



HIGH SCHOOL

Career Portfolio

THE COMPLETE COMPANION PIECE

TO THE CAREER SUCCESS WORKBOOK



Excellent
Content



Activities



Real World
Application

High School Career Portfolio

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How to Use this Resource

The *High School Career Portfolio* is meant to be used in conjunction with the *Career Success* publication made by the Texas Workforce Commission. Each section of this document will match a section of the *Career Success* workbook with the same heading or title. Use this document to collect your responses to questions or activities aligned with the content in *Career Success*. Save the *High School Career Portfolio* for your records and as a reminder or motivator of your goals, interests, and intentions.

At any time, you can access online tools and other publications and resources from the Texas Workforce Commission by accessing our website at lmci.state.tx.us. Use these resources to complete career assessments, career exploration, and career research to complete the activities in this document or to simply collect the information needed to fill in the blanks of this Career Portfolio (CP). It has been made into a fully interactive and digital document so that you can answer questions or complete sections and save the information, return to it to add more information, and change answers at a later date.

If you do not have access to Wi-Fi or a computer, call our automated, 24-hour Career Hotline at 1-800-822-7526. Leave your name, physical address, and up to three occupations you are interested in learning more about. We will do the research for you, then mail you a copy of an Occupation Summary report for each of the jobs. You can use these reports to complete the activities and data collection portions of this CP. Though you can only ask about 3 career titles when you call, you can call us as many times as you need to get the information you want. Therefore, if you ever change your mind about your careers of interest, you still have our help at your fingertips.

We hope you not only enjoy using this *High School Career Portfolio* and the activities included within it, but we hope you also find it to be useful for your career and after-high school exploration and planning.

What is Your Plan?

YOUR SHORT-TERM PLANS

Everyone should have a plan for where they are headed in life that includes short, middle, and long-term goals. What are your plans or goals? Answer the following questions to work through some short-term plans and considerations:

Fill in the blanks to name 3-5 goals you want to reach/accomplish by the time you graduate from high school:

1 _____

2 _____

3 _____

4 _____

5 _____

Are there any challenges you may face in reaching these goals? Choose one. _____ Yes _____ No

If so, what are they? Fill in the blank.

How might you work past those challenges?

Fill in the blank to name 3-5 adults you know you can turn to for guidance and advice.:

1 _____

2 _____

3 _____

4 _____

5 _____

WHAT ARE YOUR MID AND LONG-TERM PLANS AFTER HIGH SCHOOL?

What would be your ideal experience after high school? Choose any that apply.

College

Workforce Training

Military

Get a job

Registered Apprenticeship

Other

If Other, please fill in the blank to describe.

Fill in the blank to name 3-5 goals you want to reach/accomplish 5-7 years after high school:

1 _____

2 _____

3 _____

4 _____

5 _____

Fill in the blank to name 3-5 goals you want to reach/accomplish as a working adult:

1 _____

2 _____

3 _____

4 _____

5 _____

Are there any challenges you may face in reaching your goals? Choose one. _____ Yes _____ No

If so, what are they? Fill in the blank.

How might you work past those challenges? Fill in the blank.

Fill in the blank to name 3-5 adults you know you can turn to for guidance and advice:

1 _____

2 _____

3 _____

4 _____

5 _____

Where do you envision yourself being in 10 years? Fill in the blank.

What does your ideal adult life look like? Fill in the blank.

AN EFFECTIVE WAY TO PLAN

Every effective plan requires some decision making, so you know what you are committing to. As you read through the chapters of *Career Success*, come back here and describe some actions you may take in each of the following steps of the decision-making process. Fill in the blank.:

Engage _____

Understand _____

Explore _____

Evaluate _____

Act _____

Reflect _____

TAKE RISKS, DON'T FEAR MISTAKES

Fill in the blank to name two different ways mistakes can be beneficial to you:

1 _____

2 _____

Fill in the blank to name 3-5 “mistakes” you have made in your life so far that have taught you important lessons:

1 _____

2 _____

3 _____

4 _____

5 _____

Describe how you were able to think logically about your mistake, and take the lesson you learned, to change your behavior, beliefs, and actions of others. Fill in the blank.:



DROP OUT OF CHOOSING

Have you considered or are currently considering, dropping out of high school?

Choose one. _____ Yes _____ No

Will this solve all your problems? Choose One. _____ Yes _____ No

Continue to the next page for the rest of the activity.

If you answered yes, explain why you think this, and how (specifically). Fill in the blank.

FUNDAMENTALS OF MAKING DECISIONS

Fill in the blanks as needed.

Which part of the brain controls logical thinking? _____

Which part of the brain controls emotional thinking? _____

How many parts of the brain can be activated at a single time to process information? _____

Can someone think logically and emotionally at the same time? _____ Yes _____ No

Which system in the brain is best to use when making important decisions? _____

If you find yourself feeling and thinking emotionally but you need to make important decisions, is there a way to switch your thinking so you are weighing information in a logical way? Choose One. _____ Yes _____ No

DECISIONS—EMOTION OR LOGIC?

Directions: Most decisions are made based on emotions or feelings. The following students have made decisions. Some were made based on emotion, and some on logic. If their decisions were made based on emotion, choose the box next to E. If the decisions were made based on logic, choose the box next to L instead.

_____ E _____ L Alejandro is buying a new pair of jeans for the football game because he doesn't have a pair of jeans like those his friends will be wearing.

_____ E _____ L Zeena wants to be a carpenter, but it not taking shop because the teacher, Mr. Zulouski is strict.

_____E_____ L Mariela takes a career assessment to figure out her college major. Her counselor helps her learn the requirements for her career. She now knows what she wants to major in, and which engineering programs to apply to.

_____E_____ L Praneel wants to be a computer programmer to create video games, but his dad thinks he should be an accountant because he is really good at math. Praneel is worried about making his father proud, so he pursues a career as an accountant.

_____E_____ L Mr. Munson gave Hayao a low grade on an essay. Hayao has decided not to do the next assignment.

_____E_____ L Greta learned about healthcare careers in class. She did some research using Texas Career Check online and found a job she thinks she'd like. She has requested information from a local college about their physical therapy program.

_____E_____ L As a sophomore, David didn't pass his college assessment exam, so he couldn't take any dual credit classes his junior year. David worries he won't pass again, so he decides not to retake it this year, and misses the chance to take dual credit classes his senior year as well.

_____E_____ L Jhumpa was offered two different seasonal jobs for the summer, one as a research assistant in a company she hopes to work for some day, and another at her favorite amusement park. She took the job at the amusement park because summers are meant to be fun!

_____E_____ L Asher wants to be a veterinarian one day. He decided to volunteer at the Humane Society, cleaning cat and dog kennels so that he can use it as experience on his resume.

MY PLAN: JOSEPHINA

Hi, my name is Josephina. After I graduate from high school, I plan to go to Texas State Technical College in West Texas. I spoke to my counselor and we decided that since I want to be a paramedic, TSTC would be a good choice. I'll be able to live at home and commute to school. That means I can save money to pay for school or a car. We'll see. I'm a little worried because I only took three science classes during high school, but I am prepared to take a few pre-requisite classes in my first year of community college to catch up if I need to. Rate this plan from 1 star (needs work) to 5 stars (success) and explain why you picked this rating. Choose only one rating.

_____ 1 Star _____ 2 Stars _____ 3 Stars _____ 4 Stars _____ 5 Stars

Why did you give Josephina this rating? Fill in the blank.

Step 1: Engage

Explore the following sections to collect information about yourself, your motivations, your interests, and your talents and how those might relate to future career opportunities.

WHAT IS YOUR CONTRIBUTION?

DISCOVER YOUR PASSIONS AND INTERESTS

Answer the following questions to better understand what interests, passions, and potential purposes will drive you in your future life:

What is one problem in the world you would like to solve? Fill in the blank.

What would you like to contribute to your community or the world in general? Fill in the blank.

Place a checkmark any of the following items below that you would find motivating, or you would be willing to do on a regular basis:

<input type="checkbox"/> Advising/Counseling others	<input type="checkbox"/> Learning how things grow
<input type="checkbox"/> Advocating for others	<input type="checkbox"/> Making money
<input type="checkbox"/> Being creative	<input type="checkbox"/> Making music
<input type="checkbox"/> Curing or treating illnesses	<input type="checkbox"/> Making things
<input type="checkbox"/> Always learning something new	<input type="checkbox"/> Organizing activities
<input type="checkbox"/> Being a good role model	<input type="checkbox"/> Presenting/Public speaking
<input type="checkbox"/> Being a productive person	<input type="checkbox"/> Preserving the planet
<input type="checkbox"/> Developing new technologies	<input type="checkbox"/> Providing safety/protecting others
<input type="checkbox"/> Effectively communicating	<input type="checkbox"/> Providing something of value to others
<input type="checkbox"/> Exploring other cultures	<input type="checkbox"/> Running my own business
<input type="checkbox"/> Helping others be healthy	<input type="checkbox"/> Serving others
<input type="checkbox"/> Helping people or animals	<input type="checkbox"/> Solving Problems
<input type="checkbox"/> Investigating new things	<input type="checkbox"/> Teaching others
<input type="checkbox"/> Leading others	<input type="checkbox"/> Working with computers
<input type="checkbox"/> Learning about the outdoors	<input type="checkbox"/> Writing things

Continue to the next page for another activity.

