

Have you thought about creating a digital portfolio? A digital portfolio is a great way to support your resume and cover letter with concrete examples of your work. Strengthen your application by sharing a link to a digital portfolio and provide potential employers with proof of your abilities and skills, while showcasing the quality of your work.

Things to Include:

Professional Document Suite

- Resume
- Cover letter
- References

Personal Statement

Your personal statement should be brief and share your goals and values, or provide a brief narrative about how you got started in your industry. Including a timeline can help make your statement stand out.

Work Samples

Include 5-10 samples of your best work. Your samples should reflect your ability to innovate, generate results and show your strengths as an employee. Consider including a variety of projects to showcase your range. Samples can be organized in chronological order or by industry.

Testimonials

Providing testimonials from others can help demonstrate and prove your effectiveness to a potential employer. Include client testimonials, positive professional feedback or reference letters in your digital portfolio.

Tips & Tricks to Stand Out

- Keep it simple
- Personalize your portfolio
- Use visuals where possible to make information easy to digest
 - Examples of visuals include: graphs, presentations, posters, timelines, etc.

Digital Portfolio Resources

- Adobe Portfolio/Behance (free to UTSA students)
- Crevado
- Dropbox
- Folio HD
- Google Drive/Google sites
- Journo Portfolio
- Shown'd
- Squarespace
- Wix.com



As you put together your professional suite, you may wonder what value a digital portfolio can add to your resume and cover letter, especially if you work in a field that has very few visual work samples. The truth is that a digital portfolio has the ability to tell your story in a more comprehensive way, in addition to providing proof to potential employers that the results you promise are the results you deliver on. Digital portfolios serve as a compliment to your professional suite and can help you find tangible ways to archive your work/projects throughout your career.

Things to Include:

Professional Suite

Your updated resume, cover letter, and references should all be included in your digital portfolio

Personal Statement

(Story, goals, passion, your journey)
Your digital portfolio gives you the opportunity to tell potential employers who you are in a comprehensive way. Feel free to include a visual timeline of your career history, a personal statement about your goals or values, or a brief narrative about how you got started in your industry.

Work Samples

Include your top 5-10 work samples. Ensure that these work samples reflect your ability to innovate, generate results, and show your strengths as an employee. Consider including a variety of projects to showcase your range. These samples can either be organized by industry or chronologically.

Client Testimonials

The best way to prove that you are great at what you do is for the employer to hear it from someone else. Gather any client testimonials or positive feedback that you have received and include it in your portfolio to demonstrate your effectiveness.

Graphic vs. Non Graphic

- Graphic
- Non-Graphic

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Tips & Tricks to Stant Out

- Keep it simple
- Add visuals, even if you don't work in a graphic-oriented field
- Make it personal

