



Focus on the Future

Junior Achievement's Focus on the Future program will help students create a pathway that will take them from high school into the real world. Highlights of each session:

Session 1

The 16 Success Skills

- ❖ Explore skills needed to be successful in the work-place
- ❖ Complete self-assessment ranking on 16 Success Skills
- ❖ Self-evaluate essential, transferrable workplace skills

Session 2

Gather Your Thoughts

- ❖ Review writing tips and sample formats for traditional resumes
- ❖ Complete an information sheet to be used for resume writing and networking
- ❖ Create a resume to be used for traditional interview situations
- ❖ Craft an elevator pitch

Session 3

Filling in the Blanks

- ❖ Understanding the importance of networking
- ❖ Identify personal contacts who could connect one to a job
- ❖ Review writing a cover letter
- ❖ Complete writing a sample cover letter
- ❖ Review information on how to fill out an application
- ❖ Complete sample job application

Session 4

Got the Interview

- ❖ Review tips for successful interviews
- ❖ Dressing for success tips
- ❖ Practice answering job interview questions
- ❖ Review writing a thank you letter
- ❖ Complete a sample thank you letter

Session 5

Your Electronic Brand

- ❖ Understand that a student's social media sites often play a role in determining if a school or business accepts an applicant
- ❖ Understand the use and value of Personal Branding

Session 6 (OPTIONAL)

Living the Experience

- ❖ Students will have the opportunity participate in one or more of the following:
 - Career Fair
 - Job Shadowing
 - Speaker Series