**Portfolio Order and Checklist**

\_\_\_\_\_ **Clearly Label Your Binder/Portfolio**

Front and Spine have your name and contact information

\_\_\_\_\_ **Table of Contents and labeled dividers**

\_\_\_\_\_ **Letter of Intent and Interest**

\_\_\_\_\_ **College Essays**

\_\_\_\_\_ **Letters of Recommendation**

\_\_\_\_\_ **Résumé**

\_\_\_\_\_ **Awards and/or certificates you have earned**

\_\_\_\_\_ **Examples of your work; sort them by subject**. Ex: Engineering Design, Art 3, Physics, TSA, etc.

\_\_\_\_\_ Hand drawings (advise you scan them in for digital records and in case you lose the original)

\_\_\_\_\_ Print outs of your computer work

\_\_\_\_\_ Photos of all work that cannot be printed (3D animations, sculpture, prototypes, etc.)

\_\_\_\_\_ Work should show progression: start with your 1st to the last being your best work at the end

\_\_\_\_\_ Submit ONLY your work! Do NOT use other people’s original work. ONLY include projects that you actually helped create or modify!

\_\_\_\_\_ Plan out the organization and design of your portfolio

\_\_\_\_\_ Try to keep the orientation all going in the same direction (nobody likes having to turn the pages so they can see them)

\_\_\_\_\_ Be creative in your design and composition of your portfolio, it should be used to help spark dialogue between you and your interviewer

\_\_\_\_\_ Be consistent with font style and size. Avoid fancy word art and color combinations