**CAREER PROJECT CHECKLIST**

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

**Summary Checklist:**

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

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

\_\_\_\_\_Résumé completed for career selected

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

\_\_\_\_\_Letter of Resignation completed

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

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

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

\_\_\_\_\_Sample Letter of Resignation (for your “current job”)

\_\_\_\_\_Multimedia Presentation (or Video)

\_\_\_\_\_At least 5 slides

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

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

\_\_\_\_\_5 Interview tips

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

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

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

\_\_\_\_\_5 questions that are considered illegal

\_\_\_\_\_5 questions an applicant might ask

\_\_\_\_\_Works Cited (include ***all research*** for this project)