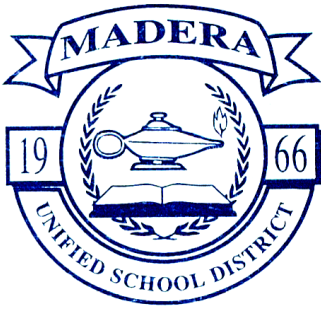


# Madera Unified School District



## Occupational Education – II Graduation Requirement Training Packet 2010-2011

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Dear Student:

The Occupational Education-II (OE-II) graduation requirement was approved by the Madera Unified School District in 2004. Several years ago business members approached the school district with the concern that students graduating from Madera Unified were not thoroughly prepared with the skills necessary to complete and close the job search/interviewing process. These business members felt that a real world experience for Madera students would be beneficial, not only to the student, but the community as well. As a result...

Through this process you will gain valuable experience from requesting letters of recommendation for a job, to creating a personal resume, to participating in an actual interview. The process is thorough and detail oriented. Your end result is an exemplary portfolio as well as interviewing skills that can be used for an actual interview in your near future.

The OE-II requirement also covers the following English-Language Arts Content Standards for California Public Schools, Grades Eleven and Twelve.

Writing 2.0 Writing Applications (Genres and Their Characteristics)  
2.5 Write job applications and resumes:

- a. Provide clear and purposeful information and address the intended audience appropriately.
- b. Use varied levels, patterns, and types of language to achieve intended effects and aid comprehension.
- c. Modify the tone to fill the purpose and audience.
- d. Follow the conventional style for that type of document (e.g., resume, memorandum) and use page formats, fonts and spacing that contribute to the readability and impact of the document.

1.0 Listening and Speaking Strategies  
Organization and Focus

1.4 Use rhetorical questions, (...) concrete images, figurative language (...) and dialogue to achieve clarity, force, and aesthetic effect.

1.5 Use logical, ethical and emotional appeals that enhance a specific tone and purpose.

Sincerely,

John Stafford  
Superintendent

## Table of Contents

Mock Interview Requirements.....	3
Order of Portfolio Contents.....	4
Cover Letter .....	5
Applications: Tips & Philosophies .....	6-8
Directions for Completing Job Application .....	9
Application .....	10 -11
Resume guidelines and templates .....	12-15
Resume Writing Sample Statements	
Objectives .....	16
Skills .....	17
Achievements .....	18
Work Experience .....	19-20
Action Words / Command Verbs.....	21
Request for Letter of Recommendation .....	22
Letters of Recommendation .....	23
Activity Form .....	24
Request for Transcript .....	25
Dress & Prepare for Success .....	26
Interview questions .....	27-29
Alcohol and Drug Consent Form .....	30-31
Employability Card Application .....	32
Post Graduate Plan .....	33
Thank you Letter .....	34
Personal Data Sheets (optional- intended to aid students in completion of forms)..	35-39
Cover & Thank you Letter Rubrics .....	40-41
Project Rubrics .....	42-43
Interview Scoring Rubric.....	44
Pacing Guide.....	45-46
Pacing Guide (9 <sup>th</sup> & 10 <sup>th</sup> ).....	47

## **Mock Interview Requirements**

Your Mock Interview Portfolio must contain the following required pieces to receive a passing score. All work must be neat, well organized, grammatically correct, and without error.

- Cover Page - Copy and paste the cover page from the OEII packet from your school's website, or, create your own. Both must include your name, period, and teacher's name. Should be evenly spaced-print preview before printing.
- Cover Letter - (typed, no errors) Templates available in the OEII packet, on line from your school's website, or from your English teacher.
- Application (two (2) pages, black or blue ink only) Applications are available Templates available in the OEII packet, & on line from your school's website, or from your English teacher.
- Resume - (typed, no errors) Templates available in the OEII packet, & on line from your school's website, or from your English teacher.
- Letter of Recommendation
- Activity Form - *Evidence of Involvement in Civic Activities & Evidence of Involvement in Clubs*
- Request for Transcript -
- Students must sign "The Alcohol and Drug Policy" statement and place it in the portfolio. (No Drug or Alcohol Testing will be done). Templates available in the OEII packet, on line from your school's website, or from your English teacher.
- Thank You Letter - typed no errors. Templates available in the OEII packet, on line from your school's website, or from your English teacher.

To receive a score of six (6) you must have a current Employability Card and two (2) optional pieces.

To receive a score of five (5) you must have an Employability Card and one (1) optional piece.

To receive a score of (4) you must have a completed (not approved) Employability Card application. If there are any 'No's' from any of your teachers, include the application in the packet but DO NOT submit it for approval for an Employability Card.

### **Optional pieces include the following:**

Post Graduate Plan found in your packet, one page, black or blue ink neatly printed or typed

Additional Letters of Recommendation

Requests for Letters of Recommendation

Activity Form- *Evidence of Involvement in Civic Activities & Evidence of Involvement in Clubs*

Certificates & Awards

Samples of best work from any course

## **Order of Portfolio Contents**

1. Cover Page
2. Cover Letter
3. Application
4. Resume
5. Letter of Recommendation
6. Activity Form
7. Request for Transcript
8. Alcohol and Drug Policy
9. Additional Pieces:
  - Employability Card Application
  - Post Graduate Plan
  - Certificates
  - Extra Letters of Recommendation
  - Request for Letter of Recommendation
  - Samples of work
10. Thank you Letter

**Note: number's 1-8 & number 10 are required**

## Sample Cover Letter:

Your Name  
Your Address  
Your City, State, Zip  
Your Telephone Number

Today's Date (spell out month, day, year)

Interviewer's Name  
Professional Title  
Organization Name  
Mailing Address  
City, State, Zip

Use tab key to create at least 5 spaces between city, state, & zip. This is acceptable format.

Format your cover letter with the same spacing as on the resume. See page 13.

*Student Template*

Dear Mr./ Ms. Last Name (**The Business Interviewer**):

### **First Paragraph (state the reason for the letter)**

Briefly state what position you are applying for and how you heard of the opening. Create a statement that establishes a connection with your reader and you.

*Sample lead in statement:*

I would like to express my interest in the position of (...) recently posted on your website. I have always had an interest in (...) and was thrilled to see your newspaper ad for the position of (...).

**Second Paragraph (Give a brief summary stating why you feel you are prepared for this position.)** State relevant points about your qualifications for the reader. You may incorporate a column or bullet point format here.

{Refer back to your **resume** and the *skills, achievements, and work experience* for this information}

**Third Paragraph (This is the closing stating where you can be reached, ask for a response, and thank the interviewer.)** Initiate action by explaining what you will do next, example(s):

I can be reached by phone or email and look forward to hearing from you at your earliest convenience.

I look forward to hearing from you, and am excited to meet with your to discuss opportunities with (**Company name here**). Thank you for your time and consideration. Please contact me at your earliest convenience. I am eager to further discuss opportunities with (**Company name here**). Thank you for your time and consideration.

Sincerely,

*Your Handwritten Signature*

Your Name (Typed)

Enclosure: resume

Type this! It needs to be included in the format of your resume.

## **Tips for filling out a job application**

Before or when you first arrive for your interview, the manager will probably ask you to fill-out the company's standard job application. The job application is designed to help the manager spot your strengths and weaknesses quickly. Here are a few things to consider:

### **Friends and relatives**

Most job applications ask if you have any friends or relatives who work for the company. Choose your friends carefully. If your friend is a hard worker, mention his or her name. The manager will assume that, like your friend, you're a hard worker too. But, if your friend is a lazy worker, don't mention his or her name. The manager will assume that, like your friend, you're lazy and searching for a cushy job.

### **Education**

There seems to be a trend these days where people are exaggerating about their education. People take a course or two and then claim to have degrees, certification, or training that they really don't have. Employers are onto this trend and they're checking educational claims. So, don't exaggerate. If you get caught, you could lose your job.

### **Criminal record**

If you have a record, insist on discussing it, rather than writing about it in a job application. In the space where it asks about your convictions, write, "Please see me." Later, during the interview, you can explain what happened, what you've learned from it, and how you've tried to make amends for your mistake. *Note: For the OEII process, you will not need to discuss this.*

### **Lay-off**

If you were laid-off due to a plant closing, down-sizing, merger or any other reason beyond your control, don't be embarrassed. There are hundreds-of-thousands of people in your situation. Take credit for the job you had. When it asks why you left, give the reason for the down-sizing.

