

UI/UX Fresher Job Kit 2026



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7 fill-in-the-blank templates · Resume → Portfolio → Case Study → Interviews → Job

7

Templates

100%

Value. No Fluff.

3

DM Scripts

200%

Industry Standards

ALL 7 TEMPLATES INSIDE

T.01 ATS-Friendly Resume Template

T.02 Resume Bullet Formula

T.03 Portfolio Structure Guide

T.04 Portfolio Scan Scorecard

T.05 Case Study Write-Up Template

T.06 Job Application Tracker

T.07 LinkedIn Referral DM Scripts

ATS-Friendly Resume Template

Single-column, recruiter-approved format - no tables, icons, or fancy layouts

TEMPLATE STRUCTURE

HEADER	FULL NAME Phone Email City Portfolio Link LinkedIn
SUMMARY	UI/UX Designer (Fresher) focused on [SaaS / Mobile / Web]. Strong in problem framing, flows, wireframes, and clean UI. Building job-ready case studies.
SKILLS	UX: research, user flows, IA, wireframing, prototyping, usability testing UI: layout, spacing, typography, components, accessibility, design systems Tools: Figma, FigJam, [add tools you actually use]
PROJECTS	<p>Project 1 — [SaaS / App name] Role: UI/UX Designer [Portfolio Link]</p> <ul style="list-style-type: none"> Improved [what] by designing [what]. Outcome: [metric]. Created user flow for [feature]. Reduced steps from X to Y. Built wireframes + prototype. Validated with [N] tests. <p>Project 2 — [Name] Role: UI/UX Designer [Link]</p> <ul style="list-style-type: none"> Led [research/flow/UI] for [feature]. Outcome: [metric or learning]. Designed UI components (forms, tables, states).
EDUCATION	[Degree] — [College/University] — [Year]
CERTS	[Course Name] — [Platform] — [Year] (optional)

ATS RULES

✓	Single column ONLY
✓	No tables, icons, text boxes
✓	Standard headings (Summary / Skills / Projects / Education)
✓	Bullets: Action + What + Outcome
✓	Font: Arial, Calibri, or Helvetica 10-11pt
✓	File format: PDF saved from Word/Docs
✗	Canva or Figma-designed resumes
✗	Multi-column layouts
✗	Profile photo
✗	"Responsible for..." (weak verb)
✗	Education before Projects
✗	No portfolio link

Resume Bullet Formula

Action + What + Outcome — every bullet tells a story hiring managers want to finish reading

PROVEN FORMULA

ACTION VERB + **WHAT YOU DESIGNED** + **MEASURABLE OUTCOME**

SKILL AREA	✗ WEAK (don't write this)	✓ STRONG (use this instead)
Research	Did user research	Conducted 6 user interviews; identified 3 friction points that shaped the final onboarding flow
Wireframes	Made wireframes	Built 14 lo-fi wireframes in FigJam; validated core flow with 4 usability tests before UI
UI Design	Designed the UI	Designed 20+ component UI system; reduced design-to-dev handoff time by 40%
Testing	Tested the product	Ran task-based tests with 5 users; found 3 critical nav issues and fixed all before delivery
Handoff	Worked with developers	Prepared annotated Figma handoff with all states, variants + interaction notes; cut QA bugs by 30%
Flows	Drew user flows	Mapped end-to-end user flows (happy path + 3 failure paths) covering all edge cases
Redesign	Redesigned the app	Redesigned onboarding from 9 screens to 5; task completion improved from 62% to 88% in retests

Portfolio Structure Guide

Home → Projects → About → Contact — the exact structure that passes the recruiter scan

10-SEC SCAN OPTIMIZED

01 HOME PAGE	02 WORK/PROJECTS	03 ABOUT	04 RESUME	05 CONTACT
<ul style="list-style-type: none"> ● 2-line intro: who you are + what you design ● 3 featured projects (best first — not chronological) ● Clear CTA: 'View My Work' or 'Contact Me' ● No long bios. No mission statements. Just clarity. 	<ul style="list-style-type: none"> ● 3 detailed case studies (NOT galleries) ● Each project: problem → process → outcome ● Lead with your best SaaS case study ● Captions under EVERY screenshot 	<ul style="list-style-type: none"> ● 3-5 sentences: background + strengths + approach ● List tools you actually use (not aspirational) ● Real photo or strong illustration study ● Optional: what you are building toward 	<ul style="list-style-type: none"> ● Direct link/button to your ATS PDF resume ● Keep minimal — one click, instant download ● Optional: embed preview if your platform allows 	<ul style="list-style-type: none"> ● Email as clickable mailto: link ● LinkedIn URL ● Simple form: name + email + message (optional) ● No social media clutter unless design-relevant

PROJECT RULE 1 SaaS case study (required) + 1 mobile app flow (recommended) + 1 redesign (optional, show decisions)

Portfolio Scan Scorecard

Audit your portfolio before you share it — does it show 3-5 case studies, decisions, and outcomes?

SELF-AUDIT TOOL

SCORE YOURSELF

IDENTITY

Can someone tell what you do in 3 seconds from your homepage?

Home intro is clear + role is visible immediately

Is your name and a clear CTA visible without scrolling?

Headline, tagline, contact button all above the fold

CASE STUDY

Does every screenshot have a caption explaining WHY you made a decision?

Every image has: what it is + what changed + why + impact

Is there a one-line outcome at the top of every case study?

"Reduced onboarding drop-off by 40% by..." — first sentence

PROJECTS

Do you show exactly 3 case studies (not a gallery of screens)?

Projects page shows 3 detailed cases, not random screenshots

Does every project show: problem + your role + decisions + outcome?

Each case study follows a clear narrative structure

Is your best SaaS project first?

