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[www.careeronestop.org](http://www.careeronestop.org)

[www.pbs.org/your-life-your-money](http://www.pbs.org/your-life-your-money)

[www.mappingyourfuture.org](http://www.mappingyourfuture.org)

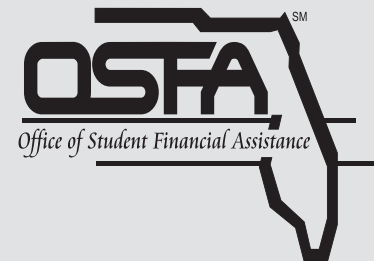
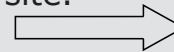


Florida Department of Education

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**NyFF**  
NAVIGATING YOUR  
FINANCIAL FUTURE

# Career Planning

Planning for your career and building your knowledge base will give you a stronger skill set and a competitive edge in the job market. The following tips will help you maintain an active career growth strategy for the career that's right for you!

# 1

## Create a career portfolio.

A career portfolio is a group of documents that you keep for yourself to guide your planning process. These documents may include: career plan, work experience, previous job reviews, school history, record of community involvement, professional contacts and references, applications, resumes, cover letters, salary history, publications and more. Having this information in one place can make applying for jobs a smooth, hassle-free experience. Keep in mind that some of the information in your career portfolio is confidential and should not be shared with future employers. This is for your information only.

# 2

## Set career goals and establish a career plan.

A career goal helps you decide what you want to do with your future. An example might be: *become a sixth-grade teacher in a public school within six months after graduating with a degree in education.*

A career plan helps you gain focus on your goal. The plan can include requirements for this type of occupation, your current skills and interests, steps toward reaching the career goal.

# 3

## Create (or update) a cover letter and resume.

The purpose of a cover letter is to get prospective employers to read your resume. The purpose of the resume is to get the interview.

Effective cover letters convey a sense of purpose, project enthusiasm, and demonstrate your knowledge of the employer's goals and needs.

A successful cover letter contains three paragraphs:

**1st paragraph**—state the purpose, indicate your interest in the position, acknowledge facts you've researched about the company.

**2nd paragraph**—explain how your background makes you a qualified candidate. Use examples of projects or accomplishments.

**3rd paragraph**—refer the reader to your enclosures (resume, references, samples of work)

A resume is an overview of your individual strengths (knowledge, experience, education, accomplishments) and how those strengths will contribute to the organization or company. It is straightforward and concise.

### Components of an effective resume include:

- Career or Work Objectives
- Work experience
- Education
- Summary of accomplishments
- Contact information
- Other: volunteer work, leadership roles

### Three common types of resumes are:

Chronological: date based format  
Functional: skill based format  
Creative: project based format

# 4

## Begin the job search.

Identify sources of job openings: career center on campus, professional organizations, friends/family, career fairs, trade magazines, web based searches.

Develop a list of potential companies based on your preferences, values, skills, and contributions you can make to that organization. Send your resume and cover letter. Complete applications as needed.

# 5

## Prepare for the interview.

First impressions are made within minutes of the interview process. Be sure to dress appropriately for the type of job for which you are applying. Expect questions in two categories: "Who are you?" and "Why do you want this job?"

Employers are seeking good communication skills, motivation, strong work ethics, good manners, flexibility/adaptability, and how well you work with other people.

# 6

## Use the power of networking.

Ask people you know such as professors, past supervisors, family members, club members, church members, about their career experiences and recommendations for your career search. They may know of openings in your field of interest.

Create a list of references and **ask permission** to use their names in your job search. Carefully select people who can provide positive information about your character, work ethic and experience.