



SENIOR PORTFOLIO



Student Name _____

ID # _____





The Senior Portfolio

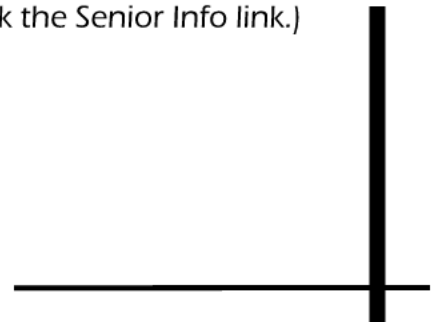
The senior portfolio is an accumulation of what the student has accomplished at Bloom Trail High School. It contains an updated resume, employability skills information, attendance record, grade record, awards and certificates, career exploration information, recommendations, and samples of best works. The senior portfolio assists students in providing information for college interviews, scholarship and job seeking adventures.

USES FOR THE SENIOR PORTFOLIO

1. To help graduating seniors transition into their post secondary settings.
2. Employers look very favorably upon applicants who present their senior portfolio during interviews.
3. Scholarship committees appreciate applicants who present their senior portfolio during the interview.
4. More and more often, the senior portfolio is going to be required for everything from college graduation to scholarship consideration to program entrance for a college major, as well as for employment.

An electronic copy of the Senior Portfolio can be found on the school website.

WWW.BLOOMTRAIL.ORG (Click on the Students tab. Then click the Senior Info link.)





The Senior Portfolio Checklist

Tab #1 Job Requirements [Due Date: 02/05/2016]

- Cover letter (Sample provided)
- Resume, stored in a sheet protector (must be typed and must include a professional email address)
- List of 3 references (2 business references and 1 personal reference that include addresses and phone numbers)

Tab #2 Post Secondary Requirements [Due Date: 10/09/2015]

- Most Current Copy of School Transcript - This will be given to you by the Counseling Department
- Personal Statement (must be typed)
- Must ask 2 people to write you a letter of recommendation (teacher, coach, counselor, social worker, boss/supervisor, etc. NOT FAMILY MEMBERS)
- SuperMatch College Search results through Naviance. See handout for more details

Tab #3 Citizenship & Service [Due Date: 10/06/2015]

- Community Service Verification REQUIRED (Minimum of 20 hours of community service)
- Community Service Reflection Essay (summer assignment)
- Minimum of 1 example of Citizenship (e.g., copy of Voter's Registration card or the application to vote, Service Awards, copy of local Library Card)

Tab #4 College and/or Career Exploration [Due Date: 03/11/2016]

- Cluster Finder results through your Naviance account (see handout for more information)
- College Visit, Job Shadow Summary, or In School College Workshop
- Two Career Information Articles, Career Research Paper
- College Acceptance letters or ASVAB Test Results (not required but recommended)

Tab #5 Awards/Certificates/Extra-Curricular Activities/Scholarships [Due Date: 03/11/2016]

- Certificates/awards earned during high school (Students may not have items to include here.)
- Complete the "StrengthExplorer" assessment in Navaiance

Tab #6 Written/Best Work [Due Date: 12/11/2015]

- Three samples of student writing, one of which is a thank you card to be given to the community volunteer who interviews you at Senior Interviews and one should be graded. One entry must showcase some form of technology.

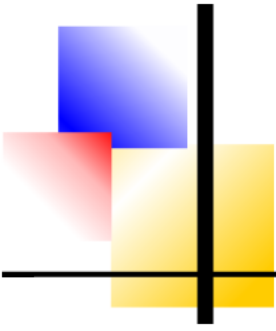
Tab #7 Interview Information [Due Date: 02/05/2016]

- Standard Job Application Form Example (Completely filled out)
- Possible Answers to 5 Interview Questions
- Generate 3 questions to ask during and after an interview

Tab #8 Transition Plan/Letters of Recommendation [Due Date: 12/11/2015]

- A transition plan for life after high school. (must be typed)
- Minimum of 2 Letters of Recommendation, stored in a sheet protector

Summer Assignment [Due Date: 08/21/2015]- All students must complete 5 hours of documented community service and write a reflection paper. All documents and essay instructions were handed out on May 28, 2015 in your English class



Tab 1—Job Requirements

1) Cover letter (Sample provided)

1234 Baker Street
Chicago Heights, IL 60411
February 12, 2010

Mr. T. E. Alderson, Director of Sales
Best Buy Cooperate Office Headquarters
7601 Penn Avenue South
Richfield, MN 55423

Dear Mr. Alderson:

I am responding to the employment opportunity listed on your Web site. Please accept this letter and accompanying resume as evidence of my interest in applying for the (position title) at (company name).

I have the following experience (add experience here) which makes me uniquely qualified for this position.

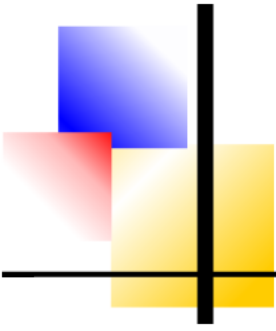
I would appreciate the opportunity to meet with you and discuss how my skills would meet the needs of your company. Attached is my resume for your consideration. I look forward to hearing from you.

