



SENIOR EXHIBITION CAREER DEVELOPMENT PROJECT

Student: _____

Counselor: _____

SAN DIEGO
CONTINUING
EDUCATION





Introduction & Instructions

As a San Diego Continuing Education high school student, you are asked to create a Senior Exhibition Career Development Project that helps you focus on your career goals. Although it is a requirement, we hope you become truly interested with the project AND the knowledge you gain from looking ahead to your future career.

Most students complete their high school education to enable them to transition into college, skills training or work, and this project helps prepare you for your transition with a series of exercises and activities.

Electronic copies of all the exercises and forms you need are available on the left side of the CDS website... <http://cds.sdce.edu> Look for the High School Senior Exhibition / GED folder. There is a PDF version of the entire workbook that you may print-out. There are also MS Word versions of the worksheets you will be able to save, complete, and print-out and place in a binder or submit to your Counselor.

We have organized the project in a certain order, however, you may complete the exercises and activities in any order that works best for you.

Starting on Page 25 is a Resume and Cover Workbook to help you complete those assignments.

On the next page is a checklist of all of your assignments and page numbers where you will find each document. There is also a corresponding check box letter to help keep track your work. Look for the letter of the activity and check it once completed.

We recommend you save all your work on your computer and/or flash drive and place printed documents in a portfolio or binder to present to your Counselor. You are also encouraged to forward documents electronically via email to your Counselor.

Try hard to complete the project in a timely manner. We know there are many life events that may happen that slow you down or keep you from completing the project, so stay on top of the checklist and press forward. We want you to succeed!

If you have any question along the way...ASK!

Do not hesitate to ask your Counselor or Career Counselor for information.



A Career Development Services Workbook

San Diego Continuing Education
4343 Ocean View Blvd., San Diego, CA 92113
(619) 388-4847 | <http://cds.sdce.edu>



Senior Exhibition Project Checklist

Activity	Page #	Check Box	Date Completed	Faculty Signature
INTRODUCTION AND INSTRUCTIONS	2			
CAREER PLANNING STEPS	4			
ASSESSMENT, GOALS & RESOURCES Follow instructions & complete 2 career assessments: Interest Profiler: http://www.cacareerzone.org	5	A		
CAREER POSSIBILITIES Select 4 occupations as possibilities to explore and list them on Page 4 (2 short-term career related and 2 long-term job goals)	5	B		
SKILLS & WORK VALUES CHECKLIST Complete a simple inventory of HARD & SOFT skills, values and TRANSFERABLE skills.	6-8	C		
CAREER RESEARCH Complete job research questionnaires for the 2 short-time job goals. http://www.careerinfonet.org	9-10	C1 C2		
Complete career research questionnaires for the 2 long-term career goals. http://www.careerinfonet.org	11-12	D1 D2		
CAREER ACTION PLAN After researching the 4 job titles complete the Career Action Plan Worksheet for one of the job titles.	13	E		
ONLINE JOB SEARCH Conduct an online job search for your 4 job choices & complete the Job Listing Questions for each online job lead you obtain online. www.indeed.com or www.craigslist.org	14-17	G1 G2 G3 G4		
MASTER APPLICATION TIPS & WORKSHEET Read the Application Tips page in this workbook and complete the MASTER APPLICATION. Read instructions, print legibly & complete all blocks.	18-21	H		
RESUME WORKBOOK Prepare a resume, cover letter & thank you letter directed towards one of your career choices using the information in this workbook. http://joblinks.wetpaint.com	22-34	I J K		
INFORMATIONAL INTERVIEWS TIPS Conduct 2 informational interviews & complete the Informational Interview Worksheets	35-37	L1 L2		
INTERVIEW PREPARATION Read the instructions to prepare for & conduct two job interviews.	38-39			
INFORMATION INTERVIEW EVALUATIONS Ask the job interviewers to complete the interview evaluations.	40-41	M1 M2		



Career Development Steps

Planning your career is a process that is made easier by following a step-by-step plan of action, or Career Action Plan. The following diagram may help you visualize the four-steps to achieving your career goals.

Notice that the bottom step is wider than the other steps, it's like a foundation that has to be solid to support everything above it. Knowing yourself is the basis of success; knowing your strengths; knowing your limitations; knowing what you really want out of life.

If you are confident and self-aware, you then must explore how you fit in with the world of work. Knowing everything about an occupation, businesses that hire for those occupations, and how the industry and labor market is doing at the time you're available to work is extremely important.

Action: Training if needed. Job search: networking, resume prep, interviews

Decisions making / goal setting / career action plans / continuing education to keep skills current

Career Exploration: Research of the occupation, company, industry, and local labor market,

Self-Assessment: Interest, Knowledge, Skills, Abilities, Values, Personality Type and knowledge of your HARD and SOFT skills.

Then, and only then are you ready to make a solid career decision and to create a plan that will be successful. The fourth step is usually what career changers and job seekers begin with but we recommend you wait until you complete steps 1-3. Acting before you are ready can lead to unsuccessful job searches.

Preparation is what helps most people to be successful.

We begin on the next page by directing you to complete a career interest inventory and skills and work values checklist, then identify occupations that match your Summary Code, which you obtain upon completion of the inventory. The jobs you choose to put on the next pages are important, because you will be researching those positions in detail as part of your project.

The checklist on the previous page summarizes your assignments, but it's OK for you to consult with a Counselor or our Career Counselor to go over the entire project before you begin. It's better to ask questions now, then after you invest time and energy without a clear understanding of your responsibilities.



Assessment, Goals and Resources

A

Complete the following online assessment exercises and **PRINT OUT** the results for review by your Counselor. Contact your Counselor if you prefer a paper-pencil assessment

ONLINE: Interest Profiler @ www.CaCareerZone.org

OR PAPER/PENCIL: Self-Directed Search Career Interest Inventory

Top three interest areas: 1. _____

2. _____

3. _____

PAPER/PENCIL: Skills and Work Values Checklist Exercise (Found on the Next Page)

Career Possibilities

B

List four occupations that you are interested in researching based on the results of the completed assessments or prior decisions about your future career. Select two you would consider for short-term, immediate job goals, and two for long-term career-oriented goals.

Short-Term JOB Goal

(A job for now...to help with expenses and to pay for additional education)

Long-Term CAREER Goal

(A job with a career path...leading to a secure and happy work life based on something you really enjoy doing)

1. _____

1. _____

2. _____

2. _____

Complete the exploration/research on the above occupations using the following resources. Print out and save the information about each occupation you are researching on the Career Research Questionnaire.

All the information can be found on these sites with a little data mining (exploring various pages / links relating to occupational information.)

California Career Zone: cacareerzone.org

Career One Stop: careeronestop.org

O-Net online: www.online.onetcenter.org

EDD California Occupational Guide (www.labormarketinfo.edd.ca.gov) (look for Occupational Guides on the left side of the page and click it)

Career Development Services: <http://cgs.sdce.edu> – Occupational Research folder



Skills & Work Values Checklist

HARD skills, SOFT skills, and PORTABLE skills DEFINITIONS

- Job-content “**HARD**” skills are those which are directly related to a job and are usually unique to that job, i.e., operating a printing press...designing a webpage...preparing culinary dishes...repairing transmissions.
- Self-management “**SOFT**” skills are personal traits you possess, your attitude and personality: i.e., having a “can-do” attitude...honesty...enthusiasm, etc.
- Transferable “**PORTABLE**” skills are those HARD and SOFT skills which can be carried from one job to another and are universally desired by employers.

