

MY CAREER PORTFOLIO

by

MY CAREER PORTFOLIO was developed as a complimentary tool to **YOUR HEALTH CAREERS PORTFOLIO** which was created by the North Carolina Health Careers Access Program. Its use will aid the high school student in the organization and storage of important career planning data. Students are encouraged to add additional pages as needed and to individualize this tool in any way which will be helpful. Periodic review and/or revision are recommended.

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SUMMARY OF MAJOR ACTIVITIES AND TIMETABLE

Activity and Action Steps	Time Frame and Grade Level
Personal assessment	Middle School Grades 6-8
Explore career opportunities	Middle School Grades 6-8
Develop long-term career plan	Middle School Grade 8
Develop high school program of study	Middle School, Spring of Grade 8
Annual review and revision of overall plan	High School and College/University Spring of each year
Update high school program of study	Spring of each high school year prior to making courses schedule
Register for and take preliminary college admissions test (PSAT, PACT, etc.)	High School, Fall of Junior year
Prepare for college admissions test (SAT, ACT, etc.) *Analyze results of preliminary tests to determine strengths and weaknesses *Develop strategy for strengthening weaknesses	High School, Winter of Junior year
Register for and take college admissions tests (PSAT, PACT, etc.)	High School, Spring of Junior and Fall of Senior year (if necessary)
Identify and select college or health professions training program (See pages 7 and 8 for specific activities)	High School, Junior and Senior years
Research and procure financial aid	High School, Junior and Senior years
Gain paid or volunteer work experience in areas of career interest	High school and College/University Summer

***See Your Health Career Portfolio**

I. DEVELOPING A PERSONAL CAREER PLAN

Learning About Me: Personal Assessment

Human Observations

What do I like to do (interest and personality)?

What do I do best (aptitude)?

What is my preferred work environment (values or beliefs)?

Self Assessment Instruments (results)

* Differential Aptitude Test (DAT)

*Career Interest Inventory

* Self-Directed Search

Making a Career Decision

***My Career Interests**

- What do you like?

- What do you dislike?

- What kind of adult life do you want to live?

- How much money do you want to make?

- Do you want to be married?

- Do you want children? If yes, how many?

- Do you want to work in a small business?

- Do you want to work in a large corporation?

- Do you want to work in government or other public service job?

- Do you want to work in an educational institution or teaching hospital?

***Health Career Opportunities**

- Will your career choice provide you with enough money to meet you and your family's desired lifestyle?

- Will your career choice allow you to utilize your strengths?

- How long will it take to acquire the education and skills necessary to qualify you for a career in the field being considered? How does this compare with the amount of time you want to spend in school?

- Where can you get the necessary education and training to qualify you to work in this field?

- How much will your education and training cost?

- Is financial assistance available if needed?

- How much time will a career in this field require you to spend at work?

- If you want a family, will this career choice cause you to spend too much time away from home? Keep in mind that some physicians, dentists, executives and public service workers spend 70 to 80 hours on the job.

- Will jobs be available in this field when you complete your education and training?

Which Health Careers are a Good Match for Me?*

MY CAREER GOAL IS:

Academic Preparation Necessary for this Career:

High School: _____

Post High School (Community College/University) _____

Graduate School (post bachelor's degree): _____

Post Graduate School: _____

***IF YOU DO NOT HAVE A GOOD MATCH: CONTINUE EXPLORING AND RESEARCHING ADDITIONAL CAREER OPTIONS.**

II. My Career Plan

My High School Academic Plan of Action (reviewing and revise annually)

College Prep

Tech Prep

NC Scholars

**4 Year College
Minimum Admission
Requirements**

Courses I Plan To Take In High School*

9th Grade	10th Grade	11th Grade	12th Grade	Course	Required Units
English I	English II	English III	English IV	English	4
				Science	3
				Math	3
				Social Studies	0
				Foreign Language	2
				Electives	8

* See Your Health Careers Portfolio for suggested sequence of courses. Consult with your guidance counselor, teachers, parents, and others in developing your plan of study in high school.

Research on Financial Aid

***Types of Aid**

Scholarships and Grants

Loans

Internships, Work Study, Part-time Employment

Information Sources for Financial Aid

Major Federal Sources

Major State Sources

Extracurricular Activities, Service and Honors During High School

9th Grade

10th Grade

11th Grade

12th Grade

Additional Notes:

SAMPLE RESUMÉ FORMAT FOR HIGH SCHOOL STUDENTS

Your Name
Address Line 1
Address Line 2
City, State, Postal Zip Code
Home Telephone Number

PERSONAL

Using a few brief phrases, summarize your background and describe your most valuable attributes. Describe your unique gifts and strengths. Write this section last, as it is often the most difficult to write.

GOAL

Succinctly describe what it is that you aim to achieve.

(dates from - to)

EDUCATION

List your educational experiences starting with your most recent experience.

(dates from - to)

EXTRACURRICULAR AND SPECIAL ACTIVITIES

List special activities (such as Ventures Into Health Careers 1998) starting with your most recent.

(dates from - to)

ORGANIZATIONS

Include offices you have held (start with your most recent).

(dates from - to)

COMMUNITY SERVICE (start with your most recent)

(dates from - to)

WORK EXPERIENCES

Starting with your most recent employment, give job title and name of employer. Briefly describe your job and any special responsibilities you had.

(dates awarded)

HONORS AND AWARDS