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SUMMARY

An attentive and self-motivated individual who always pays extra attention to small details. Seeking a position where I can apply my skills and attain new ones.

EDUCATION

SIoux FALLS HIGH SCHOOL, SIOUX FALLS, SD

Diploma progress: expected graduation date Spring 2019

GPA 3.4

Experience/Volunteer

4/2013 TO PRESENT

BOSS OF EVERYTHING, ACME BALLOON CO.

- Told people what to do regarding their employment with the company
- Made decisions that affected the outcome of daily activities
- Delegated duties to the subordinates
- Oversaw client relations by coordinating multiple events during all hours of the day.
- Performance Management
- Talent Management

5/2012 TO 4/2013

VOLUNTEER DOG WALKER, HUMANE SOCIETY

- Walk dogs
- Cleaned up after dogs (Poop Patrol)
- Replenish food and water dishes
- Ask dogs "Who's a good baby??"

SKILLS

- Written and Verbal Communication
- Teamwork
- Typing Speed: 25 WPM

EXTRA CURRICULARS/HOBBIES

- Student Council – Student Council Secretary
- Ultimate Frisbee: Sioux Empire Ultimate Frisbee Club, Sioux Falls, SD
- Debate Club

HONORS/AWARDS/CERTIFICATIONS

- Certifications: Bring Your A Game to Work and CPR
- Perfect Attendance Award 2017, 2018

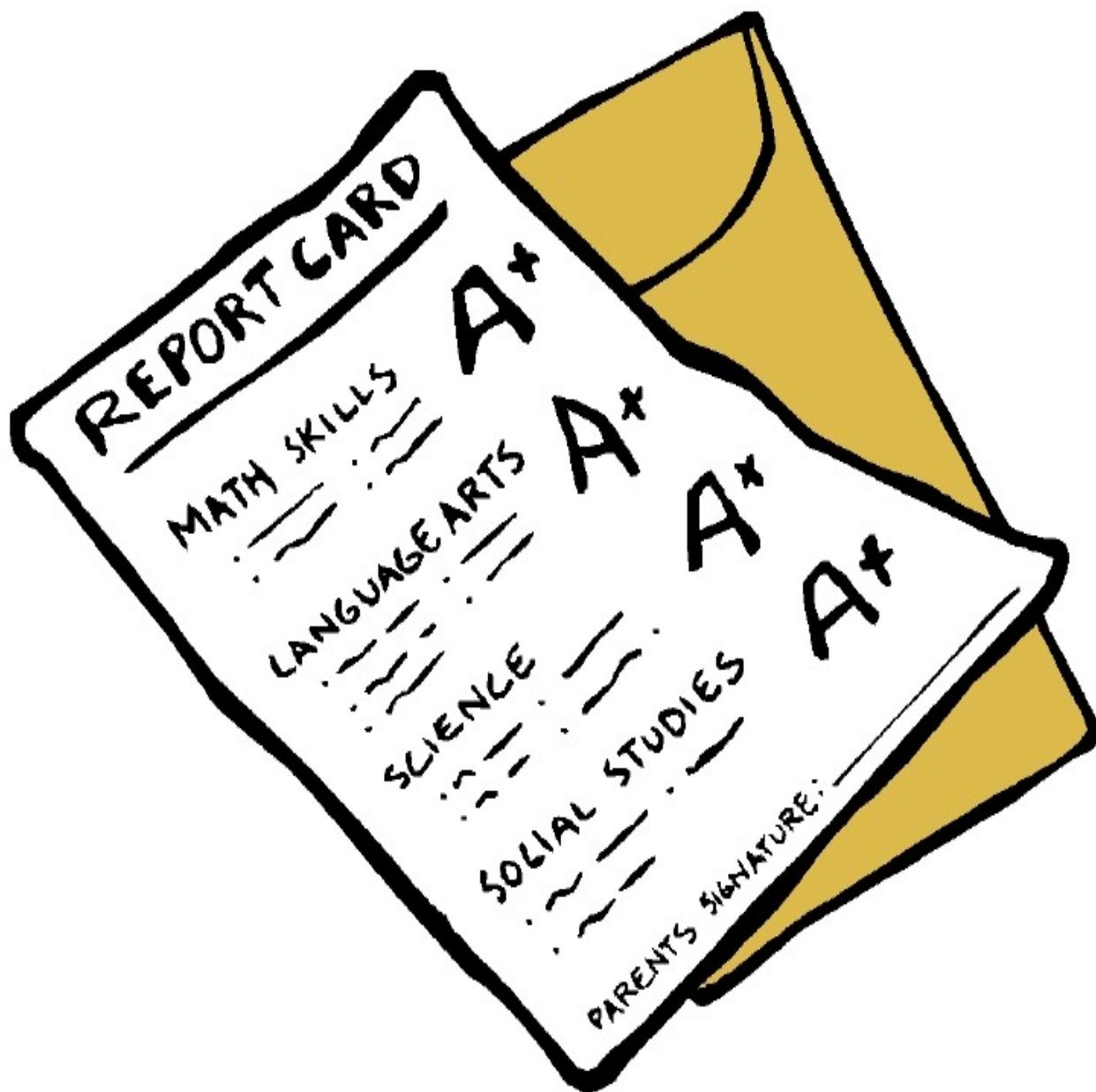
Academic Skills Evidence # 1

This is where you will write about the following example of your academic skills. It should be a minimum of 1-2 paragraphs long. You will want to address who, what, why, where, when skill was used and/or developed. Think of this as an introduction to the actual piece of evidence. If you are providing a copy of ACT/SAT scores, talk about the relevance it must showcase your academic skills. Other examples to show academic skills are:

- tests, research projects, essays, worksheets, quizzes which show your performance in math, English, social studies, science etc.
- ACT/SAT
- Pictures of you involved in projects, certified credentials (Red Cross, CPR, OSHA)
- Computer science applications
- Report card
- Academic excellence award certificates
- Grade sheet from a class which shows your name and grade earned
- Scholarship certificates and transcripts.

Academic Skills #1

Hint...screen shot infinite campus to show your grades as a report card



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Academic Skills #2

Here you will provide another piece of evidence to showcase your academic skills. Preferably different than the first one you did. For example; if your first evidence was a quiz do not do another quiz. Try going for a different example such as a report card. I also prefer both examples are NOT from the same class. If one is from an English class, make the second evidence from a math class, welding, child development and so on. This will help prove that you are a well-rounded student in multiple areas and ways. If you are struggling to find something and/or have an idea of something else but are unsure if it would qualify as academic skill evidence, then please, let me know and I will let you know if it is acceptable or not. Remember that at least one of the skills evidence must be from this year.

Academic Skills #2



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Personal Management Skills #1

This is where you will write about the following example of your personal management skills. It should be a minimum of 1-2 paragraphs long. You will want to address who, what, why, where, when skill was used and/or developed. Think of this as an introduction to the actual piece of evidence. If you are providing a copy of an attendance award, talk about the relevance of it and how it showcases your personal management skills. Other examples to personal management skills are:

- Career oriented reports/projects
- Record of employment related to you career choice
- Self-inventory checklist of employability skills
- Group project evaluation from any course
- Award/record or picture of a community service project or activity (4-H, Boy/Girl Scouts)
- Performance review of employment
- Picture or record of student lead conferencing
- Picture or record of any family activities such as home chores, projects, responsibilities
- Page from day planner showing organizational skills
- Spreadsheet showing payment of debt, cell phone, care etc.

Personal Management Skills #1

Hint...if you still have your certificate from “Bring Your ‘A’ Game” test, or a National Career Readiness Certificate (NCRC) you can use it here!



