Endorsed 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
  - Community activities
  - Classroom experiences
  - Work-related experiences
  - Academic recognitions
  - Special skills
  - Personal attributes