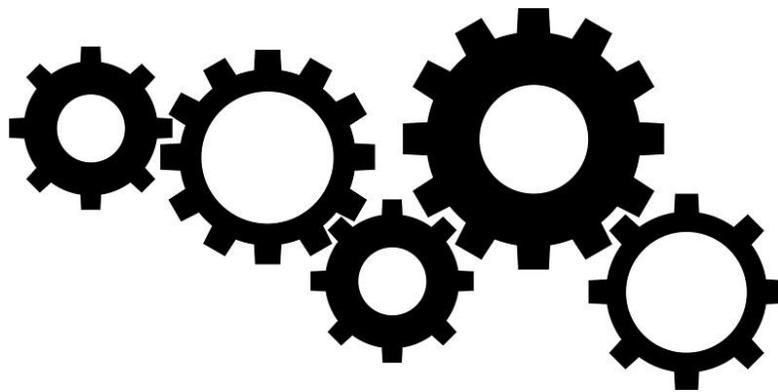




NEXT



**A GUIDE FOR NEVADA HIGH
SCHOOL SOPHOMORES**

This guide belongs to: _____

The guide serves to support your journey to a great life through a college pathway and then a great job. We hope that you will take your 10th grade year seriously and focus on the things you can control. Create plans for the future by using use the NEXT guide to help you get there.

What are your plans after high school?

- University
- Community College-Transfer
- Community College
- Technical Institute
- Military
- Workforce

Many people will be involved in helping you search for and apply to colleges. At your school, you may have a Nevada GEAR UP Specialist, a high school counselor, and from time to time a Nevada GEAR UP First Year College Advisor helping you through the process. In the table below, list the information for the primary contacts at your high school for help applying for college and/or planning for a career. We will now refer to this group of support in your life as your GEAR UP Student Success Team. Each member has a different and unique role in helping you realize your dreams, take the next steps, and reach the finish line.

GEAR UP STUDENT SUCCESS TEAM MEMBER	
School Counselor:	Phone: Email:
GEAR UP Specialist:	Phone: Email:
GEAR UP First Year College Advisor:	Phone: Email:
Helpful Teacher:	Phone: Email:
Peer/Classmate Support:	Phone: Email:
Coach/Adult Mentor:	Phone: Email:
Other:	Phone: Email:

Congratulations – You’re a Sophomore!

After surviving 9th grade and the new challenges of being a high school student, now is the time to start planning for the future. For many students, that means earning a college degree or certificate.

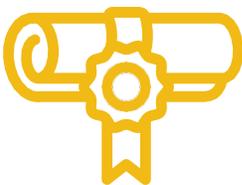
Although the Sophomore Next Guide cannot provide every potential pathway to your future career and college, we want to make sure that

we have all the basics covered. So, take notes, ask questions, and become engaged in the process, because going to college and preparing for the real world takes time, planning, and a lot of support. DON'T FORGET... Your GEAR UP Specialist and school college/career counselor is available throughout the year to help you through every step and answer questions.

What are your plans for after high school?

- Attend a four-year college or university to earn a bachelor degree
- Enroll in a community college first, and then transfer to a university after two or three years to earn a bachelor degree
- Obtain an associate degree or certificate at a community college
- Obtain a certificate or license from a technical or vocational school
- Enlist in the military, or
- Immediately enter the workforce

Sophomore is derived from the roots *sophos* meaning "wise" and *moros* meaning "foolish, dull." Yes, sophomore literally means "wise fool."



TO HELP WITH COLLEGE AND CAREER PLANNING, THIS GUIDE HAS AREAS IN WHICH TO RECORD PERSONAL INFORMATION. IF YOU WILL BE CARRYING THE GUIDE FROM PLACE-TO-PLACE OR ARE AT RISK OF LOSING IT, PLEASE DO NOT WRITE YOUR PERSONAL INFORMATION IN THIS GUIDE.

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Section 1

Dream

What is your Why?

