

# **Tri-Valley ROP Medical Occupation Business Portfolio Checklist**

**STUDENT NAME\_\_\_\_\_**

## **Setup:**

- \_\_\_\_Cover Sheet – Creatively Business Sheek (10)**
- \_\_\_\_Neatness – includes organization; use your imagination (10)**

## **Scholastic Past/Present:**

- \_\_\_\_Achievements - any (10)**
- \_\_\_\_Academic Transcripts – can be unofficial (10)**
- \_\_\_\_CPR/First Aid Card - copy (10)**
- \_\_\_\_Keenans (10)**
- \_\_\_\_Examples of Work from Med Occs – must have at least 5 (10)**
- \_\_\_\_Research Paper (10)**

## **Employment:**

- \_\_\_\_Cover Letter (10)**
- \_\_\_\_Resume (20)**
- \_\_\_\_References (10)**
- \_\_\_\_Thank You Note to Interviewer – copy of the original note (10)**
- \_\_\_\_Job Listing (one you are eligible for) (10)**
- \_\_\_\_Employment Application AND W4 – filled out (10)**
- \_\_\_\_Interview Questions/Responses – handout from class or used with research paper (10)**
- \_\_\_\_Letter(s) of Recommendation (10)**

**Scholastic Future:**

\_\_\_\_College Application and/or Web Page – you've applied for (10)

\_\_\_\_Scholarship(s) (10)

\_\_\_\_Nursing/Med/Specialty Web Page – One that will help you later  
in your career (10)

**Points awarded** \_\_\_\_\_/200      **Letter Grade** \_\_\_\_\_

**Comments:** \_\_\_\_\_

*THESE ARE OPTIONAL BUT GREAT TO ADD IN!*

\*High School Club/Sports

\*Professional Journals

\*Meetings and Seminars Attended

\*Professional Association Affiliations/Membership