

Portfolio Development Checklist

Use a professional binder or accordion file. Use clean copies, rather than originals. Organize by categories with separation dividers. Label each artifact with a name. Use graphics and colors as much as possible.

Artifact:	Which talent/ability/skill it highlights:
<input type="checkbox"/> Certificates received	_____
<input type="checkbox"/> Letters of recommendation	_____
<input type="checkbox"/> Work or school evaluations	_____
<input type="checkbox"/> College transcripts	_____
<input type="checkbox"/> Photos of you at work	_____
<input type="checkbox"/> Video clips	_____
<input type="checkbox"/> Articles written about you	_____
<input type="checkbox"/> Certificates received	_____
<input type="checkbox"/> Awards/achievements	_____
<input type="checkbox"/> Statement of idea/philosophy	_____
<input type="checkbox"/> Summary of work	_____
<input type="checkbox"/> Work samples	_____
<input type="checkbox"/> _____	_____
<input type="checkbox"/> _____	_____
<input type="checkbox"/> _____	_____