

My Career Preparation Overview

This folder contains the following documents and information that you have prepared and gathered to help you in high school and after you graduate. These documents and information are important to your future success. They help other people see which skills and experiences you have been able to document.

Resume: A one- or two-page summary of your education, work experiences, special skills, and other activities. It is a “marketing tool” that you can use to “sell yourself” to a future employer, college admissions dean, or financial aid officer. A List of References should accompany a resume.

Applications: Once you find a potential job, a scholarship to apply for, or college you want to attend, it is important that you fill out applications with skill and accuracy.

Career-Related Letters: Letter writing is an important skill for you to have. You need to learn how to write the following types of letters:

Cover letters: These letters are important to accompany your applications for college, scholarships, and employment.

Thank You Letters: Remembering to say “thank you” for something that someone does for you, such as giving you an interview or writing a letter of recommendation, is important to your future success.

Letters of Resignation: Leaving a place of employment with good feelings toward you is important to your future success. You want an organization to provide positive comments if they are ever called as a reference.

Letters of Recommendation: Collecting Letters of Recommendation will help you to verify your work ethic, training, experiences, and attendance. Selecting the right people and giving them the information needed to write the letter is important to your success.

Interviewing: Being prepared for interviews is important to your future success. Practicing so that you are sure what you want to say in the interview, knowing some information about the school or company conducting the interview, dressing appropriately, and practicing the right etiquette are the keys to making interviews a positive experience for you.