

ROCKY MOUNTAIN HIGH SCHOOL

Student Services

2018-2019

CAREER PLANNING GUIDE

OPTIONS AFTER HIGH SCHOOL

Work

Volunteer

**Technical
or Trade
School**

**4-Year
College**

Military

*High
School
Diploma*

**2-Year
College**

**Apprenticeship
& On-The-Job
Training**

Travel

**ROCKY MOUNTAIN HIGH SCHOOL
STUDENT SERVICES**

CAREER PLANNING GUIDE

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DISCOVER	PREPARE	SELECT	DECIDE	PAY
Student Services				

Rocky's counselors have created this guide to provide you with some basic information about post-high school options. Use this guide to **discover, prepare, select, decide** and **pay** for these opportunities.

It is important to meet with us at least once a year throughout your high school career to discuss your plans after high school and to be certain you are meeting graduation requirements. Below are the names, numbers, and emails of Student Services staff members who can help you.

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PaCE DIRECTOR

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DISCOVER	PREPARE	SELECT	DECIDE	PAY
Opportunities				

Summer Jobs

A summer job is a great way to learn valuable skills while making money. In addition, you can contact the PaCE office (in the College and Career Center) here at Rocky for job postings.

Internships

An internship can provide you with valuable career and on-the-job experience. You will have the opportunity to practice your communication skills and develop a network of relationships with people outside of Rocky. Internships are usually done during the summer. For more information, contact the PaCE office in the College and Career Center.

Special Enrichment Programs

These programs enable you to further your career interests. They are commonly divided into three categories; specialty, college prep, and academic programs. Specialty programs allow you to experience non-academic programs like photography, creative writing, or theatre. College prep programs are focused on helping you navigate the college application process and college interviews. Academic enrichment programs offer an opportunity to study in specialized fields like science, math, art, or the humanities. For more information on programs for you, visit Naviance or stop by and visit the College and Career Center or your counselor.

Volunteer & Community Service Opportunities

Serving your community is a great way to further develop your interests while helping others. Colleges typically look for applicants who have a passion about something and have spent considerable time volunteering within Rocky as well as the Fort Collins community. It's important to find opportunities that truly interest you as opposed to doing something just to put it on your résumé, scholarship, and college applications. For opportunities here at Rocky, check out the many clubs and activities that are offered. For community opportunities visit the volunteer section on the FirstCall website at www.firstcall-vc.org.

Job Shadowing

Shadowing is a great opportunity to "try-on" a job. Setup a time to spend a morning, afternoon, evening, lunch, dinner, etc. with someone who is working in a job that you think sounds interesting. Ask lots of questions, like "Do you like your job?", "Where did you go to school?", or "What does a typical day like?". Remember, there is no such thing as a bad job shadow experience. If you finish and didn't like the job, that's one more career to cross off the list. You'll get the opportunity to shadow during Personal Finance; however, many students shadow many times throughout their high school experience. Check with your parents, friends, family, teachers, PaCE coordinator, and counselor if you are looking for someone to shadow.

DISCOVER	PREPARE	SELECT	DECIDE	PAY
Career Testing & Exploration				

You don't need to know exactly what college or career path is best for you. However, it is important to figure out who you are and what your goals are before making any decisions about your life after Rocky. These websites will help you learn more about your interests, abilities, and values.

www.CollegeinColorado.org

CollegeinColorado.org provides information and tools designed to help with all steps of the college application process including many career surveys. Click on "Create an Account" and put in your information. Then go to "Career Planning."

www.bls.gov/k12















This site has extensive information about career options and the outlook for jobs over the next 10 years.

Armed Services Vocational Aptitude Battery (ASVAB)

The ASVAB is a group of ten tests that measure one's ability in seven separate career areas and provides an indication of one's academic and occupational aptitudes. The test is administered and scored free of cost by a representative of a branch of the military, however no military obligation is incurred through the test. While all students interested in the military will take the ASVAB, the test is open to **any student** regardless of your interest in the military. The test provides valuable information regarding career skills and interests. Contact a local military recruiter for more information.

DISCOVER	PREPARE	SELECT	DECIDE	PAY
Career Interests				

It is important to learn about your interests and abilities. Look at the chart below and see what abilities and activities might interest you. Then find the career options that fit those interests.