Take a look at some of the items you chose on the list above. Pick one and explore ways in which you can incorporate this kind of purpose into a form of work you can do in the future. Write about it. Fill in the blank.:

Pick one to two more of these functions and explain how you can also use them in work. Fill in the blank.:

Fill in the blank to name 3-5 things you would like to learn how to do:

1 _____

2 _____

3 _____

4 _____

5 _____

Fill in the blank to name 3-5 jobs you know the names of and what they do for work:

1 _____

2 _____

3 _____

4 _____

5 _____

Fill in the blank to name 3-5 jobs adults in your life have/have had that you think are interesting:

1 _____

2 _____

3 _____

4 _____

5 _____

Fill in the blank to name 1-3 jobs can you envision yourself doing as an adult:

1 _____

2 _____

3 _____

GET HELP FROM PEOPLE WHO KNOW YOU

Other than your school counselor, who are some others who can help you weigh your options and help you make good decisions for your future? Choose any that apply.

Your parents Teacher (past and current)

Trusted adults in your life Other relatives

Neighbors

Friends

Mentors

Co-workers

Grandparents

A Boss

Reach out to these individuals to see what guidance or advice you can get from them.

MY PLAN: AMIRA

Hi, my name is Amira and I plan to go to college. I'm not sure which college I'm going to enroll in, or what will be my major. I haven't found something I like, so I hope it comes to me soon. I graduate from high school in two years. If all else fails, I'll pick a university where most of my friends will attend to go there. Then after taking some classes, I'm sure I'll be able to pick a major.

Rate this plan from 1 star (needs work) to 5 stars (success) and explain why you picked this rating.

1 Star 2 Stars 3 Stars 4 Stars 5 Stars

Why did you give Amira this rating? Fill in the blank.

EDUCATION AND MONEY—CONNECTION

According to the Bureau of Labor Statistics, high school dropouts earn the lowest wages and make up the highest percentage of unemployment on average, in comparison to others with a high school diploma or higher attainment of education. In fact, check out the following statistics:

In the United States in 2019, individuals aged 25 and older without a high school diploma had an unemployment rate of 5.4% and earned an average of \$592 a week. High school graduates at the same time had an unemployment rate of 3.7% and earned an average of \$746 a week. For those with an Associate degree (about 2 years of college training after high school) their unemployment rate was only 2.7% and they earned an average of \$887 a week. As the levels of education increase, the unemployment rates continue to drop while the weekly earnings increase.

Consider how dropping out may seem appealing to solve problems in the short-term or immediate situation, while in the long-term your earning potential and opportunities to have work will increase if you complete your high school journey and push yourself to earn education or training credentials beyond high school. With this in mind, let's explore some other options that may be more beneficial for you.

What might be some better solutions? Choose all of the options that interest you:

<input type="checkbox"/> Attending a different school	<input type="checkbox"/> Graduating, but doing it quickly
<input type="checkbox"/> Enrolling in an online school	<input type="checkbox"/> Having a mentor who can advise me
<input type="checkbox"/> Getting a job, doing school part time	<input type="checkbox"/> Living somewhere else
<input type="checkbox"/> Getting my GED instead of a diploma	<input type="checkbox"/> Taking more interesting classes
<input type="checkbox"/> Going to night school	<input type="checkbox"/> Taking Summer classes to finish early

If you checked *any* of the above options, visit your school counselor to discuss the options available to you regarding dropout prevention.

GO SHOPPING WITH TEXAS REALITY CHECK

WILL YOUR PREFERRED JOB SUPPORT THE LIFESTYLE YOU WANT?

Consider these three basic questions

1. What kind of lifestyle do I want for myself?
2. How much will that lifestyle cost me?
3. What jobs both interest me and pay for the lifestyle I want?

Visit the TWC's Texas Reality Check tool by going to TexasRealityCheck.com. Think about these questions as you complete the steps below and fill in the blanks with information collected using the website.

1. What Texas city did you select to live in?

2. Evaluate your total monthly expenses.
3. Email the results to yourself for future use.
4. Find the **Minimum Salary** for your life in the city of your choice. It is located on the right side under the red bar. What is your minimum required salary?

5. Based on your brainstorming about your desired career/occupation, can you afford the lifestyle choices you made? Choose one. _____ Yes _____ No

Select the **GREEN Explore Occupations** bar. You will see all the careers that pay the minimum salary required for your lifestyle choices. Scroll through them. You can also use the drop-down boxes at the top of the page to filter the results. Select one occupation that you feel would be a good choice for you.

Double click on your occupation selection. Using the information provided on that page complete the following questions. Fill in the blanks.:

Occupation Title: _____

Annual Salary: _____

Hourly Wage: _____

Summary of job description:

What is the education attainment method of entry for this occupation? Choose any that apply.

Certification/License

Master's Degree

Associates Degree

Professional Degree

Bachelor's Degree

Other

Based on the Labor Market Information available here, fill in the blanks.:

- The percentage change in the number of jobs available from 2016-2026: _____
- Did the number increase or decrease? _____
- By what percentage? _____
- How many annual average job openings are there? _____
- How many average openings are there per year, due to growth? _____

If you would like more information about this occupation including job skills, working conditions, licensing, certifications and more, click on the “Review ...at Texas Career Check” on the right side of your screen next to the “Labor Market Information” box.

MY PLAN: TERRENCE

Hi, my name is Terrence, and my plan is to become a video game designer. I've done some research and found out that Texas is second in the nation in video game employment. Right now, I have to decide between a four-year or a two-year college. Obviously, the four-year school will cost more and take longer. I want to make sure I pick the right school. I have an appointment to talk with my guidance counselor—hopefully she will point me in the right direction.

Rate this plan from 1 star (needs work) to 5 stars (success) and explain why you picked this rating. Choose only one.

1 Star 2 Stars 3 Stars 4 Stars 5 Stars

Why did you give Terrence this rating? Fill in the blank.

THINK BEFORE YOU POST ONLINE

Do you use any social media sites and/or apps? Choose one. Yes No

Is your profile currently set to be viewed by the public, or a private setting? Choose one.

Public Private

Have you ever posted any of the following kinds of posts? Choose all that apply:

<input type="checkbox"/> Any criminal behavior	<input type="checkbox"/> Posting provocative photos
<input type="checkbox"/> Boasting about drinking or drug use	<input type="checkbox"/> Sharing confidential information
<input type="checkbox"/> Gossiping about others	<input type="checkbox"/> Speaking badly about others
<input type="checkbox"/> Lying about skills or talents you have	<input type="checkbox"/> Using a lot of inappropriate language
<input type="checkbox"/> Lying about things you have been doing	<input type="checkbox"/> Using unprofessional profile names

If you checked any of the boxes above, you might want to reconsider what you have been posting in your social media account. Remember, that future college or career recruiters and

hiring managers may be able to see your social media history and use this as a means to decide to accept your admission request to their campus or offer you a job. How you present yourself now matters in the future too.

Step 2: Understand

To discover the best occupation to fit your future, you need to do some work to learn more about yourself. Answer the following questions to start this self-discovery journey. Continue to the next page for an activity.

KNOW YOURSELF

Fill in the blanks to describe yourself in 3-5 words:

1 _____

2 _____

3 _____

4 _____

5 _____

What 3-5 words do you think others would use to describe you? Fill in the blanks.:

1 _____

2 _____

3 _____

4 _____

5 _____

Fill in the blanks to name 3-5 activities you enjoy doing the most:

1 _____

2 _____

3 _____

4 _____

5 _____

How do you prefer to spend your free time? Fill in the blank.

Do you prefer working with muscle power or brain power more? Choose one.

Muscle Power Brain Power

What level of education or training *after* high school are you willing to work on/financially invest in/dedicate time and effort to complete? Fill in the blank.

WHAT ARE YOU GOOD AT?

Fill in the blank to name 3-5 things you believe you are good at:

1 _____

2 _____

3 _____

4 _____

5 _____

Fill in the blank to name 3-5 specific activities or projects/tasks you know you could complete and do well:

1 _____

2 _____

3 _____

4 _____

5 _____

TELL ME WHAT I AM GOOD AT

According to the conversations you had with several trusted people in your life, record some of the responses you got from them to the following questions about yourself. Compare these observations with your own responses above.

What did others think you are good at, or what were some things they noticed you do really well? Fill in the blank.

What projects or assignments at home or school have you completed well? Fill in the blank.

What did you do that others found impressive? Fill in the blank.

Continue to the next page for the rest of the activity.

What topics do you tend to talk about often (and may seem passionate about)? Fill in the blank.

Are there any other comments or observations they shared with you that you would like to save? Fill in the blank.

