

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 Letter 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	
Financial Literacy- Plan It	

Students must complete all five tutorials and complete and print the post-test.	
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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

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 Applications 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.