

Table of Contents

PART I: CAREER EXPLORATION AND PLANNING ACTIVITIES **1**

Overview	2
Before You Begin	2
Format of the Activities in Part I	3
Useful Tips	3

Activities 1–11:

Who Are You?	4
Overall Objective	4
Activity 1: Personal Value Comparisons	5
Activity 2: Learning Styles	5
Activity 3: Job Talks	6
Activity 4: Job Seminars	6
Activity 5: Workplace Priorities	7
Activity 6: Taking Good Care of Yourself	7
Activity 7: Life Roles and Personal Priorities	8
Activity 8: Factors That Shape Life Roles	8
Activity 9: Time Spent in Life Roles	9
Activity 10: Life Dreams, Roles, Changes, and Goals	9
Activity 11: Priorities and Analysis of Career Interests	10

Activities 12–28:

What Can You Do?	11
Overall Objective	11
Activity 12: Soft and Hard Skills	12
Activity 13: Working Definitions of <i>Portfolio</i> and <i>Resume</i>	12

Activity 14: Life Patterns	13
Activity 15: New Skills Plan	13
Activity 16: Work Experience Charts and Electronic Portfolios	14
Activity 17: Student Accomplishments	14
Activity 18: Self-Description Using Keywords	15
Activity 19: Essential Skills	15
Activity 20: Skill/Product Analysis	16
Activity 21: Want Ads and Needed Skills	16
Activity 22: Interviews	17
Activity 23: Job Skills Worksheet	17
Activity 24: Personal Quality Skills	18
Activity 25: Life Change Barriers	18
Activity 26: Life Change Exploration	19
Activity 27: Overcoming Barriers	19
Activity 28: Nonwork Experience	20

Activities 29–42:

The Job for You Is...?	21
Overall Objective	21
Activity 29: The Perfect Job	22
Activity 30: Analysis of Jobs in 1900 and Today	22
Activity 31: Seeking Job Information	23
Activity 32: Mentors and Networking	23
Activity 33: Career Exploration	24
Activity 34: Multicareers	24
Activity 35: Classified Job Ads	25
Activity 36: Future Job Trends	25
Activity 37: Networking and Job Objectives	26
Activity 38: Networking Template	26
Activity 39: Job Leads	27
Activity 40: Keywords in Job Ads	27

Activity 41: Cold Calling for a Job	28	Activity 61: Job Reference Sources	40
Activity 42: Internet Job Opportunities	28	Activity 62: Mock Job Inquiry Calls, Interview Setups, and Job Interviews	41
Activities 43–59:		Activity 63: Sample Resume Examinations	42
Exploring Your Options	29	Activity 64: Resume Honors and Awards	42
Overall Objective	29	Activity 65: Resume Activities	43
Activity 43: Available, Appealing Jobs	30	Activity 66: Workshops, Seminars, and Related Learning Programs	43
Activity 44: Entry- and 10-Year-Level Salaries Comparison	30	Activity 67: Work Experience	44
Activity 45: Facts About the Top U.S. Jobs	31	Activity 68: Portfolio Content Update	44
Activity 46: Salary Comparisons of the Top U.S. Jobs	31	Activity 69: Resume Worksheet Completion	45
Activity 47: Interviewing Others About Their Jobs	32	Activity 70: Grammar in Resume Writing	45
Activity 48: Job Training Opportunities Poster	32	Activity 71: Two Resumes	46
Activity 49: Apprenticeships	33	Activity 72: Resume Cover Letters	46
Activity 50: Advantages and Disadvantages of Trade or Technical Schools	33	Activity 73: Refining Cover Letters	47
Activity 51: Local College and University Degree Programs	34	Activity 74: Resume Uses	47
Activity 52: Employment Opportunities After High School	35	Activity 75: Importance of References	48
Activity 53: Personal Financial Resources	35	Activity 76: Thank-You Letter Critiques and Writing	48
Activity 54: Sources of Financial Aid	36	Activity 77: Telephone Job Inquiry Practice	49
Activity 55: Planning High School Courses for Job Success	36	Activity 78: Job Interview Preparation and Dramatizations	49
Activity 56: Types of Resumes	37	Activity 79: The First 10 Days in a New Job	50
Activity 57: Typical Chronological Resume	37	Activity 80: Writing About a New Job	50
Activity 58: Targeted Resumes	38	Activity 81: Growing on the Job	51
Activity 59: Resume Case Studies	38	Activity 82: Portfolio Review and Assessment	51
Activities 60–82:		Activity Cross-References for Using the Companion Texts Sequentially	52
Making It Happen!	39		
Overall Objective	39		
Activity 60: Action Plan for Reaching a Job or Career Goal	40		



**PART II: TEACHING HINTS AND
TRANSPARENCY MASTERS FOR
CREATING YOUR HIGH SCHOOL
PORTFOLIO**

55

Overview 56

Teaching Hints for Using the
Transparency Masters 56

Transparency Masters

 Table of Contents 59

 Understanding Portfolios 60

 Self-Exploration 61

 Information on Who You Are 62

 Your Health Affects What You Do
 with Your Life and Career 63

 Balance Life Roles 64

 Your Career Interests 65

 What You Can Do 66

 Identify Your Skills 67

 Challenges and Realities 68

 Explore Career Options 69

 Explore Different Careers and Gather
 Information About Specific Jobs 70

 Training and Education Options 71

 Check Out Schools 72

 Apply for a Job 73

 Prepare for Interviews 74

 Keep Your New Job 75

 Grow on the Job 76

**PART III: TEACHING HINTS AND
TRANSPARENCY MASTERS FOR
CREATING YOUR HIGH SCHOOL
RESUME**

77

Overview 78

Teaching Hints for Using the
Transparency Masters 78

Transparency Masters

 Table of Contents 89

 What Is a Resume? 90

 Why Is a Resume So Important? and
 What Can a Resume Help You Do? 91

 Recommended Resume Formats for High
 School Students 92

 Resume-Writing Exercises 93

 Resume-Writing Exercises 94

 Resume-Writing Exercises 95

 Resume-Writing Exercises 96

 What Are Your Hard and Soft Skills? 97

 Include Your Hard and Soft Skills 98

 Select a Resume Format 99

 Formatting Checklist 100

 Grammar Reminders 101

 Persuasive Cover Letters and Impressive
 Reference Lists and Effective
 Thank-You Letters 102

 Job Search Tips 103

 Interview Tips 104