Sincerely,

Sign your name here

Your Name





Tab 1—Job Requirements

2) Resume , stored in a sheet protector

This section should include your most current resume. Your resume lists all of your occupational, educational and volunteer experiences to date. It may include references, and hobbies that a prospective employer may wish to see. Your resume must be typed and must include your professional email address.

Helpful Hints:

1. Your resume is an important part of the job application process.
2. It should be as accurate and up-to-date as possible.
3. You should try to limit your resume to one page. It should be complete, but as brief as possible.

Please use the handout on the next page as your
guide to completing your resume



Resume Builder on Naviance

By completing this resume with information about your accomplishments and talents, you can help someone get a better understanding of how to help you effectively describe yourself to colleges or the workforce. It may also help match you with local and state scholarship opportunities as well.

Every senior will be required to complete a resume for their Senior Portfolio. Naviance has a built in program to help you complete a resume and make it look professional.

How to get started:

1. Go to: <https://connection.naviance.com/family-connection/bloomths>
2. Log in using your username and password (same as your PowerSchool log-in)
3. Click on the "About me" tab and then click on "Resume" under "interesting things about me"
4. It will then bring you to a page that will allow you to enter each section of your resume
5. By clicking on "add a new entry" (where you see the star below), you can enter the following areas to complete your resume:

You haven't created any resumes yet. Let's get started!

Using the Resume Builder, you can tell us everything about yourself. Then, rearrange your information into multiple printable versions that you can use for whatever you need! The Resume Builder has just 3 easy steps:

1. Add entries
2. Rearrange the contents
3. Save and print!



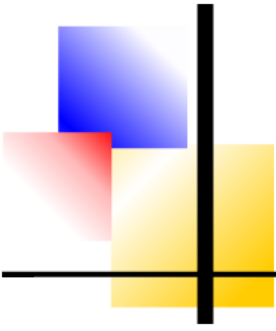
Make a selection to start building your first resume!

add a new entry:

- a. Click on "Add a new entry: Education"
 - i. School: <Your School>
 - ii. Location: <Chicago Heights, IL>
 - iii. Degree/Grade Level: <Grade 12, GPA 3.2> EXAMPLE ONLY
 - iv. Start Dates: <August 2012> unless you are a transfer student
 - v. End Date: <present>
 - vi. Description
- b. Click on "Add a new entry: Extracurricular Activities"
 - i. Activity: list student
 - ii. Start Date: Leave blank
 - iii. End Date: Leave blank
 - iv. Avg. hours per week: 12 (example)

Resume Builder on Naviance

- v. Total hours- list the total hours you have contributed to this activity
 - vi. Grades participated- list the grades levels you participated in this activity
 - vii. Description- List position/role
 - c. Complete "Add entry" for all other categories that apply to you
- 6. HOW TO PRINT YOUR RESUME:**
- a. Click on "Customize Your Printable Resumes"
 - b. Click on "Create a New Print Format"
 - c. Enter a name for your resume version
 - d. Click on the format (Style 1 or Style 2) that you prefer
 - e. References: Click on "Do Not Include"
 - f. Arrange your resume (look at sample resume as reference)
 - i. Education
 - ii. Skills/Academic Achievement (move test scores to top)
 - iii. Awards/Certificates
 - iv. Music/Artistic Achievement, Athletic Achievement,
 - v. Extracurricular Activities
 - vi. Volunteer Service
 - vii. Work Experience
 - viii. Additional Information
 - g. Click on "Save and Close"
 - h. Click on "View/Print and PRINT!"



Tab 1—Job Requirements

3) List of 3 references

You must provide information for 2 business references and 1 personal reference that include addresses and phone numbers. This information must be typed. Please follow the format below.

References for “Your Name”:

Reference #1

Job Title

Address

City, State Zip code

Phone Number

Reference #2

Job Title

Address

City, State Zip code

Phone Number

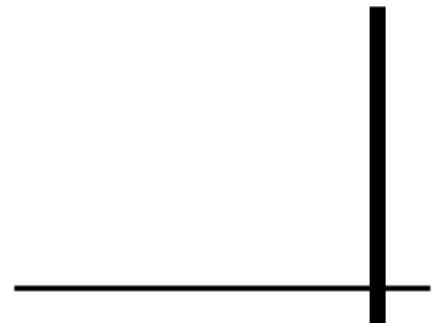
Reference #3

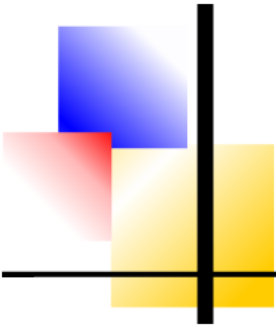
Job Title

Address

City, State Zip code

Phone Number





Tab 2 — Post Secondary Requirements

1) Most Current Copy of School Transcript

Your counselor will provide you with this information or you can obtain it from PowerSchool

2) Personal Statement *(must be typed)*

You must write an essay according to one of the following prompts :

College Personal Statements

General Personal Statement that can be used at most state universities. Use each number as an outline for a 5 paragraph essay:


1. Academic Performance: Your high school academic performance is an important consideration in our admission decision. Please explain challenges that impacted your performance. Describe your academic strengths and weaknesses.
2. Life Experiences: Describe any significant life experience or challenge you have faced, the steps you have taken to address this experience or challenge, and what you have learned about yourself.
3. Goals: What are your goals and how do you plan to accomplish these goals? Provide specific examples. How can college help you meet your goals?
4. Leadership: Describe leadership experiences you have had where you motivated others, resolved disputes, or committed your time and efforts to group goals. Include experiences during and after school. (Examples include: clubs, sports, jobs, etc.)
5. Diversity: Describe any diverse experiences you have had, what you would bring to a college community, and why diverse experiences are important to you.

3) Complete the SuperMatch College Search quiz on your Navaince Account. See the next page for instructions.

SuperMatch College Search

SuperMatch is a visually-based search tool in Naviance that helps student find the right fit for college. Students select from a list of college decision factors and rank their importance. As the student makes selections, the best-match colleges appear with information about why the colleges may be a good match. Students can save their searches and add colleges to the "Colleges I'm Thinking About" list from here.

How to get started:

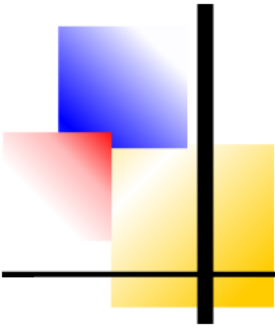
1. Go to: <https://connection.naviance.com/family-connection/bloomths>
2. Log in using your username and password (same as your PowerSchool log-in)
3. Go to the "colleges" tab
4. Under the "College Research" section click on SuperMatch College Search"
5. Start using the orange tabs on the left, under "Find your best Fit". Click on "location" and then add the areas that interest you. Most students will start by adding the Midwest, which includes Illinois and our surrounding states. After you enter information, the last question will say "how important is this to you?" choose kinda, very, or must have, depending on what you think.
6. The following search criteria will be used while narrowing down colleges on SuperMatch. Underlined are the areas you should fill in to assure an accurate report of colleges: 
7. This can get your list to a small number quickly.

- Location
- Majors
- Test Scores
- Tuition and Fees
- Ethnicity
- School Type (4-year or 2-year)
- School Size
- On Campus Housing
- Campus Setting
- Public or Private
- Gender Mix
- Historically Black
- Getting In
- Graduation Rate
- Organizations
- Special Services
- Disability Services
- Sports
- Greek Life
- Religious Affiliation
- Liberal-Conservative
- GLBT-Friendly
- Great College Towns



Quick Tip

At any time if you see a school that you are interested in you can click on the "pin this school" tab or click on "add to colleges I am thinking about", which will list it at the top. You can then compare up to 5 pinned schools and see all the facts about them.



Tab 2 — Post Secondary Requirements

4) A student must ask for a minimum of 2 letters of recommendation, stored in a sheet protector (*must be typed*)

LETTERS OF RECOMMENDATION INSTRUCTIONS

1. Make a list of possible people to ask. Consider teachers, coaches, employers, church leaders, family friends, and volunteer program coordinators.
2. Ask 3-5 people to write a letter. It is acceptable to ask in person or over the telephone. Indicate to whom the letter is to be addressed, the purpose (acceptance to a program/college, recipient of a scholarship), and when the letter needs to be completed.
3. Allow a minimum of two weeks for the person to write the letter.
4. In order to provide helpful information to the writer of your recommendation letter, complete the following forms:
 - Introduction form found below
 - "Who Am I" Worksheet (which can be found on your Naviance account under documents so you can type on it directly, or a copy is provided on the next page)
 - Signature verification form that will inform your English teacher you have asked a minimum of 2 people to write you a letter of recommendation. This must be turned in at your first portfolio check.

(Adapt the Information form below as needed)

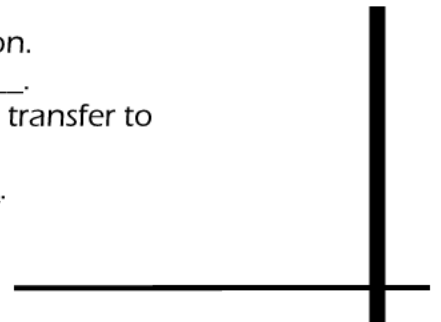
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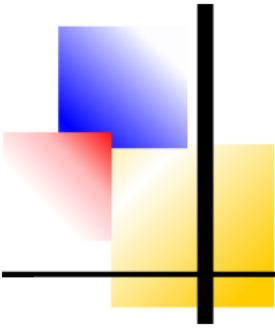
Dear _____;

Thank you for writing a Letter of Recommendation for me. Attached you will find my "Who am I" worksheet, my activity record and my academic/career goals, which may be helpful.

My academic and career goals:

- a. I plan to go directly to the workplace after high school graduation.
- b. I plan to attend _____ Technical School and study _____.
- c. I plan to attend _____ Community College and then transfer to _____ University.
- d. I plan to attend a 4-year college at _____.
- e. I plan to join the military. _____.





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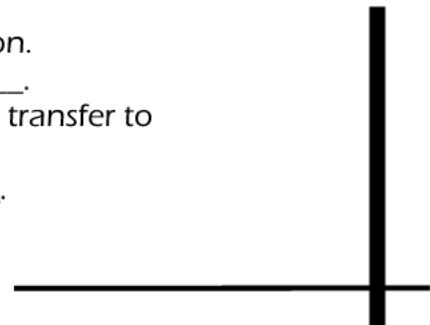
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- e. I plan to join the military. _____.



