

Summary Sheet

Name _____

1. Do you have a professional-looking cover letter and resume? Yes No
2. Do you have portfolio documentation? Yes No
3. Are you professional in your dress and appearance? Yes No

List 7 (+/- 2) companies that are actively engaged in your job search right now.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

What skills, education and experience do you wish to highlight during your interviews?

_____	_____
_____	_____
_____	_____
_____	_____

My best 30 second pitch:

