

Roseville Adult School *Job-Readiness Checklist*

Employability Preparation

<input type="checkbox"/> Master application <input type="checkbox"/> Cover letter <input type="checkbox"/> Thank you letter <input type="checkbox"/> Job shadow evaluation <input type="checkbox"/> Other _____ _____ _____	<input type="checkbox"/> Resumes: - Functional - Chronological - Text/PDF/RTF <input type="checkbox"/> Interview practice <input type="checkbox"/> Letters of recommendation <input type="checkbox"/> Internship evaluation	<input type="checkbox"/> Social Security Number <input type="checkbox"/> "Green Card" <input type="checkbox"/> Connections Card <input type="checkbox"/> Interview attire <input type="checkbox"/> High School Transcript <input type="checkbox"/> GED Transcript <input type="checkbox"/> LinkedIn Profile	<input type="checkbox"/> use fax / prep fax cover <input type="checkbox"/> use copier <input type="checkbox"/> usb flash drive <input type="checkbox"/> email address <input type="checkbox"/> open / save / print / send attachments
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Postsecondary Education Transition

<u>Workplace</u> <input type="checkbox"/> Targeted resume <input type="checkbox"/> Jobsite contact <input type="checkbox"/> Interview <input type="checkbox"/> Complete hiring paperwork <input type="checkbox"/> Other _____ _____ _____	<u>Higher Education/Training</u> <input type="checkbox"/> Career assessment <input type="checkbox"/> List of institutions with career/major <input type="checkbox"/> Campus visit <input type="checkbox"/> Application for admission <input type="checkbox"/> Assessment/Placement tests <input type="checkbox"/> Interview process <input type="checkbox"/> Financial Aid applications <input type="checkbox"/> Submit transcripts/test scores <input type="checkbox"/> Student support programs	<u>Trade</u> <input type="checkbox"/> Resume <input type="checkbox"/> Contact trade association / Union Hall <input type="checkbox"/> Application / testing <input type="checkbox"/> Other _____ _____ _____
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Internships

<i>Employer</i>	<i>Address</i>	<i>Job Title</i>	<i>Date Beg.</i>	<i>Date End</i>

Work Experience

<i>Employer</i>	<i>Address</i>	<i>Job Title</i>	<i>Date Beg.</i>	<i>Date End</i>

Professional References

<i>Name</i>	<i>Address</i>	<i>Phone</i>