**Career Explorations – Career Project**

300 Points

Overview - This project will consume several weeks of class. You will be expected to produce several different documents during the course of the project.

1. Job Posting
2. SMART Goals
3. Strengths/Weaknesses
4. Education Choice
5. Pick a career – Fill out career worksheet
6. Pick a company – Fill out company worksheet
7. Build a resume
8. Build a cover letter to the company & individual from company
9. Prepare Interview Questions and Answers
10. Interview
11. Memo Announcing your Hiring at company
12. Paystub
13. Budget
14. Career Presentation - Poster

**Part 0 – Job Posting**

Find a job posting in our desire career. From this posting we will find information about the responsibilities of the job, as well as the education and experiences required to be eligible for the job. The information that we find here will be used to do later parts of this Career project.

**Part 1 - SMART Goals**

Come up with three goals for yourself using the SMART goal template found on the weebly. Be sure to fill in ALL of the requested information.

Goal # 1 – Short-Term – This goal should be achievable in the next 1 to 2 years, most likely pertaining to high school graduation.

Goal # 2 – Mid-Term – This goal should be set to 5 to 7 years in the future and will more than likely focus on your professional education and preparation for your dream career.

These goals should be set towards your professional life.

Goal # 3 – Long-Term – This goal should be set 10+ years in the future and will more than likely focus on attaining your dream career.

**Part 2 - Strengths/Weaknesses**

Each of us has things we are good at and things that we struggle with. It is important to identify these when choosing a career or course of study. This assignment has you taking an online survey to determine your strengths and weaknesses. It will also ask you to try to come up with ways to improve in your weakness areas.

**Part 3 – Education**

This worksheet has you filling out information about the college or school that you will attend. Make sure the college you choose:

* Has the degree required in your job posting (Part 0)
* Aligns with your SMART Goals
* Is included in your resume
* Is referenced in your cover letter and in your responses to your interview questions.

**Part 4 – Career Worksheet**

Fill out the document here with information about the career you are pursuing. Make sure the career you research is the same one that is in the job posting (Part 0)

**Part 5 – Company Worksheet**

Fill out the attached document fully. This should be the same company that you listed on your job posting (Part 0). This will be used in the interview to see how familiar you are with the company culture and history.

**Part 6 – Build a Future Resume**

Using the template provided, you will build a resume that is reflective of where you will be in 10+ years. You can make up your post-secondary education, as well as your job experiences, certifications and skills. This information should match up with the requirements specified in your job posting. You want your resume to match up nicely with the job requirements. If they don’t match, you won’t ever get an interview.

**Part 7 – Cover Letter**

Here you will write a cover letter to the company you researched (the company from the job posting). It should be addressed to a specific individual from the company. Use the contact person from the job posting, or the CEO if that information isn’t provided. Mr. Dixon will be playing the part of that individual during the interview process. Make sure you follow the guidelines from the attached document(s) to properly format your cover letter and to include the correct information. They information included, should match up with your resume and all other documents.

**Part 8 – Interview Questions**

The attached document has 16 different interview questions that you need to prepare for your interview. You are given tips on how to answer the first ten. It will be up to you to make up good answers for the last six. Make sure you answers are reflective of the information you put in your resume and cover letter. Use the job description and requirements from the job posting to try to connect yourself with the job you are interviewing for.

Part 9 – Interview

You will have a sit down