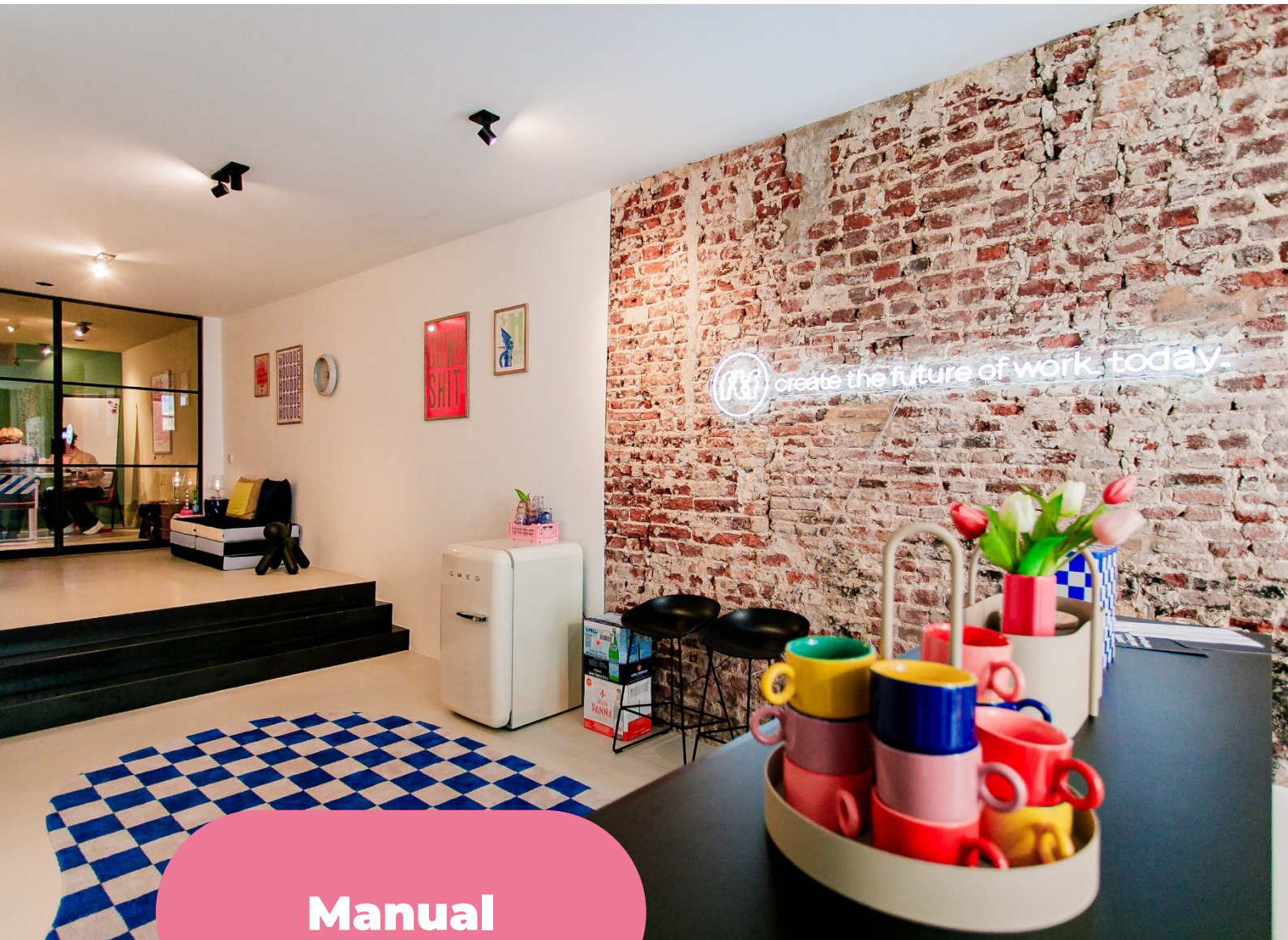




Manual

Build your future portfolio



Portfolio template

With this PowerPoint template, you can independently create a personal portfolio in which you present your experience, education, skills, achievements and personality.

Every portfolio is unique

The template contains both blank slides and filled-in example slides for the motivation letter and the portfolio. You can start with a blank layout or use an example slide and customize it to fit your own story. The example slides serve as inspiration only. Replace all sample names, texts, images, contact details and links with your own information.

We have designed the template to be as comprehensive as possible and provided it with various components and practical instructions. Which elements you use and what information you emphasize depends on your experience, field of expertise and purpose. So you don't have to use everything. Remove what doesn't suit you and add elements or slides where necessary. A clear portfolio with relevant information usually works better than a portfolio in which every available section is filled.

