Senior Exhibition
Career Development
Project

Student: __________________________________________________________

Counselor: ______________________________________________________
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.

The instructions and hard-copies of all the exercises or forms you need are available on the following website. http://cds.sdce.edu. There is a PDF or MS Word version of the entire workbook that you may print out (click on Senior Exhibition folder on the left side of the home page.) If you download the MS Word version you will be able to complete the documents and print them out to 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.

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.
Senior Exhibition Project Checklist

This is your project checklist and quick-connection to websites that will help you complete your project.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Page #</th>
<th>Check Box Letter</th>
<th>Date Completed</th>
<th>Faculty Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSESSMENT</strong> Follow instructions &amp; complete 2 career assessments: Interest Profiler: <a href="http://www.cacareerzone.org">http://www.cacareerzone.org</a> and Skills &amp; Work Values Checklist (included)</td>
<td>5</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6-11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CAREER POSSIBILITIES</strong> Select 4 occupations as possibilities to explore and list them on Page 4 (2 short-term job-related and 2 long-term career goals)</td>
<td>5</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EXPLORATION</strong> Complete job research questionnaires for the 2 short-time job-related goals. <a href="http://www.careerinfonet.org">http://www.careerinfonet.org</a> (Select occupation Profile and search for job)</td>
<td>12-13</td>
<td>C1</td>
<td>C2</td>
<td></td>
</tr>
<tr>
<td>Complete career research questionnaires for the 2 long-term career goals. <a href="http://www.careerinfonet.org">http://www.careerinfonet.org</a> (Select occupation Profile and search for job)</td>
<td>14-15</td>
<td>D1</td>
<td>D2</td>
<td></td>
</tr>
<tr>
<td><strong>S.M.A.R.T. Career Action Plan</strong> After researching the 4 job titles complete the SMART Career Action Plan Worksheet for one of the job titles.</td>
<td>16-17</td>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ONLINE JOB SEARCH</strong> Conduct an online job search for your 4 job choices &amp; complete the Job Listing Questionnaire for each online job lead you obtain. <a href="http://www.indeed.com">www.indeed.com</a> or <a href="http://www.craigslist.org">www.craigslist.org</a></td>
<td>18-21</td>
<td>G1</td>
<td>G2</td>
<td>G3</td>
</tr>
<tr>
<td><strong>MASTER APPLICATION</strong> Read the Application Tips page in this workbook and complete the MASTER APPLICATION. Note: read instructions, print legibly &amp; complete all items.</td>
<td>20-25</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>RESUME, COVER &amp; THANK YOU LETTERS</strong> Prepare a resume, cover letter &amp; thank you letter directed towards one of your career choices using the information in this workbook. <a href="http://joblinks.wetpaint.com">http://joblinks.wetpaint.com</a></td>
<td>26-40</td>
<td>I</td>
<td>J</td>
<td>K</td>
</tr>
<tr>
<td><strong>INFORMATIONAL INTERVIEWS</strong> Conduct 2 informational interviews &amp; complete the Informational Interview Worksheets</td>
<td>41-43</td>
<td>L1</td>
<td>L2</td>
<td></td>
</tr>
<tr>
<td><strong>PREP &amp; CONDUCT JOB INTERVIEWS</strong> Prepare for &amp; conduct two job interviews. Have the interviewers complete the interview evaluations.</td>
<td>44-47</td>
<td>M1</td>
<td>M2</td>
<td></td>
</tr>
</tbody>
</table>
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.

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.

That’s why we want you to appreciate the Senior Exhibition Career Development Project and make it the beginning of a journey leading to a successful work/life.

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 page 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

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

Top three interest areas:
1. _______________________________________________
2. _______________________________________________
3. _______________________________________________

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

Optional online: www.CaCareerZone.org - Reality Check Exercise

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

Short-Term JOB-related Goal

Long-Term CAREER Goal

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

(A job with a career path...leading to a secure and happy work-life hopefully 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 (Pages 5-8)

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://joblinks.wetpaint.com – Occupational Research folder
The following checklists are provided to identify different types of skills that you have. Follow the instructions to create a handy list of these skills to use in your resume and while networking and interviewing for a job.

