

Completed Portfolio Checklist

Name \_\_\_\_\_ Date \_\_\_\_\_

Section	Date Checked	Comments
Cover Letter		
Resume		
References		
Recommendations		
Employability Profile <ul style="list-style-type: none"> <li>• Junior year</li> <li>• Senior year</li> </ul>		
Technical Skills Profile <ul style="list-style-type: none"> <li>• Junior year</li> <li>• Senior year</li> </ul>		
Internship Experience Report		
Internship Evaluations & Time Records		
Awards <ul style="list-style-type: none"> <li>• Honor Roll</li> <li>• Perfect Attendance</li> <li>• SKILLSUSA</li> <li>• Home School awards</li> </ul>		
Goals Goals Updates		
Industry Related Work <ul style="list-style-type: none"> <li>• Photographs</li> <li>• Written documents</li> <li>• Power Point Presentations</li> <li>• Photographs and documents from related employment &amp; out of school activities</li> <li>• Thank you letters from completed jobs</li> </ul>		
Task Analysis		
Industry Related Research Paper		
Career Research Report Interview Report Thank you Letter		
Program Reflection		
Job Application		