Some PowerPoint knowledge is needed

The template is designed for users with basic knowledge of Microsoft PowerPoint. We assume that you independently:

- select, copy, and delete items;
- replace and crop images;
- duplicate and organize slides;
- save the final result as a PDF.

This guide explains how to use the template and what to look out for when customizing. It is not a full PowerPoint course.

Good to know

FutureTalentFactory makes this template available for free and we have done our best to make the template and this manual as complete and user-friendly as possible. However, we do not offer personal support in filling in, adjusting or fine-tuning your portfolio. Do you think there is a technical problem or an error in the template? Then of course we would like to hear about it. The **final chapter** explains how to report a technical issue.



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Before you begin

Unzip the ZIP file

The files are offered together in a ZIP file. Extract this file completely before opening the PowerPoint template. When working directly from the ZIP file, changes may not be saved properly. After unpacking you will find in the folder:

- The PowerPoint template
- This manual
- The fonts used
- Any icons used in the template

Installing fonts

To use the template as designed, install the supplied fonts before opening it.

1. Close PowerPoint and other open Microsoft Office programs.
2. Open the fonts folder.
3. Select the font files.
4. Right-click and choose **Install**.
5. Open PowerPoint again.

The new fonts won't be visible until PowerPoint is restarted. Do you use different fonts? Then keep in mind that texts may break off differently or no longer fit within the available space.

Save a copy

Open the PowerPoint template and save it immediately under a new name. This way, the original file remains unchanged and you can always start over. For example, choose: *Portfolio_First name_Last name.pptx*. Save your work regularly and keep an additional backup copy. This allows you to revert to a previous version if you accidentally delete an item or change the formatting.

Choose your starting point

The template contains blank slides and completed example slides. Use a blank slide if you want to decide for yourself what information you add and use an example slide if you want to see how texts and elements can be filled in. Duplicate an existing slide when you need extra space and remove slides and elements that are not relevant to your portfolio.

You don't have to save the blank and completed version of the same slide in your final portfolio.



Preferably work in PowerPoint

The layout may change in PowerPoint for Mac, PowerPoint for the web and other programs such as Google Slides, Keynote, Canva or LibreOffice. Fonts, text positions, images and colors may be displayed differently. We therefore recommend using the desktop version of Microsoft PowerPoint for Windows.

FutureTalentFactory cannot guarantee that the template will work correctly in other programs.



Fill in your portfolio

Decide what you want to show

Before you start, think about the purpose of your portfolio and who will be looking at it. Tailor the content to the position, assignment or organization for which you are using the portfolio. Put the most relevant information up front and give important experiences and achievements enough space. You do not need to include your entire work history. Above all, choose information that shows who you are, what you can do and what you can add.

Replace sample texts

The completed example slides contain fictitious names, texts, images, contact details and links. Replace them with your own information. Click in a text box, select the example text, and type or paste your own. After each adjustment, check whether the text still fits properly within the text box. Make sure to also replace less noticeable example data, such as:

- Address details
- Phone number and email address
- LinkedIn profile
- Names of companies and training courses
- Years and periods
- Names for recommendations
- Links attached to buttons and/or icons

Paste text from another document

When you copy text from Word, a website, or another document, unwanted formatting can come along. This can change the font, text size, color, or line spacing.

When pasting, use the **Keep Text Only** paste option if possible. The text will then adopt the existing formatting of the template. After that, always check whether the text is displayed correctly.

Keep texts short and clear

The available space differs per part. Therefore, try to write texts concisely and limit yourself to the information that is relevant to the reader. Do not add so much text that the content becomes difficult to read or disrupts the layout.

Provide a clear structure

For work experience and education, preferably use a fixed order:

- Period or year
- Position, education or training
- Organization or educational institution
- Location



- Brief explanation or result achieved, if relevant

Put the most recent experience or education at the top and then work your way back in time.

Always write dates and periods in the same way, for example:

- 2023 – present
- Since 2023
- 2020 – 2023
- September 2022 – June 2024

Personal data

Decide for yourself which personal data is relevant to your portfolio. You are not obliged to use all available fields. Information such as your date of birth, place of birth, nationality, marital status and full home address are usually not necessary. For example, you can also only mention your place of residence.

Never include sensitive information, such as your citizen service number (BSN), a copy of your identity document, bank details, or other information that is not necessary for a job application or introduction.

Make your results concrete

For work experience, don't just describe what your tasks were, but also show what you have achieved where possible. For example:

- A project you've completed
- A process you've improved
- A measurable result
- A responsibility you have been given
- An issue you've solved
- Positive feedback or a recommendation

Clearly state what your own contribution was. A concrete example usually says more than a long list of general characteristics.

