

# Education and Career Planning Mineral County School District

Name:	School	Date:
Address:	(8 <sup>th</sup> )	
	(9 <sup>th</sup> )	
Phone No.:	(10 <sup>th</sup> )	
Student ID No.	(11 <sup>th</sup> )	
Graduation Year:	(12 <sup>th</sup> )	

This portfolio is designed to assist you in developing a career pathway. You will begin recording information in the 8<sup>th</sup> grade and continue each year until graduation. Upon graduation or transfer to another school, you will take this portfolio with you. What you record in this folder will help you make informed decisions about your present and future educational and career goals. It will also assist you when applying for future jobs.

Contents: Items will be added as you progress through middle and high school. (*\*denotes activities appropriate for high school only*)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Career and Educational Goals     | <input type="checkbox"/> Career Shadowing Experience    | <input type="checkbox"/> Resume                     |
| <input type="checkbox"/> Career Planning Checklist        | <input type="checkbox"/> *Letters of Recommendation     | <input type="checkbox"/> *Four Year and Beyond Plan |
| <input type="checkbox"/> Picture Identification           | <input type="checkbox"/> *Transcript or Course History  | <input type="checkbox"/> Certificates/Awards        |
| <input type="checkbox"/> Competency/Employability Skills  | <input type="checkbox"/> Extracurricular Activities     | <input type="checkbox"/> Work/Volunteer Experience  |
| <input type="checkbox"/> *Mentoring/Internship Experience | <input type="checkbox"/> * Technical & Career Education | <input type="checkbox"/> Interest Inventories       |

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

**SELF-ASSESSMENT**

Please add to this area each year to keep a record of your experiences.

**Extracurricular Activities / Clubs**

Year    Activity (list any leadership positions)

_____	_____
_____	_____
_____	_____
_____	_____

**Community Service / Volunteer Activities**

Year    Activity (list any leadership positions)

_____	_____
_____	_____
_____	_____
_____	_____

**Work Experience**

Year    Employer's Name                      Address                      Phone                      Description of Position

Year	Employer's Name	Address	Phone	Description of Position
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Awards / Certificates / Recognition**

Year    Type

_____	_____
_____	_____
_____	_____
_____	_____

**Career Interest Areas** (List a career cluster that an interest inventory identifies for you.)

07th \_\_\_\_\_  
 08th \_\_\_\_\_  
 09th \_\_\_\_\_  
 10th \_\_\_\_\_  
 11th \_\_\_\_\_  
 12th \_\_\_\_\_

**Career Clusters**

- Agribusiness, Food & Natural Resources
- Architecture & Construction
- Arts, A/V Technology & Communications
- Business Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety & Security
- Manufacturing
- Marketing Sales & Service
- Science, Technology, Engineering & Mathematics
- Transportation, Distribution & Logistics

**Education / Training Options**

(Choose from post-high school education/training options below)

07th \_\_\_\_\_  
 08th \_\_\_\_\_  
 09th \_\_\_\_\_  
 10th \_\_\_\_\_  
 11th \_\_\_\_\_  
 12th \_\_\_\_\_

**Post-High School Education/Training Options**

- On-the-Job Training      Technical Center      Community College
- Apprenticeship      4-Year College/University      Military Service

**Career Planning Checklist**

(Place a check mark by the following upon completion to help build a strong background for making positive career decisions. You may want to include your parents, teachers, counselors, and anyone else you feel appropriate.)

7th    8th    9th    10th    11th    12th

7th	8th	9th	10th	11th	12th	
						Visit a career center
						Take interest surveys
						Develop a high school 4-year plan
						Identify career interest area
						Review post-high school options
						Discuss plans with parents/teachers/counselor.
						Use computerized information systems
						Identify priorities and skills
						Investigate post-high school options
						Research a career in-depth
						Update high school 4-year plan
						Acquire job-finding skills
						Identify a career/develop 5-year plan
						Research/visit post-high school options
						Review financial aid/scholarships
						Take college admission tests
						Attend college night / conference
						Prepare a resume
						Double check graduation program/counselor
						Update job search skills
						Apply to technical center/college/military
						Finalize post-high school plans

**Career Exploration:**

7th	8th	9th	10th	11th	12th	
						Shadowing
						Internship
						Career Day
						Career seminars/speakers/workshops
						Volunteer activity
						Work experience
						Mentor/mentoring
						Tech Prep/Academy classes

# My Educational Plan

**High School Plan:** Record your plans in pencil so you can make changes.

**Grade 9**

Required Courses

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**Elective Courses**

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**Grade 10**

Required Courses

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**Elective Courses**

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**Grade 11**

Required Courses

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Elective Courses

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**Grade 12**

Required Courses

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**Elective Courses**

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## Graduation Requirements Checklist (You must complete all required credits and Pass the HSPE in order to graduate)

The total number of credits required to graduate from high school is at least 22.5.

