

CAREER-LIFE CONNECTIONS 12: SEMESTER 1

Name: _____

This is your coursework package for **Semester 1** of Career-Life Connections 12, which is one of the requirements for graduation. **You are also required to complete a Capstone Project, which we will plan and discuss in individual meetings.**

First Semester Assignments: *Due December 16th*

- ☐ Job Search: Complete the questions in this booklet
- ☐ Cover Letter: Use checklist in this booklet; attach your draft and good copy
- ☐ Resume: Use checklist in this booklet; attach your draft and good copy
- ☐ Job Interview: Complete the questions in this booklet
- ☐ Social Media Audit: Complete the steps and questions in this booklet
- ☐ Resignation Letter: Attach your draft and good copy
- ☐ Budget: Complete a budget/financial plan for post-high school (use **one** of the budget templates in this booklet or create a separate document)

Individual Meetings:

Planning and goals will be ongoing though all three meetings.

- ☐ Post-Secondary Planning
- ☐ Goal Setting
- ☐ Capstone Project Planning
- ☐ 30 Hours Work/Volunteer Documentation (pay stub, work log, etc.)

Visit our class website for examples and templates: pcsscareders12.weebly.com

Job Search

Think of the next job you want to apply for. Maybe it's your first job. Maybe you want to move up the ladder at your current place of work. Maybe you're moving to a new place and need a job while you go to school.

What's the next job for you?

Find a job posting!

You can use this job posting to customize your resume and cover letter.

Try these websites:

- Yukon Work Futures: <http://yukonworkfutures.gov.yk.ca/>
- Government of Yukon: <https://yukon.ca/en/employment>
- Yukon Work Information Network: <https://www.yuwin.ca/>
- Government of Canada Job Bank: <https://www.jobbank.gc.ca/home>

Job Title	
Company	
City	
Source (Where you found this job posting)	
Why You Want This Job	

If you already have a resume and/or cover letter, you don't have to start from scratch, just update - but it has to meet the assignment criteria!

Feel free to use the templates on the class website as guides or as your foundations, but make sure you adjust the details as they apply to you.

Cover Letter Checklist

- ☐ Same full contact information as your resume (Name, mailing address, phone number, and email address)
- ☐ Match your resume (use the coordinating template!)
- ☐ Name of the person doing the hiring (if possible!!)
- ☐ Which job you are applying for
- ☐ Briefly introduce yourself
- ☐ Explain why you would be a good choice to hire and what you would bring to the position/company (knowledge, skills - related to the job posting!)
- ☐ Thank the employer and suggest meeting for an interview
- ☐ Sincerely,

Signature

Full Name

- ☐ Name of Proofreader: _____
- ☐ Draft attached
- ☐ Good copy attached

Resume Checklist

- ☐ Same full contact information as your cover letter (Name, mailing address, phone number, and email address)
- ☐ Match your cover letter (use the coordinating template!)
- ☐ Sections to Include
 - ☐ Education
 - ☐ Work & Volunteer Experience (put them together in one section if you don't have a lot of experience yet)
 - ☐ Skills
- ☐ Name of Proofreader: _____
- ☐ Draft attached
- ☐ Good copy attached

Job Interviews

Answer the following questions as though you were being interviewed for a job! If you would prefer to answer these verbally, we can do them at our next individual appointment.

Take your time and really think about your answers. Be descriptive. You can use these answers to prepare yourself for real job interviews!

In your own words, describe the job you are being interviewed for.

Why would you be a good fit for this job?

What do you know about this company/organization?

Imagine it's five years from now. What does your life look like? (School, job, family...)

Describe a situation where you were dealing with conflict. How did you handle it? If you could go back, what would you do differently?

What is a question you have for me (the person interviewing you for this job)?

Social Media Audit

Google Search: "Your Name" (the quotations tells Google to keep those terms together), and any names you use on social media

1. Go to google.ca and type your name in quotations ("First Last") in the search bar.
2. Review the results.
3. Answer the following questions:

How many results did you get?

What was the first result?

How many social media platforms came up? (Instagram, Facebook, Soundcloud, YouTube, etc.)

What was the oldest result you could find?

What result surprised you the most? Why?

