

Career Preparation and Exploration Journal
Minnetonka Collegiate
January 28 to February 1, 2008
Grade 12

Student name: _____

Career Preparation and Exploration Work Experience Journal Assignment

Student Name: _____

Grade 12

Placement Dates:

Placement Site(s):

Before you hand in this assignment, use the following checklist to make sure you've handed in all required elements.

Did you hand in?

- THE EMPLOYER EVALUATION IS WORTH /30 marks
- A copy of the resume you sent to the employer /10 marks
- Journal entries for each day of your placement /10 marks
- A completed employer interview (10 questions) /10 marks
- A copy of the thank you letter you gave the employer /5 marks
- A copy of the cover letter you sent to the employer /5 marks
- Personal Reflection /5 marks
- A completed self evaluation and post placement report /5 marks

Take Our Kids to Work/MCI Volunteer Day (Grade 9 & 10) /20 marks

Grade 12 completed portfolio /20 marks

Your final Career Preparation Mark is based on an average of both grade 11 and grade 12 marks.

Please read the journal instructions before you begin placement. Each of the above sections is explained in greater detail in the instruction section.

If you encounter any difficulties during your placement, please call me at 867-2794 or 868-5250.

The DUE DATE for this assignment is Friday, February 8, 2008.

BASIC GUIDELINES FOR A SUCCESSFUL PLACEMENT

(and a really positive employer evaluation)

- Show up to your work site on time (or even better – 10 minutes early). If you cannot make it to work due to a **legitimate** reason, call both your employer and Mrs. Soltys (867-2794) and let us know.
- Review the “Student Self Evaluation” in your journal. This is the same form the employer will be using to evaluate your performance.
- **SHOW INITIATIVE!** When you have completed an assigned task, don't just sit and wait to be asked to do the next task. Ask the supervisor for your next assignment. If you notice things that need to be done, offer your assistance.
- Understand and appreciate what an incredibly huge favour the employer had done for you. They have allowed you into their workplace to help you explore potential work options. They will do their best to give you tasks that relate to your interest areas and give you a clear sense of their industry. You must understand that they may also ask you to perform “general duties” that may seem boring (filing, photocopying, tidying up, etc...) consider these duties as a way of helping out, and thanking the employer for the opportunity they have given you.
- Dress neatly and appropriately for the workplace. Don't wear dress clothes to a shop and don't wear shop clothes to an office. Avoid short skirts and low rise pants and avoid revealing low cut shirts.
- Wear your name tag. SMILE. Demonstrate your willingness to help out and to learn. Don't just stand or sit around.
- Be polite and courteous at all times to your supervisor, co-workers, and the members of the public.
- Complete each section of your work placement journal. Each section is worth marks. Review the journal instructions and ensure you hand in all required sections. Journals are due on **FEBRUARY 8, 2008**
- Give your placement a good effort. Remember, you need time to get to know the people you are working with and they need time to get to know you. If you are experiencing **REAL** problems, please call Mrs. Soltys (867-2794) and I will get back to you as soon as possible.
- Finally, approach this experience with an open mind. View this as an opportunity to not only explore career options, but to gain valuable experience and possibly a good reference or a possible job opportunity for the not so distant future. Last but not least, make this an enjoyable experience and **HAVE FUN!**

Journal Instructions

Purpose

A journal is a place to do some descriptive and reflective writing. It is intended to assist a person reflect of his/her experience, and identify what was learned by the experience.

Directions

Set aside at least 10 minutes each day for journal writing. Describe your experiences and how this work experience has affected your decision about future goals and plans.

Include the date and hours worked on the top of each journal page.

