What’s Next Pine Bluff   
Future Center

**Leadership Skills**

* HAC/TAC
* Conduct in Class/Attitude
* Assignment Schedule
* Note Taking
* Leadership Styles
* Community Service
* Action Plan

**Preparing for Careers**

* Resume
* Cover Letter
* Letters of Recommendation
* Interview Skills
* Dress Code for Interviews
* Coding

**Preparing for the Military**

* ASVAB Prep

**Preparing for College**

* ACT Prep
* Making a College Board Account
* Comparing Colleges on College Board
* Scholarship Essays
* College Applications
* FAFSA
* Paying for College
* College Visit Prep
* Developing References

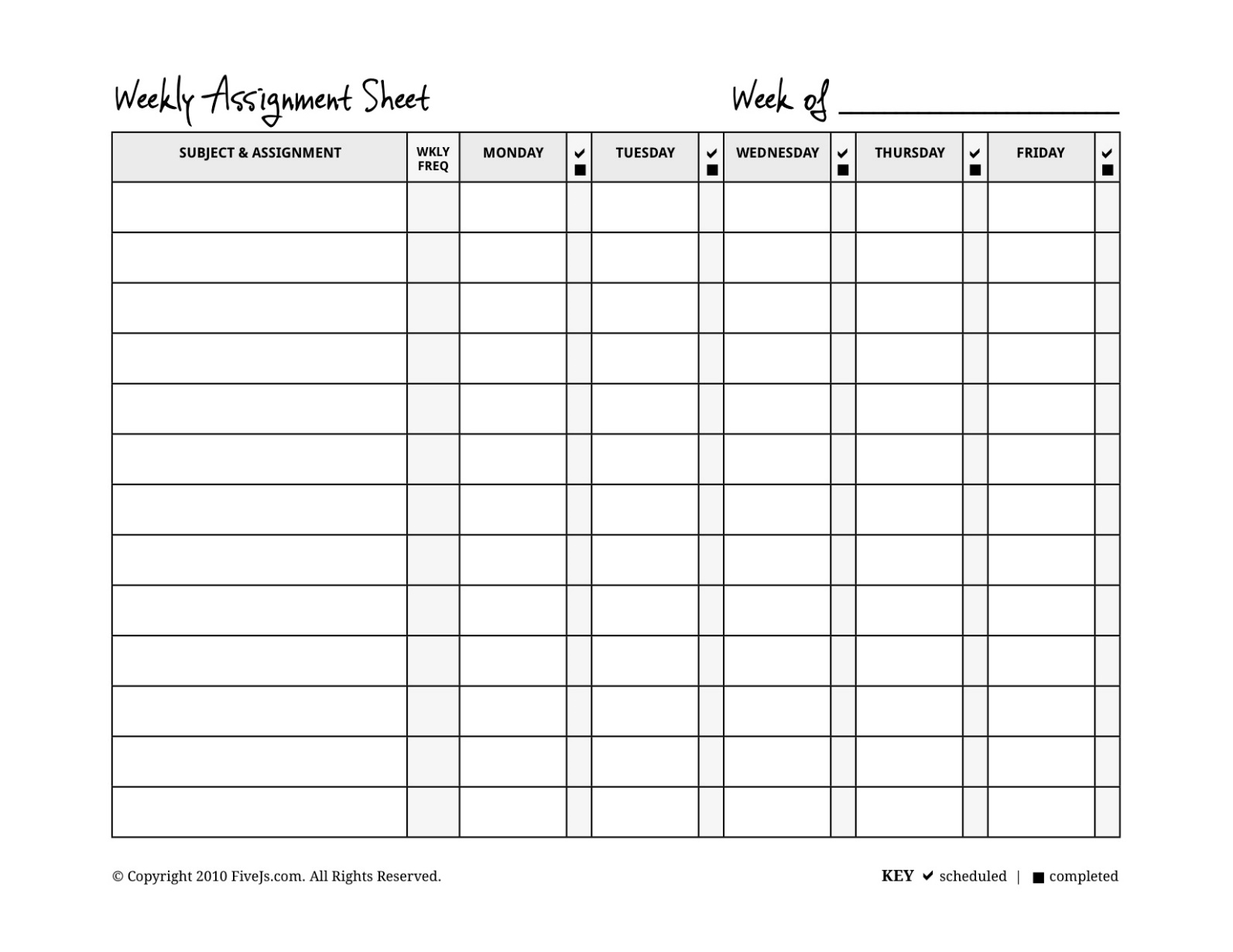
**Leadership Skills**

* HAC/TAC  
  <https://hac31.eschoolplus.k12.ar.us/HomeAccess/Account/LogOn?ReturnUrl=%2fhomeaccess%2f>
* Conduct in Class/Attitude

