

Building Your ID Portfolio

Your portfolio should be of high quality and professionalism of materials and appearance in presentation and performance. It should include items you have created that demonstrate your learning and expertise and what you reflect have learned overtime.

Think about the projects and products you developed that you are most proud of and an employer would be interested in seeing your skills.

Common Components of an ePortfolio

- Materials you've created, including the skills you have obtained and competencies you've developed
- Personal philosophy of education and/or training
- Your professional resume that we discussed about earlier
- Website, blog or wiki

Tips for Building the Perfect Resume or CV

- **Your Resume Should Include:**
 - Information on your education

- Your professional experience
 - Manuscripts in progress
 - Publications
Presentations
 - Professional Development
 - Workshops
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- **ID Skills to Include in Your Resume:**
 - Write and develop learning objectives
 - Organize, write, and shape content from a subject matter expert into different lessons or modules
 - Ensure the content matches the given objectives
 - Structure content and activities to maximize learning
 - Develop assessments

- Revise and rewrite scripts using content from a subject-matter expert to put them into learner-friendly language
 - Create the layout of instructional materials
 - Develop audio, visual, and interactive media
 - Storyboard content
 - Plan and create learning activities, knowledge checks, and assessments
 - Create visual aids, student guides, instructor guides, or training manuals to accompany the content
 - Collaborate with team members
 - Conduct any research required to design and develop the materials
- **Extra Helpful Resources:**
 - [Resume and Cover Letter Guide](#)
 - [Top 10 Curriculum Vitae \(CV\) Writing Tips](#)
 - [30 Best Online Resume Websites and Template](#)
 - [400+ Resume Examples](#)

Your Philosophy Statement

- **What to Include in Your Philosophy Statement:**

- Your professional mission:
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- The core values guiding your work:
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- Promote equity and diversity:
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- Commitments to your students, clients, and community:
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- **Tips to Writing a Philosophy Statement:**

- **Consider your audience.**
 - Who might be viewing the portfolio?

- Faculty, potential employers, clients
- **Keep it short, concise, and use simple sentence structure.**
- **Use first person and present tense.**
 - This is a reflection of your values at this moment in time.
- **Avoid broad statements.**
 - Be specific and provide examples.
- **Play up your strengths.**
- **Don't follow the "herd".**
 - The latest trends may not always be true to your own core values.
- **Use honesty and integrity.**
- **Formulate your statement around yourself and your core beliefs.**
 - Not what you think the reviewer wants to hear.
- **Acknowledge your influences.**
 - Where did you adopt your philosophy and why?

- Credit those who have influenced you on your journey.

- **Example Philosophy Statements:**

- [Learning Design Philosophy – Salah Farrag](#)
- [Instructional Design Philosophy](#)
- [Herman Pierson's Instructional Design Philosophy](#)
- [Instructional Design Philosophy — Meghann T. Pytka, PhD](#)

- **Extra Helpful Resources:**

- [Creating a Philosophy of Instructional Design](#)
- [Writing a Teaching Philosophy Statement](#)

Suggested Hosting Sites

- **Weebly** (www.weebly.com)

- Provides fully customizable website themes and elements.

- **Google Sites** (sites.google.com)

- Easy to use and setup efficiently.

- **Wix** (www.wix.com)

- Also allows for more customization and provides templates specifically for portfolios.

Example Portfolios

- **Lila Azouz**
 - <https://www.lila-azouz.com/>
- **Shalini Mathais**
 - <https://prezi.com/nujr91rrajoz/instructional-design-portfolio/>
- **Cath Ellis**
 - <https://www.cathellis.com/portfolio/>
- **Tom Washan**
 - <http://tomwasham.com/#/portfolio>
- **Chris Friend**
 - <https://chrisfriend.us/design-portfolio/>
- **Troy Ashman**
 - <https://www.troyashman.com/>

5 Cover Letter Tips

- **Keep it short and sweet.**
 - Write no more than 3 paragraphs, or about half a page.

- Limit yourself to no more than 2-3 sentences about your experience.
 - Show why you're a great fit, and tell a brief story to illustrate.
- **It's who you know.**
 - If you know someone inside the company, mention this in the first paragraph.
- **Get personal.**
 - Find out the name of the hiring manager, and use it in the address and salutation of your cover letter.
 - Avoid the tired and generic "To Whom It May Concern."
 - Discuss your career passions, goals and work experiences that have meant the most to you.
 - Discuss how you specifically can contribute to the company.
- **Get informed.**
 - Do diligence about the company and the position.
 - Click through all the links on the homepage, and read news articles on the company's leaders, accomplishments and growth.
 - Plug it into the letter in an appropriate place.
 - Discuss job challenges and ways your expertise can bring efficiency to the position.
- **Get custom.**
 - Tailor your letter specifically for each position.
- **Extra Helpful Resources:**

