Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Portfolio Planning Checklist**

\_\_\_\_\_ **Table of Contents \***simply write down on paper what you think it will be

\_\_\_\_\_ **Letter of Intent and Interest** *\*these can be rough draft hand written for now*

\_\_\_\_\_ **College Essays** *\*these can be rough draft hand written for now*

\_\_\_\_\_ **Letters of Recommendation** *\*you want 3-5, from employers, teachers, administrators,* *and/or your church leaders, etc. Someone who is reliable and will be trusted by the people viewing your portfolio*

\_\_\_\_\_ **Résumé**

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

\_\_\_\_\_ **Examples of your work; sort them by subject**. *\*you want 3-5 examples for each section* Example: Engineering Design, Art 3, Physics, TSA, etc.

**Subject/Sections will be:**

1.

2.

3.

4.

5.

***Each section should have 3-10 examples in it. Below is what it should have, but you can always add more if you wish.***

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

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

\_\_\_\_\_ Photos of all work that can’t 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 helped create or modify!

**As you are gathering documents to use in your portfolio, try to:**

\_\_\_\_\_ 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.