

CareerExplorationSeries™

Preparing tomorrow's workforce today

St. Martin de Porres Catholic School

2300 West Lehigh Avenue
Philadelphia, PA 19132

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Career Action Plan

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Your Career Action Plan

ACTION ITEM #1: Create Your Resume

Use the tips you learned during Breakout Session #2 to create your own resume.

List 3 tasks you have worked on, or a leadership role in your school or community, for your resume:

1. _____
2. _____
3. _____

ACTION ITEM #2: Research Careers You Are Interested in Pursuing

- Check out www.ksgsc.com/cesprogram for online resources and tips
- Visit the Bureau of Labor Statistics for youth career information, including fun online games and puzzles: <http://www.bls.gov/k12/students.htm>
- PA Career Zone to view video snapshots on hundreds of careers, salary information, and more: <http://www.pacareerzone.org>

List an additional task to help you research careers of interest to you: _____

ACTION ITEM #3: Develop Your Professional Image

How can you improve your professional image?

- What type of attire is right for an interview, internship, volunteer activity, or summer job? _____
- What is the image you want to convey to interviewers? _____
- Ask a family member, teacher, or mentor to help you pick out a professional outfit (check out our professional youth attire on www.pinterest.com/ksgsc)

ACTION ITEM #4: Conduct a Mock Interview

Mock interviews are practice interviews so that you can assess how well you did, as well as identify areas of improvement.

1. Identify a teacher, mentor, or someone working in career development or human resources to conduct a mock interview with you. _____

ACTION ITEM #5: Recruit a Mentor

Mentors are people who can give you solid, trusted advice on careers, volunteerism, life's choices, and problem-solving. Mentors can also work in professions you are interested in pursuing after graduation.

List three (3) potential mentors and follow up with them:

1. _____
2. _____
3. _____

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Additional student and parent career resources may be found on www.ksgsc.com/cesprogram and on www.facebook.com/CareerConnectUSA. Contact us at (202) 904-1380, or email CESprogram@ksgsc.com, for more information.