

# Sophomore College and Career Handbook



## Lewiston High School

Name: \_\_\_\_\_

Class Of: \_\_\_\_\_

Updated 10/21/15



## **Sophomore Notes and Checklist**

Life After High School

Career Center Resources

Goals

Cover Letters

Resumes

- ⑥ Make a resume
- ⑥ Join a Club
- ⑥ Keep your grades up
- ⑥ Study for and take the PSAT
- ⑥ Take a career interest survey
- ⑥ Volunteer
- ⑥ Job shadow
- ⑥ Visit with counselor about early completion, if interested

**Please take this home and visit with your parents about these topics!!!**

## Credit Check

Credit																
Reading	1															<b>9<sup>th</sup> Grade:</b>
Speech	1															Rank:
English 9	1	2														GPA:
English 10	1	2														# of Credits Earned:
English11	1	2														# of Credits Remaining:
English 12	1	2														<b>10<sup>th</sup> Grade:</b>
Health	1															Rank:
Technology	1															GPA:
PE	1	2	3													# of Credits Earned:
Humanities	1	2														# of Credits Remaining:
Professional-Tech	1	2														<b>11<sup>th</sup> Grade:</b>
Social Science	1															Rank:
Economics	1															GPA:
US History	1	2														# of Credits Earned:
10th US History	1															# of Credits Remaining:
10th W History	1															<b>12<sup>th</sup> Grade:</b>
US Government	1	2														Rank:
Math (Alg 1, Geom, Sr. Math)	1	2	3	4	5	6										GPA:
Science	1	2	3	4	5	6										# of Credits Earned:
Electives	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	# of Credits Remaining:
ISAT Proficiency																
ACT/SAT/Compass/Accuplacer																
Senior Project																

### State of Idaho Requirements for Early Completer

Credit																	
Speech (1)	1																
English 9 (2)	1	2															
English 10 (2)	1	2															
English11 (2)	1	2															
English 12 (2)	1	2															
Health (1)	1																
Humanities (2)	1	2															
Economics (1)	1																
US History (2)	1	2															
US Government (2)	1	2															
Math (Algebra 1, Geometry) (6)	1	2	3	4	5	6											
Science (6)	1	2	3	4	5	6											
Electives (17)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

**Hints for sophomores:**

Humanities: Band, Choir, Art, Guitar, Foreign Language

Professional/Technical: Teen Living, Foods & Nutrition

Electives: Teacher Aide, Graphic Design Tech, Study Skills

If you took Language, it still counts as English!

Mark off one box for each semester you took a class.

The number of credits your transcript states that you have earned is the same number of boxes you should have marked off.

## LIFE AFTER HIGH SCHOOL

What are my choices??

- State Colleges and Universities-both two and four year schools.
  - These are usually less expensive because of their state support. Admission to 2-year colleges requires a high school diploma or GED. See school catalogs for 4-year college admission requirements.
- Independent/Private Colleges and Universities
  - These schools may be church-affiliated or they may be totally independent of both church and state support.
- Private Training Schools, Programs and Professional-Technical Institutes
  - These programs vary in cost depending on the length of the specific program. Most of these schools require you to sign a contract for a specific program at a specified cost. The school or institute should be accredited to ensure proper training.
- Apprenticeships
  - These programs vary depending on the apprenticeship. Check with your counselor and/or Career Center for further information.
- Military
  - Talk to a recruiter about opportunities with the military. Recruiters are often on-campus, usually in the cafeteria during lunch.
- Work
  - Find a job you are interested in and qualified for, pick up an application and fill it out.

**Activity:** Please rank each of the above options 1-6, with one being your number one choice after high school and six being the route you are least likely to take.



## CAREER CENTER RESOURCES

The Internet is a great resource for scholarship information. Here are a couple of World Wide Web addresses that you might find handy:

<http://www.lewistonschools.net/schools/lhs/careercenter/> -- The Lewiston High School's Counseling Center website has information about everything from academics, to colleges, to careers, to scholarships and more!

<http://www.finaid.org> – The most comprehensive site regarding financial aid.

<http://www.collegeboard.com> – This website has everything from college search, registering for the SAT and more.

<http://www.act.org> – At this website, students can sign up for the ACT, find out which colleges require the writing portion of the entrance test, obtain practice materials and much more!

<http://www.review.com> – The Princeton Review is the most efficient, effective and personal six-week test preparation program helping students prepare for the SAT, ACT, PSAT and GRE.

<http://www.ncaa.org> – Answers questions regarding the National Collegiate Athletic Association.

<http://www.fastweb.com> - free scholarship matching service helping students with financial aid and finding money for college

<http://www.scholarships.com> – These are very helpful resources that can help students locate scholarships that specifically apply to them.

<http://www.idahocis.org> – Log into this website and take assessments that might help you determine what field to pursue, browse through lists of occupations, and learn what the future for the occupation you are interested in looks like! This website also has a lot of information on apprenticeships and professional-technical schools.

User Name: Lewiston

Password: bengals4

**Idaho's Career Information System (CIS)  
is a good source of information  
for all of the above!!**

<http://labor.idaho.gov> (click on career info and login)

username: lewiston

password: bengals4

**ACTIVITY:**

**Goals**

On the goal lines below, write something that you need to want to achieve prior to graduation. On the step lines, write something that you need to do in order to achieve the corresponding goal as well as a deadline for completing that step.

Goal #1:

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Step:

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Deadline for completing this step: \_\_\_\_\_

Goal #2:

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Step:

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Deadline for completing this step: \_\_\_\_\_

Goal #3:

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Step:

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Deadline for completing this step: \_\_\_\_\_



## COVER LETTERS

What is the purpose?

