

## **Professional Portfolios: How to Land a Promotion or New Job**

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### **Why is a professional portfolio important?**

- Sets you apart from other applicants
- Demonstrates and displays professional and personal accomplishments
- Serves as a visual as you “sell yourself” during an interview
- Serves as visual reminders (to you) as you answer questions about yourself and also helps you feel at ease during interviews

### **How do I use a portfolio?**

- When interviewing for a new position (before, during or after the interview)
- When making application for promotion
- When being recognized for an award or personal accomplishments
- Teachers can use their portfolios during parent meetings or open house celebrations so parents can become familiar with their credentials

### **Possible Items to Include:**

- Letter of application
- Table of contents
- Documentation of personal credentials
- Evaluative documentation
- Personal philosophies
- Documentation of your work
- Miscellaneous

### **Letter of Application:**

- Address letter to person in charge of hiring
- Be specific about which position you are applying for (don’t use “blanket” letter)
- Give a brief description of your education background and professional experience
- Let potential employers know when you would be available for an interview
- Check and double check for errors!!!

### **Table of Contents:**

- Use a brief outline format
- Consider numbering pages
- The wording should be brief

### **Personal Credentials:**

- Resume or vitae
- Autobiography
- Transcripts
- Certifications
- Professional experience
- Continuing education or professional development
- Evidence of volunteer service, i.e. community, school, church

**Evaluative Documentation:**

- Supervisor evaluations or appraisals
- Peer or parent evaluations
- Letters of reference (include professional and personal)
- Special recognition, awards, honors, promotions

**Personal Philosophies:**

- Philosophy of education that includes a brief credo that describes your strongest educational beliefs
- Teaching style
- Curriculum
- Classroom management
- Discipline

**Documentation of Your Work:**

- Pictures of your classroom
- Video or pictures of you teaching
- Sample lesson plans
- Student assessments
- Examples of student work
- Successful parent involvement strategies

**Miscellaneous:**

- Class newsletter, calendars
- Letters to parents
- Records of strategies you've used to handle difficult situations
- Pictures of you or your classroom in the newspaper or school newsletter
- Presentations, research studies, publications, etc.

**Hints for Compiling a Portfolio:**

- Three ring binder with zipper
- Clear sleeve protectors
- Stick-on divider tabs
- Use a highlighter to focus on particulars
- Use original photos, clippings, and work samples
- Be sure all entries are purposeful/meaningful
- Use recent documentation (within last 3 years)
- Save all of your typed work on a disk, and use uniform font
- Make entries attractive as well as professional

**Tips for Planning Your Portfolio:**

- Keep a "to file" box and sort periodically
- Classify contents
  - demonstration of subject matter
  - commitment to students and program
  - parent/teacher communication
  - collaboration with colleagues
  - management of classroom
  - professional growth
- Annotate contents, date and attach explanation of why you selected each piece
- Ask a friend or co-worker to help you set-up for photo-graphs/videos in your class
- Set aside advance "portfolio time"- time is time consuming
- Keep a running list of ways to improve or enhance your portfolio