

Work Readiness Portfolio Checklist

Name _____

Grad Year _____

Essentials

Completion Date

- Interest Inventory Results _____
- Career Action Plan _____
- Job Finders Guide (LACOE – 4th Edition) _____
- Resume (Data Wizard) _____
- Cover Letter (Data Wizard) _____
- Completed Job Application (Data Wizard) _____
- Work References _____
- Interview DVD _____
- Work Readiness Certificate _____

Supplemental

- Labor Market Research for Interest Areas _____
- Student Snapshot (One Page Self-Introduction) _____
- Disability/Worksite Accommodations Sheet _____
- Student Work Samples _____