

General guidelines include suggestions for portfolio preparation.

With compliance to the general guidelines you can save a lot of time and avoid unnecessary complications, while at the same time giving the impression of a serious and conscientious worker

1. Basic information

Besides including your name and surname, don't forget to write your contact information. It is recommended to write all of your contact information, but at least your e-mail address and telephone number should be included. Without that information, it will be impossible for a potential employer to contact you. Also, do not forget to choose an appropriate profile picture, which should be of a sufficiently high resolution and preferably should show your face. Party photos don't belong in your e-portfolio – you are presenting to future employers and coworkers.

Address of your own webpage is recommended, if you are presenting your work and products there – however, think twice before giving a link to your personal blog, if it includes writing about private affairs or unpleasant experiences with your previous employer(s).

2. Category

Employers will search for you on the basis of category, so don't forget to fill it in. If you won't include the category in your profile, prospective employers might not be able to find you – a list of typical categories is already included and you should try finding an option that fits you from there first. However, should you be unable to find a fitting category, you can always enter one yourself.

3. Presentation

Through the personal presentation we create the first impression for our potential employer(s) and coworker(s), since it will probably be the first information found about us on the internet. It should therefore be short and concise, but also honest and convincing. Grammar and orthographic correctness of presentation tells more about us than writing that we are precise while our presentation is full of mistakes.

We should state those personal characteristics for which other people know and value us. We also need to write our fields of expertise, and any other fields on which we would like to build our career.

We should also state our experience and references that confirm our competences. Presentation should be creative and special and should attract the reader, so that he would like to get to know you. In comparison with a CV, presentation is less formal, has a personal touch and isn't limited to mere facts. You can make your presentation more interesting with photos or videos of your creations.

4. Education

In this part state your education - the one that you already finished or the one that you are finishing at the time. Write it in the reverse chronological order (from newest to oldest) and don't forget to mention any extra courses you took.

5. Language and competences

Insert all languages that you know, carefully reading descriptions of levels and realistically place your language knowledge to the appropriate level. Also describe your competences, since they are often more important to a prospective employer, than the education itself. To employer, skills as ability to work in team, or computer knowledge, are often very important.

Be realistic in description of your competences – employer will test them very soon. And if you have written that you fluently speak German, but you won't understand a simple question, you certainly won't get the job.

6. Work

Write relevant work experiences in reverse chronological order (if you want to work as a hairdresser, but you state only experiences that you have as waiter, potential employer might judge that you want to be a waiter and not a hairdresser). Do not forget to state the experiences that you gained as volunteer or with student work. With each work experience also write the name of organization, position, time of employment and most importantly, type of work that you had at that work place.

7. More advice on writing a CV

- CV should be short, clear and professional. Employer must easily find data that interests him in it.
- Write grammatically correct, check if you really don't have any mistakes in the text. Use big and bold letters only for the most important data. If possible, give your CV to someone else to read and comment on it.
- Update CV regularly, add new experiences and education info.
- Adjust CV to the work place you want to get.
- Only write true information about your experiences and knowledge.
- CV should represent you, your character, creativity, but should stay clear, readable and professional. In creative business, you can however go further from traditional CV, since this shows your innovativeness.