

1. Length and File Size

- 8-15 pages maximum for an emailed portfolio
- Under 5MB ideally, absolute maximum 10MB
- PDF flattened as the very last step before sending
- Longer detailed version ready separately for interviews
- Consistent page orientation (portrait or landscape, never both)

2. Project Summary Page

- Project name and type for each project
- Project phases or stages you worked on (e.g. concept, planning, delivery)
- Your specific role (one sentence is enough)
- Whether each project is student or professional work
- Project scale or budget if relevant

3. Work Ordering

- Professional practice work appears before student work
- Strongest, most relevant projects come first
- Ordered by impact, not chronologically

4. Student vs Professional Labelling

- Every project is clearly labelled as student or professional
- Your role and team size are stated for each project
- No ambiguous project titles that could be misread

5. Process Work

- Hand sketches or drawings included alongside digital renders
- Physical models photographed well
- 2D plans and sections shown alongside 3D renders
- Evidence of design thinking from brief through to solution

6. Software Skills

- All software listed in plain text (Revit, AutoCAD, Rhino 3D, etc.)
- No software icons or logos (ATS cannot read images)
- CV/skills page saved as real text, not an image export

7. Contact Details

- Full name on every page (header or footer)
- Email address on every page
- Phone number on every page
- LinkedIn URL on the front page (clickable in the PDF)

8. Layout and Accessibility

- White background used consistently throughout
- Text is readable without zooming in
- Clear visual hierarchy on every page
- One project per page or spread