



Counseling and Guidance Offices, Acalanes Union High School District.
Acalanes, Campolindo, Del Oro, Las Lomas, Miramonte

COLLEGE/CAREER CENTER RESOURCES

When you try to identify what your career will be, you are planning one-half of the waking hours of your adult life. A forty-hour week job, done for fifty weeks a year, adds up to 2,000 hours per year. Will you have this kind of job, and if so, how long are you going to be doing it? Current indications point to people changing careers an average of six or seven times over the course of their working lives. It is worth spending as much time as necessary getting to know the kinds of activities and responsibilities you enjoy and that you do well. Portability of skills, and being able to adapt to working environments that vary from career to career will become increasingly valuable assets in tomorrow's job market.

1. Occupational Information

The College/Career Center maintains an extensive collection of computer software, books, pamphlets and other printed material pertaining to thousands of occupations. The College/Career Center staff continually updates these materials and will assist students in their use.

2. Identifying Your Interests

The College/Career Center advisor administers an interest inventory survey to all ninth or tenth grade students each year. Each student can see how his/her interests are related to specific occupations.

3. Individual Attention

The College/Career Center advisor will aid individual students and/or parents by helping them obtain information on college or career planning.

4. Class Visits

All freshman or sophomore classes (depending upon the school) are given a tour of the College/Career Center, and many other classes use the College/Career Center for research on class assignments.

5. College Planning Information

The College/Career Center has college catalogs from hundreds of colleges throughout the United States. Up-to-date information is available on every two- and four-year college in the United States, including guides to college majors and writing the college essay. Books to help students study for the SAT-I, SAT-II and ACT college entrance examinations are available to check out.

6. Videos

A variety of college videos are available for students to check out.

7. Summer Opportunities

The College/Career Centers provide information on summer academic programs on college campuses. Other summer opportunities include sports activities, study skills workshops, art, music, drama and dance, volunteer work, summer jobs and internships.

8. Study Abroad Information

Information on Study Abroad programs around the world are available at the College/Career Center. Materials are also available on summer programs in foreign countries.

The College/Career Center may provide career planning activities and resources in addition to those listed above.

OTHER COLLEGE/CAREER CENTER ACTIVITIES AND RESOURCES

1. Part-time Jobs

The College/Career Center maintains a comprehensive part-time job file, and posts available positions on a daily basis. Many students use this service to find long or short-term employment.

2. College Representatives

The College/Career Center advisor will organize, publicize, and host the visits of college representatives. By signing up in the College/Career Center students will have a chance to meet and speak with admissions representatives from colleges throughout the United States.

3. College Entrance Exams

The College/Career Center will provide applications for college entrance exams, and will advise students on completion of the applications. These exams include the SAT-I, SAT-II and ACT tests which are required by many four-year colleges. Review books are available for check-out.

4. Financial Aid

The College/Career Center will distribute financial aid and scholarship information (updated weekly) and will assist students with the applications. The FAFSA (Free Application Federal Student Aid) and profile forms are available for students to pick up and take home. Scholarship search programs are available on computer in the College/Career Center.

5. Scholarships

A wide variety of scholarship applications are posted weekly.

6. Technology

College and Career search computer programs and Internet access, providing an array of research opportunities.

7. Tutors

The College/Career Center provides the names of both student and adult tutors listed by their subject specialties.

8. W.E.E. (Work Experience Education)

Applications for W.E.E. are available in the College/Career Center or Counseling Office. Qualified seniors with outside employment may receive course credit and grade if the requirements of the program are met.

9. ROP

College/Career Center staff will assist students in obtaining information about ROP (Regional Occupational Program), and will assist them with the applications. A description of the programs offered, which range from Air Conditioning/Heater Repair to Word Processing, is contained in the ROP brochure, available in the College/Career Center.

10. Resources for Students with Special Needs

The College/Career Center has books and other resources for students with special needs including information about athletics, performing arts, learning disabilities, physical disabilities, and alternatives to college.

PREPARING A PERSONAL DATA SHEET (RESUME)

A Personal Data Sheet is a summary of all the positive factors about you relating to the type of work for which you are applying. The data sheet should be kept to one neatly typed page. Examine the data sheet that has been included.

1. PERSONAL INFORMATION

- a. Address - Give an address at which you always will be able to receive mail. Do not give a temporary address.
- b. Telephone - Give a number where you can be reached or a message can be left.

2. EDUCATION

- a. High School - If you have attended more than one, list the one from which you graduated or will graduate.
- b. Diploma - List any honors, certificates, or awards which you have received.
- c. Subjects - List any business courses that you have taken. If your major emphasis has been in another area, list those subjects. In general, list any educational preparation which would be related to the job for which you are applying.
- d. Extracurricular Activities - List clubs and/or organizations to which you belong(ed); list offices or special positions held.
- e. If you have had private lessons or training outside of school such as music, dancing, etc., list them also.

3. PRACTICAL WORK EXPERIENCE

This section should include both paid and volunteer experience. If your only work experience has been such jobs as house-cleaning, gardening, or baby-sitting, list them. The employer knows your approximate age, and would not expect you to have extensive work experience. Any kind of job indicates you have accepted responsibility outside of your family. Give a mailing address for each job because your prospective employer may wish to write to your former employers. If possible, include telephone numbers.

PERSONAL DATA:

JANE SMITH
360 North Street
San Francisco, CA 94102
Telephone: (415) 626-3984

REFERENCES:

Mrs. Evelyn Brown, Office Manager
Sanford's Department Store
9842 Yonkers Avenue
San Francisco, CA 90050
Telephone: (415) 638-4902

POSITION APPLYING FOR:

Office Assistant

EDUCATION:

Graduated 20____, Walnut High School,
San Francisco

Major Subjects: English, Communications, Math
Extracurricular: Secretary of Junior Class
Reporter for school Newspaper
Honors: Service Award for Outstanding Business Student
20____ -- 20____

Mr. Thomas Davis, Principal
Walnut High School
1408 N. Skyline Blvd.
San Francisco, CA 90052
Telephone: (415) 634-1082

EXPERIENCE:

July, 20____ to September, 20____
and
June, 20____ to September, 20____

Sanford's Department Store
San Francisco, California
Office Assistant -- duties included preparing
and mailing invoices, typing correspondence,
ordering and inventorying supplies, filing, and
copying.

Miss Jane Haynes
Business Education Department
Walnut High School
1408 N. Skyline Blvd.
San Francisco, CA 90052
Telephone: (415) 634-1082

CAREER PLANNING CHECK LIST

- ___ Visit the College/Career Center in your school and familiarize yourself with its resources.
- ___ Take an interest survey to learn more about your interests and aptitudes. Applications are available in the College/Career Center.
- ___ Examine publications dealing with career planning.
- ___ Attend career-related programs at your school.
- ___ Ask for ROP information in the College/Career Center to see if there are job-training areas available which coincide with your career plans.
- ___ Practice writing your resume.
- ___ Re-evaluate your academic program to make sure it, as well as your college plans, conforms to your career goals.
- ___ Try to get a part-time job related to the field you may later choose for permanent employment.