Personal Management Skills #2

Here you will provide another piece of evidence to showcase your personal management skills. Preferably different than the first one you did. For example; if your first evidence was an attendance award do not do another attendance award. Try going for a different example such as a checklist of employability skills from Careeronestop.org. If you are struggling to find something and/or have an idea of something else but are unsure if it would qualify as personal management skill evidence, then please, let me know and I will let you know if it is acceptable or not. Remember that at least one of the skills evidence must be from this year.

Personal Management Skills #2

The screenshot shows the CareerOneStop Skills Matcher interface. The page title is "Skills Matcher | Careers | X". The URL is "https://www.careeronestop.org/toolkit/Skills/skills-matcher-details.aspx". The page features the CareerOneStop logo and a search bar. A navigation bar includes links for "Explore Careers", "Find Training", "Job Search", "Find Local Help", "Toolkit", and "Resources For". The main content area is titled "Skills Matcher" and includes a "Back to results" button, social media icons, and a "Next steps" section. The "Next steps" section provides instructions on how to use the Download button and lists two actions: "Use in your cover letter or resume" and "Bring with you when you meet with a counselor". The "About this data" section states that skills data come from O*NET OnLine. The main content area lists several skills with their descriptions:

- Helping People** Looking for ways to help people.
- Clerical** Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Complex Problem Solving** Noticing a problem and figuring out the best way to solve it.
- 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.
- Instructing** Teaching people how to do something.
- 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.
- Quality Control Analysis** Testing how well a product or service works.
- Sociology and Anthropology** Knowledge of group behavior and dynamics, societal trends and influences,

The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the time 4:02 PM and date 05/16/2018.

Teamwork Skills #1

This is where you will write about the following example of your teamwork skills. It should be a minimum of 1-2 paragraphs long. You will want to address who, what, why, where, when skill was used and/or developed. Think of this as an introduction to the actual piece of evidence. If you are using a picture or certificate from an athletic club, talk about the relevance it must showcase your teamwork skills. Other examples to show teamwork skills are:

- Written performance evaluation from employers, letter of recommendations
- Record of membership in school, community, political organization (photos)
- Newspaper reports or other written recognition of projects from sources other than the organization
- Evaluation forms from group projects from a class
- Picture of varsity jackets, medals, letters, certificates
- Athletic certifications newspaper articles of athletic or other school events
- Record of peer coaching/tutoring
- Record of any work on projects such as Junior Achievement, fundraisers, student council, DECA etc.

Teamwork #1

Junior Achievement of South Dakota

To inspire and prepare young people to succeed in a global economy

[About JA](#)
[Volunteers](#)
[Programs](#)
[Events](#)
[Supporters](#)
[Communities](#)
[Contact Us](#)

[Program Resource Center](#)
[Educator Information](#)
[Evaluations](#)
[Scholarships](#)
[JA in a Day](#)
[JA Excelling through Ethics](#)

Program Resource Center

Click on a program below for grade specific overviews, teaching tips and technology resources.

NOTE: The Web sites included in this section have been reviewed and identified by JA to contain helpful information, and are provided only as educational resources. Some information posted comes from third-party sources. Although deemed reliable, accuracy cannot be assured. JA does not exercise control over, endorse, or accept responsibility for the content, products, and/or services provided at non-JA sites.

Elementary School Curriculum (K-5th Grade)	Middle School Curriculum (6th-8th Grade)	High School Curriculum (9th-12th Grade)
<ul style="list-style-type: none"> JA Ourselves@ (K) JA Our Families@ (1st) JA Our Community@ (2nd) JA Our City@ (3rd) JA Our Region@ (4th) JA Our Nation@ (5th) JA More than Money@ (3rd-5th) 	<ul style="list-style-type: none"> JA Economics for Success@ JA Global Marketplace@ - Digital JA It's My Future@ - Kit JA It's My Business!@ - Kit 	<ul style="list-style-type: none"> JA Be Entrepreneurial@ JA Career Success@ JA Company Program@ JA Excelling through Ethics JA Exploring Economics@ JA Job Shadow™ JA Personal Finance@ - Kit JA Personal Finance@ - Digital JA Titan@

