**Career Project Checklist**

**Use the checklist below to make sure you have completed all the requirements for this project.**

**SUMMARY CHECKLIST:**

\_\_\_\_\_All documents are typed in a word processer

\_\_\_\_\_Career essay typed in proper format (did you check your spacing?)

\_\_\_\_\_Resume completed for career selected

\_\_\_\_\_Cover letter completed for career selected (goes on top of resume)

\_\_\_\_\_Letter of resignation completed

\_\_\_\_\_Sample of resume from your research (print it and include it)

\_\_\_\_\_Sample of cover letter from your research (print it and include it)

\_\_\_\_\_Was the cover letter customized to the qualifications for the career?

\_\_\_\_\_Sample letter of resignation (for your “current job”)

\_\_\_\_\_Media presentation (or video)

\_\_\_\_\_At least five slides

\_\_\_\_\_What to wear or not to wear (male or female)

\_\_\_\_\_How to prepare for the interview

\_\_\_\_\_Five Interview tips

\_\_\_\_\_When to know to change jobs

\_\_\_\_\_How to change jobs

\_\_\_\_\_15 questions that could be asked on an interview

\_\_\_\_\_Five questions, which are considered illegal

\_\_\_\_\_Five questions an applicant might ask

\_\_\_\_\_Works cited (include all research for this project.)