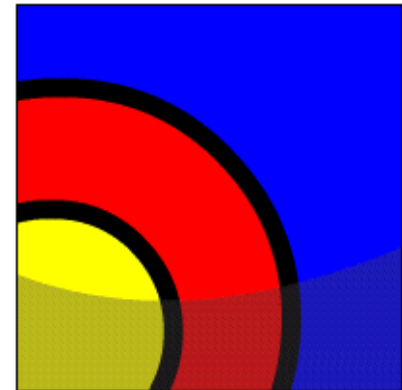


Work Experience and Community Involvement

What Will I Learn?

In this lesson, you will learn to:

- Document personal work experience and community involvement activities
- Prepare a draft CV
- Identify personal qualities that employers, college/university admissions officers, and/or military officials seek in a candidate





Why Learn It?

Work experience and community involvement are an excellent way of developing the all-important transferable skills that employers and college or university admissions boards look for in a candidate.

According to employers, the most important qualities for a potential employee are:

- The ability to communicate effectively with others and get along with a variety of different types of personalities
- Enthusiasm and evidence that you are willing to give 100% to your job
- Leadership and evidence that you can take personal responsibility for doing the best job possible
- Maturity and knowing how to handle yourself in a business situation



Why Learn It?

For colleges and universities, the qualities that determine admission include:

- Evidence that courses taken in secondary school were challenging and beyond the basic requirements
- Strong performance in challenging courses as measured by grades
- Leadership accomplishments in school, community, or church
- Commitment to community service

Tell Me / Show Me

This step in preparing your CV will showcase your accomplishments as a citizen and/or a worker.

To organize these experiences, you will complete the work experience record and/or the community-service record.

List the community activities in which you have participated. These activities may have been volunteer work at schools, churches, neighborhoods, or other areas that required assistance.	
Community Service Activity:	
Contact Person and Telephone Number:	
Description of Activity:	
Dates and Total Time:	
Special Recognition's)/ Skills Learned:	

Name of Employer:
Date of Employment:
Address:
Phone number:
Pay Rate:
Primary Job Responsibilities:
Skills Learned:

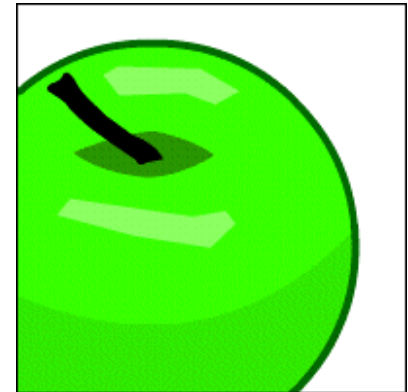
Tell Me / Show Me

Work experiences and community involvement are important for many reasons:

- Work provides hands-on experience that gives relevance to what is learned in school.
- Work experiences provide opportunities to explore career choices.
- Community involvement increases awareness of community issues. Volunteering in a nursing home, homeless shelter, or food bank helps you understand the needs of the community.
- Work and community service broadens your perspectives on diversity issues. When you volunteer you have an opportunity to meet people outside of your school environment.
- Community involvement develops civic responsibility.
- Work experiences and community service provide an opportunity to develop social skills.

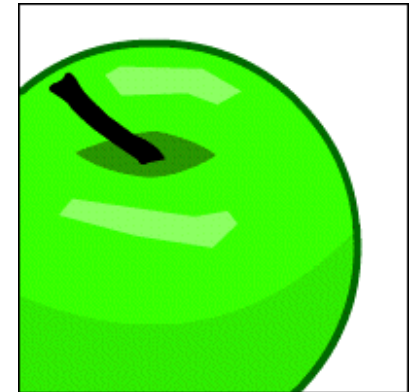
Tell Me / Show Me

From the information you have gathered about yourself, you can prepare a professional resume. A resume is a brief document that presents your most relevant and positive accomplishments. It is essential for employment, admission to college/university or as a consideration for a scholarship.



