

2. Table of Contents

Purpose:

To make each part of your portfolio easily accessible, please divide into sections and list in a table of contents.

- ✧ The table of contents should be double spaced.
- ✧ The left margin should be at least 1.5 inches to accommodate the binding.
- ✧ Pagination is optional, but each section should be clearly labeled.

Suggestions:

The way you divide the required items in your professional portfolio into different sections is up to you. However, it is likely that near the front you will have your professional credentials (résumé, transcript, GPA, Praxis exam results). Additional items will follow with extra optional sections at the end.