Guest Speaker Notes

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* Assignment Schedule

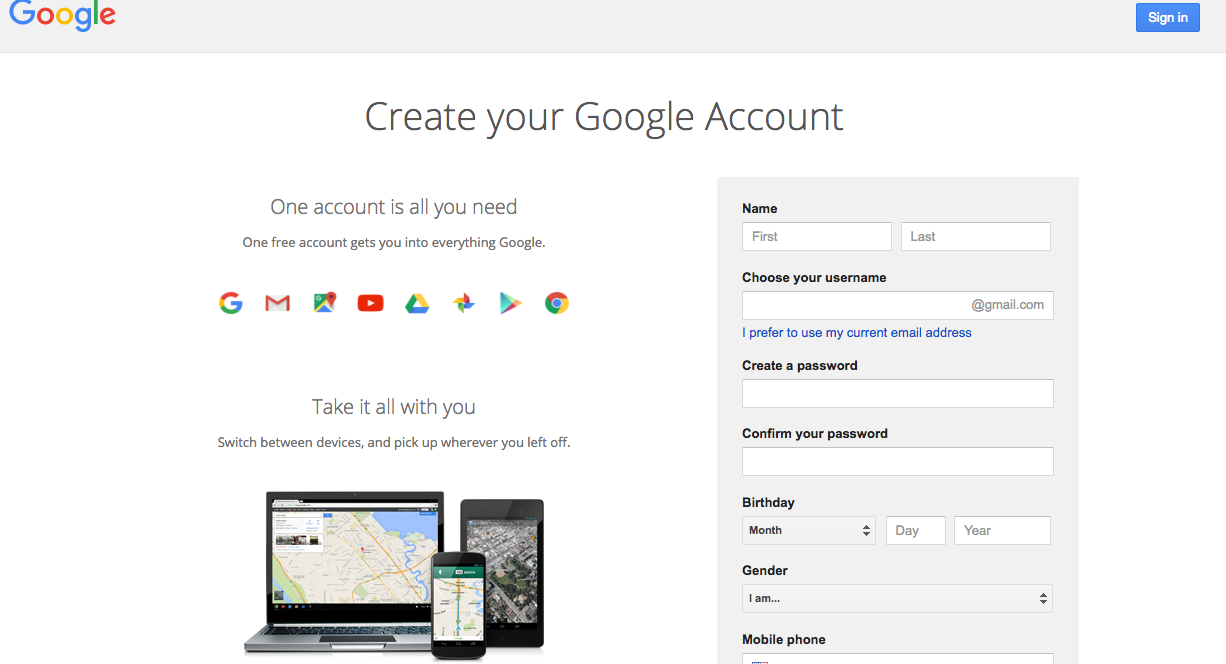


* Make a Google Drive account

**Make a Google Account**

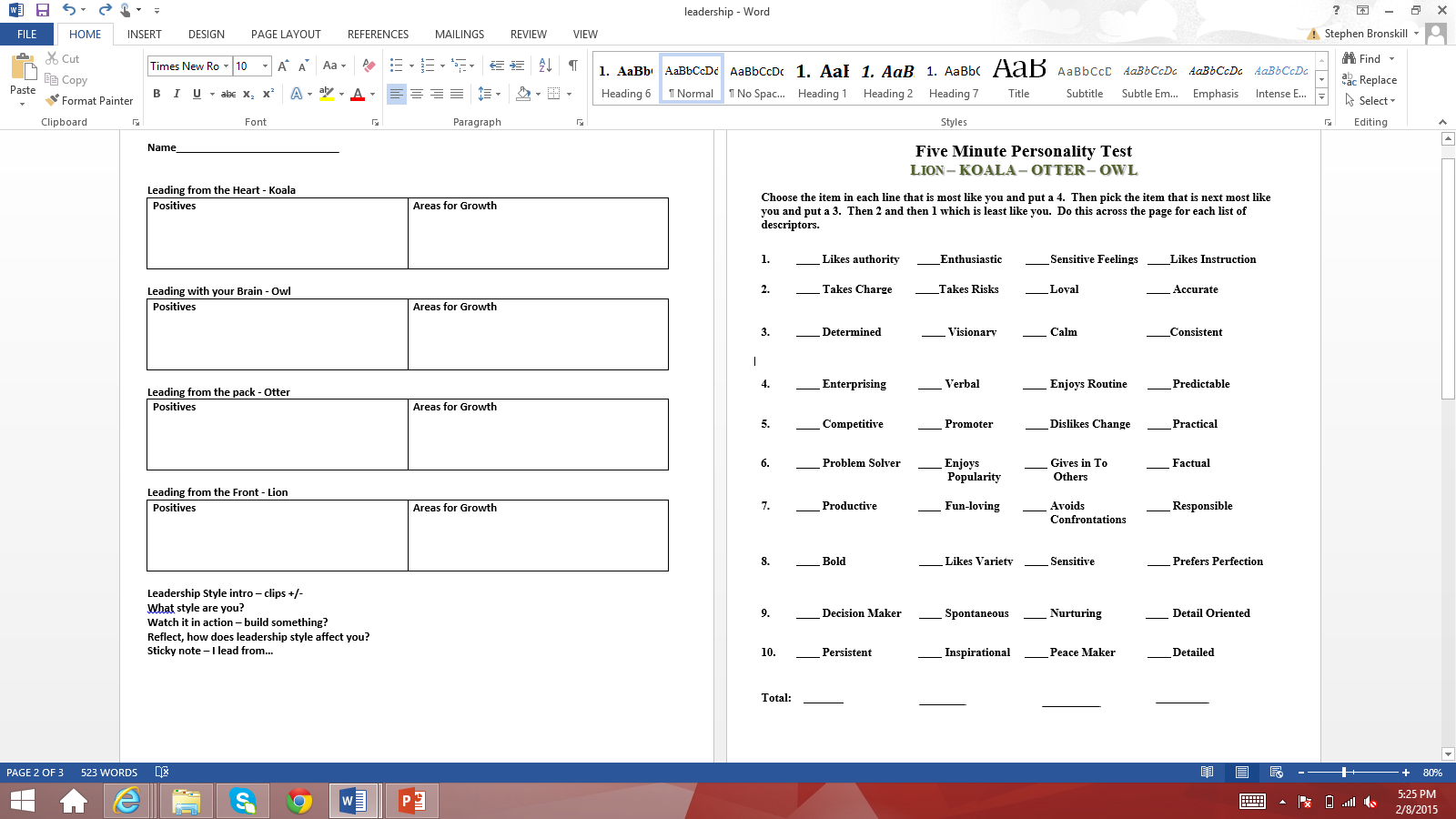
Go to: <https://accounts.google.com/SignUp?continue=https%3A%2F%2Fwww.google.com%2F&hl=en>

