

## TIPS for portfolio and motivation letter – Internship

A lot of internship companies request a portfolio in addition to a motivation letter. We would like to give you some tips to help you with the portfolio making. And we also have a tip for writing a motivation letter. Look also for information on the TU Delft Career Centre website (CV checks e.g.) <https://www.tudelft.nl/en/student/counselling/managing-your-career/>

### Portfolio

- The portfolio should emphasize your appropriateness for the internship you are applying to. It should show how you envision fitting into the company where you want to do an internship. Therefore: take a close look at the website of the company and keep your internship goals in mind while making the portfolio. This should have an effect on which projects you show and how you show them, the **order** of the projects that you show and which details you show.
- For each project, it is very important to write an introduction and show the steps that you have taken while designing (use visuals and words). In other words: show the design process that you have followed. Do not just show the final result!!! One company wrote: *'It is very helpful to include process work that describes the thinking of the student along the way, so we can get to know more about how they come up with ideas and make decisions. It helps to understand the result more clearly and see how prototyping and sketching is being used to study and explore.'* and *'Sometimes an image of the final model isn't enough to understand how a user would engage and participate with the design. It also doesn't explain the meaning and reason for why it is the way it is, so having material that helps to explain the final design we are looking at is helpful.'* and *'It's great to see any visual forms that describe what the design does, how it is used, how it works, how people participate, and how it is made in addition to verbal explanations.'* But keep in mind there are also companies that initially only look at a portfolio visually and quickly browse through the portfolio. Some companies appreciate a website as a portfolio. Take a good look at which position you are applying for and which form suits you the best.
- Make sure you include (preliminary) sketches, intermediate sketches and a final presentation drawing.
- Please keep in mind that the company judges your individual skills. In general, individual projects show your capacities better than group work. But, of course there is a lot of group work in our bachelor. Therefore you can add group projects, but make sure you indicate what your contribution was.
- The portfolio should reflect your personal interests. **But:** make sure that you start with relevant projects from your IDE education (don't start with hobby's or secondary interests such as fashion or photography, put these at the end if you want to include them).
- Quality is more important than quantity.
- Keep in mind that at other studies students usually have classes on how to make a portfolio, therefore make sure that you put sufficient thought and effort into effectively showcasing your skills, projects and you as a person.
- Don't be afraid that you do not have ground-breaking designs to show (students often mention this to us). A good internship company knows that the projects you have done were issued by the faculty and are part of a learning process. The company wants to see though, that you have the required design skills and a fitting personal motivation (see next paragraph).

### Motivation

- Make sure you include in your motivation letter (and pay sufficient attention to) **why** you want to do the internship in the particular company that you are applying to. What makes the internship that you would like to do so attractive? How do you hope to learn and grow? And why specifically would you like to do an internship at this company? How do you envision fitting your learning goals within this internship company? What would you like to learn from the internship supervisor and how can he or she help you achieve your learning goals?

If you have questions about any of the above: don't hesitate to contact [internshipoffice-io@tudelft.nl](mailto:internshipoffice-io@tudelft.nl)