LET THE ADVENTURE BEGIN

CAREER EXPLORATION AND H.S. PLANNING

Career Related Strengths and Weaknesses & Résumé Writing

Lamar Consolidated ISD

What Are Strengths?

Knowing your strengths will help you to make smarter career and life choices, and help you to set short-term and long-term goals.

- Talents
- Abilities
- Character traits
- Personal qualities
- Skills
- Behaviors
- Learned knowledge

What Are Weaknesses?

Weaknesses are like challenges. They are things that your brain does not make easy for you. They are areas that you find difficult or may need to improve on.

- Struggles
- Lack of knowledge
- Character flaws
- Misbehavior or behavior problems
- Inabilities
- Shortcomings

Career Skills Activity

Students arrange into teams of 4-5 students. Students will have 5 minutes to brainstorm career related skills that start with each letter of the alphabet (A – Z). Groups must identify a skill for each alphabet letter, in order, before proceeding to the next letter. When time is up, the group farthest along in the alphabet wins!

For example:

A = Attentive

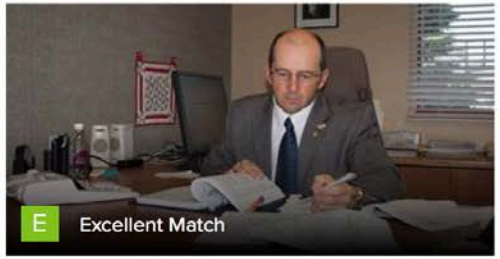
B = Benevolent (kind, helps others)

C = Confident

Exploring Careers

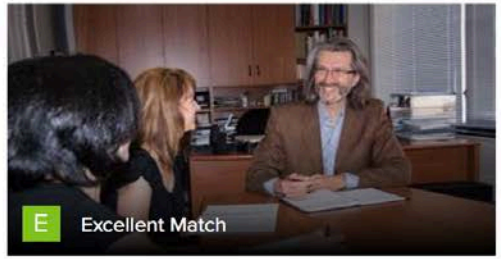
This school year, when you complete your Career Assessment Inventory, you will be matched with careers that align to your skills, interests and personality. For example:

Municipal Clerk



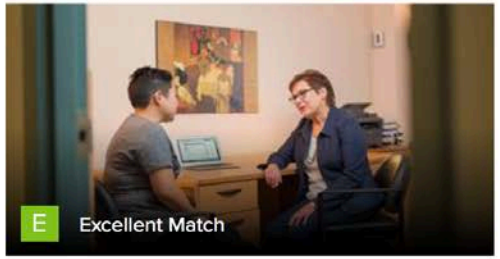
$40,000 - $80,000 Hide

Post-Secondary Education Administrator



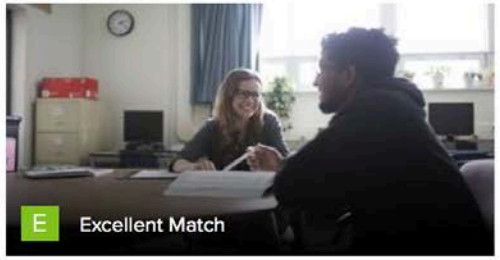
$65,410 - $123,310 Hide

Career Counselor



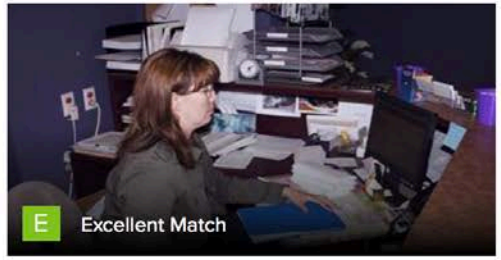
$41,120 - $69,680 Hide

Special Education Teacher



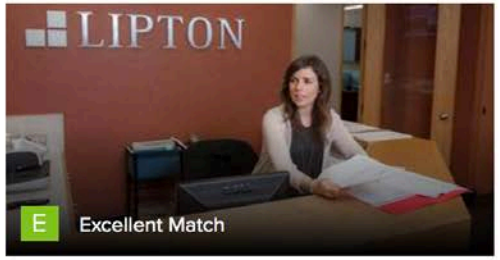
$45,387 - $72,067 Hide

Office Manager



$44,143 - $75,359 Hide

Administrative Assistant



$30,128 - $48,173 Hide

Career Interest Activity

Working in small groups, each student will pick a career field that interests them. Students should share their answers to the following career assessment questions with their group. Groups will have 5 minutes to complete this activity.

Answer the following questions about a career field that most interests you:

- *What career did you choose? What interests you about this career field?*
- *What job related responsibilities do you think you will have if you work in this career field?*
- *Are there other career fields or jobs that are similar to the one you chose? What are they?*

The Importance of a Résumé

- A résumé tells a possible employer about you.
- A résumé can help you land a job interview.
- A résumé will communicate your skills, abilities and accomplishments to a possible employer.
- A résumé should give the best, accurate impression of you to a possible employer.

Résumé Writing Activity

Students arrange into small groups. Groups will have 5 minutes to complete this activity. Each group will require at least one sheet of paper and a writing instrument. Each group should assign a scribe. The groups will create a résumé that promotes the group as a whole and their talents. Once all groups have created a résumé, each group should present their résumé to the class.

Answer the following questions.

- *What is your group's name, address, phone number, and email address? (fictitious for the purpose of this activity)*
- *Write a summary of your group's skills.*
- *Name & address of current school*
- *What extracurricular activities or organizations do group members contribute to (either inside or outside of school)? Also, list any volunteer experience group members have.*
- *List any awards or honors group members have received.*

Résumé Template

A résumé writing template is available for independent student use in the online Career Exploration Folder.

Résumé Writing

Answer the following questions.

1. What is your full name, address, phone number, and email address?
   Full Legal Name: _____
   Mailing Address: _____
   Phone Number: _____
   Email Address: _____

2. Write a summary of your skills.

3. Where do you currently go to school and what high school do you plan on graduating from?
   Name & Address of Current School:

   Name & Address of School You Will Likely Graduate From:

4. What extracurricular activities or organizations do you contribute to either inside or outside of school? Also, list any volunteer experience you have.

5. List any awards or honors you have received.

Strengths and Interests Activity

Students stand up after each strength and interest statement is read by the teacher, if the statement applies to them.

Statements:

- I am dependable.
- I am easy to like.
- I like to be around people.
- I like to work alone.
- I like to lead the group.
- I work well on computers.
- I enjoy being creative.
- I like working with numbers (math).
- I am organized.
- I follow directions well.
- I am a hard worker.
- I enjoy learning new skills.

Have a clear vision of your future, and take action everyday to move towards it. You deserve it!

-Damien Thomas