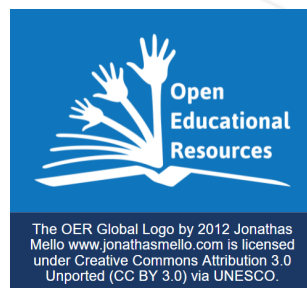# Professional Portfolio

Summary: In this project you will create your professional portfolio. This will help you show potential employers or customers who you are and why they should rely on you to get the job done.

Version: 2

Contents

Chapter I

Introduction

When you start to work, you will start selling your labor! In order to be able to work under the circumstances you desire, it is important to present yourself in an attractive yet authentic way. Your professional portfolio will help you show potential employers or customers who you are and why they should rely on you to get the job done. Your professional portfolio is a personalised set of documents that needs to be adjusted to the respective context. Usually it contains at least the following elements:

- Cover Letter - this can also be integrated into an Email Introduction explaining your motivation and fit to the respective job

- CV outlining your prior education, work experience and skill set

- LinkedIn profile containing references and affiliations

- GitHub profile presenting your coding projects and impact on the tech world.

Some people like to summarise all those elements in a nicely designed personal website, however the sky's the limit and there are no restrictions to your creativity. With that being said, try to be as authentic and attractive as possible, as well as adjusting the material to suit your target audience. The exercises in this project will help you to set up your basic professional portfolio and get feedback from your peers. You can use a real job description as your target use case or pick an imaginary scenario.

> 💡 Be aware that you can also reach out to our Fellows to get feedback from more experienced people. Ask for a portfolio review and make sure to add the people to your network on LinkedIn. They might be the ones opening doors for you once they know you.

> 💡 You can find a dynamic knowledge base with recommended resources in the attachments

Chapter II

Exercise 00: Context

	Exercise 00
	Good design starts with empathy
Turn-in directory : $ex00/$	
Files to turn in : `context_fullname.txt`	
Allowed functions : `None`	

Please specify for which kind of scenario you are designing your professional portfolio. This description will serve as onboarding and calibration for your peer-evaluations at the end of this project. The description should contain information about the job (company, tasks, required skills and experiences, etc.) and other relevant information that will help your evaluator simulate a realistic company review of your portfolio.

Chapter III

Exercise 01 : CV

![icon]	Exercise 01
	Your profile at a glance!
Turn-in directory : *ex01/*	
Files to turn in : `cv_fullname.pdf`	
Allowed functions : `None`	

Create a CV that gives the reader a very quick and structured overview of your profile. Your CV should contain the following:

- Your full name

- Contact information

- A brief description of who you are and what you're looking for

- Relevant skills. This could be Programming, Language etc.

- Prior education including degrees and relevant projects

- Prior work experience, including tasks and references

- Prior activities, i.e. volunteering

> 💡 Try to make your prior activities measurable. If you specify a language skill, use conventional skill levels. If you specify an activity, name start and end dates on a monthly or yearly basis. Start with your latest experience.

> 💡 You should tie previous experience to the desired role. For example: you want to work in 3D rendering and CGI? Maybe you should mention you illustrate video game loading screens as a hobby.

Your CV should be max. 1 page. Keep it short and concise and focus on things that are relevant for THIS application.

Don't start from scratch. For your CV it is absolutely recommended to copy and amend examples that you like. Make it visually appealing and give it some structure. The reader should have an idea of who you are in less than 1 minute.

Chapter IV

Exercise 02 : Cover/Motivational Letter

	Exercise 02
	Why you?! Convince us that we are a match!
Turn-in directory : *ex*02/	
Files to turn in : `cover_fullname.pdf`	
Allowed functions : `None`	

Your motivational letter is your chance to explain why you are the right person for the task at hand! Now, it is time to shine and to put the information from your CV into context. How are you relevant for the reader and why do you want to spend your time and energy on this task/project/job. Your letter should contain the following:

- A personalised address. Ideally you know the name of the person that will review your application. If not, try to be as specific as possible.

- A date.

- A subject line.

- A reference to the job/project description you are applying for - if there is one.

- Tell your story!

  - An explanation why your skill set fits the task at hand. What technology do you want to work on?

  - An explanation why you fit the company.

- Your vision!

  - An explanation of what value you are planning to bring to the table.

  - An explanation of what you are planning to learn and how you are planning to develop.

- Include your USP (unique selling point). What makes you different? Why you and no one else?

- Your name and signature

Do not beg for a job! You should present yourself at eye level. You are offering something valuable and the company wants it. Not the other way around. However, stay humble and kind, whilst making the most of the opportunity you're given – sell your skills and talents.

Your letter should be max. 1 page. Be on point. Do not waste too much space for generic phrases or explanations that everybody could give. Make it personal!

Avoid duplicating the job description by listing all requirements in your cover letter but also refer to the requested skills.

Chapter V

Exercise 03 : LinkedIn

	Exercise 03
	Everything you want in life is a connection away.
Turn-in directory : *ex03/*	
Files to turn in : `linkedin_fullname.txt`	
Allowed functions : `None`	

Submit a link to your LinkedIn Profile. It should meet the following criteria:

- Profile Picture

- Banner

- Name

- Info explaining your personal mission and goals

- A complete overview of your past educational and professional activities with meaningful explanations.

- Connect with minimum 2 fellows, 5 staff members and 20 peers

- Min. 5 skills with min. 5 endorsements each

- Min. 2 personal recommendations/endorsements

- Edit the URL of your LinkedIn Profile

> The LinkedIn profile does not need to be adjusted to your application but can be generic as many different companies can see it.

While LinkedIn is the most widely used platform, there are also other job and networking platforms such as XING, Amadeus FiRe, Angellist.com (or Angel.co), Stepstone or Monster. Check them out to see what works best for you.

Chapter VI

Exercise 04 : Git Profile

	Exercise 04
	Git me baby one more time!
Turn-in directory : *ex04/*	
Files to turn in : `git_fullname.txt`	
Allowed functions : `None`	

The Git Profile is where you can shine as a developer. This is what the technical reviewer will probably pay most attention to before your interview. Submit the link to your Git profile. Your Git profile should contain the following:

- Profile Picture

- Description/About me Section

- 42 Project Table

- Personal Project Table

- Git Stats

- 42 Curriculum Infos

- Languages used and tools

- Add your LinkedIn to your profile

A good Git Portfolio is characterised by the following aspects:

- Regular commit history

- Public Projects

- Something visual or something to play with

- README file with easy descriptions

- Min. one project

- Contributions to Open Source projects

- Languages used and tools

- Starred and forked projects show that others are interested in your work

Do not publish the 42 PDFs! You are not allowed to do that according
to Article 7 of Students Terms & Conditions.

You can use GitHub or GitLab for your project portfolio. Choose the
one you like best.

Chapter VII

Exercise 05: Bonus - Personal Website

	Exercise 05
	Shine bright like a diamond!
Turn-in directory : *ex05/*	
Files to turn in : `website_fullname.txt`	
Allowed functions : `None`	

Your personal website allows you to merge all elements of your portfolio into one beautiful picture. There are no limitations to individualise your presentation and show yourself 100% authentically.

> You should still consider that recruiters have limited time to review your portfolio. Make sure to guide their attention and place emphasis on what is important to them!

Chapter VIII

Feedback

We hope you've enjoyed working on this project and that it has helped you create a Professional Portfolio that you are happy with!
To help us improve this project, we'd greatly appreciate if you spent a couple of minutes answering this Feedback Survey