

Full/Part Time Employment: Xello:

<https://student.xello.world/goals-and-plans/pathway-profile/straightToWork>

- **Choose a job you can enter out of high school:**

Check out the education requirements for careers that interest you. Look for careers you can go into with a high school diploma.

Examples include Construction Laborer, Bus Driver, Hotel Desk Clerk, and Personal Care Aide.

Tip: You can filter careers by education level on the [Explore Careers](#) page.

- **Get your resume/cover letter ready:**

This is your chance to impress a potential employer. Show them why you're a great fit for the job!

Tip: Don't be sunk by typos. Be sure to proofread your resume.

- a. Update industry specific resume -

https://drive.google.com/file/d/1DLYePNQKf5qTNSJ0dK61Mmo9Eu_mB2DX/view?usp=drive_link

- b. Update cover letter-

https://drive.google.com/file/d/1rLr1_TxW3tgZAX8GxV0BxC7esIw4DEzx/view?usp=drive_link

- c. Update/Create LinkedIn -

https://docs.google.com/document/d/1UvwiIvr1ZAtnwziA9hJ4UAgrlOorVCkHkqJ3O3sN3OQ/edit?usp=drive_link

- **Find jobs to apply to:**

There are lots of ways to find jobs! Job search methods include:

Searching for job ads

Find job postings on job search sites, like Indeed.com.

Contacting employers directly

Find a place you want to work, then contact them to ask about jobs. Or, submit your resume in person or online.

Networking

Ask your friends, family, and other contacts if they know of any job openings. You can network in person, or online on sites like LinkedIn.

Tip: Don't rely just on job boards. Many jobs are never posted!

- **Apply to jobs:**

Follow the employer's instructions to apply for the job. You may need to submit a resume and cover letter, or fill out an application.

Tip: It can take a while to secure a job. Apply for lots of jobs to increase your chances. But be sure to tailor your resume and cover letter for each job you're applying for!

- a. The Job Application- https://drive.google.com/file/d/1FFY-RIZkPXbMWbd-fTaraDMcgps09YYH/view?usp=drive_link

- **Go to interviews:**

This is your chance to show the employer you're the right person for the job!

How to prep for an interview:

- Research the employer and the position

- Prepare answers to potential interview questions

- Practice your answers

- Come up with questions to ask the interviewer

Tip: Make sure you're ready to talk about the value you'll bring to the job.

- a. Mastering The Art of the Interview-

- https://docs.google.com/document/d/1wtIFWWo1jRSoVzkZtew7panFU1mAHYEWSBDAb8X72LU/edit?usp=drive_link

- b. Interview Information-

- https://drive.google.com/file/d/1voYTKRarpcpunky2u5x6ZaAWQ8AaGTrT/view?usp=drive_link

- **Accept an offer and get ready to work:**

When you get a job offer, be sure to find out all the details. These can include pay rate, pay schedule, and hours.

Once you've been hired, you'll be trained on the job. You may be trained by your manager or a co-worker. Or, you may be asked to complete a short training course. This will be arranged by your employer.

- a. First Day on the Job-

- https://drive.google.com/file/d/111u1C7kQit823P4HRMvawPb3Fwm3y4Wj/view?usp=drive_link

Gap Year:

Xello: <https://student.xello.world/goals-and-plans/pathway-profile/gapYear>

1. Think about your goals for your gap year:

What do you want to accomplish during your time off? You might want to:

- Earn money for college by getting a job
- Get some experience in the career field you're interested in through an internship
- Give back by volunteering
- Expand your horizons through travel

2. Research gap year opportunities:

There are lots of organizations offering gap year travel experiences. For a fee, they will place you in volunteer, work, or internship positions in other states or countries. These programs may include food, accommodation, and support services during your placement.

If this is something that interests you, research the programs available to find the ones that match your gap year goal. Make you sure you consider factors like costs, cancellation policies, and safety. Look into the reputations of any organizations you're considering, too.

The [Gap Year Association](#) can be a good starting point for looking at programs.

Want to do your gap year closer to home? Do some research related to your gap year goal. If you're planning to work, research employers you might want to work for. Or, look into internship or volunteer opportunities in your area.

Tip: If you know anyone who's taken a gap year, talk to them about their experiences.

3. Make a plan for your gap year:

Once you know what you want to do, you'll need to create a solid plan for your time off. You should consider:

How long will you take off

A gap year doesn't need to be a full year. You might choose to take a semester off, for instance.

How much it will cost

No matter what you choose to do, think about how you'll fund your gap year. You'll need to take living expenses into account. These can include rent, food, and entertainment.

If you plan to earn some money by getting a job, think about how much you want to save each month, and what your monthly expenses will likely be. Then you can figure out how much you'll need to earn each month to cover your expenses and meet your savings goal. If you plan to do an internship, you may or may not be earning money. Many internships are unpaid. Paid internships do not generally pay a lot of money. Depending on your living expenses, you may need to get a job in addition to your internship. Volunteer positions are unpaid. How much income will you need to cover your living expenses? Consider whether you'll need to get a job in addition to your volunteer position.

If you plan to travel, you'll need to cover both day-to-day living expenses and travel costs. Consider whether you'll need to work while you travel.

Some companies offer programs that place you in volunteer, internship, or work positions in other states or countries. They often include food and accommodation. You typically need to pay a fee to take part in these programs.

Common ways to fund gap years:

Through savings

Some people save money from part-time or summer jobs in high school.

By working

You might need to work during your time off to fund your activities.

By living at home

Depending on what you're doing during your gap year, you might be able to save money on expenses by living at home.

Through financial aid

Organizations that offer gap year programs sometimes offer scholarships and grants you can apply for. The [Gap Year Association](#) lists some of these opportunities.

By fundraising

If you plan to do volunteer work abroad you might try fundraising. Friends, family, and community members might be willing to contribute to a good cause.

Making a budget

Once you've figured out your costs and living expenses, make a budget for your year off. Sticking to a budget will help you keep your finances on track.

Tip: There are lots of free apps that can help you create a budget.

4. Make a plan for after your gap year:

What will you do when your gap year ends? Many people take a gap year before going to college. But you might also take a gap year before doing something else, like entering the workforce.

If you're going to go to college after your gap year, make sure you plan to apply to schools during your gap year. Or you can apply to schools while you are still in high school and defer your entry.

5. Apply to gap year opportunities:

Once you've decided on your gap year experience, you can apply. Check the requirements, and make sure you qualify.

You'll need to [create a resume](#) to apply to paying jobs. This may also be the case for internship and volunteer positions. You do not usually need a resume to apply to gap year travel programs.

6. Before you start your gap year:

Before you start your year off, make sure you have everything in order. If your plan involves travel, you may need to:

- Get a passport

- Purchase travel insurance

- Get vaccinations

- Apply for a visa

- Get familiar with the laws and customs of the destination you will visit

- Make a plan for how to let someone know where you are

Tip: Make copies of your passport and other important documents in case of emergencies.

7. During your gap year:

Think about what you are learning and how it can help you. For example, you may be gaining new skills. Or you may be developing resilience by handling challenging situations. Think about how you will talk about these new skills on your resume or in job interviews.