### **Fired**

If you were fired from your last job, don't lose hope. Most people are fired from a job at least once in their lifetime. Don't omit that job from your application, though. It will leave an employment gap in your work history. Fill in the information requested. But, in the space where it asks why you left that job, write, "Please see me." During the interview, you can explain what happened. If you left because of a personality clash, explain that you usually get along with everyone, but for some reason, you couldn't seem to please that person.

### **Job Hopping**

Job hopping is when you switch jobs too often. If you're a student or recent graduate don't worry. Employers expect you've had numerous part-time and or summer jobs. However, employers are not fond of adult job hoppers. If you've had more than three jobs during the past five years, have a good excuse for leaving each job. Layoff, health, personal problems, relocation, career exploration, job stagnation, or any other compelling reason should be acceptable.

### **Unemployment gaps**

If you have gaps of unemployment between jobs, you should offer some explanation. Since it may take some laid-off people nearly a year to find a new job, "job hunting" is a legitimate reason, as is retraining, continuing education, or starting a small business.

### **No work history**

If you have no formal work history, don't panic. There are over a million people out there looking for their very first job, too. In the Work History section of the application, list any volunteer, charitable, casual labor or self-employment jobs you might have had—anything to show that you know what's expected in a work place.

### **References**

Employers may contact each of your references. So, don't let the employer catch those people off guard. You may end up getting only a mediocre recommendation because your reference had to stop and try to remember who you were and what you did. Ask for permission to list them as a reference and they'll be prepared for the call when it comes.

### **Poor references**

Suppose you know for certain that your old boss won't give you a decent recommendation. What should you do? On the job application, don't give the boss's name. Instead, give the name of someone else in the chain-of-command who would give you an impartial recommendation. This might be your boss's boss, another manager, or a supervisor who's familiar with your work. Be sure to get permission to offer his or her name.

### **Money**

When the application asks what wage or salary you expect, write "Open." If you specify a dollar amount, you may price yourself out of the job if it's too high.

### **Off-limit exceptions**

Most employers know that they're not supposed to ask questions about your age, gender, religion or other sensitive information. But, you need to know that there are exceptions to the law. An employer may ask you an 'off-limits' question if that topic has to do with your ability to do the job. For example, if you are applying for a job that requires heavy lifting, the employer can ask about your physical handicaps, or, if you want to teach Sunday school, they can ask about your religious beliefs.



## Background Checks

If a manager wants you for the job, they'll ask the company's personnel department to do a routine background check.

The personnel department will contact your references, schools, former employers, the courts, and the military to verify everything in your resume and job application.

If you're seeking a job that pays over \$20,000 a year, they could even check your credit record. Your credit record will show how responsible and reliable you are.

Although it might be tempting to stretch the truth so you'll look good on paper, don't do it. You could lose your job. Notice at the end of the application, on the next page, you're asked to sign a statement that says, "any false or omitted facts are sufficient cause for dismissal." Play it safe. Be honest. Don't stretch the truth

### Guidelines to completing job applications:

1. Print. Do not write in cursive. Printing is much easier to read. Use your best penmanship. Best scenario, type it.
2. If written, blue or black ink only.
3. Neatness counts. A neat looking application says that you take pride in your work. A sloppy application with crossed out information and mistakes says you're a sloppy worker.
4. Answer every question. If a question is confusing to you, ask for help. If a question doesn't apply to you write "N/A", "Not Applicable", or "None" in the blank. Do NOT leave sections blank on an application!
5. Don't give an expected salary. You may price yourself out of the job if it's too large, or look desperate if it's too low. Instead just write "Open."
6. Be accurate. Make sure all names are spelled correctly and all addresses, telephone numbers and dates are correct. An inaccurate application says that you are an inaccurate worker.
7. Make sure your reason for leaving each job is a good one. Managers aren't fond of quitters.
8. Be honest. No exaggerating: "any misrepresentation or omission is sufficient grounds for immediate dismissal" will get your resume and application paper screened.
9. Make sure you have permission to use a person's name before you offer him or her as a reference.
10. Don't forget to sign and date the application after you read the agreement.

## **Directions for completing application:**

1. In the top left corner of each page, left click the *pop-up Icon*. Then right click and copy the page.
2. Create a new document (ctrl n) and paste (ctrl v) the 1<sup>st</sup> page of the application.
3. Complete (type) each section of the application.
4. For all gray shaded boxes applicable to you, (ie.  Full Time) double click. In the *default value* click the 'checked' button. Then click OK.
5. Repeat process for page two of application.
6. Save application to your 'Z' drive and print after spell check and revisions are made.

**OEII Employment Application**

**(a) Applicant Information**

Full Name: Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_ Interview Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Apt. # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Date Available: \_\_\_\_\_ Social Security No.: XXX - XX - \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_  
Position Desired: \_\_\_\_\_  
Are you able to work:  Full Time  Part Time  Shift Work  
How did you hear about us?  Advertisement  Word of Mouth  Employment Agency  Other  
Are you a citizen of the United States? Yes  No  If no, are you authorized to work in the U.S.? Yes  No   
Are you at least 18 years of age? Yes  No  If not, do you possess a valid work permit? Yes  No

**(b) Education and Training**

High School: \_\_\_\_\_ Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Degree: \_\_\_\_\_  
College: \_\_\_\_\_ Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes  No  Degree: \_\_\_\_\_

**(c) Employment Questions**

Have you ever been convicted of a crime other than a traffic violation? (Note: A conviction is not an automatic bar to employment. Each case will be considered on its own merits.) Yes  No

If yes, please explain and state charge, court date and disposition of case: \_\_\_\_\_

Have you completed a job application with us before? YES  NO   
Have you ever been employed by us before? YES  NO   
Do you have any friends or relatives employed here? YES  NO   
Can you work overtime when necessary? YES  NO   
Do you have reliable transportation? YES  NO   
Can you travel if the job requires it? YES  NO   
Would you be willing to relocate? YES  NO

### (d) Previous Employment

Starting with your most recent experience and working backwards, list all work experience for at least the past 5 years and any prior experience relevant to this job. Experience may be paid, unpaid, full time, part time, or military. If more space is needed, attach additional pages. A resume may be attached but will not be accepted in lieu of this section.

Company: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? Yes  No

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

### (e) References

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_ Years Known: \_\_\_\_\_

Occupation \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Years Known: \_\_\_\_\_

Occupation \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship \_\_\_\_\_ Years Known: \_\_\_\_\_

Occupation \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### (f) Disclaimer and Signature

*I certify that I, the undersigned applicant, or an agent representing me in my presence, have personally completed this application. I further certify that all information given by me in this application is true, complete, correct, and current.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **What is a Resume?**

A resume tells a potential employer who you are, what you know, what you have done, what kind of work you want, and why you should be hired.

A resume is not a biography and it should not provide too much information. A resume should be one page, unessential information should be omitted. Remember: a resume is a brief summary of your experiences, education, training, and accomplishments.

Writing a resume is an excellent way to prepare for an interview. It organizes one's accomplishments, skills, knowledge, and abilities. The resume should be focused on career objectives. One needs to analyze their individual work experience to define the tasks one has performed the skills that were utilized, and the accomplishments (results of one's productivity).

### **Do's of a Resume**

- Good physical appearance: neatly typed, correct spelling, even margins, well placed blocks of information
- Well organized: employer does not have to hunt for information
- Proper length: one (1) page. Employers do not spend a long time looking at a resume
- Well-described skills and duties of positions
- Pertinent information: nothing unrelated to objectives, skills, knowledge, and ability
- Well-defined job objective and career goal
- Use short sentences
- Stress your accomplishments
- Send a cover letter

### **Don'ts of a Resume**

- Dating a resume
- A personal photograph (unless appearance is job related)
- Marital status, health, or age
- Inaccessible telephone number or incorrect address
- Religious or political affiliation
- Salary history or desired salary
- Job supervisors' names
- Recreational activities
- Performance reviews
- Do not use the pronoun "I"

*Student Template*

**Resume Format:**

(An entry level resume is never longer than one (1) page with font size 11 to 12. {11 might be needed to fit resume to one page} State the most current facts first. )

**Resume**

Your Name  
Your Address  
City, State Zip  
Your Telephone

Don't Type the Words  
**Your Name!!!**  
**Just the Information**

**Objective:**

**Skills:**

**Education:**

**Achievements:**

**Work Experience:**

**References:**

- 1.
- 2.
- 3.

