

## Unit 2: Personal Mapping

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These are the student materials for Unit 2 of the free online course [Preparing for College and Career](#). The course is a comprehensive faith-based journey through personal management, college and career exploration, preparing teens for life after high school. Nine self-paced, teacher-facilitated units were created with sophomores in mind, but are open to all teens. Flexibly available for use as a full semester or summer enrichment course, or as a supplemental resource for Adventist Academy teachers.

In order to share this material freely outside of the course, all worksheets and PowerPoints used to record videos are saved to a google drive, and linked within the unit below. Teachers will want to download the presentations (noted as videos) to view with Microsoft PowerPoint as the video lesson script is saved in each slide's notes. Similarly, downloading worksheets to view in their original word or pdf format is recommended.

### Unit Introduction

When you think of preparing for college, you may think of taking tests like the ACT or SAT and sending college applications. But did you know that understanding your own values, interests, skills and God-given abilities is even more important in preparing for college and a career? After all, if you don't know what you are good at and what is important to you, how will you pick the right fit for you? How will you plan your actions now to be using and developing your skills and exploring interests?

This unit is designed to help you understand yourself better. With this information, you will develop a plan of action for your high school years that will best prepare you for college. You'll start out by identifying your personality and interests, transferable skills and core values. Then you'll create the resume you would like to have by the time you go to college and make a plan for using your strengths to help you make that resume a reality.

#### What Do I Need to Know?

To get the most out of unit 2, you'll recognize that:

- The choices you make now impact your future, so early high school is the right time to explore careers and prepare for career education after high school
- To best understand yourself, each learning activity needs your honest and unhurried reflection

Be sure to save all activities in this unit into the folder you set up in Unit 1 for this course. You will reference this work in later units.

#### What will I learn in this unit?

By completing the learning activities in each lesson, you'll be able to answer these questions:

- What is my personality type? What are my vocational interests? (Lesson 1)
- What are my transferable skills and core work values? (Lesson 2)



- What are the function and form of a resume? How do I develop a growth resume? (Lesson 3)
- How can I serve while also building my values, interests, skills and abilities? (Lesson 4)
- What are the steps to apply for a job? What are my current interview skills, and how can I improve them? (Lesson 5)

## Unit Intro Video

### Unit 2 Introduction

- PowerPoint for the introductory video for Unit 2 of the course *Preparing for College and Career*. This PowerPoint contains a brief summary of the lesson objectives covered in this unit.

## Course Project

In this unit you'll begin to fill in your Career Plan Matrix (or pdf). In addition to the assignments in this unit, there will be assignments in Units 3 through 9 that will help you complete this major project. The end product will be a personal map to guide decisions about high school classes and extracurricular activities, your choice of which college or university to attend, and which major to study towards a career of interest.

## Additional Resources

These resources are recommended to learn even more about God-given talents, skills, and abilities as you prepare for life after high school:

1. Carter C. (2007). *Sophomore guide to college & career: Preparing for life after high school*. LifeBound, Colorado.
2. Resume Generator
3. The Big Five Personality Test – a 50-item free test based on modern personality research on the dimensions of Openness, Conscientiousness, Agreeableness, Extraversion, and Neuroticism
4. What the Bible Says about Personality
5. O\*NET Occupations by Skills – a more in-depth way to explore skills and then research occupations that are good fits for your identified skill set
6. Canadian Careers Exploration by Skills & Knowledge – if you have some work experience already, this more detailed skills and knowledge database has much to explore
7. What are Your Values? Deciding What's Most Important in Life – video and guided activity to explore values in a different way; worth doing as an alternate to the selected core and work values activities in lesson 2
8. Skills and Ability Videos – short 2-3 minute videos provide diverse examples of transferable skills
9. Resume Guide
10. Resume & Cover Letters for High School Students – for teachers, access the full unit expanding on this lesson
11. Job Interview Tips for Teens – a series of short, information-rich videos by snagajob, geared to young job seekers



## Lesson 1: Personality and Interests

### What Will I Learn?

By the end of this lesson, you will be able to answer these questions:

- What is my personality type and good careers for this type?
- What are my vocational interests and possible careers building on these interests?

