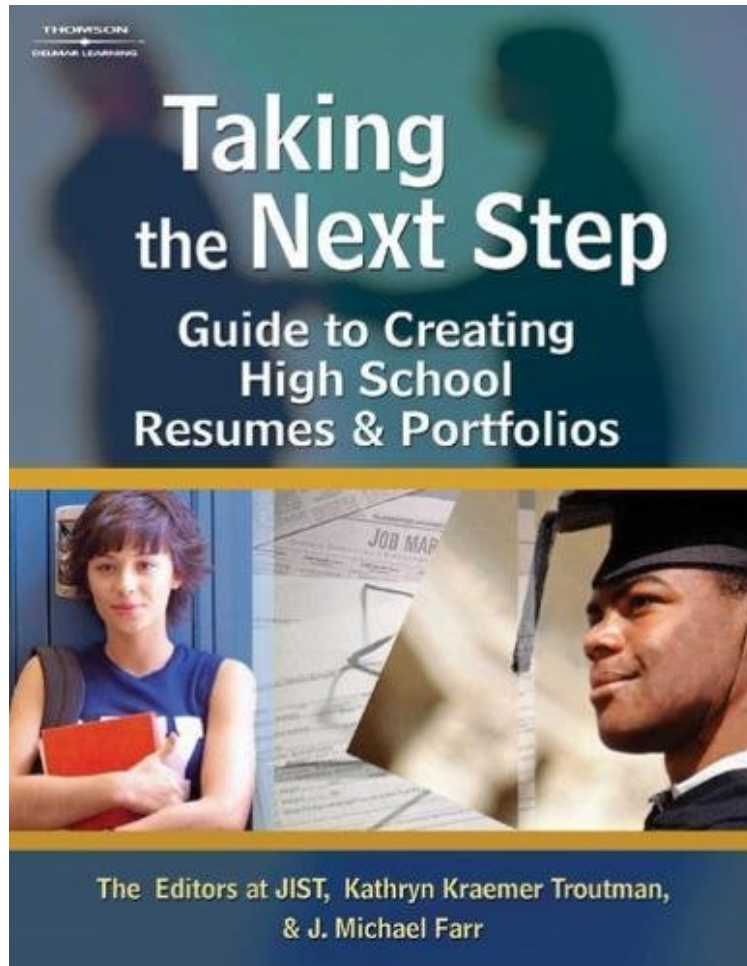


(Free) Taking the Next Step: Guide to Creating High School Resumes Portfolios

Taking the Next Step: Guide to Creating High School Resumes Portfolios

The Editors at JIST, Kathryn Kraemer Troutman, J. Michael Farr
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The Editors at JIST, Kathryn Kraemer Troutman, J. Michael Farr : Taking the Next Step: Guide to Creating High School Resumes Portfolios before purchasing it in order to gage whether or not it would be worth my time, and all praised Taking the Next Step: Guide to Creating High School Resumes Portfolios:

0 of 0 people found the following review helpful. Taking the Next StepBy Delbert WadeThis book was purchased to assist in a high school program (mentoring, tutoring, and life coaching) for at risk children. It will be a valuable part for developing the right mindset and attitude for life beyond high school.

Taking the Next Step: A Guide to Creating High School Resumes and Portfolios is a unique resource that helps students turn high school classes, activities, and accomplishments into resumes and portfolios that get results. Students

learn how to organize important information about themselves - their objectives, skills, education, and work and volunteer experience. Through the use of extensive worksheets that act as a data source to which students can refer throughout their careers, students become aware of their values, their responsibilities, and areas where they need more experience. They are also able to clarify their career and education goals, explore available resources, and determine their life direction. Special features of the text include The Data Minder, which provides students with a portable source for important information; extensive coverage of resumes and portfolios; The Career Decision-Making Model, which helps students learn to be self-directed and make effective decisions; inspiring examples of resumes created by real students; and an extensive table of possible careers, education requirements, and salary information from the Occupational Outlook Handbook. In addition, students learn to develop networking skills, contact potential employers, complete applications for employment, and understand the skills required for retaining jobs. Students will gain experience in answering interview questions and writing the business communication pieces of cover letters and thank-you notes.

s to comeAbout the AuthorAcknowledgments: Taking the Next Step: Guide for Creating High School Resumes and Portfolios is based on two JIST Publishing workbooks. Creating Your High School Resume by Kathryn Kraemer Troutman is the source of the information on resumes. The portfolio information is from Creating Your High School Portfolio, which was derived from an earlier work titled Life Work Portfolio--a joint project of the National Occupational Information Coordinating Committee (NOICC), the Maine Occupational Information Coordinating Committee, and the Career Development Training Institute at Oakland University. The contributing writer of Creating Your High School Portfolio was Judit Price. The author of The World of Work is Michael Farr.Acknowledgments: Taking the Next Step: Guide for Creating High School Resumes and Portfolios is based on two JIST Publishing workbooks. Creating Your High School Resume by Kathryn Kraemer Troutman is the source of the information on resumes. The portfolio information is from Creating Your High School Portfolio, which was derived from an earlier work titled Life Work Portfolio--a joint project of the National Occupational Information Coordinating Committee (NOICC), the Maine Occupational Information Coordinating Committee, and the Career Development Training Institute at Oakland University. The contributing writer of Creating Your High School Portfolio was Judit Price. The author of The World of Work is Michael Farr.J. Michael Farr is one of America's most knowledgeable authors on the subject of job search and career planning. He helped found the self-directed career planning and job search movement, and he continues to teach thousands through his books, assessments and yearly workshops. He has been teaching innovative, self-directed job-search techniques-proven to reduce the time it takes to find a job and help people take control of their careers and lives for more than 20 years. J. Michael Farr's techniques have been adopted by job-search and career-placement programs throughout North America. He has trained more than 6,000 instructors and trainers in numerous workshops and presentations across the U.S. and Canada.