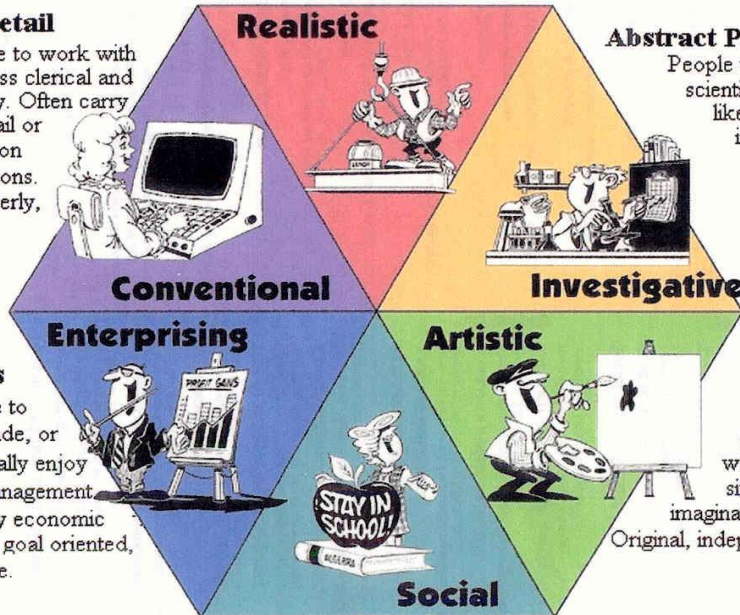
ABILITY	ACTIVITIES	COURSES	CAREERS
Artistic 	designing jewelry, making pottery, painting pictures, decorating places, drawing cartoons	art, design, graphic art, photography	commercial artist, clothes designer, photojournalist, art director, police artist, decorator, cartoonist, engraver
Clerical 	addressing letters for a club, keeping score at sports events, typing reports, collecting things	typing/keyboarding, data processing, office practices	clerk, typist, word processor, secretary, bank teller, cashier, medical record technician, computer operator
Interpersonal 	playing on a team, tutoring others, baby-sitting, being in a club, doing volunteer work	communications, psychology, speech	manager, teacher, flight attendant, home health aide, customer service agent, salesperson, police officer
Language 	writing stories, being on a speech club, keeping a diary, speaking in front of groups	English, speech, foreign language, communications, journalism, creative writing	writer, editor, journalist, teacher, paralegal, receptionist, social worker, secretary, manager
Leadership 	being an officer of a club, coaching a team, leading group discussions, teaching children	speech, debate, communications, government, political science	lawyer, politician, manager, supervisor, surgeon, administrative chief
Manual 	trimming trees, picking fruit, painting rooms, cutting hair, repairing things, fishing or camping, cooking	physical education, agriculture, cooking, auto body repair, printing, woodworking	firefighter, truck driver, tool operator, highway maintenance worker, forestry worker, painter, assembly technician
Musical Dramatic 	singing or dancing with a group, acting or directing plays, teaching music or singing, playing in a band	music, singing, band, choir, drama, public speaking	musician, singer, music director, conductor, drama teacher, actor, director, comedian, choral director, radio or TV producer
Numerical/Mathematic 	figuring budgets for a club, serving as a club treasurer, playing the stock market, figuring sports averages	math, algebra, geometry, trigonometry, calculus	mathematician, accountant, financial analyst, bookkeeper, statistician, computer scientist, software engineer, computer programmer, bank teller
Organizational 	running fairs or summer camp activities, making schedules, like details	history, civics, government, political science	research analyst, travel agent, hospital administrator, restaurant manager, air traffic controller, police dispatcher
Persuasive 	selling products or services, debating topics, raising money for a club, giving speeches	speech, debate, communications	teacher, politician, lawyer, retail salesperson, manager, project director, physician
Scientific 	reading science magazines, collecting rocks or shells, raising plants, raising animals, learning first aid	health education, physical science, animal science, biology, chemistry, earth science	physician, veterinarian, dietician, athletic trainer, nurse practitioner, dental assistant, biologist, physical therapist, agricultural scientist
Social 	helping disabled people, working as a camp counselor, helping in a nursing home, working as a teacher's aide	social studies, psychology, sociology	social worker, psychologist, minister, recreational worker, occupational therapist, counselor, nurse
Spatial 	carving figures in wood, building models, designing new car models, making patterns for pieces of clothing	geography, geometry, drafting, mechanical drawing	drafter, dentist, clothes designer, surveyor, landscaper, carpenter, X-ray (radiological) technician
Technical/Mechanical 	fixing small appliances, operating model trains, making car repairs, reading automobile design magazines	computer, physics, electronics, automobile repair	computer service technician, automotive technician, optician, data processor, air conditioning mechanic, airplane pilot, electrician

**Holland
Codes****Technically and Athletically Inclined**

People who are hands on, solve problems by doing, have mechanical or athletic ability and prefer to work with objects, machines, tools, plants, or animals. May also enjoy working outdoors.

Data and Detail

People who like to work with data and possess clerical and numerical ability. Often carry out tasks in detail or follow through on others' instructions. Organizing, orderly, like structure.

**Abstract Problem Solvers**

People who have a strong scientific orientation and like to observe, learn, investigate, analyze, evaluate, or solve abstract problems. Methodical, inquiring, logical.

Influencers

People who like to influence, persuade, or lead others. Usually enjoy organizational management and are driven by economic gain. Persuasive, goal oriented, sociable.

Creators

People who have artistic or intuitive abilities and like to work in unstructured situations using their imaginations and creativity. Original, independent, expressive.

Helpers

People who like to work with others to enlighten, inform, help, train, or cure them. May enjoy group activities and are usually skilled with words.

It is important to think about which careers best fit with your passions and strengths. You should also think about how your personality will fit into certain work environments. Imagine walking into a room in which six groups of people are interacting. Read the descriptions above and rank the people you would be drawn to first, second, and so forth. To which group would you gravitate? Which group is the last group with whom you would visit?

This activity is based on the work of Dr. John Holland, who believes that people and work environments can be roughly classified into the above six groups. People may be more attracted to and rewarded by certain work environments based on their personalities. Although you may have some interests in several of the different groups, the two or three groups that you are primarily interested in are the letters of your "Holland Code".

For instance, if your code is RES, you would most closely associate with the Realistic type, resemble to a lesser degree the Enterprising type, and resemble even less the Social type. The types that are not within your code are the ones that you clearly identify with the least. Most people and occupations are some combination of two or three of the Holland interest areas.

These factors are important to consider when finding the ideal occupation and work environment. A strongly social person may have difficulty working at home on the computer, whereas a Realistic person may not be happy working as a part of a sales team. Think about your Holland code as you research careers.

Adapted from the MU Career Center and based on the RIASEC model of occupations by Dr. John Holland, Graphic by Cindy Wiley

DISCOVER	PREPARE	SELECT	DECIDE	PAY
Work Related Values				

Work-Related Values Assessment

You are most likely to find satisfaction in your job if your work environment matches your values. Read the items below and place a checkmark next to those that are important to you or that you feel would be important to finding job satisfaction. When you are finished, go back over the list and place a double checkmark next to the qualities that you consider most important. Look for work environments that will support and promote your primary values. For example, if altruism is a primary value, consider social work, medical work, non-profit work, and so forth.

ACHIEVEMENT:	Attaining mastery of a field, self-advancement, opportunity for growth
ADVENTURE:	Taking risks
ALTRUISM:	Devotion to the welfare of or service to others to improve their lives
AUTHORITY:	Using your position to control others
CHALLENGE:	Handling difficult or complex work
CHILDREN:	Teaching or caring for children
COMPETITION:	Working in a job arena in which you compete with others
COWORKERS:	Feeling a sense of belonging from contact with colleagues
CREATIVITY:	Using your imagination to find new ways of doing something
FLEXIBILITY:	Choosing your work hours and/or work environment
HELPING OTHERS:	Providing direct service to others needing assistance
HANDS:	Using your hands or hand tools.
HIGH SALARY:	Earning a large sum of money
INDEPENDENCE:	Deciding for yourself what work to do and how to do it
INFLUENCE:	Impacting the opinions or desires of others
LEADERSHIP:	Directing, managing, or supervising the activities of others
MACHINES:	Using machines or equipment
NUMBERS:	Using mathematics or statistics
OUTSIDE WORK:	Working out-doors
PHYSICAL WORK:	Performing work that involves manual or physical labor
PRESTIGE:	Working in a job that gives you status or respect in the community
PUBLIC ATTENTION:	Working in a job in which you have daily dealings with the public
RECOGNITION:	Receiving praise or public notice for your work
SECURITY:	Following established procedures which require little change
SUPPORT:	Working for a fair, agreeable, and professionally nurturing boss
TRAVEL:	Taking frequent trips
VARIETY:	Changing duties and responsibilities frequently

MY TOP WORK-RELATED VALUES

Select the three values that you that seem most important for you to incorporate into future jobs.