Aside from journal writing, you must include the following:

- ❖ An interview with the employer. A guideline of questions is provided in this package.
- ❖ A personal reflection- a reflection of what you learned from your experience. What you enjoyed, what you didn't enjoy, whether this will affect your career choices and how it will affect your future and any other thoughts or feelings you may have.
- ❖ A copy of your cover letter, and resume sent to your employer must be included. It is your responsibility to ensure the employer receives this information prior to your work experience.
- ❖ A copy of your Thank- you letter that you sent the employer after your work experience.
- ❖ A completed Student Self Evaluation and Post Placement Report.
- ❖ An Employer's Evaluation- give this sheet to your employer and try to bring it back when your work experience is complete. They can fax it back to me if they would like (867-5170)

The DUE DATE for this assignment is Friday, February 8, 2008

Should you have any questions, concerns or difficulties during your work experience, please contact Mrs. Soltys at 867-2794 or 868-5250 (cell)

Career Preparation and Exploration Resume

You know you're the right person for the job - but how do you convince an employer? That's where your resume comes in. A resume outlines your qualifications and skills to potential employers. The right resume can make the difference between landing that dream job and hitting the pavement.

Your resume is the most important tool you have when it comes to selling yourself to an employer. An employer can receive over 300 resumes in response to one job opening. If you are in the job market and have your heart set on a particular job, be ready -- the competition can be stiff. You've got to sell yourself. **Sell Myself?** You've got one shot to show that hiring manager what you have to offer. The best tool to use for selling yourself is your resume. **Your well-developed resume will sing your praises when you can't be there to do it yourself.**

Grade 12 students should use a 'functional resume' instead of a 'chronological resume'. A functional resume highlights your skills and interests and a chronological resume highlights your work experience.

Here is a sample of a functional resume:

Jane Smith		
123 67 th Street, Rapid City, MB	(204) 725-0000	janesmith@mts.net
<u>EMPLOYMENT OBJECTIVE</u>		
To gain valuable experience through a work placement program where I will attain important skills and further my interest in business entrepreneurship		
<u>SKILLS</u>		
<ul style="list-style-type: none"> ➤ Experienced in child care: YMCA child-minding services volunteer ➤ Trustworthy: babysat for private home every weekday for entire summer ➤ Artistic: won first prize in provincial art competition; took four years of private arts instruction ➤ Skilled supervisor: trained new child minders while volunteering in the Y's child-care program ➤ Creative: organized a new activity every day during summer of babysitting ➤ Experienced teacher: taught younger siblings to play basic songs on piano ➤ Reliable: shovel driveway for elderly neighbour whenever snow falls ➤ Safe: completed child CPR class through Red Cross ➤ Disciplined: maintained excellent marks throughout high school 		
<u>EMPLOYMENT HISTORY</u>		
Babysitting		
Jane Doe		2003 to present
Assistant Volunteer Child Minder		
Portland YMCA		2004 to present
<u>EDUCATION AND TRAINING</u>		
Varsity High School, Regina	2000 to present	Currently in Grade 11
Red Cross/CPR Training	June 2002	Child CPR training
<u>COMMUNITY INVOLVEMENT/PERSONAL INTERESTS</u>		
MCI Volunteer Day	Run for the Cure	YMCA Fun Run
Piano	Art	Camping
References Available Upon Request		

A resume should be sent to your work experience placement prior to the start day.

A copy of your resume must be handed in with this assignment.

Career Preparation and Exploration

Cover Letter

It is important to include a cover letter with your resume. The cover letter should be in response to the job you are applying for. A cover letter should be only one page in length. A cover letter is another way you sell yourself for the job. Along with your resume, your cover letter is part of your marketing tools.

A well-written cover letter, backed by a resume, is your chance to introduce yourself to a prospective employer. It gives you the chance to share your qualifications and state how you might benefit their business or organization.

Here is a sample cover letter that you should include with your resume, using personal business letter format:

Jane Smith
123 – 67th Street
Rapid City, MB R0K 2D9
May 3, 2004

Gordon Harris, Owner/Operator
Stan's Fine Foods
502 1st Street
Brandon, MB R7A 3B8

Dear Mr. Harris

I am writing in response to my work experience program and placement, which was prearranged, by my school for November 20-24, 2006. I have enclosed my resume for your perusal, which will highlight my skills that I have attained throughout my high school years

I am confident that my knowledge and abilities would be of value to Stans Fine Foods. I am an energetic individual that excels in fast-paced environments. I have great customer service skills that would be an asset to your business. My organizational and time management skills are also well developed.

