Portfolio Review Checklist & Launch Guide

Purpose of This Document

Use this checklist **before sharing your portfolio** with employers, recruiters, or professors.

1. Pre-Launch Technical Checklist

☐ All links work
☐ Portfolio opens correctly on mobile
☐ Images load clearly and quickly
☐ No placeholder text or broken pages
☐ PDF downloads open properly

2. Content Quality Checklist

☐ Every project includes a description
☐ Role and contribution are clearly stated
☐ Outcomes are mentioned (not just tasks)
☐ No repeated or redundant projects
☐ Weak or outdated work removed

3. Presentation & Professionalism Checklist

☐ Consistent fonts and formatting
☐ Clean layout (not cluttered)
☐ Grammar and spelling checked
☐ Professional bio and photo included
☐ Contact information is visible

4. Peer Review Questions

Ask a friend, mentor, or professor to answer:

1. What skills does my portfolio clearly show?

2. Which project feels strongest?

3. Which project feels weakest?

4. Is anything confusing or unclear?

5. Would this portfolio make you want to interview me?

---

5. Platform Selection Summary

Situation	Recommended Format
Applying online	Portfolio website
Networking or interviews	PDF portfolio
Technical roles	GitHub + website
Creative roles	Website + visual platform
Low budget	Free website or PDF

---

6. Final Launch Checklist

☐ Portfolio link added to resume
☐ Portfolio link added to LinkedIn
☐ Portfolio tailored for target role
☐ Final review completed
☐ Confident sharing with employers