Recruiters stop after the first case study — lead with strength

PROCESS

Do you show at least one research step (even a quick summary)?

Persona, user quote, or insight mentioned in at least one case

Do you show flows or wireframes - not just final UI?

At least 1 flow diagram or lo-fi wireframe is visible

Do you show testing or iteration - even one change you made?

"I tested with X users and changed Y because Z"

Portfolio Scan Scorecard

Audit your portfolio before you share it — does it show 3-5 case studies, decisions, and outcomes?

[SELF-AUDIT TOOL](#)[SCORE YOURSELF](#)

CREDIBILITY

Do you have at least one SaaS case study with tables, forms, or states?

Dashboard, list page, or form design visible

Does your About page mention tools + specialisation?

"I specialise in [X]. I use [Figma/etc.]"

USABILITY

Is contact exactly one click away from any page?

Email or contact form always reachable from nav

Does your portfolio load fast and work on mobile?

Tested on phone — text readable, images load, links work

Is your resume link a direct PDF download (not a Google Drive folder)?

One-click download, not a folder or form

Case Study Write-Up Template

Problem → Goal → Role → Key Decisions → Final Screens → Results → Learnings — fill in the blanks, publish

RECRUITER-APPROVED FORMAT

11 SECTIONS

01 OUTCOME PREVIEW

[One line: what improved?] — e.g. Reduced onboarding drop-off by 40% by restructuring the flow into 4 clear steps.

03 GOAL + METRICS

User success: _____. Business goal: _____. KPI: _____ [time saved / steps reduced / error rate].

05 RESEARCH INSIGHTS

Finding 1: _____. Finding 2: _____. Finding 3: _____. Evidence (quote): "_____."

07 WIREFRAMES

[2-4 key screen images] Caption format: What it is → What changed → Why it changed → Impact.

09 TESTING + ITER.

Issue found: _____. Fix applied: _____. Result after retest: _____.

11 LEARNINGS + NEXT

Learning 1: _____. Learning 2: _____. Learning 3: _____. Next steps: _____.

02 PROBLEM + STAKES

User: _____ struggles to _____ because _____. This leads to _____.

04 YOUR ROLE

Role: _____. Timeline: _____. Tools: _____. Constraints: _____.

06 FLOW + IA

[Insert flow diagram image] Key decision 1: _____. Key decision 2: _____. Key decision 3: _____.

08 FINAL UI

[3-6 final screen images] Caption: What changed + why + impact. Highlight 1 bold design decision.

10 RESULTS

Metric: _____ [or if no metric: steps reduced / errors removed / task time improved]. Be honest.

Job Application Tracker

Stop losing track of applications — log company, role, status, follow-ups, and referral contacts

NOTION / SHEET READY

COPY THESE FIELDS

#	Company	Role	Job Link	Date Applied	Status	Follow-up Date	Contact Name	Contact LinkedIn	Portfolio Link	Notes / Feedback
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STATUS TAGS →

Applied

Screening

Interview

Offer

Rejected

1										
2										
3										
4										
5										
6										
7										
8										

HOW TO USE THIS TRACKER

1. Copy this structure into Notion (as a database) or Google Sheets
2. Log every application the day you send it - don't backfill
3. Set Follow-up Date = Applied Date + 7 days
4. Review every Friday - update Status, add feedback notes
5. Use Contact LinkedIn column to track who referred you for each role

LinkedIn Referral DM Scripts

Warm and cold scripts that are respectful, direct, and actually get responses — attach your portfolio link

READY TO SEND

WARM + COLD SCRIPTS

SCRIPT 1 — REFERRAL REQUEST (Warm)

WHEN TO USE: Warm contact — you have a mutual connection or follow them

Hi {name},

I noticed you work at {company} - I'm currently applying for the {role} position there.

I have a portfolio with {type} case studies (SaaS + mobile flows) that I'm proud of.

Would you be open to a quick referral if my work seems like a good fit? Happy to share the link.

No pressure at all - appreciate your time either way.

{your name}

💡 TIP: Replace {name}, {company}, {role}, {type} with real details. Keep it under 80 words.

SCRIPT 2 — FEEDBACK REQUEST (Any contact)

WHEN TO USE: For designers, leads, or hiring managers you admire but don't know well

Hi {name},

I'm a UI/UX fresher building job-ready case studies and came across your work / your post on {topic}.

I'd love 2 quick feedback points on one of my case studies if you have 5 minutes - I'll share the direct link.

Nothing to install or sign up for - just a portfolio page.

Thanks in advance.
{your name}

💡 TIP: The '2 quick points' reduces the perceived effort. Works well as a cold reach-out.

SCRIPT 3 — COLD CONNECT (Unknown designer)

WHEN TO USE: For designers whose work you genuinely admire — build the relationship first

Hi {name},

I came across your work on {portfolio/LinkedIn} and was genuinely impressed by {specific thing} in your case study.

I'm an aspiring UI/UX designer and would love to stay connected - I'm learning a lot from people like you who share their process openly.

{your name}

💡 TIP: Don't ask for anything in this message. The goal is the connection. Ask for feedback in a follow-up.

YOU HAVE THE KIT.

Now build the portfolio that gets you hired.

BEFORE ✗

- ✗ Fancy resume ATS can't read
- ✗ Portfolio with no clear process
- ✗ No case study to show
- ✗ Generic LinkedIn messages
- ✗ Blank-page anxiety
- ✗ Random applications, no tracking

VS

AFTER ✓

- ✓ ATS-optimized, clean resume
- ✓ Structured portfolio with clear stories
- ✓ Complete SaaS case study
- ✓ Proven referral DM scripts
- ✓ Fill-in-the-blank templates
- ✓ Organized job tracker + follow-ups

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