22.5 Units of Core Courses are Required		24.5 Education Units of Credit Required for Advanced Degree	
<b>Social Studies -3 Yrs</b> American Govt. American History World History  Arts and Humanities  English – 4 years	Math – 3 years  Science – 2 years  Health – ½ Year P.E. - 2 years  Computer Literacy ½ year	<b>Social Studies -3 Yrs</b> American Govt. American History World History  Arts and Humanities  English – 4 years	Math – 4 years  Science – 4 years  Health – ½ Year P.E. - 2 years  Computer Literacy ½ year

## Filling Out Applications

The application is one of the most important aspects of getting a job. To improve your chances for obtaining an interview, you must make a positive first impression with a neat, complete, and accurate application.

**Here are some tips and tools you will need to assure that the image you present is your best.**

1. Ask for two applications (for rough draft and final draft).
2. Look the application over carefully before you begin working on it.
3. Follow the instructions.
4. Print neatly, using black ink, and maintain a consistent style of lettering.
5. Avoid leaving blanks. If the question does not apply, enter a dash or N/A.
6. Spell everything correctly.
7. State the specific job title/work you have in mind.
8. Proofread the application for accuracy and neatness.
9. Keep a copy of the completed application for your Portfolio.

## Writing a Winning Resume

A resume is a concise summary of your qualifications and experiences targeted to a specific job or career goal. A resume is your opportunity to create a first impression which highlights your strengths to an employer. From the first impression, the prospective employer will decide whether or not to interview you. Resumes can open or close the door to job opportunities, so be sure your resume is the best.

### Step 1: Job Objective

This is the most important part of your resume as it will help you focus on what information to include. The body of your resume will support your objective, so you should carefully consider what information you want to include. Keep in mind that because this section is in the top one-third of your resume, it will attract the most attention from the employer. Be specific and concise.

### Step 2: Education

Be sure to include dates you attended school and any diplomas, degrees, awards, and certificates earned. You may also want to include any workshops or seminars that you attended that relate to the job for which you are applying. Make sure you place them in chronological order with the most recent schooling listed first.

### Step 3: Work History

Include all paid and unpaid job positions, starting and ending dates, and the name and location of the company or organization. If you do not have any work experience, use this section to outline volunteer work experience.

### Step 4: Skills and Abilities

Use this section to outline all of the skills you have acquired through your work experience or vocational training.

### Step 5: References

You can include room at the end of your resume for references. Students may list the names, occupations, and addresses of two references. Adults may list "references will be furnished upon request," but should have a list of the readily available for employers.

### Step 6: Miscellaneous

You can add other categories to the four basic parts of the resume. You may want to include such items as: extracurricular activities, clubs, memberships in professional organizations, etc.

## Examples of Descriptive Phrases

### Use in Resume Writing

- |                                 |  |
|---------------------------------|--|
| *Strong sense of responsibility | *Good organizational skills            |
| *Neat, efficient, thorough      | *Willing to take on a variety of tasks |
| *Willing to do extra work       | *Ability to learn quickly              |
| *Strong managerial skills       | *Open minded and imaginative           |
| *Reliable and prompt            | *Able to work well under pressure      |
| *Able to meet deadlines         | *Cheerful outlook, positive attitude   |
| *Extensive artistic background  | *Strong motivation and dedication      |
| *Goal oriented                  | *Able to work well unsupervised        |
| *Take pride in a job well done  | *Committed to completing a job         |
| *Enjoys a challenge             | *Good with numbers/figures             |
| *Self motivated                 | *Devoted to the highest quality work   |
| *Resourceful problem solver     | *Able to make important decisions      |
| *Enthusiastic team member       | *Able to prioritize a heavy work load  |

## Cover Letter

Your cover letter should be written to express interest in working with a specific employer or firm. Always include a cover letter when sending your application or resume to an employer through the mail, or as a means of introducing yourself when scheduling informational interviews.

