



# Youth Employment and Learning Program

## Portfolio Checklist

Participant Name: \_\_\_\_\_ Program: \_\_\_\_\_ Tier: \_\_\_\_\_

Portfolio Items	Date Completed
<b>1. Real-time Resume</b> <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; work and/or volunteer history; duties, skills and accomplishments; education and training; and other applicable information.</li> </ul>	
<b>2. Cover Letter</b> <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>	
<b>3. Sample Job Application</b> <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>	
<b>4. Mock Interview Experience</b> <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. Harrington-O'Shea Career Decision-Making Tool</b>	
<b>6. Three Options for Education and Training Related to Career Interest Inventory Results</b> <ul style="list-style-type: none"> <li>• Information should include: what, where, when and for how long.</li> </ul>	
<b>7. Personal Development Profile</b>	
<b>Total Number of Portfolio Items Completed:</b>	

Additional comments may be entered on the back of this sheet if needed.

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Youth Employment Provider's Signature

\_\_\_\_\_  
Date