You will see this screen:

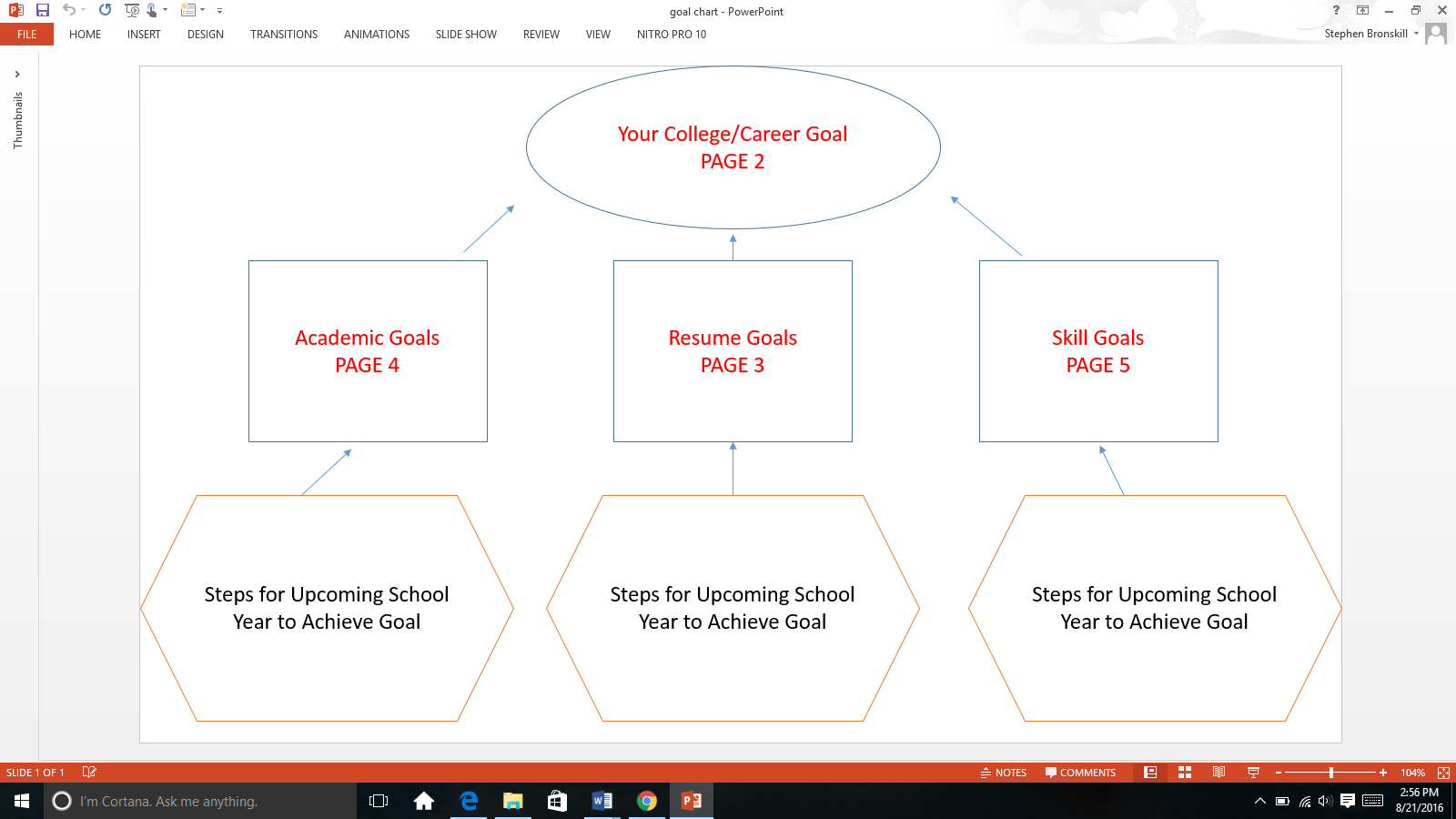


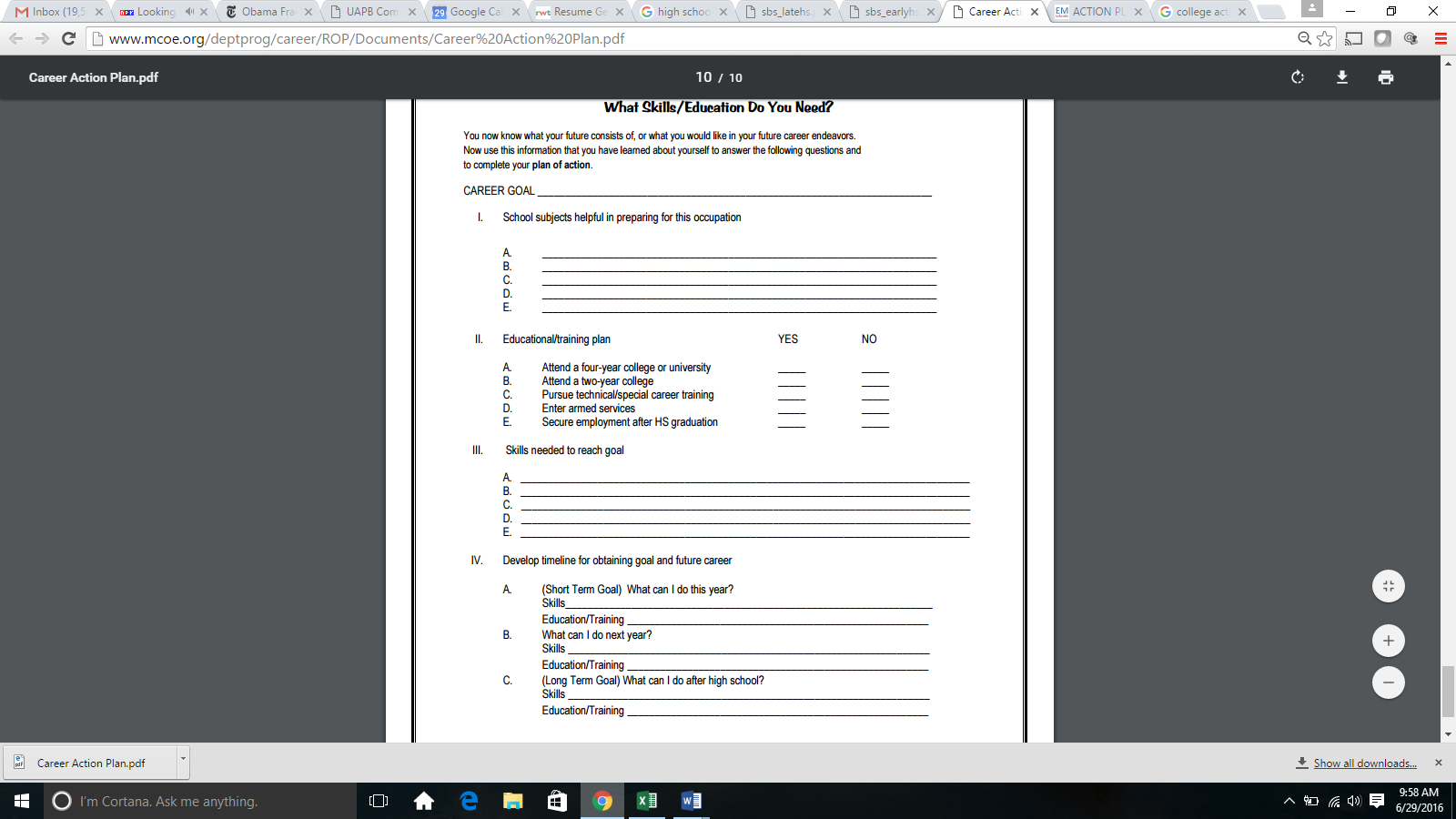
1. Fill in your information and make sure to use a username that you would not mind sharing with a potential employer or a college admissions counselor. For example, it is more professional to have the email address [**tauheed.epps12@gmail.com**](mailto:tauheed.epps12@gmail.com)than [**2chainz@gmail.com**](mailto:2chainz@gmail.com)**.**
2. Once you have a Google Account, you now have a Gmail email account, a Google Drive account, and much more. You can now store documents (for homework, job applications, college