

Career Readiness Preparation

2018-2019 Class Road Map

Purpose

The purpose of Career Readiness Preparation is to prepare students for the real-world expectations of the ever-changing and competitive job market. Students will be guided through how to create job-search materials including resumes and cover letters, prepare for job interviews, and connect to employers using the internet and social media. At the end of the course, students will have a portfolio which can be presented to employers that is visually appealing, professional, and presents them in a positive and professional manner and have tangible preparation through mock interviews and other job related skills. **CRP will begin October 1st. You can access all of the links online at www.earlycollegecolumbus.com/CRP.**

Checklist

Student-Created Documents	
Biography	
Letter of Introduction/Cover Letter	
Resume	
Future Plans Narrative or College Application Essay	
Two Letters of Recommendation from ECA Staff or people outside of ECA who have been worked with you in a supervisory role (manager, teacher, mentor, supervisor)	
Ohio Means Jobs (https://jobseeker.k-12.ohiomeansjobs.monster.com)	
Career Cluster- Explore It	
Career Profile- Explore It	
Career Plan- Explore It	
Work Values- Plan It	
Assessments & Trainings- WorkKeys and/or ACT- Plan It	
Assessments & Trainings- Accuplacer- Plan It <i>Do one Reading/Writing Practice Test and one Math Practice Test</i>	
Financial Literacy (Basics of Money Management)-Plan It <i>Students must complete all five tutorials and complete and print the Certificate of Completion.</i>	

Student Created Documents

Biography

Write a one-paragraph biography which introduces yourself to a potential employer.

Your bio must include:

- Name and status at ECA
- Interesting facts (hobbies, family, achievements)
- What you are looking for in terms of a job (objective)

Example:

My name is John Doe and I am a student at Early College Academy in Columbus. OH. I am the oldest of five children and currently live with my mother and father. I am a hard working student and I maintain high grades in all of my classes. Outside of school, I play basketball for my local recreation league team and volunteer with my family throughout the city. I am currently seeking my first job to save money for college in hopes to eventually become an entrepreneur and give back to Columbus.

Letter of Introduction/Cover Letter

Write a one-page generic Letter of Introduction or Cover Letter to potential employers describing your skills and qualifications. The letter should be written in a readable 12 point font and follow the same format as a business letter.

Letter Structure

1st Paragraph: Introduce yourself and state what job you are specifically looking for

2nd Paragraph: Explain your skills and what you can offer

3rd Paragraph: Thank the reader and provide a way to contact you.

Resources:

Cover Letter Tips for Students: <https://www.thebalancecareers.com/student-cover-letter-samples-2063664>

Resume

Create a one page, professional resume that includes education, work and/or volunteer experience and job skills. You may use a template from Google Docs as long as it is easy to read.

Resources:

Resume Tips for High School Students:

<https://resumecompanion.com/resume-examples/high-school-student-resume-sample/>

Future Plans Narrative OR College Application Essay

Future Plans Narrative: Write a one-page essay which discusses your plan for your life post-high school.

College Application Essay: In one page, respond to one of the Common Application Essay Questions. The questions can be found at

<https://www.commonapp.org/whats-appening/application-updates/2018-2019-common-application-essay-prompts>

Both essays must be written in an easy to read 12 point font.