

# Graduation: Did You Pack Your Bags?



You graduated! You are launched into the real world. Did you pack your Graduation Suitcase? No? Oh no . . . facing the real world empty handed! Wake up from this bad dream! You still have time to prepare to face the real world with tools, documents, and help tips!

## RESUME

Yes! You need an up-to-date resume that describes your skills, experiences, and education accurately and attractively. Store your resume in a folder called RESUME on your computer for 2 reasons: 1) To update information on the resume as you gain more skills, experience, and education. 2) To customize (change) your resume for the job you want. For example, a resume for grocery store job will need different heading than resume for warehouse job. When your resume is saved, you simply open the document, make changes, then save-as “Resume Grocery” or “Resume Warehouse.”

## PERSONAL REFERENCES

Personal references are people, over 21 years of age who have a job, that will say, when called by an employer, that you are a dependable person and good worker. You need 3 personal references. You need **name** of personal reference, **address** (home or business), and **phone number** (home or business). Type these 3 pieces of information for your personal references in a document, then save on your computer in a folder called PERSONAL REFERENCES. Every year, update your personal references.

## REFERENCE LETTERS

Reference letters are letters telling others that you are good worker by describing your skills and work ethic (good work habits). Reference letters may be written by your: a) Employers. b) Volunteer site supervisors. c) School or city club adult advisors. d) Coaches. e) School supervisors for your assignment as teacher aide, office aide, computer aide, nurses aide, or other. f) Adult with job. Keep your **original reference letter** and **3 copies** in a SAFE PLACE. Also, scan each reference letter, and place the scan on your computer in a folder titled, REFERENCE LETTERS. Never give anyone the **original** reference letter — give copies only.) Each year, you need to collect, copy, scan, and store new reference letters.

## CERTIFICATES & AWARDS

Keep every certificate and award you receive to prove that you earned them. Make 3 copies, then store the original certificate/award in a SAFE PLACE. Scan each certificate and award, and place the scans on your computer in a folder titled, CERTIFICATES AWARDS. Remember: Never give anyone the **original** certificate or award — give copies only. If an employer needs to see the original, take it back after the employer sees it, then leave a copy for the employer to keep. Every year, collect, copy, scan, and store new certificates and awards.

## TRANSCRIPTS

Get a copy of your high school transcript (list of all classes taken with grades) from the Records Office at your school. Store your high school transcript in a safe place.





## ELEVATOR PITCH

Elevator pitch is a practiced 30- to 60-second sales pitch about you. You use an elevator pitch when you are looking for a job and meet a person who may know about job openings. Your elevator pitch is also used when you: 1) Ask for job applications. 2) Attend meetings.

3) Attend job fairs. An important person may meet you and say, "Hello, what is your name? Where do you work?" **Reply with** your elevator pitch to the important person. Elevator pitch includes your name, education, work experience, skills, and request —  
**"My name is Sam Smith. I have work experience at a restaurant and skills in teamwork and customer service. I graduated from Valley High School where I completed Business classes, and was on the wrestling team. I'm plan to attend Hilltop College to major in Business. I'm looking for a job opening as a management trainee. If you know of any**

**job openings, please let me know. Here's my card."** Be sure to smile, and you may offer to shake hands, if it seems the right thing to do. Design an attractive business card with your name, contact information (e-mail address; phone number), and skills. Do not include your address. Store the business card on your computer in a folder called, BUSINESS CARD. Make sure your e-mail address looks business-like, and answer voice on your phone sounds business-like also.)



## WHERE TO GET HELPFUL TIPS

Make a list of where to get information about education, training, job hunt, and job openings: a) your state's Employment Office. b) CareerOneStop Office. c) College Career Center (visit even if you do not attend yet). Make a list of websites that offer tips: 1) Occupational Outlook Handbook (bls.gov/ooh); 2) CareerOneStop (careeronestop.org); 3) MyNextMove.org; 4) College Navigator (nces.ed.gov/collegenavigator); 5) Job openings: snagajob.com, indeed.com, monster.com, careerbuilder.com.

## QUICK CHECK:

- For what do you still have time?
- a) What 3 things do you describe on a resume?  
b) For what 2 reasons do you store your resume?
- a) Who are personal references? b) How many do you need? c) What 3 pieces of information do you need for each personal reference?
- a) What are reference letters? b) List 4 types people who may write a reference letter for you.  
c) What do you keep in a safe place? d) Where do you place scanned reference letters? e) What do you never give anyone?
- a) Why do you keep certificate and awards?  
b) Where do you store certificates and awards?  
c) What do you do if an employer wants to see the original certificate or award?
- What is a transcript?
- a) What is an elevator pitch? b) When do you use an elevator pitch? c) List 3 other times your elevator pitch is also used. d) When important person asks, "What is your name," with what do you reply? e) List 5 things an elevator pitch includes.
- Write an elevator pitch for **you!** Include all 5 things for your elevator pitch.
- a) What do you need to design? b) Do not include what information? c) How should your e-mail address look? d) How should the answer voice on your phone sound?
- List 3 places that will help you with information about education, training, and job openings.
- List 3 website that will give you helpful tips.
- a) Do you have an up-to-date resume? b) Do you have 3 personal references? c) Do you have any reference letters? d) If not, list 2 people at your school that you can ask to write you a reference letter before graduation. e) Do you have your certificates and awards? f) Do you have your transcript? g) Do you have an elevator pitch to share with important people?