- List a minimum of 1 objective
- List a minimum of 3 skills, & achievements

USE COLONS not Semi colons or commas after headings!

See spacing on Template! 2 spaces between last line and new heading

List title AND explanation of experience: *Use this format when completing the work experience section of your resume.*

- Grounds-man Responsibilities include: Lawn mowing, gardening, pulling weeds basic
- Fund raising participant Responsibilities include: fund raising and soliciting donations for church, school, or community projects

Number and use the TAB key to align references.  
Include all information!

To include relationship, extend margin to (6.5) to be able to print outside margin

**Resume**

Your Name  
Your Address  
City, State, Zip  
Telephone Number (w/ Area Code)

- All headings are capitalized & in bold font
- Double space between last bulleted objective, skill and the next heading
- Single spacing between bulleted information
- Bullets should be inset as shown and not aligned with the margin used in the headings

**Objectives:**

- See page 16 for examples.
- 
- 

**Skills:**

- See page 17 for examples.
- 
- 

- Double spaced
- Single spaced
- Use tab key to align

**Education:** (Most current first.)

Madera South High School      Madera, CA  
 M.L. King Middle School      Madera, CA

On track to graduate 200\_  
7<sup>th</sup> & 8<sup>th</sup> grades

**Achievements:** See page 18 for examples.

- 
- 
- 

**Work Experience:** (Paid and/or unpaid) See page 19-20 for examples.

- 
- 
- 

**References:** Must list three (3) references. References available upon request is NOT acceptable on an entry level resume. See pp. 35-39 or p 21 for guidelines for references.

Name	Title	Company	Telephone	Relationship
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

[ Street Address ]  
[ City, State, Zip Code ]

[ Phone Number ]  
[ Email Address ]

# [ FIRST & LAST NAME ]

---

**Objective** [ Type Objective Here ]

**Education** [ Dates Attended ] [ Company/Institution Name ] [ City, State ]  
**[ Degree/Major ]**

- [ Details of position, award, or achievement. ]

**Awards received** [ Click here and enter information. ]

**Extracurricular activities** [ Click here and enter information. ]

**Work experience** [ Dates Attended ] [ Company/Institution Name ] [ City, State ]  
**[ Job Title ]**

- [ Details of position, award, or achievement. ]

**Volunteer experience** [ Click here and enter information. ]

**Summer jobs** [ Dates Attended ] [ Company/Institution Name ] [ City, State ]  
**[ Job Title ]**

- [ Details of position, award, or achievement. ]

**Languages** [ Click here and enter information. ]

**Interests and activities** [ Click here and enter information. ]



## **Objective Statements for Resume Writing**

In preparing the objective statement in your resume make sure you have a well-defined job search objective. A well constructed objective statement normally includes two (2) basic elements: job level and functional area.

Some examples of objective statements are:

- To obtain a position with a company that utilizes my previous work experience, interpersonal skills, and leadership ability
- To find a position with a dynamic company that will utilize both my computer skills and my mathematical background
- To obtain an entry level position that utilizes my statistical and analytical educational background
- To obtain an entry-level position in marketing: special interests in retailing, customer service and public relations
- To obtain an entry level position that will enable me to utilize and further develop my analytical and interpersonal skills
- To obtain a position in a management training department that will challenge me
- To obtain a position in the field of banking, securities, and finance that will give me the opportunity for growth
- To find employment suitable to my skills, abilities, and interest in the retail market
- To find employment in the local area and continue my education
- To obtain a position in a growing company with the potential for advancement in an office environment, one that will identify my strengths and stimulate my learning abilities
- To obtain a position where I will utilize my skills, experience, and work ethic to enhance the company's productivity
- To seek a position in sales/customer service, working with people from diverse backgrounds
- To secure steady employment working for a company at an entry level position
- To advance my skills and knowledge, so I may grow in the \_\_\_\_\_ industry

## **Resume Writing Skills**

The following list will give you an idea of different skills you may possess.

bilingual English/Spanish	energetic
bilingual read / write second language	organized
cheerful attitude	enjoy being challenged
cooperative	dedicated worker
good penmanship	basic computer skills
computer literate	PC friendly
pays attention to detail	punctual
reliable	good listener
excellent problem solver	loyal
adaptable to many situations	artistic
resourceful	works well with others
Microsoft Word 45 words per/minute	team player
follow instructions well	listens well
stay focused	focused
flexible	curious
typing knowledge	hard worker
fast learner	retain information well
word processing knowledge	spreadsheet knowledge
data processing	data entry
good people skills	answering telephones
filing	faxing documents
work independently	independent
incoming and out going mail (mail sorting)	getting the job done correctly
friendly	people oriented
enjoy meeting people	self starter
self motivated	motivated
leader	great with children
excellent cleaner	multi-task team player
multi-tasked	customer relations
work well under pressure	high confidence level
attention to detail	teachable
like to learn	dependable
trustworthy	honest
committed	reliable
patient	enthusiastic

## **Resume Writing Achievements**

Some examples of achievements are:

- Earned a current Employability Card
- Perfect attendance in my sophomore year at school
- Student of the month
- Participate in church choir
- Completed eleven (11) years of education
- Member of the varsity basketball team
- Maintaining a 2.5 cumulative grade point average (GPA)
- Volunteer tutor for Madera Unified School District
- Volunteer Candy Striper for Children's Hospital
- Volunteer reader for Madera County Library
- Successfully completed 120 credits toward the 230 credits needed for graduation from Madera Unified School District
- Passed three (3) benchmarks- a requirement of Madera Unified School District
- Staying in school while raising a child
- Member of Charros Unidos of Madera
- Child care diploma
- Completed the Ready Set Go Program through the Workforce Development Agency
- Passed the CAHSEE required by Madera Unified School District
- Improved my API scores twelve (12) points
- Working part time while attending school
- Working to help with family finances while attending school
- Worked for parks and recreation summer program,
- Certified in CPR

## **Resume Writing Work Experience (Paid or unpaid)**

Some examples of work experience may include:

- Grounds-man- Responsibilities include: Lawn mowing, gardening, pulling weeds basic Maintenance and landscape work
- Handyman- Responsibilities include: minor repairs, painting, cement work, fixing broken items around the house, and light carpenter work
- Baby-sitter- Responsibilities include: care for infants, toddlers, preschool and school age children
- Newspaper delivery- Responsibilities include: deliver newspapers by maintaining a daily route
- House cleaning- Responsibilities include: cleaning kitchen, mopping floors, dusting, vacuuming, washing windows, and laundry
- Child care provider- Responsibilities include: total well being of child
- Tutor- Responsibilities include: working with students to improve academic skills
- Pet care provider- Responsibilities include: total well being of the pet, walking, feeding, bathing, and grooming
- Ranch worker- Responsibilities include: irrigation, minor tractor operator, yard maintenance, pruning, picking, and other vineyard work
- Clerical assistant- Responsibilities include: making copies, filing, answering the telephone, word processing, and data entry
- Personal assistant- Responsibilities include: grocery shopping, driving children, fixing meals, and other duties as assigned
- Car washer- Responsibilities include: all aspects of cleaning automobiles
- Customer service fast food industry- Responsibilities include: meeting the needs of the customer. Examples: cashier; crew member; table cleanup or service; drive thru window, opening or closing
- Teacher's aide- Responsibilities include: filing student records, typing short memos, and reconciling data entry work for students
- Fund raising participant- Responsibilities include: fund raising and soliciting donations for church, school, or community projects
- Record keeping- Responsibilities include: paying checks and keeping bank records, maintaining accurate financial records, long range and short range financial goals

- Purchasing agent- Responsibilities include: weekly food purchases and clothes buying, able to research and compare products for cost effectiveness
- Big sister- Responsibilities may include: settling fights and keeping siblings happy, able to relate to family members on their level of need, consistently finding ways of achieving compromise for family at odds, minimize conflicts and maximize group efforts
- Health care worker- Responsibilities include: administering medication, blood pressure, attending to bodily needs, monitoring weight and food intake
- Waiter/Waitress- Responsibilities include: serving meals, clearing tables, taking orders, and acting as cashier

