Portfolios

Portfolios help professionals collect their work and achievements to demonstrate their skills to those who seek them. For you to get started, carry on, read through this article, and find out everything you need to know about portfolios.

Portfolio Definition & Meaning

A portfolio is a thin, large flat case where one can store papers, drawings, and other documents.

This means people use these to gather a collection of their work so they have proof of their skills in one place.

What Is A Portfolio?

Portfolios are a thin case where artists, writers, and skilled workers can keep a collection of their work be it drawings, documents, certificates, articles, etc. This is usually presented to

an employer who can look through the portfolio to determine if the owner fits the bill for employment.

10 Types Of Portfolio

Student Portfolio

Student portfolios are used by students who are applying for internships and part-time jobs. They can store their resume, certificates, and other relevant documents. This can help students showcase the skills they already have to potential employers.

Website Portfolio

Website portfolios are used by software designers and programmers, to showcase their skills in web design and development. For example, your portfolio can have certificates and photos of the web designs you have created. This will make you an appealing candidate for employers who check your portfolio.

Photography Portfolio

Photography portfolios are used by photographers and designed to store photos that showcase the skill of the owner. For example, if you are a wedding photographer, you can place photos of weddings you have been to. Just make sure to add unique shots!

Fashion Portfolio

Fashion portfolios are filled with images of models, as well as sketches of clothes. These are used by models and fashion designers while job hunting. Photos of dresses and models on the runway are usually present.

College Portfolio

College portfolios are specifically used by students when applying for college. It contains documents like certificates, diplomas, and grades. With a good college portfolio, you can assure yourself of impressive school admission.
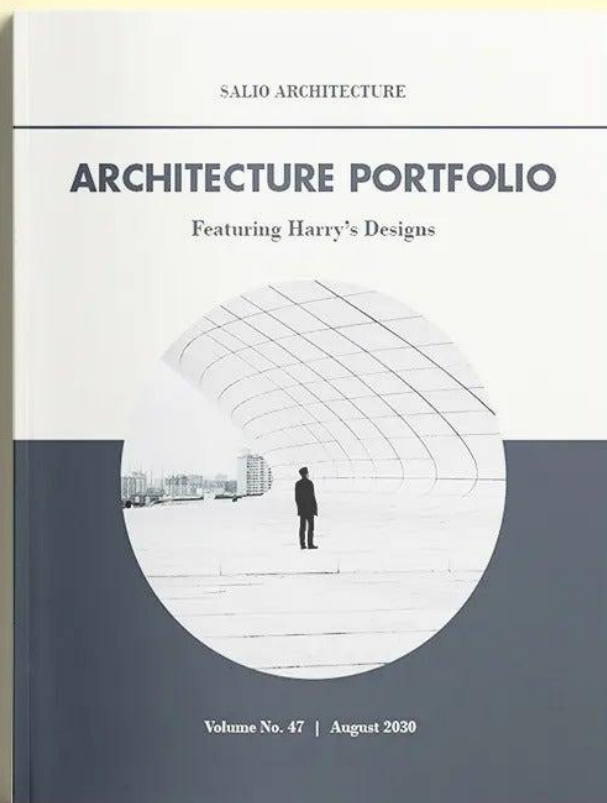
Digital Portfolio

Digital Portfolio is used online for a website and is used to gather digital works such as online art, file documents, and other kinds of templates. It is usually used by artists, writers, and other creatives who work online. It is advisable to keep backup copies of digital portfolios.