TELL ME WHAT I AM GOOD AT—PART II

Answer the following questions about yourself to prepare for the activity coming next:

What do you like to do on the weekends when you have nothing else going on? Fill in the blank.

If you were guaranteed success in life, what would you do? Fill in the blank.

What are your top 3 favorite school subjects? Fill in the blanks.

1 _____

2 _____

3 _____

What school clubs have you joined, and why? Fill in the blanks.

1 _____

2 _____

3 _____

UNCOVER YOUR INTERESTS USING TEXAS CAREER CHECK AND OTHER TOOLS

Go to the Texas Career Check website at TexasCareerCheck.com and complete the following steps:

1. Click “Explore Careers” at the top. In the drop-down menu, click on “Interest Profiler” and follow the instructions on the screen.
2. The profiler will take you through 60 different questions/examples of work activities. Describe how willing/unwilling or interested/uninterested you are in each of these work activities.
3. When you are done, the profiler will provide you with profiler scores based on six different characteristics.

Enter your Assessment results (score number) below.

Realistic

Investigative

Artistic

Social

Enterprising

Conventional

Based on your assessment results, write 3 occupation titles that interest you. Fill in the blanks.

1

2

3

Select one occupation title to explore. Fill in the blank.:

Go to your occupation results based on your Interest Profiler assessment and click on this occupation title.

Read the Occupation Summary Report for this job and complete the following information:

Write a 1-2 sentence basic job description. Fill in the blank.:

What is the average salary for this occupation? Fill in the blank. _____

At what rate is this occupation expected to grow? Fill in the blank. _____

What level of education do you need to do the job? Fill in the blank. _____

What endorsement is connected to this job? Fill in the blank. _____

Click on the tasks button and list the first five tasks on the summary report. Fill in the blanks.:

1 _____

2 _____

3 _____

4 _____

5 _____

Click on the Employment Outlook tab.

Is this career growing? Choose one. _____ Yes _____ No

What is the expected number of annual employment openings? Fill in the blank.: _____

Explore the Occupation Summary Report and name 5 things about this career you did not know. Fill in the blanks.:

1 _____

2 _____

3 _____

4 _____

5 _____

Scroll down to Knowledge, Skills, and Abilities; write down the top 3-5 items from these 3 lists that you think are most important. Fill in the blanks.:

Knowledge:

1 _____

2 _____

3 _____

4 _____

5 _____

Skills:

1 _____

2 _____

3 _____

4 _____

5 _____

Abilities:

1 _____

2 _____

3 _____

4 _____

5 _____

Which skill do you believe is the most important? Fill in the blank.:

Fill in the blanks to name 3 traits you have that would make this career a good fit for you.:
1 _____
2 _____
3 _____

Click on the Other Titles tab and list 3 to 5 additional careers that are related to this occupation. Highlight any job titles you may want to learn more about. Fill the blanks.:
1 _____
2 _____
3 _____
4 _____
5 _____

Is this career one you might like to pursue? Choose one. _____ Yes _____ No

For every additional job you are interested in, repeat the steps above and answer the same questions on separate sheets of paper and save them with this portfolio.

Feel free to complete additional career assessments using the following websites and see if you get the same or different career recommendations based on the results you get from answering different questions. Collect the same information listed above (on separate sheets of paper) based on any additional occupation titles that interest you.

RoadTrip Nation: <https://roadtripnation.com/roadmap>

My Next Move: <https://mynextmove.org/>

Map My Grad: <https://mapmygrad.org/takethequiz>

MY FUTURE ACTIVITY:

Now that you have collected information for one or more occupations you may be interested in, answer the following additional questions to see how you can start working on building your future skills right now.

What school activities or clubs can you participate in that can prepare you for your future career? Fill in the blanks.

What activities can you participate in within your community that may prepare you for a future job? Fill in the blanks.

List at least 3 courses you can take in high school to help develop your skills in this career field. Fill in the blanks.:

1 _____

2 _____

3 _____

Continue to next page for the rest of the activity.

Identify how participating in these activities, clubs, or classes can help you build skills, knowledge or experiences that can help prepare you for your future career. Fill in the blank.:

MY PLAN: KOJI

Hi, my name is Koji and my plan is to enlist in the Air Force because I really want to fly planes. I am in the JROTC at school and am researching what to do to become an Air Force Pilot. I visited the Air Force website and was shocked to learn there was more to the Air Force than flying. They have many different careers. I have talked to a recruiter, and she is helping me through the process. I am working on keeping in shape so when I go to basic training, I will be able to handle anything they throw at me.

Rate this plan from 1 star (needs work) to 5 stars (success) and explain why you picked this rating. Choose one.

1 Star 2 Stars 3 Stars 4 Stars 5 Stars

Why did you give Koji this rating? Fill in the blanks.

TIME TO GRADUATE

Which endorsement did you choose? Choose any that apply.

Arts & Humanities

Public Service

Business & Industry

Science, Technology, Engineering
and Mathematics (STEM)

Multi-Disciplinary

Take a look at page 3 of the bulletin. List a few of your career clusters of interest that are related to the endorsement you have selected. Fill in the blank.:

Review the information provided on pages 6-7 of your bulletin and answer the following:

Which Graduation plan are you interested in? Choose any that apply.

Foundation only

Foundation + Endorsement

Distinguished Level Credits

Continue to the next page for the rest of the activity.

Write down some important considerations or specifics that led you to select this graduation plan. Fill in the blank.:

Which Performance Acknowledgements are you interested in? Choose any that apply.

- AP/IB exams
- Bilingualism and biliteracy
- Business/Industry certifications or licenses
- Dual Credit
- PSAT, ACT-PLAN, SAT, or ACT

Now review page 8 of the bulletin and indicate which courses you might be interested in exploring. Fill in the blanks.:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Now review the bulletin as a whole and the lists provided on pages 4-5. Write down all of the occupation titles you would like to explore using the Texas Career Check website. Be sure to go

to the site and collect information about these careers so that in the future you can compare them to other career information you have already collected. Fill in the blanks.

YOUR GRADUATION PLAN

Go to the Map My Grad website (<https://mapmygrad.org/gradplanner>) created by Texas OnCourse. Follow the prompts in the Map My Grad tool to document your own graduation plan.

When this is complete, be sure to share the information in this section, and the graduation plan you put together in Map My Grad with your school counselor.

Step 3: Explore

In your own words, what is a career cluster? Fill in the blank.:

1. **What is the primary purpose of the study?** (e.g., to evaluate the effectiveness of a new treatment, to explore the relationship between two variables, to describe a population, etc.)

Which career clusters interest you? Fill in the blanks.

On the cluster pages, which programs of study interested you? Fill in the blanks.

On the cluster pages, which sample occupation titles interested you? Fill in the blanks.

CAREER WEB ACTIVITY:

Let's take a minute to explore the large variation of jobs available within different industries or those with a common goal.

Pick up an item sitting close to you right now. Any item will do. Your phone, a pen, a textbook, or even a banana. Set it aside as we will use it in a minute.

It took many different people, in many different careers, with a lot of different skills and knowledge in order to create the item you just listed. Consider all of the occupations, skills, and knowledge it would take to not only idealize, but to create this item, and get it into the hands of consumers like you.

For example, think about your favorite string cheese. There is a farmer who raises the cows from which the milk is sourced. Factory owners acquire that milk, which is turned into string cheese by the factory workers, then the cheese is packaged in the factory as well. Next, truck drivers take the packaged product to different retail stores. Finally, there are retail store

workers who stock and sell the string cheese to you. Many of these careers rely on each other to ultimately get the product to you.

Now grab the item you selected a few minutes ago and complete the following steps:

Write down the name of your item here. Fill in the blank.:

Brainstorm the job title(s) that would be appropriate for the following tasks:

Who designs the item? Fill in the blanks.

Who creates the material to make the product? Fill in the blanks.

Who makes/produces the item? Fill in the blanks.

Who packages the item? Fill in the blanks.

Who ensures consumers know about the item? Fill in the blanks.

How is the item made available to you and others? Fill in the blanks.

Who will sell you the item? Fill in the blanks.

Which occupations are reliant on others to do their work? Fill in the blanks.

How do these jobs work together to get products to consumers? Fill in the blank.

If it helps you to visualize better, grab a separate sheet of paper and write the name of your product in the middle. Surround the product name with the names of occupations who take the product from conception to consumption and connect the job titles that rely on each other with a straight line.

ADDITIONAL OPTIONS

Review the many options you have available to you after high school which are described in this Additional Options section. Which ones interest you? Fill in the blanks.

Take time to talk to your parents and school counselor about the options you are interested in.

REGISTERED APPRENTICESHIP

What did you learn about apprenticeships that you didn't already know? Fill in the blank.

Go to the national apprenticeship website at apprenticeship.gov. Under the “Career Seekers” tab select “Become an Apprentice” in the drop-down menu and explore the information provided.

What are some of the benefits of being an apprentice that appeal to you? Fill in the blanks.

Continue to the next page for another activity.