**HARD skills, SOFT skills, and PORTABLE skills DEFINITIONS**

- **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.
- **SOFT** skills are personal traits you possess, your attitude and personality: i.e., having a “can-do” attitude...honesty...enthusiasm, etc.
- **PORTABLE** skills are those which can be carried from one job to another and are universally desired by employers. Everyone has transferable skills, but not everyone realizes their importance and need to put them on your resume and into your interview answers! Transferable skills are taken for granted by jobseekers, yet employers value them greatly!

**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 and a job that will provide the lifestyle you are seeking.

Transferable Skills Checklist: Review the following sample list of categories and transferable skills (there are many more) and indicate all skills you have with a “✓.”

<table>
<thead>
<tr>
<th>Transferable or “Portable” Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication</strong></td>
</tr>
<tr>
<td>___ Speaking</td>
</tr>
<tr>
<td>___ Listening</td>
</tr>
<tr>
<td>___ Negotiating</td>
</tr>
<tr>
<td>___ Writing</td>
</tr>
<tr>
<td>___ Editing</td>
</tr>
<tr>
<td><strong>Mental/Thinking</strong></td>
</tr>
<tr>
<td>___ Problem solving</td>
</tr>
<tr>
<td>___ Analyzing</td>
</tr>
<tr>
<td>___ Information gathering</td>
</tr>
<tr>
<td>___ Attention to detail</td>
</tr>
<tr>
<td>___ Creativity</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Research &amp; Planning</strong></td>
</tr>
<tr>
<td>___ Creating ideas</td>
</tr>
<tr>
<td>___ Identifying resources</td>
</tr>
<tr>
<td>___ Gathering info</td>
</tr>
<tr>
<td>___ Setting goals</td>
</tr>
</tbody>
</table>

From the checked skills, write down the top six (06) skills you wish to use in the future:

1.________________________  2.______________________  3.________________________
4.________________________  5.______________________  6.________________________
Computer Skills Checklist: Review the following list and check all the skills you have.