Career Portfolio

[Career portfolios](#) are focused on keeping resumes, certificates, and documents that all relate to a person's career and achievement in previous jobs. Applicants who seek new jobs in their field make use of this type of portfolio. Examples would include architects, engineers, etc.
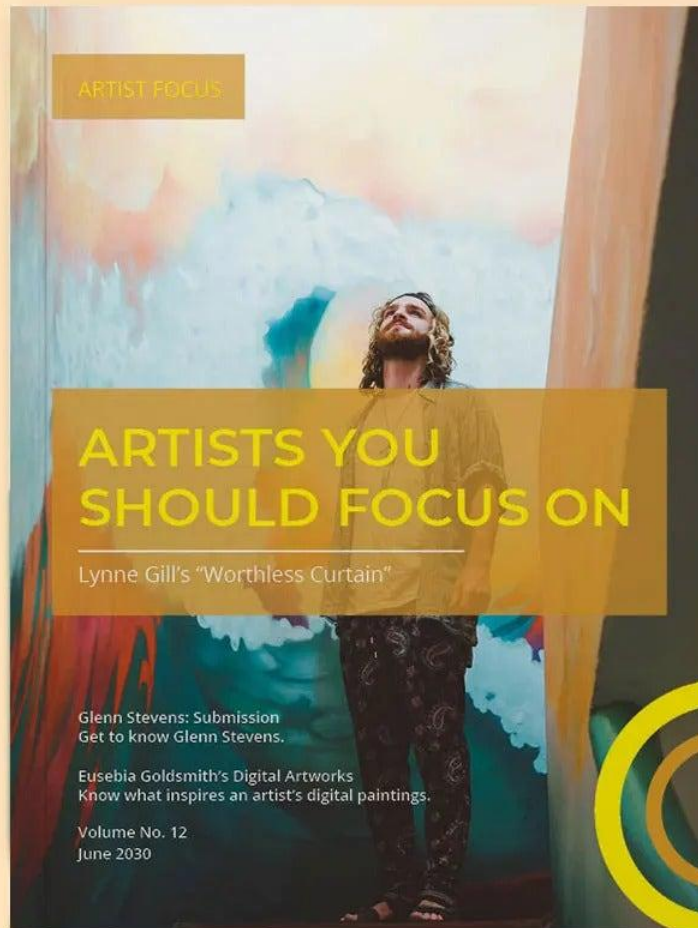
Work Portfolio

Work Portfolios are used by people who want to demonstrate what they are currently doing with the work they have. This type usually includes photos, certificates, and other work-based documents. This is also perfect for presenting your work to prospective employers.
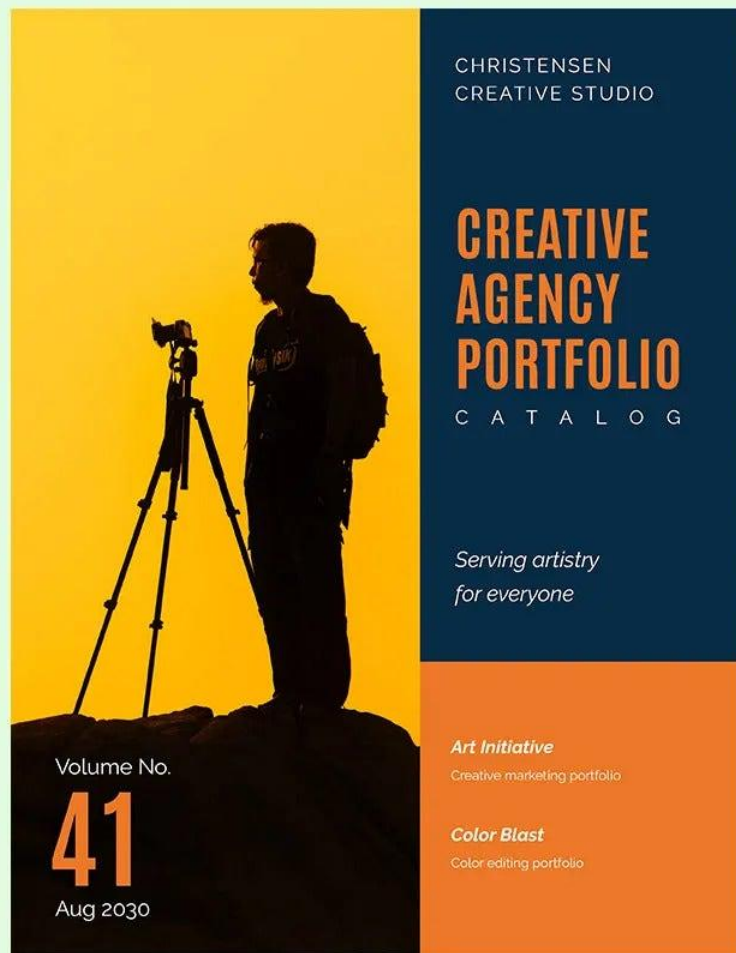
Interior Design Portfolio

Interior design portfolios contain photos, plans, and blueprints for everything related to interior design. It is used by interior designers to present their ideas to clients. These portfolios contain the best work of an interior designer.

Personal Portfolio

[Personal portfolios](#) are where people keep their work. This is usually used by artists who create their work as a hobby. It is usually used to keep track of one's progress.

