

“HOW TO PREPARE AND PRESENT A PORTFOLIO”

1. Understand that your presentation will be uniquely you.
2. It is said that a resume is difficult to prepare, but you will find that a Portfolio is much more strenuous.
3. Binder and slipcovers
 - A. Obtain a high quality leather binder, preferably with brass corners.
 - B. It should have the smell of new leather even if leather scent has to be added.
 - C. The slipcovers should be non-glare.
4. The Portfolio should be arranged so that only one subject is visible at a time (no upstaging).
5. It should have a color theme throughout.
6. All information given should be in large print - short statements, graphs, pictures of certificates. Letters of reference should have one or two short statements highlighted.
7. Your Portfolio should cover your life's accomplishments. If you can't show them pictorially try a cartoon, they work miracles.
8. Keep your presentation fast paced. Your presentation should not be over 15 minutes. Be sensitive to the interviewers time. Watch for signals of their feelings and match their time frame.
9. Portfolio layout
 - A. Company research should always be first
 1. The front page should have their company logo and company colors. It works well to have the name of the person or persons who will be conducting the interview in bold letters under their company name.

(* The following items can be arranged in any order and should be highlighted with success stories.)

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| B. Education | F. Why this company should hire you? |
| C. Work history | G. Hobbies (optional) |
| D. Special skills | H. Family (optional) |
| E. Community involvement | I. Other |