### Computer Skills (some are transferable)

<table>
<thead>
<tr>
<th>Multi Media</th>
<th>Programming</th>
<th>Spreadsheets</th>
<th>Desktop Publishing</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Strata</em></td>
<td><em>UNIX</em></td>
<td><em>Quick Books</em></td>
<td><em>InDesign</em></td>
</tr>
<tr>
<td><em>Premiere</em></td>
<td><em>C++</em></td>
<td><em>Lotus 1-2-3</em></td>
<td><em>MS Publisher</em></td>
</tr>
<tr>
<td><em>Aldus Persuasion</em></td>
<td><em>JAVA</em></td>
<td><em>Excel</em></td>
<td><em>Power Point</em></td>
</tr>
<tr>
<td><em>Corel Presentation</em></td>
<td><em>PERL</em></td>
<td><em>Quattro Pro</em></td>
<td><em>Quark Express</em></td>
</tr>
<tr>
<td><em>Morph</em></td>
<td><em>ActiveX</em></td>
<td><em>Peachtree</em></td>
<td><em>Photoshop</em></td>
</tr>
<tr>
<td><em>Director</em></td>
<td></td>
<td></td>
<td><em>Corel Draw</em></td>
</tr>
<tr>
<td><em>Painter</em></td>
<td></td>
<td></td>
<td><em>Other</em></td>
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<tr>
<td><em>After Effects</em></td>
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<tr>
<td><em>Other</em></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Databases</th>
<th>Repair/Set-up</th>
<th>Operating Systems</th>
<th>Web Apps</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Access</em></td>
<td><em>A+</em></td>
<td><em>Windows 7</em></td>
<td><em>MySpace</em></td>
</tr>
<tr>
<td><em>dBase</em></td>
<td><em>LAN / WAN</em></td>
<td><em>Windows Vista</em></td>
<td><em>Facebook</em></td>
</tr>
<tr>
<td><em>FileMaker Pro</em></td>
<td><em>CNE / CNA / MSC</em></td>
<td><em>Window XP</em></td>
<td><em>LinkedIn / Zoominfo</em></td>
</tr>
<tr>
<td><em>Paradox</em></td>
<td></td>
<td><em>MAC</em></td>
<td><em>Email</em></td>
</tr>
<tr>
<td><em>Goldmine</em></td>
<td></td>
<td><em>NT</em></td>
<td><em>Google / maps</em></td>
</tr>
<tr>
<td><em>Other</em></td>
<td></td>
<td></td>
<td><em>You Tube</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Internet</th>
<th>Word Processing</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Web page design</em></td>
<td><em>MS Office 2007</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>HTML/VRML</em></td>
<td><em>Other</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Netscape</em></td>
<td></td>
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<td></td>
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<tr>
<td><em>MS Internet Explorer</em></td>
<td><em>Other</em></td>
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<tr>
<td><em>Flash</em></td>
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<tr>
<td><em>Other</em></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Spreadsheets</th>
<th>Operating Systems</th>
<th></th>
<th>Web Apps</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Quick Books</em></td>
<td><em>Windows 7</em></td>
<td></td>
<td><em>MySpace</em></td>
</tr>
<tr>
<td><em>Lotus 1-2-3</em></td>
<td><em>Windows Vista</em></td>
<td></td>
<td><em>Facebook</em></td>
</tr>
<tr>
<td><em>Excel</em></td>
<td><em>Window XP</em></td>
<td></td>
<td><em>LinkedIn / Zoominfo</em></td>
</tr>
<tr>
<td><em>Quattro Pro</em></td>
<td><em>MAC</em></td>
<td></td>
<td><em>Email</em></td>
</tr>
<tr>
<td><em>Peachtree</em></td>
<td><em>NT</em></td>
<td></td>
<td><em>Google / maps</em></td>
</tr>
<tr>
<td><em>Other</em></td>
<td></td>
<td></td>
<td><em>You Tube</em></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Operating Systems</th>
<th>Word Processing</th>
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<tbody>
<tr>
<td><em>Windows 7</em></td>
<td><em>MS Office 2007</em></td>
<td></td>
<td><em>MySpace</em></td>
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<tr>
<td><em>Windows Vista</em></td>
<td><em>Other</em></td>
<td></td>
<td><em>Facebook</em></td>
</tr>
<tr>
<td><em>Window XP</em></td>
<td></td>
<td></td>
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</tr>
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<td><em>MAC</em></td>
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<td><em>Email</em></td>
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<tr>
<td><em>NT</em></td>
<td></td>
<td></td>
<td><em>Google / maps</em></td>
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<tr>
<td><em>Other</em></td>
<td></td>
<td></td>
<td><em>You Tube</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programming</th>
<th>Spreadsheets</th>
<th>Operating Systems</th>
<th>Web Apps</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>UNIX</em></td>
<td><em>Quick Books</em></td>
<td><em>Windows 7</em></td>
<td><em>MySpace</em></td>
</tr>
<tr>
<td><em>C++</em></td>
<td><em>Lotus 1-2-3</em></td>
<td><em>Windows Vista</em></td>
<td><em>Facebook</em></td>
</tr>
<tr>
<td><em>JAVA</em></td>
<td><em>Excel</em></td>
<td><em>Window XP</em></td>
<td><em>LinkedIn / Zoominfo</em></td>
</tr>
<tr>
<td><em>PERL</em></td>
<td><em>Quattro Pro</em></td>
<td><em>MAC</em></td>
<td><em>Email</em></td>
</tr>
<tr>
<td><em>ActiveX</em></td>
<td><em>Peachtree</em></td>
<td><em>NT</em></td>
<td><em>Google / maps</em></td>
</tr>
<tr>
<td><em>Other</em></td>
<td><em>Other</em></td>
<td></td>
<td><em>You Tube</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>Operating Systems</th>
<th>Web Apps</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Quick Books</em></td>
<td><em>Windows 7</em></td>
<td><em>MySpace</em></td>
</tr>
<tr>
<td><em>Lotus 1-2-3</em></td>
<td><em>Windows Vista</em></td>
<td><em>Facebook</em></td>
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<tr>
<td><em>Excel</em></td>
<td><em>Window XP</em></td>
<td><em>LinkedIn / Zoominfo</em></td>
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<tr>
<td><em>Quattro Pro</em></td>
<td><em>MAC</em></td>
<td><em>Email</em></td>
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<tr>
<td><em>Peachtree</em></td>
<td><em>NT</em></td>
<td><em>Google / maps</em></td>
</tr>
<tr>
<td><em>Other</em></td>
<td></td>
<td><em>You Tube</em></td>
</tr>
</tbody>
</table>