Portfolio Uses, Purpose, Importance

Before creating portfolios to showcase your accomplishments, understand how they are used, what their purpose is, and why they are important.

Highlighting One's Work

You might have done some impressive work, and who wouldn't want to show their best? With a well-organized portfolio, you can do just that.

Showcasing Skill

Having a series of works in one case, lets people know how skilled you are at your particular line of work. This can prove to potential clients and employers that you are the best choice.

Stand Out Among Applicants

Having a well-organized portfolio enhances you as a candidate for a job opening, and makes you stand out among the other applicants. This means with an impressive portfolio, you're very likely to get a shot at employment.

What's In a Portfolio? Parts?

Cover Letter

The cover letter tells readers about the owner of the portfolio and what its contents are about. This helps introduce to the readers what they are going to see before looking through the portfolio.

Table of Contents

The table of contents is a preview for readers of what the portfolio contains. This allows readers to easily find the pages or sections of the details they are looking for.

Entries

The meat of the portfolio so to speak. It is all the works and documents that demonstrate the skills and progress of the author.

Dates

It is important to include the date in the entries to make sure the readers have a reference on which works came first and which ones were the most recent.

Drafts

Early and revised drafts are also included in the portfolio to show the progress of the author's skills.
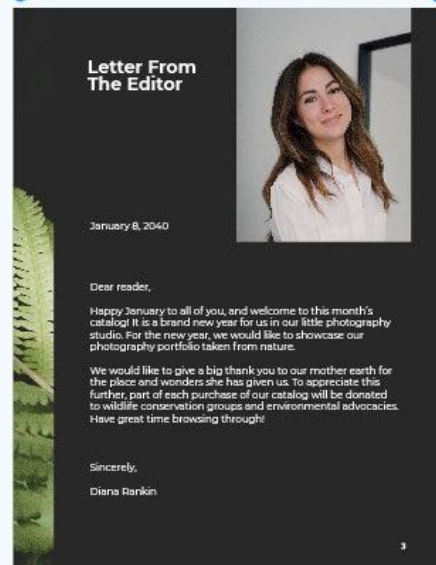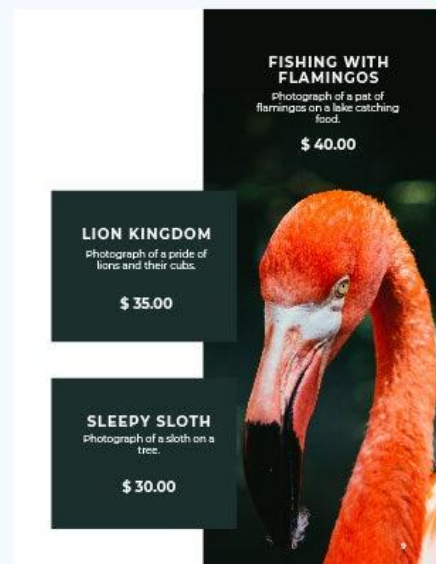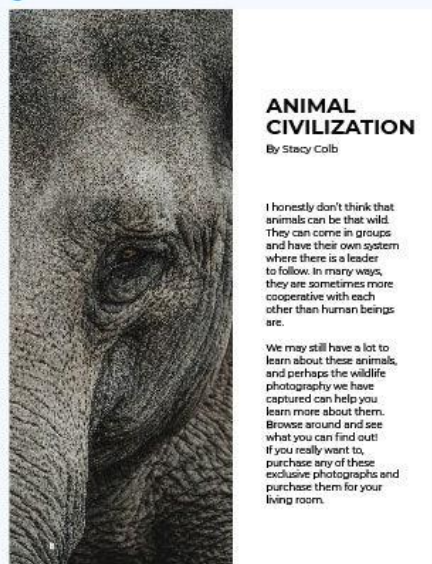
Portfolio Anatomy

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Letter From The Editor

January 8, 2040

Dear reader,

Happy January to all of you, and welcome to this month's catalog! It is a brand new year for us in our little photography studio. For the new year, we would like to showcase our photography portfolio taken from nature.

We would like to give a big thank you to our mother earth for the place and wonders she has given us. To appreciate this further, part of each purchase of our catalog will be donated to wildlife conservation groups and environmental advocacies. Have great time browsing through!

