

Create a Portfolio

Use this Checklist to plan out the steps to create your professional portfolio

Pre-planning (2 - 4 hours)

- What is the focus of your portfolio?
- What functionality do you need?
- Will your portfolio lean more technical or more creative?
- What skills do you want to emphasize?
- How would you like to portray your personal brand?
- Do you want to include an image?
- Do you have a professional photo on hand, or do you need to schedule time to get one taken?

Select a Platform (3 - 7 hours)

- Research and test available platforms
- Create accounts for the platforms you are considering
- Weigh the pros and cons of each platform
- Decide and create your shell portfolio

Showcase your Work (3 - 7 hours, more depending on number of artifacts or projects)

- Do you have existing work samples that demonstrate your skills or personal brand?
- Yes - Which samples should you prioritize?
- Yes – but your samples are confidential with a company or a client; how can you re-create similar results, share partial results, or can you reach out to the company for permission
- No - how can you create a new work sample to demonstrate my skills?
- No – what experiences would you like to pursue to build my portfolio?

Design your Platform (10+ hours)

- Create a plan for your portfolio; think about colors and font choices, design elements
- Build out your headings
- Add your artifacts
- Draft your narratives for each artifact/or project
- Create a compelling home page
- Include your credentials, resume, contact information
- Get feedback

Promote your Platform (2 hours initially, ongoing)

- Update your resume, handshake, and LinkedIn profiles to include your portfolio link.
 - Draft a social post(s) to promote your portfolio
 - Submit your portfolio link in the CCI Portfolio Showcase
 - Share your portfolio in the CCI group on the Connect UT platform
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