

Creating a Teaching Career Portfolio

Creating a portfolio can provide a convenient and extensive way to organize your academic and career achievements. We recommend creating a portfolio as it can assist you during your academic experience, during interviews, and in transition to your teaching career.

Recommendations

- Be intentional about what you include. Display achievements you are most proud of, your best work, and specific samples of your teaching experience.
- Tailor your portfolio to the particular job you are applying for.
- Keep your portfolio up to date - it will be continuously updated throughout your career.
- Reflective components can add more personalization. Include details such as what you did, why you did it, and how the experience met the outcome goals.

Types of Portfolios

Hard Copy

- Organized in a professional 3-ring binder
- Divider sheets used to more easily find information
- Can be used in resumes to show tangible evidence and examples.

Electronic

- Created in online resources and with multimedia to show work samples (ex: blog, website)
- Include the online portfolio address on your resume

What to Include

- Table of Contents
- Resume
- Transcripts or copy of your diploma
- State certification
- Letters of recommendation/references
- Certificates and awards
- Statement of teaching philosophy
- Short statement of career plans/future goals

- Student teacher evaluation report
- Summary or examples of pupils' evaluations of teaching/student teaching
- Original test and test item analysis
- Samples of lesson plans
- Learning activity packet
- Pictures of bulletin boards
- Case study of pupil
- Course projects, work samples, etc documenting skills and achievements
- Writing samples (published articles, newsletters, etc)
- Continuing education units (CEUs)

Arrange these in an order that makes sense for and is easy for you to navigate.

Adapted from resources at the [University of Notre Dame](#) and the [University of Minnesota](#).