Recommendations and reviews

You can add a recommendation from, for example, an employer, colleague, client, teacher or collaborator. Please include:

- The name of the person
- The person's job title and organization
- The relationship to you, when it is not immediately clear

Always ask permission before including someone's name, job title and testimonial in your portfolio.



Adding and replacing images

Use sharp images that match your personality, field of expertise, and the purpose of your portfolio. Choose a professional profile photo in which you are easily recognizable and check that project photos do not contain confidential information. Only use images that you own or have permission for. When using photos featuring other recognizable people, also consider their privacy.

Placing a photo in an empty photo box

Some blank slides contain an empty photo box with an image icon. Click the image icon in an empty photo placeholder and select the image you want to use. After that, check the crop and position.

Replace a sample photo

Do you want to replace an existing sample photo? Then do not delete the photo first.

Change picture preserves the size, position, and usually the crop.

1. Right-click on the preview photo.
2. Click **Change picture**.
3. Choose **From this device**.
4. Select your own image and click **Insert**.

Adjusting the crop

After replacing, it may be necessary to adjust the crop of the image.

1. Select the image.
2. Go to **Picture format**.
3. Click **Crop**.
4. Do not use the black crop handles. These handles change the shape and dimensions of the photo placeholder. Make the image larger or smaller with the round handles on the corners. While resizing, hold down the Shift key to preserve the image's proportions.
5. Drag the image to position the subject well within the photo block. If necessary, hold down the Shift key while moving to shift the image horizontally or vertically only.
6. Check if the image covers the entire photo block. Make sure the image fits snugly to the edges or extends slightly beyond the edges. This way you avoid white edges or empty areas.
7. Click outside the image to confirm the crop.

Leave enough space around the head in a profile photo and make sure that the face is not too close to the edge.



Check the image quality

An image that still appears reasonably sharp on the screen may appear blurry in the PDF. Therefore, it is preferable to use:

- The original photo file
- An image with sufficient resolution
- No small image from an instant message or screenshot
- No image that needs to be greatly enlarged

After customizing, export a trial version as a PDF and check the images at 100% zoom.



Customize elements

The slides consist of different elements, such as text boxes, images, lines, shapes and icons. All elements in the template are editable. You can:

- change the color of elements;
- duplicate a block when you want to reuse it;
- delete elements you do not need.

We recommend leaving elements in their original position as much as possible. The dimensions, alignment and spacing between them have been carefully determined. Moving or resizing elements can make the layout look cluttered or unbalanced or elements may extend beyond the slide. Change the layout only when you have sufficient experience with PowerPoint and always check the final result in the exported PDF.

Do you want to reuse a complete block? Then select and copy all the items that belong to the block. After pasting, carefully check that the alignment and spacing have been maintained.

Select multiple elements

Do you want to move, copy or delete multiple items at once? Then make sure you select all elements of a block. For example, a section can consist of a heading, text box, line, and different shapes.

Duplicate a part

For example, do you want to add an extra work experience, education or recommendation? Then preferably duplicate an existing part. This keeps the layout consistent. After duplicating, make sure that elements don't overlap and that there is enough space between the different blocks.



Add and organize slides

Each template contains two or three different slide layouts. These are included both blank and with fictional sample content. Choose the slide layout that best suits the information you want to present. Do you need more space? Then duplicate an existing slide and adjust the content.

Duplicate a slide

Do you need more space? Then duplicate an existing slide with **Ctrl+D** and replace the content. In this way, the layout and design are preserved.

Create a different layout

The template contains only the slide layouts that are included in the file. Do you want to combine, move or create your own layout? Then use an existing slide as a starting point.

Creating your own layout requires additional knowledge of PowerPoint and is not covered by this guide. Consider margins, alignment, spacing, and white space. Always check the result in the exported PDF.

Restore a slide

Have you changed the layout of a slide and do you want to go back to the original layout? Right-click on the slide thumbnail and choose **Reset Slide**. PowerPoint restores the position and formatting of the elements to the original layout settings. Your text and images are retained, but manual adjustments to, for example, the position, size, color and text settings are lost.

When in doubt, duplicate the slide first. This will help you keep a copy of your modified version before restoring the original settings.

Check the order

View your portfolio regularly in Slide Show view or export a trial version as a PDF. This way you can better see whether the order is logical and whether the different slides fit together well. Also check whether any references to the next slide are still correct after you have added, moved or removed slides.



Customize colors and fonts

You can change the colors and fonts to suit your personality, field of expertise, or the organization you're using the portfolio for. In the download, you will find different color palettes that you can use as a starting point.