Work Values

Work values are qualities that you believe in and consider important. When making a career decision, it's good to know what those values are so you can look for them while searching for a career path that will provide the lifestyle you are seeking.

Review the following list of categories and transferable skills and indicate all skills you have with a “✓.”

Transferable “SOFT” Skills		
<p>Communication</p> <p><input type="checkbox"/> Speaking</p> <p><input type="checkbox"/> Listening</p> <p><input type="checkbox"/> Negotiating</p> <p><input type="checkbox"/> Writing</p> <p><input type="checkbox"/> Editing</p> <p>Mental/Thinking</p> <p><input type="checkbox"/> Problem solving</p> <p><input type="checkbox"/> Analyzing</p> <p><input type="checkbox"/> Information gathering</p> <p><input type="checkbox"/> Attention to detail</p> <p><input type="checkbox"/> Creativity</p>	<p>Interpersonal</p> <p><input type="checkbox"/> Teamwork</p> <p><input type="checkbox"/> Conflict resolution</p> <p><input type="checkbox"/> Giving credit to others</p> <p><input type="checkbox"/> Cooperating with others</p> <p>Leadership</p> <p><input type="checkbox"/> Supervising</p> <p><input type="checkbox"/> Setting & reaching goals</p> <p><input type="checkbox"/> Motivating others</p> <p><input type="checkbox"/> Delegating tasks</p> <p><input type="checkbox"/> Coaching others</p> <p>Research & Planning</p> <p><input type="checkbox"/> Creating ideas</p> <p><input type="checkbox"/> Identifying resources</p> <p><input type="checkbox"/> Gathering info</p> <p><input type="checkbox"/> Setting goals</p>	<p>Project Management</p> <p><input type="checkbox"/> Multi-tasking</p> <p><input type="checkbox"/> Organizing work</p> <p><input type="checkbox"/> Handling details</p> <p><input type="checkbox"/> Managing time</p> <p><input type="checkbox"/> Meeting deadlines</p> <p>Job Survival</p> <p><input type="checkbox"/> Willing to learn</p> <p><input type="checkbox"/> Cooperating</p> <p><input type="checkbox"/> Working under pressure</p> <p><input type="checkbox"/> Accepting responsibility</p> <p><input type="checkbox"/> Taking initiative</p> <p><input type="checkbox"/> Flexibility</p>

Use the following list to help identify personal, self-management skills you believe you have by placing a “✓” next to the skill you have.

Self-Management “SOFT” Skills			
<p><input type="checkbox"/> Accountable</p> <p><input type="checkbox"/> Adaptable</p> <p><input type="checkbox"/> Adventurousome</p> <p><input type="checkbox"/> Articulate</p> <p><input type="checkbox"/> Assertive</p> <p><input type="checkbox"/> Ambitious</p> <p><input type="checkbox"/> Attitude</p> <p><input type="checkbox"/> Candid</p> <p><input type="checkbox"/> Collaborate</p> <p><input type="checkbox"/> Competent</p> <p><input type="checkbox"/> Confident</p> <p><input type="checkbox"/> Courteous</p>	<p><input type="checkbox"/> Cooperative</p> <p><input type="checkbox"/> Decisive</p> <p><input type="checkbox"/> Dependable</p> <p><input type="checkbox"/> Diplomatic</p> <p><input type="checkbox"/> Effective</p> <p><input type="checkbox"/> Efficient</p> <p><input type="checkbox"/> Emotionally stable</p> <p><input type="checkbox"/> Enthusiastic</p> <p><input type="checkbox"/> Follow instructions</p> <p><input type="checkbox"/> Friendly</p> <p><input type="checkbox"/> Flexible</p> <p><input type="checkbox"/> Hard-working</p>	<p><input type="checkbox"/> Honest</p> <p><input type="checkbox"/> Knowledgeable</p> <p><input type="checkbox"/> Loyal</p> <p><input type="checkbox"/> Mature</p> <p><input type="checkbox"/> Motivated</p> <p><input type="checkbox"/> Optimistic</p> <p><input type="checkbox"/> Orderly</p> <p><input type="checkbox"/> Outgoing</p> <p><input type="checkbox"/> Patient</p> <p><input type="checkbox"/> Persistent</p> <p><input type="checkbox"/> Punctual</p> <p><input type="checkbox"/> Quiet</p>	<p><input type="checkbox"/> Reliable</p> <p><input type="checkbox"/> Resourceful</p> <p><input type="checkbox"/> Self-starter</p> <p><input type="checkbox"/> Sense of humor</p> <p><input type="checkbox"/> Sensitive to others</p> <p><input type="checkbox"/> Sincere</p> <p><input type="checkbox"/> Tactful</p> <p><input type="checkbox"/> Talented</p> <p><input type="checkbox"/> Trustworthy</p> <p><input type="checkbox"/> Work under pressure</p> <p><input type="checkbox"/> Work ethic</p>

Computer Skills Checklist: Review the following list and check all the skills you have.

Computer Skills (many are transferable)			
<p>Multi Media</p> <p><input type="checkbox"/> Strata <input type="checkbox"/> Premiere <input type="checkbox"/> Aldus Persuasion <input type="checkbox"/> Corel Presentation <input type="checkbox"/> Morph <input type="checkbox"/> Director <input type="checkbox"/> Painter <input type="checkbox"/> After Effects <input type="checkbox"/> Other</p> <p>Databases</p> <p><input type="checkbox"/> Access <input type="checkbox"/> dBase <input type="checkbox"/> FileMaker Pro <input type="checkbox"/> Paradox <input type="checkbox"/> Goldmine <input type="checkbox"/> Other</p>	<p>Programming</p> <p><input type="checkbox"/> UNIX <input type="checkbox"/> C++ <input type="checkbox"/> JAVA <input type="checkbox"/> PERL <input type="checkbox"/> ActiveX</p> <p>Repair/Set-up</p> <p><input type="checkbox"/> A+ <input type="checkbox"/> LAN / WAN <input type="checkbox"/> CNE / CNA / MSC</p> <p>Internet</p> <p><input type="checkbox"/> Web page design <input type="checkbox"/> HTML/VRML <input type="checkbox"/> Netscape <input type="checkbox"/> MS Internet Explorer <input type="checkbox"/> Flash <input type="checkbox"/> Other</p>	<p>Spreadsheets</p> <p><input type="checkbox"/> Quick Books <input type="checkbox"/> Lotus 1-2-3 <input type="checkbox"/> Excel <input type="checkbox"/> Quattro Pro <input type="checkbox"/> Peachtree <input type="checkbox"/> Other</p> <p>Operating Systems</p> <p><input type="checkbox"/> Windows 7 <input type="checkbox"/> Windows Vista <input type="checkbox"/> Window XP <input type="checkbox"/> MAC <input type="checkbox"/> NT</p> <p>Word Processing</p> <p><input type="checkbox"/> MS Office 2007 <input type="checkbox"/> Other</p>	<p>Desktop Publishing</p> <p><input type="checkbox"/> InDesign <input type="checkbox"/> MS Publisher <input type="checkbox"/> Power Point <input type="checkbox"/> Quark Express <input type="checkbox"/> Photoshop <input type="checkbox"/> Corel Draw <input type="checkbox"/> Other</p> <p>Web Apps</p> <p><input type="checkbox"/> MySpace <input type="checkbox"/> Facebook <input type="checkbox"/> LinkedIn / Zoominfo <input type="checkbox"/> Email <input type="checkbox"/> Google / maps <input type="checkbox"/> You Tube <input type="checkbox"/> Twitter <input type="checkbox"/> Other</p>

Job-Related "HARD" Skills Checklist: The following are examples of skills that you might use to describe your work activities when creating a resume or being interviewed for a job. Check "✓" all the verbs/action words that describe any type of activity in your past.

