



Presented by
Jamie Beck, MS
www.careervisionbyjamie.com

In partnership with your local
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Career Vision 2018-2019 is supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.



NOTES

Career Vision 2018-2019

Thank you for attending Career Vision 2018-2019. My hope is that you came with an expectation that was far surpassed and today marks the day in your journey that you feel more empowered and more exposed to live a deliberate life where you spend less stress on work defining you and more stress on you defining your work!

What is Career Vision?

A holistic approach to the world of work that places value on the 24% of the week spent earning a living. The goal of Career Vision is to empower people to use work to explore interests and passions so they “get to go to work”, not have to.

How did Career Vision Start?

Career Vision began as a mission to change the connotation of work among today’s youth from negative to positive and to expose them to 5 jobs a day for 18 years so they have 32,850 career choices available when they graduate high school. Based on the model that you can only become what you know exists, Career Vision focuses on increasing career exposure as a way of finding a job that is a good use of talents, skills, interests, and time. These strategies are being used throughout Southern California by people of all ages, skills, and abilities in order to live proactively and take responsibility for their skills, actions, and choices in regard to how they spend 24% of their week.

How is Career Vision free?

Career Vision 2018-2019 is free for participants in partnership with North Net Library System, Pacific Library Partnership, Black Gold Cooperative Library System and your local library through funding from the United States Institute of Museums and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Library. Surveys are used for grant purposes and all responses are anonymous. We need your support and cooperation with our data collection in order to continue to provide these services free of charge throughout your community. Please be the “they” in someone’s life and share information you have heard at this workshop with others who may benefit and invite someone to attend a training.

How do I use the handbook?

This handbook is not a comprehensive tool that can be used in isolation to job search, prepare a resume, practice for an interview, etc. It is simply a collection of resources that can be referenced, referred to, or utilized as you go about your journey. We encourage you to utilize the free resources at your local library and to become the “they” in your own life as you take responsibility for your knowledge and skills in order to get where you ultimately want to go. The tools, methods, and ideologies expressed in the workshop and the manual are simply an alternative to consider and try as you navigate your next move. All resources in the handbook are copyrighted and not to be duplicated or reproduced.

How do I find out more about Career Vision?

If you are interested in attending more workshops by Career Vision or partnering with Career Vision to bring a training to your site, please visit www.careervisionbyjamie.com or email careervisionbyjamie@gmail.com. You can also follow Career Vision on Facebook at “Career Vision Minute” for daily career education, tips, ideas, and announcements.

Sample American Weekly Time Allocation



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Career Vision

D.R.E.A.M

Discover

Categorical Bucket List

Our bucket lists are shaped by our experiences so if you have had little exposure, changes are that its is hard to make a bucket list. You can Google bucket lists for ideas, but the bucket list you create should be active, not passive, meaning you should have it out and be adding to it all the time as you encounter new things.

Places to Visit

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Places to Live

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Experiences to Have

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Accomplishments/ Awards

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Memories to Share

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Relationships to Have

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Feelings to Experience

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Things Said about You

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Purchases to Make

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Hobbies to Have

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The point of this list is not to save it all up until you retire, or find out you have a year to live and go on a binge to make it all happen, instead, how can you find small ways to start adjusting your day to include these things? How are you currently spending your work day and will it ever allow you to accomplish these things? Do the things you have listed here, have to wait or can you make changes to make it start happening now? For example, if you want people to say you made a difference in their lives and on a daily basis you are pushing paper and don't see people, can you find a new job that allows you to have interactions where you can truly make a difference in people's lives? Maybe you don't want a full time job surfing, it is just a hobby you listed, but if you are in sales and you sell bikes or coffee, consider changing to surf boards, so you can be closer to your hobby and those who share it.

Interests

There are a lot of interest inventories on the market that can tell you about your personality, interests, and career paths, but none of them can measure what you have not been exposed to and often times, we answer questions based on what we want the outcome to be. While many of these tests are helpful as you get to know yourself, this simple list of questions may be yet another approach to help you get ideas of what you are interested in.

1. What was your dream job when you were a kid?
2. What do you decorate with or collect?
3. What would you do if you won the lotto and never had to work for money again?
4. If you had to donate \$1M to a cause what would it be?
5. What do you spend extra money on or save money for?
6. What is on your bucket list of things to do?
7. What do you watch on TV?
8. What do you read for fun or where would I find you at Barnes and Noble?
9. What causes you to loose track of time and you find yourself staying up late doing? What could you be locked away with for weeks and still be entertained?
10. What things do you Google the most or what is in your internet browsing history?
11. What do you love so much you would do for free 40 hours a week?

Interests

12. started a business what would it be?

13. If you were 18 again, what would you do?

14. If you could live anywhere in the world where would you go?

15. What is your ideal life like when you are 70 and in good health?

16. What do you want your obituary to say?

17. What are 5 things that annoy the heck out of you and make you mad?

18. If you had to write a book what would it be about?

19. If you had a vanity plate, what would it say?

20. If you were stranded on a desert island and you had food, water, and shelter, what other two things would you bring with you?

21. If you were a fictional character, who would you be and why?

22. If you were an animal, what type would you be and why?

23. If your house was to catch on fire, and you had 5 minutes to save anything regardless of if you could realistically get it out, what 5 things would you save?

Interests

24. What are your realistic monetary needs, i.e. what is the least you can make? Do you need benefits?
25. What do you find yourself getting into fights with people about or arguing about until you are blue in the face? i.e. what are you banned from talking about at family gatherings?
26. If you put a bumper sticker on your car, what would it say?
27. If you were allowed a single pair of clothes to wear for the rest of your life, what would it be and why?
28. Do you cry more over people or animals?
29. If you had to give a 20 minute speech without any notice, to 1,000 people, what topic would you choose?
30. What single word describes you best?

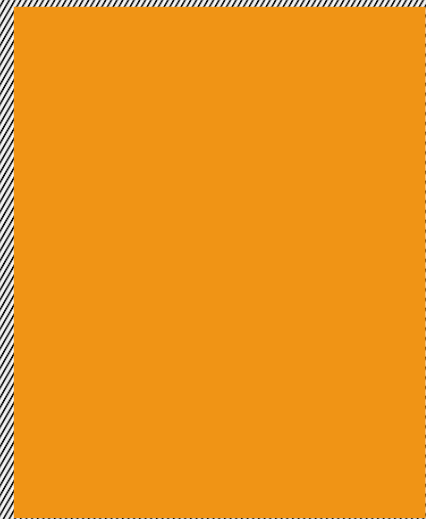
Now go back through your answers and see what themes emerge. If your current educational or career plans do not include any of these themes, your goal is to find a way to incorporate them. You may not want to work full time doing some of the things that emerged, but rather in an environment where others there share the same interest, the products you work with are related to that interest, or you have an opportunity to be in that environment from time to time.

Browser History	Barnes and Noble	\$1 Donation
Volunteer 40 Hours	Collect	Decorate With
Save Money For	Speech	Bumper Stickers

Career Vision

D.R.E.A.M

Realize



Chronological Bucket List

Each phase of life comes with its own unique freedoms, but also with various barriers, ties, and responsibilities. Think about your bucket list in terms of when is the best time to accomplish each item based on these things and who you want to share the experience with. For example, my husband and I never stopped to see the Grand Canyon in our 20's and waited until we had kids to experience it as a family for the first time. If you have already passed certain benchmarks in your life, what do you wish you would have done during that time and phase of your life? Experiences don't just have to be trips, they can be hobbies, purchases, conversations, accomplishments, classes, awards, influences, relationships, acts, feelings, memories, or things people say about you.

During College

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After College

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Before Marriage

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With Spouse

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With Kids

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Before you Retire

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After you Retire

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Before your Parents Die

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With Grandkids

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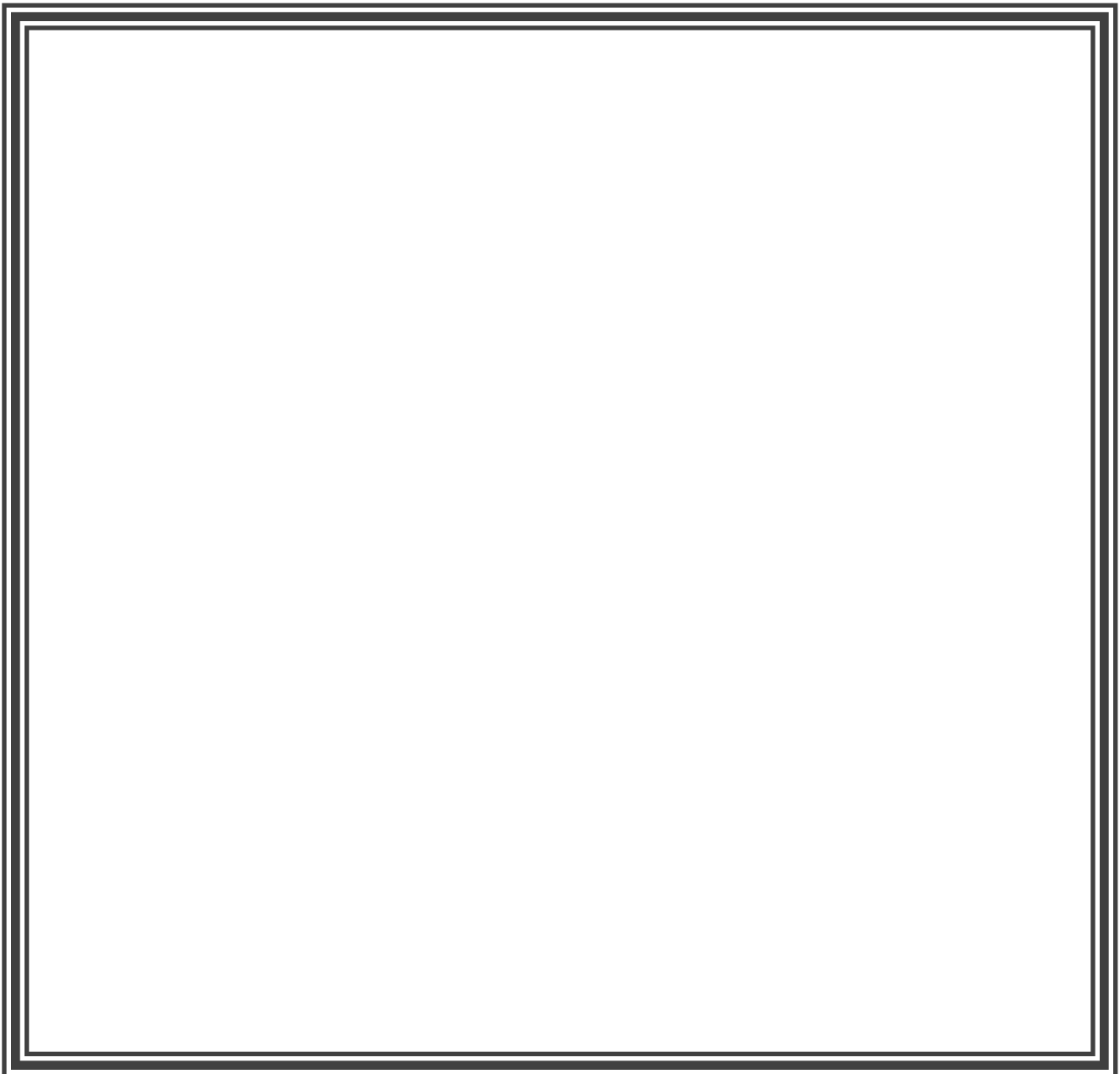
Before you Die

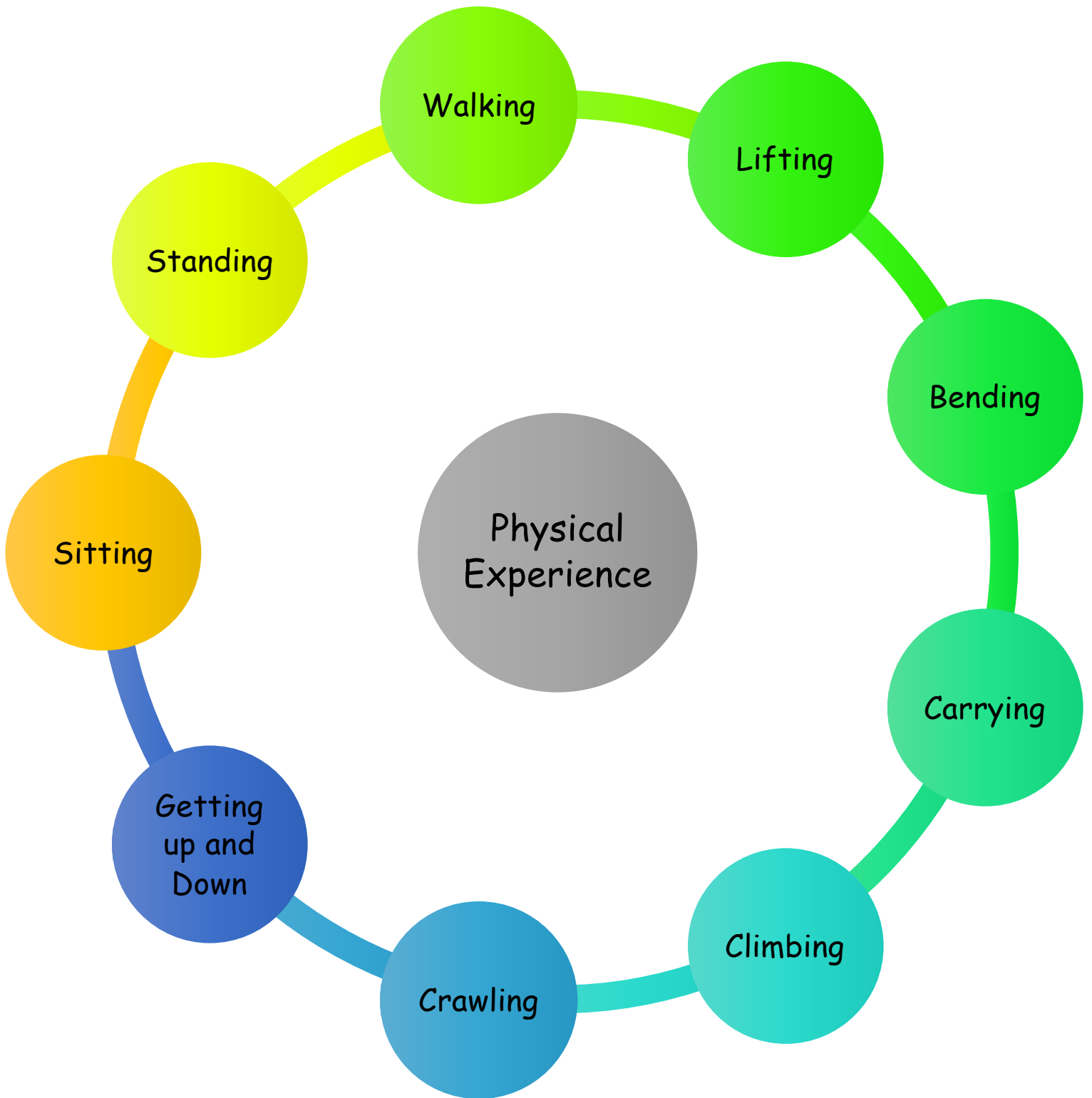
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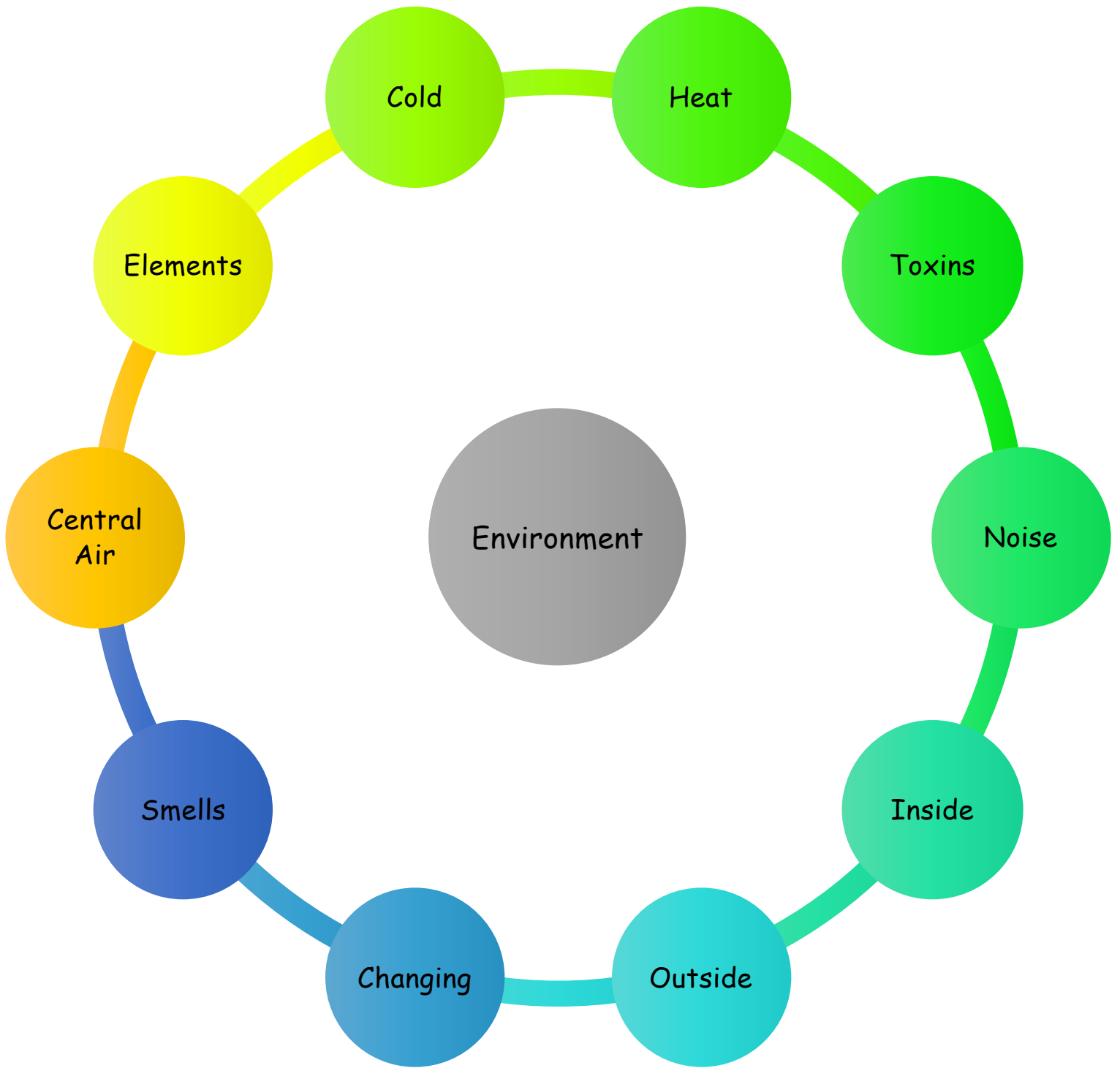
Now look back through your list and see if anything you listed is an area to explore for a potential class you can take, book you can read, job you can do, or career you can pursue. If you are a welder and you listed that someday you want to scuba dive, have you considered being an underwater welder? Our days and years are too short to accomplish all our hopes and dreams unless we find small ways to incorporate them into our work. Don't let your dreams die on the vine. Be deliberate with your time, resources, and abilities.

