

NAME: _____

CAREER & FINANCIAL MANAGEMENT PART A
CAREER PORTFOLIO—EXAM GRADE
Summary Sheet

Teacher: Mrs. Susan Wilson



NAME: _____ DATE: JANUARY 2006

PART I—CAREER OBJECTIVES/APPLICATION = 100 POINTS (33%)

- ★ A list of career, personal, and community objectives
- ★ An original of the job you are applying for (from a newspaper)
- ★ A completed job application (handwritten neatly)

PART II—COVER LETTER/RESUME= 100 POINTS (33%)

- ★ Cover Letter
- ★ Resume
- ★ Transcript from Guidance.....

PART III—FOLLOW-UP=100 POINTS (34%)

- ★ Thank You Letter
- ★ Business Card
- ★ 30-Second Commercial

Total Points = 300* points (100%)

FINAL EXAM GRADE

*Note: Each part of the examination will be valued at 100 points. The total points will be divided by 3 to obtain the final examination grade. For example: Part I=75; Part II=90; Part III=100. **Total points 265/3=88%**

NAME: _____

"Career Portfolio" Project

A WELL-PREPARED PORTFOLIO

- Shows your achievements, documents the scope and quality of your experience and training, and
- Shows your skills and abilities.



ORGANIZING YOUR PORTFOLIO

- Determine the skills necessary for the job you will be interviewing for.
- Choose items that will document how you have used those skills for the employer.
- Use a see-through binder for your portfolio.
- Arrange your portfolio to show how your abilities relate to the employer's needs.
- Label the different sections for ease of finding information in the portfolio.

WHAT TO INCLUDE IN YOUR BINDER:

- ★ A list of career, personal, and community objectives
- ★ An original of the job you are applying for
- ★ A completed job application (handwritten neatly)
- ★ Letterhead for your correspondence
- ★ A cover letter and envelope including your return address
- ★ A résumé
- ★ An copy of your transcript from guidance
- ★ Letter of recommendation from one teacher to your prospective employer
- ★ Thank you letter (follow up after an interview)
- ★ A business card
- ★ 30-second commercial
- ★ Certificates of awards and honors (optional)

NAME: _____

Part IA: List of Career, Personal, and Community Objectives

Using the information below, create an objective page. Be sure to use complete sentences and proofread before printing. Use this table format—one column and 8 rows.

**MY CAREER, PERSONAL AND
COMMUNITY SERVICE OBJECTIVES**

My ideal life vision:
My career and work objectives:
Work I would like to be doing in 5 years:
Work I would like to be doing in 2- 5 years:
Work I would like to get now :
My personal objectives:
Community organizations I would like to contribute to:
Knowledge, skills, etc. I would like to develop:

Part 1B: Pride List & Experience

List experiences from your past that are positive for you. These are things that you are proud of, that make you feel energized as you recall them. Include your earliest memories. They can be anything from building a house to drawing a picture or running a race. It only matters how you feel about it. On a separate sheet of paper, write a short story about one of your favorite experiences.

Part 1C: Finding a Job in the Want Ads

Using local newspapers, select a job that you would like have and “clip” it out. Mount the job ad on a sheet of typing paper. Take care to have the page look “professional.”

Part 1D: Completing the Job Application

Complete the attached job application using your best penmanship. Do not leave out any information. If you do not have an answer for a particular part, use the term “not applicable” or “n/a.”

Part 1E: Binder and Cover Sheet

Purchase a 1” view binder in a color of your choice. Create a cover page that will be inserted on the front of the view binder. Include the following information and an appropriate clipart:

Your Name
 Career and Financial Management
 Career Portfolio Project

NAME: _____

"Career Portfolio" Rubric

Parts 1A, 1B, and 1C

CONTENT	GRADE				
	5	4	3	2	0
<p>Career, Personal & Community Objective Sheet: (50 pts.)</p> <ul style="list-style-type: none"> ✓ Ideal life vision ✓ Career & work objectives ✓ What I would like to be doing in 5 years ✓ What I would like to be doing in 2-5 years ✓ Work I would like to get now ✓ Personal objectives ✓ Community organizations ✓ Knowledge and skills to develop ✓ Objective sheet is prepared using correct format ✓ Objective sheet is error free 					
<p>Pride List & Experience: (10 pts.)</p> <ul style="list-style-type: none"> ✓ Pride list with at least 10 items ✓ Pride experience story (1/2 page typed) 					
<p>Finding a Job in the Want Ads: (10 pts.)</p> <ul style="list-style-type: none"> ✓ Ad is from a local newspaper Ad is neatly mounted on a sheet of typing paper 					
<p>Completing the Job Application (20 pts.)</p> <ul style="list-style-type: none"> ✓ A completed job application is included ✓ The application is legible and professional ✓ The term "not applicable" is used correctly ✓ Application is signed and dated 					
<p>Binder (10 points)</p> <ul style="list-style-type: none"> ✓ Student has purchased the appropriate binder ✓ Cover page is included with name, class, clipart, and title 					
<p>TOTAL (100 pts. possible)</p>					

5 = information included and descriptive; 100% proper format
 4 = information included and somewhat descriptive; 80% proper format
 3 = information partially included and somewhat descriptive; 60% proper format
 2 = information partially included and not descriptive; 40% proper format
 0 = information not included; 0% proper form

NAME: _____

Developing Your Pride List

Create a page in your portfolio called your "pride list." List experiences from your past that are positive for you. These are things that you are proud of, that make you feel energized as you recall them. Include your earliest memories. They can be anything from building a house to drawing a picture or running a race. It only matters how you feel about it. The standard to use in choosing items for this list is your own pride in feeling "I did that myself!"

Examples of pride experiences are:

- Coached my baseball team to a winning season
- Created an innovative new procedure and trained staff how to use it
- Designed a go-kart with 2 friends and won first prize in a race
- Earned enough money to travel through Europe by holding three part-time jobs
- Helped solve an important personal problem for an employee or neighbor
- Initiated a program, product or procedure at my job
- Learned to swim and dive at age seven
- Raised \$1,000 organizing a raffle for my children's school
- Successfully managed a difficult project to completion
- Taught myself how to create a web site by studying a how-to book

Put items down in the order that they occur to you, without prioritizing them. It is ideal if you can come up with 20-25 items. Some people prefer to write these down on a blank sheet of paper. Others prefer to use a chart to record the pride list.

Writing Your Stories: Pride Experiences



- On a separate sheet of paper or in your word processor, write a short story about one of your favorite experiences

Describe exactly what you did in each situation, what you accomplished and what you enjoyed. Try to be precise when you present dollar figures, percentages, etc.

It is very important to overcome your natural modesty and your reluctance to blow your own horn!

NAME: _____

Part 2A: Create a Letterhead for your Correspondence

Create a professional letterhead that includes your name, address, home phone, and e-mail address. Be sure to include some type of "separator" line after your letterhead.

YOUR NAME
Your address here
City, ST 11778 Phone: 631.555.1212 E-mail: mail@aol.com
◆.....◆

Part 2B: Cover Letter and Envelope

Create a cover letter and an envelope in answer to the ad you have selected. Use the template provided on the next page to create a cover letter. You will also have to submit an e-mail version of the cover letter.

A knockout cover letter sells the concept that you're a good fit for the company you're applying to. In order to create a winning sales pitch for your letter, you need to understand what makes the company tick (its products, history, market standing, goals, challenges, mission statement, industry, clientele, corporate culture, etc.). Also, it is important to use the "buzz" words that are in the ad itself.

Part 2C: Create a résumé

A resume is your first impression. You MUST give it your very best. You want it to look professional, stand out, and highlight your skills and competencies. Your résumé should:

- be honest
- be error free
- be clear and concise
- use action words
- be printed on high quality paper
- focus on skills, achievements, and accomplishments
- use keywords that correspond with the position you are seeking

Part 2D: Include a copy of your transcript from guidance

Visit our guidance department and pick up a copy of your transcript. You will place this transcript into your portfolio following your resume. The transcript will probably include only the first half of this school year. Check back after June to pick up the latest and greatest transcript.

NAME: _____

Sample Cover Letter

Directions: Use 1.25" margins on the left and right; use 12-point Times New Roman font; create a header that you can use on both your resume and your cover/thank you letters. Use full block style (all text to the left in the letter) and use the current date. Proofread and print when finished. Create an envelope and include it in your portfolio.

YOUR NAME HERE

12 Wesley Street, Brentwood, NY 11717 • (631) 255-7711 • programmer@inet.net

Current Date

Mrs. Joanne Smith
Company ABC
14 Roadside Avenue
Rocky Point, NY 11778

Dear Mrs. Smith:

I would like to apply for the position of front office receptionist advertised in this Sunday's Beaconsfield City Journal.