Job-Related or "HARD" Skills					
Physical & Technical	Research & Science	Creative & Communication	Helping & Teaching	Management & Sales	Financial & Detail
<input type="checkbox"/> Assemble <input type="checkbox"/> Bend <input type="checkbox"/> Bind <input type="checkbox"/> Build <input type="checkbox"/> Cut <input type="checkbox"/> Drill <input type="checkbox"/> Drive <input type="checkbox"/> Feed <input type="checkbox"/> Grind <input type="checkbox"/> Handle <input type="checkbox"/> Lift <input type="checkbox"/> Move <input type="checkbox"/> Punch <input type="checkbox"/> Repair <input type="checkbox"/> Setting-up	<input type="checkbox"/> Analyze <input type="checkbox"/> Clarify <input type="checkbox"/> Collect <input type="checkbox"/> Critique <input type="checkbox"/> Evaluate <input type="checkbox"/> Examine <input type="checkbox"/> Gather <input type="checkbox"/> Inspect <input type="checkbox"/> Interpret <input type="checkbox"/> Interview <input type="checkbox"/> Investigate <input type="checkbox"/> Read <input type="checkbox"/> Reason <input type="checkbox"/> Review <input type="checkbox"/> Survey <input type="checkbox"/> Synthesize <input type="checkbox"/> Troubleshoot	<input type="checkbox"/> Act <input type="checkbox"/> Create <input type="checkbox"/> Design <input type="checkbox"/> Edit <input type="checkbox"/> Express ideas <input type="checkbox"/> Humor <input type="checkbox"/> Imagine <input type="checkbox"/> Innovate <input type="checkbox"/> Interpret <input type="checkbox"/> Interview <input type="checkbox"/> Invent <input type="checkbox"/> Listen <input type="checkbox"/> Negotiate <input type="checkbox"/> Paint <input type="checkbox"/> Perceive <input type="checkbox"/> Perform <input type="checkbox"/> Persuade <input type="checkbox"/> Speak <input type="checkbox"/> Shape <input type="checkbox"/> Visualize <input type="checkbox"/> Write	<input type="checkbox"/> Advise <input type="checkbox"/> Care <input type="checkbox"/> Coach <input type="checkbox"/> Coordinate <input type="checkbox"/> Counsel <input type="checkbox"/> Develop <input type="checkbox"/> Encourage <input type="checkbox"/> Explain <input type="checkbox"/> Facilitate <input type="checkbox"/> Guide <input type="checkbox"/> Inform <input type="checkbox"/> Lead <input type="checkbox"/> Listen <input type="checkbox"/> Mentor <input type="checkbox"/> Observe <input type="checkbox"/> Refer <input type="checkbox"/> Relate <input type="checkbox"/> Serve <input type="checkbox"/> Support <input type="checkbox"/> Stimulate	<input type="checkbox"/> Assess <input type="checkbox"/> Coach <input type="checkbox"/> Contract <input type="checkbox"/> Delegate <input type="checkbox"/> Develop <input type="checkbox"/> Direct <input type="checkbox"/> Evaluate <input type="checkbox"/> Hire <input type="checkbox"/> Influence <input type="checkbox"/> Initiate <input type="checkbox"/> Lead <input type="checkbox"/> Make decisions <input type="checkbox"/> Manage <input type="checkbox"/> Mediate <input type="checkbox"/> Motivate <input type="checkbox"/> Organize <input type="checkbox"/> Plan <input type="checkbox"/> Reconcile <input type="checkbox"/> Schedule <input type="checkbox"/> Sell <input type="checkbox"/> Supervise	<input type="checkbox"/> Account <input type="checkbox"/> Allocate <input type="checkbox"/> Analyze <input type="checkbox"/> Appraise <input type="checkbox"/> Arrange <input type="checkbox"/> Audit <input type="checkbox"/> Budget <input type="checkbox"/> Calculate <input type="checkbox"/> Classify <input type="checkbox"/> Collate <input type="checkbox"/> Collect <input type="checkbox"/> Compile <input type="checkbox"/> Compute <input type="checkbox"/> File <input type="checkbox"/> Follow- through <input type="checkbox"/> Keep records <input type="checkbox"/> Meet deadlines <input type="checkbox"/> Purchase <input type="checkbox"/> Record <input type="checkbox"/> Retrieve

Listed below are samples of "work values" that bring job satisfaction to many people. Read each item carefully and "✓" check the values that you consider important.

Work Values	
<input type="checkbox"/> ACHIEVEMENT: Completing tasks. <input type="checkbox"/> ADVENTURE: Risk-taking/excitement. <input type="checkbox"/> AUTHORITY: Directing others. <input type="checkbox"/> BALANCE: Time for family, work and play. <input type="checkbox"/> COMPETITION: Competing with others. <input type="checkbox"/> CREATIVITY & SELF-EXPRESSION: Using your imagination to find new ways to do or say something. <input type="checkbox"/> FLEXIBLE WORK SCHEDULE: Choosing your hours. <input type="checkbox"/> HELPING OTHERS: Providing direct services to people <input type="checkbox"/> HIGH SALARY: Earning a large amount of money. <input type="checkbox"/> INDEPENDENCE: Deciding for yourself what work to do. <input type="checkbox"/> INFLUENCING OTHERS <input type="checkbox"/> INTEGRITY <input type="checkbox"/> INTELLECTUAL STIMULATION: Work that requires thought and reasoning. <input type="checkbox"/> LEADERSHIP: Manage or supervise others.	<input type="checkbox"/> OUTSIDE WORK: Working out-of-doors. <input type="checkbox"/> PERSUADING: Convincing others to take action. <input type="checkbox"/> PHYSICAL WORK: Labor-intensive activity. <input type="checkbox"/> PRESTIGE: Status and respect in a community. <input type="checkbox"/> PUBLIC CONTACT: Daily dealings with the public. <input type="checkbox"/> RECOGNITION: Public notice. <input type="checkbox"/> RESEARCH WORK: Search for and discover new facts. <input type="checkbox"/> ROUTINE WORK: Follow established procedures. <input type="checkbox"/> SEASONAL WORK: Work at certain times of the year. <input type="checkbox"/> TRAVEL: Working in a job in which you travel. <input type="checkbox"/> VARIETY: Duties change frequently. <input type="checkbox"/> WORK WITH CHILDREN <input type="checkbox"/> WORK WITH YOUR HANDS <input type="checkbox"/> WORK WITH MACHINES OR EQUIPMENT <input type="checkbox"/> WORK WITH NUMBERS

Your Top Rated Skills and Values in Review

Go to the Transferable and Self-Management SOFT Skills Checklists and select the skills you feel are most important and list in the box below:

Your Top 5 Transferable/Self-Management or "SOFT" Skills
1
2
3
4
5

Go to the COMPUTER Skills Checklist and select the skills you feel are most important and list in the box below.

Your Top 5 Transferable or "COMPUTER" Skills
1
2
3
4
5

Go to the HARD Skills Checklist and select the skills you feel are most important and list in the box below.

Your Top 5 Job-Related or "HARD" Skills
1
2
3
4
5



Career Research Questionnaire

Short-Term Job Goal - #1

LIST A JOB THAT YOU HAVE CHOSEN TO SEARCH FOR NOW TO HELP WITH EXPENSES.

Occupation: _____

Career Exploration Resources used: (check all that apply)

- California Career Zone (www.cacareerzone.org)
- O-Net online (www.online.onetcenter.org)
- EDD California Occupational Guide (Google this)

C1

Answer the following questions about the job you have researched.

What personal skills and abilities do you have that are required for this occupation?

What is the California outlook (demand) for this occupation?

What is the job outlook in San Diego for this occupation?

What is the entry-level and average salary for this occupation?

Entry-level: _____ Average: _____

What type of education, training, license, etc. is need for this occupation?

What is the name of the training program or college you will be able to obtain skills needed for this job? (Be specific)

After reading about the nature of the work and working conditions of this occupation, what do you like about it?

What do you think you would dislike about this occupation?

After completing research, how likely do you think you are to pursue this occupation?

VERY LIKELY LIKELY SOMEWHAT LIKELY NOT LIKELY



Career Research Questionnaire

Short-Term Job Goal - #2

LIST A JOB THAT YOU HAVE CHOSEN TO SEARCH FOR NOW TO HELP WITH EXPENSES.

Occupation: _____

Career Exploration Resources used: (check all that apply)

- California Career Zone (www.cacareerzone.org)
- O-Net online (www.online.onetcenter.org)
- EDD California Occupational Guide (Google this)

C2

Answer the following questions about the job you have researched.

What personal skills and abilities do you have that are required for this occupation?

What is the California outlook (demand) for this occupation?

What is the job outlook in San Diego for this occupation?

What is the entry-level and average salary for this occupation?

Entry-level: _____ Average: _____

What type of education, training, license, etc. is need for this occupation?

What is the name of the training program or college you will be able to obtain skills needed for this job? (Be specific)

After reading about the nature of the work and working conditions of this occupation, what do you like about it?

What do you think you would dislike about this occupation?

After completing research, how likely do you think you are to pursue this occupation?

VERY LIKELY LIKELY SOMEWHAT LIKELY NOT LIKELY



Career Research Questionnaire

Long-Term Career Goal - #1

LIST A JOB THAT RELATES TO A LONG-TERM CAREER GOAL.

Occupation: _____

Career Exploration Resources used: (check all that apply)

- California Career Zone (www.cacareerzone.org)
- O-Net online (www.online.onetcenter.org)
- EDD California Occupational Guide (Google this)

D1

Answer the following questions about the job you have researched.

What personal skills and abilities do you have that are required for this occupation?

What is the California outlook (demand) for this occupation?

What is the job outlook in San Diego for this occupation?

What is the entry-level and average salary for this occupation?

Entry-level: _____ Average: _____

What type of education, training, license, etc. is need for this occupation?

What is the name of the training program or college you will be able to obtain skills needed for this job? (Be specific)

After reading about the nature of the work and working conditions of this occupation, what do you like about it?

What do you think you would dislike about this occupation?

After completing research, how likely do you think you are to pursue this occupation?

VERY LIKELY LIKELY SOMEWHAT LIKELY NOT LIKELY



Career Research Questionnaire

Long-Term Career Goal - #2

LIST A JOB THAT RELATES TO A LONG-TERM CAREER GOAL.

Occupation: _____

Career Exploration Resources used: (check all that apply)

- California Career Zone (www.cacareerzone.org)
- O-Net online (www.online.onetcenter.org)
- EDD California Occupational Guide (Google this)

D2

Answer the following questions about the job you have researched.

What personal skills and abilities do you have that are required for this occupation?

What is the California outlook (demand) for this occupation?

What is the job outlook in San Diego for this occupation?

What is the entry-level and average salary for this occupation?

Entry-level: _____ Average: _____

What type of education, training, license, etc. is need for this occupation?

What is the name of the training program or college you will be able to obtain skills needed for this job? (Be specific)

After reading about the nature of the work and working conditions of this occupation, what do you like about it?

What do you think you would dislike about this occupation?

After completing research, how likely do you think you are to pursue this occupation?

VERY LIKELY LIKELY SOMEWHAT LIKELY NOT LIKELY



Career Action Plan Worksheet

A goal is something you want in your future...something that requires planning and effort to obtain. To help you practice writing down your career goals, we want you to use the following Career Action Plan to list “key words” that answer the questions for both EDUCATIONAL and CAREER goals.

Check your Goals Below	What do you have to support your Goal(s)?	What do you need to reach your Goal(s)?	How are you going to get what you need to reach your Goal(s)?	Short Term or Long Term Goal(s)?
EDUCATION				
<input type="checkbox"/> GED preparation				
<input type="checkbox"/> High School Completion				
<input type="checkbox"/> Post-Secondary Training				
<input type="checkbox"/> Military				
<input type="checkbox"/> Other				
Check your Goals Below	What do you have to support your Goal(s)?	What do you need to reach your Goal(s)?	How are you going to get what you need to reach your Goal(s)?	Short Term or Long Term Goal(s)?
CAREER				
<input type="checkbox"/> Full-time				
<input type="checkbox"/> Part-time				
<input type="checkbox"/> Self-employment/ Entrepreneurship				
<input type="checkbox"/> Military				
<input type="checkbox"/> Other				



Online Job Search Listing Short Term Job Questionnaire #1

With this exercise we want you to go online and start researching actual job openings. Look for listings that provide information for you to complete the questionnaire because many want-ads don't provide what is required on the form. You might want to look for listings of jobs that you will actually apply for, or to request an information interview appointment.

Job Title: _____

Company Name: _____

Address: _____

Phone: _____

Website: _____

Contact Person: _____

Description of Duties

Salary: _____

Part-time / Full-time Day Night

Benefits: _____

Additional information about this job or company:



Online Job Search Listing Short Term Job Questionnaire #2

With this exercise we want you to go online and start researching actual job openings. Look for listings that provide information for you to complete the questionnaire because many want-ads don't provide what is required on the form. You might want to look for listings of jobs that you will actually apply for, or to request an information interview appointment.

Job Title: _____

Company Name: _____

Address: _____

Phone: _____

Website: _____

Contact Person: _____

Description of Duties

Salary: _____

Part-time / Full-time Day Night

Benefits: _____

Additional information about this job or company:



Online Job Search Listing Long Term Career Questionnaire #1

With this exercise we want you to go online and start researching actual job openings. Look for listings that provide information for you to complete the questionnaire because many want-ads don't provide what is required on the form. You might want to look for listings of jobs that you will actually apply for, or to request an information interview appointment.

Job Title: _____

Company Name: _____

Address: _____

Phone: _____

Website: _____

Contact Person: _____

Description of Duties

Salary: _____

Part-time / Full-time Day / Night

Benefits: _____

Additional information about this job or company:



Online Job Search Listing Long Term Career Questionnaire #2

With this exercise we want you to go online and start researching actual job openings. Look for listings that provide information for you to complete the questionnaire because many want-ads don't provide what is required on the form. You might want to look for listings of jobs that you will actually apply for, or to request an information interview appointment.

Job Title: _____

Company Name: _____

Address: _____

Phone: _____

Website: _____

Contact Person: _____

Description of Duties

Salary: _____

Part-time / Full-time Day / Night

Benefits: _____

Additional information about this job or company:



MASTER Application Tips

Completing a job, college, financial aid or scholarship application is not the same as writing a resume. A resume is a marketing tool while an application could be considered a legal document. It could be used to settle employment disagreements, qualification for financial aid, or entry requirements into a college or university. Completing an application correctly may someday determine whether you get an interview for a job, an apartment, or a car loan. Now is the time to start practicing the fine art of completing an application.

On a resume, you decide what to put in it to help convince the employer to hire you. On an application, the employer or whoever is reading your application decides what information they want and need from you. You put detailed information on any type of application and complete all blocks or online text fields.

Whether you are using a pen for a paper application or the keyboard for online applications, the first tip is to complete an MASTER JOB APPLICATION like the one found in the back of this workbook and have it reviewed by a counselor and instructor. For financial aid, scholarship or college applications you should obtain a blank copy and complete one as a rough draft to be reviewed before submitting it.

Prior to completing a MASTER JOB APPLICATION, you need to get organized. Here's a checklist for an idea what you need to have ready prior to completing any type of application, but especially a job application.

- Legal documents:
 - Birth certificate
 - Social security card/number
 - Valid driver's license or identification card
 - Certifications or licenses (if required for the job)
 - Eligibility documents to work in the U.S.
 - Education and training records
 - Criminal and financial records (as appropriate and if needed)
- Work history: (Including military) (Most recent job first and work backwards)
 - Name and job title of supervisor
 - Name, address, phone and website of company
 - Dates of employment (month/year)
 - Brief description of job duties (from resume)
 - Information about "reason for leaving" any job in the past
 - Salary information
- References (See reference information in the back of this workbook)

Ask yourself the following questions about your application...is it easy to read and neat? Is it error free? Did you read and follow the directions exactly!? Did you give true and accurate facts? Did you answer every question?

HARD COPY TIPS

If possible pick up 2 copies and take them home to complete.

PRINT in blue or black ink or as directed, and PRINT CLEARLY.

Complete all boxes or put N/A if the requested information does not apply to you.

Use phrases from your resume when describing your job duties.

Do not line out mistakes.

Read instructions before writing anything on the application.

ONLINE TIPS

Have a text-version of your resume ready to copy and paste onto an online application.



Résumé/ Master Application Worksheet

Name: _____

1. Personal Information

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____

Cell: (____) _____ E-Mail: _____

2. Education

College or University: _____

Location: _____ State: _____

Degree: _____

Major(s): _____ Minor(s): _____

Date obtained: _____ Major GPA: _____ Overall GPA: _____

Adult Education: _____

Location: _____ State: _____

Certificates: _____

Major(s): _____ Minor(s): _____

Date obtained: _____ Major GPA: _____ Overall GPA: _____

Licenses: _____

3. Special Competencies

Write here your special talents, skills, training, languages (artistic, computer skills, special licenses, significant achievements), etc:

4. Experience (Include all experience - paid, unpaid, volunteer, military etc.)

Position title: _____

Organization name: _____

Address: _____

City: _____ State: _____

Dates employed (months & years only) From: _____ To: _____

Name and Job Title of supervisor(s): _____

Duties and responsibilities: _____

Specific performance accomplishments or contributions you made to this job:

5. Experience (Include all experience - paid, unpaid, volunteer, military, etc.)

Position title: _____

Organization name: _____

Address: _____

City: _____ State: _____

Dates employed (months & years only) From: _____ To: _____

Name of supervisor(s): _____

Duties and responsibilities: _____

Specific performance accomplishments or contributions you made to this job:

6. Experience (Include all experience - paid, unpaid, volunteer, military, etc.)

Position title: _____

Organization name: _____

Address: _____

City: _____ State: _____

Dates employed (months & years only) From: _____ To: _____

Name of supervisor(s): _____

Duties and responsibilities: _____

Specific performance accomplishments or contributions you made to this job:

7. Experience (Include all experience - paid, unpaid, volunteer, military, etc.)

Position title: _____

Organization name: _____

Address: _____

City: _____ State: _____

Dates employed (months & years only) From: _____ To: _____

Name of supervisor(s): _____

Duties and responsibilities: _____

Specific performance accomplishments or contributions you made to this job:

8. Activities

1. Memberships in professional associations, clubs or community groups, volunteer & religious organizations. Include name of the association, offices held and the dates. Add any significant activities attributed to your leadership:

2. Awards and Honors (academic, athletic, social, civic. Any scholarship not based on financial need):

3. Creative professional activities (articles written, projects presented or displayed):

9. Personal or Professional References (FOR SEPARATE PAGE)

Avoid using family and relatives. Generally, two or three personal, professional, or academic references will be sufficient. Be sure to get permission from all references before using their name!

1. Name: _____ Phone: (_____) _____

Job Title: _____

Address: _____ City: _____ State: _____

Email: _____

2. Name: _____ Phone: (_____) _____

Job Title: _____

Address: _____ City: _____ State: _____

Email: _____

3. Name: _____ Phone: (_____) _____

Job Title: _____

Address: _____ City: _____ State: _____

Email: _____



Résumé & Cover Letter WORKBOOK

A CORE resume is...

...a generic, baseline resume similar to resumes created 20 years ago and sent to dozens of employers without much response. It serves as a rough draft of a “targeted resume”

A TARGETED resume is...

...a summary of your skills, accomplishments, work experiences and education. It is used to apply for a job and helps convince an employer to invite you for a job interview. It is also customized for each job and includes mostly information that is related to the new job. The information in a resume is not personal, it is professional and helps the employer picture the job seeker doing the job for the company.

A resume is needed because...

...it is your primary marketing tool when looking for work. Even if an employer does not require a resume, you should attempt to submit one. The “process” of writing a resume is also good for you to review your skills and abilities so you are able to talk more clearly about them in an interview.

A resume is usually but not always...

...one page long and covers the last ten years of work experience. Job seekers with extensive work experience and higher level skills may have a one-and-a-half or two-page resume. Job seekers with extensive work history may want to go back more than ten years especially if the work experience is related to the future job.

A resume is started by...

...gathering information about yourself; listing your skills, abilities, and accomplishments; choosing a resume format; and writing the first draft for someone to proofread and help you make improvements.

A resume always...

...attempts to convince the employer of three important things;

1. You can do the job
2. You fit in with the organization
3. You can be counted

...shows that you have three different types of skills;

1. Hard skills that are specifically related to the occupation
2. Soft skills that are more about how you manage your life and work life
3. Transferable skills that are useful at most jobs, i.e., computer skills

There are several formats of resumes for different uses, but the 2 most popular formats are **CHRONOLOGICAL** and **FUNCTIONAL**. Study the following pages to find out which format is best for you.



Intro to Chronological Résumés

A chronological resume is organized by time and focuses on your previous work experience and responsibilities on the job. Employers usually look at how long you have worked at one place and for gaps in your employment history. This helps them decide if you can do the job, fit in with co-workers and whether you will be reliable.

You can use the chronological resume if you...

- ...have a good work history.
- ...have no time-gaps in the past.
- ...do not have numerous job changes.
- ...look for another job in the same field.
- ...have worked for a prestigious company that carries some weight in your community.

Advantages:

- Somewhat preferred by employers.
- Easy to read and track work history.
- Shows job stability.
- Can show steady growth in responsibility.
- Emphasizes your job titles and where you worked.
- Describes your duties and accomplishments.