**Self-management Skills Checklist:** 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 or “SOFT” Skills

<table>
<thead>
<tr>
<th>Accountable</th>
<th>Cooperative</th>
<th>Honest</th>
<th>Knowledgeable</th>
<th>Reliable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adaptable</td>
<td>Decisive</td>
<td></td>
<td>Loyal</td>
<td>Resourceful</td>
</tr>
<tr>
<td>Adventurous</td>
<td>Dependable</td>
<td></td>
<td>Mature</td>
<td>Self-starter</td>
</tr>
<tr>
<td>Articulate</td>
<td>Diplomatic</td>
<td></td>
<td>Motivated</td>
<td>Sense of humor</td>
</tr>
<tr>
<td>Assertive</td>
<td>Effective</td>
<td></td>
<td>Optimistic</td>
<td>Sensitive to others</td>
</tr>
<tr>
<td>Ambitious</td>
<td>Efficient</td>
<td></td>
<td>Orderly</td>
<td>Sincere</td>
</tr>
<tr>
<td>Attitude</td>
<td>Emotionally stable</td>
<td></td>
<td></td>
<td>Tactful</td>
</tr>
<tr>
<td>Candid</td>
<td>Enthusiastic</td>
<td></td>
<td>Outgoing</td>
<td>Talented</td>
</tr>
<tr>
<td>Collaborate</td>
<td>Follow instructions</td>
<td></td>
<td></td>
<td>Trustworthy</td>
</tr>
<tr>
<td>Competent</td>
<td>Friendly</td>
<td></td>
<td>Patient</td>
<td>Work under pressure</td>
</tr>
<tr>
<td>Confident</td>
<td>Flexible</td>
<td></td>
<td>Persistent</td>
<td>Work ethic</td>
</tr>
<tr>
<td>Courteous</td>
<td>Hard-working</td>
<td></td>
<td>Punctual</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Quiet</td>
<td></td>
</tr>
</tbody>
</table>

From the checked skills, write down the top six (06) skills you wish to use in the future;

1. __________________________  2. __________________________  3. __________________________
4. __________________________  5. __________________________  6. __________________________
Job-Related 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

<table>
<thead>
<tr>
<th>Physical &amp; Technical</th>
<th>Research &amp; Science</th>
<th>Creative &amp; Communication</th>
<th>Helping &amp; Teaching</th>
<th>Management &amp; Sales</th>
<th>Financial &amp; Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assemble</td>
<td>Analyze</td>
<td>Abstract</td>
<td>Advise</td>
<td>Assess</td>
<td>Account</td>
</tr>
<tr>
<td>Bend</td>
<td>Clarify</td>
<td>Act</td>
<td>Care</td>
<td>Coach</td>
<td>Accuracy</td>
</tr>
<tr>
<td>Bind</td>
<td>Collect</td>
<td>Create</td>
<td>Clarity</td>
<td>Contract</td>
<td>Allocate</td>
</tr>
<tr>
<td>Build</td>
<td>Critique</td>
<td>Design</td>
<td>Coach</td>
<td>Delegate</td>
<td>Analyze</td>
</tr>
<tr>
<td>Cut</td>
<td>Evaluate</td>
<td>Discriminate</td>
<td>Coordinate</td>
<td>Develop</td>
<td>Appraise</td>
</tr>
<tr>
<td>Drill</td>
<td>Examine</td>
<td>Edit</td>
<td>Counsel</td>
<td>Direct</td>
<td>Arrange</td>
</tr>
<tr>
<td>Drive</td>
<td>Gather</td>
<td>Express ideas</td>
<td>Develop</td>
<td>Evaluate</td>
<td>Audit</td>
</tr>
<tr>
<td>Feed</td>
<td>Inspect</td>
<td>Fix</td>
<td>Encourage</td>
<td>Hire</td>
<td>Bookkeep</td>
</tr>
<tr>
<td>Grind</td>
<td>Interpret</td>
<td>Humor</td>
<td>Explain</td>
<td>Influence</td>
<td>Budget</td>
</tr>
<tr>
<td>Handle</td>
<td>Interview</td>
<td>Innovate</td>
<td>Facilitate</td>
<td>Initiate</td>
<td>Calculate</td>
</tr>
<tr>
<td>Lift</td>
<td>Investigate</td>
<td>Interpret</td>
<td>Guide</td>
<td>Lead</td>
<td>Classify</td>
</tr>
<tr>
<td>Move</td>
<td>Read</td>
<td>Interview</td>
<td>Inform</td>
<td>Make decisions</td>
<td>Collate</td>
</tr>
<tr>
<td>Punch</td>
<td>Reason</td>
<td>Invent</td>
<td>Intuition</td>
<td>Manage</td>
<td>Collect</td>
</tr>
<tr>
<td>Repair</td>
<td>Review</td>
<td>Listen</td>
<td>Lead</td>
<td>Mediate</td>
<td>Compile</td>
</tr>
<tr>
<td>Setting-up</td>
<td>Survey</td>
<td>Negotiate</td>
<td>Listen</td>
<td>Motivate</td>
<td>Compute</td>
</tr>
<tr>
<td></td>
<td>Synthesize</td>
<td>Paint</td>
<td>Mentor</td>
<td>Organize</td>
<td>Copy</td>
</tr>
<tr>
<td></td>
<td>Troubleshoot</td>
<td>Perceive</td>
<td>Observer</td>
<td>Plan</td>
<td>Dispatch</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Perform</td>
<td>Refer</td>
<td>Make Policy</td>
<td>File</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Persuade</td>
<td>Relate</td>
<td>Solve Problems</td>
<td>Follow-through</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Report</td>
<td>Sensitivity</td>
<td>Reconcile</td>
<td>Keep Records</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Speak</td>
<td>Service</td>
<td>Recruit</td>
<td>Meet deadlines</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shape</td>
<td>Support</td>
<td>Schedule</td>
<td>Prepare</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Visualize</td>
<td>Speak</td>
<td>Sell</td>
<td>Purchase</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Write</td>
<td>Team Work</td>
<td>Supervise</td>
<td>Raise Funds</td>
</tr>
</tbody>
</table>

From the checked skills, write down the top six (06) skills you wish to use in the future:

1. ______________________  2. ______________________  3. ______________________
4. ______________________  5. ______________________  6. ______________________
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.

### Internal Values

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

From the checked values, select six (6) that are most important to you:

1. ___________________________ 2. ___________________________ 3. ___________________________
4. ___________________________ 5. ___________________________ 6. ___________________________

### LIFESTYLE Values

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save money</td>
<td></td>
</tr>
<tr>
<td>Own a home</td>
<td></td>
</tr>
<tr>
<td>LIVE IN A URBAN, SUBURBAN OR RURAL SETTING OF MY CHOICE</td>
<td></td>
</tr>
<tr>
<td>DRIVE THE TYPE OF VEHICLE OF MY CHOICE</td>
<td></td>
</tr>
<tr>
<td>ABILITY TO TAKE VACATIONS</td>
<td></td>
</tr>
<tr>
<td>TIME FOR EDUCATIONAL GROWTH</td>
<td></td>
</tr>
<tr>
<td>TIME FOR RECREATION</td>
<td></td>
</tr>
</tbody>
</table>

From the checked values, select six (6) that are most important to you:

1. ___________________________ 2. ___________________________ 3. ___________________________
4. ___________________________ 5. ___________________________ 6. ___________________________
From the checked values, select six (6) that are most important to you:

1. ______________________  2. ______________________  3. ______________________
4. ______________________  5. ______________________  6. ______________________
Your Top Rated Skills and Values in Review

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

| Your Top 5 Self Management or “SOFT” 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 |

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

| Your Top 5 Transferable or “PORTABLE” Skills |
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |
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)

Answer the following questions about the job you have researched.

