Digital Info Tech

J. Green

Full 4th Nine Weeks

4th 9 weeks assignments – Job/Career Exploration and individual career planning

Use notebook paper. Print clearly. Each page must have your heading (Write your name, Period and My name) at the top the page. No writing on back of paper. **1 week assignment**

1. Define Employer -
2. Define Employee -
3. Define Career-
4. Define Job-
5. Define personal Skills
6. Define Aptitudes

List any and all personal skills and aptitudes you currently possess.

List top 10 personal skills and aptitudes employers are looking for in potential employees?

Complete the attached Word Search

Email or call Mrs. Green if you have any questions or problems with the assignment: greenj-1@leonschools.net or 583-4257

Career-Employment Word Search

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S  E  G  E  N  E  R  R  Q  H  Q  L  F  I  N
E  L  D  P  E  E  H  U  E  A  N  B  I  N  O
I  Y  G  U  E  Y  O  X  F  S  R  V  R  T  I
B  L  U  R  C  L  O  H  Q  H  U  V  P  E  T
B  J  A  I  F  A  L  L  P  C  L  M  C  R  A
O  C  G  Z  O  B  T  R  P  P  V  N  E  V  C
H  W  T  Y  X  L  O  I  B  M  E  D  J  I  I
D  J  Q  W  W  M  W  K  O  I  E  O  X  E  L
Y  I  C  Q  O  O  H  A  R  N  B  S  C  W  P
N  O  I  T  A  D  N  E  M  M  O  C  E  R  P
S  B  I  G  A  A  P  T  I  T  U  D  E  S  A
F  O  P  O  Y  X  V  H  W  W  K  C  I  A  L
N  P  D  A  E  W  H  D  H  F  B  W  M  V  Y
H  E  E  L  S  K  I  L  L  S  D  H  V  L  P
R  E  Y  O  L  P  M  E  D  T  U  M  X  P  Y
```

APPLICATION	EMPLOYER	JOB
APTITUDES	EXPERIENCE	PROMOTION
CAREER	GOAL	RECOMMENDATION
EDUCATION	HOBBIES	RESUME
EMPLOYEE	INTERVIEW	SKILLS

Remember to put the following heading on every page of your assignment (Your Name, Period, Teacher Name). Do not write on the back of pages.

2 week assignment

Use whatever technology you have available – cell phone included

Define the following terms:

1. Resume
2. References
3. Cover Letter
4. Thank you Letter
5. Job Interview
6. Job Application

Who can be a reference for a job

Provide a list of dos and don'ts for Job Interview

Provide a list of dos and don't's for completing a job application form

What are key components of a job application form

Use whatever technology you have available; locate a sample high school resume. ***You may use the attached sample Resume if you wish***. Review/study the resume, then create your own resume with the skills and experiences you have. **(will count as a daily assignment and test grade)**

Make a list of 6 people you would use as a reference (people who would provide you with a good recommendation for a job) -- can't be relatives and can't be your peers. You may use my info below as a reference. **(will count as a daily assignment and test grade)**

You must include the following information for each references

Example

Mrs. Jacqueline Green, Business Techology Teacher, Leon High School, 550 E. Tennessee Street, Tallahassee, FL 32308, (850)671-5700

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Sample Resume for High School Students

Jane Doe
12 Snelling Avenue
St. Paul, Minnesota 55116
(651) 555-1111
jane.doe@spps.org

Education   Highland Park Senior High, class of 2008 (3.8 GPA)

Experience

St. Paul Public Library—University Branch (June 2005-present)
- Maintained library database on checked-out materials.
- Coordinated volunteer program for Story Time.
- Organized card catalog to incorporate new materials.

National Honor Society (2003-present)
Participated in several volunteer activities, including: building a house for Habitat for Humanity (50 hours), collecting food for the St. Paul Food Shelf (80 hours), and organizing the Honor Society Induction Ceremony.

Activities
- National Honor Society (2003-present)
- French Club (2002-present)
- Cross Country (2002-present)
- Piano lessons (10 years)

Awards
- A Honor Roll, 8 quarters
- Outstanding French Student, 2004
- Volunteer of the Year, 2005

References
Available upon request.

Contact Information: should be at the top of your resume—include name, address, phone number, and e-mail (if you have it). Separate it out by centering it and making it bold. If you have a college address separate from a home address, use both.

Education: include graduation date and GPA if it is 3.0 or higher.

Formatting Experiences: (2 options)
1. Heading line (include title and dates) followed by bulleted list—see Work Experience as example.
2. Heading line (include title and date) followed by narrative list—see Volunteer Experience as example.

Writing About Experiences
Regardless of style, begin each phrase/sentence/ bullet with an *active* verb. See the examples to the left: maintained, coordinated, organized, participated…see back of page for more examples.

Headings   The expected headings would be: education, experience (work or volunteer), but the others are up to you. Use the ones that work best. Other possibilities: skills, additional experience, related experience, leadership experience, research experience, writing experience, computer experience, objectives, leadership, related coursework, work experience, volunteer experience, anything that fits your particular qualities.

General Formatting   You should have 1 inch margins, major headings (like 'Education') on the left, then indent with additional information below—for example, notice how National Honor Society is lined up below St. Paul Public Library. Use a traditional font (New York, Arial, just not cursive…) at 12 point size. It should all fit on one page. Remember, it needs to be easy to read—keep it simple and organized!

Other things to remember:
- proofread, proofread, proofread!
- Check for punctuation and spelling.
- Check for format and style consistency.
- Show your resume to a friend.
- Use resume weight paper (available in copy centers).
- Pick a light, neutral color, like white or ivory.
- Laser print it or have it done at the copy center.
- Get matching envelopes and paper for cover letters.

Remember to put the following heading on every page of your assignment (Your Name, Period, Teacher Name). Do not write on the back of pages.

Research Project (2 week assignment)

Will count as a daily assignment/Test grade

List your **top 3 career choices** (must have at least 3)

Google --- Occupational Outlook Handbook 2019

Enter each of your career choices one by one in the search box.

Write the following for each of your careers:

A. The duties of what they do
B. Work Environment
C. How to Become One
D. Pay
E. Job Outlook

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Remember to put the following heading on every page of your assignment (Your Name, Period, Teacher Name). Do not write on the back of pages.

TWO WEEK ASSIGNMENT -- Research Assignment

Based on your career choices, research **at least 3 universities, or community college, or vocational school, or military** branch that would provide you with the training required to meet the need in getting you into your dream job/career:

Write the following information:

1. Name of school or military branch
2. Location of school
3. Admission requirements
   a. GPA if any
   b. Minimum Test Score: ACT, SAT, ASVAB
4. Tuition cost: In State and Out of State Fees
5. Total credit hours required to earn a degree

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