



Career Information Sheet

What Do You Want To Be When You're Older?

- Brainstorm three jobs or careers that interest you
- Take Naviance Career Assessments (see below)
- Conduct an information discussion/interview (IDI) with someone in the field that interests you
- Land a job shadowing opportunity, internship, research project or other hands-on experience

Exploring Careers and College Majors via Naviance Assessments:

- Naviance assessments help you identify your interests, skills and work values. Use results to compare your interests and skills to those needed to work in the field.
- Do What You Are
 - Career Cluster Finder
 - Learning Styles Inventory
 - Strengths Explorer
 - Game Plan

Leveraging LinkedIn:

- LinkedIn is a great way to learn more about where someone works/has worked, projects completed, skills mastered
- Networking tip: Look where it says "In Common with _____" to find people both of you know

Go the "Extra" Mile with Extracurricular Activities:

- Focus on skills/traits you've developed and/or experiences you've had
- Volunteering is a great way to try new activities that could lead to a potential career interest.
- Giving back makes community service a win-win
- Refer to this list of extracurriculars when creating your resume

Take Advantage of Career Chats and Learn at Lunch Sessions:

- Career Chats Sessions (held on the 1st and 3rd Thursdays of each month) are an excellent opportunity for students to meet professionals who share their career experiences and insights.
- This program allows students to learn more about different career options they could pursue during and after college and to ask questions.
- For info on future meetings and past meetings, go to: <http://career-chats.webnode.com/> or visit the Career Chats page on the OPHS website

Resume Tips:

- Build your resume now and keep it updated
- Include activities you do in school or in your free time
- Paid work experience is not necessary to start your resume
- Professional resume increases odds of landing the job/internship/position you desire
- Look at examples of resumes for inspiration
- Attend resume workshops offered at your school

Elevator Pitch Tips

- An elevator pitch is similar to a personal selling statement, but more of a conversation starter.
- Usually lasts around 30 seconds—length of an elevator ride (partly how it got its name)
- Not easy to create, but could be the difference between a new connection and a lost opportunity

Job versus Career vs. Occupation

- Job=short-term, paid position
- Career=long-term profession that typically requires educational training
- Occupation=employment field that leverages your unique skills and strengths

Making a Good 1st Impression:

- Dress professionally
- Introduce yourself with a smile/eye contact and communicate effectively
- Show that you're responsible, interested and enthusiastic
- Reference something that differentiates you from your peers and establishes a relationship

Importance of a Thank You

- Always write a thank you letter or note to the person whom you interviewed, your internship supervisor, or someone else who helped you.
- Send this within 24 hours.

Helpful Resources

- After clicking on College Info tab on OPHS website, look for Career & Job Search Resources, Community Leadership, Volunteer Opportunities, and Career Chats
- Contact Mrs. Paula Friedman at friedman@opUSD.org or visit her virtual office hours from Mondays-Thursdays during Nutrition or Lunch