I would like to thank you for giving me this opportunity to do my work placement in your business. If you should have any questions or comments prior to my start day, please feel free to contact me at (204) 727-0000.

Sincerely

Jane Smith

A cover letter should be sent to your work experience placement prior to the start day with your resume.

A copy of your cover letter must be handed in with this assignment.

Career Preparation and Exploration

Daily Journal

Day 3

Date: _____ *Location:* _____ *Hours of Work:* _____

Career Preparation and Exploration Employer Interview

It is extremely important to be prepared before meeting with an employer for an information interview. In order to be fully prepared, you must organize and compile a list of questions to ask during the informational interview. The list should be organized so the most important questions are at the beginning, but don't expect to follow the list in order. During the conversation other questions may arise, so continue the questions in a manner that flows. Your questions should be clear, organized and concise. Remember to watch the time as your employer has agreed to give you time in his/her day. Keep the interview within the agreed upon timeline.

The following is a list of sample questions. Please ask ten questions from the list and/or your own. There is space provided on the following page to record your answers.

1. How many people are currently employed and in what areas?
2. What are the management/organizational structures?
3. What types of positions are frequently available?
4. What are the prospects for employment at this time and in the future?
5. What are the necessary qualifications for this type of position?
6. Can you tell me about other career opportunities that are related to your work?
7. What is your response to my resume? Could you offer me any suggestions on how I can improve it?
8. What skills would I need to be hired?
9. Is there volunteer work you can be involved in to obtain some experience?
10. How do you recruit new employees?
11. What recommendations can you give me about getting into this field?
12. Have you hired in the last year and what is the turnover rate?
13. What are the typical hours of work? Is there part-time available? Is it days, evenings and weekends?
14. Is there room for advancement in this business?
15. What is the salary scale?
16. Is there a benefit package available, if so what kind?
17. (Question of your own)

If asking your own questions, please include them in the space provided. This interview is intended to help you learn more about an occupation from the people working in the field.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

**Career Preparation and Exploration
Employer Interview**

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Career Preparation and Exploration Sample Thank You Letter

After your work experience you are expected to write your employer a thank-you letter. It is your responsibility to ensure they receive it. It may be a good idea to have it ready for your last day and give it to the employer personally. It is suggested that your thank you letter be in personal business format. The content should reflect your experience at your work placement. While it is a business letter, don't be afraid to add some "personality" of your own. Think about what you appreciated the most about your experience and let the employer know.

The following is intended as an example only and is based on a personal business letter format:

Your Name
Your Box# / Address
Your Town/City, MB
Your Postal Code
Date

Placement Supervisor's Name
Business Name
Business Address
City/Town, Province
Postal Code

Dear Mr./Mrs. _____

I am writing to thank you for allowing me to work with you and your staff at (Business Name) during my Career Preparation and Exploration placement from (dates you worked).

I learned a great deal about (occupation). Thanks to you and your staff for organizing this week/day for me. Your assistance was appreciated and I felt I was provided with valuable work experience that I will use in the future.

Sincerely

(Sign name here)

Type your name here

A copy of this letter must be included with the package you hand in for marks.

Remember to sign the letter you write and place in an envelope.

Use only blue or black pen when signing.

Career Preparation and Exploration Post Placement Report

1. What did you find beneficial/positive about your work placement?

2. Were there times you were negatively affected or experienced difficulty? Explain.

3. If you could have changed anything about this placement, what would it be? Why?

4. How well did the job correspond to your skills and interests?

5. Would you recommend us to use this employer in the future? Why or why not?

6. Will this occupation/profession still be a consideration for you after this placement? Explain.

7. What skills or abilities did you gain from this experience that you can now add to your resume?

8. Any other comments or suggestions?

Student Signature: _____ Date: _____