

NAME: _____ DATE: _____

HOW TO CREATE YOUR JOB READY PORTFOLIO

- Has Attended the Power Employment Workshop
 - Provide Date and Location Attended _____
- List Top 10 Skills
 - List Skills _____
 - Present Your 2 Minute Elevator Speech (<http://www.15secondpitch.com/new/>)
- Has Updated Resume and Professional References
 - Email and Attach Resume in a Microsoft Word Document
 - Show Customization of Resume and Cover Letter to Specific Job Description
 - Email and Attach Electronic Copy of Professional References
- Has Accurate Work History and Extended Contact Information
 - Email and Attach Complete List of Previous Employment Including Addresses, Phone Numbers, Dates of Employment, and Supervisors
 - Email and Attach Completed Electronic and Paper Job Application
- Track Job Search Activity
 - Attach Monthly Job Search Activity Log
- Has familiarity of resources on <http://www.worknetncc.com> for job seekers, job fairs, workshops and other resources.
 - List WorkNet ID: _____
 - Uploaded resume
- Has familiarity of resources on <http://www.illinoisworknet.com> self assessments, job information, and goal setting.
 - List WorkNet ID: _____
 - Attach completed Job Search worksheets
- Has Basic Computer Skills
 - List Skills _____
 - List computer training attended (workNet center/ library/ community college programming/ formal class /self taught/ on the job training/ other? _____)
- Has Business Appropriate Email Address
 - List Professional Email: _____
- Has a Completed and Updated Illinois Job Link Profile
 - User ID: _____
 - Attach Job Link Profile Printout
- Has a LinkedIn profile and Basic LinkedIn Skills
 - LinkedIn Profile Address _____
 - Attach LinkedIn Profile Printout
- Attend Harper College Capstone OR Oakton Fast Forward Programming
 - Provide Dates and Workshops Attended _____