

Student Portfolio Template Guide

CareerReadyHub — How to build a portfolio that stands out

■ What is a Portfolio?

A portfolio is a curated collection of your best work, achievements, and experiences. It shows interviewers and admissions teams what you can do — not just what you say you can do.

■ Recommended Portfolio Structure

1. Cover Page

Your name, course applied for, date, and a professional photo (optional).

2. About Me (1 page)

A short personal statement — who you are, your interests, and career goals. Keep it authentic and specific.

3. Education & Achievements (1 page)

List your school, GPA/results, awards, CCAs, and any leadership roles.

4. Skills & Competencies (1 page)

Technical skills (software, tools), soft skills (teamwork, communication), and language abilities.

5. Project Showcase (2–4 pages)

Your best 3–5 projects with: project title, your role, what you did, the outcome, and visuals (screenshots, photos).

6. Work & Volunteer Experience (1 page)

Part-time jobs, internships, community service — highlight transferable skills.

7. Certificates & Training (1 page)

Include relevant certs like first aid, IT courses, workshops, or online learning.

8. Reflections & Goals (1 page)

What you've learned from your experiences and where you see yourself in 3–5 years.

■ Design Tips

- ✓ Use a clean, consistent layout — stick to 2 fonts max.
- ✓ Add colour sparingly — highlight headings or key sections.
- ✓ Include high-quality images and screenshots, not blurry photos.
- ✓ Keep text concise — bullet points over long paragraphs.
- ✓ Export as PDF for sharing — it preserves formatting.
- ✓ Use PowerPoint, Canva, or Google Slides to build your portfolio.

■■ Common Mistakes to Avoid

- ✗ Including everything — quality over quantity, pick your best work.
- ✗ Spelling and grammar errors — proofread twice!
- ✗ No visuals — a text-only portfolio is hard to engage with.
- ✗ Generic content — tailor your portfolio to the course or job you're applying for.
- ✗ Missing contact info — include your email at minimum.

■ A great portfolio doesn't need to be fancy — it needs to be genuine, organised, and reflective of your best self.