Source: <https://work.chron.com/write-work-philosophy-portfolio-5589.html>

When you put together a career or professional portfolio, you may decide to add work philosophy to it. A work philosophy, or mission statement, sums up what you value in your profession. Including a work philosophy in your portfolio gives a potential employer a chance to see what you think about your profession and what is important to you. As you continue working, you can check in with your philosophy every so often to make sure you remain on track professionally.

**1.** Think about the big questions when it comes to your work and professional life. Typical questions to consider for your philosophy include "Why is what I do important?," "What are my thoughts on education?" and "How do I treat others in the profession and in life in general?" Another question to think about is "What skills help you thrive in your work?"

2.  Make a list of the things you value and what you believe and incorporate them into your work philosophy. Decide which are the most important to you and include those. For example, if you value teamwork, include something in the philosophy about the benefit of working with others to accomplish a task.

3.  Include an introduction, body and conclusion. You can write a single paragraph or three separate paragraphs. Use the introduction to inform the reader of your central beliefs and mission. The body of the philosophy expands on your beliefs or values or provides answer to one of the big questions. In the conclusion, summarize your central values and what you wrote in the body.

Tips

* Watch your language when writing the philosophy. Make sure every word you use has a clear, specific meaning. It is easy to use filler words or fluff to make the philosophy sound more grand, but filler does not help you meet your goals and may only confuse a reader.
* Proofread your work philosophy, and ask someone you trust, such as an adviser or co-worker to read it over.
* Include the work philosophy on its own page in your portfolio, before your resume or CV.