

## **Career Readiness Project Outline**

### **Grade 12**

Exit Interview  
Interview Etiquette  
E-Portfolio completion  
Data (once per year) – PSSA and SAT scores  
Community Service – 5 hours

### **Grade 11**

Resume  
Cover Letter  
Data (twice per year)  
College Visit/Military Visit/Trade School/College Fair – complete a reflection  
Job Application/College Application  
Career Cruising  
Community Service – 5 hours

### **Grade 10**

Update Resume  
Data (twice per year)  
Career Cruising  
Community Service – 5 hours  
Job Shadow

### **Grade 9**

Begin Resume Worksheet  
Data (twice per year)  
Goal Setting (three times per year)  
Career Cruising  
Community Service – 5 hours