Now click on the “Apprenticeship Finder” button at the bottom of the page. Enter your zip code in the appropriate box and click the Search button. Which Apprenticeship opportunities currently available in or near your location are you interested in? Fill in the blanks.

ENTREPRENEURSHIP

What did you learn about Entrepreneurship that you didn't already know? Fill in the blanks.

Which steps in the plan to start a business do you think you can already do well? Fill in the blanks

Which steps in the plan to start a business do you think you will need help/training with? Fill in the blanks.

If you could start a business, what kind of product or service would you offer? Fill in the blanks.

MILITARY SERVICE

What did you learn about military service that you didn't already know? Fill in the blank.

Have you considered a career in the military? Choose one. Yes No

Which branch(es) of the military are you interested in? Check all that apply.

Air Force

Marines

Army

Navy

Coast Guard

Are you interested in serving the military full-time or as a part-time reservist? Choose one.

Full time Reservist

Using the Texas Career Check website at TexasCareerCheck.com, click on the “Explore Careers” tab and select “Military Occupations” in the drop-down menu. Then click “Advanced Search” and select one branch of the military to explore the occupations available within that branch. Take the time to explore any of the occupations in the list that appeal to you and be sure to collect the occupation information from the Summary Report, so you always have it to look back on. Write it on a separate sheet of paper if necessary.

Continue to the next page for more activities.

TECHNICAL SCHOOL

What did you learn about technical school that you didn't already know? Fill in the blank.

If you prefer to do the majority of your learning by working on hands-on projects in classrooms that simulate a working environment (such as a restaurant kitchen, welding bay, or manufacturing plant) then a Technical college may be a great fit for you. Texas State Technical College (TSTC) is our state's largest Technical College district. Some of their campuses even offer housing options just like traditional university campuses. Go the TSTC website at tstc.edu and explore the programs available on each of their campuses.

Write down any programs available through TSTC that interest you along with the campus that program is available on. Fill in the blanks.

Is your program available on a campus which offers student housing options?

Choose one. _____ Yes _____ No

Continue to the next page for more activities.

INTERNSHIPS

What did you learn about Internships that you didn't already know? Fill in the blank.

1. **What is the primary purpose of the study?** (10 points)

VOLUNTEERISM

What did you learn about volunteering opportunities that you didn't already know? Fill in the blank.

Step 4: Evaluate

DO YOU HAVE ANY FAVORITES?:

Which occupation titles have you found so far that interest you? Fill in the blanks.

WORK USING NEW TECHNOLOGIES

Are you interested in an emerging occupation? Choose one. _____ Yes _____ No

Are you interested in any of the following industries? Choose one.

Advanced Technologies: _____ Yes _____ No

Advanced Manufacturing: _____ Yes _____ No

Aerospace, Aviation & Defense: _____ Yes _____ No

Biotechnology & Life Sciences: _____ Yes _____ No

Energy: _____ Yes _____ No

Information & Computer Technology: _____ Yes _____ No

Petroleum refining & Chemical Products: _____ Yes _____ No

What classes are you taking now or can take while you are in high school that can prepare you for work in these industries? Fill in the blanks.

MY PLAN: JAEDA

Hi, my name is Jaeda and my plan is to become a chef. My uncle has his own restaurant and I work there during the summer. I have learned it's a lot of fun, but also a lot of work. I did some research and in order to become a successful chef, I will go to school for two years, then

hopefully become an apprentice at a nice restaurant. One thing about being a chef is that there will always be work—people have to eat! My opportunities are endless; I could become a White House chef, host my own cooking show or open up my own restaurant.

Rate this plan from 1 star (needs work) to 5 stars (success) and explain why you picked this rating. Choose one.

_____ 1 Star _____ 2 Stars _____ 3 Stars _____ 4 Stars _____ 5 Stars

Why did you give Jaeda this rating? Fill in the blank.

FUTURE CONSIDERATIONS

Based on the occupations you are interested in; are there any job trends you need to be concerned about which may affect the number of career opportunities available in the future?

Choose one. _____ Yes _____ No

What are they? Fill in the blank.

What can you do to ensure you are more competitive for jobs in the future? Fill in the blank.

Step 5: Act

RANK YOUR FAVORITES

Write down 10 occupation titles you are interested in. Ensure they are ranked 1-10 with #1 being your favorite job title. It is OK if you have fewer than 10 selected. Fill in the blanks.

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

CAREER DESTINATIONS AND CONSIDERATIONS

FOUR-YEAR UNIVERSITY

Am I interested in this option after high school? Choose one. _____ Yes _____ No

Benefits to this plan. Fill in the blank.:

Considerations for this plan. Fill in the blank.:

Items to research on TexasCareerCheck.com about this option before I can make an informed decision. Fill in the blank.:

Any additional comments or items to research. Fill in the blank.

Who I can talk to for more guidance or information about this option. Choose any that apply.:

Parent(s) or another trusted adult

School counselor

Teacher

College advisor or recruiter

School librarian (They are amazing researchers.)

Other option. Fill in the blank.: _____

TWO-YEAR COLLEGE

Am I interested in this option after high school? Choose one. Yes No

Benefits to this plan. Fill in the blank.:

Considerations for this plan. Fill in the blank.:

Items to research on TexasCareerCheck.com about this option before I can make an informed decision. Fill in the blank.:

Any additional comments or items to research. Fill in the blank.:

Who I can talk to for more guidance or information about this option. Choose any that apply.:

Parent(s) or another trusted adult

School counselor

Teacher

College advisor or recruiter

School librarian (they are amazing researchers)

Other option. Fill in the blank.: _____

PRIVATE COLLEGE, CAREER COLLEGE, OR TECHNICAL SCHOOLS

Am I interested in this option after high school? Choose one. Yes No

Which schools of this type am I interested (and have I verified that they are an accredited college)? To verify a campuses accreditation, complete the following steps (This is a *critically* important step, so don't skip it!):

1. Visit www.twc.texas.gov
2. Hover over "Job Seekers & Employers" and select "Explore Training & Education".
3. Under "Find Occupational & Vocational Training," select the link beginning with, "Explore training opportunities..." or
4. Call the campus to speak to a representative to find out their accreditation status.

For each school below, fill in the blank for the campus and location.

Campus: _____ Location: _____

Are they accredited? Choose one. Yes No

Campus: _____ Location: _____

Are they accredited? Choose one. Yes No

Campus: _____ Location: _____

Are they accredited? Choose one. Yes No

Continue the activity on the next page.

Benefits to this plan. Fill in the blank.:

Considerations for this plan. Fill in the blank.:

Items to research on TexasCareerCheck.com about this option before I can make an informed decision. Fill in the blank.:

Continue the activity on the next page.

Any additional comments or items to research. Fill in the blank.:

Who can I talk to for more guidance or information about this option? Choose any that apply.:

Parent(s) or another trusted adult(s)

School counselor

Teacher

College advisor or recruiter

School librarian (they are amazing researchers)

Other option. Fill in the blank.: _____

APPRENTICESHIPS

Am I interested in this option after high school? Choose one. Yes No

Benefits to this plan. Fill in the blank.:

Considerations for this plan. Fill in the blank.:

Items to research on [Apprenticeship.gov](https://www.apprenticeship.gov) about this option before I can make an informed decision. Fill in the blank.:

Any additional comments or items to research. Fill in the blank.:

Who I can talk to for more guidance or information about this option. Choose all that apply.:

Parent(s) or another trusted adult

School counselor

Teacher

Local apprenticeship office

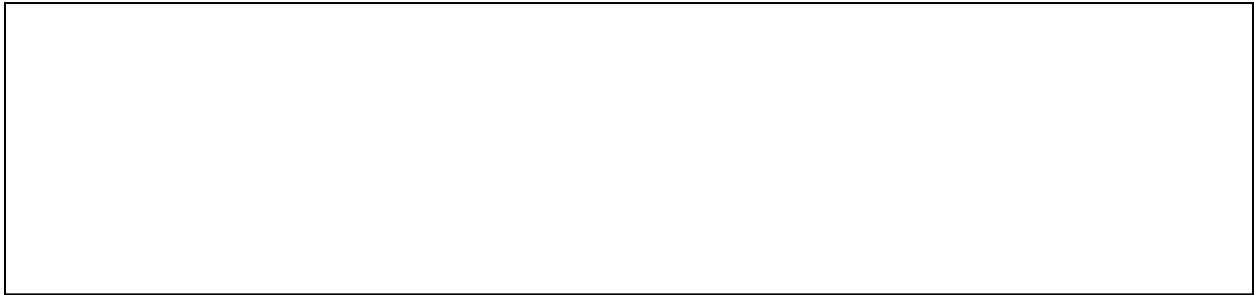
School librarian (they are amazing researchers)

Other option. Fill in the blank.: _____

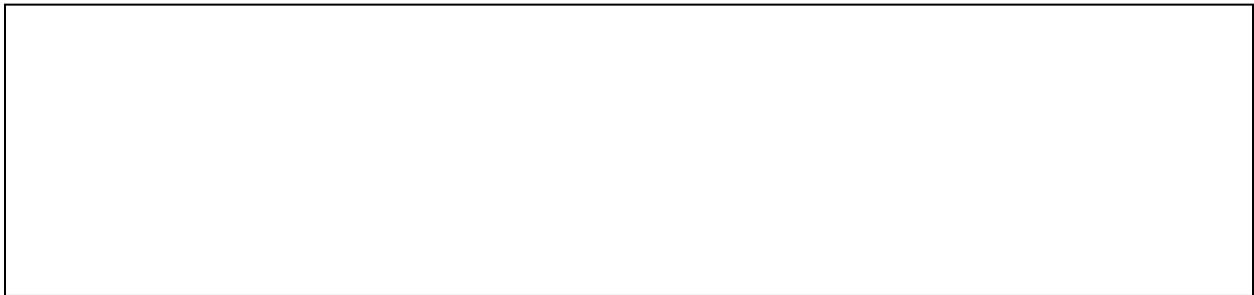
MILITARY SERVICE

Am I interested in this option after high school? Choose one. Yes No

Benefits to this plan. Fill in the blank.:



Considerations for this plan. Fill in the blank.:



Continue the activity on the next page.

