**Career Readiness Notebook Check**

* **College Readiness Record (following password info. should be completed)**

**\_\_\_\_\_Sat**

**\_\_\_\_\_Act**

**\_\_\_\_\_GaFutures**

**\_\_\_\_\_Dual enrollment**

**\_\_\_\_\_Prospective College Record (Info. for colleges visited should be completed)**

**\_\_\_\_\_Standardized Test Record (Info. for all SAT/ACT testing should be completed)**

**\_\_\_\_\_College Planners (all 3 completed and graded)**

* **SAT handouts**

**\_\_\_\_\_Scholastic Aptitude Test**

**\_\_\_\_\_SAT Prep: Evidence-based Reading Test (Long Passages)**

**\_\_\_\_\_SAT Prep: Writing/Language**

**\_\_\_\_\_SAT Math**

**\_\_\_\_\_SAT Math Vocabulary**

* **ACT handouts**

**\_\_\_\_\_American College Testing Exam**

**\_\_\_\_\_ACT Science**

**\_\_\_\_\_ACT Science Vocabulary**

**\_\_\_\_\_ACT Math**

* **Resume**

**\_\_\_\_\_Sample copy (handout)**

**\_\_\_\_\_Final copy**

**\_\_\_\_\_Rough Draft (or preliminary list of achievements)**

* **Cover Letter**

**\_\_\_\_\_Sample copy (handout)**

**\_\_\_\_\_Final Copy**

**\_\_\_\_\_Rough Draft**

* **College Admissions Essay**

 **\_\_\_\_\_How to Write a College Admissions Essay (notes)**

 **\_\_\_\_\_UGA Admissions Essay Prompt**

 **\_\_\_\_\_UGA Admissions Essay (your essay)**

* **Thank Yous**

 **\_\_\_\_\_ Tips for Writing a Professional Thank you**

 **\_\_\_\_\_Profession Thank you email**

 **\_\_\_\_\_Thank you note**

* **SAT Vocabulary**
* **SAT/ACT Test Dates**

***Each missing assignment counts -3; papers out of order are -20.***

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grade\_\_\_\_\_\_\_\_\_\_\_\_**