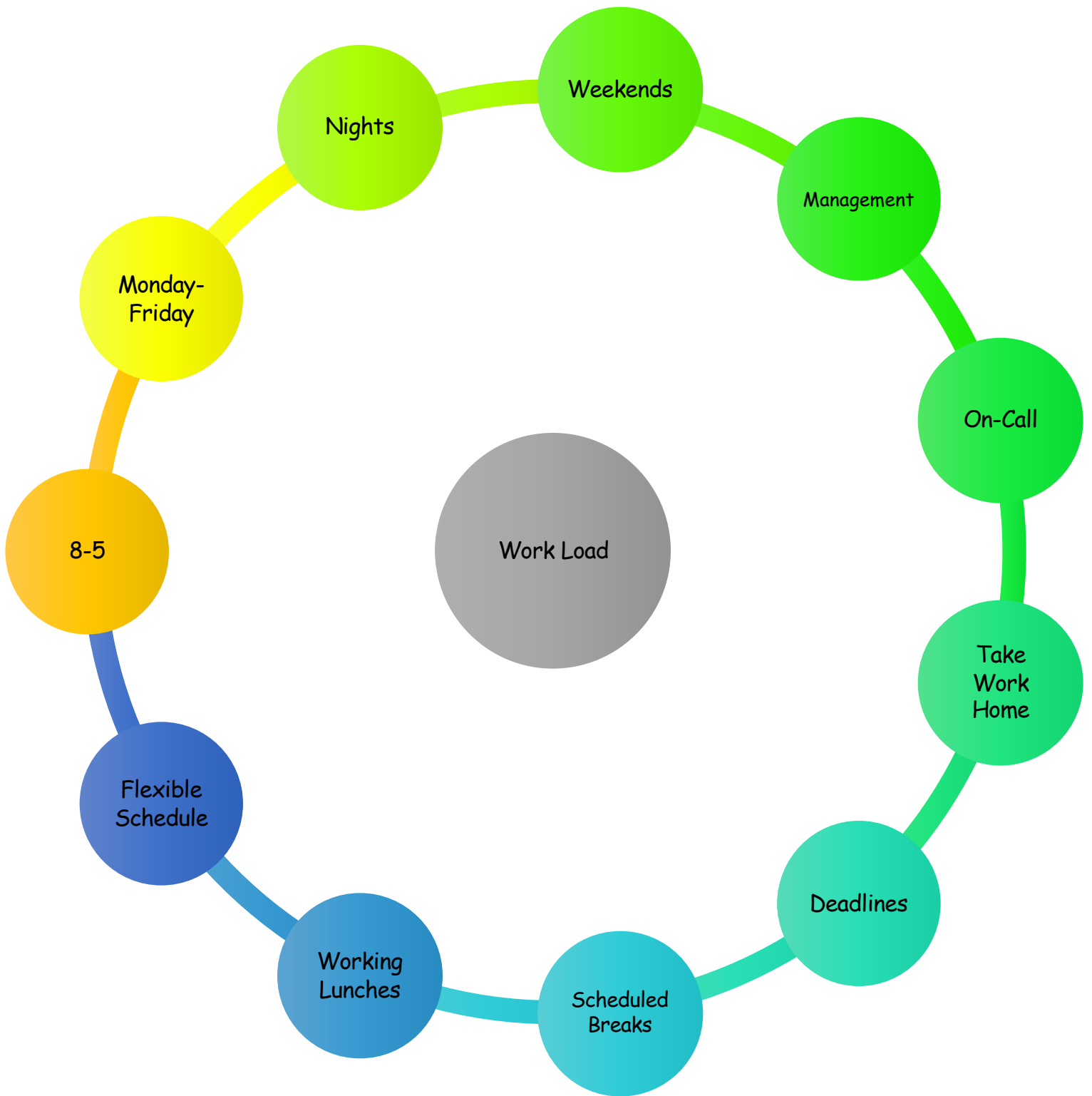
Obituary

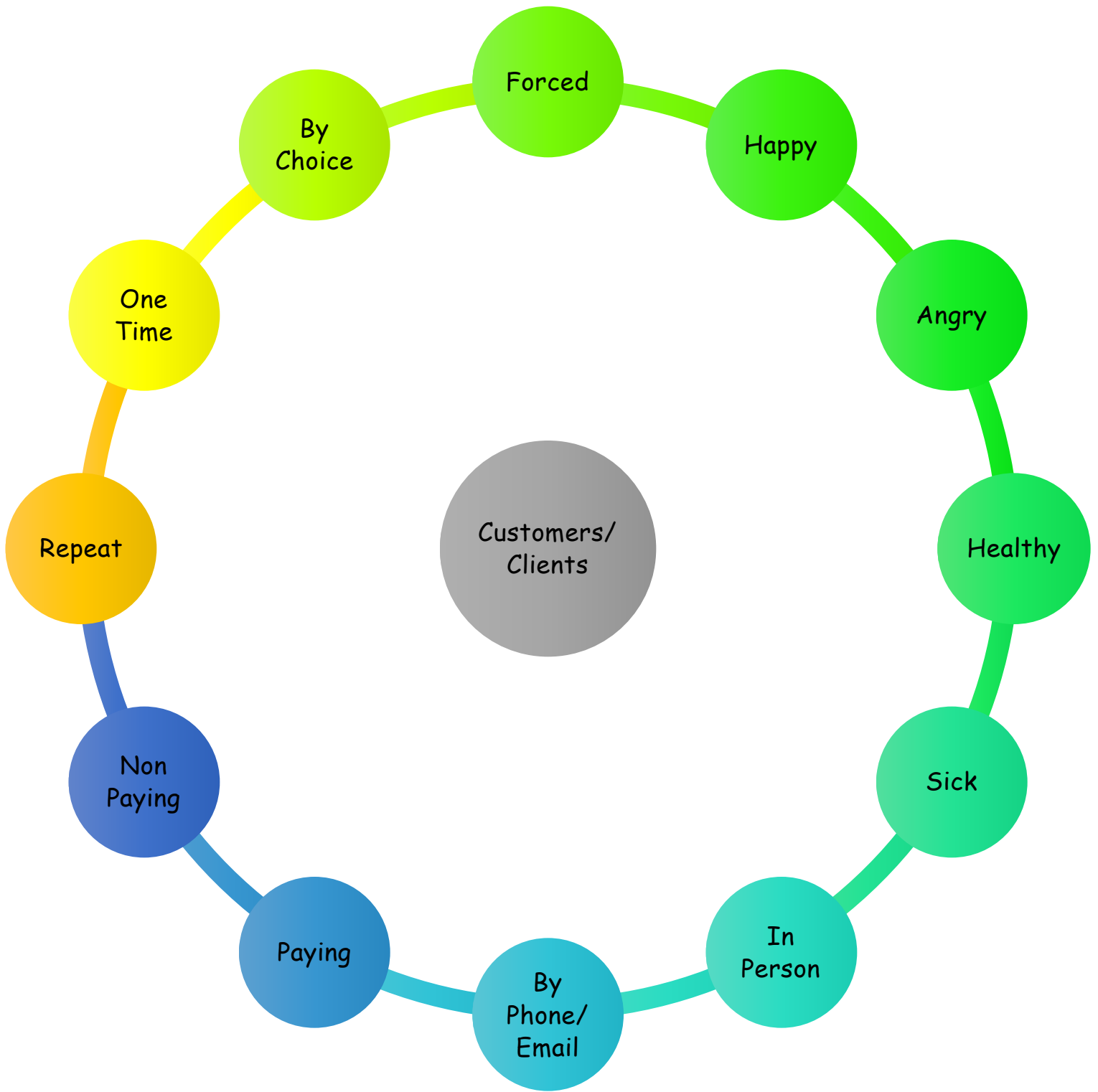
If I were to come to your funeral, what would people say about you at the very end of your life? All too often, obituaries talk about demographics and where we worked, but never really about who we were, what we loved, and what made us tick. If you could write your obituary, what would you hope it would say? What did you do with the time that was allotted to you, what impact did you make, what impressions did you leave, who and what did you love, etc.? Keep this obituary in front of you to help you plan your remaining days deliberately and proactively rather than wasting them away, especially since you will spend 1/3 of your life at work, how can you utilize the time you are working to accomplish what you want your obituary to say?

A large, empty rectangular box with a double-line border, intended for writing an obituary. The box is centered on the page and occupies most of the lower half of the document.









100 Work Scenarios to Consider

Go through this list and find the things that make and break your day. Then think about your last job and identify how many of the “work allergies” you had during your day. Did they contribute to a negative experience at work? Find the 10 things you enjoy most about work on this list and look for job descriptions that include some or hopefully most of these things and steer clear of jobs that contain clear work allergies that will make your day miserable. The more work allergies you have, the more you are spending your 24% in a non-productive way. Simply realizing you don’t want to stand all day can help you move from retail to an office environment, or noticing you don’t want a job where you are required to work past 5:00 or on weekends can prompt you to look for jobs that keep 8-5 hours and do not need you to carry your phone or check emails outside of those hours. Value 24% of your week and use it to the best of your ability.

1. Do you like to work outside or inside?
2. Do you want to stand on your feet all day or sit down all day?
3. Do you want to work alone or in a team?
4. Do you want to help people/ customers directly or work on projects that help them indirectly?
5. Do you want to travel locally, long distance, or out of country for your job? If so, how often?
6. Do you want to do the same thing every day, seasonally, yearly, or have each day be different based on the project?
7. Do you want to use a computer as part of your job?
8. Do you want to answer calls as part of your job?
9. Do you want to operate machines as part of your job?
10. Do you want to be told when you can take a break, or have freedom to take breaks as you need?
11. If you are working on a large project, do you want your boss to give you a step-by-step to-do list or do you just want a deadline and to figure out the to-do list on your own?
12. Do you want a job where you need to stay abreast of new developments, technologies, etc. all the time or where once you have learned the job, nothing really changes?
13. Do you want to have a job where you do physical labor?
14. Do you want a job where you have a script or where you think for yourself?
15. Do you want a job where you handle money?
16. Do you want a job that requires confidentiality?
17. Do you want a job that requires you to work Mon-Fri 8-5 only, or a job where you may have to work weekends, nights, and holidays?
18. Do you want a job where you work long shifts and have more than two days off in a row?
19. Do you want a job that requires you to work at night?
20. Do you want a job where your boss is onsite or offsite?
21. Do you want a job that requires you to handle dangerous substances?
22. Do you want a job where your safety may be compromised?
23. Do you want a job that may impact you emotionally?
24. Do you want a job that you can leave when your shift is over or one that requires you to be on call, check your cell phone, and respond to emails from home?
25. Do you want a job that is family friendly?
26. Do you want a job where you stay in the same position for years or you move into new positions often?
27. Do you want a job where you supervise other people?
28. Do you want a job where you sell something?
29. Do you want a job where you have to think or just do?

30. Do you want a job that requires a security clearance?
31. Do you want a job where you wear a uniform, dress up, or wear casual clothes?
32. Do you want a job where you go to meetings, network, and socialize with people as part of your job?
33. Do you want a job where you interview and/or hire people?
34. Do you want a job where you have to write?
35. Do you want a job where you have to give presentations or speeches?
36. Do you want a job where you work with infants, preschoolers, elementary school children, middle school children, high schoolers, college students, young adults, families, adults, elderly?
37. Do you want a job where you work with a certain population, i.e. drug addicts, single mothers, people with eating disorders, veterans, professionals, athletes, children with ADD, people with disabilities, exchange students, etc.
38. Do you want a job that requires you to speak a different language?
39. Do you want a job where you get to be creative or where there is one way to do something?
40. Do you want a job where you create an end product?
41. Do you want a job where you create something with your hands?
42. Do you want a job where you need great attention to detail?
43. Do you want a job where you are responsible if a mistake is made?
44. Do you want a job where people look up to you or where your work blends in and no one notices you?
45. Do you want a job where you lift heavy objects?
46. Do you want a job where you can listen to music in the background?
47. Do you want a job where you can check your phone or email as you want?
48. Do you want a job where you have your own space to decorate, hang pictures, and call your own?
49. Do you want a job where you can eat or drink as you please?
50. Do you want a job where if you call in sick or go on vacation, anyone can fill in for you?
51. Do you want a job where you can occasionally bring your kids to work with you?
52. Do you want a job where you can work from home occasionally or often?
53. Do you want a job where you do your work up close or from a distance (eye strain)
54. Do you want a job where you work in a small company or a large corporation?
55. Do you want a job where you and your coworkers share similar interests and hobbies and hang out together on and off the job?
56. Do you want a job where you work with older or younger colleagues or one where your coworkers are of a similar age to you?
57. Do you want a job where your boss is your age, older, or younger?
58. Do you prefer for your boss or supervisor to be male or female?
59. Is it important that the company or that your boss and/or coworkers share the same religion or beliefs as you?
60. Do you prefer to work with people of all the same gender as you or is a mixed work setting more ideal?
61. Is it important that your family be able to stop by or call as they want?
62. Do you want a job where you need to be able to calculate numbers or money in your head?
63. Do you want a job where you work in silence all day?
64. Do you mind a job that has a lot of environmental noise?
65. Do you mind a job that has chemicals, smells, and conditions that are unpleasant?
66. Do you prefer to speak or listen more in your job?

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67. Do you want to work an hourly job or a salaried job?
68. Do you want a job that pays you daily, weekly, biweekly, or monthly?
69. Do you want a job that only pays commission?
70. Do you want a job that has retirement?
71. Do you want a job that has health insurance?
72. Do you want a job that offers stock options?
73. Do you want a job that gives you bonuses based on performance?
74. Do you want a job that is unionized?
75. Do you want a government job?
76. Do you want a job that is consulting?
77. Do you want a job where you work with paperwork?
78. Do you want a job where the customer is always right?
79. Do you want a job where there is often conflict?
80. Do you want a job where you have to put on a fake smile?
81. Do you want a job where your appearance matters to the customer, company, boss, etc?
82. Do you want a job where you work with friends or relatives?
83. Do you want a job similar to your spouse or different?
84. Do you want a job in a specific industry, or just a job related to a specific job title?
85. Do you want a job where you use the internet?
86. Do you want a job that requires you to perform research?
87. Do you want a job where you have meetings and appointments with people, and if you miss work you have to reschedule meetings and appointments?
88. Do you want a job where you have to get certified every few years to keep your license to practice whatever you job is?
89. Do you want a job where you are the expert people come to for answers?
90. Do you want a job where you are responsible for people's lives?
91. Do you want a job where what you do makes a difference in someone's life?
92. Do you want a job where you believe in the product or service, or does that matter as long as the pay is good?
93. Do you want a job where you have onsite child care, onsite gyms, and onsite food establishments?
94. Do you want a job within walking distance of places to go at break and lunch?
95. Do you want a job where you can bring your dog to work?
96. Do you want a job where you have to wear work boots?
97. Do you want a job where you have to wear safety goggles?
98. Do you want a job where you work until you are done, or have a set time to get off each day?
99. Do you want a job where you have summers off?
100. Do you want a job where you develop relationships with clients or customers long term, or you service different people daily?

Looking at your current or past job, what walnuts can you identify that may be causing you stress, dissatisfaction, conflict, burnout, etc. ?

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What are the top 10 things you need to avoid in a job?

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What are the top 10 things you want in a job?

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Being Deliberate with Location

Set reality aside and imagine for a moment that you could live anywhere in the world. What things are important to you about the place you would live? Keep in mind, the world is a very large place and you can go anywhere. What do you like and dislike about where you are now? What would you change? Remembering that we know only what we have been exposed to, so how do you know where you want to live unless you have learned about EVERY OPTION? You were born somewhere and did not have a choice about where that was. Maybe you followed a job that did not work out and are now stuck in that city. Perhaps you have family who live nearby who also wish they could move, but they stay because of you and you stay because of them? When I say “set reality aside,” I mean, don’t think about how much it costs to get there, live there, or what you would do for work there. Think about what is important to you and look at countries, states, and cities that match those needs and desires.

WEATHER		LOCATION	
	Rain		Walking Distance to Downtown
	Snow		5-10 Minute Drive to Downtown
	Sunshine		15-30 Minute Drive to Downtown
	4 Seasons		1 Hour to major city
CLIMATE			2+ hours to major city
	Ocean	POPULATION	
	Mountains/ Lakes/ Rivers/ Forrest		Under 1,000
	Desert		Under 10,000
	Plains/ Farmland		Under 50,000
DEMOGRAPHICS			Under 100,000
	Retirees		100,000 +
	College	ATTRIBUTES	
	Families		Cultural Diversity
CLOSE TO			Low Crime
	Parks		Good School Districts
	Hiking Trails		Civic and Community Engagement
	Sporting Events		Reputation for area of career interest
	Museums	TRANSPORTATION	
	Concerts/ Clubs		Airport
	Arts/ Theater		Public Transportation
	Colleges/ Universities		Bike Lanes
	Medical Facilities		Ports

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As you do your research, it is very important not to get caught up with the “Theys” and to check out living locations for yourself. Many surveys that publish the best and worst places to live are only based on a few factors; factors that may not matter to you and be on your list of items that are important. Reading actual census data, news stories, talking with the chamber of commerce, looking at the city, county, and state websites, and visiting locations, perhaps through a work exchange programs, are the best ways to make a good choice about where you want to move. Using Reference USA or A-Z Databases is also a great way to identify butcher shops or potential employers in the area.

Countries to Research

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Cities to Research

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States to Research

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Counties to Research

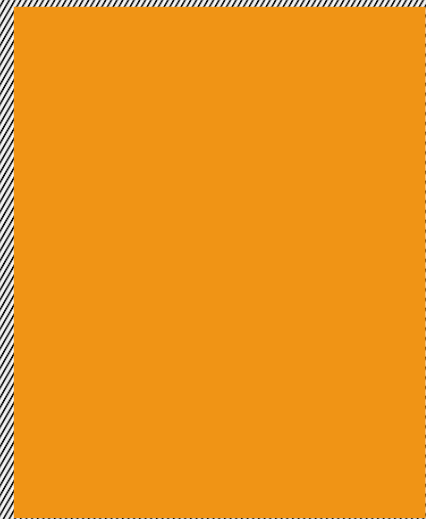
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Career Vision

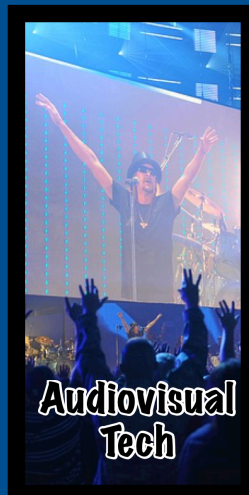
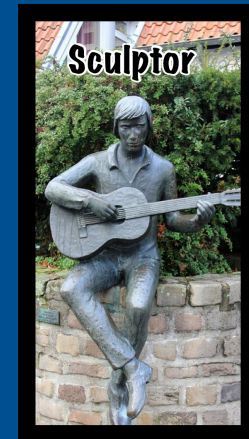
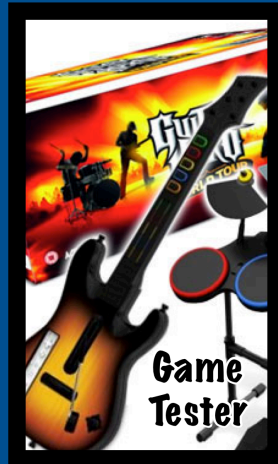
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Expose



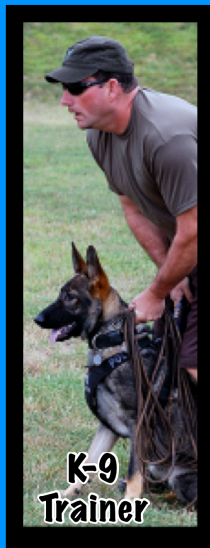
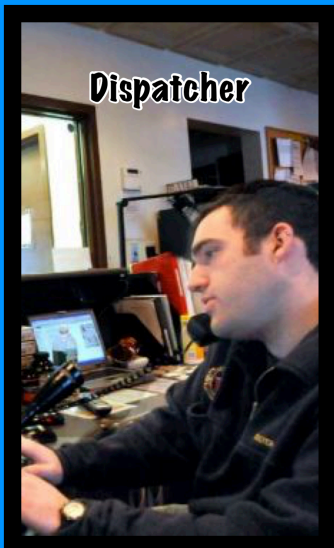
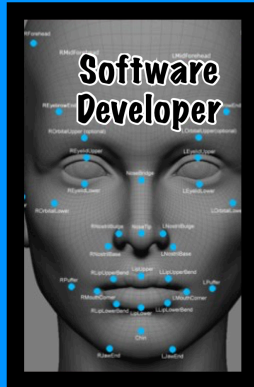
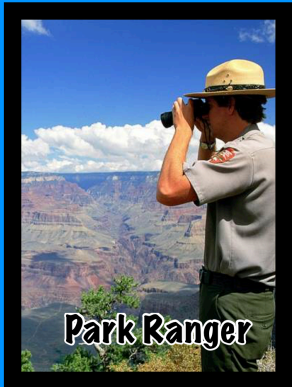
Jobs with Music

You can never become what you don't know exists



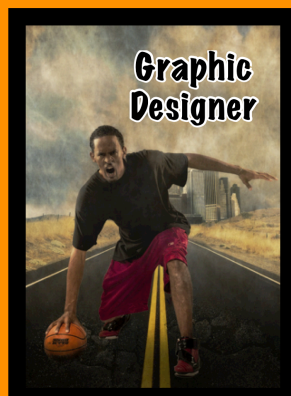
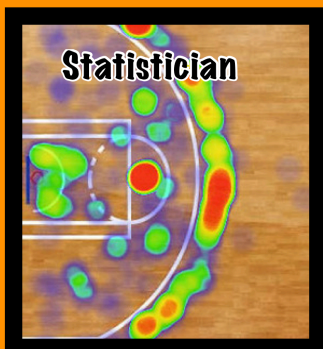
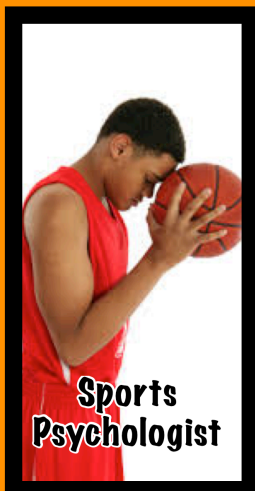
Jobs with Law Enforcement

You can never become what you don't know exists



Jobs with Basketball

You can never become what you don't know exists



Brain Sort

Below is a listing of several potential career options organized by skills vs areas of interest. Consider making your own chart to discover ways to merge skills and talents with passions in order to find unique ways to use 24% of your time. Be sure not to list job titles, instead focus on job duties or job locations, this will help expand your job search and not box you into only what you know exists and that is in your vocabulary.

Skills → Interests ↓	ART	LEGAL	COOKING	CONSTRUCTION	TEACHING	WRITING	EVENT PLANNING	TECHNOLOGY
MUSIC	Make and paint custom guitars	Work in music law and on copyright infringement	Research what genre of music increases and decreases purchases/sales in grocery stores and restaurants	Use music architecture to design concert halls with amazing acoustics	Use music therapy to work with cancer patients at a hospital	Write a biography about a famous musician	Book, advertise, coordinate, and set up concerts at a casino	Make an iPad app to teach children how to play piano
SCIENCE	Take photographs of wildlife and document migration, effects of the drought or global warming, etc.	Provide counsel on ethical issues surrounding stem cell research	Use food chemistry to create new recipes, products, and techniques	Build displays, exhibits, and machines for a science museum	Design study guides, iPad apps, and videos for students studying for AP science tests, the MCAT, etc.	Write content for a children's cartoon series that integrates science	Work in admissions at a college in the science department and attend college fairs to recruit students	Use computer modeling to create prosthetics for athletes with special needs
SPORTS	Create unique sculptures for display at sports complexes	Work on athletic contracts for semipro and professional teams	Create sports drinks and nutrition bars for athletes	Build stadiums and athletic fields	Go to after school programs and teach sports classes	Work with a sports statistician to produce new stories	Work for a disease based organization to coordinate a walk/ run to raise money	Work for a company that specializes in video equipment and software for athletics

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Skills → Interests ↓	ART	LEGAL	COOKING	CONSTRUCTION	TEACHING	WRITING	EVENT PLANNING	TECHNOLOGY
HEALTH	Draw models of organs, systems, bones, etc. for a health textbook.	Advocate for changes in legislation about the use of chemicals in our food supply	Analyze foods for nutritional value and recommend foods for various health conditions	Build playground equipment and fitness equipment at a park to encourage exercise	Provide programming at schools about making healthy choices and being proactive about health	Run a blog with health tips, trends, and information	Coordinate an annual health fair with various organizations in the community	Design video games that encourage active participation to promote exercise through play
ANIMALS	Create customized headstones and keepsakes for deceased pets	Investigate animal cruelty claims	Create healthy organic pet food products	Design appropriate habitats at the zoo for animals based on their natural setting.	Create an animal education program and perform at schools, parties, and libraries	Write up descriptions of pets for adoption and list them on various websites to increase their chances of becoming adopted	Set up adoption events and pet education seminars in the community	Develop micro chip/ GPS devices to track domestic and wild animals
FASHION	Design fun, stylish, and colorful uniforms	Advocate to end sweatshop production and ensure compliance of major corporations	Design fun, hip, and colorful kitchen tools and appliances to match kitchen decors	Remodel restaurants to give them a hip new look	Teach sewing, crocheting, and knitting classes.	Create descriptions in catalogues and on websites for clothing designers.	Go to Barbie conventions, toy shows, children's expos, craft fairs, etc. with your unique doll clothes designs	Engineer new cell phone shapes and styles to match usage and style

Brain Sort

Choosing an Experience, Not a “College”

Everyone worries; will I choose the right college? In my opinion, it does not matter where you go as much as what you do and I tend to focus on choosing an experience opposed to a college.

I often wonder if I prepared a fact sheet for 10 colleges with information I think is important when choosing a college; climate, size, extracurricular activities, faculty research, campus demographics, availability of public transportation/ walkability, housing options, etc. and intentionally left off campus names, if students would choose the same college they have their hearts set on or if they would find other options provided worth exploring.

Unfortunately in our society, we have embedded connotation into EVERYTHING in our lives; positive and negative, and when “names” are removed, we are able to carefully analyze options with an unbiased view.

I too fell prey to choosing a college based on name and personal experience given my cousin attended the same college, and I did not explore other options that were a better fit for me and ended hating my major after 2 weeks, hating school after 2 months, and transferring after a near nervous breakdown my freshman year.

In hindsight the college I chose, having used my new method, was as far from my intentions as I could have got.

Moreover, unless you are among the 20% of people who don't change your major nationwide, you can't really choose a college based on your degree choice. What I think is most important in choosing a college is choosing an environment in which you feel comfortable and a campus that serves your needs.

There are two main types of college students, those who go to school to get their degree and get out, and those who go to college to have a college experience, i.e. get involved on campus, meet new friends, join clubs, take adventures, grow personally, etc. Yes there are those who can find balance and do both, but you have to determine which way you sway most. Do you want an experience or do you just want a piece of paper?

If you just want a piece of paper, things like location, campus activities, residential life, housing, etc. don't matter and don't have to be heavily factored into the equation when looking for the right school, but if you do want the whole experience, sometimes these factors are more important than the course offerings as anything you do in college is potential resume building material so for some, being the ASI president, the treasurer of the Marketing Club, and the student liaison for a resident hall might be more helpful in getting a job than the actual degree you earn because you now have real world experience that is like a job and those you are competing with only have the degree and a random part time job at Cold Stone.

If you want to focus on choosing an experience opposed to choosing a college, when you visit campuses or even browse their websites, here is what you want to be looking for.

- Is the college accredited by a valid regional accreditation body. For example in California it is WASC that you need to be looking for. Even if you are choosing technical or trade school, non accredited schools are generally not the best option. There are a few exceptions to this. For example FIDM is a well-known fashion institute that is not accredited but in the industry they are

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well respected. If the school you are looking at is non-accredited, do your research and understand the pros and cons. Some schools will say they are accredited but they are not accredited by WASC which is what matters should you want to transfer credits or pursue an advanced degree.

- If you are looking to just get a piece of paper and to go quickly or will be working part of full time while going to school, your needs are very different than other college students and the criteria you use to select a college will have more to do with convenience, class availability, and potentially satellite or online class selection.
- For most college students, that are seeking the college experience, you will want to make sure the school is in alignment with your goals and expectations. If you have never been away from home, and you think you want to move somewhere far away and want a change in environment, you might want to consider spending some time away from home in that city, that state, that climate, etc. BEFORE deciding to attend the school ALONE for the first time. Some colleges offer a summer program where you can experience the campus even as early as your freshman year in high school for a few days or a few weeks. If this is not an option, do try to spend some time there not doing tourist like campus things, but just being there and interacting with the campus as if you were living there. Climate, the size of town, the scenery, if the town sprawls into the city or is secluded within gates or clearly defined streets, the surrounding neighborhood, etc. are all VERY important and should be factored in as well. Many freshmen get very homesick when they have gone from one extreme to another, while others love the change and do very well. It is very difficult to go to classes when you don't like where you are living and the environment you have chosen.
- If you want to be really involved in college, be sure to check out the websites and programs offered by the following departments and maybe even see if they have summer programs you can participate in or call ahead if you are visiting to see if they can meet with you. Research has shown over and over again, that the more you involved in extracurricular things on campus the more support it may lend and extracurricular activities in college has been linked to better grades and better attendance, not the opposite.
 - Housing and Residential Life
 - Student, Academic, and Major Clubs
 - Student Government
 - Recreation and Outdoor Life
 - Career Services (On Campus Jobs, counseling, internships, employer relations, etc.)
 - Sororities and Fraternities (help them choose carefully, some are more academic, some are more service related, and some are pure craziness, but they are all regulated by the school and are expected to be held accountable for student safety)
 - Service Learning (volunteering)
 - Academic Support Services and Programs (tutoring, mentoring, advising, counseling, etc.)
 - Study Abroad and Exchange Programs
 - Etc.
- Some students opt for small schools while others opt for large schools. If you have a tendency to need professor interaction, want to get to know your peers, and likes classes that have a lot of discussion and group work, a large campus may not be the best choice. Once you get into your major, class size will drop but the first two years you may find yourself in large lecture halls and unless you make a point to get involved, you will become faceless throughout the day. Small schools are often a chance for students to get to know faculty well, develop a cohort of students with their same interests and majors, and spend time making long lasting meaningful relationships and references but small campuses may also mean less majors to choose from, less

programming to participate in, and fewer community and workforce connections. If you tour, try to do some lecture visits and determine what suits you best or at least poke your head in some lecture halls to get a sense of class size and watch student interactions on the way into lecture halls. Do they walk the halls without interaction or do people actually talk to each other, seem to know their peers, and develop relationships with peers and professors as a result of their classes.

- If religion is a factor in choosing a school and you are opting to find a university based on your faith, don't assume because it is a school with the same faith it is the perfect school for you. You still need to critically analyze the environment for size, location, climate, extra curricular, majors, etc. You also need to realize that not everyone who goes to that school may share the same religion or values as you do or practice religion in the same way. This can be a huge let down to students if they are not prepared and expect something much different than they experience.
- Never choose a school based on where your friends are going or based on a recommendation from someone who went there in the past. Relationships change and what is good for one is not always good for the other. College is a time to make new relationships and new friends and college choice should be a personal one. Everyone needs to find the place they fit best and they can do their best academically and get the most out of their experience. Additionally, a lot can change in two decades and the school your parents or relatives graduated may not be the same school are attending in the present year.
- Check the demographics of the college. The school will always publish a report showing you the types of students who attend based on race, ethnicity, gender, income, SAT score, home state, etc. but if you want to dig deeper, find the school's institutional research website or call and find out how to get in touch with this office. Then read all the reports you can get your hands on, you will find demographics about EVERYTHING from drop out rates, majors freshman enter with and majors seniors graduate with, number of students on financial aid, crime and safety reports, etc. You can even pull raw data or request it and run your own reports to see what you want to find out. Know all you can about the school you are planning on attending. These reports can give you the inside scoop on what really happens on campus opposed to the PR version they market.
- Think about finances. It is very important to apply for the FASA, school scholarships, community based scholarships, programs for people with special circumstances and demographics, etc. but so often people stop there and do not realize there are more programs on campus that may play a factor in choosing a school not just for the financial assistance they provide, but the one on one attention and the support services they lend. Some of these programs might include EOP or similar programs for first generation college students, STEM Programs for science majors, Title V Grant Programs, Ethnic Based Support Programs, Student Service with Disabilities, Athletic Programs, Work-study Programs, Research Programs, Peer Leadership Programs, Honor Programs, Advanced Track Programs, etc. Some of these programs will provide free counseling, tutoring, books, lab materials, and tuition assistance. Some smaller schools have a hard time recruiting certain types of students and have earmarked funds for students that match certain criteria, you just have to be proactive about researching all funding opportunities. It is never a good idea to choose a private or UC simply just because, as it will carry a heavy price tag. The same or even a higher quality education can be obtained from a CSU for a fraction of the cost, or even free if you find all the right programs to apply for. All students should find at least one CSU to apply to and see what is offered financially and consider going to a CSU for undergrad and saving loans for graduate or professional school. YES some schools have a better reputation for helping you get into top medical schools, law schools, teaching programs, fellowships, etc. but remember you will also be competing with a host of other students at that university for top honors, internships, and recommendation letters. At a CSU you may find that your competition is slightly

less and that you can rise above and become the top of your class. If you plan on going to college for 8 or 10 years to achieve advanced degrees, you will want to plan finances accordingly starting in undergrad.

- Determine the local transportation and access to services. If you will not be taking a car to college, ensure that there is safe and affordable transportation on and off campus as well as services you need within walking distance. It is very important for you to not to be stuck on campus all the time and to experience life and culture around where you are attending school. Ride the public transportation at all times of day to the places you may need to go, i.e. pharmacy, grocery store, department store, office store, hospital, mall, etc. and make sure you feel comfortable frequenting these places in this fashion. Invest in a bike or scooter if that also helps you get around to close by locations. Even if you plan to take a car, drive to all the places you will need to go and ensure it will be a comfortable and safe experience. There is nothing worse than wanting or needing to go somewhere and not being able to or comfortable doing so and this causes homesickness to set in and makes the college experience a miserable one.
- Look at the faculty who you will be spending time with in your area of interest. Is their research interesting? Do they share interests with you? There is nothing worse than going to college to be a mechanical engineer with your heart set on designing and engineering the next car for Tesla and then finding out your professors specialize in mechanical engineering for medical devices and all your internships, research, and job connections will now be in that industry. You have to put the time into finding a college and faculty that will be a good fit for your interests. No one faculty, department, or college can specialize in EVERYTHING. The best way to research this concept is to visit the department website, look up the faculty members, research grants that have been received, publications that have recently come out, etc. While faculty may change and you can't choose a college strictly on this factor, knowing who you are spending time with and being mentored by is VERY important. You can only become what you have been exposed to. If you have a passion area, you can also do a reverse search for schools based on that interest by going to the "National Association of _____" and looking at who is on the board, publishing articles, doing research, speaking at conferences, etc. in their chosen area and what universities they are from.

So what about community colleges? I think this is a great choice for people just wanting to gain skills class by class or earn a certifications to build their resume. It is also a way to explore your career options at a slow and affordable pace before paying for a university. Community colleges also tend to offer more majors than universities and have very interesting majors and courses you will not find elsewhere. Most financial aid will cover the entire cost of a community college education and class schedules typically run from early morning till late at night and even on the weekends, via telecourse, or online to accommodate those working or who have a family.

In conclusion, when choosing an experience vs a college, it is important to note, it can all be corrected and changed if at first you do not succeed, but time and money will be saved and experiences will be more positive if you put the time and research in up front and take care in finding a good fit. If you have narrowed your list down to a few colleges, write a list of all the pros and cons of each school, remove the NAME at the top of the list, carefully consider each school without knowing which school you are looking at. Perhaps the CSU schools far outshine the UCs or a small private college may now be attractive opposed to a large school like Berkeley. Enjoy the process and remember, the degree alone will not ensure a job or success. Remember, any information you get about college in general is based on the knowledge of who you are talking to, and no one is all knowing so take all information you receive, research it in great detail, and make the best choice for you and your future!

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College Maps

The following maps show where colleges are located in the state of California by type of institution; University of California Campuses, California State University Campuses, Private Schools, and Community Colleges. Visit the websites listed and thoroughly research all your options. Even if you don't live near a school listed, they may offer a program partially or fully online so they are still worth looking into.

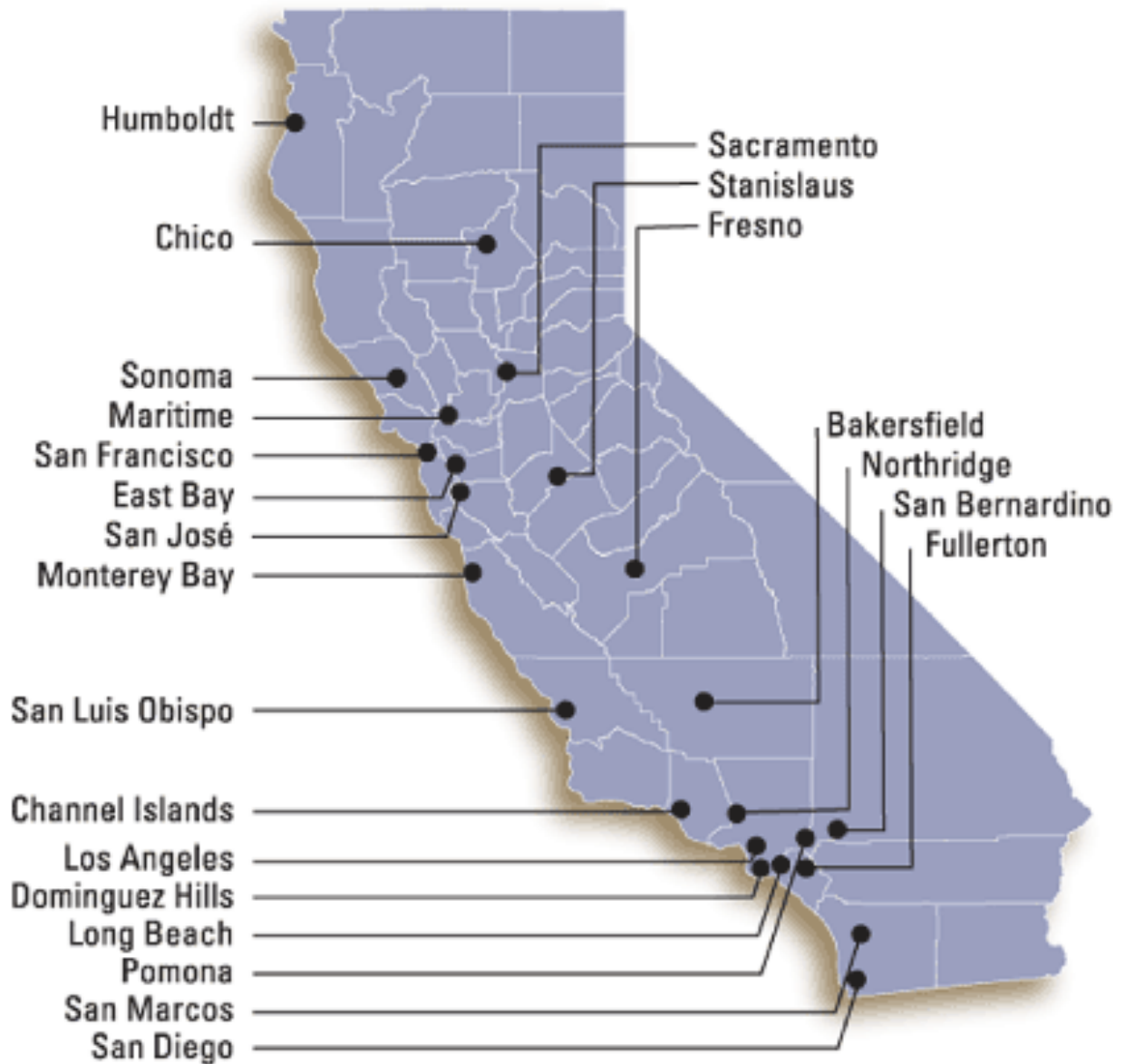
UC CAMPUSES- <http://www.universityofcalifornia.edu>



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CSU CAMPUSES- <http://www.calstate.edu>



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Main AICCU Campuses by Region *

1. Northern California (1)

Simpson University Redding

2. SF Bay Area (19)

California College of the Arts	San Francisco
Calif. Institute of Integral Studies	San Francisco
Dominican University of California	San Rafael
Golden Gate University	San Francisco
Holy Names University	Oakland
Institute of Transpersonal Psychology	Santa Clara
Mills College	Oakland
Notre Dame de Namur University	Belmont
Pacific Union College	Angwin
Palo Alto University	Palo Alto
Saint Mary's College of California	Moraga
Samuel Merritt College	Oakland
San Francisco Art Institute	San Francisco
San Francisco Conservatory of Music	San Francisco
Santa Clara University	Santa Clara
Saybrook University	San Francisco
Stanford University	Stanford
Touro University - California	Vallejo
University of San Francisco	San Francisco

3. Central Valley (4)

Fresno Pacific University	Fresno
Humphreys College	Stockton
University of the Pacific	Stockton
William Jessup University	Rocklin

4. Central Coast (4)

California Lutheran University	Thousand Oaks
Fielding Graduate University	Santa Barbara
Thomas Aquinas College	Santa Paula
Westmont College	Santa Barbara

5. Los Angeles/Kern (30)

American Academy of Dram. Arts L.A.	Hollywood
American Jewish University	Bel Air
Antioch University Los Angeles	Los Angeles
Art Center College of Design	Pasadena
Azusa Pacific University	Azusa
Biola University	La Mirada
California Institute of Technology	Pasadena
California Institute of the Arts	Valencia
Chicago School of Prof. Psychology	Los Angeles
Claremont Graduate University	Claremont
Claremont McKenna College	Claremont
Harvey Mudd College	Claremont
Keck Graduate University	Claremont
Loyola Marymount University	Los Angeles
Marymount College	Rancho Palos Verdes
Master's College, The	Santa Clarita
Mount St. Mary's College	Los Angeles
Occidental College	Los Angeles
Otis College of Art + Design	Los Angeles
Pacific Oaks College	Pasadena
Pepperdine University	Malibu
Pitzer College	Claremont
Pomona College	Claremont
Scripps College	Claremont
So. California Univ. of Health Sciences	Whittier
University of La Verne	La Verne
University of Southern California	Los Angeles
Western University of Health Sciences	Pomona
Whittier College	Whittier
Woodbury University	Burbank



Private Schools
<http://www.aiccu.edu/>

6. Orange (7)

Brandman University	Irvine
Chapman University	Orange
Concordia University	Irvine
Hope International University	Fullerton
Laguna College of Art & Design	Laguna Beach
Soka University	Aliso Viejo
Vanguard University of Southern California	Costa Mesa

7. Riverside/San Bernardino (4)

California Baptist University	Riverside
La Sierra University	Riverside
Loma Linda University	Loma Linda
University of Redlands	Redlands

8. San Diego/Imperial (5)

Alliant International University	San Diego
National University	La Jolla
Point Loma Nazarene University	San Diego
San Diego Christian College	El Cajon
University of San Diego	San Diego

*See schools websites for satellite locations.



California Community Colleges with Dormitories and Housing Assistance

Columbia College

11600 Columbia College Drive
Sonoma CA 95370-8518
Yosemite Community College District
Samantha Huebner, Directory of Housing
(209) 533-3039

www.californiastudenthousing.net

Cerro Coso Community College

Mammoth Campus

South Gateway Student Apartments
P.O. Box 1679

Mammoth Lakes, CA 93546

Kern Community College District

(760) 934-5215

www.mammothstudentapartments.org

Feather River College

570 Golden Eagle Avenue

Quincy, CA 95971

Feather River Community College District

(530) 283-0202, ext. 414

<http://www.frc.edu/housing/on-campus-housing.cfm>

Lassen College

Highway 139 PO Box 3000

Susanville CA 96130-3000

Lassen Community College District

Cary Templeton, Assoc. Dean of Student Services

(559) 360-8038

www.lassencollege.edu

Redwoods, College of the

7351 Tompkins Hill Road

Eureka CA 95501-9301

Redwoods Community College District

(707) 476-4100

<http://www.redwoods.edu/housing/>

Reedley College

995 N. Reed Avenue

Reedley CA 93654-2099

State Center Community College District

Lisa McAndrews, Residence Hall Supervisor

(559)638-3641 x3235

www.reedleycollege.edu

Shasta College

11555 Old Oregon Trail

PO Box 496006

Redding CA 96049-6006

Shasta-Tehama-Trinity Community College District

Steven Cross, Coordinator of Student Housing

(530) 242-4824

www.shastacollege.edu

Sierra College

5000 Rocklin Road

Rocklin CA 95677-3397

Sierra Joint Community College District

(916) 624-3333

www.sierracollege.edu/StudentServices/housing/index.html

Siskiyou, College of the

800 College Avenue

Weed CA 96094-2899

Siskiyou Joint Community College District

Doug Haugen, Director of Student Lodging

(530) 938-5237

www.siskiyou.edu/lodges

Taft College

29 Emmons Park Drive

Taft CA 93268-4217

West Kern Community College District

Angelo Cutrona, Dorm Supervisor

(661) 763-7832

www.taftcollege.edu

West Hills College Coalinga

300 Cherry Lane

Coalinga CA 93210-1399

West Hills Community College District

Ron Danner, Director of Residential Living

(559) 934-2373

www.westhillscollge.com/coalinga

HOW TO TRAVEL THE WORLD FOR FREE

(OR ALMOST FOR FREE)

WHETHER YOU ARE LOOKING TO ROAD OR WORLD SCHOOL, HAVE A GAP YEAR BEFORE COLLEGE, TAKE A SABBATICAL, DISCOVER YOUR PASSION, TAKE A BREAK FROM THE RAT RACE, LIVE OFF THE GRID, OR RETIRE AND SEE THE WORLD; THIS GUIDE IS FOR YOU!

BY JAMIE BECK

CHEAP ACCOMMODATIONS

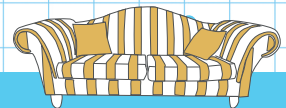
www.airbnb.com

On Airbnb you can find local places to stay at affordable prices. You will find all sorts of interesting accommodations: Tents or Teepees in a back yard, RVs parked on ranches or the beach, treehouses, private rooms in a family home, entire house rentals, sail boats, and much more. You can read the reviews of each host and book directly through the website for security. Some places also serve breakfast or provide snacks and use of recreational equipment like bikes, surf boards, and kayaks. This is a great option if you need housing in between other placements or when you first arrive to an area while you scope out the other local opportunities. If you own your own home, you can also rent it out on Air B n B while you are away.

COUCHES

www.couchsurfing.com

If you really want to check out the local scene in an area, try your hand at couch surfing. Locals will take you in and give you the run down on everything you need to know. It is a great way to orient yourself for a day or two in a new area while you make other long-term arrangements. Normally there is no cash or barter exchange, just people who themselves have traveled and want to return the favor to others or people who just love hosting others and learning about new cultures.



room and board

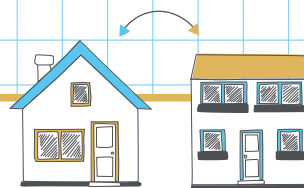
HOUSE SWAPPING

www.homeexchange.com

www.lovehomeswap.com

www.facebook.com/groups/worldschoolhouseswap

By far one of my favorite concepts for travel. If you own a house, you now have all the barter you need in order to travel anywhere in the world you desire. Many people shy away from this idea due to fear and worry. Yes there is a certain amount of risk in swapping your house with someone short or long term, but remember, they are doing the same. Many also worry their house is not good enough to swap, but again, there are people who think the same, so when you find each other, your expectations can be discussed, and you can come up with an arrangement that works for you both. Imagine being able to swap your California home with a condo in New York, a ranch house in Texas, or a treehouse in Hawaii? Once you are comfortable you can try international swaps as well. There are a lot of great sites out there and methods for house swapping. It can be done formally or informally. Even joining message boards or facebook groups to find likeminded individuals is a great way to start. For instance, I have included the worldschooling house swap facebook group here. If you homeschool and want to start dabbling with travel, this is the page for you. Daily people are posting houses they want to swap or rent at low cost to other homeschoolers and many of them travel around the world already doing this and can give you some great tips and pointers on how to make it work for you short or long term. Some house swaps even include use of the car, children's toys, and recreational equipment.



