

Education and Career Plan

(Developed by Suzy Mygatt Wakefield, Ph.D., Retired High School Counselor, Lake Washington High School)

Name _____

Grade _____ School _____

Date _____

Email address _____

1. STRENGTHS (*Your strengths should form the *basis* of your *goals*.)

What are your strengths? What do you really like to do? (examples: read the paper, write a report for an assignment, talk on the phone, plan a trip, cook a meal, see a movie, watch television, etc.)

What career assessment tests have you taken? (examples: WOIS Interest Profiler, ASVAB) _____

What results came out of your testing? _____

What careers appeal to you at this point? _____

What careers would you like to learn more about? _____

What's your strategy to learn more about careers of interest? (examples: talk to a worker in that field, do a job shadow—visit them on the job for a few hours with a set of questions; do an Internet search about a specific career; and/or attend a Career Day program)

*Goals---

*Short-term goals (this week, month and/or year)

*Long-term goals (more than a year into the future)

2. RELATIONSHIPS (A suggested strategy is to talk over these points with a friend, a parent, or another adult who is important to you. As you know, talking helps you to clarify your feelings.)

Who is there for you to talk to about your plans?

Who cares enough about you to push you to achieve? _____

Who can you talk to about financing your postsecondary education? _____

3. LEARN ABOUT A BROAD RANGE OF OCCUPATIONAL OPPORTUNITIES

What are some ways you can find out about a lot of occupations? (examples: Internet search, Career Day guest speakers, visit workers on the job, work at a part-time job, telephone interviews)

4. YOUR EDUCATION AND CAREER PLAN—You need to *write it down*.

It may include: your courses for each grade, part-time jobs, and your extra-curricular activities.

Courses— (Circle the courses that particularly relate to your short-term and long-term goals.)

grade 10 (required) _____

(elective) _____

grade 11 (required) _____

(elective) _____

grade 12 (required) _____

(elective) _____

Extra-curricular activities by grade:

Part-time jobs/hobbies _____

5. CAREER PLANNING PORTFOLIO

This is where you need to put (either on hardcopy or in electronic form) all of your career search activities—Internet search information; notes from guest speakers, job shadows or interviews; job applications and evaluations; your own work that pertains to a specific career, such as art work). If using a three-ring binder, it is suggested that you use index tab dividers. If your portfolio is on-line, follow the instructions. See www.wois.org

6. GAIN EXPERIENCE— as much as you can!

Write down some of the things you can do to gain experience about your interests, your strengths, or occupations that you are exploring, and/or hobbies you enjoy.

7. BE INVOLVED IN “ENHANCERS” What are some things you can do to help you stand out from others? (Examples: a special class or summer school program; a carefully selected part-time job; a special volunteer experience; a job shadow; or travel.)

8. BUILD A NETWORK OF CONTACTS Each time you talk to somebody about an occupational area, be very sure to keep their *business card* and your notes because you may need the information again. (Don’t depend on your cell phone to keep all of your important contact information, unless you can download it into your computer. Phones can be lost.)

9. LEARN JOB SEARCH SKILLS. Take a class (like D.E.C.A.) to learn how to write a resume, a cover letter, and thank-you letter, and to learn how to interview for a job.

10. EVALUATE WHERE YOU ARE. DO YOU LIKE YOUR DIRECTION? If you do not, you need to take another look at your strengths.

What strengths have you overlooked? _____

What strengths would you like to further develop at this point? _____

What is your next plan of action—your next *career search goals*?

_____ (As you can see, this is an on-going process.)