

Professional Evidence Portfolio



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Certifications

DEGREES AND TRAINING CERTIFICATES

Certifications and degrees imply a certain level of knowledge. For training certificates, it is also a good idea to include course syllabi — to provide a clearer idea of exactly what was covered in the training.



Accomplishments

PROJECT EXPERIENCE DOCUMENTATION

Include documentary evidence of your participation in important work projects, including photographs, if available. This can help you demonstrate your skills — to give others a full picture of your professional capabilities.



Testimonials

PROFESSIONAL RECOMMENDATIONS

Gather testimony from others you've worked for or with — people who can vouch for your skills, knowledge, and professionalism.



Skill Exercises & Worksheets

HANDS-ON SKILL DEVELOPMENT EXERCISES AND TASK SHEETS

A structured training program, such as Routsis's RightStart™ system, includes job-specific tasks to help establish and maintain proper daily work habits. Documentation of these tasks should be included in your portfolio.



Trade Associations

MEMBERSHIPS AND PARTICIPATION IN INDUSTRY EVENTS

Provide documentation about membership in any relevant trade associations, guilds, unions, or other industry bodies. You may also want to mention your attendance at industry-related events, such as tradeshow and conferences.

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