



Career Services

College Graduate Checklist

- Resume
- Targeted Career Portfolio
- One-minute introduction (“elevator speech”)
- Interview outfits (minimum of 2)
- Business cards and case (make your own cards for free at a website like www.vistaprint.com)
- Folder with notepad for note taking
- Nice pen
- List of References
- Letters of Recommendation
- Stationary for thank you notes and correspondence
- Professional email address (no sexygirl@hotmail.com)
- Professional voice mail message on cell phone and home phone
- Several copies of your official transcripts and one unofficial copy for your records
- Support team (don't forget about us in Career Services)

To find out more about any of these tips, please drop by Career Services!