Self Career Preparation

Phase 1 Instructions

You will complete a google form on activities 1 – 3. Activity 4 will be attached to the google dropbox.

1.) Skill Search

On the website listed below take the survey. Once the survey gives you the results choose the top three careers that most interest you. Once you have the chosen careers record them in your google form then proceed to school matching.

http://www.educationplanner.org/students/career-planning/find-careers/careers.shtml

2.) School Matching

Use the below website to narrow down your college search. Use parameters like location and size. Follow up with more filtering by choosing the major you are interested in. Record three college options for EACH of your three career options. Once you have recorded your colleges move to requirements.

https://www.mymajors.com/career/sorter/schools/

3.) College Requirements

Visit 5 websites of the colleges you have potentially decided on. Once on the website determine the undergraduate admission requirements for that school. While you are there, determine if your intended major has additional requirements initially or in the following year. Also record if the intended major you are pursuing would be a associates, bachelor's, master's, or a doctorate. If complete move to resume creation.

4.) Resume Creation

When applying to college, and especially a program, it is important to stand out. The way to stand out includes accomplishments, jobs, awards, clubs/teams, volunteer work, leadership roles, certifications, and academics. It is important that you are able to put your best foot forward when applying for YOUR future. See the attached resume's for assistance to help create your own. Once complete you will attach the document to the google dropbox titled Phase 1. Almost there, just need to finalize an essay.

**Résumé Worksheet**

**Heading**

First Name:

Middle Initial:

Last Name:

Street Address, Apt. Number:

City, State Zip Code:

Area Code, Telephone Number:

Email:

**Objective**

Name the position you are seeking:

**Education**

**Courses**

Name the most important skill needed for your occupation and give an example of how you have learned/used it:

Name the second most important skill needed for your occupation and give an example of how you have learned/used it:

**Work History**

Date(s) of employment, duration, title, employer, and job description listing three or four

responsibilities:

**Honors & Awards**

**Clubs & Organizations**

**Hobbies / Special Interests**

**Leadership experience**

**Volunteer work**

**Certifications**

**Three personal references**:

List name, title, employer, address, city, state, zip code, phone number, and how long this individual has known you.

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Phase 2 Instructions

You will complete a google form on activities 6 – 7. Activity 5 will be attached to the google dropbox.

5.) Conclusive Essay

In this essay you will explain the process of determining your career. Include topics as in what influenced your decision, if you were able to identify a job/major you were interested in, what have you learned from this process. Please be concise and do not add fluff. This essay is to be minimum of 200 words. There is an example essay for which you would write to an employer interested in a job. When creating your essay please use the format shown in the letter, however the content should be on the information above. You will use me as the "employer". Drop the essay in the appropriate dropbox (phase 2) in your google classroom and move to average salary.

6.) Average salary

Use data from the following websites to determine the accurate annual salary at the national, state, local level for each of the professions/majors you have chosen. Once a conclusion has been made please place the appropriate information correctly into the google form. Move to job outlook.

Glassdoor.com

Salary.com

Jobs4tn.gov

7.) Job Outlook

The following websites will show you job availability for your intended career options. Research the likelihood that once you finish college you will be able to obtain a job in each of your three career options. State whether the job outlook is widening or closing at the national, state, and local level. If available include where most of the jobs are located currently. Input your information into the google form and move to phase 3.

TSBAdatadashboard.com

Candidate Name

Address

City, State Zip Code

Date

Name

Title

Employer Company

Address

City, State Zip Code

Salutation:

Paragraph 1 – Introduction: state the purpose for writing and express a desire for the position. Identify resources of information (responding to an advertisement; referral of another individual).

Paragraph 2 – Qualifications: state significant training / experience/qualifications for the vacancy. Information should be brief because a more detailed list may be found in a résumé. Explain reasons for a desire to be employed by this company.

Paragraph 3 – Enclosures / Attachments: make note of any enclosures (résumé, transcripts, and references). Draw attention to any important data that might be beneficial to hiring. List any material that can be made available upon request.

Paragraph 4 – Closing Paragraph: last chance for a final reminder. Thank the employer for considering the application for this opening. Be sure to include vital information.

Closing,

Your Signature

Typed Name

Title

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Phase 3 Instructions

You will complete a google form on activity 8. Activity 9 will be attached to the google dropbox.

8.) Scholarship Search

How do you plan on paying for college? I know many will receive the Hope scholarship, some your parents might help, or maybe you have been saving up. In reality, every little bit helps! Research scholarship opportunities that are available to you. Many of you could start with the school of choice, but some of you already have scholarships in mind. I would like you to find three scholarships, can be school based or private. State the scholarship title, the company/school who it is through, requirements including the deadline for the application, and how much it is worth. Input the information to Phase 3 google form. Once complete move to the final stage.

9.) Reflection

Take a second and think on how this week went. What did you spend your time doing? Do you feel that you accomplished tasks? Was there any time that would be better used investing in something else? For this assignment create a calendar, Monday through Sunday. Create a schedule hour by hour of what you were able to accomplish this week, productively or unproductively. Reflect on how the week went. Create three goals for you to accomplish weekly that will lead to better time management. Then create three more goals with deadlines to help you meet your “future” plans. Feel free to utilize the document attached for your calendar. Include your weekly goals and future deadlines in the notes section and attach the calendar to the phase 3 dropbox.

ALL phases are DUE @ end of Class: Monday August 19