**Name:**

**Career Explorations – Career Project Checklist**

Directions – Verify the existence of the following components in your Career Project binder. Place a check mark in the right side for each completed item. Place this checklist in the front sleeve of your binder

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| --- |
| **Part 0 – Job Posting** |
| Printed actual job posting from website |  |
| Job Posting – Online Search Document |  |
|  |
| **Part 1 – SMART Goals** |
| Short Term SMART Goal (1 - 2 years) |  |
| Mid-term SMART Goal (5 - 6 years) |  |
| Long-term SMART Goal (10 - 15 years) |  |
|  |
| **Part 2 – Strengths and Weaknesses** |
| Take online assessment |  |
| Fill out Strengths and Weaknesses document from weebly  |  |
|  |
| **Part 3 – Education** |
| Fill out College Research Website (from weebly) |  |
| College research matches college degree listed on Part 6 (Resume) |  |
|  |
| **Part 4 – Career Worksheet** |
| Fill out Final Career Worksheet (from weebly) |  |
| This career matches the job from Part 0 and career mentioned in cover letter (Part 7) |  |
|  |
| **Part 5 – Company Worksheet** |
| Fill out Company worksheet |  |
| Company researched matches the company from Part 0 (Job Posting) |  |
|  |
| **Part 6 – Future Resume** |
| Build Future resume |  |
| The information in your resume matches the qualifications mentioned in the job posting (Part 0) |  |
| The college mentioned on your resume matches the college researched in Part 3 |  |
| The work experience, certifications, skills, licenses listed on the resume are used in the responses to your interview questions (Part 8) |  |
| **Part 7 – Cover Letter** |
| Build a cover letter using the directions from weebly |  |
| All four paragraphs are written |  |
| Information included in cover letter matches information from resume (Part 6) |  |
| Cover letter is written to an individual from the company listed in the job posting (Part 0) and Company Worksheet (Part 5) |  |
| Cover letter is properly formatted and signed in black ink |  |
|  |
| **Part 8 – Interview Questions** |
| All 16 interview questions are answered |  |
| Interview answers use the information from your resume, cover letter, company researched etc… |  |
|  |
| **Binder** |
| All parts of the Career Project are in your binder. |  |
| All ten parts are properly organized and three hole punched. |  |
| All extra information is removed from the binder. |  |
| Your name is on your binder |  |
| Your binder is placed in the organization unit in Room 14.  |  |