

Checklist

- Cover Page
- Cover Letter
 - WI-DOJ-LE-330 Completed
- Resume
 - Update resume to be current with accurate positions, and references available
- References
 - Check base with all 4 previously used references
 - Reach out to new potential references
- A request letter
- A thank you letter
 - Make a base formatted thank you note or letter where you can then switch out specific details for each interview
- Educational experience
 - Transcripts and brief notes from each course as a reminder of the material
 - High School GPA & Transcript
 - Club and community involvements while in school
- Volunteer work
 - Previous
 - Current
- Accomplishments
 - Leadership promotions at my current job
 - Teamwork opportunities
 - Communication recognition from my current employer
 - Scholarships received

Table of Contents

(Each number coincides with a divider)

- (I) Supporting Materials
 - a. Cover Letter
 - b. WI-DOJ-LE-330

- (II) Resume

- (III) References
 - a. Reference 1)
 - b. Reference 2)
 - c. Reference 3)
 - d. Reference 4)
 - e. Reference 5)
 - f. Reference 6)

- (IV) Educational Experiences
 - a. College History
 - b. High School History
 - c. Community in Education

- (V) Volunteer Service
 - a. Previous Volunteer Service
 - b. Current Volunteer Service

- (VI) Accomplishments & Certifications

- (VII) Request Letters

- (VIII) Thank You Letters