1. The letter serves to bring together the employer who needs an employee and the job seeker who needs a job.
2. Applicants use the letter to help 'sell' themselves so employers will really study their attached resume and want to have a personal interview with them.
3. Many employers use the letter to help select the best qualified applicants for an interview.

Your Present Address  
City, State, Zip Code  
Date

Prospective Employers Name  
Title  
Company  
Street Address  
City, State, Zip Code

Dear Mr. Bengal,

1<sup>st</sup> Paragraph: Tell why you are writing—name the position, field or vocational area if which you are interested. Tell how you heard of the opening or organization.

2<sup>nd</sup> Paragraph: Mention one or two qualifications you think would be of greatest interest to the employer. Tell why you are particularly interested in the company, location or type of work. If you have had related experience or specialized training be sure to point it out. Indicate willingness to relocate if appropriate.

3<sup>rd</sup> Paragraph: Refer the reader to the enclosed application form and resume or offer to send full credentials or additional information concerning your background and interests.

4<sup>th</sup> Paragraph: Close by making a specific request for an interview and thank the reader for taking the time to read your letter. Include your contact information (phone number and e-mail address).

Sincerely,

Your Handwritten Signature

Type Your Name

## RÉSUMÉS

### Heading

- This generally consists of your name, address, telephone number and e-mail address.
  - Use a permanent address and telephone number.
  - Obtain an e-mail address that sounds professional (i.e. FirstnameLastname@.....).
  - Make this information large and use a font that is easy to read.

### Objective

- Your objective is your goal.
  - Tailor your objective to the specific school or job you are applying for. For example: if you are applying to the University of Illinois, write “To earn a degree in Earth Science at the University of Illinois”.

### Education/Academics

- In this area, list the schools you have attended. Include your GPA if it is 3.0 or higher. Mention any awards, honors or recognitions (honor-roll, science competitions, etc.). List schools beginning with the most recent one you have attended.

### Experience

- Give an overview of work experience and the skills you have obtained through the work experience.
  - Include: Title of position, name of organization, location of work (town and state), dates of employment, description of work responsibilities.
  - Use **action** words: sold, created, organized, team work, performed, managed, directed, etc.
  - List your experience beginning with the most recent.
  - If you don't have a lot of work experience, you can write about important class projects that have taught you valuable skills.

### Interests/Activities

- Demonstrate your uniqueness! Write about leadership roles, volunteer experiences, participation in sports, band, yearbook, etc.
  - Do you know a foreign language? Put in your years of experience speaking another language in this section!
  - Have computer skills? Many students make a list of the computer programs they have used.

### References

- Some students choose to simply write “References available upon request”. Others actually write out the names and contact information for a couple of people that would be able to provide a prospective employer, college or professional-technical school with a reference.
  - Be sure and ask people if they will be willing to serve as your reference before you give their names out!

Adapted from:

<http://www.ecampustours.com/collegeplanning/highschoolstudentsneedaresumetoo.aspx> and <http://www.collegeboard.com/student/plan/high-school/36957.html>

**ACTIVITY:**  
**Résumé Planning**

**Name:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_  
**Appropriate E-mail Address:** \_\_\_\_\_

**Objective:**

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**Education (High School Only):**

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**Work or Volunteer Experience (Include dates of employment):**

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**Interests/Activities (Include dates of participation):**

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**Special Skills:**

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**References (Include title and contact information):**

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## SAMPLE RÉSUMÉ

**Billy Bengal**  
**55 Elm Street**  
**Lewiston, ID 83501**  
**Home: 555.555.5555**  
**Cell: 566.486.2222**  
**E-mail: [billybengal@hotmail.com](mailto:billybengal@hotmail.com)**

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### Objective

To earn a degree in Machine Technology from Lewis-Clark State College.

### Education

Lewiston High School, Lewiston, ID (2004-2006)  
GPA=3.5

Asotin High School, Asotin, WA (2002-2004)  
GPA=3.33

### Experience

Pet Sitter (2004-Present)

- Responsible for providing pet sitting services including dog walking, feeding and yard care.

Child Care (2002-Present)

- Provide child care for several families after school, on weekends and during school vacations. Responsible for providing a safe environment for children ages 2-10, including preparing meals and snacks and providing engaging activities.

### Interests/Activities

- Lewiston High School Spanish Club (2005-2006)
- Volunteer, Relay for Life (2004-2006)
- Member, National Honor Society (2004-2006)
- Academic Honor Roll (2002-2006)
- Volunteer, Big Brother/Big Sisters (2000-2002)

### Computer Skills

Proficient in the following programs:

- Microsoft Word
- Microsoft Excel
- PowerPoint

### References

- Barbara Bengal, High School Counselor, (208) 555-5555
- Bart Bengal, Employer, (208) 554-5554

## EVALUATION-10<sup>th</sup> Grade

1. Was the information presented by the counselors useful for your sophomore year?

Circle One:

Yes

No

2. What portions did you find the most useful?

3. What material did you find the least useful?

4. Is there anything about which you would have liked more information?

5. Overall rating: **5**=excellent, **1**=unsatisfactory

Circle the number that rates the presentation      1 2 3 4 5

Before the presentation, rate yourself on a scale of 1 to 5 (1 is low, 5 is high) on how prepared you feel to enter into the post-secondary world? \_\_\_\_\_

After the presentation, rate yourself on a scale of 1 to 5 (1 is low, 5 is high) on how prepared you feel to enter into the post-secondary world? \_\_\_\_\_