## **Resume Writing Action Words**

The following list of action words are work skills which are transferable from position to position and should be utilized in your resume

Accepted	Counseled	Formed	Monitored	
Achieved	Created	Formulated	Motivated	
Adapted	Critiqued	Founded		Screened
Adjusted			Navigated	Served
Administered	Dealt	Generated	Negotiated	Shaped
Advised	Decorated	Governed	Nominated	Simplified
Allocated	Defined	Grouped		Solved
Analyzed	Delegated	Guided	Observed	Sorted
Anticipated	Demonstrated		Operated	Sparked
Appraised	Designed	Handled	Ordered	Strengthened
Approved	Detailed	Headed	Organized	Succeeded
Arranged	Determined		Originated	Supervised
Assembled	Developed	Imagined	Overcome	
Assessed	Devised	Implemented		Tailored
Assigned	Diagnosed	Improved	Participated	Taught
Assisted	Directed	Improvised	Perceived	Trained
	Discovered	Increased	Performed	Transcribed
Balanced	Displayed	Indexed	Persuaded	Transformed
Budgeted	Dissected	Informed	Pioneered	Translate
Built	Distributed	Initiated	Planned	
	Doubled	Innovated	Predicted	Unified
Calculated	Drafted	Inspected	Prepared	Utilized
Cataloged	Dramatized	Inspired	Presented	
Checked		Instructed	Presided	Validated
Clarified	Earned	Installed	Prioritized	Verified
Classified	Edited	Integrated	Produced	
Collected	Effected	Interviewed	Programmed	
Communicated	Empowered	Invented	Prompted	
Compared	Encouraged	Investigated	Protected	
Complied	Enforced		Provided	
Composed	Engineered	Justified	Questioned	
Computed	Enlarged			
Conceived	Enlightened	Keynoted	Recognized	
Conceptualized	Enlisted		Recorded	
Conducted	Established	Led	Recruited	
Confronted	Estimated	Listened	Rectified	
Constructed	Evaluated		Reorganized	
Consulted	Examined	Made	Reported	
Contracted	Executed	Managed	Researched	
Controlled	Experienced	Mapped	Retrieved	
Converted	Explained	Mastered	Reviewed	
Conveyed		Measured	Revised	
Copied	Facilitated	Mediated		
Correlated	Financed	Modeled	Scheduled	

## How to Write a Request for a Letter of Recommendation

Your address  
City, State, Zip Code

Today's date here (Spell out month- i.e. April, 19, 2011)  
**(Enter 2 times/Double Space)**

The full name of the person to whom you are writing  
Their title  
Their place of employment  
Address  
City, State, Zip Code  
**(Enter 2 times/Double Space)**

Dear Mr. /Ms /Mrs. Last name of person:  
**(Enter 2 times/Double Space)**

I would appreciate your consideration in writing a letter of recommendation for me.  
If you agree, I would need this letter completed by (put in the date that you want the letter back to you– make it roughly two weeks from today).  
**(Enter 2 times/Double Space)**

The following would be helpful when you write this letter:  
§ Please write on company letterhead, if available. If letterhead is not available, please use a company stamp or attach a business card.  
§ Please type the letter. If this is not possible, please write the letter and give it to me. I will type it and return it to you for your signature.  
§ Please date the letter.  
§ Please include the dates I have known you or worked for you.  
§ Include the capacity you have know me (for example: student, employee, trainee, etc.)  
§ Make sure to include your complete name and title in your signature.  
§ Please sign the letter.  
**(Enter 2 times/Double Space at the end of the paragraph)**

Here are some accomplishments and/or personal qualities I have learned and/or demonstrated while you have known me that you may want to consider when writing the letter:

*List your skills and personal qualities in this area (you might consider Attaching your resume for more helpful information about you)*  
**(Enter 2 times/Double Space at the end of the paragraph)**

Thank you for your help and consideration.  
**(Enter 2 times/Double Space at the end of the paragraph)**

Sincerely,  
**(ENTER 4 times)**

Your name typed here  
**(SIGN your name in between SINCERELY and YOUR TYPED NAME)**

*Note: students should ask for letters of recommendation from people that know them well. If so, only activity form will need to be completed to obtain a letter of recommendation. If students ask persons unfamiliar, then they will need to provide a typed request of the 'Request for a Letter of Recommendation' to the intended reference.*

## Letter of Recommendation

This page will help you decide whom to ask for a letter of reference.

**Never list a person as a reference until you have personally asked them.** Remember to ask for a **good recommendation**. You do not want a weak letter - the competition is too tough.

Choose the five (5) most important people who would write you the best possible letter. The most important group is under employers. Next, look at the group of people with titles. Continue down and decide on the best people to help you. Below write their names and telephone numbers. You will ask five (5) people and hope to get back three (3) good letters.

### Employers who

- Hired or trained you for a job
- Used you to fill in on a job
- You did non-paid work experience under
- Have seen you work hard for others

### People with Titles

- Doctors or specialists who know your health
- Teacher who think you are responsible
- School, job, or vocational counselors who know your talents
- Religious leaders, social workers, parole officers who think you are a good person
- Bankers or policemen who know you are responsible or pay bills
- Coaches or teachers who have seen you be disciplined and try hard to improve
- Organizational leaders who have seen you do a good job for their group

### People who know your character

- Landlord who thinks you are responsible
- People you share hobbies with who think you are careful, safe, or a skilled person
- Sales people who think you get along well with people
- Friends or relatives with different last names from yours who may own a business and who want to help you get started
- People who have lived in the community a long time and who could say they liked or trusted you

People to ask	Name	Title or job position	Telephone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

(See pp. 33-37 for more reference guidelines)



**Activity Form**

Name \_\_\_\_\_  
                                 Last  First  Middle

Please indicate below all of the extra-curricular activities engaged in during high school and check the year(s)

**Athletics**

**9 10 11 12**


**Club Membership** (School, Community and Church)

**9 10 11 12**


**Offices Held** (Club and Student Body)

**9 10 11 12**


**Other Activities** (Music, Drama, Journalism, etc.)

**9 10 11 12**


**Awards, Honors & achievements** (School and Community)

**9 10 11 12**


**Record of Employment** (Volunteer and Paid)

**9 10 11 12**


This statement **must be signed** by the submitting student to make the application available to any local scholarship committee.

I declare that all data provided on this application or form is true and correct. I agree that if any part is found to be false, in any way, I will surrender submission of **ALL** local scholarship applications for this school year. If any information on this application is false, I acknowledge that I will give up any claim to the scholarship funds for which this application was submitted.

Student applicant \_\_\_\_\_

Parent/Guardian \_\_\_\_\_



# Madera Unified Request for Student Records

Note: YOU MUST CLEAR ALL OUTSTANDING DEBT  
TO PICK UP TRANSCRIPTS  
Please allow 5 days prior to pick up.

Date of Request: \_\_\_\_\_ Student ID# \_\_\_\_\_

Name: \_\_\_\_\_ Birth-date: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of Copies Needed: \_\_\_\_\_ Official \_\_\_\_\_ Unofficial \_\_\_\_\_

Fill out the section below if you want this information mailed to a college or school.

Released to: (School or Institution) \_\_\_\_\_

Fax# ( ) \_\_\_\_\_ - \_\_\_\_\_ Attention: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Print Name: \_\_\_\_\_ ID# \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Date Issued/Mailed: \_\_\_\_\_ Released by: \_\_\_\_\_

**Dress & Prepare for Success:  
Do's & Don'ts of interview day**

**OEII Wardrobe Recommendations**

Good grooming and appropriate clothing will make you feel confident. You don't get a second chance to make a first impression. So when applying for a job or interviewing, make sure you look good because this will make you feel good and your positive attitude will show!

**The Basics for Women**

**YES**

Make sure skirt/dress length is (two) 2 inches above the knee or longer.

Wear a collared shirt or blouse with a skirt or dress pant.

Wear nylons or tights if you choose to wear an appropriate skirt or dress

Wear only one set of earrings.

**NO**

No short skirts or dresses  
No sheer or see-through clothing

No low cut tops, tank tops, spaghetti straps etc.

Don't wear sandals or open toe shoes.

No heavy makeup

**The Basics for Men**

**YES**

Pants (not jeans), a collared shirt and tie are a good choice.

Pants are fitted.

Shirts are collared or button down.

Shirts are tucked in and pants are belted.

