The Art of Creating a Digital Portfolio
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Abstract

A digital portfolio showcases one's greatest skills, achievements, and work. This can be a vital tool in the hiring process for potential employers. A digital portfolio is a suitable tool in which one can reflect on and revise their work, which is a great opportunity for students beginning their professional careers or graduate school.

A digital portfolio is an extraordinary tool for reflection and revision on previous works. It is a smart idea to have an online portfolio because most employers say a résumé is not enough, and most hiring managers prefer to see an online portfolio. The benefits to a portfolio are online viability, creative liberty, and industry versatility. A portfolio is the best way to showcase areas of expertise. To make an impressive writing portfolio one must:

- Identify the audience for your portfolio. Determine if the portfolio is for hiring managers, potential clients, or college application. This is useful to determine because for a job the materials should be more focused on the career path. If someone is applying for college it would be a great opportunity to present a wider range of genres.
- Choose your strongest pieces. If there are any writing pieces that have been recognized will reflect well and only include weaker pieces if it demonstrates a key skill.
- Compose an introductory essay. This should be unique and short; the introductory essay will introduce yourself to the reader.
- Revise and update your résumé. It is important to keep the digital portfolio as current as possible. This includes education, work history, and new skills.
- Index your portfolio and provide a table of contents. Organize the portfolio in either chronological order or by subject

How to Create a Portfolio

Online portfolios are much more convenient with the ability to share a link with interested hiring managers. Since online portfolios are easy and neat. Online portfolios can give any writer more motivation to keep works labeled and filed properly so they can be added to the portfolio later. Revisions and

improvements to pieces in a portfolio can help a writer improve their skills. Online portfolios are great for networking because they are quick to access, concise, and professional. Good practices to get into are that your portfolio should always include examples of your most recent work. You also want people to focus on your work, not on platform glitches or how they are presented or described. The simpler is better. Include an eye-catching logo, add a concise but catchy tagline, and add an About Me section. Some portfolios have eight to ten pieces. Others have upwards of 30, so it is important to categorize content. Include a biography with a job title, short description of what you do, social media links, and experience, and update the portfolio frequently.

Importance of the Digital Portfolio

An online portfolio is a useful tool for undergraduate students to receive positive attention from potential employers. As the world shifts to a more digital mindset, a résumé is becoming insufficient for displaying qualifications and skills. For an undergrad go above and beyond, one can showcase their best work through an online portfolio.

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