Sincerely,

Diana Rankin

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Entries ← →

ANIMAL CIVILIZATION
By Stacy Colb

I honestly don't think that animals can be that wild. They can come in groups and have their own system where there is a leader to follow. In many ways, they are sometimes more cooperative with each other than human beings are.

We may still have a lot to learn about these animals, and perhaps the wildlife photography we have captured can help you learn more about them. Browse around and see what you can find out! If you really want to, purchase any of these exclusive photographs and purchase them for your living room.

FISHING WITH FLAMINGOS
Photograph of a pat of flamingos on a lake catching food.

$ 40.00

LION KINGDOM
Photograph of a pride of lions and their cubs.

$ 35.00

SLEEPY SLOTH
Photograph of a sloth on a tree.

$ 30.00

How To Design A Portfolio?

1. Choose a Portfolio Size

2. Decide the purpose of the portfolio

3. Select the Portfolio Template

4. Select the appropriate layout

5. Add your achievements or experiences

6. Organize your content and download

How to Design a Portfolio?

1 Choose a Portfolio size

2 Decide the purpose of the Portfolio

3 Select the Portfolio template

4 Choose the layout

5 Add your works

6 Organize your content and download

Portfolio Vs. Resume

Portfolios are thin cases that contain a person's works and are used to present one's level of skills to an employer that you submit it.

Resumes are written documents that list out the skills and job experiences of a person, made for an employer in an interview to gauge if an applicant is an ideal candidate.

What's the Difference Between a Portfolio and a CV?

A portfolio is a series of papers, documents, and works that are all gathered inside a small and thin case.

A CV is a written document of a person's previous work experience and consists of one page.

Portfolio Sizes

Portfolio sizes come in two types which are International Paper Sizes and US Paper Sizes. However, there are also other specific sizes that people can use as listed below.

Portfolio Sizes

TEMPLATE.NET

PORTFOLIO SIZES	METRIC	INCHES
A5	148 mm x 210 mm	5.5" x 8.5"
A4	210 mm x 297 mm	8.5" x 11.5"
A3	297 mm x 420 mm	11.5" x 16"
A2	420 mm x 594 mm	16.5" x 23"
Letter	216 mm x 279 mm	8.5" x 11"
Legal	216 mm x 356 mm	8.5" x 14"
Tabloid	279 mm x 432 mm	11" x 17"

Portfolio Ideas & Examples

If you are wondering how to design your portfolio, you might want to check out our collection of portfolio ideas. You might find the best designs suited for you, or inspire you to make your own.

- Portfolio Ideas and Examples
- Career Portfolio Ideas and Examples
- Unique Ideas for photography Portfolio examples
- Fashion Portfolio ideas and Examples
- Digital Portfolio Ideas and Examples
- Personal Portfolio making Ideas and Examples
- Interior design Portfolio Ideas and Examples
- Portfolio ideas and Examples for Websites
- University Portfolio Ideas and Examples
- Work Portfolio Ideas and Examples

FAQs

What Is an Investment Portfolio?

An investment portfolio is a type of portfolio that contains documents of business investment in the market, used by business people to present to investors.

What Makes a Good Digital Portfolio?

A good digital portfolio has a balance of creative visual graphic design and well-organized content.

Why Is It a Good Idea to Create a Portfolio?

It is a good idea to create a portfolio because it can help you stand out as an applicant when you are applying for jobs like a finance teacher or architecture.

How Do You Build a Job Portfolio?

To build a job portfolio, gather all the documents and certificates from your previous jobs or project and gather them in one case.

What Is an Efficient Portfolio?

An efficient portfolio has an organized layout and relevant documents.

What to Write in a Portfolio Introduction?

In a portfolio introduction, you must include something about yourself and what the portfolio's contents are.

How to Make a Portfolio in Adobe Photoshop?

To make a portfolio in Adobe Photoshop, start by opening the program, click on the dialog box, and select Multi-Page Document to put in a portfolio file.

How Do You Build Your Real Estate Portfolio?

Build your real estate portfolio by gathering images, and documents of the real estate properties.

What Is the Portfolio of a Student?

A high school student's portfolio consists of a cover letter, papers that showcase their grades, and other relevant stock documents like certificates.

Why a Portfolio Is Important for Your Career?

Having a portfolio is important for your career as it serves as evidence and management of your progress and can help your recovery if you return to work out of retirement.