

## Global Health MA Portfolio Details

The portfolio tracks your achievements, experiences, and interests. Your professional portfolio will be due on Friday, June 3rd by 11:59pm. You will submit via email to Seth (more details to follow). Please submit it as a PDF. Your portfolio will be graded as distinction, pass, or fail. Seth will also be providing feedback on your portfolio and offer recommendations for where you can add information and make improvements. The sooner you submit it, the more detail he can provide.

### What to Include

**1. A cover sheet** with your details: Name, email, date, and list of contents.

**2. A resume or full academic CV** (or both). Your resume should be 1-2 pages (look online for examples) and your CV can be of any length. A CV, usually used by academics or those on an academic track, has additional detail on projects, presentations, posters, and publications. Even if you do not intend to continue in academia, a CV can be a good place to keep your academic details. Contact Seth if you need help. Think about including these common areas:

- Contact information (name, address, email, phone)
- Educational information (degree, minor, institution, location, year of graduation)
- Relevant professional experience (paid and unpaid employment, research and work experience)
- Any special skills or abilities (language, computer, analytic, writing)
- LinkedIn or personal webpage url in the contact information section
- Certifications and licenses (sometimes even special trainings)

Optional sections of the résumé (usually on a CV):

- Publications and presentations (include posters and manuscripts in progress)
- Honors and awards (including scholarships, reader/TA positions)
- Volunteer and leadership experience
- Professional memberships

**2. Professional Mission Statement and Goals.** There can be presented in any order. You worked on part of this in our GH seminar last fall. Think of this as your personal mission statement. It should reflect your goals and interests. What are you passionate about? Why did you choose global health? What difference do you hope to make in your career? You might also want to include what sort of career you are looking for and state what type of difference you want to make. These details can be revised to fit in a cover letter and can be used in interviews (which we will talk about in the professionalization workshop). This can be any length (usually one page).

**3. Statement of competency areas.** What are your strengths? What areas are you interested in? What topics do you feel you have some expertise in? What skills do you have? While some of this can be a list, try to craft a narrative that highlights your areas of expertise/competence and provide examples for each domain you discuss. This is also material that will be essential for any cover letter and it will help in your answers to interview questions. This can be any length (usually less than one page).

**4. Reflection on your education experience.** This is a one-page reflection on what you learned over the past year (your learning experience) and how your knowledge of global health has changed and/or developed. You can also include information for your undergraduate experience if helpful. Use this space to reflect on what you learned this year (or past years) and how your understanding of global health and the world has changed.

**5. Work samples.** During the job search process you must be able to provide specific examples illustrating your competencies, skill set, and accomplishments. At a minimum, you should be able to discuss them in an interview or show your work to a potential employer. For example, if you helped develop information sheets as part of your field experience, you want to show this work. Or if you helped work on a publication or project, you can include it here. For each item, note the competencies best demonstrated in each example. Consider putting a few diverse samples here. Think about the types of jobs you are interested in. Then showcase the skills most relevant to those jobs. Do you have examples of your work as a team (like in our case competition)? Include the project slides. Your case study is also a good work sample to include (this will demonstrate your understanding of the topic/theme in the context of global health practice, policy, and research).

**Optional (but recommended):** Develop a high quality LinkedIn profile and add Seth to your network. Recruiters and employers do look at these. LinkedIn offers the ability to list projects, skills, and link to and upload work examples to highlight your accomplishments. Take advantage of this opportunity to develop a professional online persona.

It is important to understand that the portfolio is a living document that should be continually added to and updated