

Name:

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

1

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):

2

- 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

3

Technical Exercises & Writing:

- Any 'Dissection' or 'Analysis' documents (with call-outs)
- Color worksheet and color wheel
- Any reflective writing about your art products or art process
- ~~Font Anatomy~~
- Creative Process Infographic
- College Essay Example (if you applied to college)

4

Career Documents:

Practice Career Documents & Career Reference

- Job Application
- I - 9
- W - 4
- Business letter example (letter you wrote to CCV or potential employer)
- ~~Career Advertisement/Visual Profile~~
- ~~Career Research Documents (put all in one sheet protector)~~
~~Career Worksheet, highlighted career research, etc.~~
- Unofficial high school transcript
- Business card
- Test scores: SAT, Accuplacer, VT State Art Assessment

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Accolades / Supplements (if you have any):

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

*** Include this completed checklist
in the back pocket of your binder**

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