

## Digital Portfolio Creation Benefits

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### Abstract

*This presentation will discuss the digital portfolio project, the process of creating a digital portfolio, and samples from our personal portfolios. In our research, we will break down the benefits of digital portfolios when seeking out a post graduate career or higher education.*

*Digital portfolios provide employers more insight into what their future employee may look like and get an idea of what they bring to the table. The digital portfolio is used to give employers more than just a resume to look at when determining if they should hire you. Digital portfolios are one place to house all of your best works, resume, and info about you.*

Digital portfolios are a useful tool because they are as unique as the person who creates it. A digital portfolio is a presentation of work done over a significant amount of time to better showcase oneself to a potential employee or even a postgraduate degree program. Digital portfolios contain many types of content to provide a visual representation of a person's work ethic and mission. Digital portfolios are an inexpensive way to house all of someone's best works, resume, and information about them in one place.

### Why?

Creating a professional portfolio gives employers more than just a resume to look at when determining who they should be hiring. Even if someone lands a great job, their portfolio could still be used to highlight your accomplishments and showcase their work to

aid in long-term career goals. A few main reasons why writers should have online portfolios are because it makes applying to jobs much easier, it makes it easier for files to stay organized, they can help a writer improve their skills, great for networking purposes, and health professional writers stand out. Portfolios are important to use for job interviews but also to reflect on your own accomplishments throughout school.

### How?

A digital portfolio should be a place to house all of the important information that future employers could use. This kind of information could include an about page, a resume, artifacts or writing pieces, coursework that shows off an important skill, contact information, etc. When starting a digital portfolio, an easy way to start is by creating a blog to share artifacts and writing

pieces. Also, guest posting on larger sites is a method to increase leadership.

It could be easy for anybody to create a portfolio but creating an impressive writing portfolio takes a little bit more creativity and organization.

### **Samples**

When choosing samples for a digital portfolio, you want to choose ones that reflect your unique voice and are straightforward. Start by choosing your strongest pieces that better showcase you as a person and writer. The samples that you choose will dictate your reader's impression of you as a future student or employee. As an example, if someone wanted to show the range of their writing, they could choose a mixture of personal statements, and technical/ business writing pieces.

### **Dos and Don'ts**

When creating a portfolio, less is more. It is important to remember that not every project/ artifact needs to be documented unless highlighting a skill. The portfolio should be used as a fine-tuned tool designed to become successful in job searches instead of telling your whole life story. It is important however to include some personal details within your portfolio and to be unique because if your portfolio is bland, the employer or audience will view you to be bland as well. It's important to put your best foot forward and organize your portfolio in a way that makes employers and graduate programs want to reach out to you. Your best work should be displayed. Some things to do

before publishing a digital portfolio would be to make sure navigation is consistent and intuitive to the users and check any and all links to make sure they are functional.

### **Benefits**

There are many benefits to using a digital portfolio. Digital portfolios give students the freedom to creatively respond to assignments while demonstrating authentic learning. In a personal way, students are able to connect with their educators. Digital portfolios help develop soft skills like organization and decision-making abilities. An online portfolio gives the reader/ potential college/ employer a handmade first impression that you approve of. It makes it easier for potential employers and schools to reach out to you if everything they need, like a resume and a display of your works, are all in one organized space. Postgraduate degree-seekers can showcase their best college work to show a future school what makes them different from other potential students. Taking all your knowledge from your undergraduate degree and putting the best of the best on display helps further your chances with potential programs. As for future career paths and potential employers, they are looking at your portfolio to find what you can provide for their company to either benefit it, or even maintain the same work ethic, at their company. As stated above, you are handpicking their first impression of you. What you would bring to an interview would be what you want to execute within your digital portfolio.

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