Who am I?

Please complete this form when requesting letters of recommendation. You may need a letter of recommendation for college applications, scholarships and other senior activities.

DIRECTIONS:

- Download the form to your desktop and "Save" using the following name:
"firstname.lastname"
- Answer all questions thoroughly.
- When completed save again and upload the form to your "Who am I" Document Task in "Family Connection"
- PLEASE NOTE: All requests for letters should allow AT LEAST 10 SCHOOL DAYS.

Name:	Email:
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Cumulative GPA:	Class Rank:		
ACT Test Overall Score:	Reading:	English:	Math: Science:

List all the post – secondary options you are considering.

University / College	Community College	Trade School

What is your intended major or area of study in your post-secondary plans?

--

What is your intended career goal at this time?

--

School Activities, Sports, or Clubs	Year of Activity				Description of Activity
	Gr. 9	Gr. 10	Gr. 11	Gr.12	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Community Activities (volunteer)	Year of Activity				Description of Activity
	Gr. 9	Gr. 10	Gr. 11	Gr. 12	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Work Experience (paid)	Year of Activity				Description of Activity
	Gr. 9	Gr. 10	Gr. 11	Gr. 12	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Special Recognition, Awards, Honors	School Year Received				Description
	Gr. 9	Gr. 10	Gr. 11	Gr. 12	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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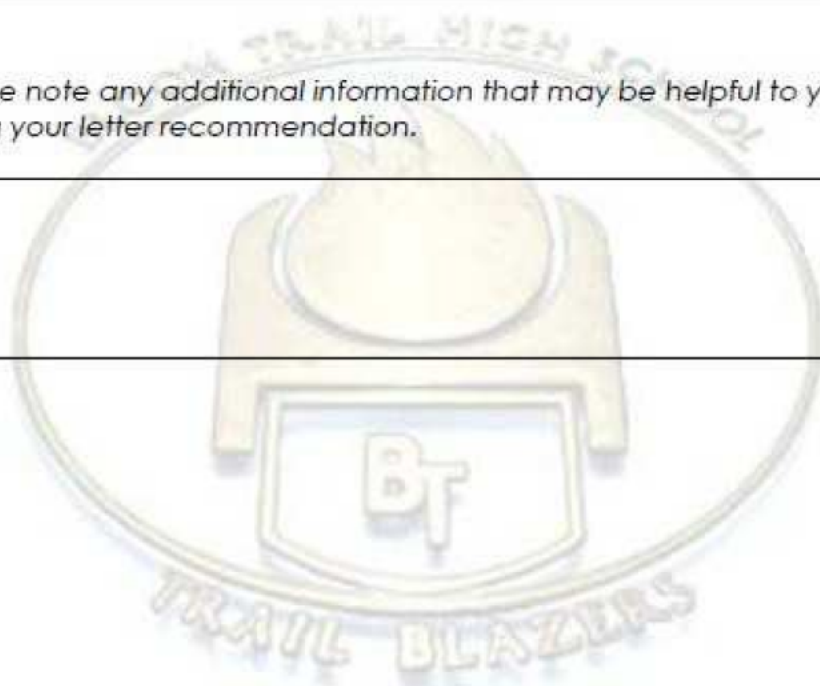
Which **one or two activities** were the most meaningful to you? Why?

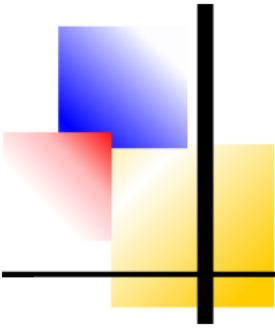
List **three to five words** that you would use to describe yourself. **Explain each** with several sentences.

What special talents (music, sports, theatrical, dance, art, video, technology) do you possess? **Explain each** with several sentences.

What obstacle (family, personal, illness, financial, etc.) if any, have you encountered? How did you overcome this obstacle? Explain with several sentences.

OPTIONAL: Please note any additional information that may be helpful to your counselor or teacher in writing your letter recommendation.





Tab 2 — Post Secondary Requirements

Letter of Recommendation Signature Verification Form

Student Name: _____

Student ID: _____

Name of the person asked to write a letter: _____

Relation to Student: _____

Signature of person writing a letter of recommendation:

(this signature verifies you are aware the letter of recommendation needs to be complete by 12/10/2015)

Name

Date

-----cut here-----

Letter of Recommendation Signature Verification Form

Student Name: _____

Student ID: _____

Name of the person asked to write a letter: _____

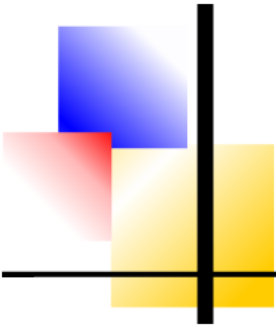
Relation to Student: _____

Signature of person writing a letter of recommendation:

(this signature verifies you are aware the letter of recommendation needs to be complete by 12/10/2015)

Name

Date



Tab 3 — Citizenship and Service

1) Community Service Verification REQUIRED

All students must complete 10 hours of community service. The community service verification form must be fully completed in order to receive credit for the community service. The Community Service Verification form is provided on the following page.

