

January Tic-Tac-Toe Choice Board

Start with number 5 and then complete two other tasks to get a tic-tac-toe.

<p>1 Use one of the templates to Upgrade Your Resume.</p> <p>Clicking one of the links below will create a copy of the resume template in your Google Drive. Then, transfer the info from your Naviance resume to one of these templates.</p> <p>Template 1 Template 2</p> <p>Template 3 Template 4</p>	<p>2 Review common questions for Job Interview Practice.</p> <p>1) Review these Google Docs about the job interview process.</p> <p>5 Parts of a Job Interview</p> <p>20 Common Interview Questions & Answers</p> <p>2) Draft your own answers to these questions. Click HERE to get a copy of the answer sheet.</p>	<p>3 Add transferable skills to your resume.</p> <p>Transferable skills are critical strengths, talents, qualities, and personable attributes that go beyond the job-specific skills that you gain from your academic and/or life experiences.</p> <p>Use this handout to learn what transferable skills are, which ones apply to you, and where you should include them.</p> <p>Naviance Directions: Edit your completed resume from your Planner>Tasks assigned to me. Go to Add/Update Sections and click the pink plus sign. Choose Skills/Academic Achievement from the list of sections.</p>
<p>4 Play the Career Guessing Game with your class.</p> <p>★ Teacher-led Activity ★</p> <p>Research the career on the card, and use that information to play the game. Play all of the rounds or play your favorite format.</p> <p>Round 1: Guess the career based on its description</p> <p>Round 2: Describe the career in one word</p> <p>Round 3: Act out the career</p>	<p>5 Use Naviance to Build your Resume.</p> <p>★ Required Task ★</p> <p>Include as many of the 5 recommended categories as you can: Extracurricular Activities, Leadership, Awards, Volunteer Services, and Work Experience.</p> <p>To complete this task in Naviance, please follow the Print/Export steps HERE.</p>	<p>6 Prepare for an interview with Silent Conversations.</p> <p>★ Teacher-led Activity ★</p> <p>Get ready to ace that interview and prepare for common interview questions by participating in an anonymous silent conversation during Vision Seeker.</p> <p>Then, the class will work together to decide which response is the best.</p>
<p>7 Add your references to your resume.</p> <p>Your references should include people from your professional or academic life who can put in a good word for you. Entry-level positions generally require about three references. Consider including current or former managers, academic advisors, teachers, and/or mentors.</p> <p>Naviance Directions: Edit your completed resume from your Planner>Tasks assigned to me. Go to Add/Update Sections and click the pink plus sign. Choose References from the list of sections.</p>	<p>8 Put your skills out there and Apply for a Job.</p> <p>Find a local job to apply for or fill out this sample application in Google Docs.</p>	<p>9 Write a Cover Letter to go with your resume.</p> <p>A cover letter is a one-page business letter that provides additional information about you, your accomplishments, and how you can be an asset to the company. Use the template below that matches your new resume to create a cover letter. Specific directions are in each Google Doc.</p> <p>Template 1 Template 2</p> <p>Template 3 Template 4</p>