Disadvantages:

- Can emphasize that you changed jobs frequently.
- Can provide information that might let employers determine your age.
- Will show lack of experience.
- Will show gaps in employment.

Chronological Résumé Guide/Template

YOUR NAME

Your Street Address, City, State, Zip
(619) xxx-xxxx / Cell (619) xxx-xxxx
youremailaddress@email.com

OBJECTIVE: To obtain a position as (Specific Job Title) with (Name of Company)

SUMMARY OF QUALIFICATIONS

- Number of years experience in the field, line of work or recent training statement.
- A quality or characteristic of yours that supports your employment goal.
- Key skills, talents or special knowledge related to your job objective.

COMPUTER PROFICIENCIES

- xxxxxxxxxxxx
- xxxxxxxxxxxx
- xxxxxxxxxxxx
- xxxxxxxxxxxx
- xxxxxxxxxxxx
- xxxxxxxxxxxx

RECENT (NAME OF SKILL) TRAINING

(Name of SDCE Training Program), Certificate of Completion, 2011
(Name of Campus), San Diego Continuing Education

- Key competencies learned during training
- Hands-on activities performed while in training
- Intern or volunteer experiences associated with this training

RELEVANT EXPERIENCE AND SKILLS

Job Title, Company Name, City, State 2010-present

- One-liner skill statement from this job that's relevant to the new job objective.
- One-liner skill statement from this job that's relevant to the new job objective.
- One-liner skill statement from this job that's relevant to the new job objective.
- One-liner skill statement from this job that's relevant to the new job objective.

Job Title, Company Name, City, State 2005-2010

- One-liner skill statement from this job that's relevant to the new job objective.
- One-liner skill statement from this job that's relevant to the new job objective.
- One-liner skill statement from this job that's relevant to the new job objective.

Job Title, Company Name, City, State 2004-2005

- One-liner skill statement from this job that's relevant to the new job objective.
- One-liner skill statement from this job that's relevant to the new job objective.

Job Title, Company Name, City, State 2005

- One-liner skill statement from this job that's relevant to the new job objective.

ADDITIONAL EDUCATION & TRAINING

List university, community college, adult education, high school (one line for each)



Intro to Functional Résumés

A functional resume focuses on the professional skills and experiences that you gained from your employment, formal education, training, and allows you to highlight your transferable skills. Many are only one page in length. However, if the information is relevant, one-and-a-half to two pages is acceptable.

You use the functional resume if you...

- ...want to focus on skills...not where you worked or for how long.
- ...are reentering the job market.
- ...have long time-gaps between employment.
- ...have numerous job changes.
- ...are looking for a job in very different field or industry.
- ...think your age is an issue (too young, too old)
- ...have had several unrelated occupations.
- ...are a mature individual with numerous areas of expertise.
- ...are a new graduate from high school or college.
- ...are a dislocated worker who is retraining and/or has retrained and want to use recent education to make a career change.
- ...have skills and abilities other than those you are currently using and you want to make a change.
- ...have extensive military background and experience.
- ...are self-employed and operate your own business.

Advantages:

- Highlights accomplishments and strengths.
- Allows you to organize your skills in a way that makes you look good.
- Eliminates repetition and redundancy of similar jobs.
- Allows flexibility in how you present yourself.
- Can be used to for circulating through networks.
- You can include diverse volunteer experience, interests, and skills that have not been a part of your paid employment.

Disadvantages:

- Somewhat de-emphasizes specific job titles and companies.
- Somewhat de-emphasizes how long you worked on each job.

Functional Résumé Guide/Template

YOUR NAME

Your Street Address, City, State, Zip
(619) xxx-xxxx / Cell (619) xxx-xxxx
youremailaddress@email.com

OBJECTIVE: To obtain a position as (Specific Job Title) with (Name of Company)

SUMMARY OF QUALIFICATIONS

- Number of years experience in the field, line of work or recent training statement.
- A quality or characteristic of yours that supports your employment goal.
- Key skills, talents or special knowledge related to your job objective.

COMPUTER PROFICIENCIES

- XXXXXXXXXXXX
- XXXXXXXXXXXX
- XXXXXXXXXXXX
- XXXXXXXXXXXX
- XXXXXXXXXXXX
- XXXXXXXXXXXX

RECENT (NAME OF SKILL) TRAINING

(Name of SDCE Training Program), Certificate of Completion, 2012

(Name of Campus), San Diego Continuing Education

- Key competencies learned during training
- Hands-on activities performed while in training
- Intern or volunteer experiences associated with this training

RELEVANT EXPERIENCE & ACCOMPLISHMENTS

ONE RELEVANT SKILL

- An accomplishment that illustrates or documents this skill.
- Another accomplishment that illustrates or documents this skill.
- Another accomplishment that illustrates or documents this skill.

ANOTHER RELEVANT SKILL

- An accomplishment that illustrates or documents this skill.
- Another accomplishment that illustrates or documents this skill.
- Another accomplishment that illustrates or documents this skill.

ANOTHER RELEVANT SKILL

- An accomplishment that illustrates or documents this skill.
- Another accomplishment that illustrates or documents this skill.
- Another accomplishment that illustrates or documents this skill.

EMPLOYMENT HISTORY

Job Title	COMPANY NAME, City, State	2007 - 2009
Job Title	COMPANY NAME, City, State	1995 - 2006

ADDITIONAL EDUCATION AND TRAINING

List university, community college, adult education, high school (one line for each)

Résumé Summary

Format

The **chronological** resume lists jobs and duties in order, starting with the most recent job you held and working backwards.

The **functional** resume groups accomplishments under specific areas of skills and abilities followed by the employer history.

Your First Draft

You will probably make several attempts before getting your resume right. Work your way through the draft stages carefully. It may take a little time, but it is important that you are satisfied with the result.

Make it Look Good

Print on only one side of the paper, with a high quality printer, on ivory-colored linen paper with a minimum of 20 lb. weight. Use the same paper for your cover letter, reference list, and salary history. Also, use the same letterhead or heading on all documents.

Choose only one font. Select an easily readable typeface like Times or Arial with no smaller than 11 pts. **DO NOT** use script fonts, *italics* or underlining, borders or pictures. Use **Bold** for job titles, headings, etc.,

A resume is difficult to read in full sentences and paragraph form. Use bullet points to enable readers to comprehend quickly what you've accomplished.

Keep it Free of Errors

Ask your family, friends, or instructor/counselor to check and proofread your resume for any grammar and spelling errors.

If you use a computer to write your resume, use the spell check feature.

Check everything, as many times as possible to make sure that it is perfect.

Nothing will kill your chances for success faster than a resume full of grammatical mistakes and misspelled words. And you can't ask for your resume back to correct mistakes!



Profile and Skill Phrase Examples

Profile / Summary / Highlights / Summary of Qualifications Examples

These statements are to give the reader an overall “snapshot” of your background and type of worker you are...they also might summarize your skills that are listed in the rest of the resume. Examples are from various worker experiences.

- Over 3 years experience providing superior customer services to retail clients
- Always get the job done and praised for quality work.
- Self-motivated; experienced with managing a fast-paced office.
- Enjoy the challenge of getting a dinner service out on time with rave reviews from diners.
- Thorough knowledge, skills, and abilities of MS Office Suite 2007 and Windows 7.
- Able to assess customer's needs and provide a solution to their problems.

