The ePortfolio

What is an ePortfolio?

The ePortfolio is an electronic version of the portfolio. Often times, this tool is used as a supplement to the resume, an evaluation tool where peers, faculty, staff, employers, connections, etc. can view and comment on your work. Like the resume, the ePortfolio is a fluid record of you and your experiences. As you gain and create new experiences, your ePortfolio will also change to reflect this. Essentially, your electronic portfolio is a representation of you.

Why do I need an ePortfolio?

The ePortfolio is a great way to demonstrate and showcase your accomplishments, competencies, and achievements. Chances are you will not be able to fit all the wonderful things you have done in life on your resume. Your ePortfolio gives employers the chance to learn more about you. Maintaining a personal website or portfolio can also set you apart from other candidates.

What is the purpose of the ePortfolio?

In addition to showcasing your abilities, the ePortfolio can be useful for keeping track of everything you have done. This will come in handy during the interview process. Since you will include reflections on your experience and real evidence in your ePortfolio, you will have already given thought to what you have to offer.

What do I include in my ePortfolio?

- Supporting files of various formats (text, pictures, video)
- Evaluations, analyses and recommendations
- Evidence of competencies related to your field
- Writing samples (which might include several drafts to show development and improvement)
- Projects prepared for class or extracurricular activities
- Evidence of creativity and performance
- Evidence of extracurricular activities, including examples of leadership

What sections or headers should I include?

- About Me
- Your pitch
- How to get in touch with you
- Resume
- Transcript
- Group Projects
- Specific Competency Areas
- Personal Projects
- Relevant Hobbies
- Writing Samples
- Awards

To get started:

1. Choose a platform and select a template
   a. See the ePortfolio link on our website for free ePortfolio resources
2. Decide what the categories, competencies/ learning outcomes, or sections will be and write explanations for each
3. Add supporting media
4. Make any design decisions (colors, graphics, themes)
5. Reflect on your masterpiece
   a. Does this communicate what I want it to?
6. Get Feedback
   a. Professors
   b. Friends
   c. Coworkers
   d. Family