Portfolio Checklist: Hard Copy

*Presentation, Presentation, Presentation!*

Your portfolio should be:
- **CLEAN** (all work in plastic sheet protectors)
- **ORGANIZED** (include section dividers with tabs)
- **VISUALLY CONSISTENT** (font, color, design)

**Contents** (in this order)

**Inside, front pocket:**
- [ ] CCV / Design & Illustration Course Objectives
- [ ] Design & Illustration Competencies

**Introduction:**

**Cover Page:** *Your cover page should be professional and not visually distracting*
- [ ] Name (first and last) & word ‘Portfolio’ clearly indicated (year not necessary)
- [ ] Image(s) and text are easy to ‘read’

**Table of Contents**
- [ ] Title (Table of Contents) and list of contents on a single page

**Artist’s Biography** *(4-5 sentences)*
- [ ] A brief, personal history of you and your art and/or career pursuits
  - optional: include a small headshot of yourself

**Résumé:** *Your résumé should be an accurate, full picture of your skills and abilities, without being ‘padded’*
- [ ] Complete (all information present, accurate spacing and spelling)
- [ ] Uses graphic design principles: font choice, proper headings, hierarchy
- [ ] Printed on nice, professional paper (not plain copy paper)
- [ ] 3 References (do not use family members; get a variety), printed on a separate sheet of paper (same paper type/kind, same graphic elements as your résumé)

**Gallery (images of your work):**

- [ ] All projects are fully documented *(Title, size, media, date)*
- [ ] Projects are organized by medium *(drawings together, prints together, etc.)*
  - Begin this section with your drawings

**Image Quality:**
- [ ] High resolution, not blurry, not pixelated
- [ ] Picture is: well-lit, shows the whole product *(if applicable)*
- [ ] Image is centered *(left to right)* on the page
Accolades / Supplements (if you have any):

- Awards & Certificates
- College Acceptance Letters
- Letters of Reference (copy)

NOTES:

WHEN: using your portfolio for National Portfolio Day
using your portfolio to show the Art Dept. Chair at your college
using your portfolio to show a potential employer (for paid or unpaid position)

Remove the following sections of your portfolio:
• Career Reference & Practice Documents (I-9, W-4, Job App., career research, etc.; see list)
• Accolades / Supplements