Your why is the reason and the mission behind your future actions and career aspirations. Use the guide to create an action plan, but never forget WHY you are doing these things. Is it to please your grandma? To provide for your family? To live out a dream? Be specific and refine your WHY throughout your high school career, and life!

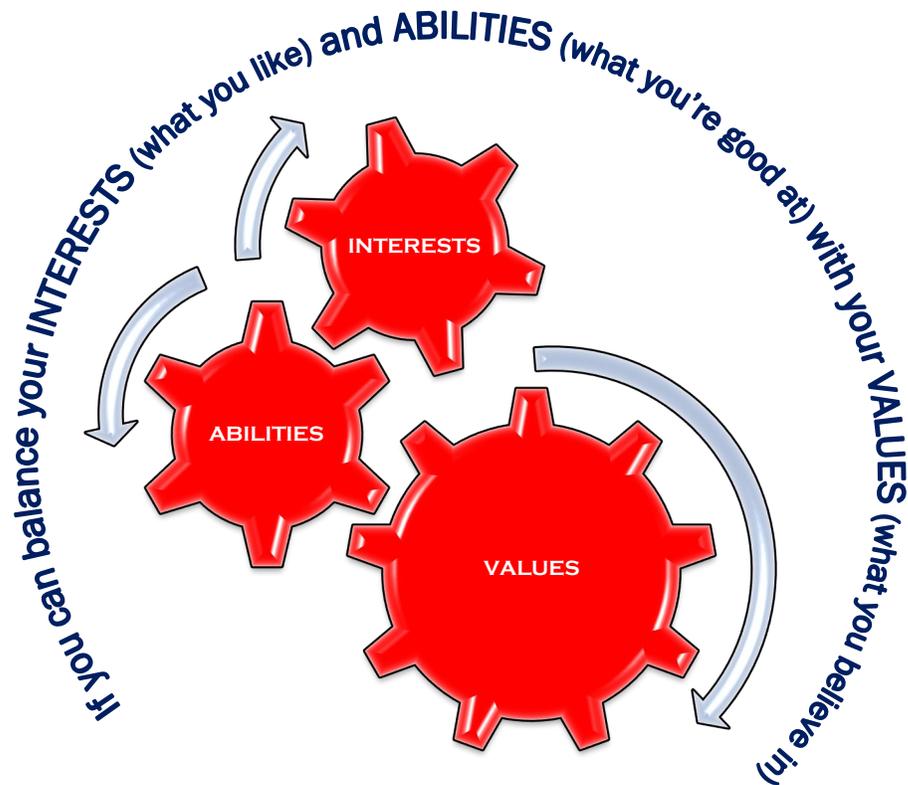
It's never too early to dream big! In this section, you will learn what makes you unique and what motivates you to do your best.

Who are you? **And what do you want?**

No one expects you to know yet, but there are things you can do to explore your life choices!

Instead of trying to decide what you want to be, start thinking about your interests, abilities, values, and goals and how they may influence your career choices. Even if you already know what you want to do, it's still a good idea to go through this section and think about your interests in greater detail.

To help you think about your own interests, abilities, values, and goals, visit your school counselor and talk about your ideas for the future. You can also talk to a GEAR UP representative (like your GEAR UP Specialist or First Year College Advisor), parent, family member, teacher, or friend.



You can reach your GOALS!

Think about it...

There's a big difference between a 15-year-old and an 18-year-old. So, you can only imagine how much you'll change and grow between 10th grade and college! As you grow and change, your interests, abilities, values, & goals may grow and change too. As the years go by, keep track of the things that define you with this worksheet.

Here are some things to think about with some examples:

Interests: What do you enjoy? (Playing sports, reading books, or building things.)

Abilities: What do you do well? (Writing, speaking, listening, singing, solving math problems, or planning events & programs.)

Values: What core beliefs are important to you? (Achievement, family, helping others, or independence.)