You will also connect your personality type, interests and 5 career possibilities into your career matrix.

### Learning Activities

#### ***Personality Inventory***

1. Watch the video below for an introduction to this activity.

##### Personality Inventory Introduction

- PowerPoint for the video for the Personality Inventory activity in Lesson 1 of Unit 2 in the course *Preparing for College and Career*. The PowerPoint introduces the concept of personality from a Christian viewpoint and provides an overview of the activity.

2. Complete the Typefinder Personality Inventory

- Make sure you make choices on this assessment (and the others in this unit) based on your true identity, not who you think you should be or who other people think that you are.

3. Read and reflect on the information in the Overview, Careers, and optionally, the Relationships and Resources tab at the top of your personality profile. Watch the videos, and explore at least 5 careers listed for your personality type.

4. Download My Career Plan Matrix (or pdf). This word document is a personal map that can become a handy guide to decisions about college, major, and career. Save the file in a folder for this course, as you will keep filling in information as you continue through the units in this course.

5. Add these items to the Career Matrix and save the file:

- Your name, the year, and your school in the header
- Your personality type – include both the abbreviation and 4 words e.g. ESFJ - Extraverted, Sensing, Feeling, Judging
- Your top 5 career picks. You will have opportunities to update this several times. Just record your top picks from today's exploration for now.

#### ***Interest Assessment***

1. Watch the video below for an introduction to the interest assessment activity.

##### Vocational Interests Introduction

- PowerPoint for the video for the Vocational Interests activity in Lesson 1 of Unit 2 in the course *Preparing for College and Career*. The PowerPoint introduces the O\*NET Interest Profile tool and provides an overview of the activity.

2. Complete the O\*NET Interest Profile

3. Spend at least 10 minutes reading the Career information from three or more careers suggested as a good match for your vocational interests and chosen job zone. Save the information sheets for the careers in your folder for this course. You will use this information for several lessons in Unit 6.

4. Open your saved Career Matrix. Enter your top 3 Vocational Interests from the Interest Profiler results into your Career Matrix in the Vocational Interests section in Column 1. Resave the updated project file.

## Lesson 2: Skills and Values

### What Will I Learn?

By the end of this lesson, you will be able to answer these questions:

- What is a transferable skill and how can I create a plan to develop new skills?
- What are my current skills, and what careers match these skills?
- What are my core work values?

### Learning Activities

The activities in this less are organized into two sets:

- You will first learn about and take a *skills inventory*.
- Then you will explore *core and work values*.

### ***Transferable Skills Inventory***

1. Watch the video, introducing the skills inventory activity.

#### Skills Inventory Introduction

- PowerPoint for the video for the Skills Inventory activity in Lesson 2 of Unit 2 in the course *Preparing for College and Career*. The PowerPoint introduces the concept of transferrable skills and provides an overview of the activity.

2. Read this article: What are Transferable Skills?

Learn what transferable skills are by reading the description and reviewing examples in six categories. Which skills do you think you have already gained? Which would you like to develop? Reference this article when writing your resume and preparing for job interviews in lessons 3 and 5 in this unit.

3. Complete either the Skills Inventory online or the download and fill in. Save a copy to your folder for this course.

4. Open your Career Matrix file and fill in your 5 strongest transferable skills in Column 1. Resave the updated project file.

### **Assignment: Core and Work Values**

#### ***Directions***

1. Watch the video introducing this assignment:

#### Core and Work Values Introduction

- PowerPoint for the video for the Core and Work Values activity in Lesson 2 of Unit 2 in the course *Preparing for College and Career*. The PowerPoint introduces the concept of biblical work values, including intrinsic and extrinsic values, and provides an overview of the activity.

2. Discover your core values:

- Optional: Download Core Values and Work Values (or pdf) checklist to stay organized for these next tasks.
- Download Discover Your Core Values (or pdf) and save a copy to your class folder.