**NO**

No baggy clothes

Hats are inappropriate.

No tee shirts

No earrings or chains

**The Basics for Both**

No visible body piercing

No more than one ring on each hand

Hairstyles are simple, not outrageous.

No Jeans

Cover any and all tattoos.

Hair is clean.

No cologne or perfume

**Dress for an Interview not a football game, concert or party**

## Potential Interview Questions

### Can you tell me something about yourself?

This is the ice breaker. This is a great opportunity to sell yourself. State three (3) or four, (4) sentences about yourself.

### What would you say are the most important qualities of a good employee?

Before you answer think about the question. If you need more time repeat the question, then give your answer. Many of the qualities are the same qualities you look for in your friends.

### Do you have any of the qualities you just mentioned? If so what are they?

Always give examples when you answer the questions. Example: *I am dependable because my sister knows she can depend on me to baby sit.*

### What have you accomplished that gives you the greatest satisfaction?

Here is an excellent opportunity to give the interviewer an example of a job well done. If you consistently meet deadlines or objectives this would be the time to share this information.

### Why should I hire you?

Be confident in your skills and in yourself. Think about the skills you listed on your resume. Be extremely positive. Tell the interviewer what they want to hear.

### Describe a situation in which you were successful.

Include the action words in your answers. Emphasize the strengths you have on your resume.

### What are the job possibilities for your chosen career path?

Refer to your Career Cruising portfolio assessment to help you with this question. Be prepared review before any and all interviews.

### What are your strengths?

Reinforce what you have on your resume. Give examples for each strength.

### Define success/failure.

It's time to pull out the dictionary. Always remember that at times we would never change or start over if we didn't have a reason. *Failure could mean a chance for a new beginning.*

### What are your weaknesses?

Take a weakness and turn it into strength. Example: *When I'm doing a project many of my friends finish before me. I may be a little slow but. I do it right the first time. In the long run this saves the company money because my projects do not have to be done over.*

### How would you describe yourself as a co-worker?

Are you a team player? Do you like working with other people? Are you dependable? Do your friends count on you? These questions will help with your answer to this question.

### Why do you want this job?

Identify the company's strength and use it to your advantage. Is it a good restaurant or retail store? Do research the business, how long have they been in business? What is their best selling product? Example: *I've been a customer for the past year and I have to say your store has the largest selection of videos in the area and the best customer service. I would like to be a member of such a well run organization.*

Why are you leaving your present job (or why did you leave your last job)?

Be honest, most interviewers will be able to verify the information you give. If there were problems on your last job, decide on a brief explanation before the interview. Never speak negatively about past employers or co-workers; this gives the interviewer a bad impression of you. It also makes them wonder if in the future you might do the same thing to them.

What are your salary/wage expectations?

Never discuss your salary needs before you are offered the job. If the interviewer asks you about the minimum salary you will accept, don't give an answer. You will either be too high or too low. Example: *I don't have an amount in mind. I'm willing to accept what your company normally pays for this position.*

Where do you see yourself in five years?

Exhibit ambition and confidence in your abilities, but be careful not to overstate your career objectives. This is a good time to mention your plans for college.

How would you describe your ideal job?

This is an opportunity to reveal your leadership qualities. In your career assessment you identified your likes and dislikes.

What can you offer us?

If you were to start over, what would you change about your education?

Do your grades accurately reflect your ability? Why or why not?

Are you working while attending to school?

Have you ever quit a job? Why?

Have you ever done any volunteer work? What kind?

Do you prefer to work under supervision or on your own?

Are you able to work under supervision or on your own?

Are you able to work on several assignments at once?

Do you have any questions for me about the job or company?

You must always ask questions. Never leave interviews with the interviewer thinking you are not interested enough to have questions. This is an ideal time to show your interest and enthusiasm about the job.

## **Potential Questions for (you to ask) your Interviewer**

*Why did this position become available?*

*Who would be my supervisor?*

*Can you tell me more about the duties of the position?*

*How many people will I be working with?*

*When will I be notified of your decision?*

*Do you support continuing education?*

*Is there a chance for advancement within your company?*

*Can you describe a typical workday and the things I would be doing?*

*How would I be trained?*

*How would I get feedback on my job performance, if hired?*

*What do you look for in an employee?*

*What are the work hours and schedule for the position?*

*Are there opportunities for advancement?*

**(NO STUDENTS WILL BE DRUG TESTED)**  
**CONSENT AND RELEASE FOR ALCOHOL AND DRUG TESTING**

I understand the Company requires drug testing as a part of its selection and hiring process. I also understand that such drug testing will consist of the taking of urine or any other medically recognized test designed to detect traceable amounts of drugs in the body. I further understand that if such testing indicates the presence of non-prescribed or illegal drugs in my body in any detectable amount, I will be disqualified from further hiring consideration. I hereby give my consent to the Company to administer any or all of the above drug testing procedures to me, and to use the results thereof in further determining my employability with this Company. I understand that that this is not a contract for employment and that, even if employed, I will remain terminable-at-the-will of either the employer or myself at anytime with or without cause or notice.

I, \_\_\_\_\_, being an applicant of \_\_\_\_\_ (hereafter the "Company") hereby acknowledge that it is the policy of the company that I submit a sample of my urine for chemical or other analysis.

I further understand that the purpose of this analysis is to determine or rule out the presence of non-prescribed or prohibited dangerous controlled substances in my urine.

I hereby freely and voluntarily consent to this request for a urine specimen and agree to participate in the testing program.

I hereby and herewith release the Company, its employees, agents, and the contractors from any and all liability whatsoever arising from this request to furnish this urine sample, the testing of the urine sample, and decisions made concerning my application for employment based upon the results of the analysis.

I agree to cooperate in all aspects of the testing program.

I further acknowledge that the Company has provided me with an opportunity to ask questions related to its drug testing program and all my inquiries have been answered.

I certify that the information contained in this application is correct to the best of my knowledge, and understand that falsification or omissions in this application in any detail is grounds for disqualification from further consideration or for dismissal from employment should the Company discover the omission or falsification. I agree to conform to the rules and regulations of the Company, and understand that, if hired, I will be a "terminable-at-will" employee and that my employment and compensation can be terminated with or without cause or notice, at the option of either the Company or myself. I further understand that no personnel recruiter, manager, or interviewer or other representative of the Company, other than the President of the Company, has the authority to enter into any agreement with me for employment which differs from the foregoing, and that any such agreement with the President must be in writing.

I understand that this application is good for thirty (30) days from today's date. If I still desire a position with the Company after this application expires, it will be my duty to fill out a new application and file it with the Company. Otherwise, the Company will not consider me for employment after the application expires. Provided state law permits, I further agree to submit to alcohol and/or drug screening test, in accordance with the law. If requested of me at any time prior to or during my employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

I hereby authorize the alcohol/drug test results be released to the Company: _____	
Signature _____	Date _____

**DO NOT WRITE BELOW THIS LINE - FOR MANAGER'S/INTERVIEWER'S USE ONLY**

**Hiring Manager Applicant Checklist**

- 1. Employment application completed and signed      Yes No    Interviewed by: \_\_\_\_\_
- 2. Interview conducted    Yes No    Date \_\_\_\_\_
- 3. Telephone reference check made                      Yes No    Site location: \_\_\_\_\_
- 4. Pre-employment drug screening complete      Yes No    Date of hire: \_\_\_\_\_ Rate of pay \_\_\_\_\_
- 5. Proof of right to work (I-9 completed) Yes No
- 6. Government Programs processed                      Yes No

**POLICY STATEMENT**  
**PRE-EMPLOYMENT SCREENING**

The Company will maintain pre-employment screening practices designed to prevent hiring individuals who use illegal drugs or individuals whose abuse of legal drugs adversely affects coordination, memory or other job skills or poses a serious safety or health risk to the user or other coworkers.

Illegal drugs mean any drug which:

- a. Is not legally obtainable or as defined illegal under federal, state or local laws.
- b. Is legally obtainable but has not been legally obtained or is not being used pursuant to proper diagnosis, treatment and usage within the control of normal medical practice.

"Legal drugs" includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured, and in such doses as medically prescribed by a physician and/or suggested by the manufacturer.

