

Professional Portfolio Organizer

Instructions: Use this handout to plan your résumé and portfolio. Write down what you will include in each section. This will help you organize your materials before assembling your final portfolio.



1. Education

List any relevant coursework, school projects, academic achievements, or certifications.



2. Experience

Include any jobs, internships, volunteer work, or leadership roles.



3. Skills

Write down key skills that make you stand out. These could be technical skills, soft skills, or special talents.



4. Achievements

List awards, recognitions, personal accomplishments, or any standout moments in your education or experience.



5. Portfolio Action Plan

Reflect on your portfolio and set goals for improvement.

- One section I feel confident about: _____
- One section I need to improve: _____
- One next step I will take to strengthen my portfolio: _____

Once completed, use this handout to organize your portfolio in a clear and professional way!