

Requirements For MY CAREER PREPARATION

RESUME AND LIST OF REFERENCES

- ◆ A resume has been written that includes the following:
 - Sections to be included:
 - Heading/Contact information
 - Objective
 - Education
 - Work Experiences (paid or unpaid)
 - Special Skills
 - Personal Strengths/Enrichment Activities
 - *Optional sections* include Awards, Achievements, Organizations
 - Use of technical or career-related vocabulary to describe self
 - Content that convinces an intended audience of preparedness for career and education goals
 - Interests, skills, work values, experiences, and achievements that support the Objective
 - Format that is appropriate for the intended audience
 - One- to two-page limit: Font size 12
 - Typewritten in correct format
 - Neat, clearly understood, and well organized
 - Free of spelling, grammatical, and typographical mistakes
- ◆ Completed the "Preparing a List of References" form
- ◆ Prepared List of References

INTERVIEWING FOR JOBS, COLLEGES, OR SCHOLARSHIPS

- ◆ Informational interviews have been conducted and documented in this folder
- ◆ Research on Business/Agency has been completed and documented in this folder
- ◆ Responses to possible interview questions have been written and demonstrated in a mock interview
- ◆ Appropriate questions to ask during an interview have been written, discussed and practiced
- ◆ Appropriate dress for the interview has been discussed and demonstrated
- ◆ Interview etiquette has been discussed and demonstrated
- ◆ Written documentation of interviews and the results of those interviews would be helpful for future reference

CAREER AND COLLEGE APPLICATIONS

- ◆ Information that will be needed to fill out applications has been gathered and written on the "Information to Complete an Application" form for future use when filling out an application.
- ◆ Sample applications have been filled out to practice and refer to in the future when completing applications. Samples in this folder should represent current college, scholarship and employment applications.

WRITING CAREER-RELATED LETTERS

- ◆ Samples of letters in this folder includes Cover Letters, Letters of Recommendation, Thank You Letters, and Letters of Resignation
 - Uses technical or career-related vocabulary to effectively write the intended message
 - Content convinces intended audience of purpose of writing which is personalized, sincere, and honest
 - Typewritten in correct letter format
 - Neat, clearly understood, and well organized
 - Free of spelling, grammatical, and typographical mistakes