

Portfolio and Resume

Presenting Yourself for University and Future Careers



Essential Question:

How can we present our skills, achievements, and experiences clearly?



Resume

Highlight your skills and experiences



Portfolio

Showcase your best work and projects



Evidence

Provide proof of your achievements and impact



Story

Tell your journey and what makes you unique



Future Goals

Connect your strengths to your future aspirations



Why Do These Documents Matter?

They help others understand your potential

You may need a resume or portfolio for:



University Applications



Scholarship Applications



Interviews



Future Careers



Internships



Part-Time Jobs



Competitions



A strong application shows both **who you are** and **what you can do**.



Resume vs Portfolio

One tells. One shows.



RESUME



NATTAWAT J.

High School Student (M6)

✉ nattawat.j@email.com

☎ 081-234-5678

📍 Bangkok, Thailand

🌐 linkedin.com/in/nattawat-j

PROFILE

Motivated and responsible M6 student with strong academic performance and enthusiasm for technology and innovation.

EDUCATION

Sarasas Witaed Bangbon School
High School (M6)
GPA: 3.85 / 4.00

SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Adobe Photoshop (Basic)
- Python (Basic)
- Communication
- Teamwork & Leadership

EXPERIENCE

- Student Committee Member (2023–Present)
- Project Assistant – Science Fair (2023)
- Volunteer – School Open House (2022)

ACHIEVEMENTS

- Top 10 in Mathematics Contest (2023)
- Certificate of English for Communication – CEFR B2