2) Include your Community Service Reflection Essay that you completed for the Summer Assignment that was due in August.

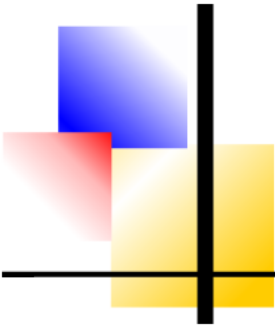
3) Minimum of 1 example of Citizenship (e.g., copy of Voter's Registration card OR the application to vote, Service Awards, copy of local Library Card)

Citizenship can be demonstrated in many ways. You may wish to copy your voter's registration card, social security card, selective service registration, community service experiences, and/or or any other documentation pertaining to being a good citizen. If you are not, 18, you can include an application to vote. You may also include a copy of your local library card.

Helpful Hints:

1. Having documentation of citizenship is a requirement for employment.
2. A voter's registration demonstrates interest in being a responsible citizen in local and national government.

Illinois Voter Registration Application is provided on one of the following pages.



Bloom Trail High School Community Service Verification

COMMUNITY SERVICE VERIFICATION - All students must complete 10 hours of community service . Five hours must be done over the summer BEFORE August 14.

Student:

ID #:

Community Service Project:

Community Service Project Coordinator:

Description of the service project:

Number of hours contributed toward service project:

I agree to the information given above and to its accuracy.

Student Signature

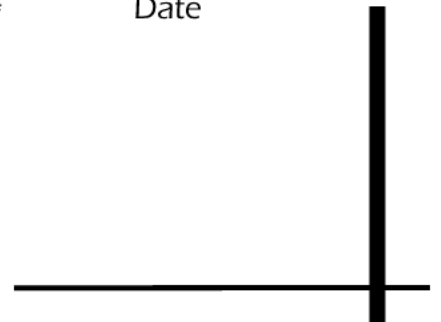
Date

Community Service Supervisor Signature

Contact Phone #

Date

PLEASE ATTACH BUSINESS CARD HERE





Tab 4 — College and/or Career Exploration

1) College Visit, Job Shadow Summary, OR In School College Workshop

You must show evidence that that you have completed one of the items listed above. If you go on a college visit, a College Visit Verification form must be completed. Those forms are available in the Attendance office. If you go on a Job Shadow experience, you must write a summary that lists the details of that experience. If you go to an In School College Workshop, you must have the presenter complete a form. The In School College Workshop forms are available in the Counseling Office.

2) Two Career Information Articles OR Career Research Paper

Please explore and print two articles that discusses career that you are interested in pursuing. Or you can include a research paper that explores your career.

3) College Acceptance letters OR ASVAB (Armed Services Vocational Aptitude Battery) Test Results— (This section is not required but recommended)

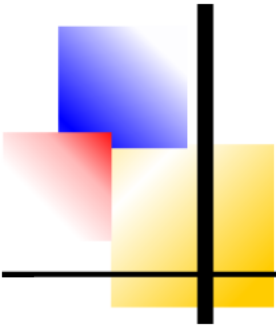
4) Career Cluster Finder results from Naviance

Please follow the instructions on the handout provided. Once you complete the quiz, you will be able to print your results to serve as proof you completed it.

Helpful Hints:

1. These documents may help you identify jobs or fields of study that contain subjects, skills, or work environments that are of interest to you.
2. You should explore all of the jobs of a recommended career cluster; you may be surprised by the variety of jobs within a single area.
3. Some employers like to see that you have thought about your future.





The Senior Portfolio College Visit Verification

COLLEGE VISIT VERIFICATION - If you visit a college, attend an in-school workshop, or attend a college fair, a representative must sign below verifying that you received information about their school. If you visit a college or university campus during a school day, you must also provide the Attendance Office with a letter from a college advisor or representative on official letterhead. That letter MUST be turned in to the Attendance Office to have your day excused .

Student:

Name of College, University or Technical School:

Address of College, University or Technical School:

Name of the Representative:

Circle one of the following:

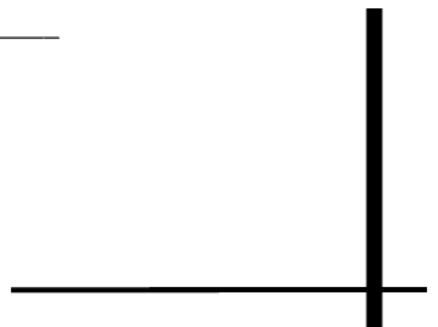
Visited College Campus Attended In-School Workshop Attended College Fair

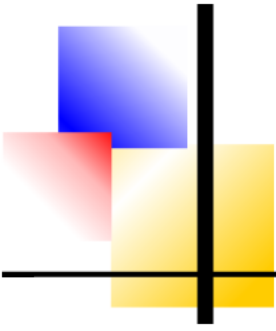
I agree to the information given above and to its accuracy.

Representative Signature

Date

Contact Phone #





The Senior Portfolio Job Shadow Experience Verification

JOB SHADOW EXPERIENCE - If you complete a job shadow experience, please complete the following worksheet. In order to validate the experience, you must have the signature of the workplace representative.

