# Portfolio Requirements

## Purpose

The PTW portfolio should demonstrate the student's skills and abilities and be suitable for a public audience such as a recruiter, hiring manager, or admissions committee for graduate or professional school.

## Required Materials

- About section
- Résumé
- Three work samples in formats suitable for public audiences
- Written description of each work sample

**About section**

The portfolio must include an "about" section that is appropriate for a professional portfolio or LinkedIn audience. The student should ask "what do I want my potential employer to learn about me through this information?" Be sure to keep the section concise (approximately 100 words).

**Résumé**

The student must include a résumé either in the online portfolio or as a PDF so that employers could learn more about their experiences, training, and qualifications.

**Work Samples**

Three work samples must be included in the portfolio with an accompanying written description (200-400 words; see below for specifications)

## Evaluation Process

Portfolio materials (including the online portfolio and any supplemental files) will be evaluated by a faculty member in Professional and Technical Writing using the following criteria listed below.

Exemplary
Meets requirements
Needs work
Not submitted

## Evaluation Criteria

**About section**
- Content: highlights professional goals and relevant experiences
- Style and tone: written professionally and would be appropriate for a public audience such as a recruiter, hiring manager, or admissions committee for graduate or professional school
- Length: approximately 100 words

**Résumé**
- Education is clearly listed and placed appropriately based on student's career goals
- Relevant experience (including internships or work experience) is clearly listed with appropriate descriptions
- Digital media skills are listed appropriately based on the student's career goals
- Document is carefully checked for spelling errors and polished for formatting issues

**Work Samples**
Each sample of work will be evaluated as follows:
- Overall quality of the project selected
- Visual representation in the portfolio is appropriate
- Written description of the following:
    - goals of the project
    - experience and/or skills learned or practiced in the project
    - demonstration of the connections between projects and/or classes
    - Length requirements met (200-400 words for each work sample)