

Your dream, your plan, your future

Navigating Your Financial Future offers many free financial resources such as online workshops, helpful links, recorded presentations, a monthly E-newsletter, and more!

Questions?

Visit <u>www.NavigatingYourFuture.org</u> and select the "Contact Us" tab to request additional assistance from an Outreach Representative.



www.NavigatingYourFuture.org

Additional Resources: <u>www.BLS.gov/ooh</u> <u>www.CareerOneStop.org</u> <u>www.MappingYourFuture.org</u>





©2019 Florida Department of Education, Office of Student Financial Assistance (OSFA) This publication is provided for educational purposes only and not intended for resale.

Career Planning



your dream, your plan, your future





Planning for your career and building a stronger skill set will give you a competitive edge in the job market. Plan an active professional growth strategy for the career that is right for you.

Create a career portfolio

The following documents can help guide your planning process:

Career plan Work experience Previous job reviews School history References Cover letters Publications

Having this information in one place can make applying for jobs a smoother experience.



Set career goals and establish a career plan

Goal - what you want to do in the future

Plan - steps to reach your goal

Create or update your cover letter and resume

An effective cover letter conveys purpose, enthusiasm, and knowlege acquired to meet the employer's needs.

Cover letter format:

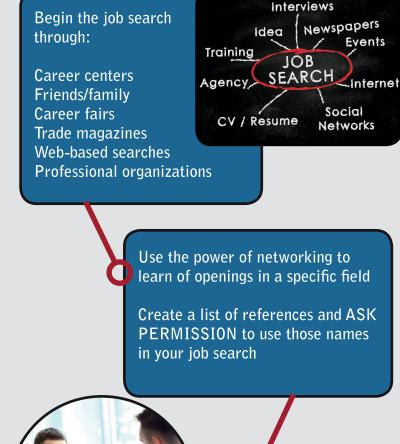
1st paragraph - purpose, interest in position, research about the company

2nd paragraph - how you are a qualified candidate, examples of accomplishments

3rd paragraph - refer to enclosures (resume, references, samples of work)

A resume is an overview of individual strengths and how those strengths will contribute to the organization or company. Components of a resume:

Career/work objectives Work experience Education Summary of accomplishments Contact information Other: volunteer work, leadership roles





Prepare for the interview

- Dress appropriately for the job you are seeking
- Come prepared to answer questions such as "Why do you want this job?"
- A firm handshake exhibits confidence

Employers seek good communication skills, motivation, strong work ethic, manners, adapability, and the ability to work with others