**Requirements for Portfolio-Portfolio is worth 2 lab grades**

You must print these out and place them in a nice folder. It is your responsibility to print out these papers before your interview. Do not come in the day of and ask to print these the answer will be no. When you come for your interview, you will present this folder to me as the interviewer. They should be in the following order

1. Bacteria Letter of Intent
2. Bacteria Resume
3. Three letters of recommendation written for the benefit of the bacteria

If you did not turn in your personal letter of intent, resume and letters of recommendations one real and two you wrote, you need to include the after the bacteria information in your portfolio. I will change those grades to a 75 so long as they are done correctly.

**For your interview, these are the questions that will be asked of you-Interview is a test grade**

1. Tell me about yourself
2. Why do you want to work for this company
3. Tell me about your strengths
4. Tell me about your weaknesses
5. Why did or do you want to leave your last job
6. Why should I hire you
7. Do you have any questions for me

You need to be familiar with your bacteria to be able to answer these questions. Research what you want to say. Remember you are the bacteria, then practice with one or more of your classmates for critics on improvement. I will be grading you on your understanding of your bacteria, your ability to answer the questions without hesitation because you are that bacteria. I will be grading you on how well you become that bacteria, when I interview you I should truly believe that I am interviewing the bacteria. Make sure you dress for the part. You can choose to look like the bacteria or dress professionally. This I will give you the option.

**What I will be looking for in your papers.**

Letter of intent

* I will look and see how accurate your background information is based off the bacteria that you have chosen
* I will look at the job choice. Did you pick a job that make sense on what kind of a job your bacteria would apply for.
* Is the job abilities of your bacteria believable and based off real abilities of your bacteria. This will go for the credentials of your job
* I will look at background information that you have on the company that you are applying for and see if you truly know the company and job that you are applying for
* I will be looking at accuracy of writing a letter of intent, are your sentence structures done correctly and did you fix any grammar errors
* I will be looking at originatlity and creativity. How well do you take on the role of your bacteria. Is it believable that you are the bacteria writing this letter.

Resume

* Objective statement-Does your objective clearly state what company and job you are applying for. A brief statement of your interest
* Personal Information
  + Name of bacteria written in correct format genus capitalized, species small and all in italics example: *Homo sapien*
  + Address and phone number, email creative to where your bacteria would live
* Skills and Abilities
  + Are your skills and abilities true to the job that you are applying for.
  + Does you bacteria really possess those skills and still keep true to your bacteria
  + Originality and creativity on skills and abilities that are based on the reality of your bacteria but creative in allowing it to apply for that job
* Experiences/Jobs
  + Do you have at least 3 previous jobs that either build or makes sense as to why you are apply for the job you are applying for
  + Do they hold true to the characteristics of your bacteria
  + Originality and creativity on former job experiences that are based on the reality of your bacteria but creative in allowing it to apply for that job
* Education
  + Is the education and schooling of your bacteria realistic studies or levels for the job you are applying for? If you are applying for a researcher do you have the right educational qualifications needed such as a masters or PHD
  + Is the timeframe of the education realistic
  + Originality and creativity on Education that are based on the reality of your bacteria but creative in allowing it to apply for that job
* Awards/Recognition/Community Service/Leadership
  + How are these important in helping your bacteria get the job it is applying for
  + Do they make your bacteria stand out and make the employer want to hire them
  + Originality and creativity on Awards/Recognition/Community Service/Leadership that are based on the reality of your bacteria but creative in allowing it to apply for that job