Quick Overview



Easy to Scan



Highlights Key Info



First Step Impression

Resume

Short summary



Usually 1 page



Lists skills and experience



Quick to read



Best for screening



Portfolio

Collection of evidence

Multiple pages or digital file

Shows work, projects, certificates

Gives deeper proof

Best for interviews and applications



PORTFOLIO



More Complete



Proves Your Abilities



Shows Real Examples



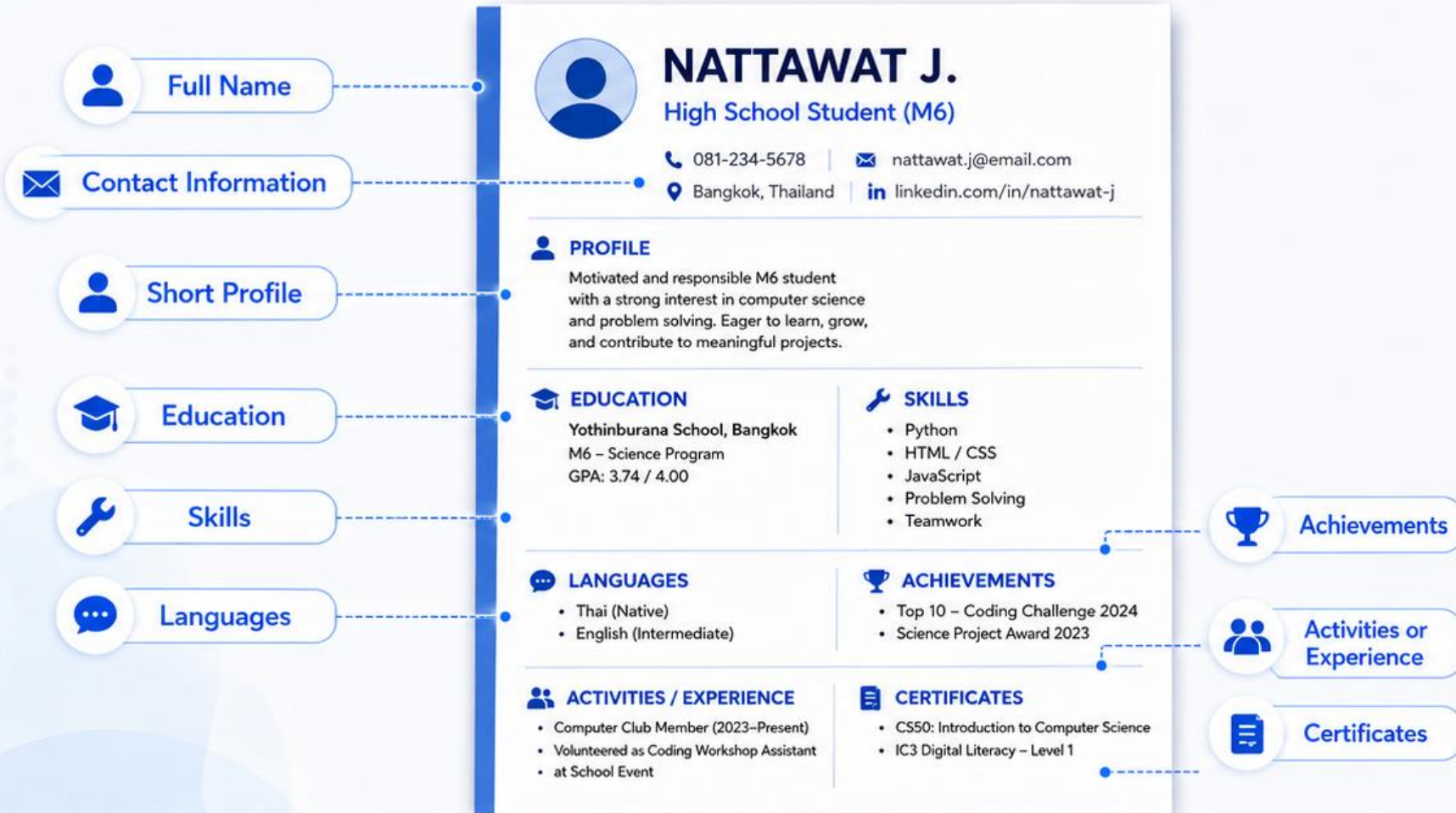
Stands Out from Others



Resume tells your story quickly. Portfolio proves your story with evidence.

What Goes Into a Resume?

A quick summary of who you are.



A student resume usually includes:

- ✓ Full Name
- ✓ Contact Information
- ✓ Short Profile
- ✓ Education
- ✓ Skills
- ✓ Languages
- ✓ Achievements
- ✓ Activities or Experience
- ✓ Certificates



Goal: Make it easy for the reader to understand you quickly.



Writing a Strong Profile

Your short personal introduction



1 Who are you?

Introduce yourself
in one or two sentences.



2 What are your strengths?

What are you good at?
What can you contribute?



3 What are you interested in?

What subjects or topics
do you enjoy?



4 What is your goal?

What do you want to
achieve in the future?



Keep it short, clear, and honest.

Example Profile



NATTAWAT J.
M6 Student

“

M6 student interested in
computer science, digital media,
and problem-solving.
Experienced in school projects
and teamwork, with a goal to
study technology at university.

”



Skills and Achievements

— Show what you can do —

Skills



Communication

Express ideas clearly and listen well.



Teamwork

Work well with others to achieve goals.



Leadership

Take initiative and inspire others.



Coding

Write code and solve technical problems.



Design

Create visuals and engaging content.