Items to research in the military section of TexasCareerCheck.com about this option before I can make an informed decision. Fill in the blank.:

Any additional comments or items to research. Fill in the blank.:

Who I can talk to for more guidance or information about this option. Choose all that apply.:

Parent(s) or another trusted adult

School counselor

Teacher

Military recruiter

School librarian (they are amazing researchers)

Other option. Fill in the blank.: _____

ENTER INTO THE WORKFORCE DIRECTLY AFTER HIGH SCHOOL GRADUATION

Am I interested in this option after high school? Choose one. Yes No

Benefits to this plan. Fill in the blank.:

Considerations for this plan. Fill in the blank.:

Items to research on TexasCareerCheck.com about this option before I can make an informed decision. Fill in the blank.:

Continue the activity on the next page.

Any additional comments or items to research. Fill in the blank.:

Who I can talk to for more guidance or information about this option. Choose all that apply.

Parent(s) or another trusted adult

School counselor

Teacher

Adults you know who are currently working whom you can interview

School librarian (they are amazing researchers)

Other option. Fill in the blank.: _____

VOLUNTEERISM AND INTERNSHIPS

How can I leverage volunteer or internship opportunities for my future career or educational goals? Fill in the blank.

ARE YOU THE FIRST TO GO?

Are either one of your parents college graduates? Choose one. _____ Yes _____ No

Are you the first generation (or first sibling in your family) to consider going to college (or any other post-high school option you have selected)? Choose one. _____ Yes _____ No

Which options are you willing to try to get the help you need to easily transition into college or training after high school? Choose all that apply.

_____ Get your parent(s) or another trusted adult involved

_____ Do your own online research

_____ Get guidance from your school counselor

_____ Adults you know who are currently in college or a program that you are interested in whom you can interview

_____ Discuss your selected post-secondary option with friends who have a similar interest

_____ Other option. Fill in the blank.: _____

MY PLAN: CESAR

Hi, my name is Cesar, and my plan is to go to Dallas Community College. I chose a two-year school because I'm the first in my family to go to college. I want to take my basics and get an associate degree in emergency medical services. I spoke with my high school counselor and the DCC college counselor, and they told me that after I graduate, I could either try to get a job or transfer to a four-year school. Since I will be the first in my family to attend college, I can still get the education I want while making sure I can succeed.

Rate this plan from 1 star (needs work) to 5 stars (success), and explain why you picked this rating. Choose one.

_____ 1 Star _____ 2 Stars _____ 3 Stars _____ 4 Stars _____ 5 Stars

Continue the activity on the next page.

Why did you give Cesar this rating? Fill in the blank.

HOW TO PICK YOUR POST-HIGH SCHOOL PLAN

Now is the time to explore the options you have been considering for your after-high school experience. For each one you are interested in, write down the name of the institution and/or program, and answer the questions that follow. If you have more than 3 options you are exploring, answer the same questions on a separate sheet of paper. In a minute, you will be asked to list your selections in ranked order, from your favorite option to your least preferred.

OPTION 1

Option 1. Fill in the blank: _____

What programs of study (or training) do they offer that are related to your top career of interest? Fill in the blanks.

Is one of these programs best suited for your career of interest?

Choose one. _____ Yes _____ No

Which one? Fill in the blank.: _____

Does the institution/training program have job placement services?

Choose one. _____ Yes _____ No

On a scale of 1-5, how challenging are the following aspects of this program/institution? Choose one per aspect.

Admissions:	_____1	_____2	_____3	_____4	_____5
Coursework:	_____1	_____2	_____3	_____4	_____5
Costs:	_____1	_____2	_____3	_____4	_____5
Location:	_____1	_____2	_____3	_____4	_____5
Social Aspects:	_____1	_____2	_____3	_____4	_____5
Enrollment Size:	_____1	_____2	_____3	_____4	_____5
Time to Complete:	_____1	_____2	_____3	_____4	_____5
Class Size:	_____1	_____2	_____3	_____4	_____5
Other:	_____1	_____2	_____3	_____4	_____5
Other:	_____1	_____2	_____3	_____4	_____5
Other:	_____1	_____2	_____3	_____4	_____5

OPTION 2

Option 2. Fill in the blank: _____

What programs of study (or training) do they offer that are related to your top career of interest? Fill in the blanks.

Is one of these programs best suited for your career of interest?

Choose one. _____ Yes _____ No

Which one? Fill in the blank.: _____

Does the institution/training program have job placement services?

Choose one. _____ Yes _____ No

On a scale of 1-5, how challenging are the following aspects of this program/institution?

Choose one per aspect.

Admissions:	1	2	3	4	5
Coursework:	1	2	3	4	5
Costs:	1	2	3	4	5
Location:	1	2	3	4	5

Social Aspects:	_____1	_____2	_____3	_____4	_____5
Enrollment Size:	_____1	_____2	_____3	_____4	_____5
Time to Complete:	_____1	_____2	_____3	_____4	_____5
Class Size:	_____1	_____2	_____3	_____4	_____5
Other:	_____1	_____2	_____3	_____4	_____5
Other:	_____1	_____2	_____3	_____4	_____5
Other:	_____1	_____2	_____3	_____4	_____5

OPTION 3

Option 3. Fill in the blank: _____

What programs of study (or training) do they offer that are related to your top career of interest? Fill in the blanks.

Is one of these programs best suited for your career of interest?

Choose one. _____ Yes _____ No

Which one? Fill in the blank.: _____

Does the institution/training program have job placement services?

Choose one. _____ Yes _____ No

On a scale of 1-5, how challenging are the following aspects of this program/institution?

Choose one per aspect.

Admissions:	_____1	_____2	_____3	_____4	_____5
Coursework:	_____1	_____2	_____3	_____4	_____5
Costs:	_____1	_____2	_____3	_____4	_____5
Location:	_____1	_____2	_____3	_____4	_____5
Social Aspects:	_____1	_____2	_____3	_____4	_____5
Enrollment Size:	_____1	_____2	_____3	_____4	_____5
Time to Complete:	_____1	_____2	_____3	_____4	_____5
Class Size:	_____1	_____2	_____3	_____4	_____5
Other:	_____1	_____2	_____3	_____4	_____5

Other:	_____1	_____2	_____3	_____4	_____5
Other:	_____1	_____2	_____3	_____4	_____5

MY PLAN: JONATHAN

Hi, my name is Jonathan, and I love football. I want to be the next Tom Brady—he's won the most Super Bowls of any player! I can accomplish anything if I work hard, do well in school, and have a backup plan (just in case I suffer a career-ending injury during my historic football run). I decided in 8th grade to pursue the Business and Industry endorsement in high school. Then I can major in Business in college while I'm quarterbacking at a D1 university. If I get injured, then I'll get an MBA and start a steel manufacturing business.

Rate this plan from 1 star (needs work) to 5 stars (success) and explain why you picked this rating. Choose one.

_____1 Star _____2 Stars _____3 Stars _____4 Stars _____5 Stars

Why did you give Jonathan this rating? Fill in the blank.

LIST AND RANK YOUR EDUCATION OPTIONS

Now that you have had an opportunity to explore your options, let's rank those possibilities from your most to least preferred and insert the data for those options. Fill in the blanks.

FIRST CHOICE

#1 school or program name: _____

Admission requirements:

Location: _____

Cost per year: _____

Campus/Program life: _____

SECOND CHOICE

#2 school or program name: _____

Admission requirements:

Location: _____

Cost per year: _____

Campus/Program life: _____

THIRD CHOICE

#3 school or program name: _____

Admission requirements:

Location: _____

Cost per year: _____

Campus/Program life: _____

For any additional options, write on a separate sheet of paper.

UNDERSTANDING FINANCIAL AID

Do you believe any of the following? Choose one.

