



Preparing your digital portfolio

Along with your résumé and your cover letter, a digital portfolio of your work can provide added proof of your CIW job role skills to potential employers.

➔ Choose the best way to showcase your work

- Provide examples of your work to a potential employer or client on a CD or other digital media such as a jump drive.
- Create an online portfolio that is available from your own personal Web or blog site.

Try to include any and all samples that showcase your talents, such as XHTML layouts, Flash animations, JavaScript interactions, Perl scripts or PHP templates, and of course, links to Web sites that contain your work.

➔ And don't forget...

- Test all code to make sure it works; for example, links to scripts within a sample section of your Web site.
- Downsize, or make Web-ready, any digital art or photos you want to include.
- Make sure all of your examples are of original content, created solely by you and not containing any copyrighted material or content.

Below is a section of a fictional portfolio page featuring a site screen shot. It includes a concise explanation of the work accomplished, plus relevant links.



SmithCorp Office Furniture

I redesigned the SmithCorp Web site with a simplified, CSS-based navigation, cleaner design, and new FLASH content to showcase their office products. New ASP templates were designed in consultation with the company owners and marketing team to allow rapid updates to their new site.

- ◆ [View screen shots](#)
- ◆ [Visit the site](#)

It's important to be selective when presenting your portfolio. Try to include only your best work, ensuring that it showcases the skills you've learned and balances the information you've included in your résumé and cover letter.

Good luck!