

8. List extracurricular activities and volunteer work you have been involved with.	
9. List special skills or foreign languages you speak or write.	
10. What areas of interest do you have?	

Activity 13.2

Using ONET or other Internet resources, identify three specific job titles that match your career goals and current qualifications.

1. _____

2. _____

3. _____

Activity 13.3

Utilizing information from your accomplishments worksheet, career assessment, and realistic job preview, complete the following table to create a career summary statement.

Target Job Primary Skills Qualifications	Example	Key Message
Career Summary Statement	Entry-level event planner Organized, creative, attention to detail Marketing and business courses; customer service experience; bilingual (Spanish) Organized, creative individual seeking entry-level event planner position. Bilingual (Spanish) with experience in customer service and successful completion of courses in marketing and general business.	

Based on the information from your accomplishments worksheet and your interest profiler results, assess whether your target job supports the life plan you created in Chapter 1. If not, what modifications need to be made to your personal, educational, and/or career goals?

Activity 13.4

Create a job search portfolio by compiling the items from Table 13.2 and placing them in a binder.

Activity 13.5
Secure and complete a blank job application, with the exception of your signature. Add this document to your job search portfolio.

Activity 13.6

Name three issues to consider when identifying appropriate references.

Activity 13.7

Complete the following reference list. This information will become part of your job search portfolio and the résumé package you will create in chapter 14.

Your Name:	
Address:	
City, Zip:	
Contact Phone:	
E-mail:	
Name	Employer/Relationship
Phone	
E-mail	
Address	
Name	
Employer/Relationship	
Phone	
E-mail	
Address	
Name	
Employer/Relationship	
Phone	
E-mail	
Address	