INdorsed Career Ready Graduate Checklist for a Professional Portfolio

☐ Introduction Letter adapted from cover letter
☐ Resume
☐ Reference Page
☐ 2 Letters of Recommendation (personal or professional)
☐ 2 Samples of school/work projects
☐ IPFW Unofficial Transcript
☐ Certificates/Achievements – optional as applies
☐ Other relevant sections – optional as applies
  o Community activities
  o Classroom experiences
  o Work-related experiences
  o Academic recognitions
  o Special skills
  o Personal attributes