

## Assess Your Goals for Your Portfolio

- ☐ Are you building a portfolio for work or school purposes?
- ☐ Are you documenting a single project or entire body of work?
- ☐ What content and preparation requirements exist, if any?

  (Grad programs may have different requirements)
- ☐ Will your portfolio change depending on who your audience is?

What do you wanto to do?

## Portfolios for Employment

Employers look to see a range of skills. Make sure you present your range through inclusion of sketches, physical models, digital work, 2D drawings, construction details, etc.

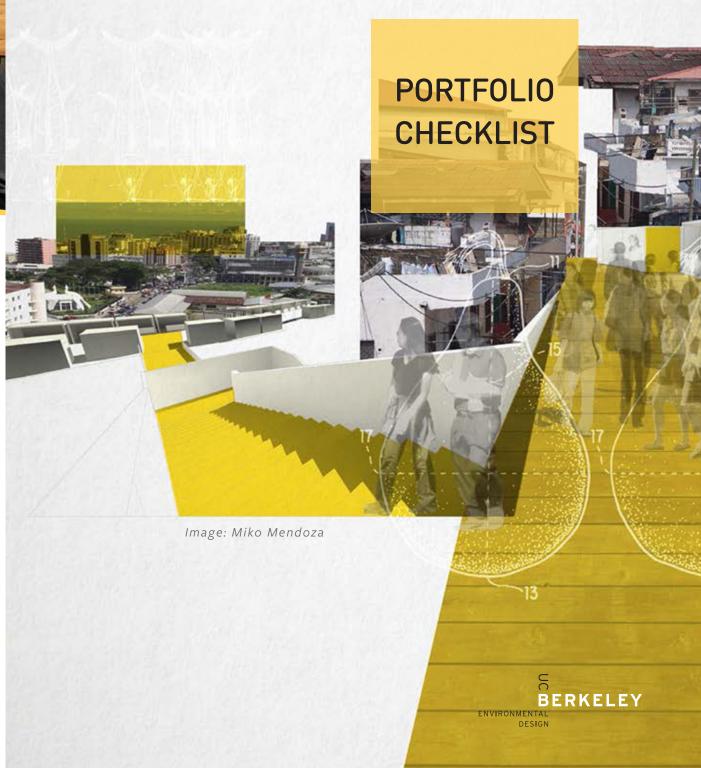
What can you do?

## Portfolios for Graduate Programs

Graduate programs look to see a depth of inquiry in projects, not just skill. To what degree of exploration were you able to succeed; emphasize thorough and careful thinking.

How do you think?





## Identify Tasks and Priorities for Finalizing Practice Speaking About Your Work Maintain A Work Inventory Your Portfolio ☐ Keep digital copies of all work you ☐ Make sure you understand your work and complete. (And a back up!) ☐ Create a list of samples that need revision, as your contributions in both your resume ☐ Organize and keep track of your work well as a list of missing items. and portfolio. samples for ready reference. ☐ Develop new samples to fill in voids in ☐ Practice speaking about projects/ samples in context of what you can offer each category. Consider Your Audience Bring any less-than-optimal samples up to the employers/programs. ☐ Is this portfolio for employment or ☐ Identify key facets that connect with desired standard. continuing education? employer's work. **Build Your Portfolio** ☐ Who will be looking at your portfolio? ☐ Your portfolio is an interview tool – make What are their expectations? What ☐ Design the layout and table of contents. sure to have projects you can speak well to. ☐ Input work with best work first. Includes section decisions are they making? The Job Application and piece introductions and context text. ☐ What impressions would you like your ☐ Create a "two-pager" or work sample; a Portfolios should range from 2-30 pages. audience to have? smaller sample portfolio that goes with Choose a length that shows a range of your Identify Your Best Work Samples your resume for the job search (followed by work without being overwhelmingly long; as a Select your best samples from your inventory online link or larger portfolio in interview.) current student/recent grad aim for 10-15 pages. ☐ If you have internship or work experience, ☐ Have a nicely designed resume that is ☐ Aesthetics matter. Use your graphic design include examples from your professional graphically complimentary to your portfolio. skills to make the portfolio pop. experience. Ensure you have permissions Additional Resources: Test, Revise, and Publish Your Portfolio to publish any work from employment. ☐ Ask mentors, friends and associates to review For posting digital portfolios: Identify What Will Go Into Your Portfolio your portfolio. ISSUU.com ☐ An index: overview, outline, or plan describing ☐ Organize and prioritize comments and feedback. archinect.com the entire collection and its sections ☐ Revise the samples or overall layout according Resume - with list of skills and For additional reading: to your revision plan. capabilities included (available in CED Career Office) ☐ Create a final version of your portfolio. ☐ Introductions to each section of samples Portfolio Design by Harold Linton ☐ Make copies of your portfolio for distribution: ☐ Provide introduction text to each work Design Portfolios by Diane Bender one bound copy for interviews, digital version for sample: keep this concise, focused and clear. online applications and concise work sample for For career information: ☐ Include how each was created (e.g., project career fairs or for attaching to email applications. http://ced.berkeley.edu/students/career-services description, programs/software used, and ☐ Create your online presence and portfolio. AIASF.org be sure to give credit to other contributors AIAEB.org and be specific about your contributions.) ☐ For studio work: include instructor name, Promote your website! Include the URL on course title, type of project and context. your resume, business cards, LinkedIn and any ☐ Include your identifying information and

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