Work with a limited number of colors and use them consistently. Always make sure there is sufficient contrast between text and background.

Ideally, do not use more than two fonts. Keep in mind that texts with a different font may break differently or no longer fit within the available space. Therefore, check all slides and the exported PDF.



Contact details and links

Replace all fictitious contact details with your own name, phone number, email address, place of residence and any links to LinkedIn, your website or an online portfolio. Please check this information carefully before sharing your portfolio.

Please note: adjusting the visible text does not automatically change the linked web address. For example, when you enter a new LinkedIn address, the original example link may still be attached to the text.

If you use hyperlinks, always pay attention to the following:

- Always use the full web address, including https://. For example: <https://www.linkedin.com/in/yourname>.
- Only use links that are publicly accessible.
- Test all links after exporting the portfolio as a PDF.

Add a hyperlink

1. Select the text, button, or icon you want to link to.
2. Right-click on the selection.
3. Choose **Link**.
4. Enter the full web address.
5. Click **OK**.

Modify an existing hyperlink

1. Right-click on the linked text, button, or icon.
2. Choose **Edit Link**.
3. Replace the existing address with your own link.
4. Click **OK**.

Remove a link

1. Select the linked text, button, or icon.
2. Right-click on the selection.
3. Choose **Remove Link**.

Remove links to items you don't use. Don't leave fictitious or non-working links in the final portfolio.



Checklist for a strong portfolio and a good motivation letter

Use this checklist before exporting the portfolio and motivation letter as a PDF. Don't just look at each slide individually, but also check whether the portfolio as a whole tells a clear and convincing story.

Your base portfolio

- ☐ I have a full basic version with my relevant experience, education, skills, achievements and personal information.
- ☐ I have made a separate copy for this application.
- ☐ I have only included information that is relevant to the position, assignment or organization.
- ☐ I kept my original basic version separately.

Contents

- ☐ All fictitious names, texts and example data have been replaced.
- ☐ All input instructions have been removed.
- ☐ Positions, organizations, education, years and periods are correct.
- ☐ My most relevant information appears first.
- ☐ The content is concise and does not contain unnecessary repetitions.
- ☐ Unused elements, blank slides and example slides have been removed.
- ☐ The slides are in a logical order.

Stand out and show why you're a good match

- ☐ The first slide quickly makes it clear who I am and what I do.
- ☐ The most important information immediately stands out.
- ☐ My experience and skills are visibly in line with the position.
- ☐ I make the connection between my experience and what the organization is looking for.
- ☐ The reader does not have to work out why I am a suitable candidate.
- ☐ The design supports my story and does not distract from it.

Back up your skills

- ☐ I use concrete examples instead of just generic qualities.
- ☐ I clearly describe what my own contribution was.
- ☐ Where possible, I mention a result, improvement or solved problem.
- ☐ Any recommendations are relevant and included with permission.
- ☐ My portfolio shows what sets me apart and what value I can add.



Contact details and links

- ☐ My name and job title are correct.
- ☐ My phone number and email address are correct.
- ☐ My place of residence or address is correct.
- ☐ My LinkedIn profile, website and online portfolio point to the right pages.
- ☐ All underlying hyperlinks have been adjusted.
- ☐ All links work in the final PDF.
- ☐ Linked pages are publicly accessible.

Design

- ☐ All texts are fully visible and easy to read.
- ☐ Text does not extend beyond the available text boxes.
- ☐ Images are sharp and cropped correctly.
- ☐ Faces and important details are not cut off.
- ☐ Elements do not overlap.
- ☐ No elements have been unintentionally shifted.
- ☐ Colors and fonts are applied consistently.
- ☐ Text and background have sufficient contrast.
- ☐ There is plenty of white space.
- ☐ The slides form a visually consistent whole.

Language and privacy

- ☐ I checked spelling, grammar and punctuation.
- ☐ Job titles, dates, and periods are consistently written.
- ☐ I use present and past tense consistently.
- ☐ The portfolio does not contain any sensitive or confidential information.
- ☐ Permission has been given for photos and recommendations used.
- ☐ Ideally, someone else has also reviewed the portfolio.

Your motivation letter

- ☐ The letter is tailored to the position and organization.
- ☐ The letter starts personally and attracts attention.
- ☐ I avoid a standard opening that could be included with every application.
- ☐ I explain why this position appeals to me.
- ☐ I show what attracts me to the organization, mission, vision, services or products.
- ☐ I link my experience to what the organization is looking for.
- ☐ I substantiate my qualities with one or two concrete examples.
- ☐ The letter adds something and does not simply repeat my portfolio or resume.
- ☐ The letter closes in a personal and inviting way.
- ☐ The recipient's name, job title, and organization are correct.
- ☐ All fictitious data and sample texts have been replaced.