applications, resumes, etc.) on this Google Drive account and access them anywhere that you can get the internet.

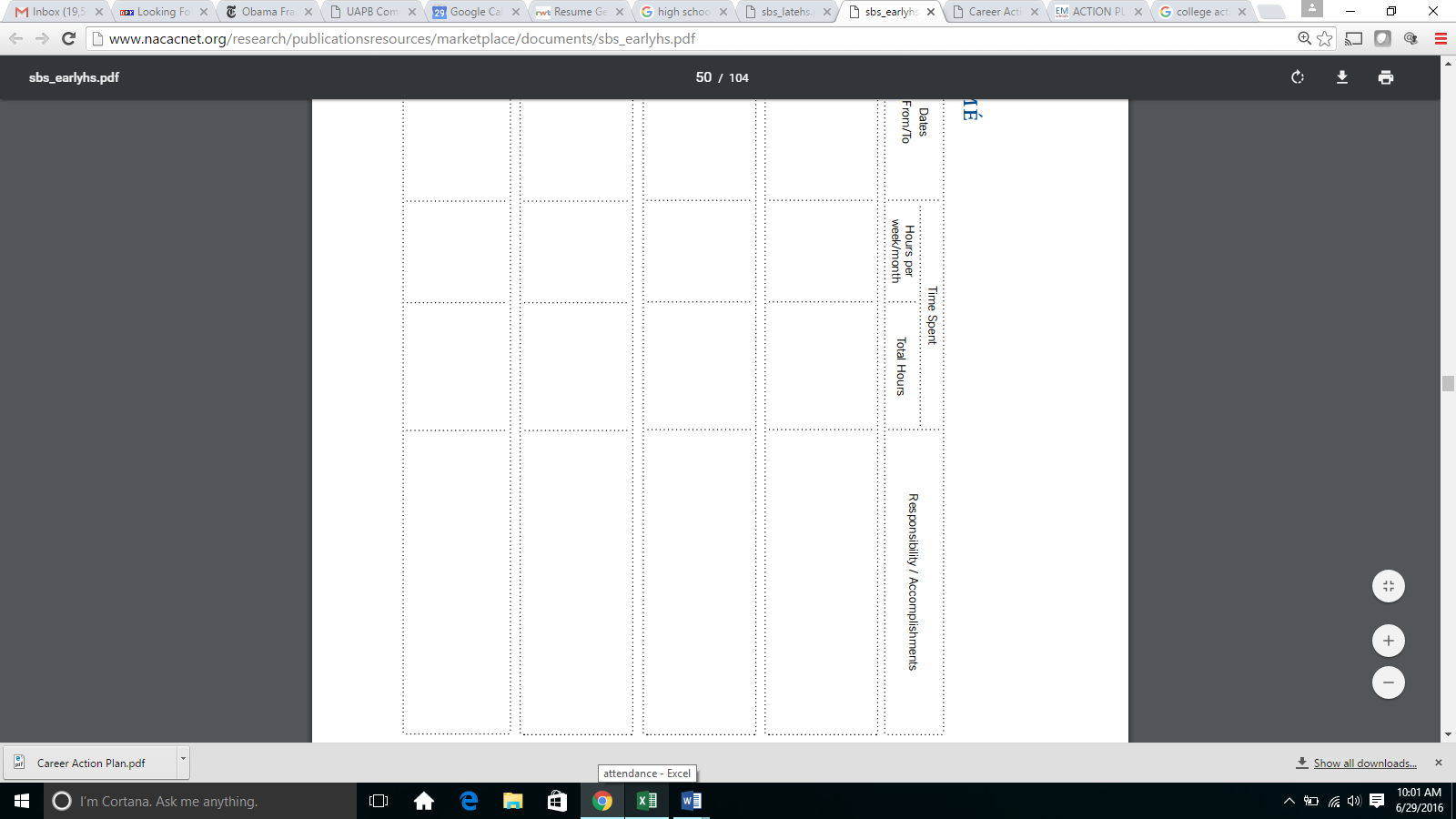
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| CORNELL NOTESSHEET | **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_  **Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_/ \_\_\_\_\_/ \_\_\_\_\_\_\_\_**  **Period \_\_\_\_\_\_** |
| QUESTIONS | NOTES |
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| *SUMMARY: Write 4 or more sentences describing specific learning from these notes.*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