MOVING ASSISTANCE

learn.uship.com/carriers

www.cnbc.com/2017/08/12/retirees-are-driving-for-dollars.html

Looking to get from one place to another? Sometimes you can find people needing their belongings, cars, or animals transported one way and they will either pay you to take it or let you hitch a ride on their gas. Check out a news article about this and also a cool site where you can let folks know you have extra space to haul them, their stuff, or their pets if you are going places. Let someone else pay your gas and your time and go where you want and need.



COMPANIONS

www.travel-buddies.com

www.triptogether.com

www.flyingcompanions.com/employment

www.women-on-the-road.com/female-travel-companions.html

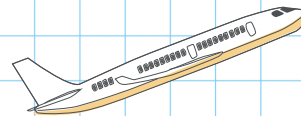
A great way to split costs is to find a companion to travel with. Together you can rent a car, share accommodations, and split other expenses while sharing an itinerary and going on an adventure together. If this is of interest to you, google even specific interests you have like "Museum" with words like travel companion and see what comes up. There is even something called a paid companion to accompany people who are elderly or disabled. One such company is listed above that you can apply to and work for.

FLIGHTS

www.secretflying.com

www.skyscanner.net

Not sure where you want to go, check out these amazing deals on Secret Flying or put in a wide range of dates and locations on Sky Scanner and see what offers are the cheapest to help you set up your travel plans. Of course, also Google how to earn free flights and read blog upon blog of what works for people in terms of earning airline miles!



getting from A to B

ROUND THE WORLD FLIGHTS

www.nomadicmatt.com/travel-tips/buying-a-rtw-ticket

There is a guy named Nomadic Matt who writes about how to use the around the world flights to their maximum capacity and when it is worth it and when it is not. If you have never heard of such a concept, for a large sticker price, you buy a ticket that you can use to travel to a bunch of different locations within a certain time frame. If you are planning more than a few trips, this could be a great cost saver and Nomadic Matt tells you how to maximize these tickets.

CARPOOLING

www.ridester.com

www.openride.co

www.carpoolworld.com

If you are stuck without a ride, you can often check this website and see if you can organize carpooling or a ride with others locally. This is a great way to also request a ride wherever you want to go or tell others where you are going and see if anyone wants to split the gas.

BOATS

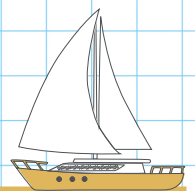
www.floatplan.com

www.7knots.com

www.crewseekers.net

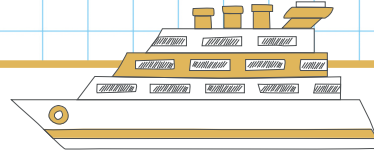
www.mercyships.org/careers

Travel is often limited by transportation, but with these resources, you can barter and hitch a ride to faraway places you may not be able to afford to fly to. By being a cook, nanny, tutor, deck hand, or simple fishing companion, you can get a ride to various destinations with private and charter boat owners or cargo and fishing vessels. A great way to get to the next destination or simply enjoy a ride round trip. If service is more your style and you are not interested in seeing tourist destinations, you can even work aboard ships that travel the world doing medical work in third world countries like the Mercy Ship.



CRUISE SHIPS

www.allcruisejobs.com
www.cruiseshipjob.com
www.proship.com/apply
www.compassspeakers.com



Many people rule out cruise ships as a way to travel as they have heard horror stories of cramped conditions and rooms without windows, but if you are willing to just use your cabin to sleep and realize you are getting to travel the world and earn and save money, it is a very good gig. From working as a cook, recreational aide, housekeeper, or bartender to being a nurse, event coordinator, musician, performer, or security guard; there are options for everyone. One of the links above is for performers, often they start rehearsal late in the afternoon, and perform in the evening, leaving you the entire day to explore the ports of call and stay out of your cramped room. Because you get accommodations and food, this is a great way to save up money for your next adventure. They offer a whole host of positions. Do you love to dance? If you are a single unmarried man, you can even apply to be a gentleman host and get free accommodations while dancing the night away with the ladies. If art or history is more your thing you can barter lectures and lessons or you can trade religious services or marriages for your fare. There is a little something for everyone in the cruise line industry. You can also check each major cruise line separately.

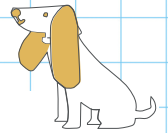
Bartering your Skills for Room and Board

RESORTS

www.adventurework.co.uk
www.coolworks.com
skiresortjobs.org
www.mountainjobs.com

Many ski resorts offer dormitory housing as part of your seasonal employment or if it is not included, it is at a very low cost. An additional perk of working there, you also get a ski pass! In addition, many summer recreational facilities also seek instructors for adventure sports like kayak, rope courses, zip line, rafting, etc. Imagine, recreating and getting paid to do it and/or free room and board!

HOUSESITTING + PET SITTING



www.caretaker.org
www.housesittersamerica.com
www.trustedhousesitters.com/us

Many people have given up home ownership and renting to travel the world house and pet sitting. Whether you want to do this full time or just for a short vacation, it does take some time to build up a profile and get trust worthy recommendations, so starting local doing short placements is a great way to get positive feedback. There are a ton of sites that offer this, but here are just a few!

AU PAIR

www.aupaircare.com

Many people work their way around the world as an Au Pair, basically a live-in nanny. Remember to get the proper visas you need and check the rules in each country that you travel to. Some positions are paid and full time while others are just a barter exchange part-time for room and board leaving you plenty of time to travel or work a paid job.

TRAVELING PROFESSIONALS

TravelNursing.org
www.travelpharmacyjobs.com
www.americantraveler.com

If you are a Nurse or Pharmacist or Allied Health professional, you are in demand and can travel around the US or the World doing short term assignments, many of which provide housing or give you an extra stipend for housing. Rural areas in particular, desperately need your skills and are often some of the most beautiful areas to be. Since they are also far away from major universities, if you like it there, you can probably get a full time job no problem. This is a great way to test out potential new job markets.



RVING

www.work-for-rvers-and-campers.com
www.rv-camping.org/freervcamping

If you have your own rig, you can get on these sites and book jobs along the way as you travel. There are companies that take temporary workers who are traveling and sometimes even let you camp in their lots. These sites also include a lot of campground jobs where you can barter and/or work on site where you hook up!

NATIONAL AND STATE PARKS

www.volunteer.gov
www.parks.ca.gov/?page_id=911

Imagine traveling the United States stopping at each national and state park to learn its history and see its monuments and landscapes, well you can with Volunteer.gov. They will barter you free hook ups and space rent or cabins/ dormitories in exchange for volunteering at the parks doing everything from serving as a camp site host, docent or visitor center guide, to liming trees, maintaining trails, and giving bird talks. Each state also offers these amazing opportunities. Check out California to get you started, or google the state of your choice. From Yosemite in the Summer to Alaska in the winter, you will love checking out all these cool opportunities.

Bartering your Skills for Room and Board

WORK EXCHANGE

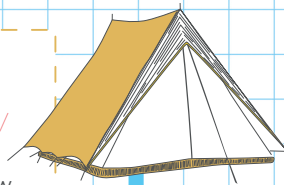
www.helpx.net
www.workaway.info
www.volunteersbase.com
www.grassrootsvolunteering.org
www.adventurework.co.uk/job_search.aspx
www.escapenormaljobs.com/category/volunteer-work-exchange
www.idealists.org (look under volunteer work with accommodations)

I have personally hosted nearly 50 workaways over the past 3 years and they are actually the inspiration for this travel list. I have met the most interesting people living the life they want traveling in very creative ways. I have exchanged them room and board for 20-25 hours or work ranging from cooking, cleaning, laundry, babysitting, teaching my kids lessons, helping me with my business, helping me pack and move, and the list goes on. It has been a great enhancement to my homeschool curriculum too as my kids have learned language, culture, music, cooking, and dance from all over the world. You can literally barter anything from social media assistance to painting murals or giving tours or checking in tourists at a bed and breakfast or hostel. While some of the postings you will find are only for individuals, many offer to host couples or families. Imagine, instead of paying to go to a dude ranch, volunteering on one and getting free room and board. Many of my workaways have loved volunteering in hostels, bed and breakfasts, at farms, and at yoga studios, in addition to staying with families.

CAMPING

www.workampingjobs.com/workampingjobs.php
www.acacamps.org/staff-professionals/job-center
www.koa.com/community-camping-programs/work-camps/

Many families are hitting the road and camping their way around the US or the world. Below are just a few camping websites that afford adventure seekers the opportunity to work while they camp. From being a campsite host, doing park maintenance, wrangling horses, providing hospitality, serving as a camp nurse or cook, or teaching recreational activities at year-round camps for children, families, the disabled, or recreational campers, you are sure to find some fun options to meet your need. Many times in exchange for your assistance you will receive free RV site with hook ups, tent sites, cabins, or dormitories in addition to part or full time income. There are a lot more sites out there like this, so if you find this intriguing, google away and find the perfect place to camp.



FARMING

<http://www.woofinternational.org/>

If you are handy and not afraid to get dirty, you are able to barter your skills at places like Woofing. You will trade 20-25 hours a week of your time in exchange for room and board. Tasks can range from organic farming, assisting with sustainable living projects, and creating ecofriendly living spaces. Similar to work exchange listed later on, but websites like Woofing tend to be preferred by those who are eco-conscience and live green lifestyles. Woofing also tends to attract a lot of young adults with similar lifestyles, ideals, and beliefs and creates a real sense of community for those looking to live or travel with likeminded individuals.

TOUR ORGANIZER PERKS

www.selectinternationaltours.com
www.allaboardtravel.com/group-travel.aspx
www.ymtvacations.com/travel-free-group-leader
www.gct.com/ways-to-save/travel-free-as-a-group-leader/friends-family

Similar to educational tours, you can get free travel if you lead a group of people on an organized group trip. There are many companies out there like this, here are a few to get you started. Most of the time you have to advertise and recruit people to go on the trip and for your hard work, that is how you get your free trip so knowing a lot of people who love to travel is a plus.

PEACECORP

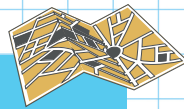
www.peacecorps.gov/volunteer

Peacecorp offers volunteer opportunities with housing, stipends, and insurance for people from all walks of life. You must be 18 years or older but they also recruit college grads, seasoned professionals, veterans, and retirees. They have a lot of different options like teaching English, sustainable agriculture, health education, and much more. There is plenty of time to also do sight seeing and some travel especially when you are located in places near Europe where everything is so close. You may even have time to do some part time work online and stash cash away while your expenses are paid to save for your next adventure. In addition to meeting cool people from all over the world, you will gain skills to situate you for future jobs and you may even learn some languages along the way. Most assignments are a two year commitment.

EDUCATIONAL TOURS

www.eftours.com/student-tours/leading-a-tour
www.cha-tours.com/PlanTour/Benefits.aspx
www.explorica.com/teachers/rewards/group-leader-training.aspx

Many companies offer the opportunity for you to travel free of charge if you lead an educational tour. Choose your favorite location and subject to start searching for the perfect fit, here are some examples of what is out there or start your own company with your own curriculum and take people with you while splitting the cost of your travel amongst them all.



TEACHING ENGLISH

www.tefl.com
www.eslcafe.com
www.teachaway.com/teaching-jobs-abroad
www.goverseas.com/teaching-jobs-abroad

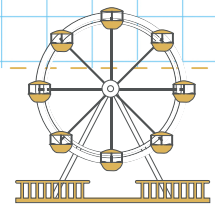
English is a very valuable skill in other countries and you can pretty much write your ticket anywhere in the world if you are willing to teach it. Yes some countries require you to have certain certifications to officially teach English there, but just like in America, every company, school, or organization is different about their requirements, and especially when it comes to the age of the student, so even if you are not credentialed to teach, still check it out! Many places offer a training program and you don't even need to know the language of the country you are going to. There are tons of websites for this type of job so just google away. Also be sure to google the names of the companies you are looking at with the word "review" and see what others say about them to ensure it is a good fit for you!

Bartering your Skills for Room and Board

EVENTS

www.crewspace.com
www.carnivalmidways.com
www.tourready.com/get-hired
www.carnivalwarehouse.com/marketplace/marketplace.asp
www.cirquedusoleil.com/en/jobs/casting/how-to-join/step3.aspx
www.feldentertainment.com/Careers/jobsearch/?t=touring

Popular among foreigners with work visas, but also with some Americans, traveling working with fairs, carnivals, shows, tours, and concerts. From set up, performing, maintenance, lighting and sound, to day to day operation, you will find a whole host of positions that allow you to travel during the summer or year-round. Living accommodations may be crowded and not ideal, and work hours are generally evenings and weekends, but a great option especially if you are young and don't know how to travel alone yet and want to be apart of a larger production using some skills you have. They often pay extra for people who can also drive commercial trucks while on tour.



ABROAD UNIVERSITIES

www.student.com/articles/countries-american-students-study-free-europe

Did you know a lot of countries want Americans to come and study in their countries and are even willing to give you free tuition and accommodations? Check out some of the programs above, just be sure that the degree you seek will be valid when you come back if you decide to pursue work or further your education in the States upon return.

BIRTHRIGHT TRIPS

www.birthrightarmenia.org/en

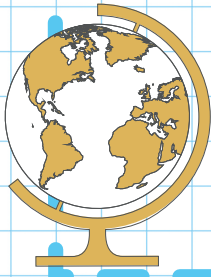
www.birthrightisrael.com/market

www.reconnecthungary.org

www.nationalhellenicsociety.org/program-overview.html

www.taiwanchinasummerprograms.blogspot.com/2010/03/love-boat.html

There are a variety of birthright trips that allow American born teens the opportunity to travel to their family's country of origin. These trips help them learn about their heritage, culture, and history while making friends with other American teens who share the same experience. These are just a few of the birth right programs available. Inquire with your local cultural center or associations for other birthright trip options.



E.I.F. PROGRAMS

www.diverbo.com

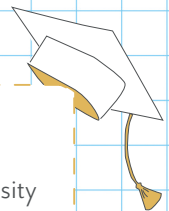
Sometimes people take for granted that they know English and forget it is a valuable commodity. Instead of paying to go to another country to do immersion to learn another language, what if you could go for free? Well now you can. Places like the one above give free room and board to Americans (including teens) to come and stay at their immersion programs to speak to their students who want to learn English. (English Immersion Facilitation Programs)

*Learning Opportunities
that Include Travel*

NATIONAL STUDENT EXCHANGE

www.nse.org

So few people know they can do a "study abroad" like program but locally here in the US. Instead of going to an alternate country for a semester, you can apply to visit another university in the United States that is part of the exchange. For example if you attend a participating university in California but want to do an internship in New York and take classes there for a semester, you can! Wait, here is the best part, you don't have to pay out of state tuition and if you are on financial aid, the exchange allows you to apply that to the exchange university, so there is literally no additional cost to you. How cool is that! This is a great way to check out a new school for graduate school or an area to relocate to after college.



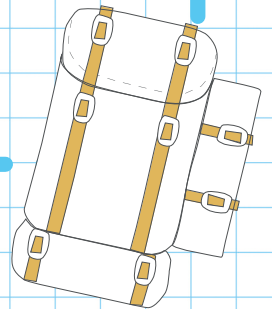
NEXT STEPS

This resource guide was just the tip of the iceberg. Go on Facebook and join groups based on your interest, i.e. Gap Year, Road Schooling, Unschooling, WorldSchooling, RV Life, Nomads, House Swapping, Teaching abroad, etc. There is already a group of people out there doing exactly what you want to do that will support you, answer questions, tell you what they wish they would have known before they started, etc. The traveling community is very supportive, open, and welcoming. They are people who have decided that this is a big world and they wanted to see it and if you are willing, they will help guide you to make it happen, so ask questions, take risks, and go see your world. Often we get caught up in the what ifs that paralyze us, so instead, focus on the what ifs that inspire you! If you use any of these resources, I would love to hear what worked well and what you didn't enjoy so I can continue to update this resource for others ready to go on an adventure and selfishly, for myself for when we are ready to embark on our next adventure!

www.careervisionbyjamie.com
www.facebook.com/careervisionminute

Be sure to check out all my other resources about living life deliberately: choosing colleges and majors, changing careers, homeschooling and unschooling, and career visioning. You can never become or experience what you don't know exists and that is the entire reason I started Career Vision, to increase your exposure so be sure to share these resources with your friends too! One idea can spark a fire that will forever change their lives!

Jamie



WWW.CAREERVISIONBYJAMIE.COM
WWW.FACEBOOK.COM/CAREERVISIONMINUTE

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Disclaimer: The following resources are just that, resources. It is your responsibility to fully research and investigate each option and decide which path works for you and/or your family. Be smart, safe, and use your common sense while traveling! Most of all, have fun not just dreaming of the possibilities, but plan to make it happen otherwise, your dreams get lost in the reality of day to day life. Safe travels!

Some libraries have special job search desktop or laptop computers you can request which allow you extended use time compared to the public computers. Ask at the front desk to see if this is available at your library.

Library Databases/ E-Resources

Some community, public, and educational libraries offer FREE services to aid you in your employment search called databases or sometimes e-resource, but you must access the databases through the library website directly from the library or at home. Each year libraries purchase subscriptions to databases that best meet the needs of their patrons so you don't have to pay a fee to use them on your own. Most of the databases will ask for your library card number, so have it handy. Each library or library system offers a different selection of databases so it is important to check as many libraries as you can and try to gain access to their databases that will help and assist you. If you have friends or relatives in large metropolitan areas, or that attend large universities, see if you can get their library card number and see what their libraries have to offer. Below is a partial listing of helpful databases and e-resources.

A-Z DATABASES

Using this database you can find businesses in a specified geographic area based on your interest, key words, number of employees, etc. I personally prefer Reference USA but it is normally only available at large libraries. They are virtually the same, but layout is different and there are more search options in Reference USA. They both work in helping you uncover the proactive job market where you decide which companies are of interest to you based on interest and location, and then you check their websites weekly for new openings. If your library has this, check it out and if you like it, maybe also get a card to a system that has Reference USA and compare the two programs. I have instructions for Reference USA listed that may be similar for A-Z.

BRAINFUSE/ JOB NOW

This database gives you access to tutoring and tutorials to prepare you for the GED and the US Citizenship test. They also offer Microsoft Office tutorials and tutors, a resume template, and tutorials and practice tests for all sorts of subjects. You can even submit your resume and cover letter to get feedback from a writing tutor. An excellent resource to prepare for testing, build your skills, or learn new skills.

CAREER CRUISING

This is a great place to start if you are feeling at a loss in terms of what you want to do for work, college, or trade school. You can take career assessments, learning style assessments, explore careers in various fields, and even compare schools, majors, and financial aid options. The site is also offered in Spanish.

CAREER TRANSITIONS

Offers assistance creating resumes and cover letters, applying and preparing for interviews and discovering career interests. Their most popular feature is interactive interview prep with a real person online. They also offer some new features this year like matching military experience to civilian work experience and a “day in the life”. A great resource with a variety of tools to help you launch your job search from start to finish.

JOB SCOUT

Available in English and Spanish, this program is ideal for those who have little to no computer experience, but also has valuable tools for computer pros. You can earn over 30 badges through self paced lessons on subjects like setting up an email account, using Facebook, Twitter, and LinkedIn, using search engines, how to be safe on craigslist, creating a resume, applying for jobs online, taking online employment exams, working for temp agencies, applying for government jobs, etc. You can also pick and choose what lessons you want to take.

LEARNING EXPRESS

A great resource for all ages. They offer basic adult learning tutorials that help improve math, reading, writing, speaking, and grammar; Citizenship test prep; Those preparing for college placement exams can take practice tests, read ebooks, and use tutorials in math, reading, grammar, science, etc. If you are trying to learn Microsoft programs, how to draw and illustrate on the computer, or how to navigate a computer operating system, this resource has you covered with beginning to advanced lessons. Learning Express also offers information about various careers, preparation for occupational exams, information on how to join the military, and much more. They even offer ebooks on careers changing for veterans and how to use your military advantage. A great resource to browse , even for school age children as they prepare for grade level testing and exams. They also offer resources in Spanish.

MANGO

Learn over 60 languages through real conversational software that is fun and engaging. A wonderful free resource for the entire family.

REFERENCE USA

Reference USA can be accessed through very few libraries as it is very expensive, but a wonderful resource. A&Z databases is available at some of the other libraries and is similar. When you get inside the program after entering your library card, consider taking a tour. There are lots of ways to use Reference USA and it can be overwhelming at first. All the lists by location and industry you see in the handbook were created using Reference USA. Most people job search based on what they see is open online or in the newspaper, but when you know who the large employers are in the community, you can find out exactly how they advertise and watch their listings weekly. In Reference USA you can pull lists all over the US based on geography, size, amount of \$ spent on advertising, number of computers, newest companies, female headed companies, etc. The options are countless. You can even search for employers in your neighborhood and on your bus route or commute path. The lists provided in the handbook may not be 100% accurate as sometimes information gets reported incorrectly, but it is a good start. As you build queries be sure to push update to have it show you

how many results you are at. If it is too many, then narrow, if it is too few, adjust your query to be broader. Reference USA also links to Indeed for job openings just be sure not to fall into reactive job searching with that feature. Here are my favorite searches for finding employers for proactive job searching:

If you are in marketing or advertising:

Try looking at companies that spend the most money on advertising in your local area and you can potentially find companies that hire more marketing personnel than other companies.

If you are into computer networking, repair, or operation

Try looking at the companies that have reported the most PCs on site. Chances are there are more jobs for you there than other places.

If you speak another language or are not a US Citizen:

Try looking for companies that have a foreign based headquarters in the country where your language is spoken. You will instantly become more valuable to them if you can speak the language spoken at headquarters. Moreover, if you are not a US Citizen and are looking for sponsorship and not having luck, perhaps you can get a job back in your home country if the headquarters are there but be placed to work here in the US and receive sponsorship.

If you are a consultant or want to get in from the bottom up:

Try looking at new companies listed in the database by typing in the start year as the present year. They may have not hired all the key personnel yet or may not have the budget to hire full time employees in each area and may need to hire consultants to do things like accounting, computer work, skilled trades, etc. Moreover, they may grow rapidly and be hiring new employees often and quickly.

If you don't have transportation, use public transportation, want to carpool, etc.:

Use the map based search under geography and draw your transportation route. The database will show you companies within x number of miles from that route to help you plan your job search proactively. You can also put in two points and it will find you employers between the two places which is great if you commute to and from two places or want to carpool with someone.

