

Career Planning Guide

THIS GUIDE CAN HELP YOU TO:

- A** Plan for your long-term career or profession.
- B** Find a part-time or summer job while in school.
- C** Determine what an employer is looking for.
- D** Write a job resume and cover letter.



Planning your future

1. List your **successes, skills, and abilities**.
2. **Make a list** of the **careers or professions** you might want to consider. Describe each of them in terms of the **skills/abilities** and **personality traits** required.
3. **Match** the items in #1 with those in #2.
4. See your school's Guidance Counselor or Career Center.
5. Identify and plan to meet with **people who can assist you** in deciding on your **career**: people doing those jobs, resource professionals, mentors, etc.
6. Always keep your **options open, finish school**, and periodically review your **career plan**.

What kind of education do you need?

The answer to this question depends on you. What kind of career do you want? Some careers will require a formal college or university education. Others will require a mix of vocational training and an apprenticeship program.

Don't neglect opportunities to expand your education. For example, if you plan to get an Arts degree in college, take vocational courses now on computers.

Also, remember that working can be learning. For example, if you want to be a teacher, volunteer as a teacher's aide. Not only will it stand out on your resume, it will give you valuable experience that will make your education and your future job easier. Use your jobs to "test drive" a career.

It's your future!

Plan wisely!

Follow the steps!



New professions are appearing daily. Do you know what it takes to become an ice floe specialist, an animal psychologist, a music therapist, a systems architect, a biomedical engineer? To get **more ideas** as to where you might fit in, surf the Net for jobs, careers, and professions. Also, chat with **job seekers** and **job advertisers**. These encounters can help you decide on **your future** and **how to get there**.

Looking for a Job?

Rule #1 Work for cash, not promises!

Rule #2 Work for experience!

Rule #3 Never let work interfere with your education!



LOOK

- on the web, or at **government employment centers**.
- in **store** and **restaurant windows** for hiring announcements.
- at supermarket and **community bulletin boards**, newspaper classifieds, telephone book yellow pages, professional/trade directories, etc.

ANNOUNCE

- your **availability**: tell friends, relatives, and businesspeople that you are **looking for work**.
- your **capabilities**: people might hear of an opening suitable for you.
- your **enthusiasm**: people will take you more seriously when you convey a **positive attitude** and declare **realistic goals**.

MEET

- as **many people** as you can who might hire or refer you: expand your **network of contacts**.

FOLLOW-UP

- a day or two after your interview: **call the person back**. Thank him or her for seeing you and ask how you did. If you want the job, say so. You should also **send a note** thanking the person for seeing you.

PERSIST

- **in applying for jobs** and meeting people. The more people you meet and the more you follow up, the better your **chances of success** will be.

Interviews / Application Tips:

When going to a job interview, bring your own:

- **non-smudge** black ballpoint pen.
- **work permit** (if underage) and **Social Security card** (for U.S.), or **federal I.D. / SIN number** (for Canada).
- **driver's license, passport**, or some other form of **picture identification**, if you have one.

Don't forget to:

- read each question on the **application form** carefully.
- write **neatly**: no cross-outs!
- present your **resume**, as well as a **summary of references**.

How to improve your chances at an interview:

- Be on **time**.
- Look **neat**, not flashy.
- **Stand** and **sit** tall.
- Thank the interviewer for **seeing you**.
- Show **confidence**. Look at your interviewer directly.
- Answer all questions **honestly** and **briefly**. Think before responding. Never make claims that you cannot support.
- **Sell yourself**: show how your **abilities** and **skills** will enable you to adapt to what is required.

How to make it happen

1. Set a **realistic target date** by which time you would like to have a job.
2. Make a systematic list of **places** and **Web sites** you will visit, newspapers and other sources you will consult, and people you will talk to about a job. Make the commitment to **call people** and **companies**, or write letters at a specific time. Enter those times in your agenda. **Carry a notepad** so that you can write down **phone numbers** and **appointment dates**.
3. **Enter all** telephone callbacks, follow-ups, and meeting or interview appointments **in your agenda**.

Confirming your choices: evaluate your E.S.P.

How will you **research** these jobs? Which **businesses** and workers will you visit? Where can you get **information** on these professions? (Library? Interviews? Internet? etc.)

Education: How will you acquire the **necessary knowledge** and **skills**?

Suitability: What kinds of jobs, volunteer work, or hobbies have you had that **support your goal**? Which **school subjects** indicate **your interest**?

Personality and Drive: Why do you want this **career** or **profession**? Where can it **lead you**? How will you **grow in it**?



What Does an Employer Really Want?

HOW to read an employment ad. What's an ad really saying?

Spend a moment analyzing it:



Most of the time, this is a **commission job** in sales.

May be a **new company** with a high employee turnover rate. **Beware!** Check them out **before** responding.

The guarantee is usually good only as long as your **sales remain** above a certain level. *If you coast, you're toast!*

If you're not the **"right person"**, you will have wasted a **lot of time**, probably spent your **own money**, and certainly lost income potential.