Work Value #1 _____

Work Value #2 _____

Work Value #3 _____

Adapted from Northwestern College Career Development Center

DISCOVER	PREPARE	SELECT	DECIDE	PAY
What Jobs Would I Like?				

It's important to know what you like working with. Which boxes contain the skills you most enjoy? Circle the boxes that apply to you and remember that all jobs in the **clusters** below involve some work with skills in the other three boxes.

THINGS Jobs involve non-personal processes such as producing, transporting, servicing & repairing machines, equipment, materials, tools, and objects.	IDEAS Jobs involve internal thinking processes such as creating, discovering, interpreting, and working with abstractions, theories, and knowledge.	PEOPLE Jobs involve processes which change human behavior such as helping, informing, serving, persuading, entertaining, motivating, and directing.	DATA Jobs involve impersonal processes such as organizing, recording, verifying and transmitting facts, records, files, and numbers.
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Circle the **career clusters** below that seem to match with the items you circled above. These clusters are groups of occupations or job families that contain thousands of jobs. Finding your clusters begins the search for a career or college major.

NATURAL RESOURCES <i>People who work in this cluster like...</i> working with IDEAS and THINGS studying the earth, its atmosphere, and the universe finding answers to scientific questions working with plants and animals using their hand-eye coordination <i>People in this cluster work these jobs...</i> Farmer, Horticulturist, Seismologist, Geologist, Meteorologist, Forest Ranger, Conservationist, Fish & Game Warden <i>Students in this cluster enjoy these classes...</i> Biology, Chemistry, ICPE, Zoology, Physics, Landscape Design & Horticulture, and AP Environmental Studies	TECHNOLOGY and INDUSTRY <i>People who work in this cluster like...</i> working with THINGS figuring out how things work working with hands to assemble, build or repair working with machinery or equipment studying mathematics and the sciences <i>People in this cluster work these jobs...</i> Engineer, Architect, Carpenter, Computer Programmer, Electrician, Pilot, Welder, Lab Technician, and Mechanic <i>Students in this cluster enjoy these classes...</i> Math, Automotive, Drafting, Computer, Woods, Production Systems, Electronics, Physics, Welding, and Art classes
ARTS and HUMANITIES <i>People who work in this cluster like...</i> working with PEOPLE and IDEAS expressing and acting an aspect of the human experience being creative and innovative dealing with words, sounds, and images performing in front of others <i>People in this cluster work these jobs...</i> Artist, Choreographer, Writer, Fashion Design, Athlete, TV and Radio Journalism, Acting, Reporter or Interior Designer <i>Students in this cluster enjoy these classes...</i> Band, Art classes, Dance, English, Foreign Languages, Journalism, PE classes, Speech, and Theatre	BUSINESS and MANAGEMENT <i>People who work in this cluster like...</i> working with PEOPLE and DATA keeping offices running efficiently working in a structured environment planning and directing activities thinking logically and working systematically <i>People in this cluster work these jobs...</i> Accountant, Receptionist, Tax Preparer, Stockbroker, Management, Office Manager, Secretary, and Budget Analyst <i>Students in this cluster enjoy these classes...</i> All Business classes, Accounting, Finance, Publishing, Computer Applications, AP Economics, Statistics and Marketing
HUMAN RESOURCES SERVICES <i>People who work in this cluster like...</i> working with PEOPLE Providing social, educational, and public services communicating well with others planning, organizing and directing activities dealing with individuals and groups <i>People in this cluster work these jobs...</i> Homeland Security, Attorney, Hotel/Restaurant Manager, Speech Therapist, Social Worker, Counselor, and Teacher <i>Students in this cluster enjoy these classes...</i> Child Development, Government, Foreign Language, Geography, Psychology, Speech, History, and We The People	HEALTH SERVICES <i>People who work in this cluster like...</i> working with PEOPLE following specific procedures accurately handling crisis situations getting along with people from all walks of life diagnosing and treating illnesses <i>People in this cluster work these jobs...</i> Physician, Physician Assistant, Pharmacist, Radiologist, Nurse, Psychiatrist, Counselor, and Veterinarian <i>Students in this cluster enjoy these classes...</i> Anatomy & Physiology, Biology, Child Development, Consumer Studies, Health, Psychology, Zoology, and Med Prep

DISCOVER	PREPARE	SELECT	DECIDE	PAY
	Fastest Growing Occupations			

	Occupational Title	Required Education & Training	Median annual wage, May 2008
1.	Biomedical engineers	Bachelor's degree	\$77,400
2.	Network systems and data communications analysts	Bachelor's degree	71,100
3.	Home health aides	Short-term on-the-job training	20,460
4.	Personal and home care aides	Short-term on-the-job training	19,180
5.	Financial examiners	Bachelor's degree	70,930
6.	Medical scientists, except epidemiologists	Doctoral degree	72,590
7.	Physician assistants	Master's degree	81,230
8.	Skin care specialists	Postsecondary vocational award	28,230
9.	Biochemists and biophysicists	Doctoral degree	82,840
10.	Athletic trainers	Bachelor's degree	39,640
11.	Physical therapist aides	Short-term on-the-job training	23,760
12.	Dental hygienists	Associate degree	66,570
13.	Veterinary technologists and technicians	Associate degree	28,900
14.	Dental assistants	Moderate-term on-the-job training	32,380
15.	Computer software engineers, applications	Bachelor's degree	85,430
16.	Medical assistants	Moderate-term on-the-job training	28,300
17.	Physical therapist assistants	Associate degree	46,140
18.	Veterinarians	First professional degree	79,050
19.	Self-enrichment education teachers	Work experience in a related occupation	35,720
20.	Compliance officers, except agriculture, construction, health and safety, and transportation	Long-term on-the-job training	48,890
21.	Occupational therapist aides	Short-term on-the-job training	25,305
22.	Environmental engineers	Bachelor's degree	74,943
23.	Pharmacy technicians	Moderate-term on-the-job training	28,662
24.	Computer software engineers, systems software	Bachelor's degree	92,430
25.	Survey researchers	Bachelor's degree	62,614

These careers have been projected, by the US Dept of Labor, to have the greatest percent growth in number of job openings 2008-2018. Many of the occupations projected to grow the fastest relate to healthcare and care of the elderly.