- To use the chart on page 2, you can either print the page or use your stylus or the underline button to mark your answers.
- Read the directions and the description of core values.
- Discover your core values by completing the 3 steps on the worksheet.
- Resave the file with the core values you listed.

3. Discover your work values:

- Download Identify Your Work Values (or pdf) and save a copy to your class folder.
- As you will want to mark up the activity sheet in several steps, print it if you don't have a tablet with a stylus.
- Read and follow the instructions.
- Save the completed activity sheet to your folder for this class.

4. Submit your top 10 core work values:

- Click on the "Submit Assignment" button on the top right of this assignment page.
- Type your 5 core values and 5 work values separately in the text box.
- Click "Submit Assignment" at the bottom of the text box.

5. Update your Career Matrix:

- Compare the 5 core values and the 5 work values you submitted.
- Reflecting on your foundational Christian (or other religious) worldview, consider whether there are any values you would change, and change them if needed.
- Write out the two lists of 5 values side by side and pare down these 10 values to one final list of 5 core work values.
- Once you have shortened the list to 5 core work values, enter your final list in Column 1 of your Career Matrix. Save your updated Career Matrix file.

*Teacher note: Grade using U2 Values rubric*



## Lesson 3: Preparing a Resume

### What Will I Learn?

By the end of this lesson, you will be able to answer these questions:

- What is the purpose of resumes and cover letters?
- What elements are important to the form, function, and effectiveness of a resume?
- How do I develop a working resume for myself using the Resume Generator?

### Learning Activities

#### **Watch**

##### Introduction to Resumes

- PowerPoint for the video introducing resumes in Lesson 3 of Unit 2 of the course *Preparing for College and Career*. The PowerPoint contains a brief overview of the lesson objectives and activities, along with information about the purpose of resumes and their different forms and functions.

#### **Read**

As you read the article below, pay particular attention to the primary sections of a resume.

##### High School Resume

#### **Assignment Preparation**

1. Reread your personality, interest, skills, values, and career interests recorded on your saved copy of My Career Matrix, noting things that may be helpful to include in your resume.
2. Draft a list of any volunteer roles and paid positions you have enjoyed, and a list of ones you would like to experience during your high school years.
3. Save the list for creating your resume in this week's assignment. You will also use this list for Lesson 4, so make sure you save it somewhere you can find it again.

TIP: Develop solid connections with at least 2 teachers. These positive relationships will be helpful for high school classes and also for job and college references.

### Resume Discussion

#### **Directions**

1. Use the Resume/Cover Letter Rubric to evaluate these two sample high school resumes.
2. Write a post answering the following prompt (4 strong sentences minimum):
  - Write a summary of your evaluation of the two resumes. What grade would you give each resume? Why?
3. Read through at least 5 other students' posts (or as many as have been posted, if there are less than 10).

4. Respond to three other students' posts, contributing a new idea or thought to the discussion (20 words minimum each).

*Teacher note: Grade using Discussion rubric*

### **Assignment: Creating a Resume**

#### **Directions**

Now you're ready to create your resume.

1. Download the [Resume worksheet](#).
2. Replace the text in the worksheet with your own information. Be careful to use correct grammar, spelling, and capitalization. Use your high school information in the Education section. Use lists instead of full sentences except in the objective ("Repaired classic cars" instead of "I have experience repairing classic cars," for example). Delete any parts that don't apply to you.
3. As you fill in your resume information, imagine you are: Applying for a part-time student job, in a line of work you're interested in exploring for a career or a high school senior with skills gained through academics, extra-curricular activities, and volunteering.
4. Upload the file here to submit the assignment.

*Teacher note: Grade using Fill-in Assignment rubric*





## Lesson 4: Becoming through Serving

### What Will I Learn?

By the end of this lesson, you will be able to answer these questions:

- How can I become my growth resume?
- How do I job shadow or interview a professional about their work?
- How can I use journaling to discover more about myself?
- How do I create an action plan for building values, interests, skills and abilities?