If you want to work for a company similar to your last job:

Use the employer search feature and type in the name of the last company you worked for. Once you find it, get their SIC /NAICS Codes. To learn more about what these are go to <http://siccode.com> You can then type in their code and by also using the geography feature, find companies similar to them (or even their competitors) in your local area.

There are endless ways to use Reference USA. I typically use the print screen feature on my computer to capture the screens and print the PDFs . You can also read all about the companies by clicking on them.

100 Top Companies with Remote Jobs in 2018



Two Things to Note About This List

- The orange asterisk (*) denotes companies that are FlexJobs Featured Employers or companies that have one or more divisions as FlexJobs Featured Employers. They partner directly with FlexJobs to post their remote and flexible job openings and to attract the best talent. You'll see them highlighted throughout our site by the FJ Star icon.
- These companies have often been committed to remote work for years. 29 of the companies below also made the list in 2014, 2015, 2016, and 2017. We are happy to see their continued commitment to flexible work options!

1. [VIPKID*](#)
2. [Appen*](#)
3. [Conduent*](#)
4. [Rev*](#)
5. [Liveops*](#)
6. [TTEC*](#)
7. [Amazon*](#)
8. [SYKES*](#)
9. [Dell*](#)
10. [Working Solutions*](#)
11. [LanguageLine Solutions*](#)
12. [Kelly Services*](#)
13. [Intuit*](#)
14. [UnitedHealth Group*](#)
15. [Williams-Sonoma*](#)
16. [Convergys*](#)
17. [Aetna*](#)
18. [Cactus Communications*](#)
19. [Kaplan*](#)
20. [BroadPath Healthcare Solutions*](#)
21. [Hilton*](#)
22. [Commonwealth of Virginia](#)
23. [Leidos](#)
24. [Robert Half International*](#)
25. [K12*](#)
26. [Anthem, Inc.*](#)
27. [Salesforce*](#)
28. [ADP*](#)
29. [BCD Travel](#)
30. [Humana*](#)
31. [Xerox*](#)
32. [Thermo Fisher Scientific*](#)
33. [SAP*](#)
34. [Connections Education*](#)
35. [PRA Health Sciences](#)
36. [Appirio*](#)
37. [Sutherland*](#)
38. [VocoVision](#)

39. Vivint Smart Home
40. CSRA
41. Sodexo*
42. Wells Fargo*
43. AFIRM*
44. Grand Canyon University – GCU*
45. World Travel Holdings*
46. Nielsen*
47. Toyota*
48. PAREXEL*
49. VMware*
50. CyraCom
51. Magellan Health*
52. nThrive*
53. First Data*
54. Teradata*
55. Carlson Wagonlit Travel
56. Fiserv
57. Haynes & Company*
58. Covance*
59. Cornerstone OnDemand
60. Enterprise Holdings*
61. Edmentum
62. A Place for Mom*
63. BELAY*
64. ACTIVE Network
65. Gartner
66. Worldpay*
67. Hibu
68. TEKsystems
69. The Hartford
70. ServiceNow*
71. Adobe
72. Real Staffing*
73. Western Governors University*
74. Alight Solutions
75. McKesson Corporation*
76. American Express*
77. Direct Interactions*
78. Philips*
79. Crawford & Company
80. Walden University
81. WeightNot*
82. JPMorgan Chase
83. Secureworks
84. PPD – Pharmaceutical Product Development*
85. Houghton Mifflin Harcourt*
86. JLL – Jones Lang LaSalle*
87. State of Washington
88. EXL*
89. Chamberlain University
90. Cigna*
91. University System of Maryland – USM*
92. GreatAuPair*
93. CVS Health*
94. Merck
95. Amgen
96. Pearson*
97. IT Pros*
98. HD Supply*
99. State of Florida
100. NCH Corporation*

Largest Employers in California

<input type="checkbox"/>	Company Name	Executive Name	Street Address	City, State	ZIP	Phone	Corp. Tree	
<input type="checkbox"/>	24 Hour Fitness USA Inc	Carl C Liebert Iii	12647 Alcosta Blvd # 500	San Ramon, CA	94583	(925) 543-3100		↓
<input type="checkbox"/>	32nd St Naval Station		3445 Surface Navy Blvd	San Diego, CA	92136	(619) 556-1246		
<input type="checkbox"/>	99 Cents Only Stores LLC	Jack L Sinclair	4000 Union Pacific Ave	Commerce, CA	90023	(323) 980-8145		↓
<input type="checkbox"/>	Adobe Systems Inc	Shantanu Narayan	345 Park Ave	San Jose, CA	95110	(408) 536-6000		↓
<input type="checkbox"/>	Advantage Solutions	Tanya Domier	18100 Von Karman Ave # 1000	Irvine, CA	92612	(949) 797-2900		↓
<input type="checkbox"/>	Adventist Health	Scott Reiner	2100 Douglas Blvd	Roseville, CA	95661	(916) 781-2000		↓
<input type="checkbox"/>	AECOM	Michael S Burke	1999 Avenue Of The Stars #2600	Los Angeles, CA	90067	(213) 593-8000		↓
<input type="checkbox"/>	Agilent Technologies Inc	Michael R Mc Mullen	5301 Stevens Creek Blvd	Santa Clara, CA	95051	(408) 345-8886		↓
<input type="checkbox"/>	Agility Logistics Corp	Tarek Sultan	310 Commerce # 250	Irvine, CA	92602	(714) 617-6300		↓
<input type="checkbox"/>	Allergan Inc	Brenton L Saunders	2525 Dupont Dr	Irvine, CA	92612	(714) 246-4500		↓ ↑
<input type="checkbox"/>	Allied Universal	Steve Jones	1551 N Tustin Ave # 650	Santa Ana, CA	92705	(714) 619-9700		↓
<input type="checkbox"/>	Alorica Inc	Andy Lee	5 Park Plz # 1100	Irvine, CA	92614	(949) 527-4600		↓
<input type="checkbox"/>	Alphabet Inc	Larry Page	1600 Amphitheatre Pkwy	Mountain View, CA	94043	(650) 253-0000		↓
<input type="checkbox"/>	American Golf Corp	Paul Major	6080 Center Dr # 500	Los Angeles, CA	90045	(310) 664-4000		↓ ↑
<input type="checkbox"/>	American Honda Motor Co Inc	Tetsuo Iwanura	1919 Torrance Blvd	Torrance, CA	90501	(310) 783-2000		↓ ↑
<input type="checkbox"/>	Amgen Inc	Robert A Bradway	1 Amgen Center Dr	Newbury Park, CA	91320	(805) 447-1000		↓
<input type="checkbox"/>	Andrews International	Jim Wood	28001 Smyth Dr # 106	Valencia, CA	91355	(661) 775-8400		↓
<input type="checkbox"/>	Apple Inc	Timothy D Cook	1 Apple Park Way	Cupertino, CA	95014	(408) 996-1010		↓
<input type="checkbox"/>	Applied Materials Inc	Gary E Dickerson	3050 Bowers Ave	Santa Clara, CA	95054	(408) 727-5555		↓
<input type="checkbox"/>	Apria Healthcare Group Inc	John G Figueroa	26220 Enterprise Ct	Lake Forest, CA	92630	(949) 639-2000		↓ ↑
<input type="checkbox"/>	Aramark Uniform Svc	Dan Craig	115 N First St # 203	Burbank, CA	91502	(818) 973-3700		↓ ↑
<input type="checkbox"/>	Avaya Inc	Kevin J Kennedy	4655 Great America Pkwy	Santa Clara, CA	95054	(908) 953-6000		↓ ↑
<input type="checkbox"/>	Avery Dennison Corp	Mitchell R Butier	207 N Goode Ave # 6	Glendale, CA	91203	(626) 304-2000		↓
<input type="checkbox"/>	Bank Of The West	Susan Goodearl	180 Montgomery St # 1400	San Francisco, CA	94104	(415) 765-4800		↓ ↑
<input type="checkbox"/>	Bechtel Corp	Bill Dudley	50 Beale St # 1	San Francisco, CA	94105	(415) 768-1234		↓

Largest Employers in California

<input type="checkbox"/>	Company Name	Executive Name	Street Address	City, State	ZIP	Phone	Corp. Tree	
<input type="checkbox"/>	Bechtel National Inc	Lorne Parker	50 Beale St # 1	San Francisco, CA	94105	(415) 768-1234		↓ ↑
<input type="checkbox"/>	Beckman Coulter Inc	Alexander Beckman	250 S Kraemer Blvd	Brea, CA	92821	(714) 993-5321		↓ ↑
<input type="checkbox"/>	BJ'S Restaurants Inc	Gregory A Trojan	7755 Center Ave # 300	Huntington Beach, CA	92647	(714) 500-2400		↓
<input type="checkbox"/>	Board-Trustees-Ca State Univ	Timothy White	401 Golden Shore # 136	Long Beach, CA	90802	(562) 951-4000		↓
<input type="checkbox"/>	Board-Trustees-Stanford Univ	Marc Tessier-Lavign	450 Serra Mall # 310	Stanford, CA	94305	(650) 721-2926		↓
<input type="checkbox"/>	Board-Trustees-Univ-Southern	Ed Roski	3551 Trousdale Pkwy # 150	Los Angeles, CA	90089	(213) 740-2311		↓
<input type="checkbox"/>	Bon Appetit Management Co Inc	Fedele Bauccio	100 Hamilton Ave # 400	Palo Alto, CA	94301	(650) 798-8000		↓ ↑
<input type="checkbox"/>	California Community Clg Ofc	Rachael Rectenwald	1102 Q St # 4550	Sacramento, CA	95811	(916) 445-8752		↓
<input type="checkbox"/>	California Pizza Kitchen Inc	Jim Hyatt	12181 Bluff Creek Dr # 5	Playa Vista, CA	90094	(310) 342-5000		↓ ↑
<input type="checkbox"/>	California State Univ Chico	Paul Zingg	400 W 1st St	Chico, CA	95929	(530) 898-4636		↓ ↑
<input type="checkbox"/>	Care Fusion Corp	Cameron Coates	3750 Torrey View Ct	San Diego, CA	92130	(858) 617-2000		↓ ↑
<input type="checkbox"/>	CBRE Group Inc	William F Concannon	400 S Hope St # 25	Los Angeles, CA	90071	(213) 613-3333		↓
<input type="checkbox"/>	Cedar-Sinai Medical Ctr	Thomas M Priselac	8700 Beverly Blvd	West Hollywood, CA	90048	(310) 423-3277		↓
<input type="checkbox"/>	Charles Schwab	Charles R Schwab	211 Main St # 17	San Francisco, CA	94105	(415) 667-1009		↓ ↑
<input type="checkbox"/>	Charles Schwab Corp	Walter W Bettinger li	211 Main St # 17	San Francisco, CA	94105	(415) 667-7000		↓
<input type="checkbox"/>	Cheesecake Factory	David Overton	26901 Malibu Hills Rd	Agoura Hills, CA	91301	(818) 871-3000		↓
<input type="checkbox"/>	Chevron Corp	John S Watson	6001 Bollinger Canyon Rd # W10	San Ramon, CA	94583	(925) 842-1000		↓
<input type="checkbox"/>	Cisco Systems Inc	Charles H Robbins	170 W Tasman Dr	San Jose, CA	95134	(408) 526-4000		↓
<input type="checkbox"/>	Comcast Cable	Hamid Mahmood	1043 Georgia St # B	Vallejo, CA	94590	(510) 461-9287		↑
<input type="checkbox"/>	Cooper Co Inc	Amy Howard	6140 Stoneridge Mall Rd # 590	Pleasanton, CA	94588	(925) 460-3600		↓
<input type="checkbox"/>	D & G Mortgage Group Inc	Jeff Bezos	4318 Chiles Rd	Davis, CA	95618	(630) 980-9224		
<input type="checkbox"/>	Dept Of Transportation In Ca	Malcom Dougherty	1120 N St	Sacramento, CA	95814	(916) 322-4787		
<input type="checkbox"/>	Dignity Health	Lloyd H Dean	185 Berry St # 300	San Francisco, CA	94107	(415) 438-5500		↓
<input type="checkbox"/>	DIRECTV	Patrick T Doyle	2260 E Imperial Hwy	El Segundo, CA	90245	(310) 964-5000		↓ ↑
<input type="checkbox"/>	Disneyland Resort-Anaheim Ca	Bob Iger	1313 S Harbor Blvd	Anaheim, CA	92802	(714) 781-4636		↑

Largest Employers in California

<input type="checkbox"/>	Company Name	Executive Name	Street Address	City, State	ZIP	Phone	Corp. Tree
<input type="checkbox"/>	Dole Food Co Inc	David H Murdock	1 Dole Dr	Westlake Village, CA	91362	(818) 879-6600	↓
<input type="checkbox"/>	E Bay Inc	Devin N Wenig	2025 Hamilton Ave	San Jose, CA	95125	(408) 376-7400	↓
<input type="checkbox"/>	Edison International	Theodore F Craver Jr	2244 Walnut Grove Ave	Rosemead, CA	91770	(626) 302-2222	↓
<input type="checkbox"/>	Edwards Afb		215 E Mojave Blvd	Edwards, CA	93524	(661) 277-1110	↑
<input type="checkbox"/>	Edwards Lifesciences Corp	Michael A Mussallem	1 Edwards Way	Irvine, CA	92614	(949) 250-2500	↓
<input type="checkbox"/>	Ensign Group Inc	Kevin Brunner	27101 Puerta Real # 450	Mission Viejo, CA	92691	(949) 487-9500	↓
<input type="checkbox"/>	Facebook Inc	Mark Zuckerberg	1 Hacker Way # 10	Menlo Park, CA	94025	(650) 543-4800	↓
<input type="checkbox"/>	Farmers Insurance Group	Robert Woudstra	6303 Owensmouth Ave # 1	Woodland Hills, CA	91367	(323) 932-3200	↓ ↑
<input type="checkbox"/>	Finisar Corp	Michael Hurlston	1389 Moffett Park Dr	Sunnyvale, CA	94089	(408) 548-1000	↓
<input type="checkbox"/>	First American Financial Corp	Dennis J Gilmore	1 First American Way	Santa Ana, CA	92707	(714) 250-3000	↓
<input type="checkbox"/>	Flextronics International	Michael M Mcnamara	6201 America Center Dr	Alviso, CA	95002	(408) 576-7000	↓
<input type="checkbox"/>	Forever 21 Inc	Jonathan Mata	3880 N Mission Rd	Los Angeles, CA	90031	(213) 741-5100	↓
<input type="checkbox"/>	Foster Farms Inc	Ron Foster	1000 Davis St	Livingston, CA	95334	(209) 394-7901	↓
<input type="checkbox"/>	Fry's Electronics	John Fry	600 E Brokaw Rd	San Jose, CA	95112	(408) 487-4500	↓
<input type="checkbox"/>	Gap Inc	Arthur Peck	2 Folsom St	San Francisco, CA	94105	(650) 952-4400	↓
<input type="checkbox"/>	Gbg Corp		3333 Vaca Valley Pkwy # 2000	Vacaville, CA	95688	(707) 809-1111	
<input type="checkbox"/>	Gilead Sciences Inc	John F Milligan	333 Lakeside Dr	Foster City, CA	94404	(650) 574-3000	↓
<input type="checkbox"/>	Global Logic Inc	Shashank Samant	1741 Technology Dr # 400	San Jose, CA	95110	(408) 273-8900	↓ ↑
<input type="checkbox"/>	Google Inc	Sundar Pichai	1600 Amphitheatre Pkwy	Mountain View, CA	94043	(650) 253-0000	↓ ↑
<input type="checkbox"/>	Gores Group LLC	Alec E Gores	9800 Wilshire Blvd	Beverly Hills, CA	90212	(310) 209-3010	↓
<input type="checkbox"/>	GUESS? Inc	Victor Herrero Amigo	1444 S Alameda St	Los Angeles, CA	90021	(213) 765-3100	↓
<input type="checkbox"/>	Guitar Center Inc	Ron Japinga	5795 Lindero Canyon Rd	Westlake Village, CA	91362	(818) 735-8800	↓ ↑
<input type="checkbox"/>	Gymboree Corp	Daniel J Griesemer	71 Stevenson St # 2200	San Francisco, CA	94105	(415) 278-7000	↓ ↑
<input type="checkbox"/>	Hewlett Packard Enterprise Co	Margaret C Whitman	3000 Hanover St	Palo Alto, CA	94304	(650) 687-5817	↓
<input type="checkbox"/>	Honda North America Inc	Mitsuhiro Okayama	1919 Torrance Blvd	Torrance, CA	90501	(310) 783-2000	↓

Largest Employers in California

<input type="checkbox"/>	Company Name	Executive Name	Street Address	City, State	ZIP	Phone	Corp. Tree	
<input type="checkbox"/>	HP Inc	Dion J Weisler	1501 Page Mill Rd	Palo Alto, CA	94304	(650) 857-1501		↓
<input type="checkbox"/>	Ingram Micro Inc	Katie Griffith	3351 Michelson Dr # 100	Irvine, CA	92612	(714) 566-1000		↓
<input type="checkbox"/>	Intel Corp	Brian M Krzanich	2200 Mission College Blvd	Santa Clara, CA	95054	(408) 765-8080		↓
<input type="checkbox"/>	Jack In The Box Inc	Leonard A Comma	9330 Balboa Ave	San Diego, CA	92123	(858) 571-2121		↓
<input type="checkbox"/>	Kaiser Permanente	Bernard J Tyson	1 Kaiser Plz	Oakland, CA	94612	(510) 271-5800		↓
<input type="checkbox"/>	Keysight Technologies Inc	Ronald S Nersesian	1400 Fountaingrove Pkwy	Santa Rosa, CA	95403	(800) 829-4444		↓
<input type="checkbox"/>	Lam Research Corp	Martin B Anstice	4650 Cushing Pkwy	Fremont, CA	94538	(510) 572-0200		↓
<input type="checkbox"/>	Levi Strauss & Co	Charles V Bergh	1155 Battery St	San Francisco, CA	94111	(415) 501-6000		↓
<input type="checkbox"/>	Los Angeles County Sheriff	Leroy D Baca	4700 W Ramona Blvd # 4	Monterey Park, CA	91754	(323) 526-5120		
<input type="checkbox"/>	Los Angeles Intl Airport-LAX	Deborah Flint	1 World Way	Los Angeles, CA	90045	(310) 646-5252		
<input type="checkbox"/>	Mattel Inc	Ynon Kreiz	333 Continental Blvd	El Segundo, CA	90245	(310) 252-2000		↓
<input type="checkbox"/>	Mccs Mcrd	Brent Poser	3800 Chosin Ave # 5w	San Diego, CA	92140	(619) 524-5655		
<input type="checkbox"/>	Mckesson Corp	John H Hammergren	1 Post St # 18	San Francisco, CA	94104	(415) 983-8300		↓
<input type="checkbox"/>	Memorial Care Health System	Barry Arbuckle	17360 Brookhurst St # 160	Fountain Valley, CA	92708	(714) 377-2900		↓
<input type="checkbox"/>	Micron Consumer Products Group	Mark Adams	590 Alder Dr	Milpitas, CA	95035	(510) 413-1200		↓ ↑
<input type="checkbox"/>	Molina Healthcare Inc	Joseph M Zubretsky	200 Oceangate # 100	Long Beach, CA	90802	(562) 435-3666		↓
<input type="checkbox"/>	Nestle USA Inc	Steve Presley	800 N Brand Blvd	Glendale, CA	91203	(818) 549-6210		↓
<input type="checkbox"/>	Netapp Inc	George Kurian	1395 Crossman Ave	Sunnyvale, CA	94089	(408) 822-6000		↓
<input type="checkbox"/>	Nurse Finders Inc	Robert Livonius	12400 High Bluff Dr # 100	San Diego, CA	92130	(858) 792-0711		↓ ↑
<input type="checkbox"/>	NVIDIA Corp	Jen-Hsun Huang	2788 San Tomas Expy	Santa Clara, CA	95051	(408) 486-2000		↓
<input type="checkbox"/>	Oracle Corp	Safra A Catz	500 Oracle Pkwy	Redwood City, CA	94065	(650) 506-7000		↓
<input type="checkbox"/>	Pacific Gas & Electric Co	Clare Carr	77 Beale St # 0	San Francisco, CA	94105	(415) 973-7000		↓ ↑
<input type="checkbox"/>	Panda Restaurant Group Inc	Andrew Cherng	1683 Walnut Grove Ave	Rosemead, CA	91770	(626) 799-9898		↓
<input type="checkbox"/>	Parsons Corp	Charles L Harrington	100 W Walnut St	Pasadena, CA	91124	(626) 440-2000		↓
<input type="checkbox"/>	Paypal Holdings Inc	Daniel H Schulman	2211 N 1st St	San Jose, CA	95131	(408) 967-1000		↓

