Professional Showcase ePortfolio

A professional showcase ePortfolio is a wonderful addition to any job application that can move beyond the standard resume and cover letter through simultaneously highlighting academic, professional, extra-curricular and personal experiences. However, even more important than that, developing a professional showcase portfolio allows you to dig deeper into your past experiences and reflect on how they have affected your personal growth. Through doing this, you will not only have a document that stands out to employers but also prepare yourself to talk about your past experiences in a deeper and more meaningful way.

What is ePortfolio?

- A dynamic online platform to showcase academic work, share your skills, interests and projects in one space
- A platform that allows you to create unlimited ePortfolios for unlimited purposes such as for a specific project, class, or job application or for a showcase of multiple past experiences
- A platform with controlled visibility settings that is easy to share and update
- A valuable opportunity to reflect on past experiences and share your story

What are employers looking for in a professional showcase ePortfolio?

- An about me page displaying who you are, what you are passionate about, your skills, strengths and other general information
- Any professional documents such as a resume or portfolio
- Any specific examples of your life experiences and personal growth through those experiences with visual and textual content

Remember that what you include within your showcase ePortfolio is up to you, it is about displaying YOU and your story in a clear and concise way.

What can I do with my ePortfolio?

- Share with future employers in addition to traditional application documents
- Include as a link on a resume, LinkedIn profile or other platforms
- Keep as a private space for your own personal reflections, even if you do not share your portfolio it still benefits your ability to share your story
- Continue to update as you gain experience
Starting, Stylizing & Sharing

Set up your account
If you have not used ePortfolio before, email Elize Hellam (ehellam@pugetsound.edu) to set up an account for you. Once your account is created, follow the steps below to start your ePortfolio:

Log in to Sounding Board.
Click on the Log In button at the upper right hand side of the screen.
Use the same username and password as your myPugetSound Account.

Start your Professional Showcase ePortfolio
Once logged, visit the template library at https://pugetsound.digication.com/template-library/about-me.

For the first page:
Click a template icon to open a page you like.
Click Use this template.
Select the option to create a new ePortfolio.
Title your portfolio “then click CREATE.
Close that page.

For each additional page:
Click a template icon to open another page.
Click Use this template.
Click the icon from the list of exiting ePortfolios.
Click on the option to Create new page.
Name the page and click CREATE.

Customize your ePortfolio
Click on the edit icon to type or change images.
Additional content can be added using the blue plus icon.
Click on the settings icon for a text-box or image to change colors, font, images, and more.
Adjusting page section settings can alter the background color and image.
Move content around the page after clicking this icon or using the Organize Tool from within the menu.
Some content must be unlocked before editing.
More help is available by clicking on the How to Guide link in the footer of the page.

Share your ePortfolio
Be sure that the desired page content and changes are published.
Be sure that the visibility settings will allow your recipient to view the content. Access settings by selecting the menu then SETTINGS:

Private to me
Only accessible by you

Public
Viewable by anyone and searchable by google and other search engines

Private within University of Puget Sound
Only viewable by users at University of Puget Sound

Default setting,
Only you can view content (published or draft form).
Puget Sound Users can view published content only.
Specific people may be selected to view, edit, and/or publish content.

The URL at the top of the page can be added to a LinkedIn profile, hyperlinked on a resume or cover letter, or included in your email signature
https://pugetsound.digication.com/...

NOTE: When sharing a link to a specific page, viewers will be able to access ALL published pages. To limit visibility, specific pages can be made private.

Experiential Learning ● Howarth 005 ● explearn@pugetsound.edu ● 253.879.3124 ● calendly.com/ehellam
Sample Showcase - Best Practices

- **Balance your page with an appropriate amount of visual and textual elements.** Make your showcase capture you and your experience. Personalize it while being mindful it ought to complement your written responses as the standard focus to the page. Diversify your content so that it’s not all prose.
- **Make it simple.** Simplicity and crispness optimize easier readability and positive response for your intended audience. The majority of your content ought to be captured in about one to two scrolls of a mouse, creating a page that isn’t overwhelming to your audience.
- **Use captions or titles.** This helps provide organization and context to what you’re talking about.
- **Make your writing comprehensive and academic.** Using standard Point-Evidence-Analysis writing techniques is an easy way to write about yourself effectively. Tailor it to make your writing moderate and directed to your audience.