*The source for this information is The Occupational Outlook Handbook
U.S. Department of Labor: <http://stats.bls.gov/>*

DISCOVER	PREPARE	SELECT	DECIDE	PAY
	PaCE Program			

"All in all I found this to be another great, informative year of PACE and I hope to continue to learn about the jobs that are out there. I truly believe the information I have learned over the past two years will go with me and be applied in the various jobs that lay ahead. PACE has been very helpful to me in figuring out where I want to go in life, and reassured some dreams I have had for a long time. I would highly recommend this course to anyone who wants to unfold the path to the rest of their lives. It's been a great two years and I am just disappointed that there's no PACE program at CSU."

Whitney Upshaw, Class of 2005

The Rocky Mountain High School PaCE (Professional and Community Experience) program provides an opportunity for Poudre School District students to gain career experience through a wide variety of partnerships with businesses, professionals, and agencies in the Larimer County area. Choices for students include paid work experiences, non-paid experiences, and volunteer experiences. This class, developed by business people and educators, offers self-assessment, career guidance, job skills and work ethics as part of its curriculum.

Rocky Mountain High School PaCE students must pass a PaCE Seminar Class. This class offers juniors and seniors the opportunity to develop skills necessary to be successful in a paid, unpaid or volunteer experience. Standards for PaCE are based on essential work skills and include communication skills, thinking skills, technology skills, self-management and organizational skills, interpersonal skills, and career development skills.

In the PaCE Experience portion of the program students can earn up to 40 credits through paid or unpaid work experience. Students develop Training Plans with their employer/mentor. They are also evaluated by their employer/mentor. Students can earn credit during the school year or over the summer, and should see their counselor to enroll.

PaCE Buddy's Experience offers students an opportunity to work one-on-one with an elementary student mentoring, tutoring, and developing interpersonal skills. The PaCE student is required to attend training sessions that include: how to work with younger children, dealing with confidentiality issues, and an orientation meeting at the elementary school the student will be placed at. Students will keep records of their time in working with the elementary student. Students will provide their own transportation to the elementary school. Passing PaCE Seminar is not a requirement for the PaCE Buddy program.

Other resources are also available in the PaCE office, located in the College and Career Center. There is a list of youth friendly employers that students can use to begin their job hunt, or the Volunteer Resource Guide that lists many ways to get involved with volunteering. Rocky Mountain High School students can also attend job workshops that take place twice per month and focus on different job related topics. The PaCE office is a resource available to all students at RMHS.

PaCE provides an out-of-the-classroom experience for students to learn and apply their skills in a professional work environment. For more information, call [Robert Papp, PaCE Director at \(970\)488-7036](tel:9704887036).

DISCOVER	PREPARE	SELECT	DECIDE	PAY
	Job Search			

Starting a job search can seem overwhelming, but it doesn't have to be. Follow these helpful tips and work with your counselors to help you through this process. Keep an organized file of all materials used in your job search.

Identify your skills and interests

Think about your values, consider your ideal work environment, examine your personality, recognize your skills and experience, and set priorities.

- Use career information and skills and interest inventories.
- Take classes to explore your interests.
- Get a part-time job to give you skills, career contacts, and an understanding of what some jobs are like.
- Volunteer to gain valuable experience with different jobs and organizations.

Use people as a resource

- Talk to teachers, counselors, parents, friends, neighbors, relatives, and even previous employers. They may be able to tell you about different job titles, actual openings, and the skills needed.
- Use your local library; librarians can be helpful in locating job search information. Some helpful written resources are:
 - Dictionary of Occupational Titles
 - Occupational Outlook Handbook
 - Professional journals
 - Books and pamphlets on specific careers
- Talk with individuals in careers that interest you. An informational interview or job shadow is a way to investigate a particular type of work and gives you an opportunity to see what the job is really like. Be prepared with questions and dress appropriately.

Explore ways to identify potential employers

- Contact Rocky's PaCE Program. See the previous page for more information.
- Visit employment agencies that offer job testing, counseling and lists of potential employers. In Larimer County, contact:
Larimer County Workforce Center
200 West Oak Street, Suite 5000
Fort Collins, CO 80522
970-498-6600
- Look for job fair information and search the Internet.
- Research newspaper and magazine ads.
- Check out internships and other training programs.
- Search websites such as monster.com, www.careerscolorado.com, www.jobweb.com
- Visit temporary agencies

The requirements are changing as work becomes more dependent upon technology and as employers compete in a global economy. Each career has its unique qualifications, but in general all employees need:

- ✓ **Academic knowledge**
- ✓ **Technical proficiency**
- ✓ **Productive work habits**
- ✓ **The ability to think logically**
- ✓ **Communication skills**
- ✓ **The ability to work in teams**
- ✓ **Problem-solving skills**

DISCOVER	PREPARE	SELECT	DECIDE	PAY
	Résumé & Cover Letter Tips			

RÉSUMÉS Once you have identified an employer or job opening you are interested in, the résumé is your next step. Résumés are typically required for professional, technical, administrative, and secretarial, and sales positions. A good résumé should help you get an interview and is highly recommended in today's job market. A résumé is a summary of your skills, accomplishments, education, and experience related to the type of job you are seeking.

- The goal of a résumé is to show an employer how you can be valuable to his/her organization.
- Your résumé should be unique. Even if you have never had a job, there are many skills that you gain in school, sports, and other activities that can be used in a résumé.
 - ❖ A good résumé is **clear, well-organized, dynamic, and neat.**
 - ❖ Use standard fonts such as Arial or Times New Roman.
 - ❖ Use 1-inch margins and stick to one page.
 - ❖ Review your résumé; there should be no grammatical or spelling errors.
 - ❖ Use action verbs to describe your skills.
 - ❖ Highlight important activities by bolding or using bullets.
 - ❖ Use white or off-white résumé paper.

COVER LETTERS You may also be asked to write a cover letter. A cover letter is intended to help you introduce yourself, identify positions for which you want to be considered, describe benefits you can provide an employer, show your knowledge of the employer's operation, and ask for an interview.

- A cover letter should have 3 main parts.
- The opening should discuss the reason for the letter, the title of the position you are applying for, and show proof you have researched the employer's organization.
- The middle should discuss why you are a good match for the position and refer to your résumé and the skills you possess.
- The conclusion should ask for an interview and thank the employer for his/her time and consideration.
 - ❖ Make a good cover letter by being **creative and personal.**
 - ❖ Expand on your résumé-don't duplicate.
 - ❖ Avoid starting sentences with I.
 - ❖ Spell check and proofread.
 - ❖ Focus on what you can offer the employer.
 - ❖ Address your letter to a specific person when possible.
 - ❖ Make sure to sign your letter and keep copies.

Helpful Websites

Be careful when searching résumé/job websites. Some sites may want you to pay for their résumé or job services, and that is not recommended. These websites can help with résumés and letters.

