



Resume & Portfolio Checklist

Chapter: Seeking Employment

Use this to build a clean, professional resume and a portfolio that proves what you can do.

Contact information - Name, phone, professional email - clear at the top.

Objective or summary - One or two lines on the role you want and what you offer.

Education and training - Your program, school, and graduation date.

Skills - Services and techniques you can perform confidently.

Experience - Any salon, customer service, or related work.

References - Two or three people ready to speak for you.

Portfolio - Photos of your best work - cuts, color, styles, before-and-afters.

Presentation - One clean page; no typos; consistent formatting.