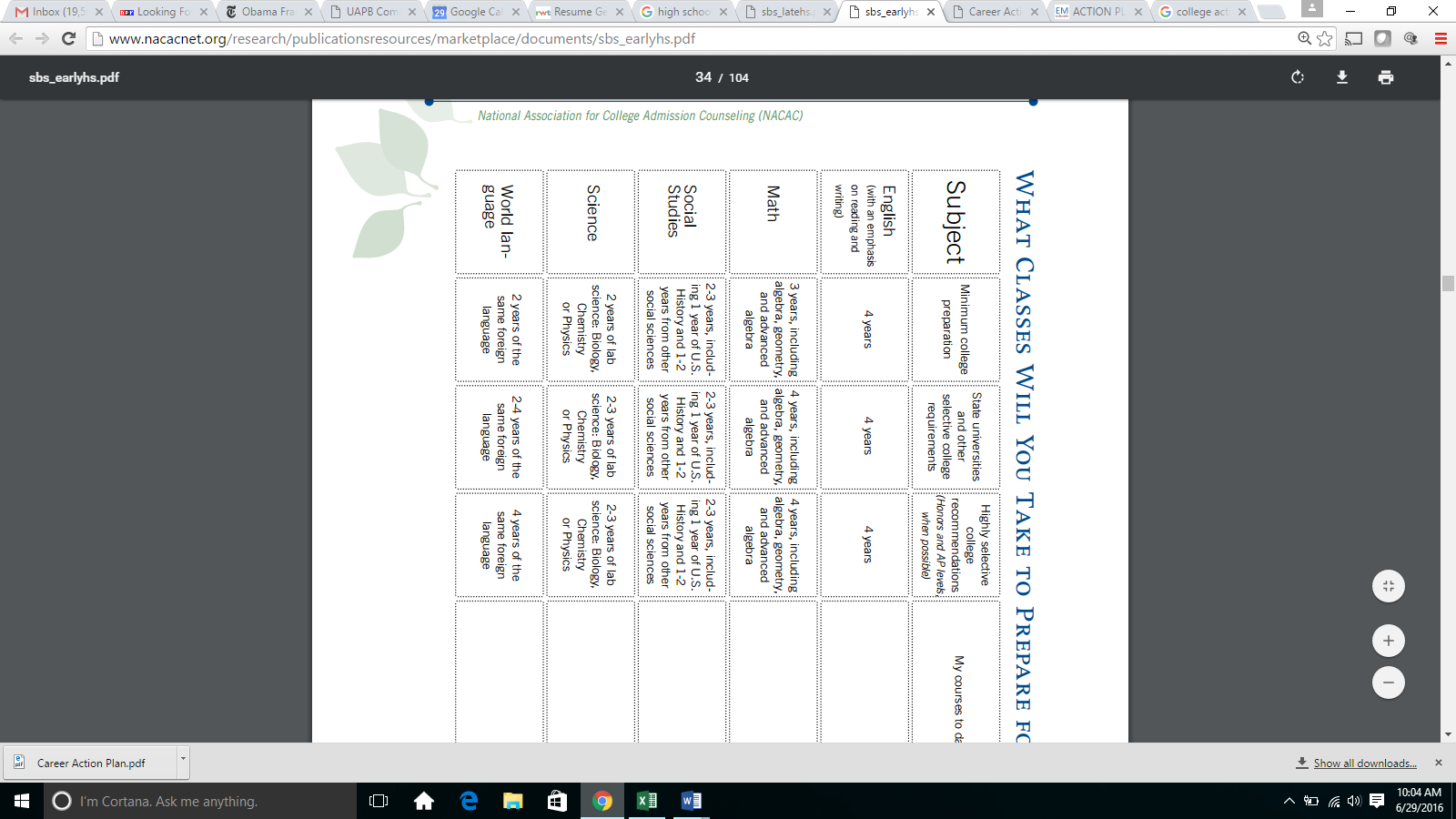
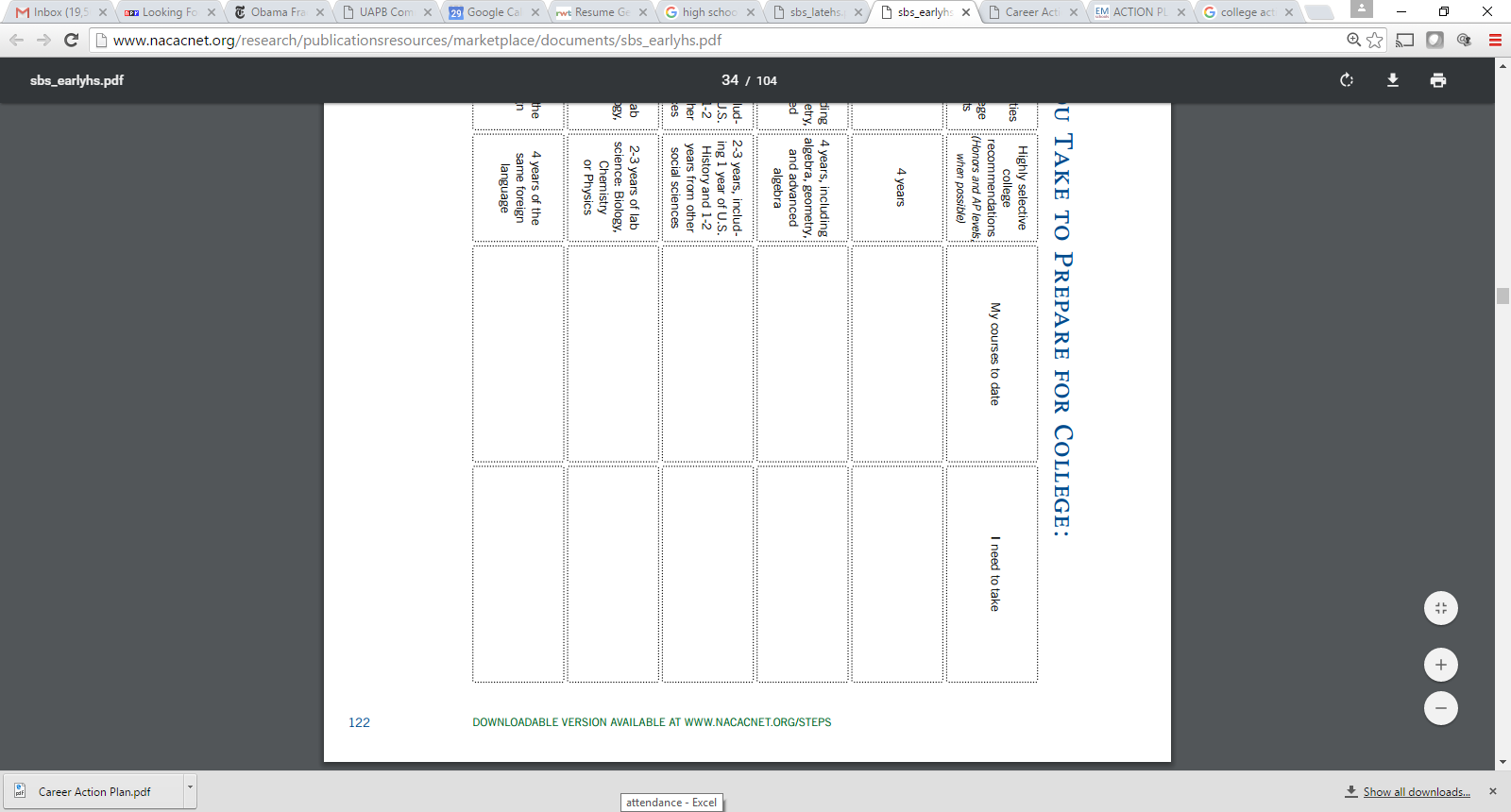
* Leadership Styles  
    
