

Design ePortfolio

Your ePortfolio is an extension of your resume; therefore, it allows you to feature your accomplishments in a more visual way. To achieve 100% completion on your CareerLink Profile page, you must complete your Personal Statement, Work Experience, Projects, Skills, Personal Website and Default Resume upload.

Build Your Profile

To begin, you must click the **Profile** tab on your home page. As you hover over each section on your Profile page, the background color will change or a pencil icon will appear. Click the area to start editing each section.

For the top section of your Profile, you can add a photo and a cover image, update your name and add your GPA, and change your ePortfolio URL.



Next, you will want to start thinking about your personal statement. Some questions to consider before writing your personal statement are:

- Who are you and what personal qualities do you offer?
- What skills can you offer that would be helpful in the job(s) you're seeking?
- What are your areas of expertise and experience?

You have up to 500 characters so use them wisely!

A screenshot of the 'Personal Statement' editing form. The title 'Personal Statement' is at the top left. Below it is a large text input area with the placeholder text 'Personal Statement'. On the right side of the input area, the character count '0/500' is displayed. At the bottom right of the form are two buttons: 'CANCEL' and 'SAVE'.

Once you've created your Personal Statement, continue through the site and complete as many sections as you can. Remember that your Profile will not show 100% until all of the sections above are completed.

The Education section includes only your IU Southeast information, but you can add other institutions by clicking the **Add Education** button, which will appear when you hover over the Education section.

To complete the Experience section, add all of your prior experiences that are relevant to the position(s) for which you are applying. (And don't forget, part-time college and high school jobs are experience too!)

Education

- Graduation Date: May 2015 
SE - Business BSB - Finance, SE - Business BSB - Accounting 
Indiana University Southeast
Sophomore 
GPA: 3.00

Experience

- May 2015 - Present
Pizza Artist
Pizza Hut - New Albany, IN
Description: Ensured customers received all-star customer service. Received a 95% employer satisfaction rate for fast, efficient pizzas with the requested toppings.

Projects

- Aug 2016 - Present
Career Plan
BUS-X299 Career Planning and Placement
Created a career plan using a project management approach in order to ensure long-term hire-ability.

Skills

Critical Thinking Problem Solving Excel

For projects, think of personal, work and class projects that would be important to highlight. For each project, you will be asked to highlight skills, which should remind you of why each one is so important. For example, group projects for class help you develop teamwork, leadership and conflict resolution skills. Lastly, make sure you highlight 5-10 skills that would be important to potential employers.

-  Resume
-  Personal Website

Don't forget to review the right-hand side of your screen for additional fields to complete, especially your personal website. You can utilize any website address (such as GitHub, Behance, Google, Merit, etc.) to ensure your Profile is complete.

Publish Your Profile

Once you have completed your Profile to your satisfaction, it is time to publish it. Go to the right-hand side of your Profile page, and push the slider over to Publish.

 Publish

Search

IS IUS Student

IUS Student
SE - Business
Experience at
https://ius-c

100% Profile Complete
+ Add Permanent Email

Share Profile

Copy & paste to share
<https://ius-csm.symplicity.com/profiles/ius.student2>

Share Share Tweet

Personal Statement

I have the drive and determination to make an impact on your organization. I have the proven ability to provide results in a competitive environment.

Publish your profile when you are ready to share it.

Publish

Your profile is ready. [Share it!](#)

CLOSE

When your Profile is published, you have the option to share it via Facebook, Twitter or LinkedIn, or you can copy and paste your personal ePortfolio URL.

- Documents
- Approved
- Pending
- Opt-in Books
- Portfolio

Your published Profile will not be available to employers in your CareerLink account, unless you complete the sections included in the **Portfolio** tab, which can be found under your **Documents** tab.

The sections are very similar to those available on your Profile page, but they must be completed a second time. The sections include a Summary, attaching Documents, your Photo, and fields from your Personal and Academic Profile, which you may select as you see appropriate.

Once you have completed each section, click **Submit**, and then click **Preview** to view your completed Portfolio page.

IUS Student Portfolio

NACElink NETWORK software by sympathy™

IUS Student

SE - Business BSB - Finance; SE - Business BSB - Accounting Major
Sophomore, Graduating May 01, 2015 ()

Profile

✉ lefflerd@ius.edu
812-941-2389

I have the drive and determination to make an impact on your organization. I have the proven ability to provide results in a competitive environment.

Documents

Professional Resume
application/pdf, 239kb

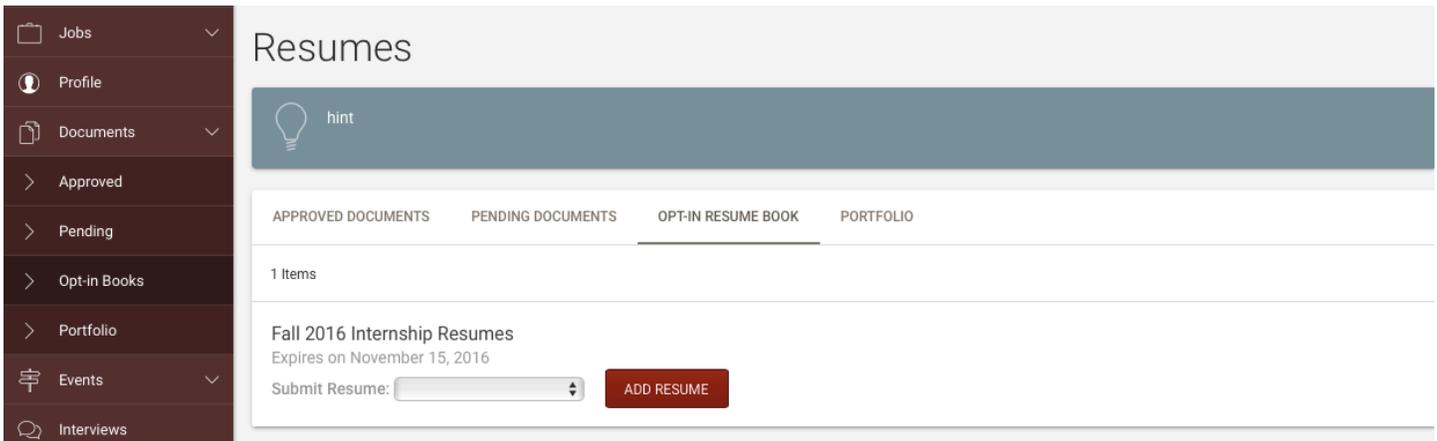
[View full size](#)

Keep in mind that employers cannot access your Portfolio information unless you do one or both of the following:

1. Apply for a job or internship posting by clicking the APPLY button.



2. Opt-in to a resume book by clicking the **Opt-in Books** tab under your **Documents** tab.



Just remember, it's up to you to share your Profile and Portfolio information as you see fit. If you have further questions or need clarification, please feel free to stop by the Career Development Center or reach out to us via chat, phone or email.