



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



CAREER SERVICES

INDIANA UNIVERSITY–PURDUE UNIVERSITY FORT WAYNE