- ❖ www.career.colostate.edu

DISCOVER	PREPARE	SELECT	DECIDE	PAY
	Sample Cover Letter			

2121 Job Lane
Fort Collins, CO 80525

April 15, 2018

Mr. John Navy
Employment Manager
Old Navy Corporation
4040 South College Avenue
Fort Collins, CO 80525

Dear Mr. Navy:

I am forwarding my résumé in response to your April 14th advertisement in the Coloradoan for a sales clerk. I am very interested in this position and would appreciate your consideration as a candidate.

You will note from the enclosed résumé that I have many of the attributes that you are seeking for this position. Please consider the following:

1. Prior experience working in sales and as a clerk.
2. Proven responsibility through school credit for my work.
3. Knowledge of business management and marketing through coursework.

I would be pleased to have the opportunity to discuss this position with you during a personal interview. I can be reached during the day and evening at (970) 867-5309. You can also email me at Sue.Day@msn.com. Thank you for your time and consideration, and I hope to hear from you in the near future.

Sincerely,

Sue Day

Sue Day

Enclosure

DISCOVER**PREPARE****SELECT****DECIDE****PAY****Sample
Résumé**

Susan Renee Day

Your name should be
typed in a 14 to 20 point
size font and in bold.

Address
City, State, Zip
Phone Number (with area code)
E-mail Address

CAREER OBJECTIVE

To gain experience in the field of...

Category headers
should stand-out, such
as bold, larger font,
underline or italics.

EDUCATION

Rocky Mountain High School
Fort Collins, Colorado 80526
970-488-7000

GPA: 3.65

Expected Graduation: May 2013

Relevant Coursework: List specific classes beneficial to an employer

SKILLS & ABILITIES

- Bulleted list, using action terms to describe your skills, use phrases (not sentence format)

WORK EXPERIENCE

Target, Inc., Cashier
105 Troutman Pkwy.
Fort Collins, CO 80526
970-223-9100

List your
most recent
job first

Dates of Employment: April 2010 – Present

- Bulleted list of responsibilities (be specific, use action words)

Start with terms like:
created, developed,
assisted, initiated, taught,
helped, organized, etc.

Big City Burritos, Burrito Builder Dates of Employment: June 2010 – February 2011
510 S. College Ave.
Fort Collins, CO 80524
970-482-3303

- Bulleted list of responsibilities (be specific, use action words)

VOLUNTEER EXPERIENCE

Poudre Valley Hospital
1024 S. Lemay Ave.
Fort Collins, CO 80524
970-495-7000

Dates of Involvement: November 2009 – Present

Use a 12 point size font for
the body of the résumé.

HONORS & AWARDS

- Bulleted list of honors & awards (honor roll, attendance, scholarships, etc.)

ACTIVITIES & HOBBIES/INTERESTS

- Bulleted list of activities (clubs, sports, church, etc.) or relevant hobbies or interests

REFERENCES AVAILABLE ON REQUEST

Remember...

- ✓ One page is best, use one-inch top, bottom and side margins.
- ✓ Your layout should be consistent, balanced on the page and attractive to the eye.
- ✓ Make sure it is easy to read and understand.
- ✓ Errors are **NOT ACCEPTABLE!** All spelling, grammar, and information should be perfect, honest, and accurate.

DISCOVER	PREPARE	SELECT	DECIDE	PAY
	Interview Tips			

The purpose of an interview is to get acquainted and to learn about one another. Employers evaluate your qualifications for the job and you also have the opportunity to evaluate the employer.

Before the Interview

- ❖ Review your résumé or application.
- ❖ Learn about the company and the job.
- ❖ Think about how you will fit into the job. List the skills you have to offer the company.
- ❖ Dress appropriately. Find out what they wear on the job and dress one step above it. Be conservative in what you wear.
- ❖ Predict what the interviewers will ask by putting yourself in their shoes. Prepare answers and practice out loud with someone or videotape if possible.

At the Interview

- ❖ Arrive early. Be friendly and courteous to everyone. Employers often ask receptionists and secretaries for their opinions of job seekers.
- ❖ Have confidence in yourself. SMILE! Shake hands firmly. Say, "Hello, I am..."
- ❖ Be pleasant and try to relax. Avoid nervous habits.
- ❖ Say positive things about former supervisors, companies, or conditions.
- ❖ Maintain good posture. Think before you speak.
- ❖ When answering, look directly into the interviewer's eyes.
- ❖ Answer questions completely; do not give just "yes" or "no" answers.
- ❖ Have a list of questions you want to ask the employer.
- ❖ Shake hands when leaving and thank the employer for his/her time and consideration.

After the Interview

- ❖ Follow up after the interview by either asking the employer during the interview what his/her hiring timeline is, or calling him back to show your interest.
- ❖ Send a thank you note. A thank you letter following an interview is a professional courtesy. In your thank you note:
 - Express appreciation for their time and the information they provided.
 - Reaffirm your interest in the position or politely inform them you are no longer interested.

DISCOVER	PREPARE	SELECT	DECIDE	PAY
		Military		

The military offers you many different options. If you are considering the military, please visit these websites, which provide excellent information about common military questions:

<http://www.myfuture.com/military/>
www.globemaster.de/faq/career.html
<http://todaysmilitary.com/>

Military Academies

Military academies are extremely competitive. Applications should begin in the spring of your junior year, as each candidate must obtain a nomination from a member of Congress. As a candidate you are evaluated for admission on the basis of academic performance (high school record and SAT or ACT national scores), demonstrated leadership potential, physical aptitude and medical qualification.

United States Military Academy

ATTN: Public Affairs Office
Taylor Hall, Bldg 600
West Point, NY 10996-1788
845.938.2006
www.usma.edu/

United States Coast Guard Academy

ATTN: Public Affairs Officer
15 Mohegan Avenue
New London, CT 06320-4195
203.444.8270
www.cga.edu

United States Naval Academy

ATTN: Public Affairs Officer
121 Blake Road
Annapolis, MD 21402-5000
410.267.2291
www.nadn.navy.mil/

United States Merchant Marine Academy

300 Steamboat Rd
Kings Point, NY 11024
516.773.5000
www.usmma.edu/

United States Air Force Academy

ATTN: Public Affairs Officer
2304 Cadet Drive, Suite 320
U.S. Air Force Academy, CO 80840-5016
719.472.2990
www.academyadmissions.com

Enlisting in the Military

Joining a specific branch of the military is another way to explore career options. ROTC programs are for students thinking about college. Active military service provides more career related experiences. Please see your counselor for additional information and recruiter contacts.

