Professional portfolio guide

Curate your professional work

Use this planning sheet to assemble a concise portfolio reflecting your capabilities, experience, professionalism and personal style.

Complete the shaded fields in a PDF reader or print and write by hand. Save a personal copy.

Portfolio purpose and audience

Examples include studio collaboration, professional education or an international application.

Profile and qualifications

Prepare a short biography and select relevant credentials.

Experience and selected projects

Choose up to three relevant examples. Describe your role and demonstrable contributions.

Visual material and consent

Identify photographs or work samples you own or are permitted to share.

Contact, availability and references

Use professional contact details and obtain consent before naming references.

Suggested sequence: cover, concise profile, credentials, selected experience, references and contact. Keep the finished portfolio easy to scan.