



Ready Reference E-20

Engineering Portfolio

A Portfolio a collection of assets, work samples and projects, used to illustrate one's talents, skills, and achievements. Portfolios display projects that are not highlighted in a typical resume through visuals, such as graphs, diagrams, photographs, and sketches.

Cover Page

The cover page is an introduction to you and your projects. Should include:

- Name
- Major/ Degree
- Contact Information

Keep a simple design that can be easy to read

Table of Contents

Should include:

- Project titles
- Location in document of where to find each document

Resume

A resume is optional if providing a separate document. If not, a resume will go after the table of contents.

Projects

A portfolio displays the top projects, work samples, not all of them. Three to five projects will suffice.

Each project should include:

- Title
- Overall visual representation
- Start and End date of project
- Description of project
 - STAR
 - Situation-explain the context surrounding the projects. What is the problem you are trying to address? Why are you trying to address this problem
 - 1-3 sentences
 - Tasks and Goals- What end product are you trying to achieve? How are you going to reach the goal?
 - 1 sentence

- Action- the process and steps taken
 - Largely explained through visuals
 - 2-5 sentences
- Results-Did you achieve your goals? What was the outcome of this design or project?
 - 1-2 sentences

Tips and Tricks

- Always use visuals and graphics
 - This can include graphs, data, diagrams, photographs, sketches, etc.
 - Projects should be understood through graphics representation
- Divide up text boxes
 - Do not distract or discourage anyone from reading text because it is too long. Instead divide text up into smaller paragraphs, which will make it easier to read.
- Understand Audience
 - Who is going to be reading and viewing the portfolio?
 - Tailor it to them based on known information
- Quality over Quantity
 - If you do not have many “portfolio worthy” projects feel free to leave them out and concentrate on the good projects
- Tell a narrative
 - Beginning, middle and end
 - Keep audience engaged and show workplace personality
- Keep it simple
 - Should be easy to read and understand
 - Do not distract viewers from content and projects with unnecessary graphic, designs, and information
 - White space is GOOD
- Keep updated
 - Do not use old projects that do not have any relevance to your portfolio now
 - Makes it easier to update and modify your portfolio when applying for something that requires a portfolio