

Mock Interview Day

Portfolio Checklist (Optional)

These are the basic requirements for your portfolio. Be sure you include quality work. Your portfolio should be neat and organized. Make sure the material you select is appropriate for the interview. Do not overdo it.

The following are required materials for your portfolio:

- Resume
- One letter of recommendation
- Examples of class work
- Cover letter

The following are suggested elements:

- Additional letters of recommendation
- Awards/Certificates (Do not include every award. Be discriminate.)
- Examples of volunteer work or community activities
- Transcript of grades
- Attendance records
- Class schedule or list of classes you are currently taking

Make certain your portfolio is in a binder and your materials are encased in plastic.