

PORTFOLIOS & CV's

PORTFOLIOS

1. **File Size:** Keep it below 15MB.
2. **Typos & Mistakes :** If the language of your portfolio isn't your native language, get someone to proof-read it.
3. **Length & Content:** Customise the portfolio to each client. Research the work they do and tailor the portfolio to suite. make it shorter tailored rather than longer & general. Minimum 2 pages to get the interview and a longer one for the interview.
4. **Creativity:** The portfolio should be well presented but this shouldn't be to the sacrifice of content.
5. **Image Selection:** Find the right balance between different types of image; it's good to demonstrate that you can produce technical detail drawings, for example, but they're not much to look at, so one or two key examples is plenty. Similarly, while photorealistic renders are impressive, they need to be complemented by more architectural representations to show your true skill as a designer.
6. **Layout:** Avoid clutter and don't be afraid of white space. If you use little white space, ensure your layout is clearly structured so that the portfolio's contents are easy to absorb. You are looking for IMPACT - they may not be looked at for very long; generally 5-30 seconds so they need to make an impact
7. **Details:** Often, the strength of a graphic design lies in small details. Use certain layout rules consistently and it will give your portfolio a sense of cohesion. This shows that you have given care and attention to your portfolio and hopefully in the work that you can do. Consistency in design is key.
8. **Curate:** Don't include every project that you've ever done. Be selective and only include those that are supported with the visuals that tell the story you want to tell.
9. **Let the images tell the story :** Only use images & text that contribute to the story. It's not the design that's being evaluated in an interview but rather the way the story is assembled and the graphics/text chosen to illustrate that story
10. **Think like a graphic designer :** Use icons and wayfinding devices to spoon-feed the viewer
11. **Include a model** to show that you can do them
12. **Include something that isn't a building**
13. **Include something you actually made with your own hands**

<https://www.archdaily.com/872418/the-best-architecture-portfolio-designs>

<https://www.lifeofanarchitect.com/architectural-portfolios/>

- A. Call & find out if the firm is hiring in the first place
- B. Find out the name of the person you should address your resume
- C. Learn/ask how they might want to see your portfolio. Don't cold send the CV/portfolio

Send the CV in more than once; every month is OK - an employer only remembers the CV's that have been sent in recently and getting a job is all about timing

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CV's

1. Get the basics right: No typos & good grammar, no exaggeration, no informal language
2. Don't use an informal CV
3. Think like a graphical designer - choose fonts wisely & not too many. Make it easy to read
4. Don't assess yourself - stick to the facts
5. Get the chronology correct - with NO GAPS!
6. Tailor the CV to who you're sending it to
7. Proofread, check, check & check again!
8. Include any volunteer work. See if you can get genuine architectural experience - no matter how short & a reference
9. Include the architectural software that you know and "can pick up other software very quickly"
10. Include honours & awards
11. Include other interests - it shows you as a person

"To work in an environment that pushes the current limits of my abilities and allows me the opportunities to gain the respect of my peers." is better than:

"To find meaningful employment in a design oriented firm"

<http://www.lifeofanarchitect.com/writing-your-resume/>

<https://www.whitespacerecruitment.co.uk/blog/2017/04/top-ten-cv-tips-for-the-architecture-industry>

1. Don't put 'Curriculum Vitae or Resume' at the top of your CV - it is pretty obvious what it is, much better to put your name and job title (or aimed job title) at the top in a decent sized (and probably bolded) font
2. Keep it brief / ideally no more than two or three pages (you can go to 3 despite what a lot of people say about keeping it to 2) - people don't want to read every word on your CV, they want to easily get to the bits that interest them most which is often found in the work experience, key skills (discussed in number 5 below) or education section. Go more in depth in your most recent positions - the further back the experience is the less detail you need.
3. Make it visually appealing - architects, being designers, like things that look good. A boring word/text CV just won't cut it. You mustn't go overboard though - you can go for a more stylised CV rather than just plastering it full of thumbnail images. Generally we would say the more junior you are then the more visual the CV needs to be as you don't have as much experience to talk about; so if you are more junior then use the CV to showcase some of your flair.
4. Ditch the personal profile - people don't read them and they all tend to say the same sort of thing. "I am a highly motivated and efficient..... blah blah"
5. Replace personal profile with 'Key Skills + Achievements section' - we find this is a really effective way of selling yourself at the top of the CV - much better than a personal profile

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which is just a wordy self written appraisal of yourself that employers don't value so much. In this section you want to use bullet points and highlight key facts and figures about you. Talk about the level you are working at, summarise the size and value of projects you have worked on (you don't need to mention what those projects are yet until you get to the work history section), the type of projects you have worked on and the RIBA stages, what your main strength/s are as an Architect, use an example of something great that you did once. These are real facts and figures and people love to see this sort of thing on a CV.

6. Use a good font - something like Calibri or Verdana. Times New Roman is so 1990's. Sounds very shallow but trust us it's important.

7. Use specific facts in work history section - don't talk about the tasks of your role as an architectural assistant or architect or technician. Everybody knows what those tasks are and they are not looking to read a job spec. Rather go into more detail about the specific projects you have been involved in at that practice; the type, the value, the RIBA stages, the team structure, your role on that team (if there was a team of course), any problems you overcame. This is a great way to showcase your experience. If you prefer to use a project list on the CV as opposed to an in-depth work history section (to keep the projects alltogether) then do it here instead. Then in your employment history section just list the job titles, dates and employer. If you are using a project list, it is important to make it clear at which company and when those projects took place.

8. Use clear headings for each section - self explanatory.

9. Make the CV relevant to the role you are targeting - you can do this in the key skills + achievements section highlighting relevant facts about yourself which relate well to the kind of role you are aiming for.

10. Follow up - don't just wait for them to come back to you, if you have not heard anything after a few days give it a chase. It does no harm and shows that you are keen. It also might give you an opportunity to get them on the phone and create some rapport which is always a good thing