**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 that are considered illegal

Five questions an applicant might ask

Works cited (include ***all research*** for this project)