

Toolbox

Got It!	Items I need to have for a successful career search
	Completed fact sheet on all my personal and work data
	Tracking system / TA forms
	Watch
	Date / Appointment Book
	Email address
	Library card
	Social security card
	Thank you note cards / Stamps / Cheat Sheet
	Portfolio and legal pad
	List of Questions
	My Resume (one or two or three)
	My Personal Growth Statement one or two
	Personal Timeline
	Drivers license / State issued picture ID
	My Court Records
	My Credit Report
	List of my advisors, friends and references
	File to keep all my important papers
	School documents - diplomas and transcripts
	Certifications and completion certificates
	Birth Certificate
	Paper Clips / White Out
	Affirmations for each of my goals
	My Mission Statement memorized
	Personal and Professional Goals
	Plans to reach my goals
	A Vision for my life and my family
	My Personal List of Priorities
	Faith in Myself