

\_\_\_\_\_  
Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

# WHEN YOU LEAVE THE NEST

*Career Lessons and Activities*



# EXPLORING CAREERS!

**What skills  
do you need?**

**What do  
you like?**

**What do you  
want to do?**

**Where do  
you want  
to go?**

If I told you that you were meant to succeed, that you could discover your interests, skills, and personality type all in one place, would you?

Have you ever wondered what career endorsement areas mean? Have you ever wondered how the skills you learn in high school can make an impact on your first job after graduation and beyond? We all have to prepare to leave our nest. This workbook will help to enhance your skills and teach you how to plan for your career and future so you can **SOAR!**



# What do you like?



Why is it sometimes so tough to answer the questions "Who am I?" or "What do I like?" Well, because it takes time to learn what in life is most exciting to you, what your strengths are and what you like. Begin learning how to answer that huge question by taking a personality assessment and an interest assessment!

Scan the QR code and complete the **"Interest Profiler"** to discover the types of skills you are interested in and learn about careers that match your interests.

## *What were your Interest Profiler Scores?*

Realistic  
Artistic  
Social  
Enterprising  
Conventional

*What are the top five jobs that are your best fit according to the Texas Career Check Interest Profiler?*


1.  
2.  
3.  
4.  
5.

What is your dream job?

Why do you feel you would succeed in this career field?

Check out the Occupational Outlook Handbook to get an idea of how much time it will take to prepare for your dream job at: [www.bls.gov/ooh/](http://www.bls.gov/ooh/)





# Where do you want to go?

It's difficult to predict the future, but it's important to plan before you leave the nest. Texas Reality Check can provide you with information regarding how much your job can pay, the education level needed, growth rate and the endorsement area you should focus on. Go to [texasrealitycheck.com](http://texasrealitycheck.com) to learn how much your living expenses will be, and the amount of money you will need to earn to pay for them.

*Where do you plan to live after you graduate?*

*What are your monthly expenses in that city?*

Now that you know how much you are going to spend each year, it's time to find out if your dream job will pay you enough money for you to live, work, and play in the place you chose.

*What is the annual salary of your dream job?*

*What endorsement area relates to your dream job?*

Your endorsement area should well equip you to find your dream job. Texas has five high school endorsement areas.

- Science, Technology, Engineering, and Mathematics
  - Business and Industry
  - Public Service
  - Arts and Humanities
- Multi-Disciplinary Studies

All endorsement areas include high-demand careers. To learn more about high-skill, high-growth occupations, check out [jobsyall.com](http://jobsyall.com)

*What endorsement program should you be pursuing?*

*Does your dream job require college or experience?*

☐ College ☐ Experience ☐ Both

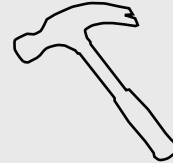


# What do you want to do?

If you or 16 or older you can try out a career while still in school, get paid for it, and find out what you want to be when you leave the nest through an apprenticeship.

How much money does the average American make? Answer: \$48,251.57 per year. How far that money will go depends on the cost of living in the place where you live which we will learn more about.

**Check out these median annual salaries in fields that often offer youth apprenticeships:**



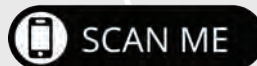
Carpenter  
\$41,284



Computer User Support Specialists  
\$48,688



Pharmacy Technicians  
\$37,943



Have a career path or location in mind?  
Scan the QR code to find an apprenticeship program.

Name two companies that offer an apprenticeship that might interest you?

Many apprenticeship programs are geared toward the skilled trades (plumbers, electricians, carpenters, etc.), but other industries including healthcare and information technology are also developing their own apprenticeship programs!



STABILITY?

TRAINING?

AFFORDABILITY?

GROWTH?

There are four important questions you need to think about when making a career choice. You can find specific information at [www.texascareercheck.com](http://www.texascareercheck.com) such as the fastest growing jobs, levels of education and training requirements, and average salaries.

- Will there be new jobs created, or replacement jobs due to retirements and job turnover?
- What is the turnover rate (employees leaving their jobs)? This can indicate employee dissatisfaction/no promotion opportunities.
- Do the education/training requirements align with your after high school plans (certificate, associate's, bachelor+)? Are there quality training programs offered?
- Does this occupation provide a "living wage"? How does the cost of training compare to the occupation's wage (student debt concerns)?



# TAKE TIME TO THINK!

Asking questions and gathering information will help you define your priorities and can set you up for success. Learning to soar is a process and is mastered by getting advice from those who know how to fly. Conduct an informal interview with an adult by asking the following questions.