Largest Employers in California

<input type="checkbox"/>	Company Name	Executive Name	Street Address	City, State	ZIP	Phone	Corp. Tree	
<input type="checkbox"/>	Permanente Medical Group Inc	Robert Pearl	1 Kaiser Plz	Oakland, CA	94612	(510) 271-5800		↓ ↑
<input type="checkbox"/>	Petco Animal Supplies Inc	Ron Coughlin	10850 Via Frontera	San Diego, CA	92127	(858) 453-7845		↓
<input type="checkbox"/>	Pg & E Corp	Geisha J Williams	77 Beale St # 0	San Francisco, CA	94105	(415) 973-1000		↓
<input type="checkbox"/>	Platinum Equity LLC	Tom T Gores	360 N Crescent Dr # South	Beverly Hills, CA	90210	(310) 712-1850		↓
<input type="checkbox"/>	Prime Healthcare Svc Inc	Prem Reddy	3300 E Guasti Rd # 300	Ontario, CA	91761	(909) 235-4400		↓
<input type="checkbox"/>	Princess Cruise Lines LTD	Stein Kruse	24305 Town Center Dr # 200	Valencia, CA	91355	(661) 753-0000		↓ ↑
<input type="checkbox"/>	Qualcomm Inc	Steven M Mollenkopf	5775 Morehouse Dr	San Diego, CA	92121	(858) 587-1121		↓
<input type="checkbox"/>	Raley's	Michael Teel	500 W Capitol Ave	West Sacramento, CA	95605	(916) 373-3333		↓
<input type="checkbox"/>	Ralphs Grocery Co	Valerie Jabbar	1100 W Artesia Blvd	Compton, CA	90220	(310) 884-9000		↓ ↑
<input type="checkbox"/>	Red Bull North America Inc	Jennifer Samaria	1740 Stewart St	Santa Monica, CA	90404	(310) 393-4647		↓
<input type="checkbox"/>	Regents Of The University-CA		3611 Ellison Hl	Santa Barbara, CA	93106	(805) 893-8000		↑
<input type="checkbox"/>	Regents Of University Of CA	Mark Yudof	1111 Broadway # 1400	Oakland, CA	94607	(510) 987-9600		↓
<input type="checkbox"/>	Reliance Steel & Aluminum Co	Gregg J Mollins	350 S Grand Ave # 5100	Los Angeles, CA	90071	(213) 687-7700		↓
<input type="checkbox"/>	Robert Half Intl Inc	Harold M Messmer Jr	2884 Sand Hill Rd # 200	Menlo Park, CA	94025	(650) 234-6000		↓
<input type="checkbox"/>	Ross Stores Inc	Barbara Rentler	5130 Hacienda Dr	Dublin, CA	94568	(925) 965-4400		↓
<input type="checkbox"/>	Safeway Inc	Shawn Tooley	5918 Stoneridge Mall Rd	Pleasanton, CA	94588	(925) 469-7000		↓ ↑
<input type="checkbox"/>	Salesforce.Com Inc.	Marc Benioff	1 Market # 300	San Francisco, CA	94105	(415) 901-7000		↓
<input type="checkbox"/>	Sanmina Corp	Michael J Clarke	2700 N 1st St	San Jose, CA	95134	(408) 964-3500		↓
<input type="checkbox"/>	Save Mart Co	Nicole Pesco	1800 Standiford Ave	Modesto, CA	95350	(209) 577-1600		↓
<input type="checkbox"/>	Seagate Technology LLC	Stephen J Luczo	10200 S DE Anza Blvd	Cupertino, CA	95014	(408) 658-1000		↓
<input type="checkbox"/>	Semptra Energy	Jeffrey W Martin	488 8th Ave	San Diego, CA	92101	(619) 696-2000		↓
<input type="checkbox"/>	Sharp Health Care	Daniel L Gross	8695 Spectrum Center Blvd	San Diego, CA	92123	(858) 499-4000		↓
<input type="checkbox"/>	Skechers USA Inc	Robert Greenberg	228 Manhattan Beach Blvd # 200	Manhattan Beach, CA	90266	(310) 318-3100		↓
<input type="checkbox"/>	Slakey Brothers Inc	Frank Nisonger	2215 Kausen Dr # 1	Elk Grove, CA	95758	(916) 478-2000		↓
<input type="checkbox"/>	Smart & Final Stores Inc	David G Hirz	600 Citadel Dr	Commerce, CA	90040	(323) 869-7500		↓ ↑

Largest Employers in California

<input type="checkbox"/>	Company Name	Executive Name	Street Address	City, State	ZIP	Phone	Corp. Tree
<input type="checkbox"/>	Solarcity Corp	Lyndon R Rive	3055 Clearview Way	San Mateo, CA	94402	(650) 638-1028	↓ ↑
<input type="checkbox"/>	Sony Electronics	Thomas Merkel	16535 Via Esprillo	San Diego, CA	92127	(858) 942-2400	↓ ↑
<input type="checkbox"/>	Sony Pictures Entertainment	Michael Lynton	10202 Washington Blvd # 2000	Culver City, CA	90232	(310) 244-4000	↓ ↑
<input type="checkbox"/>	Southern California Edison	Kevin M Payne	2244 Walnut Grove Ave	Rosemead, CA	91770	(626) 302-1212	↓ ↑
<input type="checkbox"/>	State Of California	Jerry Brown	1303 10th St # 1	Sacramento, CA	95814	(916) 445-2841	↓
<input type="checkbox"/>	Stater Bros Holdings Inc	Sally Atkinson	301 S Tippecanoe Ave	San Bernardino, CA	92408	(909) 733-5000	↓
<input type="checkbox"/>	Stater Bros Markets	Peter J Van Helden	301 S Tippecanoe Ave	San Bernardino, CA	92408	(909) 733-5000	↓ ↑
<input type="checkbox"/>	Stats Chip Pac Inc	Hal Lasky	46429 Landing Pkwy	Fremont, CA	94538	(510) 979-8000	↓
<input type="checkbox"/>	Sutter Health	Sarah Krevans	2200 River Plaza Dr	Sacramento, CA	95833	(916) 733-8800	↓
<input type="checkbox"/>	Symantec Corp	Gregory S Clark	350 Ellis St	Mountain View, CA	94043	(650) 527-8000	↓
<input type="checkbox"/>	Synnex Corp	Dennis Polk	44201 Nobel Dr	Fremont, CA	94538	(510) 656-3333	↓
<input type="checkbox"/>	Synopsys Inc	Chi-Foon Chan	690 E Middlefield Rd	Mountain View, CA	94043	(650) 584-5000	↓
<input type="checkbox"/>	Taco Bell Corp	Traci Davis	1 Glen Bell Way	Irvine, CA	92618	(949) 863-4500	↓ ↑
<input type="checkbox"/>	Technicolor Inc	Tim Sarnoff	6040 W Sunset Blvd	Los Angeles, CA	90028	(323) 817-6600	↓
<input type="checkbox"/>	Teledyne Technologies Inc	Robert Mehrabian	1049 Camino Dos Rios	Thousand Oaks, CA	91360	(805) 373-4545	↓
<input type="checkbox"/>	Tesla Inc	Elon Musk	3500 Deer Creek Rd	Palo Alto, CA	94304	(650) 681-5000	↓
<input type="checkbox"/>	Tetra Tech Inc	Dan L Batrack	3475 E Foothill Blvd	Pasadena, CA	91107	(626) 351-4664	↓
<input type="checkbox"/>	Trader Joe's Co Inc	Dan Bane	800 S Shamrock Ave	Monrovia, CA	91016	(626) 599-3700	↓
<input type="checkbox"/>	TTM Technologies Inc	Thomas T Edman	1665 Scenic Ave # 250	Costa Mesa, CA	92626	(714) 327-3000	↓
<input type="checkbox"/>	Tutor Perini Corp	Leonard J Rejcek	15901 Olden St	Sylmar, CA	91342	(818) 362-8391	↓
<input type="checkbox"/>	UCLA Health System		757 Westwood Plz	Los Angeles, CA	90095	(310) 825-6301	↓ ↑
<input type="checkbox"/>	UCSD		Inst Neural Computation 0523	La Jolla, CA	92093	(858) 534-4187	
<input type="checkbox"/>	UCSD All Campus Dept Listings	Pradeep Khosla	9500 Gilman Dr	La Jolla, CA	92093	(858) 534-2230	↑
<input type="checkbox"/>	Universal Music Group	Lucian Grainge	2200 Colorado Ave	Santa Monica, CA	90404	(310) 865-5000	↓ ↑
<input type="checkbox"/>	Universal Protection Svc	Steve Claton	1551 N Tustin Ave # 650	Santa Ana, CA	92705	(714) 619-9700	↓ ↑

Largest Employers in California

<input type="checkbox"/>	Company Name	Executive Name	Street Address	City, State	ZIP	Phone	Corp. Tree	
<input type="checkbox"/>	University Of Ca Los Angeles	Robert Dynes	405 Hilgard Ave	Los Angeles, CA	90095	(310) 825-4321		↓ ↑
<input type="checkbox"/>	University Of CA San Francisco	Susan Desmond-Hellma	500 Parnassus Ave # Mu-200	San Francisco, CA	94143	(415) 476-9000		↓ ↑
<input type="checkbox"/>	University Of CA-Berkeley	Doug Schmidt	137 Mulford Hall 3114 # Of	Berkeley, CA	94720	(510) 414-2405		↑
<input type="checkbox"/>	University Of Ca-Berkeley	Robert J Birgeneau	2200 University Ave # 1500	Berkeley, CA	94720	(510) 642-6000		↓ ↑
<input type="checkbox"/>	University Of Ca-Irvine	Michael V Drake	260 Aldrich Hall # 2	Irvine, CA	92697	(949) 824-5011		↓ ↑
<input type="checkbox"/>	University Of Ca-San Francisco	Sam Hawgood	1700 4th St # 21	San Francisco, CA	94143	(415) 514-9790		
<input type="checkbox"/>	University Of California Davis	Ralph J Hexter	1 Shields Ave	Davis, CA	95616	(530) 752-1011		↓ ↑
<input type="checkbox"/>	University Of Southern CA	C L Max Nikias	3551 Trousdale Pkwy # 150	Los Angeles, CA	90089	(213) 740-2311		↓ ↑
<input type="checkbox"/>	University Of Southern Califor		Von Kleinsmid Center 363	Los Angeles, CA	90089	(213) 740-6324		
<input type="checkbox"/>	University-California Sn Diego	Pradeep K Khosla	9500 Gilman Dr	La Jolla, CA	92093	(858) 534-2230		↓ ↑
<input type="checkbox"/>	VCA Inc	Robert L Antin	12401 W Olympic Blvd	Los Angeles, CA	90064	(310) 571-6500		↓ ↑
<input type="checkbox"/>	Visa Inc	Alfred F Kelly Jr	900 Metro Center Blvd	Foster City, CA	94404	(650) 432-3200		↓
<input type="checkbox"/>	Vmware Inc	Patrick P Gelsinger	3401 Hillview Ave	Palo Alto, CA	94304	(650) 427-5000		↓ ↑
<input type="checkbox"/>	Vons	Lori Raya	1421 Manhattan Ave	Fullerton, CA	92831	(714) 300-6000		↓ ↑
<input type="checkbox"/>	Vxi Global Solutions	Eva Wang	3350 Wilshire Blvd	Los Angeles, CA	90010	(213) 739-4720		
<input type="checkbox"/>	Walt Disney Co	Robert A Iger	500 S Buena Vista St	Burbank, CA	91521	(818) 560-1000		↓
<input type="checkbox"/>	Walt Disney Parks & Resorts	Marylee Michalek	1313 S Disneyland Dr	Anaheim, CA	92802	(714) 781-4000		↓ ↑
<input type="checkbox"/>	Wells Fargo & Co	Kristi Mitchem	420 Montgomery St Frnt	San Francisco, CA	94104	(415) 979-0775		↓
<input type="checkbox"/>	Wells Fargo Bank NA	John G Stumpf	420 Montgomery St Frnt	San Francisco, CA	94104	(415) 979-0775		↓ ↑
<input type="checkbox"/>	Western Digital Corp	Alvin Wang	44100 Osgood Rd	Fremont, CA	94539	(510) 683-6100		↑
<input type="checkbox"/>	Western Digital Corp	Stephen D Milligan	5601 Great Oaks Pkwy	San Jose, CA	95119	(408) 717-6000		↓
<input type="checkbox"/>	Williams-Sonoma Inc	Laura J Alber	3250 Van Ness Ave	San Francisco, CA	94109	(415) 421-7900		↓
<input type="checkbox"/>	WIS International	Jim Rose	9265 Sky Park Ct # 100	San Diego, CA	92123	(858) 565-8111		↓
<input type="checkbox"/>	World Oil Marketing Co	Pete Stockhausen	9302 Garfield Ave	South Gate, CA	90280	(562) 928-0100		↓

Career Vision

D.R.E.A.M

Act

Joseph "Joe" Smith¹

1234 Main Street
San Bernardino, CA 92407²

123-456-7890³
joesmith@gmail.com⁴

OBJECTIVE⁵

To obtain a position as a _____⁶ that enables me to use my _____, _____, and _____ skills.⁷

SUMMARY OF SKILLS⁸

CATEGORY 1⁹

- Ability to _____.¹⁰
- Familiar with _____.
- Capable of _____.

CATEGORY 2

- Experience using _____.
- Skilled in _____.
- _____ years experience _____.

CATEGORY 3

- Proficient in _____.
- Trained in _____.
- Basic Knowledge of _____.

EXPERIENCE¹¹

Name of Employer¹²

MM/YY-MM/YY¹³

Job Title¹⁴

City, ST¹⁵

- Detailed description of job activities, responsibilities, and any awards or promotions.¹⁶

Name of Organization¹⁷

MM/YY-MM/YY

Role¹⁸

City, ST

- Detailed description of role in organization, volunteer activities, or awards received.¹⁹

Name of Club²⁰

MM/YY-MM/YY

Leadership Title²¹

City, ST

- Detailed description of activities, leadership roles, planning and organization, and any awards.²²

EDUCATION²³

School Name²⁴

MM/YY²⁶

Diploma, Certificate, Degree²⁵

City, ST

- Honors, Awards, GPA if 3.5 and higher.²⁷

Organization²⁸

MM/YY

Name of Program/ Training²⁹

City, ST

- Awards or Certificates³⁰

CERTIFICATIONS³¹

Name of Organization³²

Expiration MM/YY³³

Title of Certification

COMPUTER SKILLS³⁴

Proficient in _____, _____, and _____. Knowledgeable of basic _____.

LANGUAGE SKILLS³⁵

Ability to read, write, and speak _____ and _____. Knowledgeable of basic conversational _____.

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PROFESSIONAL REFERENCES**Employer's or Supervisor's Name, Company and Job Title**

Street Address

City, ST Zip

Phone

Email

Coach's Name, Organization and Job Title

Street Address

City, ST Zip

Phone

Email

Professor's Name, School and Job Title

Street Address

City, ST Zip

Phone

Email

Counselor's Name, School or Agency and Job Title

Street Address

City, ST Zip

Phone

Email

Pastor's Name, Congregation and Job Title

Street Address

City, ST Zip

Phone

Email

Professional Colleague, Company and Job Title

Street Address

City, ST Zip

Phone

Email

Client, Company and Job Title

Street Address

City, ST Zip

Phone

Email

TIPS

Remember you choose your references. On a job application you normally have to list a supervisor or the owner of the company but here you can decide who you want to list. It should not be friends or relatives, but someone who is a professional and who has seen your work in action and can attest to your skills. Be sure to ask their permission, let them know what types of jobs you are applying for, and maybe even ask for a letter of reference. Only send references upon request so you are not giving out their personal information to 50 companies a week during your job search, but do include references or letters of recommendation when it may help you get the job because the person you are referencing may be known by the employer and their good words about you may help you get the interview.



R.E.S.U.M.E

Rethinking Every Skill U Might Enjoy

Phrases

- Ability To
- Accustomed to
- Awarded with
- Aware of
- Established as
- Experience with
- Familiar with
- Honored as
- Knowledgeable of
- Known for
- Proficiency of
- Understanding of

Student Barriers, Challenges, and Disabilities

- Abused
- ADD/ ADHD
- AIDS/ HIV
- Allergic
- Asperger's
- Asthmatic
- At Risk
- Autism
- Blind
- Cancer
- Deaf
- Developmentally Delayed
- Diabetic
- Downs Syndrome
- Dyslexic
- English Language Learners
- Emotional Disability
- Foster Care
- Gross Motor Skills
- Grieving
- Hearing Impaired
- Homeless
- Hyper Active
- Low income
- Multiple Sclerosis
- Multiple Sclerosis
- Neglected
- Non Ambulatory
- Physical Disabilities
- Premature
- Self-Care
- Sensory Issues
- Speech Delay
- Single Parent
- Social Problem
- Speech Impediment
- Stuttering
- Trauma
- Tourette's
- Visual Spatial Processing

Verbs

- Accommodate
- Accompany
- Apply
- Assist
- Convey
- Counsel
- Create
- Design
- Draw
- Develop
- Educate
- Facilitate
- Foster
- Guide
- Give
- Help
- Honor
- Implement
- Instruct
- Keep
- Manage
- Mentor
- Monitor
- Nurture
- Plan
- Prepare
- Prepare
- Process
- Provide
- Recommend
- Referee
- Report
- Supply
- Supervise
- Teach
- Test
- Train
- Understand
- Watch

Tools/ Equipment

- Adaptive Technology
- Aeries
- Apps
- Braille
- Chrome Books/ Carts
- Common Core Standards
- Computer
- Copy Machine
- Digital Camera
- First Aid Kit
- Google Docs
- Internet
- Playground Equipment
- Printer
- Projector
- Scan Tron
- Sign Language
- Spanish
- Tablet

Nouns

- Activities
- Art
- Assessment
- Assignments
- Books
- Calendar
- Centers
- Computers
- Confidentiality
- Curriculum
- Evaluation
- Games
- Health
- History
- Homework
- Language Arts
- Learning Objectives
- Lesson
- Lesson Plan
- Math
- Music
- No Child Left Behind
- Personal Development
- Play
- Practice
- Reading
- Recess
- Routine
- Safety
- Schedule
- Science
- Sports
- Standards
- Syllabus
- Technology
- Tests
- Textbooks
- Unit
- Worksheets

Adjectives

- Best Practices
- Child Centered
- Common Core Aligned
- Culturally Sensitive
- Developmentally Appropriate
- Inquiry Based
- Project Based
- Right Brain Thinking
- Technological
- Whole Child

Titles

- Activity Leader
- Aide
- Assistant
- Au Pair
- Baby Sitter
- Big Brother/ Sister
- Big Buddy
- Camp Counselor
- Captain
- Caregiver
- Coach
- CPR/ First Aid Certified
- Facilitator
- Facilitator
- Instructor
- Leader
- Lifeguard
- Mentor
- Missionary
- Mother's Helper
- Nanny
- Personal Assistant
- Proctor
- Recreation Coordinator
- Referee
- Scribe
- Teacher
- Teacher Assistant
- Tutor

Sample Wording

- Experience working with children ages 8-10 who have autism on literacy skills.
- Knowledgeable of health and safety procedures for assisting asthmatic children with inhalers.
- Certified in Pediatric First Aid and CPR.
- Ability to facilitate small group games to children ages 5-8 that utilize fine motor skills.
- Recognized as mentor of the year by CASA for work with 7 year old foster care child.
- 3 years experience serving as an Awanna's leader and assisting children ages 9-11 with arts and crafts on a weekly basis.
- Served as president of 4H and mentored and served as a leader for 50+ mini and junior members.
- Experience providing supervision as a camp counselor for 6 girls who were grieving the loss of a parent within the past year at a camp for children who have lost a parent to cancer.
- Ability to establish a daily routine and follow it to create consistency on a private home as a Nanny for two boys ages 4 and 7;.
- Created developmentally appropriate drills for 22 children ages 7 and 8 at pop warner football practices.
- Ability to deescalate conflict and encourage open communication amongst peers in a classroom for 12 students with developmental disabilities.
- Experience adapting lessons and homework assignments for students who are English Language Learners at an after school tutoring program for children ages 5-10.
- Ability to teach piano lessons to children ages 5 to 8 using best practices in early education music techniques.
- Experience developing curriculum for science experiments that demonstrate chemical reactions while cooking.
- Ability to monitor and keep students safe on field trips and at events.
- Familiar with infant care and safety and experience caring for children under the age of 1.
- Comfortable facilitating large group instruction as a proctor for standardized testing.

Mia's Resume- A Day in the Life of a Second Grader

Two of at least 10 pages of experiences I could write about if my daughter was looking for a job, but would I include all these on a single job application or resume, NO, I would only use the ones she needs that are relevant to help her get the job. Remember we all have EXPERIENCE that you forget about because it was not learned in a classroom or on a paid job,. Take responsibility for your own resume and use initiative to gain experience any way you can to get the job you want. Experience is something you can replicate if needed.

Event Planner

- ❑ Experience planning parties and events with food, games, and prizes for children ages 2-12 on a budget up to \$100.

Food Chemist

- ❑ Knowledgeable of boiling points for sugar (soft, soft crack, hard, hard crack) to find the perfect temperature for making toffee.

Candy Shop Owner

- ❑ Made "Sparkle Candy" toffee for the Science Fair and sold over 100 pieces for a profit of \$20.

Fund Developer

- ❑ Raised at least 20% of donations (\$5,000) for a 3-year-old boy with brain cancer through hundreds of direct requests, fliers at community events, and social media and email campaign.

Geocache Instructor

- ❑ Experience teaching 4 children ages 5 and 6 how to use a compass, how to identify cardinal directions, and how to use a GPS device to geocache.

Detailer

- ❑ Familiar with washing, drying, waxing, polishing, dusting, and vacuuming large trucks and SUVs.

Curriculum Designer

- ❑ Created, developed, and sold a PowerPoint for children ages 5-10 on Teacher Pay Teachers, selling more than 10 copies in a one month period.

Broadway Singer

- ❑ Stared as little Kangaroo in Seussical and sang chorus as a soprano in a Broadway Show with 6 performances.

Classroom Teacher Assistant

- ❑ Experience tutoring kindergarten students in a dual immersion Spanish/ English classroom and assisting them with pronunciation, spelling, reading, math, and letter formation.

Yard Art Designer

- ❑ Ability to construct accurate and decorative sun dials in all shapes and sizes as yard art for time keeping.

Personal Assistant

- ❑ Experience depositing checks up to \$4,000, withdrawing up to \$600 from ATMs, grocery shopping for items up to \$200 and processing payment in store by ATM, returning and exchanging items, doing dishes, washing and sorting laundry, cleaning bathrooms, and assisting with child care for children under 4.

Animal Trainer

- ❑ Feed, create habitat for, and train a domesticated dumbo ear rat for show at competitions earning 1st place in “most cuddly,” “fastest,” most sociable,” and “best performer.”

Cashier

- ❑ Experience checking out groceries and knowledgeable of general cash register operation. Familiar with various forms of payment, checking ID, counting money, making change, upselling, exceptional customer service, and stocking shelves.

Circus Performer

- ❑ Ability to perform basic swinging ladders, unicycle ariel ribbons/ lyer, gymnastics, balloon animals, and magic for crowds as large as 300.

Gardener

- ❑ Knowledgeable of basic garden techniques based on climates, soil type, sun exposure and irrigation as well as pest control. Experience growing zucchini, carrots, pumpkins, tomatoes, peppers, watermelons, grapes, and basil. Received 1st place for the largest pumpkin at the LA County fair.

Cosmetologist

- ❑ Knowledgeable of basic makeup techniques for applying mascara, eye shadow, blush, lipstick, and foundation.

Fashion Designer

- ❑ Experience designing customized shirts, shoes, and hair bows using a variety of techniques including tie dye, iron-ons, lace trimming, puff paint, sequins, and ribbon. Received 1st place at the LA Fair for a 4-piece Tie Dye Outfit.

Sports Photographer

- ❑ Experience as the team sports photographer for the Emerald Sparkle Fairies AYSO Soccer Team. Ability to take action photos, edit, crop, filter, create collages, and upload to social media to publish.

Counselor

- ❑ Experience employing active listening and providing mediation for children ages 2-12 while deescalating anxiety, and suggesting conflict resolution.

Book Store Manager

- ❑ Managed the Scholastic Bookstore at a preschool and sold \$280 worth of products in a 2-hour shift. Categorized and organized books by age and subject, suggested books to customers, upsold products at checkout, and processed payment by credit card and check.