Air Force

www.af.mil/

Air Force Reserve

www.afrc.af.mil/

Air Force ROTC

www.afoats.af.mil/

Army

www.army.mil/

Army Reserve

www.afoats.af.mil/

Army ROTC

www.goarmy.com/rotc/index.jsp

The National Guard

www.ngb.army.mil/

Navy

www.ncts.navy.mil/nol/

www.navyjobs.com/

Naval Reserve

www.navalreserve.com/ps/

Navy ROTC

www.nrotc.navy.mil/

US Marine Corps

www.usmc.mil/

US Coast Guard

www.cga.edu

The **Armed Services Vocational Aptitude Battery (ASVAB)** is a group of tests that measures one's aptitude or ability in seven separate career areas and provides an indication of ones academic and occupational aptitudes.

For more information visit:
www.asvabprogram.com.

DISCOVER	PREPARE	SELECT	DECIDE	PAY
		Community Colleges		

A community college can be an excellent option for many students. Community colleges offer certificates, Associate Degrees, and the chance to transfer to four-year institutions. Community colleges have liberal, open enrollment admission policies, which means they accept any student who has earned a high school diploma or GED, and students can apply at any time before the term starts.

Community colleges offer distinct advantages:

- ❖ small class sizes and a personalized atmosphere
- ❖ a quality education at an affordable price
- ❖ the option to live at home and further reduce expenses
- ❖ good transfer rates to four-year schools
- ❖ the chance to begin a fresh start academically

The application process for community colleges is very streamlined. Most community college applications are free, and can be submitted online. Be sure to request that your high school transcript is sent through the College & Career Center. Grades and tests scores are not a factor in admissions policies (but may be looked at for scholarships), as a community college accepts everyone. The community college may ask for your SAT score simply as a means of knowing what level of coursework to place you in. (They may have you take a placement test at their site if your SAT scores are below a certain score.) It is a good idea to apply early so that you are more likely to get into the classes you want and more likely to receive financial aid if you qualify.

If you plan to transfer to a four-year institute, it is important to work with a community college advisor to make sure that you are taking classes that will easily transfer. In Colorado, look for "GT" (Guaranteed Transfer) courses. The good news is that it is easier to be accepted into a four-year institution as a transfer student than it is as an incoming freshman. Once you have completed a year or two at a community college, four-year schools will only be concerned with your community college transcript rather than your high school transcript. Thus, community colleges offer students the chance to start with a clean slate.

Whether you are applying to a four-year institution, a community college, or a trade or technical school, some important questions to ask of admissions counselors are:

- Accreditation (which can affect whether students can transfer credits)
- Admission requirements
- Courses offered
- Certificates or degrees awarded
- Cost
- Available financial aid
- Location and size of school
- Placement rate of graduate

DISCOVER	PREPARE	SELECT	DECIDE	PAY
		Trade & Technical Schools		

Technical and trade schools offer specific training in a particular field. Students can earn an associate degree within two years. An excellent directory of technical and vocational colleges is the www.guidetocareereducation.com. Below is a partial list of technical and trade schools in the Northern Colorado area.

Boulder College of Massage Therapy (Boulder, CO)
800.442.5131

Cheeks International Academy of Beauty Culture (Fort Collins, CO)
970.226.1416

Colorado Art Institute (Denver, CO)
800.275.2420 (art, graphic design, culinary, fashion design)

College America (Fort Collins, CO)
800.622.2894 (medical, business, marketing, and more)

DeVry Institutes (Denver, Phoenix, Detroit, Boston)
303.329.3000 (business, animation, graphics, computer technology, networking, and many more degrees)

IBMC (Fort Collins, CO)
970.223.2669 (medical, business, marketing, massage therapy)

ITT Technical Institute (Thornton, CO)
303.288.4488 or 800.395.4488 (computer electronics, computer networking, drafting, multimedia)

Johnson and Wales University (Denver, CO)
877.598.3368 (business, criminal justice, culinary arts, equine sciences, food services, hotel management, paralegal, technology)

Lincoln College of Technology (Denver, CO)
800.347.3232 (automotive technology, diesel technology, shop management)

Westwood College (Denver, CO)
303.426.7000 (CAD, criminal justice, occupational therapy, medical, graphic design, hotel management)

Wyoming Tech (Laramie, WY)
888.577.7559 (automotive technology, diesel technology, collision refinishing technology)

DISCOVER	PREPARE	SELECT	DECIDE	PAY
		Apprenticeships		

"I learn new things every day," says Elizabeth Cummings, who is training as an electrician apprentice. "I get to use my hands and my mind. I'm practically guaranteed a great career in a few years—a job that I know I'll like and that pays very well."

Apprenticeships offer students the combination of paid, on-the-job training and related classroom training in a specified career (carpenter, electrician, plumber, painter, etc.). Apprenticeships are available for more than 850 occupations. Construction and manufacturing apprenticeships are most common, but apprenticeships are available for all sorts of occupations. Possibilities range from telecommunications, environmental protection, and pastry making to healthcare, childcare, and the arts. Apprenticeship programs are registered with the United States Department of Labor and are designed to culminate in certified journeyman-level skills attainment and nationally recognized credentials. The average program lasts 4 years but can range from 1 to 6 years.

Apprenticeships are sponsored by an employer, who is responsible for providing journeyman-level mentorship and supervision to the apprentice and seeing that the apprentice completes all required course work. Apprentices gain a high degree of skill, nationally recognized credentials, and the opportunity for college credit and future degrees. Apprenticeships are offered in the following industries:

- ❖ construction
- ❖ manufacturing
- ❖ telecommunications
- ❖ information technology/networking
- ❖ service and retail industries
- ❖ health care
- ❖ public utilities

To find out more about apprenticeships, including how to apply for one, go to the Department of Labor's website at www.dol.gov. In addition, seek out someone doing a job you may be interested in and shadow them, and speak to potential employers about the possibility of getting an apprenticeship with them.

DISCOVER	PREPARE	SELECT	DECIDE	PAY
		GAP Year Volunteering & Travel		

AmeriCorps offers opportunities to volunteer within the United States. Volunteers meet critical needs in education, public safety, health, and the environment. They tutor and mentor youth, build affordable housing, teach computer skills, clean parks and streams, run after-school programs, and help communities respond to disasters. After successfully completing a term of service, AmeriCorps members who are enrolled in the **National Service Trust** are eligible to receive an education award. The education award can be used to pay education costs at qualified institutions of higher education or training, or to repay qualified student loans. For more information, go to www.americorps.org.