I have recently graduated from Rocky Point High School, where I majored in business education, earning an 88.3 GPA. As the secretary of the senior class, I created a system for organizing records for the school's fund-raisers, which saved nearly five hours each month in administrative time.

Last summer, I worked as a receptionist at the Walk In Medical Care, where I greeted and interacted with minor and adult patients. In this position, I learned to schedule appointments and handle insurance billing under the direction of the office manager.

I hope you will agree that my skills would be an asset to your practice. If so, please call me at (333) 555-5678. I am available for an interview at your convenience.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Your Name Here

Enclosure

NAME: _____

BETHANY S. PETERS

3898 Flower Avenue
Binghamton, NY 13902
(607) 794-5432

EDUCATION

Union Endicott High School, Endicott, NY
Regents Diploma expected June 2002
GPA- 94.12%

LEADERSHIP

Union Endicott High School

Foreign Student Coordinator

- Initiated social functions to help acclimate foreign students to American culture

Friend to Friend Program

- Started successful membership program between high school students and fifth graders

NCSY (National Conference of Synagogue Youth)

National Vice President of Education

- Planned and followed through with educational programs for 10,000 participants

Regional Vice President of Junior NYSY

- Arranged events and weekend conventions for 125 members

EMPLOYMENT

Press & Sun-Bulletin, *Columnist, Reporter*, Binghamton, NY (Summer 2000)

- Wrote column in Binghamton, NY newspaper addressing concerns of teens
- Researched topics and wrote articles on teen interests including how to deal with grief

COMMUNITY SERVICE

Binghamton General Hospital, Binghamton, NY

- Contributed 500+ hours in pediatrics, orthopedics, respiratory, radiology, surgical, ER
- Hypothesized on future market situations.
- Gained overview of investment diversification by managing simulated portfolio.

Clayton Avenue Elementary School, *Teachers Aid*, Vestal, NY

- Assisted teacher by providing instruction to groups and one-on-one.

Worked in community agencies: Volunteers of America and Salvation Army soup kitchen

SKILLS

- Proficient in Hebrew and French
- Working knowledge of Russian and Spanish
- Computer Literate

CAREER AND FINANCIAL MANAGEMENT

MRS. WILSON

NAME: _____

Action Words

Nearly every book on article on the topic of resume writing will advise you to use high-impact action words, and avoid the passive tense.

Abstracted
Achieved
Acquired
Acted
Adapted
Addressed
Administered
Advertised
Advised
Advocated
Aided
Allocated
Analyzed
Answered
Anticipated
Applied
Appraised
Approved
Arranged
Ascertained
Assembled
Assessed
Assisted
Attained
Audited
Augmented
Authored

Bolstered
Briefed
Brought
Budgeted
Built

Calculated
Cared
Charged
Chartered
Checked
Clarified
Classified
Coached
Collaborated
Collected
Comfort
Communicated
Compared
Completed
Complied
Composed
Computed
Conceived
Conducted
Conserved
Consulted
Contracted
Contributed
Converted
Cooperated
Coordinated
Copied
Correlated
Created
Cultivated

Dealt
Debated
Decided
Defined
Delegated
Delivered
Designed
Detected
Determined
Developed
Devised
Diagnosed
Directed
Discovered
Discriminated
Dispatched
Displayed
Dissected
Documented
Drafted
Drove

Edited
Eliminated
Empathized
Enabled
Enforced
Enlightened
Enlisted
Ensured
Established
Estimated
Evaluated
Examined
Expedited
Experimented
Explained
Explored
Expressed
Extracted

Facilitated
Fashioned
Financed
Fixed
Followed
Formulated
Fostered
Founded

Gained
Gathered
Gave
Generated
Governed
Guided

Handled
Headed
Helped

Identified
Illustrated
Imagined
Implemented
Improved
Improvised
Increased

Indexed
Indicated
Influenced
Inspected
Instituted
Integrated
Interpreted
Interviewed
Introduced
Invented

Launched
Learned
Lectured
Led
Lifted
Listened
Located
Logged

Made
Maintained
Managed
Mapped
Mastered
Maximized
Mediated
Memorized
Mentored
Met
Minimized
Modeled
Monitored

