

Student number _____

Name _____

Graduation Transition Plan Checklist

This completed checklist **MUST BE SECURELY ATTACHED** to the **FRONT COVER** of your plan

	✓
The plan is typed	
The plan is in a duotang – NOT A 3 RING BINDER	
The plan uses tabs to separate each of the 5 following parts:	
Part 1a – the completed Career Matchmaker questionnaire	
Part 1b – choose 2 jobs from the questionnaire and research them	
Part 1c – describe your short term (5 year) and long term (10 year) goals	
Part 2a – identify and describe the employability skills that you currently have	
Part 2b – identify and describe the employability skills that you need to develop	
Part 3a – complete a Financial Plan	
Part 3b – a descriptive paragraph outlining how you will pay for your education	
Part 4a – a personalized cover letter for a specific job (REMEMBER TO SIGN IT)	
Part 4b – an error free resume	
Part 5a – your application to a post-secondary school/training programme	
Part 5b – the Transition Plan summary	
I've carefully checked my work for errors	

**Please hand the completed Plan in to the black box in
the Career Programmes office**