**ALCOHOL AND DRUG CONTROL POLICY**

**POLICY OVERVIEW**

The Company has a vital interest in maintaining safe, healthful and efficient working conditions for its associates. An associate under the influence of a drug or alcohol, while on the job, may pose serious safety and health risks. Such risks may affect not only the user, but all who might come into contact with the user. Because the possession, use, distribution, sale, manufacture or offer to sell, buy or distribute illegal drugs, or the abuse of over-the-counter drugs, or those drugs not medically prescribed to the user may impair the safety and efficiency of Company operations, such acts will be strictly prohibited.

The Company's health and future are dependent upon the health of its associates. Accordingly, it is the right, obligation, and intent of the Company to maintain safe, healthful and efficient working environment for all of its associates and to protect Company property, equipment, and operations.

Our stance against alcohol and drug use in the workplace is not a "moral" issue; rather, it is an issue that affects our health, our safety and our profits. Employees who are in a condition which impairs their ability to perform their job often endanger the safety of themselves or other co-workers. Studies show that drug and alcohol use in the workplace may be the single greatest factor responsible for industrial accidents and injuries, declining productivity, employee theft, and low employee morale.

With these basic objectives in mind, the Company has established this policy regarding alcohol and drugs.

**ALCOHOL AND DRUG TESTING POLICY PROCEDURE STATEMENT FOR APPLICANTS  
FOR STUDENT INFORMATION ONLY! MANY EMPLOYERS USE THIS FORM BEFORE  
HIRING.**





MADERA UNIFIED SCHOOL DISTRICT

EMPLOYABILITY CARD APPLICATION FORM

**Note to teachers: if students do NOT meet criteria, write 'No' in the applicable spaces and initial. Students can turn in application with their OEII packet to meet completed application requirement. However, applications with a 'No' will be denied an 'Employability Card' and its privileges.**

TEACHERS: Please **initial** each of the categories in the table at the bottom of this form **ONLY** if the student meets the minimum criteria outlined below. Indicate with a **no** if the student **does not** meet the minimum criteria.

PUNCTUALITY: Sign off **ONLY** if the student has three or fewer tardies over the previous 30 school days.

ATTENDANCE: Sign off **ONLY** if the student has zero unexcused and 3 or fewer excused absences over the previous 30 school days. (accidents and hospitalization excepted. School approved school activities are not considered absences)

COMPLETES ASSIGNED TASKS ON TIME: Sign off **ONLY** if the student regularly and satisfactorily completes assigned tasks for the previous 30 school days.

GETS ALONG WELL WITH OTHERS: Sign off **ONLY** if the student does not disrupt class and has zero discipline referrals for the previous 30 school days.

-----  
 Student Name \_\_\_\_\_ Date \_\_\_\_\_

Grade Level \_\_\_\_\_ Counselor \_\_\_\_\_

Student ID Number \_\_\_\_\_

	Teacher Initials						
Completes assigned tasks on time							
Gets along well with others							
Date of teacher initials							

The section below is to be completed by the Program Manager from computer data unless completed by the teacher(s)

Attendance							
Punctuality							

-----  
 For office use only

MHS MSHS RHS MVHS FHS Regular/Work. Exp. Issued Data Base

**OE II Personal Post-Graduation Plan**

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

High School: \_\_\_\_\_ Year Graduating: \_\_\_\_\_

Career School: (MHS/MSHS only) \_\_\_\_\_

Counselor: \_\_\_\_\_

Current Career Goal: \_\_\_\_\_

10 Year Career Goal: \_\_\_\_\_

**Training Plan**

Senior Year Courses: \_\_\_\_\_  
\_\_\_\_\_

**Post Graduate Training: (check one)**

Immediate Employment \_\_\_\_\_  
company

Trade School \_\_\_\_\_  
school

Military \_\_\_\_\_  
branch

Community College \_\_\_\_\_  
school

College/University \_\_\_\_\_  
school / major

Other \_\_\_\_\_

## Thank You Letter

(This letter, as all, must be typed, well organized and grammatically correct. No errors.)

Your Name  
Your Address  
Your City, State, Zip  
Your Telephone Number

Today's Date (spell out month, day, year)

Interviewer's Name  
Professional Title  
Organization Name  
Mailing Address  
City, State, Zip

Note:  
*Use same spacing as in  
resume & cover letter*

*Use same heading as in  
cover letter*

*Student Template*

Dear (Mr. / Mrs. & Last Name (**The Business Interviewer**) :

**First Paragraph:** Thank the interviewer and reemphasize your interest. State the reason for writing and identify the position you are seeking. (See application)

**Second Paragraph:** Remind the interviewer why you are a good candidate for the position. Give a brief summary stating why you feel you are prepared for the position. (See resume & your skills & experiences)

**Third Paragraph:** This is the closing saying where you can be reached and thanking the interviewer again. State that you look forward to hearing from them and how they can contact you.

Sincerely,

Note:  
*double space closure*

**Your Handwritten Signature (blue or black ink)**

Your Name Typed

**Optional: Complete pp. 35-39 to help compile information needed to complete resume, application, cover & thank you letters.**

**Personal Data Sheet**

Complete this personal fact sheet by filling in every item that applies to you. When finished, you may use this to prepare your resume and complete your job application.

English Teacher \_\_\_\_\_ Period \_\_\_\_\_ Class \_\_\_\_\_

Name \_\_\_\_\_ ID \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Social Security (Last 4 digits only) XXX-XX-\_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Message (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Drivers License (if applicable) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Parent or Guardian \_\_\_\_\_

**Education** (List most current school first)

High School \_\_\_\_\_ Career School \_\_\_\_\_

Dates Attended: **from** (Mo.) \_\_\_\_\_ (Yr) \_\_\_\_\_ **to** (Mo.) \_\_\_\_\_ (Yr) \_\_\_\_\_

GPA \_\_\_\_\_

High School \_\_\_\_\_ Career School \_\_\_\_\_

Dates Attended: **from** (Mo.) \_\_\_\_\_ (Yr) \_\_\_\_\_ **to** (Mo.) \_\_\_\_\_ (Yr) \_\_\_\_\_

GPA \_\_\_\_\_

Middle School \_\_\_\_\_

Dates Attended: **from** (Mo.) \_\_\_\_\_ (Yr) \_\_\_\_\_ **to** (Mo.) \_\_\_\_\_ (Yr) \_\_\_\_\_

## **Personal Skills**

Describe eight (8) skills you possess: (*see Resume Writing Skills p. 20 for suggestions*)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

## **Hobbies & Interests**

List and briefly explain a little about each item listed:

- 1.
- 2.
- 3.
- 4.

## **Other Organizations/Sports/Community Activities**

What clubs do you actively participate in?

- 1.
- 2.
- 3.
- 4.

## **Honors, Awards, & Certificates**

- 1.
- 2.
- 3.
- 4.

## Volunteer Experiences

**#1**

Name of Organization \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Contact (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Date started \_\_\_\_\_ Date completed \_\_\_\_\_

Responsibilities included:

- 1.
- 2.
- 3.

Skills learned

- 1.
- 2.
- 3.

**#2**

Name of Organization \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Contact (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Date started \_\_\_\_\_ Date completed \_\_\_\_\_

Responsibilities included:

- 1.
- 2.
- 3.

Skills learned

- 1.
- 2.
- 3.

**People who have helped & influenced you (check all who apply)**

- |  |  |   |                                       |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> doctor        | <input type="checkbox"/> bus driver        | <input type="checkbox"/> custodian      | <input type="checkbox"/> mail carrier |
| <input type="checkbox"/> teacher       | <input type="checkbox"/> counselor         | <input type="checkbox"/> secretary      | <input type="checkbox"/> minister     |
| <input type="checkbox"/> administrator | <input type="checkbox"/> probation officer | <input type="checkbox"/> police officer | <input type="checkbox"/> nurse        |
| <input type="checkbox"/> social worker | <input type="checkbox"/> former employer   | <input type="checkbox"/> coach          | <input type="checkbox"/> trainer      |
| <input type="checkbox"/> other: _____  |  |   |                                       |

Provide a brief explanation explaining how or in what way the each of the above were a positive influence in your life.

