

NAME _____

BUILDING MY CAREER PROFILE

You can begin to build your record of activities and achievement in CIS. This worksheet will help you begin to collect information about your skills, experiences, and accomplishments. You will also be able to save this information in **MY EDUCATION AND WORK HISTORY** in your portfolio.

PERSONAL INFORMATION

NAME:			
HOME ADDRESS:			
CITY, STATE, ZIP:			
PHONE:			

EDUCATION HISTORY

Start your education history by listing your middle school. As you complete each school year, you can add your important course work.

SCHOOL NAME:		START DATE:	
SCHOOL ADDRESS (STREET, CITY, STATE, ZIP):		END DATE:	

ACTIVITIES AND ACHIEVEMENTS

Describe your activities, special honors, or awards. Include activities connected to school, religious, and community organizations. You can also enter activities related to personal interests (e.g., rock climbing) or talents (e.g., piano). For honors and awards, use START DATE for the date of the award and leave END DATE blank.

#1 TYPE OF ACTIVITY (check the type):	START DATE:	
<input type="radio"/> ATHLETICS <input type="radio"/> LEADERSHIP <input type="radio"/> AWARD <input type="radio"/> RECOGNITION <input type="radio"/> CLUB <input type="radio"/> TALENT <input type="radio"/> COMMUNITY SERVICE <input type="radio"/> OTHER ACTIVITY <input type="radio"/> INTEREST <input type="radio"/> OTHER ACHIEVEMENT	END DATE:	
	HOURS SPENT:	
	PER:	<input type="radio"/> WEEK <input type="radio"/> YEAR <input type="radio"/> MONTH <input type="radio"/> TOTAL

TITLE (e.g. Speech, Football, Grocery shopping for elderly neighbor):

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DESCRIPTION (including your accomplishments, responsibilities, and related awards):

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DATE _____

YEAR IN SCHOOL _____

CONTACT (name and contact information for the adult(s) involved in your activity or achievement. You might want to use this person as a reference.):

POSITION:			
NAME:			
PHONE:		E-MAIL:	

WORK HISTORY

List your work experiences here. These can be paid or volunteer work. If you do not have any work experience, you can add it later.

EMPLOYER:

	JOB TITLE:	
ADDRESS (STREET, CITY, STATE, ZIP):	SUPERVISOR NAME:	

DUTIES:

HIGHLIGHTS OR ACCOMPLISHMENTS:

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START DATE:		REASON FOR LEAVING:
END DATE:		
START PAY:		
END PAY:		

WORKSHOPS AND TRAINING

Include your workshops or trainings from activities. For example, if you referee at sports events, you will most likely attend at least one referee workshop. For any number of activities, you may be asked to get Red Cross first aid certificate. Keep a record of these types of trainings.

WORKSHOP TITLE:	SPONSOR:	START DATE:	
		END DATE:	

TRAINING:	CERTIFICATES:

SKILLS AND INTERESTS

Your skills and interests lists will grow over time. Include all skills you think you have by the categories listed.

EQUIPMENT:

Include office equipment (computers, calculators, fax machines, or telephone systems). Include your keyboarding speed (in words per minute). List machines or other equipment you can operate (construction tools, machinery, tractors or other vehicles).

SPECIAL SKILLS:

Include skills and personal qualities (work planning, constructing, surveying, team building, selling, work well with others, reliable, or self-motivated).

LICENSES:

Include work-related or operation certificates (food handler's permit, Red Cross certificates, or driver's license)

INTERESTS:

Include activities that relate to your goals, projects you have completed, and outside interests that show your skills.

LANGUAGES:

List foreign languages that you can speak, read, or write.

SOFTWARE SKILLS:

List software programs you know by type and name (word processing: Microsoft Word, WordPerfect; databases: Microsoft Access, SQL).

REFERENCES

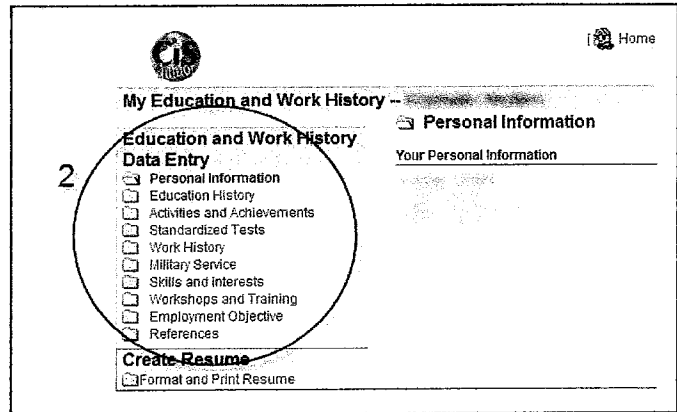
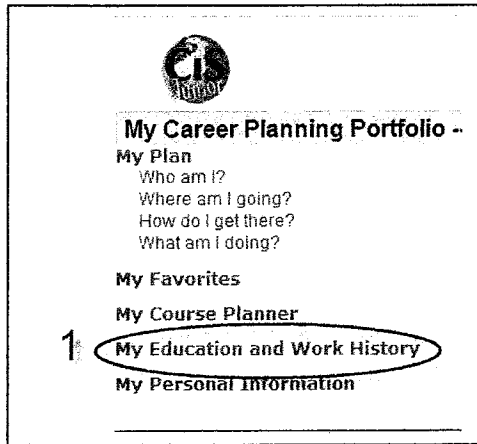
List the names, titles, addresses, and phone numbers of people who would be good to talk to about you and your skills. These people are called references. References should have known you for at least one year. Be sure to get their permission before giving out their names and phone numbers. Do not list relatives.

#1 NAME:			
TITLE:		PHONE:	
EMPLOYER:		E-MAIL:	
ADDRESS (STREET, CITY, STATE, ZIP):			
#2. NAME:			
TITLE:		PHONE:	
EMPLOYER:		E-MAIL:	
ADDRESS (STREET, CITY, STATE, ZIP):			

Go to page 4 to begin to enter your information in MY EDUCATION AND WORK HISTORY in your portfolio.

MY EDUCATION AND WORK HISTORY

Go to your portfolio in CIS and open MY EDUCATION AND WORK HISTORY. Use this worksheet to type in your information under each topic.



You can update, add, and delete your activities and accomplishments in MY EDUCATION AND WORK HISTORY in high school and after you graduate. You can use your activities and accomplishments to apply for jobs and internships, for scholarships, and for training and education.

YOUR SIGNATURE: _____

REVIEWED BY: _____