

PASSPORT



**ABC High School
WORKFORCE
READY!**



GRADUATION JUNE, 2023 ABC HIGH SCHOOL

SKILLS FOR SUCCESS

WORKFORCE PREPARATION	SEEKING EMPLOYMENT
Career DNA, Clusters, Pathways	List of Potential Future Employers
Communications Skills - Verbal	Career One Stop
21 st Century Soft Skills	Job Application
Specific Job Skills	Resume
Work-Based Learning Training	Cover and Thank You Letter
Zest, Grit, Commitment, Curiosity, Gratitude, Self-Control, Optimism	Calling for an Interview and Dressing for Success
Professional Associations, Unions	LinkedIn, Indeed, Email
Post-Secondary Training/Education	Armed Services, Apprenticeships

TALENTS...SKILLS...EXPERIENCES

1. Employment skills I can offer to an employer.
2. Soft skills I have developed and demonstrated.
3. Experiences I have benefited from.
4. Post-secondary training and education plans.
5. Corporations in your county you would want to work for.
6. Professional organizations and unions
7. References – Teachers, former employers, who will speak well of your skills, talents and experiences.
8. **JOB HUNTING GUIDE**
 - A. Using LinkedIn, Indeed, your school's job postings!
 - B. How to contact employers.
 - C. Succeeding in the job interview.
 - D. Follow-up after interview.
 - E. Sample Resumes



EXPERIENCES!!

SECTION 1



Employment Skills I Can Offer to an Employer

The top skills I have to offer an employer are:

Example: At my employment at ABC Electric, I learned to be positive all day no matter how busy we were.

EMPLOYABILITY SKILLS	EXAMPLES
Positive attitude. Being calm and cheerful when things go wrong.	
Communication. I can listen and say information clearly when you speak or write.	
Teamwork/Collaboration	
Willingness to learn	
Thinking skills (problem solving and decision making)	

Section 2



Soft Skills I Can Offer to an Employer

The top soft skills I have to offer an employer are:

Example: At my employment at Walsh Law Offices, I learned to meet time goals by completing all projects before the end of the workday.

SOFT/SUCCESS SKILLS	EXAMPLES
Time Management	
Critical thinking and problem solving	
Communications	
Honesty	
Problem-solving	

Section 3



Experiences which have prepared me to succeed on my career path which can include visitations, volunteering, in-school businesses, and Work-Based Learning non-paid training, or paid work experience, etc.

(Identify employer/organization, dates/# of hours, leader/supervisor)

1. Experience	<i>I learned...</i>
2. Experience	I learned....
3. Experience	I learned....
4. Experience	I learned....
5. Experience	I learned....

Section 4



My post-secondary education and training plans.

Choose all that apply to you!

TYPE OF EDUCATION/TRAINING	POSSIBLE CHOICES
1. I am seeking a full-time job.	.
2. I am seeking an apprenticeship program. Identify program.	
3. I want to enlist in the armed services. (Which service would you be interested in?)	
4. I want to continue my academic education at a two-year college. (Name college and program)	
5. I want to continue my academic education at a four-year college. (Name college and program)	

*In today's job market, **you don't wait for a company to advertise a job opening.** Today, you research the companies in your area and then choose several that you would want to begin your career. Companies hire first from their resumes sent to them before posting the job openings.*



Section 5

List 3 corporations in your county that matches your career choice that you are preparing for.

CAREER CHOICE _____

CORPORATIONS	WEBSITE URL
1.	
2.	
3.	
4.	
5.	



Researching Corporation #1

Choose your first corporation from above and fill in the chart for your first company.

EMPLOYER/CORPORATION NAME:

Website address:

Use their corporate websites to answer these questions.

1. What is the corporate's vision or goal?	
2. Location(s)?	
3. What are their products or services?	
4. View the "Employment Opportunities page to see if the corporation has openings. Note: If the company does not have openings, you should still apply to them for a future job.	
5. How do you apply for employment at this company? Send resume? Fill out form? Etc.	
6. Examine the news stories about their latest products/services. Learn something important about the company.	
7. Is there anyone you know that works for this company who could give you a good reference?	
8. What is the corporation's LinkedIN address?	
9. Check to see if this corporation is posting jobs on Indeed. https://www.indeed.com/ If so, list the current openings.	

Researching Corporation #2

EMPLOYER/CORPORATION NAME:

Website address:

Use their website to answer these questions.