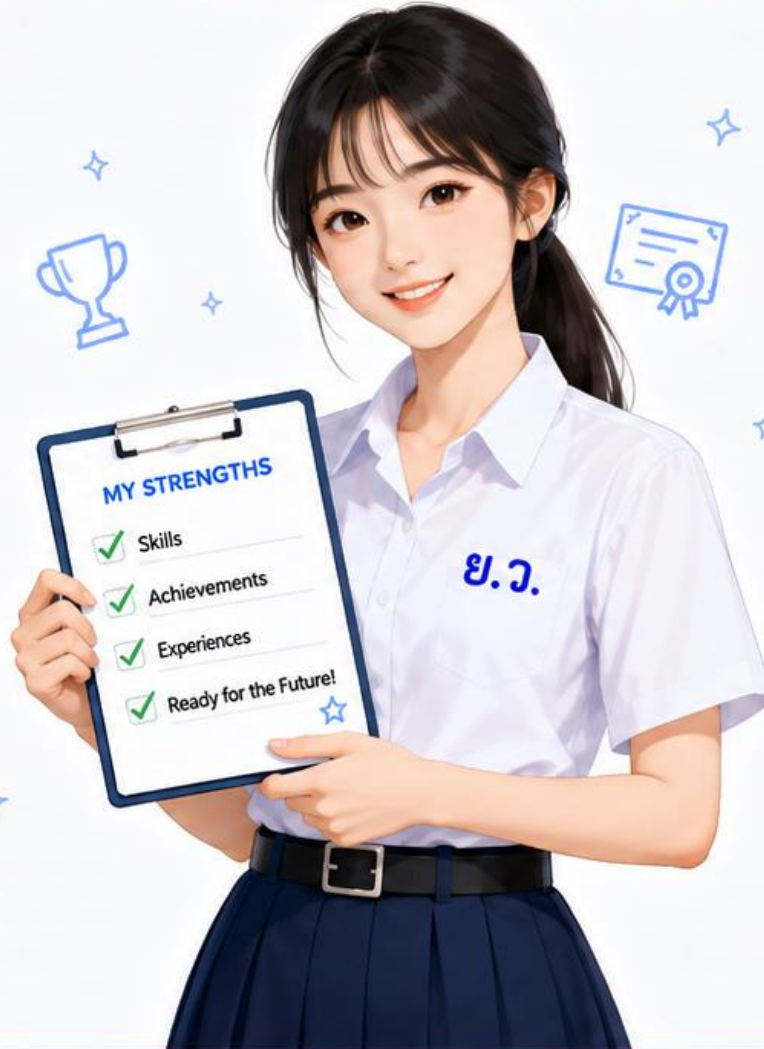
English / Languages

Use languages to communicate and connect globally.



Problem-Solving

Think critically and find effective solutions.



Achievements



Competitions

Join contests and challenge your abilities.



Certificates

Earn certificates from courses and programs.



Projects

Create projects that show your skills and creativity.



Volunteer Work

Help others and make a positive impact.



Club Activities

Participate in clubs and develop your passions.



School Responsibilities

Take on roles and contribute to your school community.



You don't need work experience to have something valuable to share.

★ Your skills and experiences already matter! ★

What Is a Portfolio?

Evidence of your skills, work, and growth



A **portfolio** is a collection of evidence that shows:

- who you are
- what you can do
- what you have created
- what you have achieved
- where you want to go next



Portfolio = proof of your abilities

What Can Students Put in a Portfolio?

— You may have more evidence than you think —



MY EVIDENCE

1 School Projects	2 Certificates	3 Competition Results	4 Volunteer Activities	5 Leadership Roles
6 Club Activities	7 Sports or Arts	8 Photos of Activities	9 Coding or Design Work	10 Reflections about Learning

Keep growing! 😊

Your future starts today. ❤️

You've got this! ☆

Choose evidence that supports your goal. ☆

Quality is more important than quantity.

Be proud of your journey! 😊



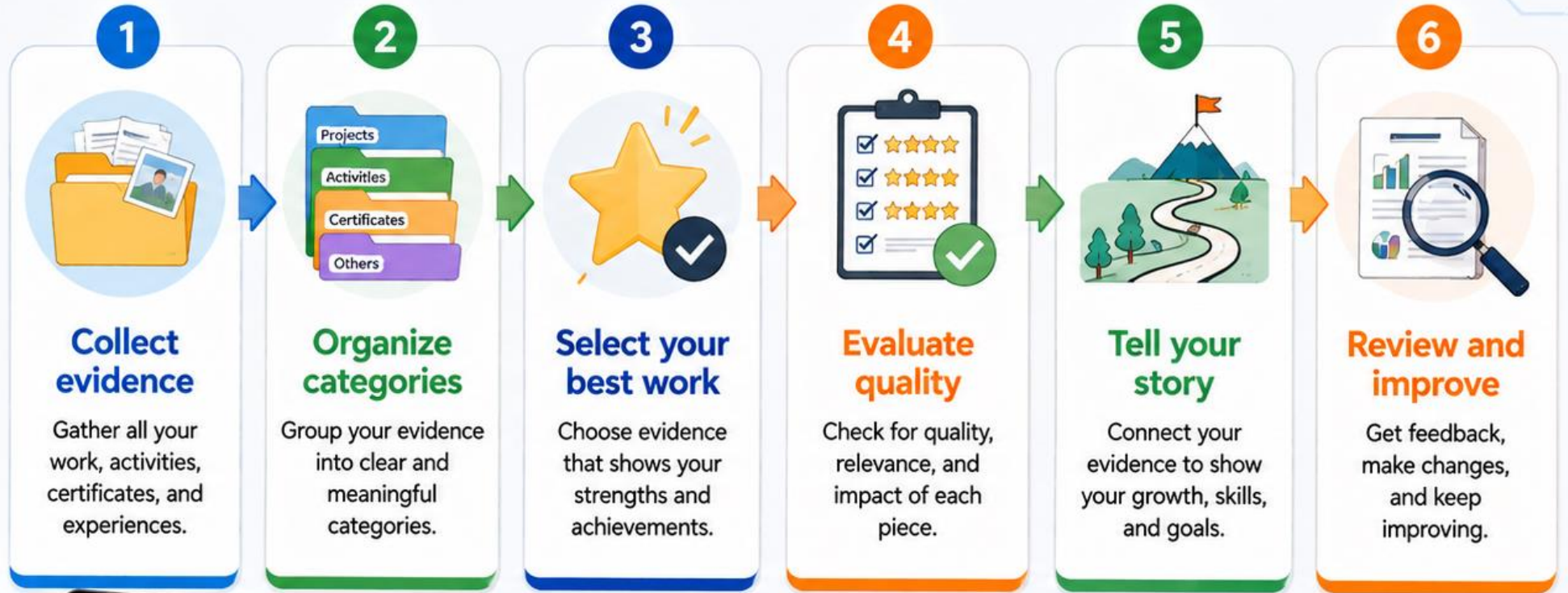
Start collecting early.

Small steps today, big opportunities tomorrow.



Portfolio Creation Process

From evidence to story



**Do not include everything.
Include what supports your goal.**





Step 1: Collect Evidence

Start gathering your work early



Certificates



Project Files



Photos of Activities



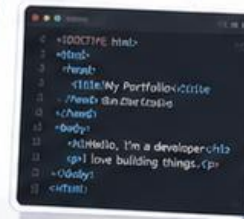
Competition Results



Volunteer Records



Artwork or Designs



Code / Websites / Videos



Teacher Feedback

Collect items that show your skills and effort:



Certificates



Project files



Photos of activities



Competition results



Volunteer records



Artwork or designs



Code / websites / videos



Teacher feedback



TIP: Keep everything in **one folder**.





Step 2: Organize Your Portfolio

Make it easy for the reader to understand



POSSIBLE CATEGORIES



About Me
Introduce yourself.



Education
Your academic information.



Skills
Your strengths and abilities.



Projects
Examples of your work.



Activities
School and community activities.



Certificates
Courses and certifications you earned.



Achievements
Awards and accomplishments.



Future Goals
Your goals and plans.



Avoid categories that overlap too much.
Keep your sections clear, distinct, and easy to understand.

