What is a Portfolio?

A portfolio is a collection of the best examples of your work. No matter what kind of work you do, it showcases what you excel at. For example:

- If you were a chef, you might include things like your menus, written recipes of your specialties, restaurant reviews, training certificates and inspection reports.
- If you were a bookkeeper you would include a detailed list of the software systems you use, example pages of the types of accounting reports you prepare, stats on the volume of data you routinely process, along with letters of commendation.
- If you were a construction worker, you would include photos of the buildings you have worked on during construction and close ups of your construction techniques, a list of projects you have worked on, records that illustrate your ability to meet deadlines and maintain high levels of safety, as well as your training certificates.

Your portfolio is also a great place to store and display all those pieces of paperwork you never knew what to do with -- such as thank you notes from residents or programming awards.

Portfolio Checklist:

- Resume
- Personal statement/cover letter
- Formal evaluation
- Programming paperwork
- Passive programming information
- Door dec samples
- A professional development idea for other RAs that incorporates a learning outcome
- Awards/Accomplishments/Recognition

Why do I need to do a Video?

In an effort to streamline the interview process for returning staff, and to increase exposure of returning staff to all hiring managers while avoiding interview “conflicts of interest” from pre-
existing relationships, we have changed the re-application process for all student staff interested in returning to Reslife (with the exception of head resident candidates). Specifically, there is no longer an interview. In addition to a portfolio, each applicant is required to submit a personal video.

**Video Checklist:**

- ✓ Reflect on this past year (semester), how has the role has impacted your personal growth?
- ✓ What is a mistake you made in your current position? What did you learn from it? How you will mentor/assist new staff members to avoid a similar situation from occurring to them?
- ✓ How do you intend to stay motivated for another year?

**Important notes / things to consider:**

1. Review your current resume and update if necessary (or do one if you haven’t already). Be assured that the most pertinent and important facts are represented on your resume. A resume should never be more than two pages. Consider going to the Wesleyan Career Center for assistance!
2. Learn how to write a cover letter. Refer to #1.
3. Gather samples of your work. This should include a copy of your most recent evaluation, programming samples (photos of bulletin boards, copies of newsletters, door decorations, etc.), photographs from events, program advertisements/flyers, programming plans/evaluations, etc. Choose a wide variety of materials to demonstrate the scope of your abilities.
4. Arrange your all of your portfolio materials neatly into an electronic document.
5. Arrange to borrow a tablet from the office if you don’t have access to a camera.
6. Remember, both the video and portfolio will be reviewed for content, NOT technical skills/abilities.