CREATE A PORTFOLIO

If you do not have an electronic portfolio, when you go on job interviews, take a portfolio of your accomplishments with you. This gives the interviewers something to look at and discuss with you. It possibly helps to limit or confine the questions you will be asked because they have examples of your abilities right there in front of them. There is less need for them to pick your brains so that they can figure out what you are about.

Obtain a 3-ring binder. Obtain a Table of Contents (ToC) indexing sheet set that has at least 10 tab sheets (numbered 1-10) in the package along with the ToC tab sheet. Place the tabbed sheets in the binder.

Create a Table of Contents document to go behind the ToC tab sheet. Format the document as follows:

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TABLE OF CONTENTS

1 Resume
2 Unofficial Transcript
3 Essays / Papers
4
5
```

The first three should be just as listed (resume, unofficial transcript, essays/papers). The remaining items can be examples of your best work done in the classes you have taken.

The unofficial transcript can be as simple as a listing of the courses you have taken: by title, semester taken, grade obtained, name of school attended. I would suggest putting it in a table as below:

```
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hr</th>
<th>Gr</th>
<th>When</th>
<th>Where</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 112</td>
<td>Pre-Calculus Algebra</td>
<td>3</td>
<td>B</td>
<td>SP 04</td>
<td>AAMU</td>
<td>Math</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English I</td>
<td>3</td>
<td>A</td>
<td>FA 03</td>
<td>AAMU</td>
<td>English</td>
</tr>
<tr>
<td>MKT 315</td>
<td>Intro to Marketing</td>
<td>3</td>
<td>A</td>
<td>FA 05</td>
<td>AAMU</td>
<td>MAJOR</td>
</tr>
<tr>
<td>MKT 316</td>
<td>Buyer Behavior</td>
<td>3</td>
<td>A</td>
<td>SP 06</td>
<td>AAMU</td>
<td>MAJOR</td>
</tr>
</tbody>
</table>
```

The essays and papers that you place in your portfolio should be examples of your best work. Being able to write fluently and intelligently is critical to getting your foot in the door of companies.

In case the company asks to keep the binder, make sure you have a copy of all that you submit.