




A partner in **CTWORKS**

## Tier III Portfolio Checklist

PORTFOLIO INCLUDES:	Complete? 
<p><b>1. A Real-Time Resume that:</b></p> <ul style="list-style-type: none"> <li>• Is typed and orderly and presented in an organized way</li> <li>• Is generally free of spelling, grammatical and/or typographical errors</li> <li>• Highlights skills and strengths</li> <li>• Includes: name, address, and telephone; the position sought; the work and/or volunteer history; duties, skills, and accomplishments; education and training; and references or statement about references.</li> </ul>	
<p><b>2. A Cover Letter that:</b></p> <ul style="list-style-type: none"> <li>• Has a business formal format</li> <li>• Includes: an opening statement expressing the purpose of writing; a statement including job skills, job experience, and/or education/training; and a statement of interest in specific job or company.</li> <li>• Is free of spelling, capitalization, punctuation and grammatical errors; is well organized; and signed</li> </ul>	
<p><b>3. A Sample Job Application that:</b></p> <ul style="list-style-type: none"> <li>• Is neatly printed in ink or typed with all sections completed with the information placed in the proper place and words spelled correctly</li> <li>• Has a name, address and telephone provided</li> <li>• Has work, volunteer, and education/training experience listed in specific order</li> <li>• Has all required references listed</li> </ul>	
<p><b>4. A Mock Interview Experience in Which the Participant:</b></p> <ul style="list-style-type: none"> <li>• Was on time and appropriately dressed and well-groomed</li> <li>• Provided documents as requested</li> <li>• Expressed self clearly and provided complete, appropriate answers to all questions</li> <li>• Stated relevant qualifications</li> <li>• Asked appropriate and relevant questions</li> <li>• Had a positive attitude and demonstrated appropriate body language</li> </ul>	

<b>5. A completed Harrington O'Shea Career Decision-Making Tool</b>	
<b>6. Information on Three Options for Education and Training Related to Career Interest Inventory Results</b> (What, where, when, and for how long)	
<b>7. A completed Personal Development Profile</b>	

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*Participant's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
**Additional Comments** (use back if needed):