

Name: _____

Grade 10

Choices Planner

GETTING READY TO



HOW TO...

Start using *Choices Planner On-line*

- Go to www.bridges.com
 - Choose *Create a new portfolio*
 - Skyline High Site ID: go to Career Center or email
Site Password: go to Career Center or email
staikosj@issaquah.wednet.edu to get password
 - Complete the *Required Information* and create portfolio
 - Choose **Choices Planner**
- See the Career Specialist if you need help.

1. Build a Resume—be sure to save in portfolio. You know you're the right person for the job - but how do you convince an employer? That's where your resume comes in. A resume outlines your qualifications and skills to potential employers. The right resume can make the difference between landing that dream job and hitting the pavement again.

- Click the **Work** tab. If you haven't signed in to your portfolio, be sure to do so.
 - Step 1—Personal Information
 - Step 2—Employment Objective—Choose *Continue without selecting a specific career goal*.
 - Step 3—Skills and Qualifications
 - Step 4—Work History
 - Step 5—Education and Training
 - Step 6—Certificates and Licenses
 - Step 7—Accomplishments and Activities
 - Step 8—Your Interests
 - Step 9—Other Information and References
 - Step 10—Choose a format

2. Job Interview Practice—be sure to save in portfolio. Practice makes perfect. Here's an opportunity to practice your answers to all kinds of interview questions.

- Click the **Work** tab. If you haven't signed in to your portfolio, be sure to do so.
- Introduction
- Choose Your Question Set—at a minimum, you must answer *Commonly Asked Questions*.
- Answer the 10 questions—write in complete sentences.
- Review and edit your answers

3. Create a Cover Letter—be sure to save in portfolio. It is important to include a cover letter with your resume if it is being delivered by mail. This module has sample cover letters for you to edit.

- Click the **Work** tab. If you haven't signed in to your portfolio, be sure to do so.

4. Create a Thank-You Letter—be sure to save in portfolio. You should always follow up your interview with a thank-you letter. It gives you one more chance to remind your interviewer about yourself and your qualifications.

- Click the **Work** tab. If you haven't signed in to your portfolio, be sure to do so.
- Write your letter about your career exploration activity.
- If you need help, please talk to the Career Specialist

5. Career Exploration Activity - Journal Reflection—record in your portfolio journal

- Click the **Your Portfolio** tab and write about your career exploration activity.
- Be sure to include the following information:
 - Describe the activity. Include the date and the name of the speaker/presenter/host
 - What did you learn about this potential career?
 - How has this experience helped you with your future education and career plans?

Grade 10 High School and Beyond Planning Guide

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Turn in with registration materials.

Student: _____
Name

SHS Counselor: _____
Mrs. Hogle (A-G), Ms. Kuehn (H-O), or Ms. Doyle (P-Z)

Student Email: _____

GRADUATION REQUIREMENTS:

1. **Required Credits**—Check those requirements which you have completed AND any course requirements in which you are currently enrolled and passing. Cross-credited courses can be checked off in both places.

Each dash (_) equals one semester or 0.5 credit.

English 9	___	___	English 10	___	___
English 11	___	___	English 12	___	___
NW Studies (7-12)	___				
World Studies (9)	___				
European Studies (10)	___				
American Studies (11)	___				
Math	___	___	___	___	___
Science	___	___	___	___	___
Physical Education	___	___	Health	___	
Fine/Applied Arts	___				
Occupational Education	___				
Software Tech	___				
Electives					
* College bound students should include 2 years of world language, 3-4 years of math (at a minimum through Algebra 2) and additional science.					

Credit Requirements for Skyline High School Class of 2012	
English	4.0 credits
Social Studies:	
NW Studies (7-12)	
World Studies (9)	1.0 credit
European Studies (10)	1.0 credit
American Studies (11)	1.0 credit
Math	3.0 credits
Science	2.0 credits
Physical Education	1.5 credits
Health	0.5 credit
Fine/Applied Arts	1.0 credit
Occupational Education (Includes Software Tech class)	1.0 credits
Electives	6.0 credits
TOTAL	22.0 credits

2. **Culminating Project:** Grade 9 _____

3. **Certificate of Academic Achievement** – Students must meet standard on the 10th grade Washington Assessment of Student Learning (WASL) in reading, writing and math or pass a state approved Certificate of Academic Achievement option.

High School and Beyond Planning Guide, Class of 2012

My Top 3 Current Career Interests:

- 1.
- 2.
- 3.

5th Year Plan: √ the one(s) that you are considering:

- Technical or Community College
- 4-year College or University
- Full-time Employment
- Military
- Apprenticeship Program
- Other _____

Special Courses/Programs of Interest:

- International Baccalaureate (IB)
- PSAT/NMSQT
- NEVAC
- Running Start
- Other _____

Freshman Year Activities:

Extracurricular Activities I am interested in for Next Year Include:

My Community Service or Part-Time Work Plans for Next Year Include:

My Internships or Summer Enrichment Plans Include: