



# CREATE YOUR ACCOMPLISHMENTS PORTFOLIO

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Reflecting on what you've done and where you've been will help you articulate what you can yet do and where you're capable of going. Here's how to get started.

## GATHER MATERIALS ABOUT YOUR PAST ACCOMPLISHMENTS.

- Positive feedback from colleagues
- Proudest work achievement summaries
- Education
- Internship summaries
- Professional awards
- Work samples
- Continuing professional education

## CREATE YOUR PORTFOLIO BY DOING ONE OF THE FOLLOWING:

- Printing everything and storing it in a binder or folder.
- Digitizing everything and putting everything in a presentation or portfolio website.

## KEEP YOUR PORTFOLIO UPDATED ON AN ONGOING—IF NOT DAILY—BASIS.

- Create a "Wins" or "Accomplishments" email folder or label for the positive feedback you receive.
- Update your records when you receive an award.
- Create project briefs for projects you're proud of.
- Keep track of positive verbal feedback.

**TIP:** Thank the person over email and screenshot their response.



## PUT YOUR ACCOMPLISHMENTS PORTFOLIO TO USE:

### On your professional documents:

- Resume
- Cover letters
- Website
- Social media

### TIPS:

- If you have sensitive information in your accomplishments portfolio, blur this out for a public audience, share it only on a password protected page, or describe the wins in generic, rather than specific, terms.
- Use the "request a recommendation" feature on LinkedIn to source recommendations on your profile from colleagues who have provided positive feedback about you featured in your portfolio. You can use these on your personal website as well.
- Use the "Kudos" feature on LinkedIn to thank people who give you recommendations.

### When applying for a job.

### When negotiating for a raise or promotion.

### TIPS:

- Use your portfolio to describe three or four of your biggest wins and how your responsibilities have grown more complex.
- Wrap up with the following ask, "I'd love to discuss a salary adjustment to reflect my increased contributions."

### During performance reviews.

### TIPS:

- Curate examples that show how you've supported the company's mission.
- Give your boss the materials ahead of your review to guide the conversation.