Student Name _____

Workplace Information

Company _____

Name _____

Title _____

Describe the job tasks of the typical work day: _____

What parts of the job were interesting? Which were not? _____

What did you like about the job? What would you change? _____

Would you consider a career in this field? Why or why not? _____

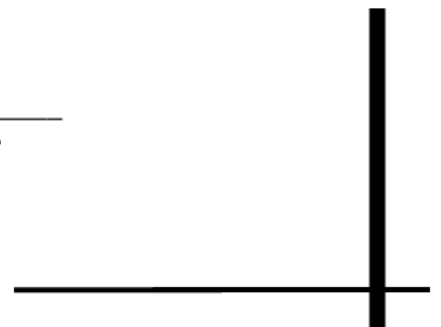
What was your favorite part of the job shadow experience? _____

I agree to that the student named above completed a job shadow experience with my company.

Workplace Representative Signature

Date

Contact Phone #

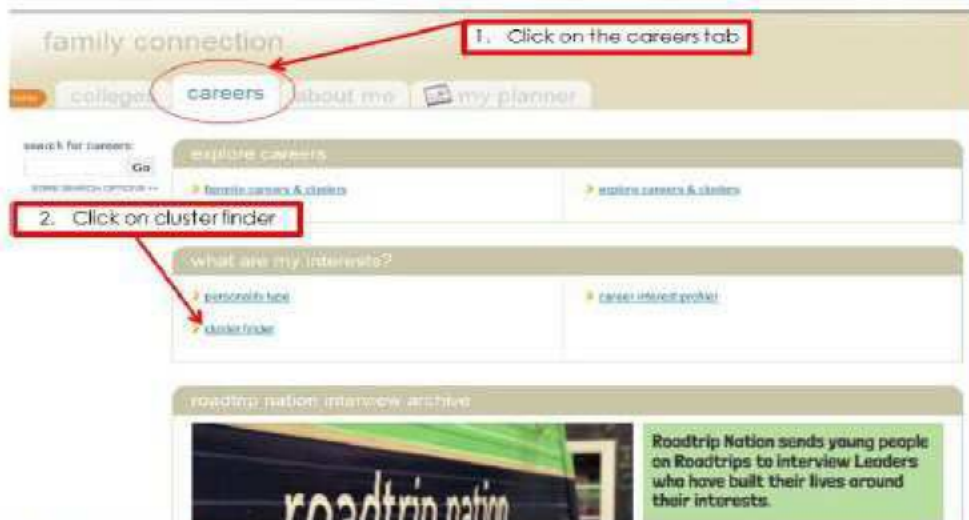


Career Cluster Finder

The Cluster Finder will help you learn what career clusters may be a good match for you based on activities that interest you, personal qualities that you have and subjects that you enjoy studying in school

To Begin:

1. Go to: <https://connection.naviance.com/family-connection/bloomths>
2. Log in using your username and password (same as your PowerSchool log-in)
3. Click on the "Careers" tab
4. Under "what are my interests," click "cluster finder"



5. In order to start the survey, click on "let's begin"



- You will then be asked several questions in the following categories: activities, personal qualities and favorite school subjects. In order to achieve the most accurate results, please be as honest as possible.
- After completing all questions, you will get your results.
- Click on and explore your top clusters.

Education and Training

Explore each tab for your cluster

Overview | Credentials | Related Careers | Related Majors | Plan of Study

Overview

There are thousands of challenging educational and training opportunities within the high-skilled world of Education and Training. Learners need a solid background in academic, technical and presentation/facilitation skills. The educational background for a career in the education and training field can begin in high schools, technical colleges, two-year community colleges, four-year colleges, internships, career technical schools/institutes and human resource/training organizations.

Along the way, career guidance professionals assist learners in assessing their educational goals, interests, abilities and skills to facilitate a good match to the cluster's many pathway options. Learners participate in relevant educational opportunities framed in the context of the cluster. They gain knowledge and skills through coordinated workplace learning experiences such as site visits, job shadowing and internships. If they choose, they may achieve valuable skill certifications that lead to employment. Colleges and universities offer advanced degrees that prepare learners for professional and technical careers.

This diverse Career Cluster prepares learners for careers in planning, managing and providing education and training services, and related learning support services. Millions of learners each year train for careers in education and training in a variety of settings that offer academic instruction, career technical instruction, and other education and training services.

Employment Outlook

A growing emphasis on improving education and making it available to more Americans will increase the overall demand for workers in the Education and Training Cluster. Employers are expected to devote greater resources to job-specific training programs in response to the increasing complexity of many jobs, the aging of the workforce, and technological advances that can leave employees with

- After finding 1 or more clusters that are most like you, click on "Add this cluster to your list."

courses | colleges | careers | about me | my planner

cluster finder :: results

1. start 2. activities 3. personal qualities 4. career options 5. results

Your Top Clusters

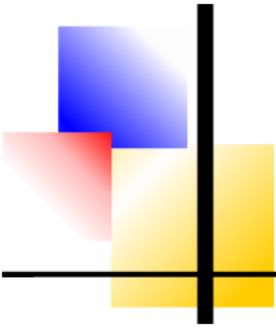
- Education and Training Add this cluster to your list
- Administration and Administrative Support Add this cluster to your list
- Professional Support Services Add this cluster to your list
- Teaching and Training Add this cluster to your list