Step 3: Select Your Best Work

Quality is better than quantity



EVERYTHING

Too much and not focused



BEST EVIDENCE

Focused, strong, and relevant

Choose carefully

Choose work that is:

- 🎯 Relevant to your goal
- 💎 High quality
- 📖 Clear to understand
- 💪 Shows real effort
- ★ Shows your skills
- 📄 Supported by evidence



Mobile App Project
UI/UX Design



Shows design and problem-solving skills. ★



Science Fair Project
Smart Plant Monitor



Shows research, coding, and real-world solution. ★



Coding Project
Web Portfolio



Shows coding skills and creativity. ★



Volunteering
Community Clean-Up



Shows responsibility, teamwork, and heart. ★



English Speech
Competition



Shows communication and confidence. ★



Certificate
Web Design Course



Proves learning and achievement. ★



Including everything can confuse the reader.



RULE: Choose your **strongest** evidence first.



Step 4: Tell Your Story

— Your portfolio should have a clear direction —



Your Future



University /
Scholarship



Job
Opportunities



Choose **evidence** that supports your goal. ✨

Step 5: Review and Improve

Before you submit, check carefully

Review your portfolio for:

- ✓ spelling and grammar
- ✓ clear layout
- ✓ correct information
- ✓ relevant evidence
- ✓ suitable order
- ✓ professional tone
- ✓ feedback from friends or teachers



Does this **portfolio** represent me well? ✨

Common Mistakes

What should we avoid?

Mistake

- ! too much text
- ! unclear photos
- ! missing contact information
- ! old or weak evidence
- ! messy layout
- ! spelling mistakes
- ! irrelevant certificates
- ! exaggerated claims
- ! copying templates without editing

Better Choice

- ✓ clear text
- ✓ good images
- ✓ complete contact
- ✓ strong evidence
- ✓ clean layout
- ✓ proofread
- ✓ relevant content
- ✓ honest claims
- ✓ personalized design



Be clear, honest, and professional.

Portfolio Audit Activity

What do you already have?



CHECK WHAT YOU ALREADY HAVE:

- ☐  Certificates
- ☐  School projects
- ☐  Competition results
- ☐  Volunteer work
- ☐  Leadership experience
- ☐  Club activities
- ☐  Sports / arts
- ☐  Technology work
- ☐  Photos of activities
- ☐  Teacher feedback



Be honest with yourself. This helps you plan your next steps!



MY FUTURE PORTFOLIO

Keep growing!

Every step counts!



I HAVE



Certificate



Science Project



Volunteering



Coding Project



School Activity



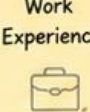
I WANT TO ADD



Competition Award



Leadership Role



Work Experience



Design Portfolio

+
Add more



NOT SURE / NEED MORE



Sports Achievements



Arts Portfolio



Research Work



Internship Experience



Other Evidence



THEN ANSWER:

What is missing from my portfolio?



BUILD YOUR FUTURE
GROWTH. LEARNING. IMPACT.

✦ My Future Portfolio Plan ✦

Start building now

1



My goal is:

2



My strongest skill is:

3



My best evidence is:

4



One thing I need
to collect is:

5



One thing I can improve
this year is:



Your future portfolio starts
with **what you do today.**



Midterm Project: One-Page Resume



Create a clear, professional resume for your future goal



Your resume must include:

- ✓ Full name
- ✓ Dream job or future goal
- ✓ Short personal profile
- ✓ Safe/fake contact information
- ✓ Education
- ✓ Skills and languages
- ✓ Achievements and certificates
- ✓ Activities, projects, or work experience



