

# Data Analyst Portfolio Guide PDF Page

## Data Analyst Portfolio Guide PDF Page: Content + <head> (Uncodemy)

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**Prepared:** 26 October 2026 · **Primary keyword:** data analyst portfolio guide pdf · **Search volume:** not checked (keyword tool out of credits); verify in Search Console.

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- Your course PDF title, page count and size were not shared.** Download cards are fill-in slots ( [CONFIRM] ). Card 1 is your course PDF; cards 2 and 3 only if you have more files.
- One unique file per button.** The same course PDF repeated on many pages is fine as a resource, but each page's text must stay unique and useful without the file.
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- No made-up stats or testimonials;** no placement or salary claims without a named, dated source.
- Author and reviewer are placeholders;** use real named trainers and one real "Last reviewed" date.

## PART 1: Page plan

| Item                          | Decision                                                                                                                                                                   |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Final URL                     | <a href="https://uncodemy.com/data-analyst-portfolio-guide-pdf">https://uncodemy.com/data-analyst-portfolio-guide-pdf</a>                                                  |
| Intent (anti-cannibalisation) | HOW TO BUILD AND PRESENT a portfolio (structure, README, publishing). Project topics are on the project ideas page and the existing portfolio projects page.               |
| Why not thin                  | Explainer-style sections, FAQs and cross-links make the page useful even without a download                                                                                |
| Schema                        | WebSite, Organization, Breadcrumb, CollectionPage, FAQPage (only FAQs visible on the page). PDF <code>ItemList</code> provided commented, to enable after titles are final |
| Share image                   | <a href="https://uncodemy.com/image/logo-og.jpg">https://uncodemy.com/image/logo-og.jpg</a> for now; custom 1200x630 card recommended                                      |

## PART 2: Page content (copy-paste ready)

**SEO Title** (43 chars):

Data Analyst Portfolio Guide PDF | Uncodemy

**Meta Description** (141 chars):

Download the data analyst portfolio guide PDF from Uncodemy: what to include, how to present projects, README structure and review checkList.

**H1:** Data Analyst Portfolio Guide PDF Downloads **Breadcrumb:** Home > Data Analyst Portfolio Guide PDF **Final URL:** <https://uncodemy.com/data-analyst-portfolio-guide-pdf>

**Byline:** Prepared by the Uncodemy trainer team [CONFIRM: author name and role] · Reviewed by [CONFIRM: reviewer name and role] · Last reviewed: [DATE]

### Quick Answer

This page offers Uncodemy's data analyst portfolio guide as a PDF download. A portfolio is the evidence behind your CV. The guide explains how many projects to include, what each write-up should contain, how to structure a repository and where to publish, so that a recruiter can understand your work in a few minutes.

### Download Data Analyst Portfolio Guide PDF

[CONFIRM: free or gated, and whether details are needed before download]

**PDF 1 (main):** [CONFIRM TITLE: your Data Analytics course PDF]  
[CONFIRM: one line on what it covers and who it is for] · [N] pages · [X] MB · PDF · Updated [DATE]  
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### PDF 3 (optional): [CONFIRM TITLE]

Same rule. [Download PDF] → <https://uncodemy.com/pdf/data-analyst-portfolio-guide-3.pdf>

Each button must open its own file. Do not point several buttons at one file. Delete unused optional cards.

## What a portfolio is for

A recruiter reading a CV sees claims: proficient in SQL, strong analytical skills. A portfolio shows evidence. It lets someone who has never met you see how you think: how you frame a question, clean awkward data, choose a method, interpret results and communicate a recommendation. For candidates without experience this evidence is especially valuable, because it replaces work history with proof. A small, well-explained portfolio almost always beats a large, unexplained one, since reviewers have only minutes to spend.

## What to include

| Item                   | Why it matters                                              |
|------------------------|-------------------------------------------------------------|
| Two to four projects   | Enough to show range without diluting quality               |
| A mix of skills        | For example SQL analysis, a dashboard and a Python notebook |
| One end-to-end project | Shows the full cycle from question to recommendation        |
| Clear README for each  | Lets a reviewer understand it without running anything      |
| Short profile page     | Who you are, tools you use, how to contact you              |

## A structure for each project write-up

1. Business question: state the problem in one or two sentences.
2. Data: source link, licence, size and the grain of the main table.
3. Method: cleaning steps, tools and the main calculations.
4. Findings: three to five key results with charts.
5. Recommendation: what you would do and how you would measure success.
6. Limitations and next steps: what the data could not tell you.

