

High School & Beyond

Junior Lesson – Planning for
your Future

Today's Goal

- ✓ SENIOR Year of Preparation
 - Creating Connections or Opportunities
 - Volunteer
 - Intern
 - Job Shadow
 - Employment
- ✓ Complete a Professional Letter
- ✓ HSBP Review & Confirm – GREEN CIRCLE 100%
- ✓ Update Resume
- ✓ Goals for 2nd Semester & Senior Year

Creating Connections – Letters of Recommendation

What is a letter of recommendation?

Who is best to ask for a letter?

When should it be requested?

Opportunities to take on NOW:

- College Applications
- Scholarships
- Job Shadow/Intern for Summer

Creating Connections – Cover Letter

What is the job you are applying for?

What skills and/or characteristics are required for this job??

How do you provide the best impression?

Places to look for employment:

70%+ are NOT advertised

Friends/Family

Job Search Sites

Follow up – Thank you cards

Etiquette

noun

noun: **etiquette**; plural noun: **etiquettes**
the customary code of polite behavior in society or among members of a particular profession or group

Results of proper etiquette:

- gratitude
- respect

Send THANK YOU NOTES!!

Junior Completion – Spring 2017

Reflect & Confirm

- **ALL GREEN**

Career Matchmaker Selected & My Skills Completed

Career & Life Goals

2nd semester & START OF SENIOR YEAR.

Post Secondary Plan – ALL THREE TABS

Update Resume - activities, volunteering, awards, employment, courses, GPA

Create a Professional Letter

Cover Letter for Employment

Letter of Request

COMPLETED BY June 12th