Which result might be an issue for a potential employer? Why?

How to Quit a Job

When you decide you are going to leave your job, there are some responsibilities you have as an employee. There are also some steps you can take to leave things on good terms with your employer and co-workers. This is a good idea, because they can become references for you!!

- Write down the reason(s) you are leaving so you are clear for yourself, and can answer clearly if you are asked.
- Write a resignation letter!
- Hand in your resignation letter well before you expect to stop working at this job. The number of weeks of notice you are required to provide depends on how long you have been at the job. You may not necessarily have to work that whole time, but you are legally required to provide notice based on your length of employment, or they can legally hold back your pay.
- Ask your supervisor if there is anything you can do to help train/transition the person replacing you. You don't have to do this, but your employer (and co-workers) will be happier to be your reference if you make it easier for them.
- Update your resume and cover letter to include the job you're leaving!

Writing a Resignation Letter

This letter should look as professional as your cover letter. You do **not** have to explain why you are leaving in the letter, but it's definitely okay to have a conversation with your supervisor.

- ☐ Same full contact information as your resume (Name, mailing address, phone number, and email address)
- ☐ Professional appearance (it should be typed and organized)
- ☐ Include the **date** you are handing in the letter (this is your official "two week" marker, so it's very important that this is on your letter)
- ☐ Professional writing
- ☐ Be **clear** that you are writing a letter to resign your position
- ☐ Thank the employer for the opportunity to be part of their company/organization
- ☐ Sincerely,

Signature

Full Name

Budget/Financial Plan

Managing your income and expenses is a **vital** part of life after high school. Once you are responsible for your own bills and living expenses, you will have to figure out what your priorities are and how to find a work-life balance that meets your own personal needs and wants. *This is a perfect opportunity to have a conversation with the grownups in your life about what kind of expectations and funds are coming in the future.* Are you expected to pay rent if you're working? Will your First Nation be contributing to post secondary tuition costs? Is your cell phone going to be your responsibility?

Complete a budget table that shows how you will finance your plan for the future. **Show both income and expenses!** You can use either of the provided samples (just one is fine) or make a different budget that fits your plans/needs.

Planning to go to **school**? Include: grants, scholarships, RESP, tuition, books, travel

Planning to **work**? Include: wage, rent, living expenses

Planning to **travel**? Include: work before travel, flights, accommodation, rough itinerary

Calculating Income and Expenses

Income

Hourly Wage X Number of Hours per Week X 4 Weeks = Monthly Income

Example: \$16 X 40h X 4wk = \$2560/month

******This does not calculate taxes or other deductions that come off your paycheques. This varies widely depending on your income and the type of work you do, but can be as much as about 30% of your income. ******

Expenses

Monthly Income X Suggested Percentage = Estimated Expense Amount

Example: \$2560 X 0.3 = \$768 (approximate amount you can afford to spend on rent)

****You must make sure you balance your budget - your expenses can't be more than your income! Adjust your budget and make cuts where you have to!****

Budget for Work/Living

Monthly Income	
Wages (Hourly Rate X 40h X 4 wks)	
Other Regular Income	
Total Income (1)	

Monthly Expenses	
Rent (30%)	
Utilities (5%)	
Food (15%)	
Transportation (15%)	
Entertainment (10%)	
Savings (25%)	
Total Expenses (2)	

Total Income (1)	
Total Expenses (2)	-
Result (Extra Savings OR Debt)	=

Budget: Full Year Post-Secondary

Income	
Yukon Grant	
Yukon Excellence Award	+
Savings	+
Part-Time Work Income	+
Other: _____	+
Other: _____	+
<i>Income Subtotal (1)</i>	=

Expenses: School	
Tuition (full time)	
Books	+
School Fees	+
Student Union Dues	+
<i>School Subtotal (2)</i>	=

Expenses: Cost of Living	
Monthly Estimate	_____ X 8 Months =
Travel	+
<i>Cost of Living Subtotal (3)</i>	=

<i>Income Subtotal (1)</i>	
<i>School Subtotal (2)</i>	-
<i>Cost of Living Subtotal (3)</i>	-
<i>Result (Savings OR Debt)</i>	=