College Central Network®

Career Portfolios

Supplement your resume and cover letter with a career portfolio to paint a bigger picture of who you are and what you have accomplished. Career portfolios are not only for those in art fields, everyone can benefit from a collection of work and school samples, education transcripts, diplomas and certifications, awards, testimonials and references, volunteer and community experiences, achievements and more. Use portfolios to support statements in your resume and cover letter and to add more detail about your background and experience.

Included in your College Central account is a portfolio builder. Once you have built your portfolio you can add or subtract material from it at any time to keep it up to date and reflect your latest accomplishments. You can share your portfolio with employers and others who may be helpful in helping you find the career you are seeking. Career portfolios are available to students and alumni for life.

The CCN portfolio supports many file formats including: Word, Excel, PowerPoint, .pdf, .gif, .jpg, .png, mov and .mp4. You can also embed media from sites such as YouTube, Vimeo, SoundCloud, and MixCloud. You can share files from Dropbox, OneDrive, and Google Drive.

Get Started Building Your Portfolio

1. Log into your CCN account and click on My Career Portfolio in the Navigator menu, then click on Create a Career Portfolio.

2. Choose the type of portfolio you want to build – General, Visual, Theater, Dance or Music. Clicking the down arrow next to each type will give you a description of each, a list of currently supported file formats and a Create button to begin building.

3. You may begin adding samples to the categories listed. Each type of portfolio has specific instructions, there are links to more extensive help and in some cases tutorials to help you populate your portfolio.

4. When you are ready to activate your portfolio, you can change the status to searchable and allow employers to search for and review your portfolio. You can also create a shareable link that can be given to anyone to view your portfolio. You may also forward your portfolio, with or without your resume, to employers and others.

When deciding what to include in your portfolio be sure that it is material you want prospective employers to view. Be mindful of copyrights, sometimes work created in a job and internship belongs to that company not to you, be sure you have the right to display it as yours. Do not display any work product that may include sensitive business information.

Monitoring Your Job Search

If you have allowed your Career Portfolio to be viewed by employers you can track who has looked at it by going to My Job Search History from the Navigator menu. You can view the names of employers who have reviewed your portfolio which was received via your submission to a posting, a referral by your school, or by the employer conducting a portfolio search in your school's database. It also shows the date when they viewed it.