Ultimate Portfolio Completion Checklist

Are you struggling with deciding what to include on your portfolio? Or maybe you know what you should include...but are have trouble explaining it. Well, you're not alone, and that's exactly why I created my Portfolio Dojo course (and the free intro course you're doing now!).

As you work through the free course, follow along with this step-by-step checklist for creating your portfolio site as an aspiring web developer/designer.

Step #1: Figure out what to say

Here are some things you can add to your portfolio:

- ✓ Skills you have that relate to the kinds of job you want
- ✓ Courses/certificates you have acquired
- ✓ Projects you have built on your own
- ✓ Relevant previous experience

Here are some things you can leave out:

- ✓ Unrelated work experience (like your high-school ice cream scooping job)
- ✓ Work experience you no longer want to do
- ✓ Irrelevant skills for the jobs you're looking for
- ✓ Irrelevant education

Remember: This is your opportunity to curate what you've done! Don't like a job you used to have many moons ago? You can leave it off.

Step #2: Know how to say it

Trouble talking about yourself and your achievements? Here are some quick tips:

- ✓ Put yourself in third person - how would you describe yourself from an outside point of view? (But make sure to write about yourself in first person!)
- ✓ Ask a friend or colleague to describe you - use what they say to help
- ✓ Mirror LinkedIn profiles of successful people in your industry
- ✓ Tell your story! (Stories are engaging. Just don't rattle on for too long.)

Step #3: Decide on the technology

- ✓ Platforms to consider: WordPress, Squarespace, or build from scratch
- ✓ If using WordPress or building from scratch, you'll need a hosting provider (like Bluehost, HostGator, etc.)
- ✓ When deciding on a domain name, best to stick with your own name if possible
- ✓ Avoid using .wordpress or .squarespace in URL; it looks more professional without it

Step #4: Keep the design simple (you can get fancy later!)

- ✓ Usability is the most important thing on your portfolio site
- ✓ Make sure font is legible: avoid fancy, unreadable cursive fonts
- ✓ Color scheme that is easy on the eyes - use a palette generator if stuck
- ✓ Single-page site vs. multiple-page site: multiple-page sites are usually best

Step #5: Don't forget these key components

- ✓ Bio (or "about" page)
- ✓ Photo of yourself (it helps build trust!)
- ✓ Clear call to action, such as "Hire Me" or "Get in Touch"

✓   Easy-to-find contact information

✓   Skills (remember, curate the skills you *want* to be known for!)

✓   Experience (what have you done in the past that relates to what you want to do?)

Step #6: Get eyeballs to your site

What's the point of having a website if no one sees it? Here are some easy ways to get visitors to your site:

✓   Use social media: add your portfolio URL on LinkedIn, GitHub, and other social media accounts you frequent

✓   Take advantage of industry-specific social networks: i.e. GitHub for developers, Dribbble for designers

✓   Partake in relevant communities: like LinkedIn or Slack groups

✓   Increase your exposure through content creation (i.e. creating a [blog)](blog)

Step #7: Back up your work and update often

✓   Make sure to save a backup versions of your portfolio site

✓   Update your portfolio regularly with new projects, skills, and experience

✓   Add a recurring calendar reminder so you do not forget the above two

Okay - now what?!

Creating a portfolio doesn't have to be impossible or stressful, even if you're just starting out in the tech world. Portfolio Dojo makes it simple and efficient.

With Portfolio Dojo, you'll learn:

1. Where to start
2. What steps to take
3. What to put on it - what is necessary and relevant.
4. How to write about yourself
5. How to design it in a way that attracts the opportunities you want
6. How to sell your skills
7. How to build credibility

And much more. When you finish the free course and are ready to delve deeper into the art of building an amazing portfolio, I'd love to have you join the "dojo" and learn how to really kick some butt! Hope to see you there.

Learn more about Portfolio Dojo and if it's right for you HERE