They don't want to see a **resume**. They want to **hear your voice** to determine if you are **convincing on the phone**. They also might not have the means or desire to read, evaluate, and store job resumes.

ENERGETIC SELF-STARTER
wanted by progressive company

- *Guaranteed income*
- *Excellent opportunity for the right person*

CALL FOR APPOINTMENT: 735-8076

How about this one?

The company wants **someone young** because the job is **entry-level** (doesn't require experience). "Hard-working" may refer to the student's **work habits at school**. An employer wants to be sure that a student will not **jeopardize grades** while working part-time.

The **working hours** have been tailored to suit your **responsibilities at school**. It is possible that you would not be working full eight-hour days, and you would have **time to do homework**.

This **describes the job**. You will be taking orders directly from one person who will be **training and supervising you**. You probably will not be dealing with the public.

Some **physical work** is involved. Find out how much and if you are **suited for it**.

There is no guesswork about remuneration. You know **how much** you can expect to **earn** if you put in the hours.

Keyboarding, **data entry** required. Not complicated.

The company expects to see a **neat, organized resume** free of typing and spelling mistakes. It should come from a conscientious, **responsible student**. Although not requested, you should send a **cover letter** with it.

Transportation should not be a problem.

Hard-working student
to assist stock manager weekends

- Central location
- Some computer entry
- Must be fit
- Minimum wage

FAX RESUME: 835-4930

A Model Resume

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FOR

PLACEMENT

Name target: in bold
Return address, phone (add fax, email if applicable)

Identify document
What kind of work are you looking for?
Experience: jobs and structured volunteer work
Marketable capabilities
School and other courses
Interests

Martha Cavernet
6873 North Prospect Avenue
Davisville, MD 20989
(301) 425-0138

RESUME

GOAL:

- A weekend part-time job that will enable me to use my organizational and people skills.

EXPERIENCE:

- **Cole's Supersave**, Morgantown, July-August 1999
 - Supermarket bagger and assistant cashier
- **Inner Harbor Restoration Display**, Baltimore, March-August 2000
 - Committee assistant, set-up, and tour guide (weekends and summer)
- **Eventide Home and Baysshore Community Center**, Dante's Reach, May 2001 to present
 - volunteer caregiver
 - filing, appointments

SKILLS:

- Retail Business:
 - stock-keeping
 - cashier
- People Skills:
 - communication and interaction
 - caring for the elderly and bedridden
 - peer leadership:
 - captain, volleyball and field hockey
- General:
 - organization and record-keeping
 - computer: MSWord, Excel, data entry

EDUCATION:

- **South West Secondary School**, Davisville
 - Grade 11 (completed)
 - concentration: pre-med
 - minor: communications
- **Proscenium Academy**, Davisville
 - Diploma in Theater and Mime

HOBBIES AND COMMUNITY:

- Reading, videos
- Team sports, bicycling, horseback riding
- Chess



Here's a hint

PREMIER™

Use the **same tips** in evaluating an **employment ad** to help you listen to what the company is **looking for during your** interview. This will give you a more **realistic** idea as to whether you and the job are right for each other. You will also be able to **tailor your answers** more appropriately.

Application

FOR COVER LETTER

<p>Name larger, in bold. Return address, phone (add fax, e-mail if applicable)</p> <p>2 spaces</p> <p>Date</p> <p>2 spaces</p> <p>2 spaces</p> <p>Reference</p> <p>2 spaces</p> <p>Salutation</p> <p>1 space</p> <p>Introduction</p> <p>Rationale: Why you should be hired.</p> <p>Action: What comes next.</p> <p>Thank you</p> <p>Closing</p> <p>Signature</p> <p>Type your name</p>	<p>Martha Cavernet 5873 North Prospect Avenue Davisville, MD 20689 (301) 425-0138</p> <p>April 22, 2004</p> <p>Mr. Donald Lindqvist, Proprietor Dawn Valley Pharmacy 627 Dawn Valley Parkway Davisville, MD 20947</p> <p><u>Re: Job Application, Stock Clerk</u></p> <p>Dear Mr. Lindqvist,</p> <p>I am enclosing my resume as you requested.</p> <p>Since the new town subdivisions have opened, I have noticed that your store has been much busier, particularly on weekends. I am available at this time to stock shelves, maintain records, and perform other duties. I can even make deliveries on my bicycle and help with displays. As my resume shows, I am trustworthy, capable, energetic, and a quick learner.</p> <p>I will call you next Tuesday at 10:00 a.m. to discuss this matter further with you.</p> <p>Thank you for your consideration.</p> <p>Yours truly,</p> <p>Martha Cavernet Martha Cavernet</p>
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Do your homework **PREMIER**™

When applying for a **career position**, or even a **responsible part-time job**, improve your chances of being hired by **learning about the company**. What is it known for? What are its goals? Is it product- or service-oriented? Present yourself to show how you will **contribute** to its **growth** and **success**.

FOLLOW THE STEPS TO SUCCESS!