What personal skills and abilities do you have that is 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
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)

Answer the following questions about the job you have researched.

What personal skills and abilities do you have that is 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
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)

Answer the following questions about the job you have researched.

What personal skills and abilities do you have that is 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
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)

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
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 “formula” of goal setting. It’s the S.M.A.R.T. Career Action Plan and by writing them down it may help them become REAL.

Before writing down your career goals, think about whether they are S.M.A.R.T. as defined below:

**Specific** – the goal should identify exactly what you wish to accomplish.
**Measurable** – how will you know when you reach this goal?
**Achievable** – the goal should be able to be completed with available resources.
**Relevant** - why is this goal important to you?
**Timely**– the goal should state the time period in which it will be accomplished.

What is your Career Goal? ____________________________________________________________

Now, verify that your career goal is S.M.A.R.T.

**Specific:** *What exactly will you accomplish by obtaining this goal?*
____________________________________________________________________________________
____________________________________________________________________________________

**Measurable:** *How will you know when you have reached this goal?*
____________________________________________________________________________________
____________________________________________________________________________________

**Achievable:** *Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal? If not, how will you get them?*
____________________________________________________________________________________
____________________________________________________________________________________

**Relevant:** *Why is this goal significant to your life?*
____________________________________________________________________________________
____________________________________________________________________________________

**Timely:** *When will you achieve this goal?*
____________________________________________________________________________________
____________________________________________________________________________________


This career goal is important because:

____________________________________________________________________________________
______________________________________________________________________________

The benefits of achieving this career goal will be:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Take Action!

<table>
<thead>
<tr>
<th>Potential Obstacles</th>
<th>Potential Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Who are the people you will ask to help you?

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Specific Action Steps: *What steps need to be taken to get you to your goal?*

<table>
<thead>
<tr>
<th>What?</th>
<th>Expected Completion Date</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>
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 Questionnaire

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:
____________________________________________________
____________________________________________________
____________________________________________________
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:
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:
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 plain or rich 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: __________________________________
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 visualize 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.
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.
YOUR NAME
Street Address, City, State Zip
(XXX) XXX-XXXX | yourname@email.com

OBJECTIVE: To obtain a position as (Job Title and Company Name)

SUMMARY OF QUALIFICATIONS

- Number of years experience in the field or line of work.
- Relevant and recent training and education.
- One or two qualities or characteristics that support your employment goal.
- Key skills, talents or special knowledge related to your job objective.

RECENT TRAINING

(Name of Training Program) Certificate of Completion, 2010
(Name of Campus,) San Diego Continuing Education, San Diego CA
Course Content included:
xxxxxxx  xxxxxxx  xxxxxxx  xxxxxxx
xxxxxxx  xxxxxxx  xxxxxxx  xxxxxxx

RELEVANT EXPERIENCE AND SKILLS

(Current or most recent job first)

Job Title, Company Name, City, State Start Date – End Date
- Accomplishment/one-liner from this job that’s relevant to the new job objective.
- Accomplishment/one-liner from this job that’s relevant to the new job objective.
- Accomplishment/one-liner from this job that’s relevant to the new job objective.

Job Title, Company Name, City, State Start Date – End Date
- Accomplishment/one-liner from this job that’s relevant to the new job objective.
- Accomplishment/one-liner from this job that’s relevant to the new job objective.
- Accomplishment/one-liner from this job that’s relevant to the new job objective.

Job Title, Company Name, City, State Start Date – End Date
- Accomplishment/one-liner from this job that’s relevant to the new job objective.
- Accomplishment/one-liner from this job that’s relevant to the new job objective.
- Accomplishment/one-liner from this job that’s relevant to the new job objective.

