Developing a Portfolio

Name

Institution Affiliation

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Portfolios are useful in assisting to identify weaknesses and strengths clearly. The portfolio's documents help to define the specialties of an individual. The portfolio changes each time there is a new addition of accomplishments and certifications. A portfolio displays one's relevant skills, talents and guides professional growth. The process of designing a portfolio allows one to highlight examples of accomplishments. The portfolio is an extension of the curriculum vitae or resume, but not a substitute (Drexel University, 2017). It is beneficial in determining a person, his/her philosophies, and life goals. Additionally, it is a helpful tool in evaluating professional development, tracking professional growth, guiding career transitions, and interviewing successfully (The University of Liverpool, 2017).

Categories that I will utilize to devise my professional portfolios shall incorporate informatics, critical thinking, communication, diversity, digital fluency, and collaboration. The informatics segment will display the IT capacities that I have acquired through the years. The critical thinking category will present my ability to discern situations and present solutions effectively. The communication group will show the proficiencies that I possess concerning effective communication with others. The diversity category will highlight the different abilities that I possess and their benefits. Lastly, the collaboration group will show how I can effectively participate in ensuring success.

An online portfolio is the new way of presenting abilities and competencies to a wider audience. I would prefer to use an online portfolio due to some reasons:

A. Visibility. This should be a priority for every job seeker. Most current employers prefer to Google a potential candidate to have a better idea of how the potential employee is conversant with networking platforms (LinkedIn) and his/her online presentation. As a

result, it is crucial that individuals enhance their online persona to bolster their CV. An understanding of building an online following and SEO (Search Engine Optimization) improves site traffic and increases customers for freelancers.

B. Leads to a great impression. Designing a website from graphic design and widget development requires a time investment, particularly since it is essential for the portfolio to be one's presentation. Numerous employers value the energy that is used in devising a website and having the ability of adding one's website address in email signatures (Michelino, 2016).

C. Highlights technical abilities. Even though many websites are created to be compliant with the core knowledge of most people, establishing a website in itself is a display of technical proficiency. It can be utilized to highlight one's technical abilities and competencies since most employers revere IT capabilities irrespective of the industry (Michelino, 2016).

D. Displays aptitude. Since the web has been integrated into a large part of our lives, most of the work produced will be for the online audience. The benefit of possessing a web-based portfolio is that it can be used in highlighting digital work successfully. The portfolio should display one's most prominent achievements for the employers to review (Michelino, 2016). It is nice to be creative in the content and publishing of an online portfolio

E. Adaptability. Online portfolios are better than paper ones since an individual can adapt and modify them. The internet abounds with multiple new features that can be included on a website to increase its dynamism. Moreover, there is development and updating of software that ensures that it never has an old look.

References

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