Cross-Cultural Solutions also places volunteers in foreign countries such as Brazil, China, Guatemala, India, and Thailand. Volunteers work side-by-side local people on locally designed projects in the aim of fostering cultural understanding. Go to www.crossculturalsolutions.org to find out more.

Students wishing to participate in missionary work should learn more about "**Youth With A Mission**" (YWAM) at www.ywam.org, "**Youth for Understanding**" at www.yfu.org/, or "**Teen Mania**" at www.teenmania.com.

* Volunteering at agencies in your community is also a great option (Habitat for Humanity, food bank, etc.). Visit the volunteer section on the **FirstCall** website at www.firstcall-vc.org for opportunities.

An increasingly more popular philosophy these days is that not all students may be ready for college fresh out of high school. Rather than enrolling in college and dropping out, some students would benefit from taking some time off to travel and learn more about themselves and their place in the world (a gap year). Such an experience may likely allow a person to become more focused on the future upon returning home. Check out a gap year fair to find a wide range of options including volunteering and travel. For a schedule of gap year fairs, check <http://www.usagapyearfairs.org/>.

Whether you would like to travel exclusively or would like to extend your stay and work around the world as you go, there are some great resources worth researching. If you are interested in overseas foreign exchange programs visit the Council on Standards for International Educational Travel at <http://www.csiet.org/mc/page.do?sitePageId=750>. Bookstores and libraries have a wealth of travel books. Amazon.com is a great resource for travel books such as these:

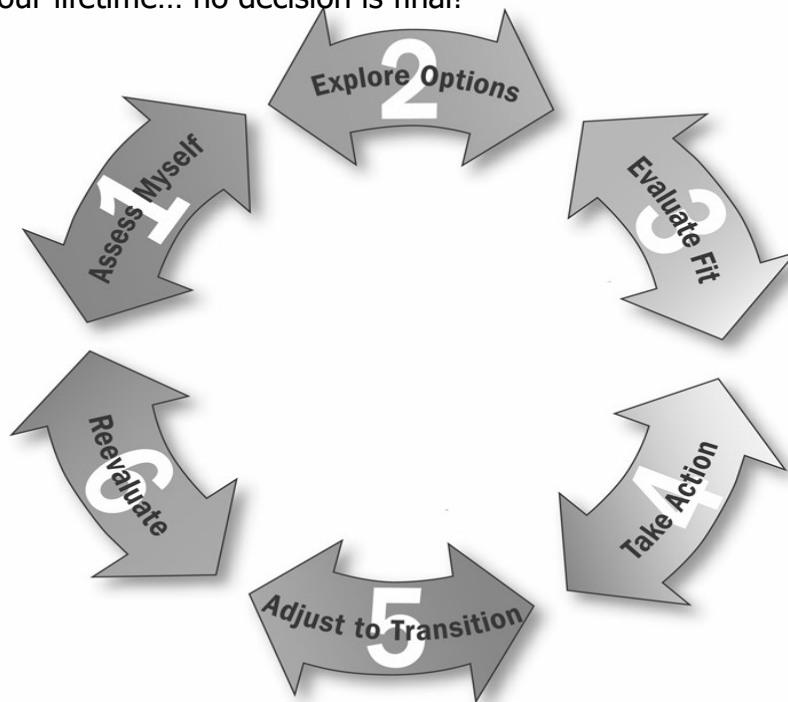
Live and Play Around the World by Sharyn McCullum, *Work Your Way Around the World* by Susan Griffith, *The Back Door Guide to Short-Term Job Adventures* by Michael Landes, *An Uncommon Guide to the Art of Long-Term World Travel* by Rolf Potts, *Vacation Work's International Directory of Volunteer Work* by Louise Whetter, or *International Job Finder: Where the Jobs Are Worldwide* by Daniel Lauber, and *Lonely Planet*.

If you would like to **teach English abroad**, there are a number of organizations that offer intensive training, after which time you earn your TEFL certificate to teach English in a foreign country. A good site to look into is "The International TEFL Certificate" at www.itc-training.com. *Teaching English Abroad* by Susan Griffith, available through www.amazon.com, is an additional helpful resource.

Youth Hostels are an excellent way to find the cheapest accommodations in the United States as well as around the world. They are also a great way to meet other young travelers and exchange travel advice. You can book accommodations throughout the world on www.hostelworld.com.

DISCOVER	PREPARE	SELECT	DECIDE	PAY
			What should I do?	

Using the information we've given you in **discover**, **prepare** and **select** will help you begin the process of narrowing down your career choices. It is important to remember that there are many resources out there for you to take advantage of. Talk to your friends and family, find opportunities to job shadow and keep in mind that you will most likely have more than one career in your lifetime... no decision is final!



1. Assess Myself

- Who am I?
- What am I interested in?
- What do I have to offer?

2. Explore Options

- What is out there for me?
- How do I find an Internship?

3. Evaluate Fit

- What's important to me?
- How do I make a decision?

4. Take Action

- How do I get there?
- Résumé, cover letter, interview skills

5. Adjust to Transition

- How do I make the transition from student to professional?

6. Reevaluate

- What's next?
- What if I change my mind?

Adapted from Johns Hopkins Career Center

DISCOVER	PREPARE	SELECT	DECIDE	PAY
				Financial Aid

Although financial aid may seem complicated and difficult, your counselors and the financial aid officers at colleges and related programs are there to help you. Don't hesitate to contact them.

What questions do I ask colleges and financial aid advisors?

- What kind of financial assistance does the college offer?
- What forms are needed? When are financial aid applications due?
- What costs are taken into account by the financial aid office?
- Are there any payment options available?
- When will I be notified about the amount of assistance we can expect?
- What is the average student loan debt of the college's graduates?
- Is there a restriction on the length of time for financial assistance?
- What impact do scholarships from outside sources have on financial aid?
- Is there a commitment for financial assistance beyond the first year?
- How and when do we apply for financial assistance after the first year?

How do I get more information on financial aid?

Request a free copy of "Funding Education Beyond High School" by writing to:

Federal Student Aid Information Center
P.O. Box 84

Washington D.C. 20044
800-4-FED-AID

<http://studentaid.ed.gov/students/publications/FYE/index.html>

The U.S. Department of Education also has a toll-free number to answer questions about federal student aid programs **800.433.3243**. If you are deaf or hearing impaired, you may call toll-free **800.730.8913**.

What is the formula for determining financial aid eligibility?

Eligibility for federal student aid funds is determined according to rules authorized by Congress. Family size, income, assets and number of family members enrolled in postsecondary education are among the factors taken into account. Get an estimate of the financial aid you qualify for through the FAFSA 4caster at <https://fafsa.ed.gov/FAFSA/app/f4cForm?execution=e1s1>

With program costs so high, as well as the rising cost of living in general, shouldn't I just look for the less expensive alternative?