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Puget Sound Outdoors

As a trip leader for the Puget Sound Outdoors Program (PSO) I get to work with a co-lead to create, and facilitate outdoor adventures. These trips can range from beginning to advanced, and encompass anything from snowshoeing to kayaking. My experience with PSO has allowed me to practice being in a leadership role where group dynamics are constantly changing, and you have to be flexible with rapidly changing conditions. One of my strengths as a leader is honoring the needs, perspectives, and voices of all group members, but that can sometimes come at the price of making efficient decisions under pressure. In taking time to reflect after each trip, I have pushed myself to grow in how I chose to respond in situations that require fast action or quick decision-making. I now feel more confident in my ability to balance the individual needs of each participant, with the safety and comfort of the group as a whole.
Effective Writing Strategies for Responses

Articulating an experience in a way that provides both context to your story and analysis for its significance can offer valuable insight to your audience. Elaborating upon the facts of your experience help you own your narrative and portray its importance. Two narrative frameworks are outlined below.

<table>
<thead>
<tr>
<th>What?</th>
<th>Context</th>
<th>Describe the circumstances.</th>
</tr>
</thead>
<tbody>
<tr>
<td>What happened?</td>
<td></td>
<td>What was the task or opportunity?</td>
</tr>
<tr>
<td>What did you do?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>So What?</th>
<th>Action</th>
<th>How did you respond to the situation?</th>
</tr>
</thead>
<tbody>
<tr>
<td>What made that meaningful?</td>
<td></td>
<td>Articulate the steps you took.</td>
</tr>
<tr>
<td>What did you learn?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Now What?</th>
<th>Results</th>
<th>What were the outcomes of your actions?</th>
</tr>
</thead>
<tbody>
<tr>
<td>What does this mean for you as you take your next steps?</td>
<td></td>
<td>What did you learn or accomplish?</td>
</tr>
</tbody>
</table>

Explaining the trajectory of any one experience emphasizes the significance of the experience itself. It provides insight to your process, evaluation, and personal growth. Good storytelling is authentic, positive, concise and easy to follow, and shows a process of reflection (a before and after).

“My choice in pursuing this path was driven by my passion for…”

“Because I persisted in my work in this area, I developed a unique set of skills that prepared me for …”

“My experience working in this field has granted me new insights/opportunities to explore…”

“I’m inspired to take what I have achieved and continue to foster new growth in areas like…”

Polished Showcase Checklist

Review the following questions to evaluate the quality of your ePortfolio. Make changes as needed to optimize the content of your showcase.

**Appearance**

- Is your text free from typos, grammatical mistakes, and misspelled words?
- Is your font cohesive and appropriately formatted? (Bold, Italics, etc.)
- Does your ePortfolio look professional and aesthetically pleasing?
- Have you utilized an appropriate and attractive use of photos and color?
- Are your text boxes at a length that allows for easy readability?

**Content**

- Have you addressed the significance of your undergraduate experience?
- Have you pointed out skills and attributes that set you apart from others?
- Have you elaborated upon your experiences to explain how they have influenced your growth?
- Do you explain your experience in a way that explains your expertise?
- Do you make connections between your experience and how it relates to your personal strengths?

**Organization**

- Is your ePortfolio organized in a way that makes it easy to read through and navigate?
- Do you have a proper introduction and suitable conclusion to points you’ve made in your text?
- Do you transition smoothly from one point to the next?
- Do you utilize headings to title and organize your writing?

**For Your Audience**

- Is your overall tone professional, eloquent, and grounded?
- Is your writing mindful to the audience that will view your showcase?
- Have you demonstrated your ability to articulate your narrative effectively?
- Do you project confidence but not arrogance?