### Introduction

#### Becoming Through Serving

- PowerPoint for the video introducing the concept of growing through service in Lesson 4 of Unit 2 of the course *Preparing for College and Career*. The PowerPoint contains a brief overview of the lesson objectives and activities, along with information about job shadowing, volunteering, internships, interviewing, and other ways of expanding your resume.

### Learning Activities

#### **Watch**

#### Engaging in Extracurricular Activities

As you watch these 6 short videos, consider extracurricular activities you are already involved with or might want to start.

#### **Read**

Wondering how you might volunteer in your community? Here are great ideas to consider as you create your action plan in this lesson.

- [129 Examples of Community Service Projects](#)
- [50 Community Service Ideas for Teen Volunteers](#)

### ***Self-discovery Journal***

1. Open the [Self-Discovery Journal](#) file (or [pdf](#)). Read through it before beginning. Then follow the instructions.

2. To help you get the most out of this activity, talk about your journaling experience with trusted friends and adults. Listen to their responses as they share how they understand your strengths, joys, and sorrows.

3. Feel free to continue journaling after the week is over if you would like.

## **Assignment: Service and Extracurricular Activities Log**

### ***Directions***

1. Mindmap key ideas gained through the videos and articles from this lesson and your personal experience with extracurricular activities and volunteering. Use this [mindmap template](#) (or [pdf](#)) or use the idea to hand-write your own.
2. Download the [Service and Extracurricular Activities Log](#) (or [pdf](#)).
3. Keeping in mind the ideas from your mindmap, make a list of service and extracurricular activities you can take on to build core work values, transferable interests and God-given abilities. This can include activities you have already begun, but should also include several new activities.
4. Put the actions on your list into the first column of the Service and Extracurricular Activities Log, adding additional activities if needed.
5. Share this list with your parents or guardians, counselor or other trusted adult, asking for their feedback and for help on making your action plan happen.
6. Click on "Submit Assignment" on the top right of this page and type in 3 activities from your activities log that you plan to add to what you are currently doing, then click "Submit Assignment" at the bottom of the text box.
7. Keep adding to this through your high school years. It will be valuable in updating your resume and applying for jobs and scholarships.

*Teacher note: Grade using Fill-in Assignment rubric*

## Lesson 5: Job Applications and Interviews

### What Will I Learn?

By the end of this lesson you will be able to answer these questions:

- How do I find and apply for jobs?
- How can I sell myself effectively during a job interview?
- How can I use mock job interviews to develop my interview skills?

### Learning Activities

#### Watch

##### Job Application and Interviews Introduction

- PowerPoint for the introductory video for Lesson 5 of Unit 2 of the course *Preparing for College and Career*. The PowerPoint contains a brief overview of the lesson objectives and activities.

#### Read

Read and write notes on the articles below. You will be taking a quiz on the information in the articles, so read carefully.

1. [How to Sell Yourself During a Job Interview](#)
2. [How Summer Jobs Influence your Future](#)
3. [Learning How to Network in High School](#)
4. [Benefits of Working a Part-time Job in High School](#)
5. [Part-time Jobs for Entrepreneurial Students](#)
6. [Job Search Tips for High School Students](#)
7. [Dressing for an Interview](#)

#### Watch

Watch several [job interview tip videos by snagajob](#), including the [do's and don'ts of mock interviews](#).

#### Mock Interview

1. Ask a trusted friend to interview you as a way to practice for a real interview.
2. Set up a way to video the mock interview.
3. Give your friend this list of [common interview questions](#) and have them pick at least 10 of the questions to ask you. Do not have them tell you which questions they picked.
4. Have your friend interview you for 5-10 minutes asking the questions they picked.
5. Pick a trusted adult and ask them to view the video with you. Discuss with them ways that you could improve, listening to their suggestions and contributing ideas of your own. Write notes of the suggestions the two of you think of.

### Discussion: Mock Interviews

#### Directions:

1. Write a post answering the following questions (50 words minimum):
  - What part of the mock interview did you seem best prepared for? Why?
  - What part of your mock interview was most challenging and why?

- What would you focus on when preparing for a real interview in the future?

