HONORS

- Golden Key Honour Society
- Epsilon Pi Phi

SKILLS

- Microsoft 2010, Lotus Notes, QuickBooks, Adobe Photoshop
- General Professional Proficiency in Spanish (Spoken, Written, Reading and Listening)

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REFERENCES

Jackie Weatherall

Direct Supervisor 2009-Present
Marketing Director, ABC Company
555-123-4567, jweatherall@email.com

Stanley Chop

Colleague 2010-Present
Marketing Associate, ABC Company
555-123-7890, schop@email.com

Rachel Doolittle

Direct supervisor while serving Marketing Association of America 2011-2013
President, Marketing Association of America
Senior Marketing Manager, Marketing Company X
555-789-4567, rdoolittle@email.com

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NOTES ABOUT ADDITIONAL DOCUMENTS

When including samples in your portfolio, it is important to represent your best self. Include captions with any pertinent information so the reader can understand each piece without your narration. It is recommended that each section be on its own page for readability purposes.

TRANSCRIPTS

Make copies of your transcripts – official or unofficial – to showcase academic achievement or specialties in specific areas.

CERTIFICATIONS AND TRAININGS

List any additional trainings and certifications. Depending on the field, it will be beneficial to have copies of each certification.

SAMPLE WORK

Highlight a sampling of your work. In this digital age, you may want to link to and feature blogs, articles, artwork, or Web pages. Consider taking a screen shot of particularly impressive digital work to showcase to employers when they are not in front of a computer. Each item that is presented in a screen shot should be legible and not pixilated. If you select items you created for a previous or current employer, ensure that they are not property of the company.

You may also wish to highlight outstanding course work or projects from a previous employer. If you would like to include sample papers or reports, remember to incorporate feedback that the professor provided and include the letter grade received with the document.

TRAININGS AND PRESENTATIONS

- *Being a Brand Ambassador*, Company ABC, March 2014
 - This training showcased the different ways that employees could encourage the use of our brand in their daily lives. Training showed practical uses of marketing tactics to increase brand awareness across the company. Training lead to company's profits increasing by 10%.

- *Starting an Internal Marketing Strategy*, 55th Annual International Marketing Association Conference, June 2010
 - Presented to audience of 50 people about starting an internal marketing strategy to increase brand awareness and creating buy-in for major initiatives.

- *Customer Service Training*, Company GHI, August-December 2009
 - Provided interactive training to 500 employees over the course of four months as part of a team. Training included best practices of customer service, common customer interactions for the organization and follow up sessions to reiterate lessons learned in initial course.