

Focus on My Career

Use the **Career Outlook** magazine for information important to planning your future. Review the checklist to determine what you have completed and still need to do to make your plans for your future.

- What is Career and Technical Education (CTE)? Page 3
- North Dakota Career and Technical Education Student Organization (CTSO) page 4-5
- Feature Articles (table of contents page 5)
 - Apprenticeship page 52; CTE Champions pages 19, 48 and 51
- ND CTE Program Area Section page 10-11
- How to Use the Occupational Section page 28
- Work-based Learning page 50
- Job Service North Dakota page 59
- AmeriCorps, Quentin N. Burdick Job Corps Center, and Military Ready Options page 53
- ND Center for Distance Education and Bank of ND page 54
- Why Choose a NDUS School page 55
- Make an Impact, Be Legendary with ND State Government page 56
- RUReady.ND.gov page 64

Your plan represents one or two possible future options. 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:

- ☐ _____
- ☐ _____
- ☐ _____