# How to create your Professional e-Portfolio

Creating an e-Portfolio is an opportunity for you to reflect on your learning, and to demonstrate to potential employers that you have successfully attained the skills necessary to be an outstanding new hire.

The items you choose to include in your e-Portfolio are called **artifacts**. These can be a variety of things, including, but not limited to:
- Mission Statement / Philosophy
- Career Goals
- Résumé, References
- Diplomas
- Degrees
- Certificates
- Academic Plan of Study
- Transcripts
- Awards
- Work Samples
- Works in Progress
- Assessments
- Letters of Recommendation
- Letters of Appreciation
- A list of professional Memberships and Certifications
- Descriptions of Community Involvement / Volunteer Activities

Using ONLINE e-Portfolio tools, you will be able to put together a simple website that presents your selected artifacts in a professional manner that you can take with you when you graduate. You will have the option to share your e-Portfolio with future employers.