Shoe Drive Coordinator

- ❑ Experience soliciting used shoes in various neighborhoods door to door in order to donate 200 pairs of shoes to day workers at Home Depot for Christmas. Sorted shoes and assisted men in finding a suitable pair while speaking to them in Spanish.

Nature Center Assistant

- ❑ Knowledgeable of local animals, amphibians, reptiles, insects, and spiders and ability to teach children ages 2-10 about their habitat, the food chain, physical characteristics, and proper care and handling. Ability to identify dangerous insects, spiders, and plants and promote trail safety and respect for nature.

Examples of how to list skills on resume from typical minimum wage jobs

JOB TYPE 1

CASHIER/ CUSTOMER SERVICE/ RETAIL SALES/ STOCKER (Wal-Mart, Sports Chalet, Game Stop, Forever 21)

- Familiar with customer payment by cash, check, credit card, debit, and gift card.
- Experience handling money and counting back change.
- Ability to issue receipts, refunds and credits due to customers.
- Familiar with the process and procedure for operating a cash register and electronic scanner.
- Capable of greeting customers with a warm welcome upon entering store.
- Ability to answer customers' questions about products and services.
- Capable of maintaining a clean and orderly checkout area.
- Knowledgeable of how to stock shelves and mark/ change prices on items as requested.
- Ability to lift merchandise properly to avoid injury.
- Ability to climb ladders using caution to avoid injury.
- Ability to take inventory to identify items to be reordered or restocked.
- Knowledgeable of packing customer purchases in bags carefully to avoid damage.
- Capable of maintaining clean and orderly shelves, displays, and, aisles.
- Knowledgeable of _____ products and ability to recommend, select, and locate merchandise based on customer needs and desires.
- Ability to provide high quality customer service and treat customers with excellence.

JOB TYPE 2

HOST, SERVER, COOK, DISHWASHER, WAITER, CASHIER, BARISTA, ETC. (In-N-Out, Starbucks, Chili's, Catering)

- Possession of current food handler's card.
- Ability to maintain clean equipment and work surfaces to ensure safe and sanitary food-handling practices.
- Experience cooking on a stove, grill, fryer, bbq, smoker and grill.
- Experience using a toaster, blender, mixer, microwave, waffle maker, meat cutter, etc.
- Ability to decorate cakes, cookies, and cupcakes using various cake decorating techniques.
- Knowledgeable of proper cooking and storage techniques to ensure food meets health and safety guidelines.
- Familiar with _____ food menu and ability to take food and drink orders accurately.
- Ability to memorize daily specials and promote and recommend them to customers.
- Ability to process food orders and knowledgeable of operating cash register and accepting payment in form of cash, credit, debit, or gift certificate.
- Ability to read food orders and prepare and cook food according to instructions.
- Experience washing, cutting, and preparing food.
- Experience reading recipes and measuring ingredients accordingly to cook quality food.
- Experience serving food and bussing tables accurately and efficiently while providing quality customer service.
- Experience washing pots, pans, dishes, utensils, and other cooking equipment by hand and in a large dishwasher.
- Ability to replenish food, condiments, and supplies as needed.
- Familiar with brewing coffee and making drinks to specification.
- Knowledgeable of need to check identification to ensure minimum age requirements are met for consumption of alcoholic beverages.
- Ability to greet guests and seat them at tables or in waiting areas.
- Experience setting a table with proper dishes and utensils.

JOB TYPE 3**LABOR, MAINTENANCE, PAINTING, JANITORIAL, ETC. (Labor Staffing Agency, Construction, Janitorial Company)**

- Experience preparing surfaces with dropcloths and masking tape prior to painting.
- Ability to fill cracks and holes using caulking guns or putty knives.
- Experience applying primers, sealers, paint, and stain using brushes, spray guns, or rollers.
- Experience operating a skill saw, drill, and radial saw.
- Ability to perform basic drywall, tiling, and masonry.
- Knowledgeable of basic welding techniques.
- Experience using picks, shovels, rakes, lawn mowers, edger, and clippers during landscape.
- Experience cleaning and restocking restrooms.
- Experience sweeping, mopping, polishing and vacuuming floors and washing windows.
- Experience operating a fork lift, backhoe, and pallet jack.

JOB TYPE 4**RECEPTIONIST, OFFICE SUPPORT, CLERICAL, DATA ENTRY, ETC. (Staffing Agency, Private Company)**

- Ability to operate copiers, fax machine, postage meter, scanners, and digital camera.
- Knowledgeable of answering a multiline phone by providing excellent customer service, taking messages, and forwarding calls.
- Ability to maintain a clean and orderly work environment and efficiently complete tasks on time.
- Experience supervising front office staff of 5 people and coordinating schedules to ensure adequate staffing coverage.
- Experience opening, sorting, and routing incoming mail and preparing outgoing mail.
- Ability to type 45 words per minute with 100% accuracy and perform 10 key data entry.
- Ability to file and maintain confidential records.
- Proficient in Social Media Programs including Facebook and Twitter. Familiar with Microsoft Word, Excel, and PowerPoint. Knowledgeable of basic Adobe Photoshop.
- Ability to take inventory and order office supplies online.



O*NET OnLine

[Updated 2010](#)



Summary Report for: 11-2022.00 - Sales Managers

Plan, direct, or coordinate the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.

Sample of reported job titles: Sales Manager, Vice President of Sales, Director of Sales, District Sales Manager, Regional Sales Manager, Sales Supervisor, General Manager, Sales and Marketing Vice President, Sales Representative, Store Manager

View report: **Summary** [Details](#) [Custom](#)

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Credentials](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Job Openings](#) | [Additional Information](#)

Tasks

- Resolve customer complaints regarding sales and service.
- Oversee regional and local sales managers and their staffs.
- Plan and direct staffing, training, and performance evaluations to develop and control sales and service programs.
- Determine price schedules and discount rates.
- Review operational records and reports to project sales and determine profitability.
- Monitor customer preferences to determine focus of sales efforts.
- Prepare budgets and approve budget expenditures.
- Confer or consult with department heads to plan advertising services and to secure information on equipment and customer specifications.
- Direct and coordinate activities involving sales of manufactured products, services, commodities, real estate or other subjects of sale.
- Confer with potential customers regarding equipment needs and advise customers on types of equipment to purchase.

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Tools & Technology

Tools used in this occupation:

Desktop computers

Notebook computers

Personal computers

Personal digital assistant PDAs or organizers — Personal digital assistants PDA

Scanners

Technology used in this occupation:

Calendar and scheduling software — Contact management software; Scheduling software

Customer relationship management CRM software — Eden Sales Manager; Sage ACT!; Salesforce.com Salesforce CRM; Vanguard Software Vanguard Sales Manager

Data base user interface and query software — Data entry software; Microsoft Access

Electronic mail software — Email software; IBM Lotus Notes; Microsoft Outlook

Spreadsheet software — Microsoft Excel

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Knowledge

Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

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Skills

Speaking — Talking to others to convey information effectively.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Persuasion — Persuading others to change their minds or behavior.

Coordination — Adjusting actions in relation to others' actions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Service Orientation — Actively looking for ways to help people.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Management of Personnel Resources — Motivating, developing, and directing people as they work, identifying the best people for the job.

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Abilities

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Speech Clarity — The ability to speak clearly so others can understand you.

Written Expression — The ability to communicate information and ideas in writing so others will understand.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Speech Recognition — The ability to identify and understand the speech of another person.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

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Work Activities

Selling or Influencing Others — Convincing others to buy merchandise/goods or to otherwise change their minds or actions.

Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.

Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

Communicating with Persons Outside Organization — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

Guiding, Directing, and Motivating Subordinates — Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.

Developing and Building Teams — Encouraging and building mutual trust, respect, and cooperation among team members.

Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.

Developing Objectives and Strategies — Establishing long-range objectives and specifying the strategies and actions to achieve them.

Coaching and Developing Others — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

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Work Context

Electronic Mail — 100% responded “Every day.”

Telephone — 100% responded “Every day.”

Contact With Others — 71% responded “Constant contact with others.”

Duration of Typical Work Week — 81% responded “More than 40 hours.”

Face-to-Face Discussions — 67% responded “Every day.”

Freedom to Make Decisions — 52% responded “A lot of freedom.”

Level of Competition — 52% responded “Extremely competitive.”

Structured versus Unstructured Work — 52% responded “Some freedom.”

Deal With External Customers — 48% responded “Very important.”

Letters and Memos — 48% responded “Once a week or more but not every day.”

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Job Zone

Title Job Zone Four: Considerable Preparation Needed

Education Most of these occupations require a four-year bachelor's degree, but some do not.

Related Experience A considerable amount of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.




Job Training Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

Job Zone Examples Many of these occupations involve coordinating, supervising, managing, or training others. Examples include accountants, sales managers, database administrators, teachers, chemists, art directors, and cost estimators.

SVP Range (7.0 to < 8.0)

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Education

Percentage of Respondents	Education Level Required
57 	Bachelor's degree
14 	Some college, no degree
14 	Master's degree

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Credentials



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Interests

Interest code: **EC**

Enterprising — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

Conventional — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

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Work Styles

Integrity — Job requires being honest and ethical.

Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Achievement/Effort — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction.

Initiative — Job requires a willingness to take on responsibilities and challenges.

Persistence — Job requires persistence in the face of obstacles.

Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

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Work Values








Independence — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

Working Conditions — Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.

Achievement — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.

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Related Occupations

- 11-2011.00 [Advertising and Promotions Managers](#)
- 11-2021.00 [Marketing Managers](#)  Green
- 11-2031.00 [Public Relations and Fundraising Managers](#)
- 11-3031.02 [Financial Managers, Branch or Department](#)  Bright Outlook
- 11-3071.01 [Transportation Managers](#) 
- 11-3071.03 [Logistics Managers](#)  
- 11-3121.00 [Human Resources Managers](#)
- 11-3131.00 [Training and Development Managers](#)
- 41-1012.00 [First-Line Supervisors of Non-Retail Sales Workers](#)
- 41-4011.00 [Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products](#)  

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Wages & Employment Trends

Median wages (2013) \$52.18 hourly, \$108,540 annual

State wages



Employment (2012) 359,000 employees

Projected growth (2012-2022)  Average (8% to 14%)

Projected job openings (2012-2022) 106,900

State trends



Top industries (2012) [Retail Trade](#)
[Wholesale Trade](#)

Source: Bureau of Labor Statistics [2013 wage data](#) and [2012-2022 employment projections](#). "Projected growth" represents the estimated change in total employment over the projections period (2012-2022). "Projected job openings" represent openings due to growth and replacement.

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Sample Course Syllabi

A great place to get wording for your resume summary of skills or past job descriptions is course syllabi or textbook “learning objectives”. You can take some of the concepts you should know as a result of the class or reading the book and turn them into things you can replicate or things you have done. You do not have to have taken the class or read the book, just Google in general, i.e. “Accounting Class Syllabus Learning Objectives” and presto....awesome wording you can modify!

1202 INTERMEDIATE ACCOUNTING

1. **Conceptual Framework Underlying Financial Accounting:** Conceptual Framework, Basic Objectives, Fundamental Concepts, Recognition and Measurement Concepts.
2. **Receivables:** Recognition and Valuation of Accounts Receivables, Recognition and Valuation of Notes Receivables, Disposition of Accounts and Notes Receivables, Presentation and Analysis.
3. **Acquisition and Disposition of Property, Plant and Equipment:** Acquisition of Property, Plant and Equipments, Valuation, Costs Subsequent to Acquisition, Disposition of Plant Assets.
4. **Depreciation, Impairments and Disposition:** Depreciation, Impairments, Depletion, Presentation and analysis.
5. **Intangible Assets:** Intangible Assets Issues, Specifically Identifiable Intangibles, Goodwill, Impairment of Intangible Assets, R & D Costs, Presentation of Intangibles and Related costs.
6. **Current Liabilities and Contingencies:** Liability, Current Liability, Gain Contingencies, Loss Contingencies, Presentation and Analysis.
7. **Revenue Recognition:** Guidelines, Revenue Recognition at Point of Sales, Before Delivery and After Delivery.
8. **Accounting for Leases:** Basics of Leases, Accounting by Lessee and Lessor, Special Accounting Problems.

KNOWLEDGE LEVEL

1. Quantitative Techniques in Business
2. Financial Accounting
3. Management Information
4. Business Law
5. Business and Finance

APPLICATION LEVEL

6. Financial Reporting
7. Audit and Assurance
8. Taxation
9. Performance Management
10. Management, Governance and Ethics
11. Public Sector Accounting and Finance

PROFESSIONAL LEVEL

12. Corporate Reporting
13. Advanced Audit and Assurance
14. Strategic Financial Management

- Describe merchandising activities and identify income components for a merchandising company.
- Identify and explain the inventory asset of a merchandising company.
- Describe both perpetual and periodic inventory systems.
- Analyze and record transactions for merchandise purchases using a perpetual system.
- Analyze and interpret cost flows and operating activities of a merchandising company.
- Prepare adjustments and close accounts for a merchandising company.
- Define and prepare multiple-step and single-step income statements.
- Record and compare merchandising transactions using both periodic and perpetual inventory systems.
- Explain similarities and differences in the planning of variable overhead costs and the planning of fixed overhead costs
- Identify the key features of a standard costing system
- Compute variable overhead spending and efficiency variances
- Compute the budgeted fixed overhead rate
- Explain two caveats to consider when interpreting the production-volume variance as a measure of the economic cost of unused capacity
- Show how the 4-Variance Analysis approach reconciles the actual overhead incurred with the overhead amounts allocated during the period
- Illustrate how the flexible-budget variance approach can be used in activity-based costing

Sample Action Verbs

No sentences on your resume should start with “I”, it is a waste of space and is unnecessary; instead start sentences with a verb. “I was responsible for managing” now becomes, “Managed”. Verbs should be present tense only when you are still actively employed or talking about what you can do for the employer in a summary of skills and should be past tense if you are no longer doing the activity like in a past job. Also avoid using simple, non specific words on your resume like “helped”, and replace them with powerful action verbs that describe exactly what you did and how. Below are some examples of powerful action verbs.

Accomplished	Earned	Planned
Achieved	Edited	Prioritized
Added	Enforced	Programmed
Administered	Engineered	Proposed
Addressed	Evaluated	Protected
Advised	Facilitated	Purchased
Aligned	Filed	Reconstructed
Analyzed	Formulated	Recorded
Arranged	Found	Remodeled
Assembled	Identified	Reported
Assessed	Illustrated	Rescued
Attained	Influenced	Researched
Balanced	Inspected	Resolved
Budgeted	Instituted	Responded
Built	Invented	Reviewed
Calculated	Investigated	Scheduled
Classified	Led	Secured
Collected	Listed	Selected
Compiled	Listened	Served
Consolidated	Maintained	Shaped
Consulted	Managed	Solved
Cooked	Marketed	Standardized
Coordinated	Moderated	Streamlined
Crafted	Molded	Supervised
Created	Monitored	Surveyed
Debugged	Motivated	Taught
Defined	Negotiated	Tested
Designed	Operated	Trained
Developed	Organized	Traveled
Diagnosed	Oversaw	Tutored
Directed	Performed	Upgraded
Discovered	Persuaded	Wrote

Interviewing Tip Sheet

Preparing for the Interview

- Research the company/ organization by going to their website and by Googling them for news stories, reports, company information, etc. If they are a retail establishment, you might also visit them or another nearby location of the same type and see what you can learn via observation. Many companies also have their training manuals online. The more time you put in, the more it will show in your interview as you have more relevant information to discuss and share.
- Review the job description and your resume and gain as much knowledge as you can about the job requirements before the interview so you can talk about your abilities during the interview. Make an interview chart to sort your experience.
- Get directions to the interview and practice driving there so you know where you are going, where to park, if there is a parking fee, and the exact location of their door. The last thing you want is to be there but not meter money, not be able to find the door, and show up late, out of breath, and sweaty from rushing around.

How to Dress for the Interview

- Dress for the position above the position you are interviewing for. In most cases, you can never overdress, and the more professional you look the more seriously the interviewers will take you.
- Dress shoes are ideal, but if all you have are casual shoes, just wear your nicest and cleanest pair.
- If possible, remove all excess jewelry and piercings. If you choose to wear them, they may impact your professional image, but if you want to be able to wear these things to work, seek environments where they are allowed and worn by employees.
- Limit the use of cologne and perfumes. If your interviewer has allergies or is sensitive to smell, it may distract them.
- If you smoke, don't the day of the interview or, if you do, ensure you change your clothes. Again, if your interviewer has allergies or is sensitive to smell it may distract them.
- Set your clothes out the night before so you are not scrambling the day of the interview to find what you need. Pack an extra outfit in case you tear or stain your clothes en route to interview.

The Day of the Interview

- Eat a healthy meal and drink plenty of fluids prior to your interview.
- Pack a copy of your resume and anything else requested by the employer. Consider making something for the company to give to them to demonstrate your work.
- Pack a bottle of water with you if you have a tendency to get nervous or choked up under pressure. It is better to take a drink during the interview than to have a dry mouth and be unable to communicate. **DO NOT BRING ANYTHING OTHER THAN WATER.**
- Plan to leave your phone in the car, at home, or in your pocket turned completely off, so you are not distracted. If you bring it inside, do not check it at all in the lobby.

- Leave early for your interview. Allow extra time for traffic, getting lost, accidents, parking, etc. I suggest leaving an hour or two earlier than you need and just going to a coffee shop near by while you wait.
- Make sure you use the restroom somewhere other than at the business or organization where you are interviewing. It is rude to ask to use their restroom. All freshening up should be done prior to entering their establishment.
- Walk into the interview area 10 minutes prior to your interview. If you arrive earlier, wait in the car or at a nearby location; do not wait at the business or organization.
- Don't take anyone in to the business or interview with you. They are hiring you, not you and your family or you and your friends. It makes you look like you are dependent on others. Similarly don't have your friends and family wait close by where they might see you with them as you walk out.

At the Interview

- Check in with the first person you see and tell them your name and what time your interview is so they can guide you to the proper person or location.
- Smile and make small conversation, as appropriate, with other employees while you wait. They often will be asked about their interactions with you or their opinion of you when not under pressure.
- Be observant and read any and everything you see related to the company or organization, i.e. handouts, brochures, posters, etc. while you wait. It may help you answer questions in the interview. Don't review or read your resume and don't read magazines and newspapers they have sitting out. Only read company related information at your fingertips.
- Don't check your phone; it should not be with you, but if it is, it should be turned off and put away.
- Do not look impatient or be rude to the person you checked in with. They will get to you when they get to you and looking impatient or irritated shows you may not really want to work there.

During the Interview

- When you first walk in, make eye contact and give a firm handshake to the interviewer, or if there are multiple interviewers, shake hands with them all if it is convenient and they appear to have interest in doing so. If not, at least acknowledge them all with a nod, smile, or greeting. If you have sweaty palms, brush them against your pants or dress gently before you shake hands, and if you are obviously sick, decline out of respect. You may even want to call ahead that morning and let them know you are happy to come in, but wanted to give them the option to reschedule if anyone had an issue with you being sick and in close quarters. There may be staff who are pregnant or who have compromised immunity that may greatly appreciate your offer to reschedule or even Skype.
- Always maintain eye contact and speak clearly, loudly enough to be heard, and with confidence.

- Don't take out your resume or application unless they ask for it; it will distract you. At the end you can bring it out if you want to give them a copy. If you brought a project specific to them and their company, you can bring it out when appropriate.
- Don't tap your fingers or feet, or play with your hair or clothing. If you have these habits, seek ways to minimize them during the interview, i.e. hands in pocket, feet on chair rung, hair pulled back, etc.
- Take your time. They scheduled time to meet with you, so use each question as a prompt to speak and tell them why you are a good fit for the job. If you are talking too much, you will know from their body language, but most people talk too quickly and finish their interviews way ahead of schedule.
- Never say I don't know or I don't have any; find something you can talk about or give hypothetical examples of what you can do or what you would do.
- Be sure to ask a few questions at the end about the organization or the next step in the hiring process. Do not ask anything about hours, wages, start dates, etc. Wait until you are offered a position to discuss these things.

After the Interview

- As soon as you get to the car or home, write down as many questions as you can remember from the interview so you can practice them for the next interview you might have and think about what you did well and what you need to improve.
- Send or drop by a thank you note or email that day or the next day at the very latest thanking them for their time and reiterating why you are qualified and what you can bring to the position.
- Continue to research the company or business to determine if you want to work there.
- Anticipate their call and ensure you are checking your messages and/or email a few times a day so you don't miss the opportunity to connect with them as soon as possible. Prepare your response for when you can start, what shifts you can work, and your desired wage. Be willing to negotiate all of this, but know what you prefer if you are asked.

On the Job

- Make sure you know what to wear and when to arrive your first day of work.
- Commit to arriving early, going above and beyond, and taking initiative once you start the job, not just showing up and expecting a paycheck. Each job is a chance to build your resume and outgrow your job description. Even if you don't get promoted or see a pay increase, you help yourself and your skill set.
- Keep a list of things you enjoy about work and things you don't so that you can move into positions that include more things you enjoy long term and steer clear of the things you don't.
- Don't get stuck in a random job for 10 years; always keep your long term goals in mind and how this job helps you achieve them. Remember 70% of American's hate their jobs and if we work full time, work takes up 24% of our week, so be deliberate about eventually finding a job where you can proudly say, "I GET TO GO TO WORK TODAY."

Notes about Company Research

Here is a check list to help you research each company you plan to apply to/ interview with.

Taking the time to do this will allow you to talk about what you can do for them during an interview vs. what you have been doing for someone else and this will also ensure you know who you are about to give 24% of your week to. Make sure they are worth your valuable time.

- Mission
- Vision
- Goals
- History
- Culture
- Departments
- Projects
- Management/ Administration
- Supervisor
- Co-Workers
- News Articles
- Annual Report
- Institutional Research/ Data Collection
- Customers/ Clients
- Competition
- Better Business Bureau
- Reference USA/ A-Z Database
- Census Data on the area
- Laws, Codes, Rules, Procedures, and/or Regulations
- Machines, Programs, Equipment

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Sample Interview Chart

List your experience (jobs, volunteer work, clubs, classes, family activities, research, etc.) on the left and choose common interview questions to list on the top. Go through and think of stories you could tell from each experience for each question. Look at the job description you are interviewing for and find the story that demonstrates your qualifications the best based on what the employer is looking for. The two major benefits of the interview chart is that it helps you not just talk about your past job, but the experience you have that is meaningful to the position, and it helps you break away from question/ answer interview prep and instead gets you thinking about stories you can tell no matter what question you are asked and in which order at the interview. The interview chart is something you can keep and expand each time you have new experiences. Consider making it in Excel so you can expand the experiences and questions beyond this single page and always have it handy as a reflection of skills you have to offer.

