Portfolio readiness checklist

Before you share a portfolio: pieces, order, captions, links, contact details and file sizes.

NAME _____ DATE _____

CHECK

- [ ] Best 5-10 pieces chosen
- [ ] Strongest piece first
- [ ] Each piece has a caption: role, tools, date
- [ ] Permission to show client or team work
- [ ] Links work
- [ ] Contact details and resume link
- [ ] Files load quickly
- [ ] Read on a phone
- [ ] Proofread

Piece	Why it's in	Caption done
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