

Portfolio Tips: Organization

The purpose of an engineering portfolio is to make it easy to hire you!

1. Razor-focused on skills

Skills will get you hired, so...

- Projects should focus on relevant skills that make you hireable!
- Highlight your individual contributions on group projects.
- Emphasize what you learned if a project's outcome didn't work out (troubleshooting, resiliency, learning from difficulty are good traits to have)

2. Best: Organizing portfolio by skills

- Use projects as examples that demonstrate specific skills.
- It's OK to use a project in multiple skill sections. Make sure that clicking a project under a given skill navigates to dedicated content related to that skill.
- Also include quick project summary for context.
- Develop a flexible framework that allows for easy navigation within specific skills and between specific skills.

3. Also acceptable: Organizing portfolio by projects

- If you already have a portfolio organized by projects, be sure to provide a bulleted list of skills used in that project, making them easy to find.

HOLD ON, WHAT IS A PORTFOLIO, AGAIN?

An engineering portfolio is a website that showcases your projects and experiences. It presents your work in a mostly visual format and demonstrates your skillset and specialty as an engineer.

ADDITIONAL RESOURCES

[CDO Online Samples and Portfolio Resources](#)

Portfolio Tips: Writing & Visual Style

1. Layout

Does “I have to interview this candidate” jump off the page?

- Visually engaging (photos, drawings, 3D models, etc.)
- Consistency: Use same organizing structure across your entire portfolio.
- Easy to navigate AND identify your relevancy & compatibility for the job.

2. Refined writing style

Writing is an indication of how you think and communicate

- Summarize project contexts and outcomes concisely.
- Use bullets instead of big block paragraphs.
- Use efficient language balanced with key details.
- Embrace the editing process (write, read, edit, rewrite, repeat)

3. Authentic to your *true* style

- You get to choose which visual style you are most comfortable with.
- You'll feel more confident and be more likely to invest time into your engineering portfolio if it truly represents you.

WISDOM FROM HIRING MANAGERS

- Technical writing is an art form. A portfolio is an opportunity to get better at this art form. (On average, 40% of your time as an engineer will be spent writing)
- A portfolio is a living document that you should spend time updating as your career progresses so that you are ready for future opportunities.
- There are dozens of hosting platforms out there with differing levels of functionality & costs. If you are job hunting, consider temporarily paying a premium to ensure your portfolio is highly user friendly (ex. subscribing to LinkedIn premium while actively job searching)