Your ranking of all clusters

Cluster	Ranking
Education and Training	100%
Marketing	98%
Education and Training	97%
Construction and Public Related Services	97%
Business Management and Administration	97%
Finance	97%
Healthcare and Services	97%
Law, Public Safety, Corrections and Security	97%
Health Services	97%
Business Services	97%
Architecture and Construction	96%
Science, Technology, Engineering and Mathematics	96%
Arts, Media, Performance and Communications	96%

Quick Tip

Completing the "Career Cluster Finder" will help you narrow down what you want to major in for college by clicking on the "related Careers" or "Related majors" link in a certain cluster



Tab 5 — Awards/Certificates and Extra-Curricular Activities

1) Certificates/Awards earned during high school

(You may not have items to include in this section. This will not stop you from successfully completing the portfolio.)

This section should consist of all awards and certificates of achievement that you have received throughout your high school career. Non-school activities and awards should also be included, as well as a student activity/community service record.

- SCHOLASTIC AWARDS OR CERTIFICATES
- ANY LETTERS, NEWSPAPER, MAGAZINE, OR ARTICLES ABOUT YOUR ACCOMPLISHMENTS
- PARTICIPATION/RECOGNITION CERTIFICATES
- EXAMPLE: "YOUTH CAMP" COUNSELOR
- STUDENT ACTIVITY RECORD

Helpful Hints:

1. These awards show your accomplishments in and out of school.
2. These achievements show school personnel, future employers, and post-high school institutions your scholastic and employment talents, interests, and accomplishments.





Tab 6 — Written/Best Work

1) Students must have a Thank You note/letter prepared to give at their Senior Interview

Helpful Hints:

1. People like to be thanked. It is common courtesy to thank people in writing. This also leaves them with a favorable impression of you.
 2. Buy a Thank You card at your local convenience store, grocery store or even the Dollar Store. Thank you notes are very common and are highly recommended to send after any interview.
-

BEST WORKS

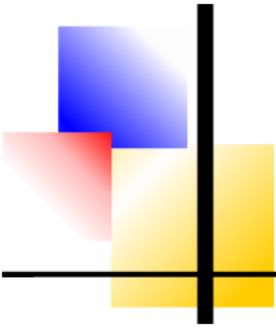
This section should include samples of any piece of work in which you have particular pride and you think best illustrates your talents. These samples may include pictures, tapes, or writings of your work in almost any area. Some examples are as follows:

- AN ART DRAWING
- A MUSIC COMPOSITION
- A DRAWING
- A POWERPOINT PRESENTATION
- A GRAPHIC ART, DATABASE, OR SPREADSHEET CREATION
- A PICTURE OF A WELDING PROJECT
- AN ESSAY OR A SHORT STORY THAT YOU HAVE WRITTEN
- AN ANALYSIS OF A MATHEMATICAL FORMULA
- A SCIENCE PROJECT

Helpful Hints:

1. These samples and examples can greatly influence scholarship committees, college/trade school admission committees, and employers in their selection process.
2. You should show your full range of capabilities, not just what you think others may want to see.





Tab 7 – Interview Information

1) Standard Job Application Form

A Standard Job Application is provided on the following page. This application must be completed to receive credit for this section.

2) Possible Answers to Common Interview Questions

You must type the answers to the 5 interview questions listed below on a Word document.

What are your major strengths and weaknesses?

What is the most difficult challenge you have faced in your life and how did you handle it?

Where do you see yourself in five years?

Are you a leader or a follower?

What one word describes you, and why?

3) Generate 3 questions to ask during and after an interview

You must create 3 possible questions to ask an interviewer when you are on a job interview. Please type the possible questions on a Word document.



Personal Information

Last		First	MI	SSN#	Email		
Street Address			City	ST	Zip	Home Phone	Mobile Phone
Are you entitled to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, Date of Birth	
Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years? <input type="checkbox"/> Yes <input type="checkbox"/> No				If yes, please explain:			
Military Service? <input type="checkbox"/> Yes <input type="checkbox"/> No				Branch		Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What position are you applying for?				War			
How did you hear about this position?							
Expected Hourly Rate		Expected Weekly Earnings		Date Available			

Prior Work Experience

	Current or Most Recent	Prior	Prior
Employer			
Address			
City, ST, ZIP			
Telephone			
Name of Immediate Supervisor			
Dates of Employment	From To	From To	From To
Position/Job Title			
Pay			
Reason for Leaving			
May We Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

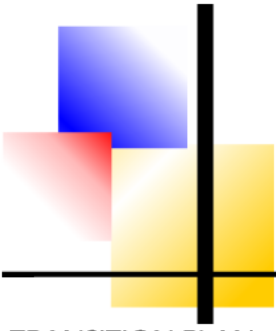
Education

	Name/Location	Last Year Complete	Degree	Major or Emphasis
High School		9 10 11 12		
College/University		1 2 3 4		
Trade School				
Other				
List any applicable special skills, training or proficiencies.				