---

---

---

---

**Work Experience**

Name of Company \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for leaving last place of employment: (Provide a brief explanation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Name of Company \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for leaving last place of employment: (Provide a brief explanation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Briefly explain your long term career objective(s) & career goals(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**Potential References**

**#1**

Name \_\_\_\_\_ Title (if applicable) \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Relationship to you \_\_\_\_\_ Known for how long \_\_\_\_\_

**#2**

Name \_\_\_\_\_ Title (if applicable) \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Relationship to you \_\_\_\_\_ Known for how long \_\_\_\_\_

**#3**

Name \_\_\_\_\_ Title (if applicable) \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Relationship to you \_\_\_\_\_ Known for how long \_\_\_\_\_



## Cover Letter Rubric

### Content:

*The first paragraph clearly does the following:*

- |  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
| 1. Author briefly states the position applied for.   | 1 | 2 | 3 | 4 | 5 | 6 |
| 2. Author states how they heard of the opening.  | 1 | 2 | 3 | 4 | 5 | 6 |
| 3. Author creates a statement that establishes a connection with the reader and them self. | 1 | 2 | 3 | 4 | 5 | 6 |

*The second paragraph clearly does the following:*

- |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 4. Author states relevant points about their qualifications for the reader. (qualifications expressed relate to the position being applied for) | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|

*The third paragraph clearly does the following:*

- |  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
| 5. Author initiates action clearly explaining what he/she will do next.  | 1 | 2 | 3 | 4 | 5 | 6 |
| 6. Author thanked interviewer for their time and consideration.          | 1 | 2 | 3 | 4 | 5 | 6 |
| 7. Author expressed interest in possible opportunities in the thank you. | 1 | 2 | 3 | 4 | 5 | 6 |

### Organization:

- |  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
| 1. Contents are typed and are in correct format (format required by templates) | 1 | 2 | 3 | 4 | 5 | 6 |
| 2. Contents are in proper order  | 1 | 2 | 3 | 4 | 5 | 6 |
| 3. Document is signed in blue or black ink.                                    | 1 | 2 | 3 | 4 | 5 | 6 |
| 4. Document is free of spelling errors.  | 1 | 2 | 3 | 4 | 5 | 6 |

Final Score: \_\_\_\_\_

## Thank You Letter Rubric

### Content:

*The first paragraph clearly does the following:*

- |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 1. Author thanks the interviewer and reemphasizes interest.                       | 1 | 2 | 3 | 4 | 5 | 6 |
| 2. Author states reason for writing and identifies the position they are seeking. | 1 | 2 | 3 | 4 | 5 | 6 |

*The second paragraph clearly does the following:*

- |  |   |   |   |   |   |   |
|--|---|---|---|---|---|---|
| 3. Author reminds the interviewer why they are a good candidate for the position in a brief summary. | 1 | 2 | 3 | 4 | 5 | 6 |
|--|---|---|---|---|---|---|

*The third paragraph clearly does the following:*

- |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 4. Author includes a closing stating where they can be reached. | 1 | 2 | 3 | 4 | 5 | 6 |
| 5. Author thanks the interviewer again.                         | 1 | 2 | 3 | 4 | 5 | 6 |
| 6. Author states eagerness at hearing from interviewer soon.    | 1 | 2 | 3 | 4 | 5 | 6 |
| 7. Author states how they can be contacted.                     | 1 | 2 | 3 | 4 | 5 | 6 |

### Organization:

- |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|
| 1. Contents are typed and are in correct format (format required by templates). | 1 | 2 | 3 | 4 | 5 | 6 |
| 2. Contents are in proper order.  | 1 | 2 | 3 | 4 | 5 | 6 |
| 3. Document is signed in blue or black ink.                                     | 1 | 2 | 3 | 4 | 5 | 6 |
| 4. Document is free of spelling errors.   | 1 | 2 | 3 | 4 | 5 | 6 |

Final Score: \_\_\_\_\_

Interview Score: _____	Final Project Score: _____
Portfolio Score: _____	

**Rubrics**

Passing scores on the Mock Interview Portfolio are, from highest to lowest, 6, 5, 4. All work must be neat, well-organized, grammatically correct, and without error.

The following pieces are a required part of your Mock Interview Portfolio:

- Cover Page, *typed*
- Cover Letter, *typed*
- Application, two (2) pages blue or black ink only; or *typed*
- Resume, *typed*
- Letter of Recommendation
- Activity Form
- Request for Transcript
- “Alcohol and Drug Policy” statement signed, *No-Drug or Alcohol testing will be done.*
- Thank you Letter, *typed*

The chart below displays the items you need to receive a 6, 5 or 4. Optional pieces can give you a higher score.

6	5	4
<input type="checkbox"/> Cover Page <input type="checkbox"/> Cover Letter, <i>typed</i> <input type="checkbox"/> Application / blue or black ink only or <i>typed</i> * <input type="checkbox"/> Resume, <i>typed</i> <input type="checkbox"/> Letter of Recommendation <input type="checkbox"/> Activity Form <input type="checkbox"/> Request for Transcript <input type="checkbox"/> “Alcohol and Drug Policy” statement signed, <i>No-Drug or Alcohol testing will be done.</i> <input type="checkbox"/> Employability Card Application (approved) <input type="checkbox"/> Thank you Letter, <i>typed</i>  Optional pieces (2) Choose from:  <ul style="list-style-type: none"> <li>• Post Graduate Plan (see packet, neatly printed in blue or black ink)</li> <li>• Additional letters of recommendation</li> <li>• Request for letters of recommendation</li> </ul>	<input type="checkbox"/> Cover Page <input type="checkbox"/> Cover Letter, <i>typed</i> <input type="checkbox"/> Application / blue or black ink only or <i>typed</i> * <input type="checkbox"/> Resume, <i>typed</i> <input type="checkbox"/> Letter of Recommendation <input type="checkbox"/> Activity Form <input type="checkbox"/> Request for Transcript <input type="checkbox"/> “Alcohol and Drug Policy” statement signed, <i>No-Drug or Alcohol testing will be done.</i> <input type="checkbox"/> Employability Card Application (approved) <input type="checkbox"/> Thank you Letter, <i>typed</i>  Optional piece (1) Choose from:  <ul style="list-style-type: none"> <li>• Post Graduate Plan (see packet, neatly printed in blue or black ink)</li> <li>• Additional letters of recommendation</li> <li>• Request for letters of recommendation</li> <li>• Certificates</li> <li>• Awards</li> <li>• Sample of best work, any course</li> </ul>	<input type="checkbox"/> Cover Page <input type="checkbox"/> Cover Letter, <i>typed</i> <input type="checkbox"/> Application / blue or black ink only or <i>typed</i> * <input type="checkbox"/> Resume, <i>typed</i> <input type="checkbox"/> Letter of Recommendation <input type="checkbox"/> Activity Form <input type="checkbox"/> Request for Transcript <input type="checkbox"/> “Alcohol and Drug Policy” statement signed, <i>No-Drug or Alcohol testing will be done.</i> <input type="checkbox"/> Employability card application-completed with teachers’ signatures, even if with a ‘No’. <input type="checkbox"/> Thank you Letter, <i>typed</i>  No Optional pieces included.

- Certificates
- Awards
- Sample of best work, any course

**Portfolio Scoring Rubric**

6	5	4	3	2	1
<b>Required Pieces:</b> ___ cover page ___ cover letter ___ application ___ resume ___ alcohol and drug policy ___ <b>employability Card (approved)</b> ___ Thank you Letter  <b>Additional Pieces (2)</b> ___ post graduate plan ___ additional letters of recommendation ___ request for letter of recommendation ___ activity form ___ certificates / awards ___ sample(s) of work  <b>All basic portfolio pieces are/have:</b> ___ typed (except application form) ___ neat ___ organized ___ clear ___ correct grammar and spelling errors	<b>Required Pieces:</b> ___ cover page ___ cover letter ___ application ___ resume ___ letter of recommendation ___ alcohol and drug policy ___ <b>employability Card (approved)</b> ___ Thank you Letter  <b>Additional Pieces (1)</b> ___ post graduate plan ___ additional letters of recommendation ___ request for letter of recommendation ___ activity form ___ certificates / awards ___ sample(s) of work  <b>All basic portfolio pieces are/have:</b> ___ typed (except application form) ___ neat ___ organized ___ clear ___ correct grammar and spelling errors	<b>Required Pieces:</b> ___ cover page ___ cover letter ___ application ___ resume ___ letter of recommendation ___ alcohol and drug policy ___ <b>employability card (application only)</b> ___ Thank you Letter  No additional Pieces  <b>All basic portfolio pieces are/have:</b> ___ typed (except application form) ___ neat ___ organized ___ clear ___ correct grammar and spelling errors	___ resume ___ application ___ reference letter ___ Other pieces are missing.  Portfolio Pieces:  ___ contain one or more grammar or spelling errors ___ lack neatness and organization or ___ are handwritten	___ One or more of the following: Resume, Application, or Reference letter is missing.  Portfolio pieces:  ___ contain one or more grammar and spelling errors ___ lack neatness and organization or ___ are handwritten	___ little or no attempt to include the Resume, Application, or Reference letter.  Portfolio Pieces:  ___ contain one or more grammar and spelling errors ___ lack neatness and organization or ___ are handwritten

Portfolio Score: \_\_\_\_\_

**Note to Scorers:**

Please check each item that is present in the portfolio. Students will be responsible to make revisions and resubmit portfolio with corrections.