Narrated
Negotiated

Observed
Obtained
Offered
Operated
Ordered
Organized
Originated

Participated
Perceived
Perfectd
Performed
Planned
Practiced
Predicted
Prepared
Presented
Prioritized
Produced
Programmed
Projected
Promoted
Proposed
Protected
Proved
Provided
Publicized
Published
Purchased

Queried
Questioned

Raised
Ran
Ranked
Rationalized
Read
Reasoned
Recorded
Received
Reduced
Referred
Related
Reported
Researched
Responded
Restored
Revamped
Reviewed
Received
Reduced
Referred
Related
Relied
Reported
Researched
Responded
Restored
Revamped
Reviewed

Scanned
Scheduled
Screened
Set goals
Shaped
Skilled
Solicited
Solved
Specialized
Spoke
Stimulated
Strengthened
Stressed
Studied
Succeeded
Summarized
Supervised
Supported
Surveyed
Sustained
Symbolized
Tabulated
Talked
Taught
Trained
Translated

Upgraded
Utilized
Validated
Verified
Visualized

Wrote

NAME: _____

"Career Portfolio" Rubric

Parts 2A, 2B, 2C and 2D

CONTENT	GRADE				
	5	4	3	2	0
<p>Letterhead: (10 pts.)</p> <ul style="list-style-type: none"> ✓ Created a letterhead including name, address, phone, and e-mail address ✓ Used a font that was clear and professional 					
<p>Cover Letter and Envelope: (40 pts.)</p> <ul style="list-style-type: none"> ✓ Cover letter addresses reason for sending resume ✓ Cover letter is written without grammar, punctuation, or spelling mistakes using a proper format ✓ Envelope is included and properly formatted ✓ E-mail letter of application included 					
<p>Resume (40 pts.)</p> <ul style="list-style-type: none"> ✓ Resume includes the same header as in the cover letter ✓ Resume includes basic elements such as personal contact information, education, and experience ✓ Resume is professionally formatted ✓ Perfect use of grammar, punctuation, and spelling ✓ Resume is on high-quality paper and one page in length 					
<p>Transcript (10 points)</p> <ul style="list-style-type: none"> ✓ Student has included a transcript obtained from the guidance department 					
TOTAL (100 pts. possible)					

- 5 = information included; 100% proper format
- 4 = information included; 80% proper format
- 3 = information partially included; 60% proper format
- 2 = information partially included; 40% proper format
- 0 = information not included; 0% proper form

NAME: _____

Part 3A: Thank you letter (follow up after an interview)

Thank you letters are critical to your job search success, and interviews are not the only occasions to send thank-you and follow-up letters. If you've ever experienced helping or doing something for someone, and not receiving a thank-you, you understand how employers view this lack of courtesy on the part of job seekers.

Part 3B: Create a Business Card

If you think that business cards are just for executives, think again. In Japan, even school kids hand out cards to everyone they meet. Here in Canada, places such as sports shops and clothing stores are starting to understand that cards help their retail workers build customer relationships. No matter what work you do, create a card people will remember and that gives them a clear picture of the skills you have to offer. Keep your cards on you at all times.

You can create your business card in MS Word or MS Publisher or order your free set online at www.vistaprint.com

Part 3C: The 30-Second Commercial

It's the question that plagues job seekers everywhere, the dreaded: 'Tell me about yourself.' But you can ease that fear by thinking ahead. Prepare a 30-second spiel that explains who you are, what you've done and what you want to do. This personal commercial is a great opener for interviews, networking events and informational interviews. Type this up and include it in your portfolio.

PART 3D: Submit your Resume to Monster.com

NAME: _____

THANK YOU LETTER

Components of the Letter

- Type the letter in a business letter format.
- Address it to the person with whom you interviewed.
- Express appreciation for the opportunities to interview, tour the facilities, meet other employees, etc.
- Mention the day of your interview and the position for which you interviewed.
- Express continued interest in the position and the company.
- Re-emphasize your most important skills and qualifications and how you expect to contribute to the organization.
- Include any information you forgot to mention in the interview, if necessary (be brief though).
- Close your letter with a comment about future contact with the employer.