_____ Yes _____ No My parents/family earn too much money to apply for financial aid.

_____ Yes _____ No My grades aren't good enough to get financial aid.

_____ Yes _____ No I won't be selected for a scholarship.

_____ Yes _____ No Other limiting beliefs which would affect your chances of getting aid

Many students do not apply for financial aid for these and other reasons, simply because they do not understand how it works. Don't fall into that trap. You should *always* try to earn financial aid because every scholarship has different requirements and criteria, and you might be surprised at both what is available and what you qualify for.

In the meantime, the following are all possible sources of money to pay for your education or training beyond high school. Check off all those in the following list that you have invested, in as well as those you would be willing to explore more about or tap into for assistance. For any items that are unfamiliar, read more about them in the *Career Success* workbook.

- Part-time work while I attend school (both high school and beyond)
- Financial assistance from parents (if they can contribute)
- Educational or workforce training grants
- Educational or workforce training scholarships
- Work-study program while enrolled in college
- Student loans
- Tuition reimbursement through an employer (Be sure to research if your employer does this.)
- Other option. Fill in the blank.: _____

Have you completed your FAFSA? Choose one. _____ Yes _____ No

Need more explanation of some of these financial aid options? Take a look at our [financial aid brochure](#). If you need a digitally accessible version, download our [Microsoft Word version](#).

Want more help with learning how to manage your money? Check out the Federal Reserve Bank of Dallas' financial literacy resource called [Building Wealth](#).

Additionally, the following are some great resources to look into for help finding money to pay for college, and some of them you can start taking advantage of while still in high school. For any items that are unfamiliar, read more about them in the *Career Success* workbook. Check off those that you plan to investigate more thoroughly:

- Advanced placement courses
- Dual credit courses

- College/University financial aid offices
- Institutional scholarships
- Special programs/Grants
- Community & National organization funds
- Business firms/ Unions/ Ex-Military financial programs
- Military service
- Student loans

GOING TO COLLEGE? YOU PROBABLY NEED A JOB

Because a college education can be so expensive, many college students find themselves working part-time while attending school.

FIND A JOB

Not sure where to go to find job opportunities? There are actually a lot of great options to find part-time options for students. Check off any of the following potential industries you might be interested in to seek out part-time work opportunities, or list others that you have considered. Fill in the blanks for Other.

- Grocery stores
- Small businesses
- Corporate offices
- Fast food establishments and restaurants
- Retail stores
- Hotels and resorts

Tourist attractions

Golf and tennis clubs

Local merchants

Parks and recreation departments

Government summer job programs

Summer camps

Other: _____

Other: _____

Other: _____

Click on the following popular websites that specialize in helping teens find part-time work if you need additional help:

- [Snag a Job](#)
- [Groove Jobs \(by Indeed\)](#)
- [MyTXCareers.com](#)

THERE'S AN APPLICATION FOR THAT

Once you find job postings you are interested in, you will need to complete an application to be considered for it. Consider any work experience you already have and will collect later. As you fill out online and in-person applications, you can refer back to these pages to help you fill out that information. Fill out the blanks below.

COMPANY 1

#1: Company you worked for: _____

Job title: _____

Month & Year Started: _____ Month & Year Finished: _____

Top 5 tasks you performed in this role:

1 _____

2 _____

3 _____

4 _____

5 _____

COMPANY 2

#2: Company you worked for: _____

Job title: _____

Month & Year Started: _____ Month & Year Finished: _____

Top 5 tasks you performed in this role:

1 _____

2 _____

3 _____

4 _____

5 _____

COMPANY 3

#3: Company you worked for: _____

Job title: _____

Month & Year Started: _____ Month & Year Finished: _____

Top 5 tasks you performed in this role:

1 _____

2 _____

3 _____

4 _____

5 _____

COMPANY 4

#4: Company you worked for: _____

Job title: _____

Month & Year Started: _____ Month & Year Finished: _____

Top 5 tasks you performed in this role:

1 _____

2 _____

3 _____

4 _____

5 _____

Continue to the next page for another activity.

There are a lot of items you can work on now to help you prepare for searching for work and landing the job. Place a check by all of the recommendations you work on.

- Create a professional email address.
- Create a professional voice mail message on your phone.
- Review your social media presence to ensure it represents you professionally.
- Collect permission from adults you want to use as personal/professional references.
- Complete a practice application (on paper) to ensure your applications are neat and legible.
- Use the Pocket Resume during an interview. [Download the Pocket Resume PDF](#). If you need a digitally accessible version, download our [Microsoft Word version](#).

RESUME 101

Writing a great resume takes practice. In order to get better at it, we are going to complete a practice resume on someone else before we dig into the practice of writing one for yourself. You will build the components of a standard resume using a famous person or historical figure.

PRACTICE WRITING A RESUME: PART ONE

Select a famous person or historical figure you would like to research and do the following.

Instructions:

1. Set aside 10-15 minutes to do some background research on the person you have chosen.
2. Collect information about your person related to their educational and work experience or special awards and recognitions they have achieved.
3. Name the person you have selected below.
4. Answer the following items about that person (if they apply) in complete sentences.
5. Fill in the blanks.

Name of famous person/historical figure: _____

What city and state do they live in now? _____

What was their mission/purpose in life? _____

What was their highest education level? _____

Where did they graduate college from? _____

Where did they work before they were famous? _____

Where did they work after they were famous? _____

List any achievements: _____

List any professional organizations: _____

List any interests/passions: _____

List any known skills: _____

Now you can put all of this information together into a single document in a format that looks professional and easy to read. Feel free to Google search examples of professional resumes and select a format you would like to copy. Do your best to replicate that document.

Once you have found job postings you want to apply for, you will need to provide your resume along with any job applications. However, before you provide your resume to any employers, you want to make sure the resume specifically complements the job postings you are responding to. Take a close look at the job posting and collect the following information. Use a separate sheet of paper for any additional postings you need to record information for.

Continue to the next page for the activity.

POSTING #1

Fill in the blanks.

Name of Employer: _____

Position posted: _____

What skills are listed in the posting as required? _____

What skills are listed in the posting as preferred? _____

What additional skills do you have that would be a good fit for this job? _____

What licenses/ certifications/ specialized training do you have that would be useful in this role? _____

Once you complete your resume, answer the following questions before sharing it with the employer who posted this position. Choose one.

_____ Yes _____ No Did I tailor my resume to match the skills for this job posting?

_____ Yes _____ No Does the language in my resume match the posting exactly?

_____ Yes _____ No Are the skills I included in my resume accurate and things I can do?

_____ Yes _____ No Did I save this resume so I can use it again for similar postings?

POSTING #2

Fill in the blanks.

Name of Employer: _____

Position posted: _____

What skills are listed in the posting as required? _____

What skills are listed in the posting as preferred? _____

What additional skills do you have that would be a good fit for this job? _____

What licenses/ certifications/ specialized training do you have that would be useful in this role? _____

Once you complete your resume, answer the following questions before sharing it with the employer who posted this position. Choose one.

_____ Yes _____ No Did I tailor my resume to match the skills for this job posting?

_____ Yes _____ No Does the language in my resume match the posting exactly?

_____ Yes _____ No Are the skills I included in my resume accurate and things I can do?

_____ Yes _____ No Did I save this resume so I can use it again for similar postings?

POSTING #3

Fill in the blanks.

Name of Employer: _____

Position posted: _____

What skills are listed in the posting as required? _____

What skills are listed in the posting as preferred? _____

What additional skills do you have that would be a good fit for this job? _____

What licenses/ certifications/ specialized training do you have that would be useful in this role? _____

Once you complete your resume, answer the following questions before sharing it with the employer who posted this position. Choose one.

_____ Yes _____ No Did I tailor my resume to match the skills for this job posting?

_____ Yes _____ No Does the language in my resume match the posting exactly?

_____ Yes _____ No Are the skills I included in my resume accurate and things I can do?

_____ Yes _____ No Did I save this resume so I can use it again for similar postings?

If you are applying for your first job, you may be worried about your lack of experience and skills to include in a resume, but there are some experiences you can definitely include, such as:

- **Volunteering/Community Service:** A description of any community service activities, volunteer or pro bono work you have completed, especially as it relates to your career.
- **Babysitting:** If you have spent time caring for your younger siblings or neighborhood children, you have also built some useful skills doing so.
- **Yard work:** Any tasks you have completed in caring for the lawn of your own family, or others (especially if you were paid to do so), can also be included as work experience.
- **Any daily/weekly chores:** any activities you completed after having been trained/taught to do them can be useful to employers. For example, if your parent or guardian taught you how to properly chop vegetables or cook some simple recipes, this could translate well for a job at a fast-food establishment or restaurant.
- **School projects:** Have you completed any interesting school projects or research papers whose completion, or information obtained, may be beneficial to this employer or position? If so, it is safe to include in a resume.
- **Accomplishments:** If you have earned any specific accomplishments or awards that required skills or knowledge applicable to the position you are applying for, include those in your resume as well.

There are additional resources you can use (or you might need) when you begin applying for job postings. For example:

- **Testimonials and Letters of Recommendations:** A collection of any kudos you have received — from teachers, trusted adults, school club Advisors, past employers, etc. Some experts even suggest including copies of favorable school or previous work evaluations and reviews.
- **References List:** A list of three to five people (including full names, titles, addresses, and phone/email) who are willing to speak about your strengths, abilities, and provide examples of the skills you have used and your ability to perform the job you are applying for.