## A README template you can copy

Plain text for a project repository. Replace the bracketed parts with your own details.

```
# Project title: [short, descriptive name]

## Business question
[One or two sentences: who needs what decision made?]

## Data
- Source: [link and licence]
- Size: [rows x columns]; grain: [one row = ...]

## Approach
1. Cleaning: [main issues and how you handled them]
2. Analysis: [queries or notebook sections]
3. Visualisation: [dashboard or charts]

## Key findings
- [Finding 1 with a number]
- [Finding 2 with a number]

## Recommendation
[Action, owner, timing, how success is measured]

## Limitations
[Missing data, assumptions, what you would do next]

## How to run
[Tools, versions, steps]
```

## Choosing projects that stand out

Choose projects that answer a real business question instead of showing off a technique. A project on why delivery times vary, with a clear recommendation, is stronger than a technically impressive model with no stated purpose. Prefer datasets that are less overused, or add your own angle to a common one, such as combining two sources or focusing on a specific local context. Make sure you can explain every step, since interviewers often ask you to walk through your work and probe your choices.

## Where to publish

- GitHub for code, queries and README files.
- Tableau Public or a published Power BI report for dashboards, where available to you.
- A simple personal page or a LinkedIn featured section that links to each project.
- A short PDF or slide case summary that you can attach to applications.

## Quality checklist before you publish

- Does the first screen explain the project in two sentences?
- Can a stranger run or view it without asking you questions?
- Are secrets, passwords and private data removed?
- Do charts have titles, labels and units?

- Are the findings and recommendation easy to find?
- Is the data source credited and the licence respected?

## Common portfolio mistakes

- **Copying a tutorial** without adding your own question or analysis.
- **No explanation:** only a notebook full of code.
- **Too many tiny projects** and no depth.
- **Broken links and missing files.**
- **Publishing confidential data** from a workplace or private information.

## Keep it alive

Update your portfolio as you improve. Replace the weakest project with a better one, fix anything that no longer works and add a short note on what you learned. Treat it as a living page that reflects your current level, because that is how a recruiter will read it.

## Writing the first screen well

Reviewers decide in seconds whether to keep reading. Make the top of every project page count: one sentence on the business question, one on the result, a single clear chart or dashboard image and a link to details. Avoid starting with installation instructions or a list of libraries. A reader who understands the point in ten seconds will read on; a reader who sees only technical setup will leave.

## Project quality rubric

| Criterion       | Weak                    | Strong                                  |
|-----------------|-------------------------|-----------------------------------------|
| Question        | Describe the dataset    | Solve a stated business problem         |
| Cleaning        | Hidden or skipped       | Documented with before and after counts |
| Analysis        | Only descriptive charts | Compares, explains and tests            |
| Communication   | Code only               | Clear findings and recommendation       |
| Reproducibility | Cannot be run           | README with steps and versions          |

## Presenting your portfolio in an interview

Prepare a two-minute walkthrough for each project: the problem, what you did, the result and what you would do differently. Practise saying it without reading. Interviewers often choose one detail, such as how you handled missing values, and ask you to defend it. Having a clear reason for each decision, even if the decision was imperfect, shows maturity. Bring one project that you can discuss in depth, including a mistake you found and fixed, since honest learning impresses more than a flawless story.

## Related Uncodemy resources

- [Data Analyst Project Ideas PDF](#)
- [Data Analyst Portfolio Projects PDF](#)
- [Data Analytics End-to-End Project Guide PDF](#)
- [Data Analyst Job Preparation PDF](#)

**Learn with a trainer** [use only the line that is true]

- **Data Analytics course:** <https://uncodemy.com/course/data-analytics-training-course-in-noida>. URL verified on the live site.

*(One soft call to action: course link or free demo. No pop-up.)*

## About these PDFs

These PDFs are study material for learning and revision. They are not a certificate, a degree or a promise of a job, and technology changes, so check official documentation for the latest details. Spot an error? Write to [CONFIRM: feedback email] and the trainer team will review it.

## Frequently Asked Questions

### What should a data analyst portfolio contain?

Two to four well-explained projects covering different skills, each with a README that states the question, data, method, findings, recommendation and limitations.

### How many projects should be in my portfolio?

Two to four strong projects are enough. Quality and clarity matter more than quantity.

### Where should I host my data analyst portfolio?

GitHub is common for code and documentation, with dashboards on a public platform such as Tableau Public where available and a link list on LinkedIn or a personal page.

### Can I use Kaggle datasets in my portfolio?

Yes, if the licence allows it. Credit the source and add your own question, analysis and recommendation rather than copying a popular notebook.

### Do recruiters really read portfolios?

Some do, often briefly. A clear README and a strong first screen help them understand your work quickly.

### Are these PDFs free to download?

[CONFIRM: state clearly whether the PDFs are free, or whether a short form is needed first.]

The last FAQ contains [CONFIRM], so it is NOT in the FAQ schema. Fill it and keep it on the page, or delete it.

## PART 3: <head> section (copy-paste ready)

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