



Journalism and Writing Portfolio:

- Should be formatted into one document with a maximum of 10 Pages, we recommend formatting as a PDF where possible
- Should include a title page
- Excerpts of your work that you're proud of and feel are representative of the work you could do for their internship site
- Brief summary paragraph before each writing sample which provides overview of what the assignment was, why you're proud and why it's a good representation of your work
- Can provide links to published pieces as well
- If you have an online blog or portal that you've been working on consistently then assure that this is part of your application, your portfolio or your resume; you do not need to submit this in a separate document
 - If you have an online portfolio solely, ensure that you send this link to your Program Advisor or include the link in your resume
- Consider your audience when submitting pieces of your writing, ensure the content is professional and appropriate to your interest areas



Graphic Design, Marketing and Advertising Portfolio:

- Should be formatted into one document with a maximum of 10 Pages, we recommend formatting as a PDF where possible
 - If you are submitting individual documents, ensure that it is in a commonly used format that your audience can open – for example do not use Google Docs, Pages or “sign-in required” documents
 - For images – put one per page as it is more visually pleasing and easier to comprehend
 - Consider file size, your portfolio doesn’t need to contain ALL of your work but highlight your best work
 - If the files are too large, please consider an online portfolio
- Should include a title page
- Excerpts of your work that you’re proud of and feel are representative of the work you could do for their internship site
- Brief summary paragraph before each example, marketing materials or campaign overview which provides information of what the assignment was, why you’re proud and why it’s a good representation of your work
 - If you are going to include a group project, please highlight your individual contribution and expertise
- Can provide links to published pieces/videos as well
- Consider your audience when submitting examples and ensure the content is professional and appropriate to your interest areas



Film and Video Production Portfolio:

- Should be formatted into one document with a maximum of 3 Pages if you are linking to YouTube or Vimeo, we recommend formatting as a PDF where possible
 - Consider file size, your portfolio doesn't need to contain ALL of your work but highlight your best work
 - Please consider an online portfolio, show reel or website as this is preferred in this industry
 - If you have an online portfolio solely, ensure that you send this link to your Program Advisor or include the link in your resume
- Provide links to your work that you're proud of and feel are representative of the work you could do for their internship site
- Brief summary paragraph before each video if you're providing links in a PDF document or on your online portfolio which provides information of what the assignment was, why you're proud and why it's a good representation of your work
 - If you are going to include a group project, please highlight your individual contribution and expertise
- Consider your audience when submitting examples and ensure the content is professional and appropriate to your interest areas