[CLASSROOM MANAGEMENT AND TIPS](#)
[TEACHER AND VOLUNTEER RESPONSIBILITIES](#)
[INCENTIVE/TREAT IDEAS](#)
[VOLUNTEER CONDUCT STANDARDS](#)

Teamwork #2

Here you will provide another piece of evidence to showcase your teamwork skills. Preferably different than the first one you did. For example; if your first evidence was an athletic award do not do another athletic award. Try going for a different example such as a newspaper article about a project you were a part of. If you are struggling to find something and/or have an idea of something else but are unsure if it would qualify as teamwork skill evidence, then please, let me know and I will let you know if it is acceptable or not. Remember that at least one of the skills evidence must be from this year.

Teamwork #2

Hint...are you apart of any teams NOT just sports (DECA, Math Club, STEM club etc.)

Or outside of school...have you work as a team to do an Escape Room (605 escape room)



8-Hour Day Reflection and Verification

You will need to provide verification that you worked an entire 8-hour day during the semester. It should be signed off by your supervisor that has been overseeing your internship with the date it was completed. Provide a brief description of how the full day of activities differ from the small time block you completed daily. This summary should be at least one paragraph long and free of spelling and grammatical mistakes.

Interview on Site

You should have completed two of these site interviews during the semester.



**Career Internship
Job Site Interview Form**

Interview 2 people at your job site who have different types of positions within the company using the following questions. Be sure to place a copy of these interviews in your portfolio.

1. Name _____
2. What is your job title?
3. Please list four major responsibilities, which are on your job description.
4. How did you decide to go into this career?
5. What type of training/education do you need for this occupation?
6. Does this occupation require any specific license, certification, or testing?
7. What percentage of your time do you feel you are working with other people?
8. What percentage of your time do you feel you are working with things/data?
9. To what extent do you have to use basic skills such as reading, writing, mathematics, using computers?
10. What are two things you like about your job?
11. What are two things you wish you could change about your job?
12. What advice do you have for me as I finish my high school career?

Career Internship Reflection Paper Outline

Here is an example. DO NOT copy this exact form and call it good. This is only an example and you would need to add your specific topics/details to this.

Title

Introduction

- A. Capture reader's interest
- B. Build case through logic
- C. Topic sentence/thesis statement

Reflection Topics

- A. Support
 - 1. Example

Reflection Topics

- A. Support
 - 1. Example
 - 2. Example
- B. Support
 - 1. Example
 - 2. Example

Reflection Topics

- A. Support
 - 1. Example
 - 2. Example
- B. Support
 - 1. Example
 - 2. Example
- C. Support
 - 1. Example
 - 2. Example

Conclusion

- A. Restate topic
- B. Summarize three main points
- C. Revisit introduction or tie all ideas together

Career Internship Reflection Paper

Your reflection paper will go here. You will be graded on your format, grammar, spelling, structure, reflection. There must be an introduction, body and conclusion to the paper. The reflection piece will have to answer each of the following questions:

Reflection Questions from the Youth Internship Skills Portfolio Rubric (Minimum)

- Was this internship a new experience or was it built upon previous employment? If a new experience, why did you choose to explore this specific career field? If built on previous employment, how did it help to expand your role?
- Describe, in detail, some of the things you experienced during your internship.
 - What did a normal day look like?
- What were some of the biggest surprises you encountered during the internship experience (minimum of two)?
- What experiences/lessons did you encounter that you will remember after your internship experience (minimum of two)?
- What did you learn from the experience of working with other people (interviews) and how did Bring Your A Game help?
- Assess the success of your internship experience.
- Are you still interested in this career field? Why or why not?
- What did the program teach you about yourself?
- How do you plan to use this internship moving forward (post-secondary, working, etc.)?
- If given the chance, what would you change about the internship class for students in the future?

Visual Aides Used in Presentation

Provide copies of PowerPoint, pictures of you on the job, creations, written plans/proposals, Prezi, poster etc. There must be a minimum of two visuals, which include an electronic presentation.