

# Creating Your Skills Portfolio, First Edition

**Course Number:** AX084-032SG

**Days:** Self Study

**Description:** Different from a resume, this little-known tool allows you to present a unique image of your experience drawn from some of the best examples of your previous work. It describes the seven steps to preparing an attention-grabbing portfolio and the best technique for presenting it during an interview. Also included is how to develop an electronic portfolio.

## Topic-Level Outline



### Section 1: What Is a Skill Portfolio?

- Defining Portfolio
- Give Yourself Credit
- Types of Portfolios
- 10 Ways to Use Your Portfolio

### Section 2: Creating Your Portfolio

- Five Steps to an Excellent Portfolio

#### Step 1: Gather Artifacts

- Conduct a Market Analysis of You as a Product
- Exploring Possibilities
- Strategy Alert

#### Step 2: Visualize Your Portfolio

- The Visualization Process

#### Step 3: Organize Your Information

- Consider the Audience
- Three Layout Basics
- 10 Tips for Better Visual Organization

#### Step 4: Assemble the Contents

- 10 Tips for a Better Portfolio
- References for the Graphically Impaired

## Course Outline

### Step 5: Practice Your Presentation

Create Your Commercial Announcement

An Outline for Your Interview Presentation

When to Use Your Portfolio

Final Portfolio Checklist

Bibliography

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