Skill Phrase or Achievement Statement Examples

OFFICE

For some skill sets you can use a table...

- Accurate data entry
- Word processing
- Cash/credit handling
- General bookkeeping
- Payroll documents
- Office equipment operation

Or single statement...

- Designed flyer for mass dissemination around campus and community
- Accurately filed invoices and billed customers; assisted with operation of the office.

CUSTOMER SERVICE

- Counted out cash registers, created individual register deposits and verified vault amounts.
- Answered customer questions and attempted to resolve any issue to the satisfaction of the customer.
- Assisted in other departments to help resolve customer issues.

ACCOUNTING CLERK

- Performed data entry into a web accessible data warehouse.
- Accurately performed general bookkeeping and office support duties.
- Assisted CPA's by assembling tax records, scanning and copying documents and contacting customers.

HEALTHCARE

- Assisted patients with feeding, dressing, undressing, and mobility.
- Helped them with wound draining, washing, and covering.
- Provided emotional support by listening, showing concern, answering questions and being positive.

SALES

- Covered geographic area selling advertising, coupon sections, flyers and online ads
- Ability to utilize all techniques to stimulate sales and reach goals.
- Managed sales office operations and staff of twelve to record-setting productivity

TECHNICAL / COMPUTERS

- Highly effective in communicating with engineers and technicians, and translating scientific information into everyday language. Covered geographic area selling advertising, coupon sections, flyers and online ads.
- Expert troubleshooter and problem solver.

ACTION Words

A

Abstracted
Accepted
Achieved
Acted
Adapted
Addressed
Administered
Advised
Aided
Allocated
Amended
Analyzed
Approved
Arbitrated
Arranged
Assembled
Assessed
Assigned
Assisted
Attained
Attended
Authored
B
Balanced
Brainstormed
Built
Budgeted
Built
C
Calculated
Categorized
Chaired
Checked
Clarified
Classified
Coached
Collaborated
Collated
Collected
Communicated
Compared
Compiled
Completed
Composed
Computed
Conceived
Conducted
Configured
Confirmed
Consolidated
Constructed
Consulted
Contributed
Controlled
Converted
Convinced
Cooperated
Coordinated
Correlated

Corresponded
Counseled
Created
Critiqued
Customized

D

Debated
Debugged
Decided
Dedicated
Defined
Delegated
Delivered
Demonstrated
Designed
Detailed
Determined
Developed
Devised
Diagnosed
Directed
Discovered
Documented
Doubled
Drafted
Drove

E

Earned
Educated
Edited
Effected
Enabled
Enforced
Engaged
Engineered
Enhanced
Enlisted
Enriched
Established
Evaluated
Examined
Executed
Expanded
Expedited
Experienced
Experimented
Explained
Extracted
Extrapolated

F

Fabricated
Facilitated
Figured
Financed
Followed through
Forecasted
Formed
Formulated
Founded

G

Gathered
Generated
Guided

H

Handled
Headed
Helped

I

Identified
Illustrated
Imagined
Implemented
Improved
Improvised
Increased
Influenced
Informed
Initiated
Innovated
Inspected
Inspired
Installed
Instituted
Instructed
Integrated
Interpreted
Interviewed
Introduced
Invented
Investigated
Issued

J -K-L

Justified
Keynoted
Lectured
Led
Licensed

M

Maintained
Managed
Marketed
Mastered
Mediated
Mentored
Merged
Met deadlines
Moderated
Monitored
Motivated
N-O
Negotiated
Nominated
Observed
Operated
Organized
Originated
Overhauled
Oversaw

P

Participated
Performed
Persuaded
Pioneered
Planned
Prepared
Prioritized
Problem solved
Processed
Produced
Programmed
Projected
Promoted
Proved
Provided
Publicized

R

Recommended
Reconciled
Recruited
Reduced
Referred
Reorganized
Repaired
Reported
Represented
Researched
Retrieved
Reviewed
Revitalized

S

Scheduled
Served
Set goals
Shaped
Simplified
Solved
Sparked
Specified
Spoke
Strengthened
Submitted
Succeeded
Summarized
Supervised
Surveyed
Systemized

T

Tabulated
Tailored
Tested
Tracked
Trained

U-V-W

Upgraded
Validated
Wrote

Intro to Cover Letters

The cover letter will introduce you to the employer. Good cover letters catch the reader's interest and create an impression of competence. Cover letters are an opportunity to show your focus and energy. The cover letter should summarize who you are and what you want.

Cover letters should be written in standard business format with the heading identical to the one you created for your resume. All letters should be single spaced, flush left, with each paragraph followed by a blank line. Use professional, formal language. Most cover letters are two or three paragraphs long. A cover letter should fit on one page and contain the following four parts: Salutation/greeting, opening paragraph, body of letter, closing paragraph.



SALUTATION / GREETING

Write your letter to a specific person rather than to a business name or job title. Why? Think about how you respond to a letter addressed with your name, versus one addressed to "To whom it may concern." If you do not know whom to write, call the company and ask who is hiring for the position. Make sure that the name you use is spelled correctly and the title is accurate.

OPENING PARAGRAPH

The first few sentences of your cover letter should tell the reader which job you are applying for and the connection you have to the company. If someone who knows the employer referred you, give the name of that person. If you are responding to an advertisement, refer to the source and date of publication.

BODY OF LETTER

The second paragraph of your cover letter is a brief explanation of your qualifications. Don't repeat your resume; summarize your most relevant qualifications for the job.

CLOSING PARAGRAPH

State your interest in meeting with the employer for an interview. Make it easy for the person to contact you - list one or two phone numbers where they can reach you or leave a message number.

Cover Letter Worksheet

YOUR NAME

Street Address, City, State, Zip

(xxx) xxx-xxxx | yourname@email.com

Date (Month, Day, Year) _____

Employer's Name _____

Position _____

Name of Company _____

Street Address _____

City, State, Zip _____

Dear Mr. or Ms. (Employer's Last Name): _____

Opening paragraph - Introduce yourself and explain why you are writing, including what job you are applying for and how you learned about it.

Body of letter - State your skills and experience related to the job and if possible, how you can contribute to the company.

Closing paragraph - Mention that your resume is attached. Request an interview. Thank the employer.

Sincerely,

Your signature

Enclosure

Cover Letter Sample

Jonathan Workman

33 Pacific Avenue, San Diego, CA 92101
(619) 435-7647 | jworkman@gmail.com

August 24, 2008

Ms. Lupe Valascos, Manager
Southeast Savings and Loan Bank
1635 State Street
San Diego, CA 92101

Dear Ms. Valascos,

I am very interested in being considered for the position of Clerical Assistant with Southeast Savings and Loan Bank. I have recently completed training in office skills at San Diego Continuing Education and have a personality that fits perfectly with your desire to serve your customers with first-rate service.

Please review the attached resume for skills and abilities that I know match your requirements.

I look forward to discussing the position with you in more detail as I believe my qualifications are a match for your bank.

I will attempt to contact you next week, and you are invited to call me at your earliest convenience to schedule an interview: (619) 222-3456.

I look forward to your reply and thank you for your consideration.

Sincerely,

Jonathan Workman

Enclosure

THANK YOU LETTERS

The importance of thank you letters is often overlooked.

Tip: Near the end of an interview, ask the interviewer for his or her contact information and correct spelling of their name, or ask for a business card.