Job Title, Company Name, City, State Start Date – End Date
- Accomplishment/one-liner from this job that’s relevant to the new job objective.
- Accomplishment/one-liner from this job that’s relevant to the new job objective.
- Accomplishment/one-liner from this job that’s relevant to the new job objective.

EDUCATION AND TRAINING

Degree(s) School Name, City, State Date
Chronological Résumé Sample

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

OBJECTIVE: To obtain a position as Administrative Assistant

SUMMARY OF QUALIFICATIONS

- Over two years experience providing customer services and admin services
- Excellent communication skills; fluent in both English and Spanish.
- Ability to obtain strong product knowledge for use in sales presentations.
- Proficient in the use of computerized cash registers and ordering systems.

RECENT TRAINING

Administrative Assistant Certificate of Completion, 2010
Centre City Campus, San Diego Continuing Education, San Diego CA
Course Content included:
  Keyboarding      Word Processing      Internet      Spreadsheets
  Database        Office Machines       Business       Communication

WORK EXPERIENCE

Sales Associate, San Diego Art Supply, San Diego, CA 2005 - Present
- Worked closely with artists and hobbyists to meet their supply needs.
- Developed a client database to contact customers about upcoming sales events.
- Consistently exceeded sales goals and always received bonuses for up-sales.

Admission Rep/Receptionist, Pacific College, San Diego, CA 2002 - 2005
- Greeted potential students, answered enrollment questions and assisted with applications.
- Promoted to Admissions Representative after 3 months on-the-job.

Seasonal Worker, SeaWorld Adventure Park, San Diego, CA 2004-2005
- Served as adventure park food service clerk during busy summer season.
- Escorted walk-about characters around the park to entertain guests.
- Consistently asked to work special events for VIP's and company meetings.

ADDITIONAL EDUCATION AND TRAINING

San Diego City College General Education Courses, 2007-08
San Diego High School Graduate, 2006
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.
Your Name  
Street Address, City, State Zip  
(XXX) XXX-XXXX | yourname@email.com

OBJECTIVE: To obtain a position as (Job Title and Company Name)

SUMMARY OF QUALIFICATIONS

- Number of years experience in the field or line of work.
- Relevant credentials, training and education.
- One or two qualities or characteristics that support your employment goal.
- Key skills, talents, or special knowledge related to your job objective.
- Another accomplishment or characteristic describing your work ethics.

RECENT TRAINING

(Name of Training Program) Certificate of Completion, 2010  
(Name of Campus,) San Diego Continuing Education, San Diego CA  
Course Content included:  
xxxxxxx  xxxxxxx  xxxxxxx  xxxxxxx  
xxxxxxx  xxxxxxx  xxxxxxx  xxxxxxx

RELEVANT EXPERIENCE AND SKILLS

Name of relevant skill category
- Accomplishment/one-liner from this job that’s relevant to the new job objective.
- Accomplishment/one-liner from this job that’s relevant to the new job objective.
- Accomplishment/one-liner from this job that’s relevant to the new job objective.

Another relevant skill category
- Accomplishment/one-liner from this job that’s relevant to the new job objective.
- Accomplishment/one-liner from this job that’s relevant to the new job objective.
- Accomplishment/one-liner from this job that’s relevant to the new job objective.

Another relevant skill category
- Accomplishment/one-liner from this job that’s relevant to the new job objective.
- Accomplishment/one-liner from this job that’s relevant to the new job objective.
- Accomplishment/one-liner from this job that’s relevant to the new job objective.

EMPLOYMENT HISTORY

<table>
<thead>
<tr>
<th>Job title</th>
<th>Company Name, City, State</th>
<th>Start Date – End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title</td>
<td>Company Name, City, State</td>
<td>Start Date – End Date</td>
</tr>
<tr>
<td>Job title</td>
<td>Company Name, City, State</td>
<td>Start Date – End Date</td>
</tr>
</tbody>
</table>

EDUCATION

<table>
<thead>
<tr>
<th>Degree(s)</th>
<th>School Name, City, State,</th>
<th>Date</th>
</tr>
</thead>
</table>
Rafael Guzman  
33 Pacific Avenue, San Diego, CA 92101  
(619) 435-7647 | rguzman@gmail.com

**OBJECTIVE:** To obtain a position as an Administrative Assistant

**SUMMARY OF QUALIFICATIONS**

- Over four years experience in copy and mail room operations.
- Recently trained in current printing industry machine operation.
- Able to communicate with both staff and clients to achieve customer satisfaction.