2. Read through at least 10 other student's posts (or as many as have been posted, if there are less than 10).




3. Respond to two other students' posts, contributing a new idea or thought to the discussion (20 words minimum each).




*Teacher note: Grade using Discussion Rubric*



### **Job Applications Quiz**

Lesson 5 has a quiz with 14 questions covering the material in the articles read in this lesson. There are 2 questions for each article. Most of the questions are true and false or multiple choice questions. If you are a teacher and would like to have access to the quiz questions to use with your students, please email [Glynis Bradfield](#).

## Rubrics Used in This Unit

Rubric for Fill-in Assignments   				
Criteria	Ratings			Pts
Completion <a href="#">view longer description</a>	All blanks filled 4 pts	Partially filled 2 pts	Mostly blank 0 pts	4 pts
Accuracy <a href="#">view longer description</a>	Evidence of accuracy 2 pts		Inaccurate 0 pts	2 pts
Substance <a href="#">view longer description</a>	Attention given to substance 4 pts	Inconsistent attention 2 pts	Erratic attention or careless 0 pts	4 pts
				Total Points: 10

Discussion Rubric					  
Criteria	Ratings			Pts	
Post answers prompt	Completely 2 pts	Mostly 1 pts	Not at all 0 pts	2 pts	
Thoughtful response to other posts	Complete 2 pts	Partial 1 pts	Not included 0 pts	2 pts	
Clarity/Focus	Full Marks 1 pts		No Marks 0 pts	1 pts	
Total Points: 5					

U2ValuesRubric   		
Criteria	Ratings	Pts
Core values list	<i>This area will be used by the assessor to leave comments related to this criterion.</i>	5 pts
Work values list <a href="#">view longer description</a>	<i>This area will be used by the assessor to leave comments related to this criterion.</i>	5 pts
		Total Points: 10

## Resources Used in this Unit

### Files and Worksheets

[Career Plan Matrix \(or pdf\)](#)  
[Core Values and Work Values \(or pdf\)](#)  
[Discover Your Core Values \(or pdf\)](#)  
[Identify Your Work Values \(or pdf\)](#)  
[Resume Worksheet](#)  
[Self-Discovery Journal \(or pdf\)](#)  
[Mindmap Template \(or pdf\)](#)  
[Service and Extracurricular Activities Log \(or pdf\)](#)  
[Dressing for an Interview](#)

### Video PowerPoints

[Unit 2 Introduction](#)  
[Personality Inventory Introduction](#)  
[Vocational Interests Introduction](#)  
[Skills Inventory Introduction](#)  
[Core and Work Values Introduction](#)  
[Introduction to Resumes](#)  
[Becoming Through Serving](#)  
[Job Application and Interviews Introduction](#)

### Internet Resources

[129 Examples of Community Service Projects](#)  
[50 Community Service Ideas for Teen Volunteers](#)  
[Benefits of a Part-time Job in High School](#)  
[Canadian Careers Exploration by Skills & Knowledge](#)  
[Common Interview Questions](#)  
[Do's and Don'ts of Mock Interviews.](#)  
[Downloadable Skills Inventory](#)  
[Engaging in Extracurricular Activities](#)  
[High School Resume](#)  
[How Summer Jobs Influence your Future](#)  
[How to Sell Yourself During a Job Interview](#)  
[Job Interview Tip Videos by snagajob](#)  
[Job Interview Tips for Teens](#)  
[Job Search Tips for High School Students](#)  
[Learning How to Network in High School](#)  
[O\\*NET Interest Profile](#)  
[O\\*NET Occupations by Skills](#)  
[Online Skills Inventory](#)  
[Part-time Jobs for Entrepreneurial Students](#)

[Preparing for College and Career](#)  
[Resume & Cover Letters for High School Students](#)  
[Letter Generator](#)  
[Resume Generator](#)  
[Resume Guide](#)  
[Resume/Cover Letter Rubric](#)  
[Sample High School Resumes](#)  
[Skills and Ability Videos](#)  
[The Big Five Personality Test](#)  
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[What the Bible Says about Personality](#)