As soon as possible, send a thank you note or follow-up letter to each of your interviewers by fax, mail or email. It may be the deciding factor in your favor, especially when there are other applicants with your qualifications

Email is the quickest way to get your thank you letters in front of interviewers, and is perfectly acceptable these days. But avoid using emoticons (i.e., happy faces), shorthand, acronyms or chat room shortcuts, i.e., *u for you* and *TIA for thanks in advance*). Follow the same standards as you would for writing a professional business letter.

Interviewers expect you to send thank you letters. It's also an effective interviewing strategy, because it...

- Shows that you are courteous, knowledgeable and professional
- Demonstrates your written communication skills
- Helps you stand out in the minds of the interviewers
- Elevates you above competing candidates who didn't bother to write them
- Gives you an opportunity to reinforce your good points
- Allows you to add something important about you
- Confirms your understanding of topics discussed

THANK YOU LETTER EXAMPLE

Roberto Workman

33 Pacific Avenue, San Diego, CA 92101
(619) 435-7647 | rworkman@gmail.com

January 10, 2001

Ms. Cheryl Johnson, Human Resource Representative
Surf City Investments
101 Pacific Coast Highway
San Diego, CA 92101

Dear Ms. Johnson:

Thank you for taking the time to meet with me today regarding the Accounting Clerk position at Surf City Investments. I was most impressed with the friendliness of staff I met and I am particularly excited about the opportunity.

My qualifications very closely match the requirements you have for the position. In addition, my two years of involvement in my university's credit union have given me experience handling cash transactions and dealing with customers - traits you stressed as being important in your candidates.

If there is any way I can be of further assistance in the decision process, please feel free to give me a call at (619) 307-5099. I look forward to hearing from you again shortly.

Again, I appreciate your consideration.

Sincerely,

Roberto Workman



Informational Interview Tips

PURPOSE

An informational interview is NOT a job interview and you should not ask for a job. It looks like a job interview and feels like a job interview, but the purpose is to obtain information to make a good career decision.

OBTAINING AND PREPARING FOR AN INFORMATION INTERVIEW

To obtain an informational interview, first ask friends and family if they know anyone working in the occupation you are researching. You will also want to connect with potential interviewers on the internet with social media sites including; twitter, facebook, linkedin.com, etc.

ETIQUETTE DURING THE INTERVIEW

Dress professionally, shake hands, be considerate and keep the length of the interview to about 30 minutes max. Follow the interview preparation tips further along in the workbook to help you conduct yourself in a professional manner.

Informational Interview Worksheet -1

QUESTIONS YOU COULD ASK...

This worksheet provides some examples of questions you might ask while conducting an information interview. The purpose of the informational interview is to obtain “real-world” information from people in occupations you may wish to pursue. You may ask additional questions, just be sure write down the questions and answers on the space provided.

Occupation: _____

Company name: _____

Name of person interviewed: _____

Phone/email: _____

Could you please describe your typical day-to-day job duties?

What type of training or education would I need to get into this occupation?

What do like most of this occupation?

What do you like least about this occupation?

Is there a demand now or in the future for this occupation?

What are the most important qualities your company looks for when making a hiring decision for this occupation?

Additional questions:

QUESTIONS YOU COULD ASK...

This worksheet provides some examples of questions you might ask while conducting an information interview. The purpose of the informational interview is to obtain “real-world” information from people in occupations you may wish to pursue. You may ask additional questions, just be sure write down the questions and answers on the space provided.

Occupation: _____

Company name: _____

Name of person interviewed: _____

Phone/email: _____

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What type of training or education would I need to get into this occupation?

What do like most of this occupation?

What do you like least about this occupation?

Is there a demand now or in the future for this occupation?

What are the most important qualities your company looks for when making a hiring decision for this occupation?

Additional questions:



Interview Preparation

In a job interview, you have a chance to market yourself like no other time during the job search process. Experience tells us that you **MUST** be prepared for the interview so that you'll be comfortable, articulate, and confident. If you are not prepared, your stress will be easy to see by interviewers.

First...

Interview for jobs you really want, now or in the future. Your interest in the job is easy to see...it's what some people call "passion". Showing that you have passion in a job interview helps you get the job offer.

Second...

A positive, "can-do" attitude is what the majority of employers want. By displaying a positive attitude at the moment you walk into the company, you increase your chances of being asked to come back for a second interview or to start work.

Third...

Preparation is extremely important...

- Learn everything you can about the company "before" the interview.
- Create a list of possible interview questions (google "interview questions")
- Prepare a PAR/STAR responses (see below)
- Practice answering interview questions with a friend. Get feedback on your answers.
- Create a list of questions you want to ask the interviewer.
- Prepare freshly pressed clean clothes and have a fresh haircut/style.
- Arrive early and look your best.
- Bring pen, pencil, resumes, note paper preferably in a clean pocket folder.
- Sit forward in the chair, look at the interviewers in the eye, and show interest!
- Say thank you and shake hands with confidence.
- Send a follow-up thank you note or letter the next day.

P.A.R. or S.T.A.R. - steps to answering interview questions (Problem-Action-Result | Situation or Task-Action-Results)

Keep in mind that although there are many interview techniques and unlimited number of possible questions you will be asked, being prepared to answer them is important.

One method is called the P.A.R or S.T.A.R. system use the following worksheet to practice answers for possible questions. The goal is to answer question by showing "results" of your work...not just a list of duties. Try to find past work experiences where your actions were applauded.

A worksheet is on the following page to help you create PAR/STAR answers to interview questions.



PAR / STAR INTERVIEW WORKSHEET

State the **Problem, Situation or Task** for you which you were responsible

State what **Action** you took to solve the problem or complete the task.

State the **Results** of your actions.

Sample Interview Questions:

- Tell me about yourself?
- Why do you want to work here?
- What are your long-term career goals?
- Tell me about your last job?
- Why should we hire you?

Sample Questions to Ask at the Interview:

- May I see a copy of the job description?
- What is a typical day like for this position?
- Why has the job become available?
- Is there any information you need that will help you make a good hiring decision?
- What is the next step?



Interview Evaluation #1

To complete the Senior Exhibition requirements, you must be interviewed by two potential employers for the occupation you would like to obtain. Please ask the interviewer to complete this form at the end of the interview.

Applicant Name _____ Date _____

Company _____

Contact _____

Position interviewed for _____

To: Interviewer

Please complete the following questions regarding the student being interviewed. Thank you for taking the time to evaluate and support the student. Comments are appreciated!

Arrive on time _____

Dressed appropriately _____

Demonstrated a positive attitude _____

Smiled and shook hands appropriately _____

Maintain eye contact _____

Showed knowledge of the company _____

Gave examples to support his/her answers _____

Asked appropriate, relevant questions _____

Adequately explained job-related skills _____

Comments: _____



Interview Evaluation #2

To complete the Senior Exhibition requirements, you must be interviewed by two potential employers for the occupation you would like to obtain. Please ask the interviewer to complete this form at the end of the interview. Comments are appreciated!

Applicant Name _____ Date _____

Company _____

Contact _____

Position interviewed for _____

To: Interviewer

Please complete the following questions regarding the student being interviewed. Thank you for taking the time to evaluate and support the student.

Arrive on time _____

Dressed appropriately _____

Demonstrated a positive attitude _____

Smiled and shook hands appropriately _____

Maintain eye contact _____

Showed knowledge of the company _____

Gave examples to support his/her answers _____

Asked appropriate, relevant questions _____

Adequately explained job-related skills _____

Comments: _____
