Organizational Format

1. Table of Contents w/page numbers

2. Introduction/Overview
   a. Description of Firm
   b. Job Description and Supervisor name and title (job description should be the formal, typed one given to you at the beginning of the internship by your supervisor)
   c. Learning Objectives (optional)

3. Summary of Skills Acquired (bulleted outline)

4. Letters of Evaluation on letterhead – the final letter may be a general letter of reference if you prefer (may be more useful down the road).

5. Work Samples/Projects
   • Organize by Project
   • Start with brief description of task/project
   • Follow with work samples (memos, letters, layouts, database, etc.)
   • Tab each project
   • Use a “miscellaneous writing samples” section if needed
   • If you don’t have many tangible examples or hard copies of work you performed, explain what you did in words; be creative in communicating what you did.

6. Appendix --- Internship Contract and anything else that seems relevant

General Comments

• Keep prose (writing) brief; use outline form when possible
• Tab each section with a label, i.e., Overview, Summary of Skills, Letters of Evaluation, Work Sample #1, Work Sample #2, Appendix, etc.
• Use spiral binding or other method that makes it easy to read and turn pages
• Be creative! Be professional! Remember, this portfolio is for you to use in interviews.
• I will not write on it; you do not need to make more than one copy unless you want to give one to the firm (this may be a very good public relations move).