**RECENT TRAINING**

*Commercial Printing Certificate of Completion, Educational Cultural Complex – 2010*

San Diego Continuing Education – 720 hours training program

Training for entry-level employment as a small press operator, large press feeder, booklet maker operator, cutter operator, folder operator, platemaker/CTP, proofer, or small bindery machine operator.

Learned operation of the various presses on real-world jobs at production speed.

**RELATED EXPERIENCE AND SKILLS**

**COPY SHOP / MAIL ROOM**

- Accurately took orders and payment from customers for a busy copy shop.
- Operated copy machine and provided routine service on copy machine, including adding paper, changing ink cartridges, and clearing paper jams.
- Performed all tasks in a shipping business including; sorting, weighing, bulk mailings, record keeping, deliveries, packing and labeling.

**COMPUTER APPLICATIONS**

- Proficient with InDesign, MS Word, PowerPoint, and Publisher ..
- Skilled in using Outlook to time-manage projects and office operations.

**CUSTOMER SERVICE**

- Helped customers identify products to meet their needs and took cash/credit payments.
- Trained new clerks in store policies and procedures.
- Resolved customer problems with a patience and a friendly attitude.

**EMPLOYMENT HISTORY**

<table>
<thead>
<tr>
<th>Position</th>
<th>Company</th>
<th>Location</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembler</td>
<td>ABC Copy, El Cajon, CA</td>
<td></td>
<td>2007 - Present</td>
</tr>
<tr>
<td>Property Admin Assistant</td>
<td>Bayside Real Estate, National City, CA</td>
<td></td>
<td>2004 - 2007</td>
</tr>
</tbody>
</table>

**EDUCATION AND TRAINING**

<table>
<thead>
<tr>
<th>School</th>
<th>Location</th>
<th>Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morse High School</td>
<td>San Diego, CA</td>
<td>Graduate</td>
</tr>
</tbody>
</table>
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 group 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.
- Experienced in bookkeeping and general office support.
- 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
Abread
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
Debated
Debugged
Decided
Dedicated
Defined
Delegated
Delivered
Demonstrated
Designed
Detailed
Determined
Developed
Devised
Diagnosed
Directed
Discovered
Documented
Double
Drafted
Drove
Earned
Educated
Edited
Effected
Enabled
Enforced
Engaged
Engineered
Enhanced
Enlisted
Enriched
Established
Evaluated
Examined
Executed
Expanded
Expedited
Experienced
Experimented
Explained
Extracted
Extrapolated
Fabricated
Facilitated
Figured
Financed
Followed through
Forecasted
Formed
Formulated
Founded
G
Gathered
Generated
Guided
H
Handled
Headed
Helped
Identified
Illustrated
Imagined
Implemented
Improved
Improvised
Increased
Influenced
Informed
Initiated
Innovated
Inspected
Inspired
Installed
Instituted
Instructed
Integrated
Interpreted
Interviewed
Introduced
Invented
Investigated
Issued
J
Justified
Keynoted
L
Lectured
Led
Licensed
M
Maintained
Managed
Marketed
Mastered
Mediated
Mentored
Merged
Met deadlines
Moderated
Monitored
Motivated
N
Negotiated
Nominated
O
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
Upgraded
V
Validated
W
Wrote
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.
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
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
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
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.
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: 

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:
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, notepaper 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. Learn about this process on the next page.
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 you 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?
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: _____________________________________________________________

_______________________________________________________________________
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 ____________________________

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Maintained eye contact ________________________________
Showed knowledge of the company _________________________
Gave examples to support his/her answers __________________
Asked appropriate, relevant questions _____________________
Adequately explained job-related skills _____________________
Comments: ____________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________