Tell Me / Show Me

If your resume has a typing mistake or a grammatical error, it will be noticeable to anyone reading it, and this is a way to eliminate you as a candidate. Your resume may be the only opportunity you have to make an impression, so make it a positive one!



Study the example provided and use it as a guide.

Tell Me / Show Me

DANIELLE JEFFREY

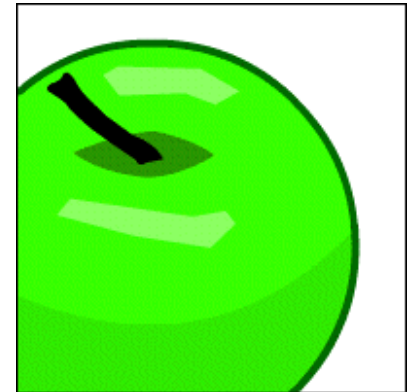
2286 North Winston Street, Olympia, Washington
98505 (206) 445-1234, e-mail: djeffrey@yahoo.com

OBJECTIVE: To obtain a position in the information technology industry

EDUCATION: Eisenhower High School, Olympia, Washington

Expected Graduation Date: June 2004

Grade Point Average: 3.0 / 4.0



Tell Me / Show Me

DANIELLE JEFFREY

PAID WORK EXPERIENCE:

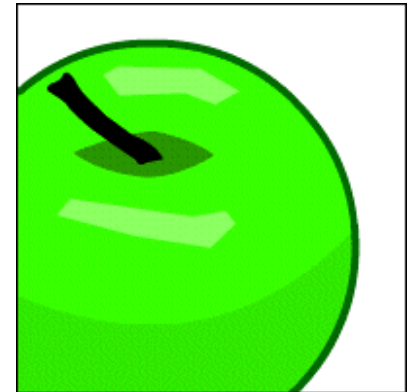
McDonald's Restaurant Food Service Worker
Olympia, Washington Present-September 2002

VOLUNTEER/COMMUNITY SERVICE:

Helping Hand Child Development Center Summer
2002

Red Cross Blood Bank Volunteer Summer 2003

AWARDS: Outstanding Marketing Student of the Year
June 2003

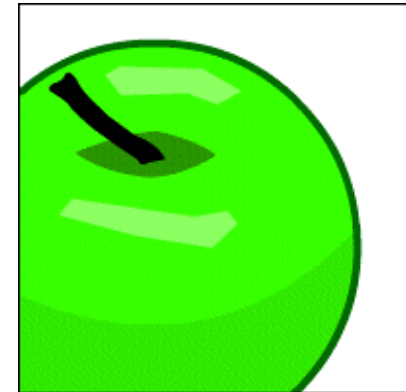


Tell Me / Show Me

DANIELLE JEFFREY

WORK SKILLS:

Performed office work, such as data processing, developed excellent customer service skills, operated cash registers, fast food preparation, maintained customer self service food areas, assisted with shift scheduling, assisted with computer data entry registration of blood bank donors, provided childcare services and general help as necessary.



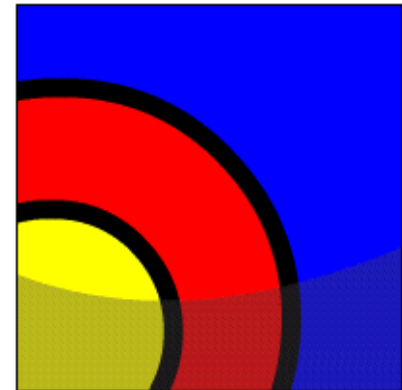
ACTIVITIES: Eisenhower High School Soccer Team
DECA Marketing Association Club 2002-Present

REFERENCES: Available upon request.

Summary

In this lesson, you have learned to:

- Prepare a document detailing personal work experience and community involvement activities
- Prepare a draft CV
- Identify personal qualities that employers, college/university admissions officers, and/or military officials seek in a candidate



Summary

Practice Guide

The link for the lesson practice guide can be found in the course outline.

