

Job Search

Where to look
How to inquire
Complete Applications
Volunteer → Job

Cover Letters

Reasons for
When to use
Elements
Sign

Resumes

Update & create
Purpose
Elements
Lay out
Do's/Don'ts

References

Importance of talking
to people
Building a list
Letter layout
When to present

Interviews

Mock interviews

Job Preparation

Volunteer

Reasons
propellus.org/volunteering
Choose areas of interest
Abroad or w/in Canada

Get Involved

Jr. Achievement
Youth Camps
Military Cadets
Fire Cadets
Work experience
Apprenticeships

Active Exploration

Internships-Health
Job fairs
Career fairs
Post-secondary fairs
Student for a Day
Open Houses
Travel
Gap Year

Volunteering / Getting Involved

Find out what you want

Assess interests,
abilities & values

Research

Explore occ. Profiles
Requirements
Plan H.S. courses
Get involved (fairs,
groups, volunteer,
internships,
apprenticeships...)
interviews
Get informed

Explore Options

Qualifications
Work
College
University
Apprenticeship

Choose a Program

Research options
Application dates
Requirements
Fall/winter/spring start
F/T or P/T
Cost

In-School Opportunities

C.C. support
Career presentations
Post-2ndary fairs
Student-for-a-Day
Internships
Work experience
Apprenticeships

Career Exploration

- Explore programs & schools that are related to career interests
- Review academic requirements and supplemental (if applicable)
- Work collaboratively with Guidance to align H.S. courses with requirements
- Explore options:
 - Getting from point A – point B
 - Often necessary for students who don't meet requirements
 - May need to consider relocation
- Discuss post-secondary options and their pros & cons = individual
- Strongly encourage students to participate in/attend:
 - Post-secondary fairs
 - Career fairs
 - Job fairs
 - Student-for-a-Day
 - Open Houses
 - Internships
 - Cadets (military, fire, police)
 - Youth camps
 - Work experience
 - Jr. Achievement
- Work collaboratively with Mr. Middleton to promote & help students begin their exploration of the trades through:
 - RAP
 - Summer RAP
 - Work experience
 - Internships
 - Iron Workers
 - Plumber Pipefitter courses

Post-Secondary Exploration

- **In general** – AB universities require ELA 30-1 + 3 other core classes + a 5th course (can be almost any 30 level, 5 credit Subject)
 - With over 300 post-secondary schools in Canada there are inevitable differences in requirements from program-program, school-school, province-province.
- **Dash -2 classes** – Generally, -2 classes are not accepted at the university level
 - Math -2 is accepted for some but not all programs
 - Social -2 is accepted as a 5th subject by some but not all AB schools (very rarely out of province)
- **Final marks** – Most schools will give conditional admission based on self-declared grades. Final marks cannot be requested earlier. If final grades are required, schools will wait to make offers until they can get those from AB Education.
- **Blended vs. class final marks** – There are schools outside of AB that will either add a % to AB student final grades or give students the option of using either the blended or class final marks for admission applications.
 - There are more than 300 post-secondary institutions in Canada. It is best for students to decide where to go, and work for those requirements. Research is key!!!

Post-Secondary Particulars

- **The “Next Steps”** – depend on what grade students are in and what they plan to do
 - When career planning students need to look at their interests, gifts, talents, abilities and explore options that relate to those.
 - Be realistic when it comes to academic requirements

As parents/guardians helping our students find their way, we need to ask ourselves some tough questions:

- Who is the post-secondary plan for?
- Who is making the plan?
- Who is doing the research for post-secondary planning?
- How much input does/should students have in their own post-secondary exploration?
- Do students know how much support they have (financial, accommodation, transportation...)? Should they know?
- When do students make their choices and take responsibility for them?

Things to Consider