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# Contents of Your Job Portfolio

What should you put into your all-important job portfolio? Here are a few tips from Kentucky teacher and former student member Stephanie Uriage.

- Don't forget that a portfolio is a tangible piece of yourself that employers can use to judge your work and see how you fit in with their teaching philosophy and school structure.
- Start out with a letter to the reviewer taking about your philosophy of teaching.
- Don't just talk about what your classroom units were like, include pictures showing you in teaching moments.
- Make sure your portfolio is organized into understandable parts that are easy to leaf through. Hiring teams don't have a lot of time.
- Don't forget examples of your students' work. The best way to show off your skills as a teacher is to show examples of your students' work.
- Use your student teaching journal to show your own developing mastery of what you're teaching.
- If you were part of an innovative classroom project note that in your portfolio and show examples.
- Use your NEA Student Program activities to demonstrate your leadership and team skills, particularly if an Association project involves school-based work or community partnerships.
- If you don't have a clear understanding of and/or experience in classroom innovations like multi-age classrooms or cooperative learning don't include it in your portfolio. Classroom teachers serve on hiring teams and they know the difference between knowledge and lip service.
- Make sure you include reference letters and contact names and addresses. That way, a hiring team won't have to follow up on an incomplete portfolio.
- Finally, share your portfolio with others. Networking and feedback will strengthen your portfolio and your job prospects.