**Note to Teachers:**

You will receive rubrics on NCR for each student.

**Note to students:**

You are to:

1. Make any and all corrections asked for by the scorer.
2. Print a new copy; insert so new copy is face to face with old. (It will be arranged like a book)
3. Include Original Scored Rubric when resubmitting with corrections.
4. Resubmit portfolio by deadline given by teacher.

**Interview Scoring Rubric**

6	5	4	3	2	1
<b>Student answers:</b> ___ are clearly understandable ___ directly address the question ___ cites examples ___ are very complete ___ seem sincere  <b>Student:</b> ___ appears confident ___ makes positive eye contact ___ uses proper grammar ___ enunciates clearly  <b>Student:</b> ___ is dressed appropriately ___ displays good posture ___ appears clean and neat	<b>Student answers:</b> ___ are clearly understandable ___ directly address the question ___ are very complete ___ seem sincere  <b>Student:</b> ___ makes positive eye contact ___ uses proper grammar ___ enunciates clearly  <b>Student:</b> ___ is dressed appropriately ___ displays good posture ___ appears clean and neat	<b>Student answers:</b> ___ are understandable ___ directly address the question ___ are complete ___ seem sincere  <b>Student:</b> ___ makes positive eye contact ___ uses proper grammar ___ enunciates clearly  <b>Student:</b> ___ is dressed appropriately ___ appears clean and neat	<b>Student answers:</b> ___ are understandable ___ address the question ___ are complete ___ seem sincere  <b>Student:</b> ___ uses proper grammar ___ enunciates clearly  <b>Student:</b> ___ is dressed appropriately ___ appears clean and neat	<b>Student answers:</b> ___ require follow-up questions to be understood ___ address the question ___ are incomplete ___ seem sincere  <b>Student:</b> ___ enunciates clearly  <b>Student:</b> ___ is not dressed appropriately ___ appears clean and neat	<b>Student answers:</b> ___ require follow-up questions to be understood ___ do not address the question ___ are incomplete  <b>Student:</b> ___ does not enunciate clearly  <b>Student:</b> ___ is not dressed appropriately

**Both scores must be 4 or better to pass**

Interview 1 Score: \_\_\_\_\_

Interview 2 Score: \_\_\_\_\_

Final Score (lower of the two): \_\_\_\_\_

Note: Teachers will receive as NCR for each student

**Pacing Guide:**

The following is a guideline for time of completion for each component of the OEII project.

<b>Component</b>	<b>Procedure</b>	<b>Description / Location</b>	<b>Instruct- ional Time</b>	<b>Computer Time</b>
<b>Cover Page</b>	Have students create their own or copy and paste cover page from packet as a template-changing personal information	Text is centered; must include: title, student name, date, period, teacher name & period	10-15 minutes	1 day
<b>Cover Letter</b>	Use template & Rubric from OE II packet  Students will word process, submit, make revisions, (updating letter generated sophomore year) resubmit final revised copy	See guidelines page 5 & 40	2 days	2 days
<b>Application</b>	Provide a paper copy of application and have students complete; open Adobe template fill-in template by transferring information to application.	See pages 10-11	1 day	1 day
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Note: <i>Adobe template (application) available on line at each school's website.</i></p> </div>				
<b>Forms</b> * Requests for Letters of Recommendation *Activity Form *Letter(s) of Recommendation *Requests for Transcript *Drug & Alcohol Policy Consent Form *Employability Card Application	Guide students through process to correctly complete templates	See table of contents for pp.  Students will pick up Requests for Transcripts from appropriate Career School Office. (p. 25)	1 day	Completed on Independent Student Time
<b>Resume</b>	Provide a paper copy of resume template and have students complete; open Adobe template fill-in template by transferring information to resume. See (Personal Data & Resume Instructions, Resume Sample Writing Statements)  Students will word process, submit, make revisions, resubmit final revised copy	See table of contents for pp.	2 days	1 Day
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Note: Note: <i>Adobe template (resume) available on line at each school's website.</i></p> </div>				

<b>Component</b>	<b>Procedure</b>	<b>Description / Location</b>	<b>Instructional Time</b>	<b>Computer Time</b>
<b>Letter of Recommendation</b>	Have students complete request forms & ask their references at least three weeks before letters are due. Aid students in selecting appropriate references.	See table of contents for pp.	10-15 minutes	None
<b>Post Graduate Plan</b>	Have discussions- provide a list of senior prerequisites for college entrance, possible career goals	See pages 33	20-30 minutes	None
<b>Thank you Letter</b>	Use template & Rubric from OE II packet- students will word process, submit, make revisions, (updating letter generated freshman year) resubmit final revised copy	See pages 34 & 41	1 day	1 day
<b>Preparing for Interviews</b>	Use potential questions	See pages 26-29	1/2 class period- can be combined with other partial day activities	None
<b>Interviews</b>	Students will scheduled by class, report to designated interview location with final portfolio in hand.	See pages 27-29	2 days per class scheduled	None
<b>Final Revisions</b>	After interviews have been completed, students receive graded portfolios. They are to make any and all corrections, reassemble as per rubric instructions and resubmit	See rubrics for explanations p. 40-43	1 week	Student Responsible / Computer time not scheduled as a class.



**Pacing Guide:**

The following is a guideline for time of completion for each component of the OEII project.

Component	Procedure	Description / Location	Instructional Time	Computer Time
<p><b>Thank you letter (9<sup>th</sup> grade guidelines &amp; responsibilities)</b></p>	<p>*Using Holt literature series &amp; OEII guidelines, generate thank you letter.            *Discuss purpose of letter &amp; content, format, sentence starters            *Have students create rough draft on computers, print a copy, make revisions on printed rough draft, correct computer generated document, print preview and resubmit for final grade            *Teachers score using rubric p. 39            *Have students save letter to Career Cruising portfolio for future use.</p>	<p>See pages 34 &amp; 41 of OEII packet             Holt series pp: _____             Note* personal information pages may be helpful pp. 35-39</p>	<p>2 days</p>	<p>2 days</p>
<p><b>Thank you letter (11<sup>th</sup> grade guidelines &amp; Responsibilities)</b></p>	<p>Use template &amp; Rubric from OE II packet-students will word process, (<i>updating letter generated freshman year</i>) submit, make needed revisions, resubmit final revised copy</p>	<p>See pp. 34 &amp; 41</p>	<p>1 day</p>	<p>1 day</p>
<p><b>Cover Letter (10<sup>th</sup> grade guidelines &amp; responsibilities)</b></p>	<p>*Using Holt literature series &amp; OEII guidelines, generate cover letter.            *Discuss purpose of letter &amp; content, format, sentence starters            *Have students create rough draft on computers, print a copy, make revisions on printed rough draft, correct computer generated document, print preview and resubmit for final grade            *Teachers score using rubric p. 38            *Have students save letter to Career Cruising portfolio for future use.</p>	<p>See guidelines p.5 &amp; p.40 OEII packet.             Holt series guidelines pp. _____             Note* personal information pages may be helpful pp. 35-39</p>	<p>2 days</p>	<p>2 days</p>
<p><b>Cover Letter (11<sup>th</sup> grade guidelines &amp; Responsibilities)</b></p>	<p>Use template &amp; Rubric from OE II packet             Students will word process, submit, make revisions, (<i>updating letter generated sophomore year</i>) resubmit final revised copy</p>	<p>See guidelines page 5 p. 40</p>	<p>2 days</p>	<p>2 days</p>