

3. Divider Pages with Tabs

Purpose:

To make it easy for you and potential employers to find the information that is important.

✧ Divider pages with tabs should separate each section of the portfolio.

✧ Tab labels should be typed and must be positioned so each section is easily accessible.

Suggestions:

Typing tabs gives a professional look to the portfolio and dividing the notebook into sections will be helpful to you as you are presenting yourself in an interview situation.