  
* Community Service  
  See a WNPB Facilitator and discuss how community service can fit into your action plan.

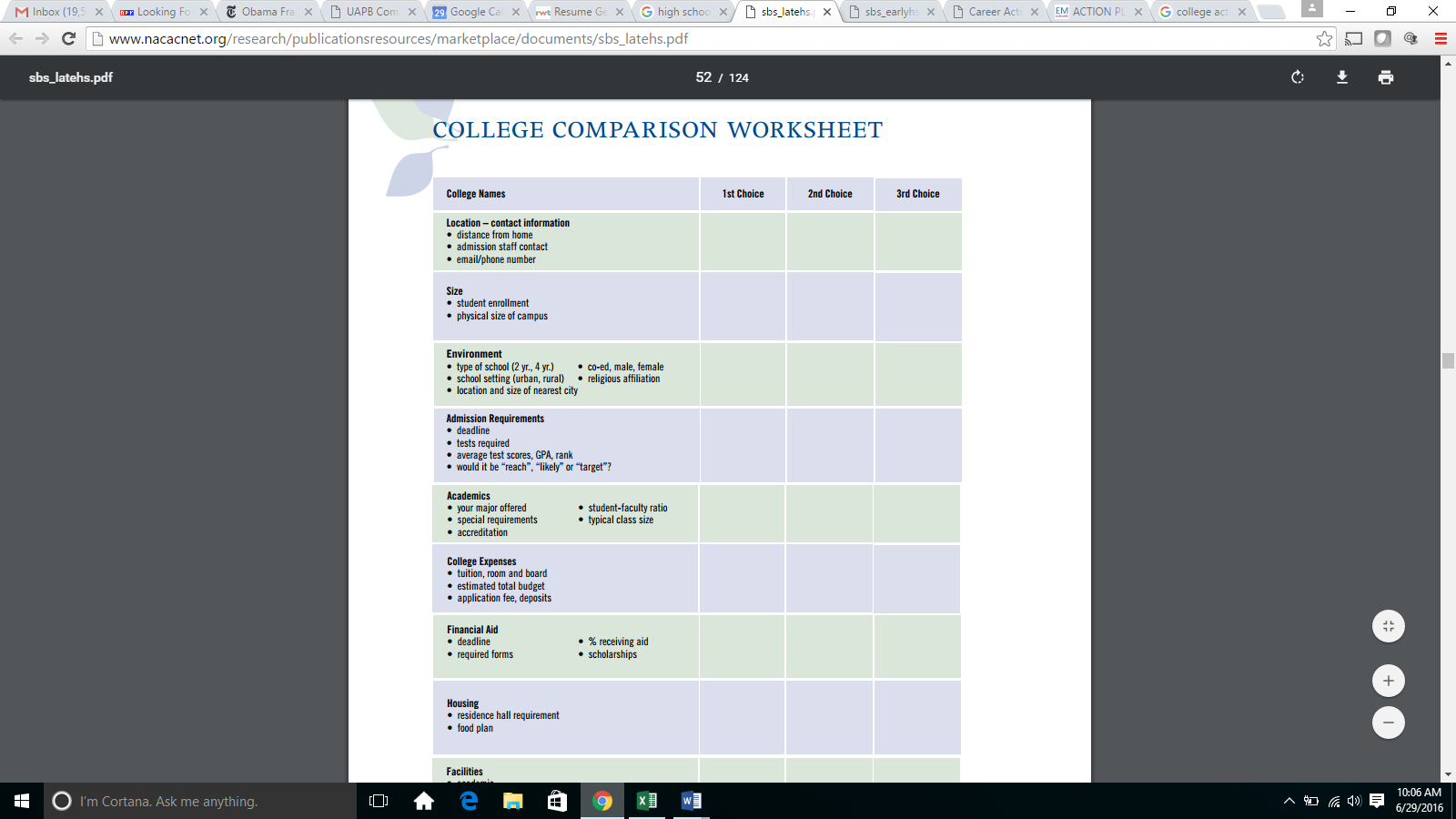
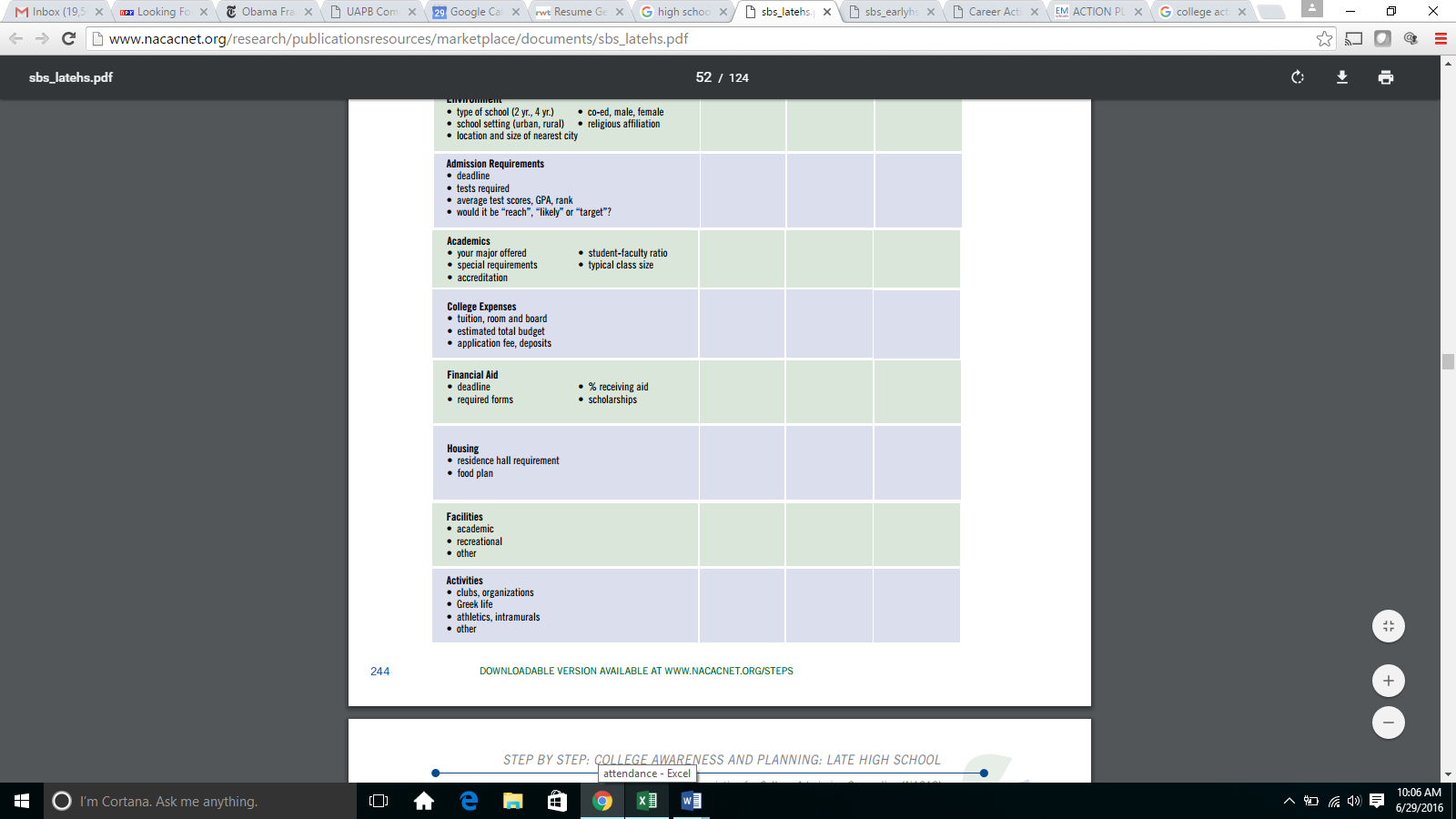
* Action Plan







