



GUIDELINES: HOW TO PREPARE A PROFESSIONAL PORTFOLIO?

A portfolio can be the decisive document when looking for a placement. It is used especially in the different fields of the crafts and design sector.

SKILLS, WORK

In your portfolio you have the opportunity to present

- Your skills
- Show some of your own work (what you have made, done earlier).

PICTURES

- Photos, pictures are an essential element in your portfolio, but they are often rather heavy to be moved by e-mail, so you need to pay attention to the size of your document.
- Save your portfolio in pdf format (e.g. **YourOwnName_portfolio.pdf**); however it should not exceed 2-3 MB when sent via email.
- Another possibility is to make the portfolio in the web and just give the receiving partner a link to your portfolio. If you are not sure how to do it, please ask for advice! This also gives you the opportunity to update your portfolio easily.

Please check the best format from the receiving partner.

PRACTICALITIES

- Photograph the pieces of work you have made and explain how they are made - you can relate briefly the techniques, the materials, the working process or software you used.
- You can also include pictures of the making process, structural drawings etc. if there is something particular you want to bring out - you have to *consider what the relevant information within your own field is*.
- Pick the best or the most relevant pieces when creating your portfolio document.
- After your work placement you can update your portfolio with pictures and documents of what you have made during your placement. A well-made portfolio also comes in handy later when looking for work in your home country or in any other country!