- \*Address a specific person by name (if possible).
- \*Target your letter to a specific employer.

### Paragraph One

- \*Explain why you are contacting the employer, including the position for which you are applying.
- \*You may mention how you learned about the position.
- \*Mention skills or qualifications that you possess that would be of particular interest to the company.

### Paragraph Two

- \*Explain what you want to have happen.
- \*Ask for a response or mention how you will follow up.

### Additional

- \*Your letter should be typed, well organized, and grammatically correct.
- \*Have someone proofread your letter before sending it to employers.
- \*Use the same color paper that you used for your resume.
- \*Keep copies of your letter in your portfolio or files.

## Information Interview

Many companies not only allow but also encourage potential employees to make an appointment many weeks before they actually apply for employment. This gives the potential employee an opportunity to observe the environment and ask pertinent questions about the company. You can discover a great deal from reading, but the best information comes from talking to people.

- \*Ask individuals about their jobs.
- \*Ask people who know about the job market where you might look.
- \*Schedule an appointment with a representative of the company or organization.
- \*Make it clear that you are not looking for a specific job at this time. You are simply seeking career information.
- \*Create a list of questions to ask, not just questions you think the person might want to hear.
- \*Keep your appointment and keep your discussion focused on the job analysis.
- \*At the end, ask "Who else can I contact to discover more about this kind of work?"

## Employability Skills

The following skills were identified by the Department of Labor and the Secretary's Commission on Achieving Necessary Skills

Place a check by the skills that you feel you possess.

### Workplace Competencies

- Manages time
- Manages money
- Manages material and facility resources
- Manages human resources

### Interpersonal

- Participates as a member of a team
- Teaches others
- Serves clients/customers
- Exercises leadership
- Negotiates to arrive at a decision
- Works well with culturally diverse people

### Information

- Acquires and evaluates information
- Organizes and maintains information
- Interprets and communicates information
- Uses computers to process information

### Systems

- Understands systems
- Monitors and corrects performance
- Improves and designs systems
- Selects technology
- Applies technology to task
- Maintains and troubleshoots technology

### Basic Skills

- Reading
- Mathematics
- Writing
- Listening
- Arithmetic
- Speaking

### Thinking Skills

- Creative thinking
- Problem Solving
- Knowing how to learn
- Decision making
- Mental visualization
- Reasoning

### Personal Qualities

- Responsibility
- Sociability
- Integrity / Honesty
- Self-Esteem
- Self-Management

## Making Calls About Job Openings

- \*Contact the person who will be most helpful in providing information about available positions – often the Personnel Director.
- \*Clearly pronounce your name.
- \*Refer to the person you are talking to by his or her proper name.
- \*Ask about job openings.
- \*Request an interview. If this is not possible, request to send a resume.
- \*Follow up! Send a thank-you note confirming your call and what was discussed.

## Interview Tips

Your interview may be with a single person, with several different people, or even an interview before a group. You will be judged on the basis of your appearance, attitude, personality, skills, and how well you respond to questions.

- \*Find out as much as you can about the company.
- \*Arrive ten minutes early, no more.
- \*Wait until the interviewer extends his/her hand to shake.
- \*Walk with good posture and shake hands firmly.
- \*Introduce yourself and wait to be asked before you sit down.
- \*Do not smoke or chew gum.
- \*Avoid one-word answers. Do not answer “yeah” or “nope”.
- \*Have good eye contact.
- \*Sell your abilities every chance you get. Know what you have to offer and be confident about it.
- \*Ask questions.
- \*Present a good confident appearance. Sit up straight; don't cross your arms in front of you. Don't fidget, tap your feet, bite your nails, or click your pen.

## Hints on Keeping Your Job

- \*Be positive.
- \*Be punctual.
- \*Dress appropriately.
- \*Look like you are working.
- \*Know your boss.
- \*Arrange ahead for leave time.
- \*Keep personal and work issues separate.
- \*Be productive.
- \*Be honest.
- \*Avoid gossip.