SAMPLE LETTER

Ms. Ima Stickler
Personnel Coordinator
Stuckey Memorial Hospital
1234 S 23rd Avenue
Los Angeles, CA 90210

Dear Ms. Stickler:

I appreciated the opportunity to interview at your hospital on Monday. The tour of the medical facilities and conversations with Stuckey's laboratory staff gave me a clear overview of the role of technologists at your facility. In particular, I was impressed with the state-of-the-art equipment in Stuckey's laboratories and the exciting medical research that is being conducted there.

The entire experience has confirmed my desire for employment as a medical technologist with Stuckey Memorial Hospital. My internship as a lab assistant, along with my microbiology and chemistry course work, have prepared me well for this position. Based on my interview, I think I would fit in well with the Stuckey laboratory staff.

Thank you again for the experience of getting to know your organization better. I would welcome the opportunity to work for Stuckey Memorial Hospital, and I look forward to hearing from you in the next two weeks.

Sincerely,

Shirley U. Needme

NAME: _____

ANOTHER SAMPLE THANK YOU LETTER

**Richard Lee, CPA
4567 Toronto Drive • Warren, Ohio 44481 • (330) 555-1212**

J. Robert McLeish, Auditor in Charge
State of Ohio Office of the Auditor
555 W Madison Avenue
Cleveland, OH 44101

April 12, 2001

Dear Mr. McLeish:

"Enthusiastic" is how I feel about the position of Performance Auditor in your department after my interview with you on Tuesday, April 10. Thank you for meeting with me to explore career opportunities with the Ohio Auditor of State's Office.

As you indicated during the interview, a preliminary decision will be made in about three weeks. I would like to emphasize that I am very interested in being your next Performance Auditor. Unless I have heard from you prior to May 1st, I will contact you then about the status of this opening.

I am confident that I could quickly become a productive member of your team. Your sponsorship and annual training programs add to my confidence; I am willing and eager to augment my knowledge on numerous topics. My current specialized skills in commercial construction of school and other government buildings would be a welcome addition to your group of specialists.

Thank you, again, for meeting with me. Per your request, I have enclosed a writing sample of a proposal I prepared while employed at Vance & Associates. If this sample is not sufficient to assess my writing skills, I would be happy to forward another proposal or a management letter. I look forward to the next step in your selection process as well as becoming part of the Ohio Auditor of State's Office team.

Sincerely,

Richard Lee

Richard Lee, CPA

Enclosure: Writing sample

P.S. I was impressed by the performance audit of County Juvenile Court released on April 2, 2001. I am anxious to get to work. If you have any further questions that you might like to ask, please feel free to contact me.

NAME: _____

Sample Business Cards

Rich Nazim
Sales Manager



517 Goswell Road
San Diego CA 92103
Tel: 1.407.619.574.0835
Fax: 1.407.619.574.0856
rnazim@babelcorp.com

BabelX
www.babelcorp.com



Lloyd Prezant
Sales Manager

Phone: +44 (0) 1252 340 673
Fax: +44 (0) 2143 353 340
Mob: +44 (0) 7866 132 097
L.Prezant@pennyconnect.co.uk
Collins Road 38
Farnborough Hants GU14 7QU UK

www.pennyconnect.co.uk | Penny Connections

Your Company Name
A Tag Line if You Choose

John Smith
Manager

Phone 02 9476 4444
Fax 02 9477 1200
Email sales@clickbusinesscards.com
PO Box 723 St Ives NSW 2075 Australia



Susan Wilson

Rocky Point High School
Home of the Eagles

82 Rocky Point Yaphank Road
Rocky Point
NY
cell 631 744 1600
swilson@rockypoint.k12.ny.us



NAME: _____

Your 30-Second Commercial

First impressions are extremely important when it comes to the interview process. You only have one chance to make a good first impression. When you meet someone who may give you the name of an employer who they know to be hiring or when you're sitting with a decision maker in an interview situation, it's important to be aware and prepared to make an excellent first impression. One way to do this is to **prepare a 30-second commercial that will state your purpose, reemphasize their need and suggest your apparent desire and ability to fill that particular need.** This can be done by giving a brief description of something you've done that will be invaluable to them or a part of your education that is required for that specific position. Examples are an excellent idea. Just remember your job is to make them want to know more.

