

# The Production of an Online Portfolio and its Effects on a Future Job Search in Education

Aaron M. Cook

## Abstract

*By the behest of my Digital Portfolio class, I have elected to show off how one goes about constructing their own online portfolio. To illustrate this, I prepared examples of the pieces I might showcase in my own portfolio, and how all those pieces would come together to, in their own ways, aid me in my search for employment in the education sector in my near future.*

The drive of this project was in finding ways of sharing with those who may be striving to find employment, in any field as I had struggled for years with regards to just how I may make my own worth as a potential employee known to the hiring world at large. The fact of the matter, and the catalyst for why I elected to carry out such a broad project, is that a portfolio made universally available online is an incredible resource for the employers to whom an individual may be applying. It is an instantaneous way of separating one's own drive in seeking employment versus the drive exhibited by those without such a resource. It also serves as an exhibit of one's own work as moderated entirely by the portfolio-holder. Within the context of the portfolio, there is no competition with regards to other applicants; because of the purely individual focus a portfolio has, one can offer up their works and accomplishments without the potential or

simple fear of any of those works or accomplishments being overshadowed in some fashion.

The immediate benefits of a portfolio aside, how one begins with regard to constructing a new portfolio of their own can seem, at first, daunting and intimidating. The wise suggestion is to find a platform which works for the prospective employee that does not inherently require deep or complex knowledge of web design or coding. For my own platform choice, I elected to utilize the user-friendly tools of Wix to begin developing my online portfolio with some level of a template. This is not the only option, as Wordpress and other similar options perform similarly. The goal is to pick one and move forward undaunted.

With my own choice made, I first constructed a short biography on an "About Me" page and made this the most prominent part of the homepage; this will be the very

first page someone will see upon finding this portfolio. The biography should be brief, yet thoughtful; an effort should be made to pull from one's life experiences and relate them back to one's desired occupation. This is done to better cement one's self as a desirable candidate for employment with the knowledge that this line of work may as well already be part of this individual's personality and life itself.

Following this, the topic of "samples" is at hand. When discussing portfolios, samples are the digital exhibits of the portfolio's owner, whether they are writings, videos, images, or anything the individual has produced. Samples make up the brunt of one's portfolio, and a fair amount of care is to be put into what samples are selected and how they will be displayed, as they will be the main events of one's portfolio. One's best bet is to include a myriad of samples which best depict affinities for the occupation in which one strives to find themselves. For example, my own samples were selected from a wide variety of assignments on numerous subjects showcasing an affinity for a diverse set of skills with regards to research, subject matter, and genre, all of which would help me grow in preparation to be an educator.

With the knowledge I would be searching for an occupation in the field of education, I included four lesson plans, two of which were vetted and graded by a class entirely

focused on teaching English as a foreign language -- my planned future occupation. In addition to these four lesson plans, I also included several samples I had done on multiple subjects outside my regular sphere of interest, including detailed papers written on business operations, and a lecture-style video on the novel *Jekyll & Hyde*. The overarching goal for the inclusion of everything listed was to give the portfolio a feeling of well-roundedness while always maintaining its relation to education. While the lesson plans and lecture are clear examples of skills which would benefit a new hire in education, the research papers show a readiness to tackle unfamiliar situations and topics, an important trait for anyone looking to teach abroad or in a substitute position. Lastly, I had included a piece of my published writing to serve as an example of my public accomplishments in writing.

Lastly, the portfolio would be pointless if there were no way for prospective employers to contact the portfolio owner. Making the portfolio easy to traverse and making key information such as a contact page easy to find should be a top priority. In addition to a professional email, this contact page should include more than one method of reaching the individual. Thus, this all shows a readiness to work posthaste, and that readiness improves the likelihood of expedited contact by a potential employer.

---

### Recommended Citation

Cook, A. M. (2021). The production of an online portfolio and its effects on a future job search in education. *Made in Millersville Journal*, 2021. Retrieved from <https://www.mimjournal.com/paper-86>