

BUILDING A STRONG PORTFOLIUM

PURPOSE

Portfolium is an online portfolio and networking tool that allows you to showcase your academic and work experiences and connect with the Salve community and professionals in your field of interest. We encourage you to include your Portfolium URL as part of your contact information at the top of your resume. **Portfolium is an excellent way to catalog your academic and professional experiences, and is a great tool to refer back to when updating your resume.**

BUILDING YOUR PORTFOLIUM PROFILE

When creating your Portfolium account for the first time, you can complete the information section by section, or you have the option of importing information from your LinkedIn profile. You do not need to include everything you have ever done. Think of your Portfolium as a way to capture your most relevant and important experiences.

OVERVIEW

Your overview provides a snapshot of your education and experiences. Use your first and last name as it appears on your resume. Update your tagline; Portfolium provides a generic tagline, but you should edit this so it describes your education, experiences, and interests in 120 characters or less. Edit your education to include your school, location, dates, and degree information.

PROFILE PICTURE & BACKGROUND

Uploading a profile picture increases the likelihood that someone, including professional contacts and employers, will look at your profile. The picture should be a headshot (from your shoulders up) where you are dressed professionally, smiling, and in front of a nice background. The Office of Career Development is happy to help you take this photo.

In addition, Portfolium allows you to set your background photo. Make sure you use a professional photo that reflects your interests or school spirit, and is not overly distracting to the eye.

INTRODUCTION

Your introduction is a chance to let potential connections and employers know who you are, what you are interested in, and what you have accomplished. When writing your introduction, be sure to use keywords to draw attention to your skills and interests. Keep the introduction statement short and sweet, and use short blocks of text that are easy to skim.

EXPERIENCES AND SKILLS

Just like on your resume, you can add a variety of information to your Portfolium including work experience, relevant coursework, campus involvement, athletics, accomplishments, and certifications. When filling in your profile, provide the appropriate information about each experience, just like you would on your resume.

Portfolium also allows you to showcase your skills and experiences in a portfolio format. You can attach a project to an experience on your profile, or you can add them directly to your portfolio. Keep in mind, that if you do not attach a project to an experience, it will only show up in your portfolio and not on your main profile page. You should add assignments, papers, documents, graphics, links, and other evidence of your skills and accomplishments. You are also able to identify skills that you have gained from that experience. If you are using the same skill in multiple instances, your profile will reflect the number of times that skill is used. You can also hashtag keywords to make your projects more searchable.

ADD A RESUME

You can easily add a resume to your Portfolium account to provide a compact version of your profile that employers and connections are able to download. Be sure that your resume follows best practices and is up to date before uploading. Visit the Office of Career Development for help creating a strong resume. As you add additional experiences to your Portfolium, you will likely want to update your resume as well.

For more information about Portfolium, visit <http://www.salve.edu/center-student-development/portfolium> and Students may contact the Center for Student Development with any questions regarding Portfolium.