What is a commercial? A commercial is an ad or advertisement used to promote an item or in this case a person. Promotion is important. We need to understand and relate to the fact that we're in the business of promoting ourselves in the interview process. In other words, the interview process is a sales process. Don't be fooled into believing just because you're qualified you will automatically get the best position out there available today for someone in your position. You will get the position you position yourself to get—the position you somehow, someday promote yourself for. Perhaps your friend or colleague will promote you. Maybe you will be promoted by a co-worker past or present. No matter what, you normally do not receive a job offer without some type of promotion. You then must understand the need to have your very own commercial—your 30 second commercial. If you are interviewing for a position as a mail clerk, you should have a 30 second commercial. If you are applying for a position of VP, you should have prepared your 30 second commercial. If someone out there is looking to hire someone to fill a position, they will buy from a commercial. The commercial will of course, be different—but somehow you will have to convince someone you have the unique abilities to do the job.

There are a lot of things that need to be said in a matter of seconds without rambling but not being too vague. **The trick is crisp, descriptive language without being over-detailed.**

Cover the essentials:

- ★ who you are
- ★ what you do
- ★ why are you there
- ★ what kind of position you are pursuing

It will help if you give qualities about yourself that you can bring to the prospects' companies. Highlight your professional strengths and abilities that could assist potential companies. Remember it's not what you can do, but how you can help them.

Here are some sentence starters that you can use:

- I also have a solid background in...
- My strengths are...
- I have _____ years of experience in...

What then would you say in your 30 second commercial? You may be saying "What could I possibly say in 30 seconds which would make or break me in an interview situation".

Your thirty second commercial can be used beyond social, organizational, networking events such as when the interviewer opens with "Tell me about yourself." Since you have practiced this commercial frequently, it is a great way to start off that interview. Your commercial could also be used as the starting paragraph of your cover letter to emphasize your noteworthy skills and background. You can use your commercial at Job Fairs. Company recruiters don't have much time due to long lines of candidates, make the most out of your limited time by utilizing your commercial. Starting with a commercial will make you come across as confident and poised.

NAME: _____

Some Examples

Here are some examples of typical commercials used by people in different fields of endeavor. They may help you visualize various applications before you compose your own.

Hello, my name is Amy K. I am an experienced market researcher (job title) with a full knowledge of advertising and product tracking studies (major category of skills) including questionnaire design, data analysis and report writing (specific, related skills). I have made major presentations to company executives (another skill or accomplishment you want to emphasize). When can I set up a personal interview to tell you more about my qualifications (used for a cold call to a potential employer)?

I am an experienced human-resources generalist (job title) with a full knowledge of employment policies and guidelines (major category of skills). I have eight years' experience in interviewing, recruiting and counseling (specific, related skills). I will be calling you soon to request a personal interview so that we can discuss how my credentials may fit your needs (used in a cover letter).

My name is Roger H. I am an experienced mechanical engineer (job title) with a full knowledge of machine design (major category of skills) including research and development, pneumatic, hydraulic and electrical controls (specific related skills). I also have a solid background in project management procedures (another skill or accomplishment you want to emphasize). It's a pleasure to meet with you today (used as an introduction).

NAME: _____

"Career Portfolio" Rubric

Parts 3A, 3B, and 3C

CONTENT	GRADE				
	5	4	3	2	0
<p>Thank You Letter and Envelope: (40 pts.)</p> <ul style="list-style-type: none"> ✓ Addressed to the person with whom you interviewed. ✓ Expressed appreciation for the opportunities to interview, tour the facilities, meet other employees, etc. ✓ Mentioned the day of your interview and the position for which you interviewed. ✓ Expressed continued interest in the position and the company. ✓ Re-emphasized your most important skills and qualifications and how you expect to contribute to the organization. ✓ Included any information you forgot to mention in the interview, if necessary (be brief though). ✓ Close your letter with a comment about future contact with the employer. ✓ Envelope is included and properly formatted 					
<p>Business Card (20 pts.)</p> <ul style="list-style-type: none"> ✓ Includes your name, address, and other pertinent contact information ✓ Is professional in its appearance 					
<p>30-Second Commercial (20 points)</p> <ul style="list-style-type: none"> ✓ Successfully created a 30-second "about me" commercial 					
<p>Monster.com Submission (20 points)</p> <ul style="list-style-type: none"> ✓ Successfully submitted the resume online 					
<p>TOTAL (100 pts. possible)</p>					

5 = information included; 100% proper format
 4 = information included; 80% proper format
 3 = information partially included; 60% proper format
 2 = information partially included; 40% proper format
 0 = information not included; 0% proper form