Goals: What do you want to achieve? (Graduate from college, have a family, or travel the world.)

Research the Right Career for You

Do What You Love

When you think about what job or career you might like, titles like teacher, lawyer, professional basketball player, doctor, or veterinarian might come to mind. But there are literally THOUSANDS of careers, and many (perhaps most) you haven't yet explored. So how can you figure out what might be the best career for you if you haven't even heard of it?

- **First, take a career interest inventory, ask your school counselor for help finding a print or online career interest inventory or visit the sites below:**

Career Interest Inventory Tool	Explanation
Holland Code-Interests Inventory https://www.mynextmove.org/explore/ip	Answer 60 questions about your personal work interests and receive the top three Holland Codes. Based on these top three results, you can narrow down the career clusters in which you would be the most engaged and interested in that career field.
Personality Inventory https://www.collegefortn.org/open/welcome	Complete several questions about how you personally respond in different situations. Then, you can identify which personality type you are and how that might impact the people and the career fields in which you might be the most interested.
Road Trip Nation My Road Map https://roadtripnation.com/roadmap	What are the most important elements to you in your planning for the future? Arts, creativity, active sports? Place these desires alongside a database of 1,000 professionals and hear how their stories and journeys to a career began.
Color Personality Profile https://profile.keirsey.com/#/b2c/assessment/start	Which color are you? Are you quiet and reserved in a group project, or are you the center of attention at everyone's party? Which color are you could impact the careers that bring you the most personal fulfillment and job satisfaction.
YouScience https://www.youscience.com/thec/	Using brain games, YouScience combines aptitudes with interests to generate a student profile. Students can then search for careers that best fit their strengths and interests.
Kuder Navigator https://tn.kuder.com/landing-page	Take interest inventories and explore careers with Planning My Future, a free resource provided by Kuder.com

- **Next, research the jobs, careers, or career pathways the inventory suggested for you.** Ask your teacher or school counselor for help, or go online to:
 1. [Nevada Career Explore](#) - Explore over 900 careers, countless educational and certification opportunities, or learn more about yourself and the careers made for you by taking a self-assessment.
 2. [Nevada Workforce Connections](#) - A great place to locate jobs and careers that fit your interests.
 3. [Nevada Job Connect](#) - A free website that allows you to search for hot jobs in your geographic region.
 4. [NSHE - Transfer & Articulation](#) - Learn how Transfer and Articulation works through the Nevada System of Higher Education.

Activity

From your research, what career interests you most?

What education is required to attain that career?

- **Talk to your parents, family members, and other adults about their work.** Ask them what they like about what they do, what they don't like about what they do, how they prepared for their job, and what kinds of talents and skills are best suited for that line of work. What is unique about your hometown and how does this impact your family and your future career opportunities? Are there guaranteed jobs in advance manufacturing or nursing right in your own town? Ask the right people to find out the best answers to your career questions.
- **Explore and try it out.** Enroll in classes and, when you're old enough, volunteer or get a part-time or summer job in your area of interest. For example, if you are interested in veterinary medicine, be sure to take challenging science classes and volunteer at a local animal shelter if possible. If you're interested in fashion design, take some art/design "elective" classes in high school, and try to find entry-level work in a related field, perhaps in a local clothing store. Not only will these steps help you to better know if you want to continue down that path, it will also get you closer to your goal if it is the one you decide to stick with.
- **Remember that your interests and plans may change over time.** As you go through high school you will have the opportunity to take elective classes, join various school and community organizations, and try out different volunteer positions. Take advantage of those opportunities! You may discover something new that you like, are good at, and would love to make a career of. Talk to your high school counselor frequently to be sure that you are taking classes that keep ALL your postsecondary options open—just in case you change your mind.

Check for Understanding

Now that you have explored some of what makes you unique, what career interests and plans are you thinking about? Write down some of your personal and career aspirations in the space provided. Here are some prompts to help you get started...

