

Focus on My Career

After you have created your Academic and Career Plan, review this checklist to determine what you have completed and still need to do.

Making Your Plan Happen

Your plan represents one possible future. If you are going to make it your future, use this advice as a starting point:

Preparing for Your Career

- Arrange for job-shadowing experience with someone in your chosen field.
- Consider volunteering to get experience and try out the field.
- Contact a related association or local workplace to ask for career advice.
- Contact potential employers to discover hiring practices and potential opportunities.
- Practice and complete job applications and interviews as defined by employers.
- Document the skills you have that will enable you to fulfill the requirements of this occupation.
- Keep an eye on the demand for your chosen career in the state you want to live in - this can change quickly

High School Planning

- Select courses that match your chosen course plan.
- When you're starting to look for full-time work, use your contacts in the school to find opportunities: teachers, counselors, friends, and their families.
- Confirm that your high school courses match entrance requirements for the post-secondary program and school you've chosen
- Set academic goals for high school courses to ensure your marks are high enough.
- Request that your high school send official transcripts to colleges (usually in January of your senior year and again in June).
- Ask teachers about writing letters of recommendation.

To complete my Career Plan, I need to work on the following skills:

- ☐ _____
- ☐ _____
- ☐ _____

I plan to improve my skills by doing the following:

- ☐ _____
- ☐ _____
- ☐ _____

My To Do List:

- ☐ Make a list of my accomplishments, awards, activities, organizations and offices held, volunteer projects and activities, for grades 9-12. This will help to ease the scholarship and college application process. Keep adding to this each semester.
- ☐ Review my Plan of Study and make changes as needed. (freshman)
- ☐ Work on my cumulative grade point average (ongoing)
- ☐ Take the ACT Test and/or WorkKeys Assessment. (junior)
- ☐ Make a list of the schools I am serious about and do research on each, comparing costs and services. (ongoing)
- ☐ Visit the campuses of my top choices. Write down the pro and cons of each school.
- ☐ Fill out the FAFSA and submit prior to the deadline. (senior, as soon after October 1 as possible)
- ☐ Talk to my parents about my career plan and my financial options. (ongoing)
- ☐ Check out scholarships that I am eligible for, fill out applications and get in by deadline. (senior)
- ☐ Try out work experiences related to my career plan, if possible. (ongoing)
- ☐ Arrange a Job Shadow opportunity. (junior or senior)
- ☐ _____
- ☐ _____
- ☐ _____

Resources and support I need:

- ☐ _____
- ☐ _____
- ☐ _____