## PORTFOLIUM CHEAT SHEET

### A Tool for the Journey

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen &amp; Sophomores</td>
<td>Campus Involvement: Joining clubs, finding inspiration, making connections, completing co-curricular transcripts.</td>
</tr>
<tr>
<td>Juniors</td>
<td>Seeking Internships: Following companies, applying to internships, attending career fairs</td>
</tr>
<tr>
<td>Seniors</td>
<td>Seeking Career/Job Search: Interviewing, letters of recommendation, attending career fairs</td>
</tr>
<tr>
<td>Alumni</td>
<td>Giving Back: Staying connected, donating to schools, projects, departments</td>
</tr>
</tbody>
</table>

### What to Include in Your Profile?
- Professional Profile Picture, Cover Photo & Professional Tagline
- Upload Your Resume
- Add Professional Experiences
- Fill Out Your Education (courses taken, degrees, licenses)

### How to Make an Entry
- Title: give your work a name.
- Category: categorize your entry to make it searchable to employers (e.g. “Social Sciences”).
- Description: explain your thought process; demonstrate your problem-solving skills.
- Visuals: add photos, videos, etc. Upload work samples in multiple formats and stored on other platforms.

### Add More Details
- Tagged Teammates: Be a team player and tag collaborators, groupmates & friends you worked on a project with.
- Skills/Clickable Credentials: allow employers to easily click into the skills you’ve listed in your entries & access instant proof of your talent!
- Hashtags: Use hashtags as to describe your portfolio entries & make them easily searchable!

### School & Professional Work
- Class assignments, research/group projects
- Work samples from jobs or internships (non proprietary!)
- Evidence of technical skills
- Evidence of soft skills
- Workshops/seminars/conferences
- Academic honors, degrees, certifications, certificates, licenses

### Interests, Activities, Volunteer
- Non profit/charity work & travel experiences
- Photos from events you’ve coordinated
- Special training or independent
- Self taught learning
- Learning of a new skill or language

### Marketing Social Media
- Include your Portfolium projects in your LinkedIn accounts
- Add Portfolium to your Resume
- Add Portfolium to your email signature
- Add Portfolium URL to Cover Letters

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PORTFOLIUM ucsc.portfolium.com