I am the most alive when I am...

I get excited when I am talking about...

Informational Interview (Sample)

When you talk to a parent, family member, or other adult about their work, spend at least 20 minutes talking with the individual and gathering information about his/her career. Suggested questions are listed below. You can add more questions related to your interests and concerns.

Interviewee Name: _____ Occupation: _____

1. How did you get involved in this field? _____
2. What qualifications do you have for this field of work? _____
3. What are the most challenging areas of this career? _____
4. What traits/soft skills do you have that has helped you the most in this career?

5. What advice would you give someone who want to explore a career in this field?

6. What excites you most about this career path? _____
7. Is there someone that you professionally admire? _____
8. How do you deal with disappointments in this career? _____
9. What strategies do you maintain to ensure that you are relevant in your field? _____

10. What books have you read that have helped you along your career path? _____

11. Did you use a mentor at any stage of your career? _____
12. What did you have to conquer along your career path? _____
13. What career mistake taught you the greatest lesson? _____
14. Looking back, is there anything professionally that you would have done differently? _____

15. Is there a favorite saying/quotation that you say that keeps you going? _____

16. _____

17. Addition Question 1: _____

Answer: _____

18. Addition Question 2: _____

Answer: _____

Final Thoughts:

Adulting 101

What does it mean to be an adult? What can I expect when I embark on a new adventure on my own? On the next page you'll begin your career and college search by identifying the kind of lifestyle you might want in your adult life. What home, car, cell phone plan, and other financial costs will you have to prepare for? How will you make ends meet while pursuing other things that matter like family, vacation, and fun?

Let's get started by coming up with a list of realistic expenses and you will begin to see what kind of salary would be needed to provide for the lifestyle you want. To research more about careers in your area, check out [Nevada Workforce Connections](#).

Adulting 101 Requirements	Choose from the options below (*required monthly expenses)	Total costs \$\$
Real Estate	Live with Parents	\$0
	1 BR APT	\$775/mo
	2 DR APT	\$1,025/mo
	3 BR APT House	\$1,275/mo \$1,500/mo
Utilities	*Electricity	\$110/mo
	*Gas	\$70/mo
	*Water	\$70/mo
	Cell Phone	\$95/mo
	Cable tv	\$85/mo
	Internet	\$50/mo
Vehicle/Transportation	Public Transportation	\$60/mo
	2014 Chevrolet Camaro - 17MPG	\$290/mo
	2013 Mercedes-Benz E-Class - 20MPG	\$378/mo
	2012 Toyota Prius - 46MPG	\$199/mo
Groceries	Single Person	\$275/mo
	Married	\$500/mo
	For Each Child	+\$120/mo
Insurance	*Auto Insurance	\$140/mo
	*Health Insurance	\$150/mo
	Dental Insurance	\$25/mo
	Vision Insurance	\$25/mo
	Homeowner's/Renter's Insurance	\$40 (Apartment) \$80 (House)
Total Monthly Expenses (Total of all Rows)		
Annual Expenses (Multiply Total by 12)		
Total Salary Needed (Add Personal Expenses, Spending Money, Entertainment, etc.)		

1. What are your total monthly expenses?
2. How much money will you need to make a year to cover these expenses?
3. Which career that you might like would meet these salary thresholds?
4. How does this exercise motivate you?
5. How does this exercise worry you?

Something
to think
about...

Section 2

Explore

After dreaming about the future, you should begin to set a course to attain these dreams. In this section, you will look closer at college types and career pathways in Nevada, and you will be asked to design an outline of the places and high school courses that will set you on that course.

How do your dreams align with a career pathway? Why do you want to go to college? Or maybe a better question is why would you not go to college?

The Path to College Leads to...



Job Opportunities

By 2025, 60% of jobs in Nevada will require a college certificate or degree.