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**Preparing for Careers**

* Resume  
  MS Word Template or <http://www.readwritethink.org/files/resources/interactives/resume_generator/>

Resume Tips from the Univ. of Tennessee-Chattanooga :

<http://www.utc.edu/career-student-employment/howtowritearesume.ppt>

**Remember to save on your google drive!**

* Letters of Recommendation  
  3 Teachers/Mentors/Pastors/Coaches, phone number, email

Important Reminders:

1. Make sure to ask teachers/mentors/pastors/coaches for a letter of recommendation way ahead of time, preferably a few months before the deadline.
2. Make sure to ask someone who knows you well and who will be able to write or speak about specific skills or strengths that you have
3. Make sure to be polite and respectful when asking and reminding your teacher/mentor/pastor/coach to complete and submit the letter before the deadline.

**My 3 Letters of Recommendation will come from:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Phone** | **Email** |
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|  |  |  |
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* Cover Letter

**Cover Letter Template**

Your Name   
Street Address   
City, State Zip Code   
Phone Number

Date

Individual's Name   
Job Title   
Name of College/Organization   
Street Address   
City, State Zip Code

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

**First Paragraph:** State the reason for writing. Name the specific position or type of work for which you're applying (or college you are hoping to go to). Mention how you learned of the opening/college.

**Second Paragraph:** Explain why you're interested in working for this employer and specify how you're PERFECT for this position. Don't repeat the information on your resume. Include something special or unique about yourself that will benefit the employer. Remember, the reader will consider this an example of your writing skills.

**Third Paragraph:** Mention that your resume is enclosed and indicate your desire to meet with the employer/admissions counselor. You may want to suggest alternate dates and times, or simply advise them of your flexibility to the time and place. Include day and evening contact information. Include a statement or question that will encourage the reader to respond. Be sure to communicate your plan to follow up. You might state that you'll be in the area on a certain date and would like to set up a meeting, or you'll call on a certain date to set up a meeting. Finally, thank the employer/admissions counselor for his/her time.

Sincerely,   
  
 *(Your Signature in blue or black ink)*  
Your typed name

* Interview Skills  
  <http://changingminds.org/disciplines/job-finding/interview_questions/interview_worksheet.htm>  
  <http://empowermentthroughopportunity.com/RCT%20interview%20worksheet..pdf>  
  <http://www.jjc.edu/career-services/Documents/interview-questions-worksheet.pdf>
* Dress Code for Interviews  
  <http://careernetwork.msu.edu/jobs-internships/appearance-and-attire/dressing-for-interviews.html>
* Coding  
  <https://code.org/learn>  
  <https://blockly-games.appspot.com/>

**Preparing for the Military**

* ASVAB Prep  
  <https://www.kaptest.com/pages/booksonline>  
  Get the password from WNPB staff
* <http://official-asvab.com/samples_app.htm>
* <http://www.asvabpracticetests.com/>
* Find your career fit: <http://www.goarmy.com/careers-and-jobs/help-choosing-a-career-job/by-skills-and-interests.html>

**Preparing for College**

* ACT Prep  
  Register here: <http://www.act.org/content/act/en/register.html>

**Practice**

* <http://www.act.org/content/act/en/products-and-services/the-act/test-preparation/english-practice-test-questions.html?page=0&chapter=0>
* <https://www.powerscore.com/sat/help/content_practice_tests.cfm>
* Finding a College Fit

<https://bigfuture.collegeboard.org/college-search>  
<https://www.collegeraptor.com/Scenario/StartCollegeSearch>

* Making a College Board Account  
  <https://bigfuture.collegeboard.org/>
* Comparing Colleges on College Board  
  <https://bigfuture.collegeboard.org/compare-colleges>
* Scholarship Essays  
  <http://www.arcf.org/Students/StudentsOverview.aspx>  
  <http://scholarships.adhe.edu/scholarships-and-programs/a-z/>  
  <http://scholarships.adhe.edu/scholarships-and-programs/high-school/>
* College Applications  
  <http://www.commonapp.org/>
* FAFSA  
  Sign up for a FAFSA Workshop with WNPB!  
  Make your account here: <https://fafsa.gov/>

* Paying for College  
  <http://www.consumerfinance.gov/paying-for-college/>
* College Visit Prep  
  <https://secure-media.collegeboard.org/CollegePlanning/media/pdf/campus-visit-checklist.pdf>
* Budgeting Activity  
  See WNPB Staff