	What is your greatest strength?	What is your greatest Weakness?	Please describe a time you had a conflict with someone and how you solved the situation.	Please describe your leadership experience.
JOB: McDonalds Cashier	Customer Service and awarded employee of the month 3 times last year.	Not being bilingual, but taking classes and practicing with friends to improve.	Customer upset order filled incorrectly. Apologized, refilled order quickly, and gave coupon for next visit for free meal.	Trained new employees on cash register.
VOLUNTEER: Food Bank Food Sorter	Attention to Detail and ability to sort and organize food quicker than any other volunteer based on criteria we need to look for.	Forklift certification but I am signed up to get trained next month and will be able to help in the warehouse.	Misunderstanding about assigned work. Looked in staff and volunteer handbook for clarification and redid the assigned job accordingly.	Worked independently to complete tasks and encouraged others around me.
CLUB: ASB Treasurer	Organization and ability to always know the balance of our accounts and our spending history as a result.	New to the school and getting to know the students and teachers more by attending more events and going to meetings.	Frustration with club president not responding to emails. Met with them and found out they don't check email. Asked preferred contact method and improved communication.	Facilitated conversations with members about finances and anticipated costs and purchases.
Class: Art	Creativity and award for pencil drawings at the school art show and the county fair.	Limited experience with graphic design but taking classes to improve and practicing at home.	Fellow student not participating in group assignment. Talked to student about interests and reassigned new assignment to them based on interests so they were motivated to participate.	Served as team leader on large group project.
HOME: Babysat Siblings	Ability to resolve conflict	Need more experience helping children with Math Homework but great with English and History.	Siblings refusing to listen while parents are away.	Served as a mentor, helped with homework, and made decisions based on the well being of the children.

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Reframing the Interview Questions: What Employers REALLY want to Ask but Can't

The entire interview should be focused on what you can do for the employer and how you are valuable to them. It should not be an exhausting amount of information about what you have done in the past for someone else.

Imagine being on a first date and having your date talk about their ex for 45 minutes. Help the employer envision you working there and all the wonderful things they can expect from you. Interviews have to be conducted fairly and legally so here is a list of things the employer is really asking followed by the question you might actually hear. How can you tell them what they can't really ask in a more effective way?

WHO ARE YOU AND WHY SHOULD I CARE?

- We have had a chance to review your resume and your application, but so we can get to know you better, please tell us about yourself.

AM I ONE OF 50 JOBS YOU APPLIED FOR THIS WEEK?

- Why did you apply to our company/ organization?
- Why did you apply for this position?

WHAT IS YOUR MOTIVE?

- What are your short and long term goals?
- What is the thing you like most about this position?
- What is the thing you like least about this position?

WHAT CAN YOU DO FOR ME?

- Please describe your past experience that has prepared you for this position.
- What are your strengths as they relate to the position?
- What are three words your previous boss, teacher, coach, or counselor would use to describe you?

WHAT DO I HAVE TO TEACH YOU?

- What are your weaknesses as they relate to the position?

CAN YOU GET ALONG WITH ME AND WITH COWORKERS?

- Please describe a time you had a conflict and how you handled the situation.
- Please describe your ability to work in a team.

DO I HAVE TO BABYSIT YOU?

- Please describe your ability to work independently to complete a large task.
- Please describe your ability to handle competing priorities and multitask to meet deadlines.

DO YOU JUST SHOW UP OR DO YOU CONTRIBUTE?

- What is your greatest accomplishment?
- Please describe a time you saw a problem and took initiative to solve it.

ARE YOU ETHICAL?

- What would you do if your supervisor asked you to do something that compromised your ethics and values?
- If you were going to be late for work, what would you do?
- Please describe a time you made a mistake and how you handled the situation.
- What would you do if you thought your supervisor was stealing from the company?

HOW MUCH DO YOU WANT THIS JOB?

- What else should I know about you and why should I hire you for this position?
- Do you have any questions for us?

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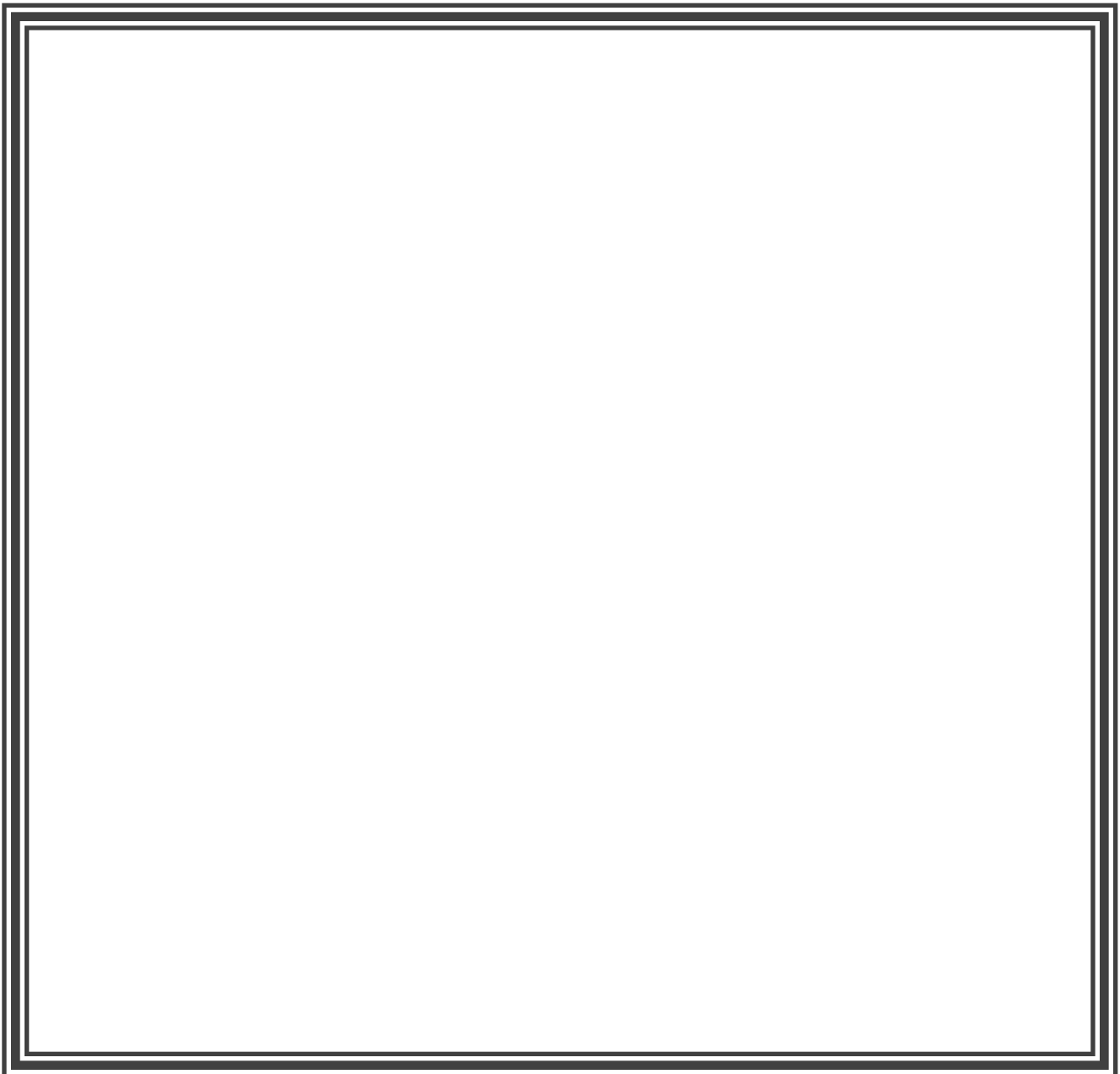
Career Vision

D.R.E.A.M

Motivate

"I Am" Tattoo

"What do you do?" This is often the first question you are asked when you casually meet people. What do you see when you look at yourself? Do you identify yourself with your job and respond with what you do for a living or do you respond with your interests, hobbies, things you spend your time on, your family, etc.? If you were going to go get a tattoo on 1/3 of your body right now would it be the logo of the last company you worked for? If not, you need to clearly think about where you are spending 24% of your week each and every week, or 1/3 of your life. If the thought of that company logo on your body makes you woozy, what would you have on you instead and is there something to be said for that? Use the space below to design you dream tattoo if you had to tattoo 1/3 of your body. What does this picture tell you about where you should be focusing your career and work goals?



The Gift you Give and the Gift you Get

Back in the time of the railroad, if you wanted a job you just showed up and worked. If you contributed and were seen as valuable, you were asked to stay and were compensated. If you were unproductive, a liability, or a distraction to others, you were asked to hit the road. Times have changed and we no longer get to “try people out” and then decide if we want to keep them or pay them. We hire them, and then we are often stuck with them. Perhaps this is why more and more companies are moving to hiring labor through temporary agencies, to do the closest legal thing they can to “try people out”.

Want to shine above your competition, get an interview, and demonstrate your work? Don't send a work sample from your past job, do a week's worth of work for your future employer and turn it in with your application and be sure to slap their logo all over it and your name and soon to be title. It is also a good idea to cc the department head, supervisor you will work for, and anyone else that would see this and be impressed as HR may not realize how valuable what you are giving them is, only those you will be working for will appreciate it. What, work for free? YES!

If you are not willing to volunteer 40 hours NOW trying to get an interview by demonstrating what you can do for the employer, why on earth would you give them 24% of your week for the next year, 5 years, or decade? If you really want to work somewhere, to spend 40 hours preparing something that shows how you can help them, should be interesting, thought provoking, and enjoyable. If at the end of the 40 hours you are tearing your hair out and you hate life, you just experienced what you are going to be doing once you get hired and I highly suggest you run from that job, and find a different one, one you would do for free or for pay.

Attached is a 3 page sample of a 38-page document I helped my husband prepare for job applications last year. It had 5 goals he wanted to achieve over the next 5 years, objectives he wanted to measure, and strategies he wanted to employ.....and it had the school's name plastered all over it with relevant names and data as well as the school logo and his name inserted as the position he was applying for. Again this is just a three-page sample and only a portion of the five goals. This was a massive project, about 80 hours of work, but if hired for the job of a head football coach at a new high school, this is what he would be doing his first two weeks any how, making a plan of action. This tells the school exactly what he plans to do for them upfront and given he already had a job, helped him look for a job that met his expectations as a coach.

Did he get called for an interview, YES! Each and every place he applied. Did he get offered a job, YES! But, sitting down and preparing this plan made him also realize, this was not the year for making a big move, starting at a new school, and implementing a new plan. Had he not had made this plan upfront, he may have regretted his decision after accepting. Making the plan helps you envision what you want to do for that employer and let's you “try out” that job. After all this is your 24% to give to someone who is worth your time. If and when my husband ever decides to change programs, he will use this same strategy and whoever he chooses to work for has to be worth his time because he gives about 50% of his pie chart to that employer and those kids when it is football season.

Find a way to make a gift for your future employer. It is something that shows what you are capable of doing for them. Let me reiterate, THEM!

Don't turn in something from your past job, that is an insult. It is like taking a scrapbook from a past relationship and crossing off names and scratching out pictures and just replacing them with the new persons'. Tacky and soo insulting. Do your homework on the company enough to know what they need and do something valuable for them! Email or mail your plan to any and everyone who will be involved in the hiring process when you apply. Chances are you may get missed by HR but may get noticed by the true decision makers.

Some examples:

OFFICE WORK: Redo a brochure that is outdated and not appealing

SALES: Make a PowerPoint for a presentation you will need to give

EDUCATION: Make a syllabi for a class you will teach

WAREHOUSE: Prepare a training manual for a machine on site

RETAIL: Gather and sanitize carts in the parking lot all day

MARKETING: Make a radio ad for a company and send it to them

MANAGEMENT: Create a 5-year strategic plan

EVENT PLANNING: Create a budget and include suggested vendors

ACCOUNTING: Review their annual report and outline strategies for saving

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----- **Football Program**
2014-2018

I. To create a competitive football program that is well respected at _____ High School, the _____ community, the _____ League and the _____ Section.

A. Establish the _____ Football Philosophy, Mission, and Vision.		Timeline	Key Players
1.	Introduce strategic plan for the _____ football program and solicit feedback based on the school mission, vision, and goals for the next 5 years.	Winter 2014	Administration, Athletic Director, Beck
2.	Meet with _____ Administration to develop a timeline for the 2014 season.	Winter 2014	Administration, Athletic Director, Beck
3.	Assess program needs and develop a yearly program budget to maintain and grow the program to be competitive at _____ Division over the next 5 years.	Spring 2014	Administration, Athletic Director, Booster Club, Beck
B. Establish the "No Huddle Single-Back Spread" Offense		Timeline	Key Players
1.	Meet with the existing coaching staff to introduce the offense.	Spring 2014	Beck, other coaching personnel
2.	Work with the existing team to introduce the offensive playbook.	Spring 2014	Beck, other coaching personnel
C. Establish the 4-4 / 4-2-5 Defense		Timeline	Key Players
1.	Meet with the existing coaching staff to introduce the defense.	Spring 2014	Beck, other coaching personnel
2.	Work with the existing team to introduce the defensive playbook.	Spring 2014	Beck, other coaching personnel
D. Increase athlete participation in the football program		Timeline	Key Players
1.	Create an environment that students are drawn to and want to join.	Ongoing	Beck, other coaching personnel, Administration, Athletic Director
2.	Meet with other athletic and physical education coaches at _____ and breed excitement for developing multi-sport athletes and cross training.	Spring 2014/ Ongoing	Beck, other coaching personnel, Administration, Athletic Director
3.	Speak at a school wide assembly or rally to introduce myself and talk about the football program to entice prospective and current players to come out to a meet and greet with their parents.	Spring 2014	Beck, other coaching personnel, Administration, Athletic Director

----- **Football Program**
2014-2018

4. Hold a meet and greet with all prospective players and their parents to introduce the new program, new philosophy, and breed excitement through a fun, informal, team building BBQ/ activity day.	Spring 2014	Beck, other coaching personnel, Administration, Athletic Director
5. Encourage current students from my classes and around campus to come out and try football.	Ongoing	Beck
6. Meet and greet with Middle School and Youth Football Staff and Coaches and encourage them to potentially use our facilities, bring their athletes to our games, and consider doing summer training camps with our school as a way to create a feeder program for the school and also to get lower programs using similar offense and defense schemes to create greater knowledge of football coming into high school.	Summer 2014	Beck
7. Participate in community-wide events (community service, parades, work days, etc.) as a team to become known in the _____ area as a positive new program for youth.	Ongoing	Beck
8. Implement training camps that attract youth players from the _____ area so they are excited about coming to _____ in the future and have knowledge of our program and schemes.	Spring- Yearly	Beck, Athletic Director, other coaching personnel, Athletes
9. Have a two-day summer youth camp taught by regional position experts and current _____ athletes and coaches.	Summer- Yearly	Beck, Athletic Director, other coaching personnel, Athletes, Invited Coaches
10. Work with local media (newspaper, tv station, radio, etc.) to develop a positive relationship for our school and our team and breed excitement for the _____ in the community.	Ongoing	Beck and Athletic Director
11. Work with administration, counseling, and faculty to identify youth who need an outlet and approach them about playing football and being part of our brotherhood and family.	Ongoing	Beck
12. Educate families about the positive impact of sports and how participation in extra curricular activities actually helps increase grades not lower them and how sports can also create accountability.	Ongoing	Beck and Athletic Director
E. Create a winning tradition at _____	Timeline	Key Players

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----- **Football Program**
2014-2018

	1. Create an environment where we consistently earn a playoff spot.	Ongoing	Coaching Staff, Athletes, Faculty, School Staff, Administration, and Community
	2. Do it differently! Create an edge over other public school experiences.	Ongoing	Coaching Staff, Athletes, Faculty, School Staff, Administration, and Community
	3. Create an environment that grows, thrives, and draws families and fans to _____ and that makes alumni proud.	Ongoing	Coaching Staff, Athletes, Faculty, School Staff, Administration, and Community
	4. See athletes be recognized in the league for their hard work and dedication, as well as their contributions to the team.	November- Yearly	Coaching Staff, Athletes
	5. Establish measurable evaluation methods to determine program success.	June- Yearly	Beck, Athletic Director, Administration
F.	Clearly identify expectations and responsibilities to ensure program cohesion	Timeline	Key Players
	1. Meet with Administration to review program direction and needed support for immediate and long-term success	Spring 2014	Beck, Athletic Director, Administration
	2. Set a coaches meeting for established and prospective coaches to discuss the coaching philosophy to determine who is on board and would like to work the 2014 season under the program.	Spring 2014	Beck, Athletic Director, Existing and Potential Coaching Staff
	3. Create parent packets for orientation meeting and hold parent informational/orientation meeting to review program expectations.	June- Yearly	Coaching Staff, Athletic Director
	4. Create player handbook and hold player orientation meeting to review program expectations.	June- Yearly	Coaching Staff, Athletic Director
	5. Work with other sports coaches at _____ to develop multi-sport athletes and support cross training amongst multiple sports	Ongoing	Beck, Athletic Director, other sports coaches
G.	Delegate seasonal responsibilities to increase program efficiency	Timeline	Key Players
	1. Create list of program needs and responsibilities to be delegated to parents.	June- Yearly	Beck, Athletic Director, Boosters
	2. Establish parent support to assist with seasonal responsibilities	June- Yearly	Beck, Team Parent

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Choose your own Experience Options Utilizing the Career Vision Model

This is not an exact method to follow after the workshop but it will help you get started if you are overwhelmed and have no idea where to start. Each person's path will be different and often paths will cross or change as new information is gained or new "Theys" are met. Some experiences may take a few days and others may take years. As "THEY" say, life is a journey. The important thing is to realize that you can proactively take steps to change any situation you encounter. Use these suggestions simply as a spring board to get you started doing SOMETHING instead of NOTHING! Don't let life happen, be deliberate!

Stay at Current Employer but Apply for Other Positions

- ❑ Determine walnuts in current job and seek ways to remove or lessen them.
- ❑ Work outside job description DAILY and look for things to improve or fix.
- ❑ Do something for free to help your employer to be noticed and build resume.
- ❑ Ask for a raise if it seems appropriate or meet with HR to determine what training and experience you need for future promotions.
- ❑ Identify or create desired job description that best uses your talents and that has few walnuts.
- ❑ Apply for a position or propose what you would like to do for the company via a strategic plan.
- ❑ Think about long term plans via bucket lists, repeat steps if you desire to stay or choose another experience.

Remain in the same Career or Skill Set but Apply to New Employers

- ❑ Identify interests and make a brain sort to match them to current career or skill sets.
- ❑ Identify Commute parameters.
- ❑ Stop applying to random jobs that appear. Instead proactively set out to find competitors, the largest employers in the area, employers specializing in areas of interest, and places close to home via database tools. Make a master list of potential employers.
- ❑ Look at the websites of the companies you are interested in and determine if what they do and where they are located is of interest. Find their job, career, or human resource department site and review ALL job descriptions regardless of if you think you qualify or are interested. This increases your career knowledge in general and helps you expand your search to things you have yet to hear about.
- ❑ Analyze Job descriptions for least number of walnuts and level of interest.
- ❑ Find a position worth 24% of your week, learn it and try it before the deadline. If you think it would be a good fit for you, apply stating your newly learned skills.
- ❑ Show and tell the employer what you can do for them via a customized resume, cover letter, and proposal, design, strategic plan or even a service.
- ❑ Send your customized application packet not just to HR but to the managers via email, mail, in person, or even all three. Someone will look at it if it is customized to them, i.e. logo, names, facts, figures, etc.
- ❑ Continue to follow up with the employer to show your level of interest.
- ❑ Use resources provided to prepare for interview and next steps for determining if this employer is worth your time.

Make a Career Change

- ❑ Identify interests and complete bucket lists to determine what is most important to you.
- ❑ Work on what you want life to look like and how you can build work into it.
- ❑ Research for at least 24 hours what you want to do with 24% of your week
- ❑ Think about temporary, short term, and long-term locations.
- ❑ Determine financial needs; short and long term to determine timeframe for career change. A part or full time job may be needed during the process, but be deliberate about where. Take a job that will teach you something you need for the long term plan.
- ❑ If time allows, intern or volunteer in multiple settings related to the career change.
- ❑ Determine if you need to get any additional training or education and if so, review that experience. Look into funding for these trainings via the resource sheets provided for both veterans and community members.
- ❑ Begin to follow the steps above for applying to new employers.

Attend an Educational or Training Programs

- ❑ Think about interests, bucket lists, location, and walnut lists.
- ❑ Read the Choosing an experience handout for all the other information regarding this option.

Relocate or Travel for pleasure, work, or experience

- ❑ Determine interests and bucket list which will drive this temporary, short term, or long term venture.
- ❑ Determine where you want to go, why, and how.
- ❑ Check out the work exchange handout and do a lot of research.
- ❑ If you have family who will make the short or long term move or travel with you, have a discussion with them about objectives and goals of the travel or relocation.
- ❑ Determine if you need an organized environment or if you are fine winging it and meeting random people along the way.

Become Self Employment Part or Full Time

- ❑ Explore your interests and bucket lists to generate ideas
- ❑ Create a brain sort to think about how you can combine skills with interests
- ❑ Determine what you love so much you would do it for free and come up with strategies of how you can make money doing what you enjoy.
- ❑ The most important part, review your walnuts. Determine what you can do to make the business successful, and where you need the help of others. Even if you can do something, do you want to? The point of being self employed is to allow yourself to work in your gifting so you get to go to work, not have to. By admitting our walnuts, you will save yourself a lot of grief.
- ❑ Are you starting a brick and mortar business, mobile, work at home business, contracted or consulting service? Each has their own unique challenges and benefits so review all options carefully.
- ❑ Attend as many business workshops as you can locally in the community through places like Inland Empire Women's Business Association, the Small Business Associations, Chamber of Commerce, etc. The community colleges and University Extension Programs also offer a variety of workshops and classes you can take to learn the skills needed to be successful. Also look into the library databases and library book catalogues for additional resources.
- ❑ Determine funding needs and write a business and marketing plan.
- ❑ Get all licenses, fictitious names, and insurance that you need squared away as well as any legal or financial paperwork.
- ❑ Ensure that you have thought about your pie chart and how this decision to be self employed will impact other institutions in your life negatively or positively and ensure this is something you are passionate enough about to devote more than full time effort to starting and that you are willing to take a risk on mentally, emotionally, physically, and financially.

NOTES