A Higher Income

Respiratory
Therapist
Associate
\$59,000/year

Elementary
School Teacher
Bachelors
\$60,800/year

Financial
Advisor
Masters
\$95,500/year



Physicist
Doctorate
\$68,566/year

Pipe Welder
Certificate
\$94,512/year



Studies show that Nevadans with a college certificate or degree earn more income over time.

There are countless other benefits of attending college, including:

Making
yourself proud

Accomplishing
a goal

Setting an example
for others

Meeting
new people

Benefits of Postsecondary Education

As you now know, regardless of what career you are thinking about pursuing, you are going to need education or training beyond high school to get there. So, what are some of the benefits of postsecondary education – beyond helping to land your dream job?

Do Work You Enjoy

It's true – there are some jobs that require very little postsecondary education. With a high school diploma and a few days or weeks of on-the-job training you may be able to get a job, but it will probably not be one that you like for long and isn't likely to pay well. If you want work that is more diverse and pays more, it is almost a certainty you will need a postsecondary degree or certificate.

Live the Lifestyle You Want

When you started dreaming about your ideal future, you probably pictured a home, a car, money for health care costs, and time and money for leisure activities. This lifestyle is more likely to be achieved with greater education. Careers that require a postsecondary degree or certificate typically offer far greater benefits.

Check for Understanding

What were the results from your Adulging 101 Lifestyle assessment on p. 11? Why is it important to start with salary numbers and job demand when you are in the 10th grade? Describe your future lifestyle and how your career will make that happen.

Earn More Money

A person who successfully completes a postsecondary degree generally earns more money than a person without a degree. Check out the illustration on the previous page to see a difference it makes!

Make a Difference in the World

Postsecondary education exposes you to knowledge, world views, and ideas, and helps you develop the critical thinking and the problem-solving skills that will position you to positively impact other people and the world around you in ways you can't even imagine. Think about the things you care about, whether it's the environment, children, the living conditions in third world countries, social justice, or health and safety. With the right postsecondary degree, you can make a huge difference!

Keep Your Job

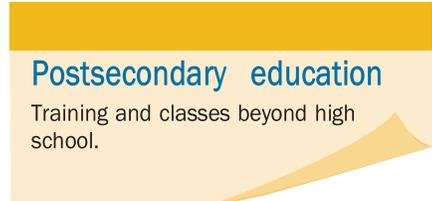
In addition to earning more money and having paid benefits, people with postsecondary degrees are also less likely to be unemployed. That's because in tough economic times, employers want to keep their skilled, trained employees, so those without degrees and training are usually the first to be let go.

Check for Understanding

What is your WHY? In the section above, you were shown reasons why a college credential will help you along your journey to a rewarding career. What are the reasons that you believe college is the right place for you?

Your Postsecondary Education Options

The exact training and education you need after high school depends on the career path or interest area you have in mind. Successfully completing classes or training beyond high school (called postsecondary education), should lead you to obtain one or more of the academic credentials described below:



Postsecondary Academic Credentials	Examples	How Long?
<p>Certificate This credential is awarded to individuals who complete a defined set of requirements, coursework, and sometimes fieldwork and/or an apprenticeship in a specific area. Certificates are usually earned in 12-20 months at community colleges and vocational trade schools in Nevada.</p>	<ul style="list-style-type: none"> • Certificate in Automotive Technology • Certificate in Practical Nursing • Certified Bookkeeper • Child Care Professional Certification • Certified Medical or Dental Assistant 	1-2 years of higher education
<p>Apprenticeship Apprenticeship programs combine classroom study with on-the-job training. Apprentices or trainees learn skilled trades.</p>	<ul style="list-style-type: none"> • Electrician • Firefighter • Stone Mason • Welder 	2-3 years of higher education
<p>Associate Degree These are awarded by a community college or junior college to individuals who complete a prescribed course of study, usually taking two years. Associate degrees are awarded in specific areas (majors) and often built on the Associate of Applied Science (AAS) and Associate of Arts (AA) degrees.</p>	<ul style="list-style-type: none"> • AAS in Early Childhood Education • AAS in Accounting • AAS in Medical Laboratory Technician • AA in University Parallel Studies 	2 years of higher education
<p>Bachelor Degree These require general and specific courses. Usually, students choose one or two subjects to study in-depth. These subjects are called major's or areas of concentration</p>	<ul style="list-style-type: none"> • BBA in Architecture • BS or BA in Accountant • Writer • Teacher 	4 years of higher education
<p>Graduate Degree These are awarded by a college or university to individuals who have earned a bachelor degree who wish to further their education with a masters or doctoral degree. It typically takes two-three years to earn a masters and may take anywhere from 2-6 years or more to earn a doctorate. These degrees include the Master of Arts (MA), Master of Science (MS), Doctor of Philosophy (PhD), and Doctor of Education (EdD).</p>	<ul style="list-style-type: none"> • MA in English Literature • MS in Counseling • PhD in History • EdD in Curriculum and Instruction 	6-8 years of higher education
<p>Professional Degree Professional degrees are pursued after the completion of a bachelor degree and can take two to six years to complete. The advanced study and work required for a professional degree prepares the holder for a particular profession by emphasizing competency skills along with theory and analysis.</p>	<ul style="list-style-type: none"> • JD – Lawyer • MD – Physician • DVM – Veterinarian • DDS - Dentist 	7-9 years of higher education
<p>Doctoral Degree Doctoral degrees are the highest degrees offered by colleges. They are awarded in broad subjects like history, biology, and music. These programs can take many years to complete. Doctoral candidates must research an original topic, write a long research paper, and defend their research in front of a panel of experts.</p>	<ul style="list-style-type: none"> • College Professor • Economist • School Superintendent • Biomechanical Engineer 	8-10 years of higher education

Credentials are earned by completing courses and other requirements through various postsecondary pathways, as described below:

Universities

These schools, sometimes called colleges, generally offer bachelor degrees that take about four years to complete. They also offer master's degrees, doctoral degrees, and professional degrees. University of Nevada – Reno, University of Nevada – Las Vegas, and Nevada State College are the public universities in Nevada and are selective in their admissions, meaning that not all students who apply will earn admission. There are many private colleges and universities in Nevada, as well.

Community Colleges

These schools offer associates degrees and certificates. They also offer all the general studies courses needed for a bachelor degree, and the credit for some of these courses can be transferred to a university. Completing the general studies requirements at a community college and then transferring to a university to complete the courses in a specific major can be a cost-effective way to complete a bachelor degree. Make sure to check with the University's Admissions office and Advisors to make sure the courses you are taking are transferable. Community Colleges are also open-enrollment colleges, meaning that all who successfully complete an application within the required deadlines will be granted a seat in the upcoming semester. There are 4 community colleges in Nevada and many more satellite campuses.

Apprenticeships

Registered apprenticeships provide the opportunity to “earn while you learn.” Partnerships between trade organizations, employers, state government, and community colleges provide a program that combines classroom training (which may include college credit courses) and paid, supervised on-the-job training, lasting two to five years. After successful completion of an apprenticeship program, students are eligible for certificates of completion, journeyman status, and/or licenses for specific occupations and trades, such as electrician, carpenter, and horse trainer. Some high schools work closely with Work-Based Learning Opportunities, and some students begin these apprenticeships while still in high school.

Technical Colleges

These schools are colleges that provide mostly employment-preparation skills for trained labor, such as welding and culinary arts. These programs generally take no more than two years to complete. Depending on the institution and the field of study, the credential awarded may be a certificate or a diploma and, depending on the program, may take several weeks or up to two years to complete. Nevada has multiple Vocational Trade Schools across the state. Like community colleges, vocational trade schools offer open enrollment to those students who apply and complete the required steps for admission. Certain programs in high demand may require that students be placed on a waiting list until available spots open up. Apply early and ask your local technical school or vocation trade school representative to help you navigate the process.