Save and export as PDF

Always keep the editable PowerPoint file. Use this file to make changes later and make a separate copy for each application. The template contains both a motivation letter and a portfolio. Save these as two separate PDF files. This way you can upload or send both documents separately.

Decide which slides you want to export

First check in the slide overview:

- which slide contains the motivation letter;
- which slides belong to the portfolio;
- whether there are any blank or fictitious example slides among them;
- whether the slides are in the right order.

If necessary, write down the numbers of the slides you want to export.

Save the motivation letter as a PDF

1. Go to **File > Export**.
2. Select **Create PDF- or XPS Document**.
3. Click **Create PDF or XPS**.
4. In the window, click **Options**.
5. Enter the number of the motivation letter slide in both the **From** and **To** fields.
6. Confirm the settings.
7. Give the file a recognizable name, for example:
Motivation-letter_FirstName_LastName_Organization.pdf
8. Click **Publish**.

Save the portfolio as a PDF

Repeat the same steps and enter the number of the first portfolio slide under **From** and under **To** the number of the last portfolio slide.

For example, use as file name: Portfolio_ FirstName_LastName_Organization.pdf
Depending on the PowerPoint version used, the names or steps may vary slightly. Always use PowerPoint's export feature. When using **Print to PDF**, hyperlinks or other elements may be lost.

Check both PDF files

Open the motivation letter and portfolio after exporting and check if:

- only the intended slides are included;
- the order is right;
- there are no blank or fictitious slides;



- all texts are fully visible;
- images are displayed sharply;
- colors and fonts are correct;
- all hyperlinks work;
- both files have a clear name.

Keep at least:

- the original template file;
- your editable PowerPoint file;
- the separate PDF of the motivation letter;
- the separate PDF of the portfolio.

Ideally, send or upload only the PDF files, unless the recipient specifically requests the editable PowerPoint file.



Common problems

The file opens read-only

Make sure you've completely extracted the ZIP file. Don't open the template directly from the ZIP file.

PowerPoint can open a file that came from the Internet in Protected View. Only click on **Enable Editing** if you have downloaded the template from the official website of FutureTalentFactory. Then save the file under a new name.

Fonts or texts are displayed differently

Make sure that all the included fonts and necessary variants, such as Regular, Italic, and Bold, are installed. Close PowerPoint during installation, and then open it again.

Text may also wrap differently:

- You use a different font
- the new text is longer than the sample text;
- formatting has been copied from another document;
- you open the template in a different version or program.

Shorten the text if necessary. Only reduce the font size if it remains legible.

The formatting changes when pasting

Text from Word, a website, or any other document can include unwanted formatting. Undo the action and paste the text again using the **Keep Text Only option**. The text will then adopt the existing formatting.

Elements have moved accidentally

Do you want to restore a slide to its original layout? Right-click on the slide thumbnail and choose **Reset Slide**. The entered texts and images are retained, but manual adjustments to the layout and position are lost. When in doubt, duplicate the slide first.

Links don't work in the PDF

Check that the underlying hyperlinks have been modified and that the full web address has been used, including https://. Create the PDF via **File > Export**. When printing to PDF, hyperlinks may be lost. After that, open the final PDF and test all the links again.

The template works differently in a different version or program

The template was developed and tested in the desktop version of Microsoft PowerPoint for Windows. In PowerPoint for Mac, PowerPoint for the web, and other programs, such as



Google Slides, Keynote, Canva, or LibreOffice, functions and menus may work differently. Fonts, text positions, images, colors and hyperlinks may also differ.

FutureTalentFactory cannot guarantee that the template will work properly outside of the desktop version of PowerPoint for Windows and does not support other versions or programs.



Final notes

We have done our best to make the template and this manual as complete and user-friendly as possible. Every portfolio is unique and requires personal customization.

FutureTalentFactory does not provide support for:

- Filling in or writing texts
- Selecting or editing images
- Personal adjustments to the design
- Expanding or rearranging slides
- General questions about using PowerPoint
- Use of the template in other versions or programs

Do you think there is a technical problem or an error in the original template? Then of course we would like to hear about it. Send an e-mail to **info@futuretalentfactory.nl** and include the following information in your message:

- Which template you are using
- Which version of PowerPoint for Windows you are using
- The slide on which the problem occurs
- The steps you took
- What you expected and what actually happened
- A screenshot showing the problem

This allows us to assess whether there is a technical problem in the template.



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