Personal References

	Reference 1	Reference 2	Reference 3
Name			
Address			
City, ST, ZIP			
Telephone			

Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.	Signature	Date
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Tab 8 - Transition Plan

TRANSITION PLAN

You will need to decide if you would like to complete a transition plan for either:

- (A) Post-secondary Education... complete that section below, or
- (B) Work and/or Other Life Options... complete that section on the following pages.

Answer the questions in a thoughtful and complete manner – avoid short answers or leaving the impression with the reader that you really have done little or no research into your future plans.

A. “Post-secondary Education” Transition Plan

What job/career would you ultimately (ideally) like to do?

Give 3 reasons why you want to pursue this career?

[think about employability skills (*skills you already have*), interests (*things you enjoy*), aptitudes (*things your are naturally good at*), multiple intelligences (*how do you learn?*), values (*what is important to you?*)]

What post-secondary institution do you plan on attending?

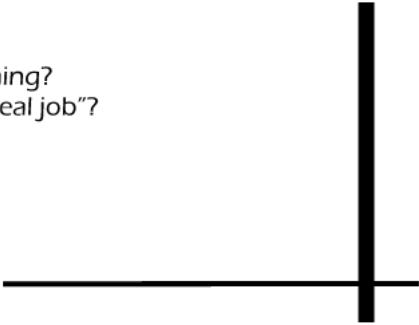
Why did you pick that particular institution over others?

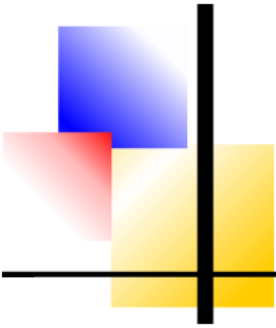
What programs, courses and/or training will you need to complete?

Describe in detail (length of course offerings, cost etc.).

What other career, education, and personal goals options have you looked into obtaining?

That is, what would you like to do if, for some reason, you can't become obtain “ideal job”?



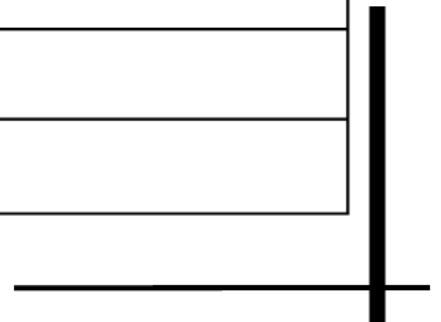


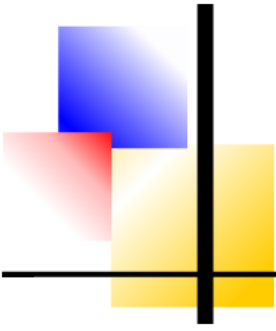
Tab 8 - Transition Plan

Name 2 of the toughest challenges you see for yourself in choosing the "post-secondary" option.
 For each of these challenges, how are you preparing yourself to minimize or overcome them?

In the creation of your transition plan, you are going to need to build networks around you to support your goals and desires. Explain how these other networks will help you build (influence) your decisions... and then once these decisions have been made, how will this network will continue to support and encourage your decisions.

Network (support) Group	How this group will support me in building <u>and</u> supporting my transition plan...
Family Ex: parent, guardian, aunt, uncle, brother, sister, grandparent...	
Friends & Peers Ex: best friend, other teens you socialize with...	
Work Ex: (un) paid work experience or volunteer experience...	
Other (optional) Ex: spiritual coaches/ teachers, health, self-discovery	1.
	2.
	3.
	4.





Tab 8 - Transition Plan

B. “Work or other Life Options” Transition Plan

What area of work or other life options do you plan to pursue?

Give 3 reasons why you want to pursue this career?

[think about employability skills (*skills you already have*), interests (*things you enjoy*), aptitudes (*things you are naturally good at*), multiple intelligences (*how do you learn?*), values (*what is important to you?*)]

What additional education, training or learning will you need to get this work... or get better at the job, if you are already skilled to gain an entry-level position?

What other work could this particular job lead to?

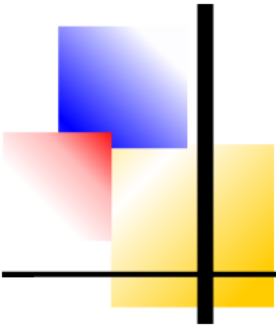
(ex: dental receptionist, with some more training and education, could become a dental assistant).

What have you done at high school to prepare yourself for your chosen option (s)?

What have you done at outside of school to prepare yourself for your chosen option?

What else are you planning on doing to make yourself (even more) successful at this chosen option?





Tab 8 - Transition Plan

Name 2 of the toughest challenges you see for yourself in choosing the “post-secondary” option.
 For each of these challenges, how are you preparing yourself to minimize or overcome them?

In the creation of your work plan, you are going to need to build networks around you to support your goals and desires. Explain how these other networks will help you build (influence) your decisions... and then once these decisions have been made, how will this network will continue to support and encourage your decisions.

Network (support) Group	How this group will support me in building <u>and</u> supporting my transition plan...
Family Ex: parent, guardian, aunt, uncle, brother, sister, grandparent...	
Friends & Peers Ex: best friend, other teens you socialize with...	
Work Ex: (un) paid work experience or volunteer experience...	
Other (optional) Ex: spiritual coaches/ teachers, health, self-discovery	1.
	2.
	3.
	4.

