

Portfolio Checklist

Student Name: _____

Program: _____

- 1. Resume
- 2. List of References (request letters first)
- 3. Business Letters (2) : cover letter, thank you letter
- 4. Job Application Form
- 5. I9 Form
- 6. W4 Form
- 7. Personal Reflection Essay
- 8. Technical Writing Samples (2)
- 9. Career Research
- 10. Cover
- 11. Program Related Materials
- 12. Documentation of Personal Involvements (clubs, activities, sports, volunteer work, serious hobbies)
- 13. Competencies checklist
- 14. Table of Contents