

Assessment & Portfolio Guide

Lesson 24: Prepare Resume Cards



How will you use your **Resume Card**?



Add your completed **Resume Card** to your *Transition Portfolio*.

Lesson 25: Write Your Resume



How will you use your **Resume**?



Add your completed **Resume** to your *Transition Portfolio*.

Lesson 26: Learn to Present Yourself Well on a Job Application



What is the most important thing to remember when filling out job applications?



Add a completed sample application to your **Action Portfolio**.

Lessons 27 & 28: Plan Your Job Search, Write a Training and Education Growth Goal



Why is it important to make a plan before you begin looking for a job?



Add your completed **Job Search Calendar** and **Contact Sheet** to your **Transition Portfolio**. Also add your completed **Growth Goals Contract** and **Chart** to your *Transition Portfolio*.

◆ THINK ABOUT THIS ◆

Be prepared.
You never get a second chance to make a good impression.

H. Jackson Brown, Jr.

What does this quote mean to you?