1. How did you know this was the job what you wanted to do in life?
2. What type of education do you need for your job?
3. What parts of your job do you find most challenging?
4. What do you wish you'd known when you were first starting out in your job?
5. What advice would you give someone looking for a job?

Name of person you interviewed:

What is their occupation?:





# BUILDING A RESUME

Let's take time to build your resume. Resume formats vary but the information remains the same.

## CONTACT INFORMATION

(always at the top)

Use your legal name, not a nickname. Include a phone number where the employer can leave a message; be sure your voicemail message sounds professional; do not have "music" for the caller to listen to; return all calls ASAP but always within 24 hours. Be sure your e-mail address sounds professional: first and last name when possible, try to avoid numbers that could be viewed as age, year of birth, year of graduation, etc.

**JANE DOE**

12 Sunny Avenue, Houston, Texas 77777

713-555-5555 Jane.doe@yahoo

## OBJECTIVE

Seeking admission to Florida University where I can cultivate my passion for helping children as I pursue a degree in Elementary Education.

## EDUCATION

Shine High School – currently enrolled, expected graduation June 2015  
Public Services Endorsement: Education

## ACCOMPLISHMENTS

**Senior Year 2014–2015**

- Nominated Class Secretary
- Maintained 3.8 GPA
- Published 4 articles on school web site
- Member of Girl's Varsity Basketball Team
- Initiated student project providing student mentors to incoming freshmen

**Junior Year 2013–2014**

- Member National Honor Society
- Maintained 3.75 GPA
- Top of class in English and Computer Skills
- Raised over \$1,000 for Band Fundraising project

## PERSONAL ATTRIBUTES

- Diligent and goal oriented
- Friendly and outgoing
- Great with children

## WORK EXPERIENCE

**Timberwolf Middle School, Afterschool Volunteer Tutor**

- Assist approximately 20 students in 6th and 7th grade with homework and projects in science, math, history, and English courses two times a week

**ABC Machining, Inc., Intern**

- Work 20 hours each week in Human Resources & Training
- Company builds pipeline components for upstream oil and gas companies and does annual business of \$140 million
- Capstone project: working with senior training staff, building curriculum to train field staff on installation of new components of an offshore vessel

## SUMMARY STATEMENT

Always immediately following the contact info. Title of position or program being applied for. Three sentences or less describing why you are the right person for the job.

## EDUCATION

If still enrolled, put your projected graduation date

## ACCOMPLISHMENTS

Examples: Groups, Clubs, Teams, Awards, GPA, Perfect Attendance, Honor Roll. Commonly broken out by each school year for college admission and scholarships

## PERSONAL ATTRIBUTES

A few key terms related to the job / program you are trying to get into

## WORK EXPERIENCE

This section can include both paid work experience and volunteer work. Try to quantify (include numbers) to explain

\* Use this time to draft your own resume by going to [www.resumegenius.com](http://www.resumegenius.com) and build your resume.

# What skills do you need?

You may find it helpful to consider how you might showcase your soft skills in an interview. Soft skills are personality traits and behaviors. Unlike technical or “hard” skills, soft skills are not about the knowledge you possess but rather the behaviors you display in different situations. Soft skills are any skill or quality that can be classified as a personality trait or habit. Interpersonal skills and communication skills are more specific categories of soft skills that many employers look for in job candidates.

Soft skills are transferable across careers. As you search for jobs, pay special attention to posts calling for candidates with soft skills or traits you possess. Below are key soft skills and personal traits that enhance those skills. Take time to draw a line and match the appropriate personality trait with the a soft skill.

## SKILL

- Communication
- Problem-solving
- Creativity
- Adaptability
- Work ethic

## TRAIT

Learning from others

Integrity

Active listening

Research

Flexibility

Check yourself! Communication = active listening, problem-solving = research, creativity = learning from others, adaptability = flexibility, and work ethic = integrity. Understanding your soft skills can help you to become more successful in your career. If you would like to see what your strengths are you can follow this link <https://bit.ly/2zTQIXg> and discover your areas of strength.

Employers want employees who fit in and get along well in the workplace. That requires soft skills. These are so valuable that soft skills are often the reason employers decide whether to keep or promote an employee. Some soft skills can be taught in school. But most you learn in everyday life and can improve at any time. Your success is our top priority. We hope you enjoyed this activity and if you have further questions regarding your career please contact a SOAR Outreach Specialist.



**WORKFORCE**  
SOLUTIONS OF CENTRAL TEXAS

[www.workforcesolutionsctx.com](http://www.workforcesolutionsctx.com)  
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