PRACTICE WRITING A RESUME: PART TWO

Now that you know what a sample resume looks like and you have collected information about your own skills, talents, and interests, use the same resume format you picked to complete the first part of this exercise and build your own resume.

Your resume can use the following headings if you prefer to build your resume format from scratch. Just remember that when you are done, your resume should still look professional.

PRACTICE STUDENT RESUME

First Name – Last Name

Address

City, State Zip

Home phone:

Cell phone number:

Email address:

Education

Work Experience

Achievements

Volunteer Experience

Interests / Activities

Computer Skills

References

ACE THE INTERVIEW

After getting your resume in shape so it is ready to distribute (and appropriate for each individual posting) it is time to start thinking about preparing to ace the interview. Here are a few things you can do before, during, and after your interview. Review each list and check off all the ones you have completed every time you are working on preparing for an upcoming job interview.

THINGS TO DO BEFORE YOU INTERVIEW:

- _____ Identify an appropriate outfit to wear and set it aside for this specific use
- _____ Practice answering some common job interview questions with a trusted person
- _____ Research as much as you can about the company and the role they have posted
- _____ Collect some questions you would like to ask the interviewers about the role or company
- _____ If you do not drive, have you set up a ride to, and from, your interview
- _____ Estimate out how long it will take for you to drive to interview to ensure you are on time
- _____ Consider your current school schedule/demands to ensure you can commit to a work schedule
- _____ Be able to describe your skills that align with the needs of the job posting
- _____ Be able to describe why you might be the best candidate for this position

- Be able to describe your strengths which would be most relevant to the position
- Be able to identify one of your weaknesses and turn it into a positive
- Ensure you have a current photo ID/ Driver's license in case you are offered the position
- Ensure you also have a copy of your birth certificate, passport, or military ID

Now answer these questions about your selected interview outfit. Choose one.

- Yes No Does my outfit include shorts, a tank top, or a crop top?
- Yes No Are any of the items of this outfit too big/baggy or too tight?
- Yes No Have I put on excess makeup or perfume/cologne?
- Yes No Does my outfit look professional?

If you responded, YES to the first three questions, or NO to the final question, go back and determine what you can do for a more positive result.

WHAT YOU CAN DO DURING AN INTERVIEW

Check all that apply.

- Arrive 5-10 minutes early so you can calm yourself down before interviewing
- Turn your cell phone off or set to airplane mode
- Throw away any gum/candy you may be chewing before entering the interview space
- Use your manners when meeting and talking to new people
- Shake the hand of the person/people who will be interviewing you
- Wait to sit until you are invited to do so, and pay attention to where you are asked to sit

- Sit up straight and be sure to make eye contact with your interviewers often
- Speak clearly and be sure to stay on topic
- Be as positive as possible when answering all questions
- Thank the person who interviewed you when it comes to an end
- Be sure to shake hands again with everyone who interviewed you as you leave

Now answer these questions. Choose one.

- Yes No Did anyone else come to the interview with me?
- Yes No Was I dressed inappropriately for the interview?
- Yes No Did I arrive later for the interview?
- Yes No Did my cell phone ring or make any disruptive sounds?
- Yes No Did I use slang/words that my interviewer didn't understand?
- Yes No Did I sound nervous or rushed in any of my answers?
- Yes No Did I ask inappropriate or unpracticed questions?
- Yes No Did I commit to a work schedule I may not be able to stick to?

If you responded, YES to any of these questions, go back to the question and determine what you can do next time to ensure a more positive outcome or interview experience.

Continue to the next page for another activity.

ACTIONS TO TAKE WHEN THE INTERVIEW IS OVER:

- Send a follow up email or note thanking the interviewer for the opportunity
- Express your continued interest in the position
- If you are aware of a potential timeline, follow up with interviewer if you haven't heard from them

THEY OFFERED YOU THE JOB! HERE IS WHAT YOU NEED

Now is the time to make sure you have a current form of ID and proof of citizenship and your ability to work in the US so that you can complete all of the necessary paperwork you will need to in order to be offered (and accept) the position.

If you need a replacement copy of these documents, use the following links:

Visit [DPS's website](#) to get information for a driver's license or state ID.

Visit the [Social Security Administration's website](#) to get information for a social security card.

PLAN ON BEING A TEAM PLAYER

Being able to work well on a team is a skill that most employers are looking for in their employees. There are also many other "soft skills" employers are eager to find in their staff. To learn more about these skills and how they are critical for your success in the workplace, go to the publications page of the [LMCI website](#) and take a look at our Soft Skills workbook, or visit the [Skills to Pay the Bills website](#) from the U.S. Department of Labor to watch their soft skill videos.

Review the following list of skills and check off all those which you think you do well. For those you do not select, reflect on how you can incorporate practicing these skills more often in your day-to-day routines so that you can perfect this talent as well.

- Teamwork
- Communication (speaking)

- Communication (written—both formal and informal written communication)
- Communication (body language and approachability)
- Flexibility
- Compromise
- Accountability
- Organization

DO YOU HAVE A BACKUP PLAN?

This resource (paired with the Career Success Workbook) has helped you pair down your options to some of the occupations that you are most interested in pursuing later. Though you may be inclined to keep information on only the one job title that tops your list, we recommend you keep the information you collect on all of the occupations you research so that you have back up plan in place.

Take a look at your top three careers of interest. Using Texas Career Check, take a look at the career cluster in which this occupation is categorized. Now browse through other options that are found within the same career cluster and write down a few other jobs that you may be interested in. Fill in the blanks.

Favorite occupation #1: _____

Other careers of interest:

Favorite occupation #2: _____

Other careers of interest:

Favorite occupation #3: _____

Other careers of interest:

THE KEY TO A BACKUP PLAN: TRANSFERABLE SKILLS

In your own words, define the term “transferable skills”. Fill in the blank. _____

For each skill listed below, check the ones that you have used on the left side of the word. On the right side of the word, write down one example in your life in which you have used that skill, and include the year in which you used it. You can add these skills to your resume!

COMMUNICATION

_____ Speaking Effectively _____

_____ Writing Concisely _____

_____ Listening Actively _____

_____ Expressing Ideas _____

_____ Facilitating Discussion _____

_____ Providing Feedback _____

_____ Negotiating/Persuading _____

_____ Reporting Information _____

_____ Describing Feelings _____

_____ Interviewing _____

_____ Editing _____

_____ Professional Writing _____

RESEARCH AND PLANNING

_____ Forecasting/Predicting _____

_____ Creating Ideas _____

_____ Identifying Problems _____

_____ Identifying Resources _____

_____ Gathering Information _____

_____ Solving Problems _____

_____ Setting Goals _____

_____ Defining Needs _____

_____ Analyzing _____

_____ Evaluation _____

HUMAN RELATIONS

_____ Developing Rapport _____

_____ Being Sensitive _____

_____ Listening _____

_____ Conveying Feelings _____

_____ Providing Support _____

_____ Motivating _____

_____ Sharing Credit _____

_____ Cooperating _____

_____ Delegating Respectfully _____

_____ Representing Others _____

_____ Perceiving Feelings _____

_____ Counseling _____

ORGANIZING, MANAGING, AND LEADING

_____ Initiating Ideas _____

_____ Handling Details _____

_____ Coordinating Tasks _____

_____ Managing Groups _____

_____ Teaching _____

_____ Coaching _____

_____ Asserting _____

_____ Promoting Change _____

_____ Selling Ideas/Products _____

_____ Decision Making _____

_____ Managing Conflict _____

WORK SUCCESS

_____ Implementing Decisions _____

_____ Cooperating _____

_____ Enforcing Policies _____

_____ Being Punctual _____

_____ Managing Time _____

_____ Attention to Detail _____

_____ Meeting Goals _____

_____ Enlisting Help _____

_____ Accepting Responsibility _____

_____ Setting/Meeting Deadlines _____

_____ Organizing _____

_____ Making Decisions _____

Continue to the next page for another activity.

Step 6: Reflect

So WHAT IS YOUR PLAN?:

Now that you have gone through the work of researching and selecting careers and post high school education and training experiences you are interested in; you can take the time to evaluate those decisions.

Write down your top three career and post high school education and training preferences. Fill in the blanks.

Top Career Interests:

1 _____

2 _____

3 _____

Top post high school experience interests:

1 _____

2 _____

3 _____

Now answer the following questions. Choose one.

_____ Yes _____ No Are you satisfied with your selections?

_____ Yes _____ No Are all of your options doable and attainable?

_____ Yes _____ No Will your interests allow you to accomplish your personal goals?

_____ Yes _____ No Will your interests allow you to feel fulfilled in life?

If you answered NO to any of the questions above, now is the time to go back and reconsider the choices you made in previous steps to see where you can make different decisions that are more aligned with your personal goals and interests.