Military Service

The five active-duty branches of the U.S. Military, consisting of the Army, Navy, Air Force, Marines, and Coast Guard, each offer educational options tied to multi-year commitments to service. Some students enlist immediately after high school graduation, while others elect to serve in the National Guard while enrollment in college coursework. Others pursue ROTC to help pay for university tuition and then serve after they have graduated from college. To learn more visit

www.todaysmilitary.com

Credential A qualification, achievement, personal quality, etc., used to indicate suitability for something: “academic credentials”. A document or certificate proving a person's identity or qualifications.

Need more info? Visit Where? _____ to learn how easy it can be to transfer from a Nevada community college to on of Nevada's state universities.

Education Pays

There are lots of jobs and careers out there. Every great college experience is about preparing you for a successful career. Many colleges prepare you for the careers of your own choosing, while others prepare you for the jobs most in demand in your community. Check out this table of some of the top high-demand occupations in our community. Do any of these jobs sound interesting to you? Which ones require a college degree or credential? One of the real concerns that parents, school counselors, and students might have is, “Can I make a living wage in my community from these types of jobs?”

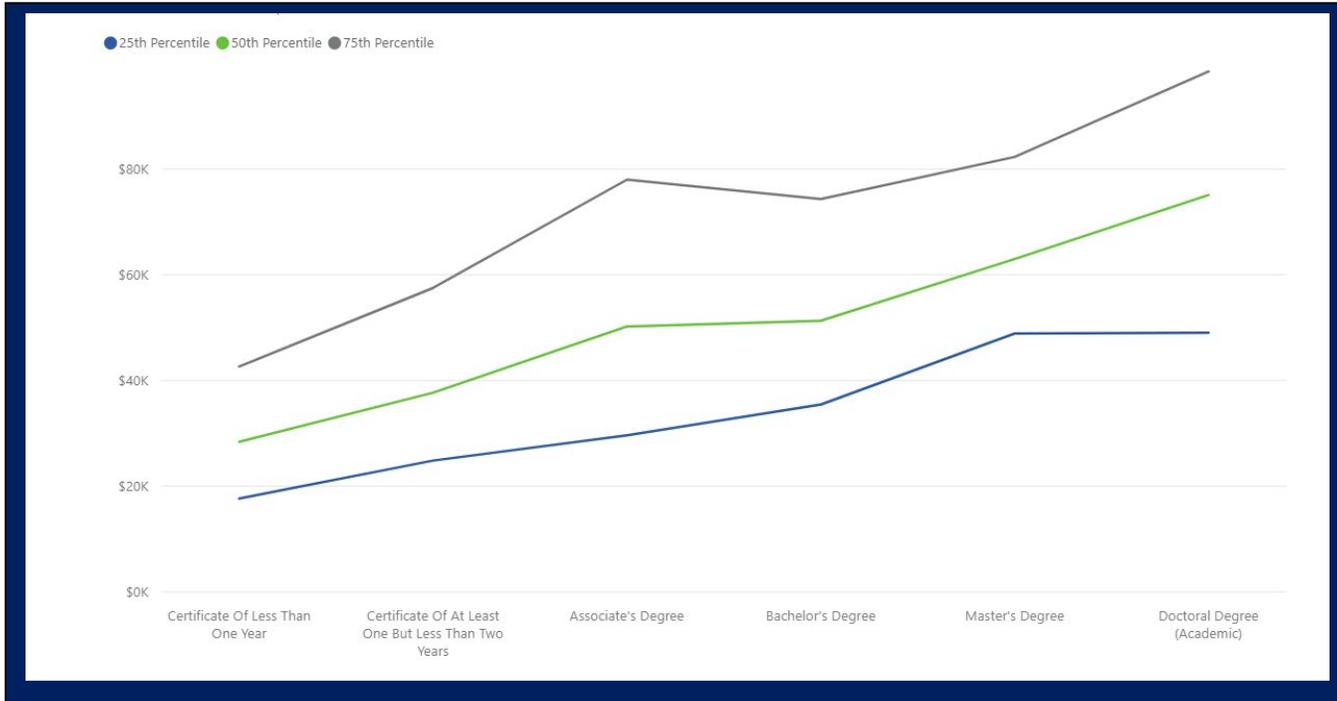
Top 25 High-Demand occupation in Nevada (Complete list can be found at <https://owinn.nv.gov/Misc/InDemandOccupation/>)