1. What is the corporate's vision or goal?	
2. Location(s)?	
3. What are their products or services?	
4. View the "Employment Opportunities page to see if the corporation has openings. Note: If the company does not have openings, you should still apply to them for a future job.	
5. How do you apply for employment at this company? Send resume? Fill out form? Etc.	
6. Examine the news stories about their latest products/services. Learn something important about the company.	
7. Is there anyone you know that works for this company who could give you a good reference?	
8. What is the corporation's LinkedIn address?	
9. Check to see if this corporation is posting jobs on Indeed. https://www.indeed.com/ If so, list the current openings.	

Researching Corporation #3

EMPLOYER/CORPORATION NAME:

Website address:

Use their website to answer these questions.

1. What is the corporate's vision or goal?	
2. Location(s)?	
3. What are their products or services?	
4. View the "Employment Opportunities page to see if the corporation has openings. Note: If the company does not have openings, you should still apply to them for a future job.	
5. How do you apply for employment at this company? Send resume? Fill out form? Etc.	
6. Examine the news stories about their latest products/services. Learn something important about the company.	
7. Is there anyone you know that works for this company who could give you a good reference?	
8. What is the corporation's LinkedIn address?	
9. Check to see if this corporation is posting jobs on Indeed. https://www.indeed.com/ If so, list the current openings.	

Researching Corporation #4

EMPLOYER/CORPORATION NAME:

Website address:

Use their website to answer these questions.

1. What is the corporate's vision or goal?	
2. Location(s)?	
3. What are their products or services?	
4. View the "Employment Opportunities page to see if the corporation has openings. Note: If the company does not have openings, you should still apply to them for a future job.	
5. How do you apply for employment at this company? Send resume? Fill out form? Etc.	
6. Examine the news stories about their latest products/services. Learn something important about the company.	
7. Is there anyone you know that works for this company who could give you a good reference?	
8. What is the corporation's LinkedIn address?	
9. Check to see if this corporation is posting jobs on Indeed. https://www.indeed.com/ If so, list the current openings.	

Researching Corporation #5

EMPLOYER/CORPORATION NAME:

Website address:

Use their website to answer these questions.

1. What is the corporate's vision or goal?	
2. Location(s)?	
3. What are their products or services?	
4. View the "Employment Opportunities page to see if the corporation has openings. Note: If the company does not have openings, you should still apply to them for a future job.	
5. How do you apply for employment at this company? Send resume? Fill out form? Etc.	
6. Examine the news stories about their latest products/services. Learn something important about the company.	
7. Is there anyone you know that works for this company who could give you a good reference?	
8. What is the corporation's LinkedIn address?	
9. Check to see if this corporation is posting jobs on Indeed. https://www.indeed.com/ If so, list the current openings.	



SECTION 6

Professional Organizations (Clubs) and Unions

Professional organizations and unions will help you start your career pathway. These organizations will connect you to a wide variety of contacts as well as opening doors to employment and additional advanced training. For example,

- If you want to work for an electrician in Suffolk County, NY you will find an association such as SCECA, <https://sceca.com/>
- If you want to find out more about the carpenter's union in NYC you should see https://www.carpenters.org/training_centers/ny/
- If you are looking to break into the culinary industry, explore the LI Chapter of American Culinary Federation, <http://www.lichefs.com/#:~:text=The%20ACFLI%20was%20founded%20by,and%20associate%20members%20and%20growing.>

ORGANIZATIONS & UNIONS	WEBSITE URL	INFO: Meetings? Contacts, etc.

SECTION 7



References – Teachers, former employers, who will speak well of your knowledge, performance, and teamwork.

Before you begin looking for employment, you may want to contact a few adults who could write you a letter of recommendation.

Who will you ask to write a letter of recommendation or be willing to give a good reference to the future employer via the phone? Examples are teachers, former employers, religious connections or scouting leaders, neighbors, etc. Relatives are not to be asked.

NAME	ADDRESS	PHONE

If they agree to write a letter of recommendation or be ready to follow-up on a phone call, what strong strengths would you like them to emphasize? Student fills in strengths and examples. You may change the existing strengths.

STRENGTHS	EXAMPLES OF HOW YOU HAVE DEMONSTRATED THESE STRENGTHS
Attendance in school and on job.	
Honesty	
Dedication	
Team player	
Good listener	
Follows instructions.	
Excellent attendance	