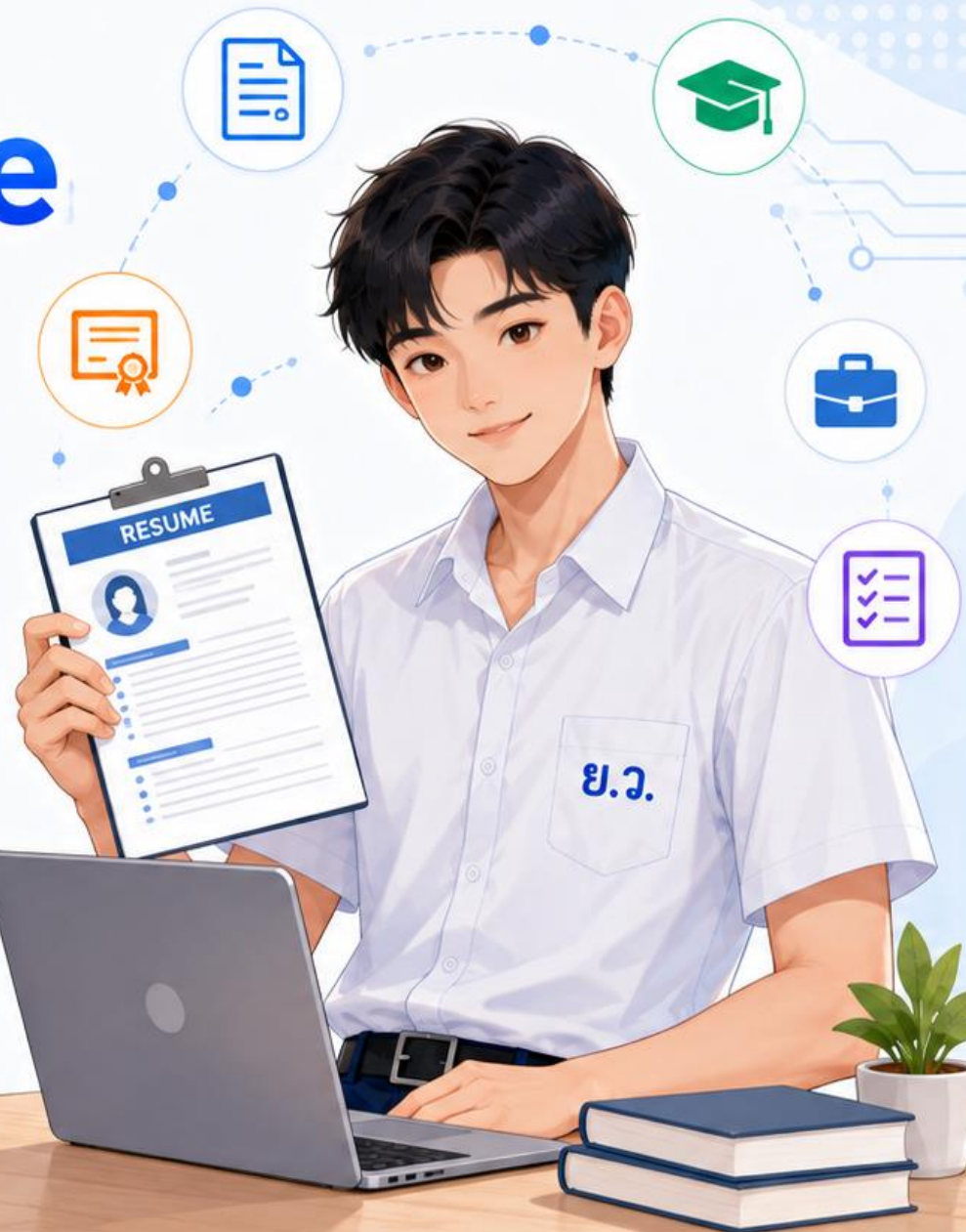
Important Reminder:



This project is
only a resume.



The final project
will be a **full
portfolio.**



Be clear. Be honest. Be professional.

✦ Exit Ticket ✦

Before you leave

❓ Which is more useful for your next goal:
a resume, a portfolio, or both? Why?

❓ What is one thing you can add to your portfolio this year?

✦ ✈ Submit before leaving. ✦



The End

Your future story starts with what you build today



Remember:

A strong resume and portfolio should be:



clear



honest



organized



relevant



evidence-based



designed for
the receiver



Start collecting evidence early.



clear



honest



organized



relevant



evidence-
based



receiver