Not necessarily. Expensive programs often have more financial aid to help families bridge the gap between the costs and what they can afford to pay. Match your interests with colleges' academic programs first, and then see if you can find a way to pay for your first choice.

Financial assistance is offered in several types from the federal government, state government, private sources, and from the colleges themselves.

Scholarships and grants are gifts of money (generally, won't be repaid). Often they are based upon need. Sometimes, they are awarded for academic excellence or special achievements.

Loans are a significant part of most aid packages. They must be repaid, but most often not until after you graduate.

Work-study is a part-time job on campus. For example, you might work in the library or as a food-service worker.

THE COLORADO COLLEGE OPPORTUNITY FUND

The College Opportunity Trust Fund (COF), created by the Colorado Legislature, provides a stipend to eligible undergraduate students. The stipend pays a portion of your total in-state tuition when you attend a [Colorado public institution](#) or a [participating private institution](#).

Eligible undergraduate students must **apply**, be **admitted** and **enroll** at a participating institution. Both new and continuing students are eligible for the stipend.

Qualifying students may use the stipend for eligible undergraduate classes. The stipend is paid on a per credit hour basis to the institution at which the student is enrolled. The credit-hour amount will be set annually by the General Assembly.

For more information and to sign up visit this website:

<https://cof.college-assist.org/COFApp/COFApp/Default.aspx>

DISCOVER	PREPARE	SELECT	DECIDE	PAY
				Financial Aid

Apply for Financial Aid

1. **Apply to the college.** Colleges will only offer financial aid to students who have applied and been accepted; however, you do not need to wait for an acceptance letter before filing the FAFSA.
2. **Check your college(s) for their financial aid requirements.** All colleges that receive federal funding require the FAFSA. Many colleges also require institutional applications and/or the CSS Profile. Be sure you file all required paperwork.
3. **Complete the FAFSA electronically by going to www.fafsa.ed.gov by your college's priority deadline.** (Do NOT use www.fafsa.com. The FAFSA is a free service, but that site charges money.) For the **RMHS Class of 2019, be sure to file the 2019-20 FAFSA.**
 - a. What you need: When applying, you will need a copy of the previous year's Federal Tax Return for both you, and if dependent, your parent(s). You also will need your prospective colleges' school code(s), and other financial information like benefits received and bank account/investment amounts. Be sure to meet your colleges' deadlines.
 - b. If you need help completing the form—consider attending the College Goal Sunday event at FRCC in November (Date TBD). Get more details at www.collegegoalcolorado.org/.
4. **After applying:** The Federal Central Processor System will send a confirmation to you entitled, Student Aid Report (SAR). You will receive the SAR in the mail about 2 weeks after submitting your online FAFSA. If you provided your e-mail address you will receive an e-mail with a link to your SAR on the Web in no more than 5 days. Review your SAR and make sure the information is correct. You can make corrections to your data online at www.fafsa.ed.gov. Contact the financial aid office(s) of your college(s) for concerns or problems with the electronic filing of the FAFSA. If the SAR is correct, students should keep it for their records.
5. **How you are notified:** After you are admitted to your college(s), their Financial Aid department should review the FAFSA/SAR information, and determine the types and amounts of aid for which you are eligible. You will receive a Financial Aid Notification from each college (anywhere from mid-February through late-April if you submit on time), which lists the aid you may receive while attending that college for the upcoming year.
6. **Check your Financial Aid Status:** Most colleges have information available on their website first—you can usually check your financial aid application status by logging in to the college's portal; however, sometimes, the award offers will only be mailed. Check both the portal (if the college has one) and your "snail" mail! Be sure to respond promptly to any requests made by the Office of Scholarships and Financial Aid, and keep copies of any information you submit!
7. **What's Next?** Read the financial aid conditions information that is unique to each college detailing how and when to accept financial aid. Accept or reject any financial aid offer by your college's deadline. You can accept or reject financial aid offers line-by-line (eg. From one college, you might accept all grants, work study, and a subsidized loan, but reject a "Parent-Plus" loan)
8. **Be sure to renew the FAFSA each year.** The FAFSA is a form required for any need based aid including grants, loans, work-study. Many scholarships also require that you file the FAFSA (even some scholarships that are NOT need-based). EVERYONE qualifies for some form of financial aid regardless of income.

DISCOVER	PREPARE	SELECT	DECIDE	PAY
				Scholarships

Where can I find scholarships?

- Talk with the financial aid department at the college you are applying to. Ask about first generation scholarships (if neither parent has a bachelor's degree).
- Use websites such as: wiredscholar.com, fastweb.com, collegeanswer.com, finaid.org, salliemae.com, athleticaid.com/index.html, hispanicfund.org, free-4u.com/minority.htm, danielsfund.org
- Check with your employer and your parents' employers.
- Ask any clubs or organizations in which you are involved (Boy Scouts, 4-H, etc.).

What about local scholarships?

In January a local scholarship packet will be available for all RMHS seniors in the College and Career Center. Approximately 30 different scholarships are offered to students in the Fort Collins area via this packet. Once completed, the packet is returned to Student Services by mid-February, and then handled by scholarship committees as specified by the scholarship donor.

What is the Boettcher Scholarship program?

The Boettcher Foundation Scholarships are offered *"to keep the best and brightest in Colorado by awarding a four-year scholarship to any college or university in the state."* Scholarships pay tuition, fees, books, and a stipend for room and board.

Applicants must meet these requirements to be considered:

- Rank in the top 5% of the graduating class
- Score at least a composite 1200 on the SAT or 27 on the ACT
- Be a U.S. and Colorado citizen domiciled in Colorado during the junior and senior years of high school

Selection is based on:

- Superior Scholastic Ability
- Evidence of Potential Leadership
- Service to Community and School
- Outstanding Character

Senior Thought...
College admission isn't
a judgment on my parents
or my upbringing.

Application materials must be turned in to the College & Career Center by **mid October**.

What is the WUE Scholarship?

WUE is the Western Undergraduate Exchange. Through WUE, students in western states may enroll in many two-year and four-year college programs at a reduced tuition level: 150 percent of the institution's regular resident tuition. WUE tuition is considerably less than nonresident tuition, but each college has its own requirements (for some, the WUE is a highly competitive scholarship; for others, only specific majors are eligible; and for others, any student is eligible). For more information visit this website: <http://wue.wiche.edu/> or contact (303) 541-0270, email info-sep@wiche.edu