Also know that if you return to this portfolio a year or more down the road, you may have completely different interests and goals than what you collect here. That is OK, and actually pretty normal. Just know you can repeat the previous steps as many times as you want to, whenever you want to, to explore your options as your interests change.

RATE/IMPROVE THEIR PLANS

Throughout this workbook, you have seen several student's plans included and were asked to rate those plans. Let's take a look at how we rated those plans and ponder some additional questions or activities you can complete to problem solve some of the issues with these plans. Learning how to problem solve these issues can be greatly beneficial for your own experience as well.

Koji's Plan

Koji knows what career he wants and has taken steps to make sure it happens. He has talked to his parents and contacted a military recruiter. He has investigated his career path and knows what will be required. The only other thing Koji may want to investigate is possible career opportunities if he chooses to leave the military once he has fulfilled his service commitments.

We rated this plan: 5 Stars

Did your rating match ours? Choose one. _____ Yes _____ No

Activity for Koji's plan:

Koji mentioned that he didn't know there were so many other Air Force jobs besides being a pilot. Put yourself in Koji's shoes and go to TexasCareerCheck.com to see just how many Air Force occupation titles there are and browse the other branches while you're there.

JOSEPHINA'S PLAN

Although Josephina only began to plan her last semester in high school, she has spoken with her counselor, selected a career direction (paramedic), selected a college (TSTC) and started to

think of how she will pay for her education. Had she done these things a few years earlier she would have known which classes would better prepare her. In addition, she could have received scholarships or grants earlier to help her pay for college expenses. She still can, by the way, apply for these.

We rated this plan: 3 Stars

Did your rating match ours? Choose one. _____ Yes _____ No

Question about Josephina's plan:

What can Josephina do to look for financial aid? Where should she look for resources? Fill in the blank.

JONATHAN'S PLAN

Jonathan has got his stuff together. He's aiming high and going after a career in a competitive field doing something he loves. He's taking his dad's advice and "not putting all his eggs in one basket," in other words, he is pursuing a backup plan by getting a solid education in business at a four-year university, and keeping his options open for postgraduate studies and starting his own business. As long as he plans to eat healthily and get lots of rest to avoid burning himself out, he's on the right track here.

We rated this plan: 5 Stars

Did your rating match ours? Choose one. _____ Yes _____ No

Continue the activity on the next page.

Question about Jonathan's plan:

If you were going to aim high, what dream would you chase? If you have to have a backup plan, what would it be? Fill in the blank.

AMIRA'S PLAN

Amira has been in high school for two years and it is okay for her to be unsure at this point of a career direction. But having an undeclared major or randomly taking courses in college is not an effective path to success. During the next two years, she can use tools like Texas Career Check's Interest Profiler (see page 13) to find what careers interest her. Amira can then look for appropriate schools or training programs. A good start may be the [publication *Beyond High School*](#) available from the Texas Workforce Commission website. (If you need a digitally accessible version, download our [Microsoft Word version](#).) Simply going to college because her friends will be going will not help Amira find her own career success.

We rated this plan: 2 Stars

Did your rating match ours? Choose one. Yes No

Questions about Amira's plan:

Is Amira's fallback plan to attend a college that friends have chosen based on emotion or logic?

Choose one. Emotion Logic

How could Amira take a more logical approach to picking what college she will attend? Fill in the blank.

CESAR'S PLAN

Cesar is the first in his family to go to college. While a two-year school is a good option because it will let him finish his studies quickly and get a job, or allow him to continue his education, he should not feel like a two-year school is his only option at all. If he wants to, he should absolutely pursue a four-year school or university. Either way, to help him succeed, Cesar should ask his college counselor about programs for transitioning from high school to college that can help him learn how to combine academics and campus life.

We rated this plan: 4 Stars

Did your rating match ours? Choose one. _____ Yes _____ No

Question about Cesar's plan:

How can Cesar's parents and/or other family help him even though they haven't been to college yet? Fill in the blank.

TERRENCE'S PLAN

Terrence is smart to look at the differences in four-year and two-year schools for the occupation of video game designer. Terrence should get as much information as possible and ask family and friends if they know anyone who works at a video game company. He should also look for video game companies at career fairs and try to secure an internship.

We rated this plan: 4 Stars

Did your rating match ours? Choose one. Yes No

Question about Terrence's plan:

What other occupations are available in the video game industry? What kind of education or training are needed for these other occupations? Fill in the blanks.

Other occupations:

Education needed:

JAEDA'S PLAN

Jaeda is definitely on track to becoming a chef. She has work experience so she knows what type of work will be required. She has investigated the educational requirements and is open to the different opportunities that will be available after her education is completed. Jaeda should now talk to her counselor to find out what financial aid is available to help her pay for her education.

We rated this plan: 5 Stars

Did your rating match ours? Choose one. _____ Yes _____ No

Activity for Jaeda's plan:

Name as many occupations as you can think of that could be in a restaurant. How many require specialized skills and training? Fill in the blank.

END OF THE BOOK BUT NOT THE END OF YOUR SEARCH

Congratulations! You've made it to the end of the workbook, but don't stop here. The career goals you may have decided on today could change in a few years. If that happens, just revisit this workbook for a tried-and-true method of exploration, research, and decision-making to help you discover new occupation opportunities. That's the best thing about the workbook apart from its processes and content — it can be revisited and reused as often as and whenever you need it — so come back to it anytime!

Make sure to continue your research and exploration using resources from the Texas Workforce Commission, such as **Texas Reality Check** and **Texas Career Check**. They are always free to use, and data in these tools is regularly updated, so they will always provide current and relevant information.

To get to our online tools, [visit our website](#).

To get to our helpful career readiness and exploration publications, visit the [brochure section of our website](#).

Email the Education outreach team at CareerInformation@twc.texas.gov

Appendix A: Resource Links

This appendix lists all the resources referenced in the Portfolio with their full URLs.

1. The Labor Market and Career Information (LMCI) Website: <https://lmci.state.tx.us/>
2. TWC's Texas Reality Check: <http://www.texasrealitycheck.com/>
3. Texas Career Check: <https://texascareercheck.com/>
4. RoadTrip Nation Assessment: <https://roadtripnation.com/roadmap>
5. My Next Move: <https://www.mynextmove.org/>
6. Map My Grad Quiz: <https://www.mapmygrad.org/takethequiz>
7. Map My Grad Planner: <https://www.mapmygrad.org/gradplanner>
8. National Apprenticeship Website: <http://www.apprenticeship.gov/>
9. Texas State Technical College (TSTC): <http://www.tstc.edu/>
10. The Texas Workforce Commission Website: <http://www.twc.texas.gov/>
11. LMCI's Financial Aid Brochure PDF Version:
https://lmci.state.tx.us/shared/PDFs/Financial_Aid.pdf
12. LMCI's Financial Aid Brochure Accessible Word Version:
https://lmci.state.tx.us/shared/DOCs/FinAid_Accessible.docx
13. The Federal Reserve Bank of Dallas' Building Wealth resource:
<http://bit.ly/StudentWealthB>
14. Snag a Job: <https://www.snagajob.com/>
15. Groove Jobs (by Indeed): <https://www.indeed.com/q-Groove-jobs.html>
16. My Texas Careers: <https://www.mytxcareer.com/vosnet/Default.aspx>
17. Pocket Resume PDF Version: https://lmci.state.tx.us/shared/PDFs/Pocket_Resume.pdf
18. Pocket Resume Accessible Word Version:
https://lmci.state.tx.us/shared/DOCs/PocketRes_Accessible.docx
19. Texas Department of Public Safety's Driver License Website:
<https://www.dps.texas.gov/driverlicense/>

20. Social Security Administration's Replacement Card Online Application:
<https://www.ssa.gov/myaccount/replacement-card.html>
21. LMCI's Products and Publications: <https://lmci.state.tx.us/shared/publications.asp>
22. Skills to Pay the Bills website:
<https://www.dol.gov/agencies/odep/topics/youth/transition/soft-skills/videos>
23. LMCI's Beyond High School PDF Version:
<https://lmci.state.tx.us/shared/PDFs/BeyondHighSchool20150914.pdf>
24. LMCI's Beyond High School Accessible Word Version:
https://lmci.state.tx.us/shared/DOCs/BHS_Access.docx
25. LMCI's Brochures: <https://lmci.state.tx.us/shared/publications.asp#Brochures>
26. LMCI's Education Outreach Team Email Address: CareerInformation@twc.texas.gov



Check us out!



ADDRESS

Texas Workforce Commission
Labor Market & Career Info.
101 E. 15th St., Room 380
Austin, TX 78778-0001



PHONE

Hotline: 1 (800) 822-7526
Fax: (512) 936-3204



EMAIL

careerinformation@twc.texas.gov



WEBSITES

www.texasrealitycheck.com
www.texascareercheck.com
www.texasworkforce.org
www.lmci.state.tx.us

Equal
Opportunity
Employer/
Program.

Auxiliary aids &
services are
available upon
request to
individuals with
disabilities.

Relay Texas:
800-735-2989
(TTY) and 711
(Voice).