SOC CODE	OCCUPATIONAL TITLE	EDUCATION LEVEL	2018 ANNUAL WAGE
15-1132	Software Developers, Applications	Bachelor Degree	\$92,294.40
17-2141	Mechanical Engineers	Bachelor Degree	\$81,024.00
15-1121	Computer Systems Analysis	Bachelor Degree	\$75,379.20
25-1099	Postsecondary Teachers	Doctoral or Professional degree	\$60,441.60
29-2018	Clinical Laboratory Technologists and Technicians	Associate degree	\$54,739.20
17-2112	Industrial Engineers	Bachelor degree	\$79,238.40
41-4011	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	Bachelor degree	\$74,880.00
29-1069	Physicians & Surgeons, All Other	Doctoral or professional degree	\$217,363.20
29-2061	Licensed Practical and Licenses Vocational Nurses	Postsecondary nondegree award	\$50,841.60
25-2031	Secondary School Teachers, Expert Special and Career/Technical Education	Bachelor degree	\$52,800.00
15-1133	Software Developers, Systems Software	Bachelor degree	\$85,516.80
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	Postsecondary nondegree award	\$47,097.60
29-1171	Nurse Practitioners	Master’s degree	\$97,382.40
11-9041	Architectural and Engineering Managers	Bachelor degree	\$131,980.80
17-2071	Electrical Engineers	Bachelor degree	\$88,800.00
45-2092	Farmworkers and Laborers, Crop, Nursery, and Greenhouse	No formal education credential	\$25,747.20
51-4041	Machinists	High school diploma or equivalent	\$39,974.40
11-9013	Farmers, Ranchers, and Other Agricultural Managers	High school diploma or equivalent	\$48,537.60
13-1199	Business Operations Specialists, All Other	Bachelor degree	\$69,945.60
29-1141	Registered Nurses	Bachelor degree	\$78,316.80
15-1142	Network and Computer Systems Administrators	Bachelor degree	\$75,840.00
15-1151	Computer User Support Specialists	Some college, no degree	\$46,675.20
49-9041	Industrial Machinery Mechanics	High school diploma or equivalent	\$56,716.80
11-1021	General and Operational Managers	Bachelor degree	\$107,827.20
19-1042	Medical Scientists, Except Epidemiologists	Doctoral or professional degree	\$95,846.40

Consider what your earning potential can be based on the education you earn.

Wage by Education Level Report

This report examines the annual median, 25th percentile, and 75th percentile wages by industry degree level (skills certificate (less than one year), certificate of at least one year, associate, bachelors, masters, etc.).



Career Earnings

The Career Earnings report provides NSHE graduate wage data over 1, 3, 5, 8, or 10 years of available data by degree and CIP code. Wages are displayed in percentiles to degree denote the differences between the upper and lower ends of the spectrum. It also shows what the wages look like in the most current year of wage data.

Degree Type	10th Percentile	25th Percentile	Median	75th Percentile	90th Percentile
Certificate Of At Least One But Less Than Two Years	\$21,942	\$35,110	\$52,000	\$77,750	\$106,484
Associate's Degree	\$24,148	\$44,380	\$69,990	\$102,960	\$142,196
Bachelor's Degree	\$34,249	\$55,993	\$74,655	\$106,590	\$152,326
Master's Degree	\$39,722	\$62,350	\$76,230	\$100,000	\$141,008
Doctoral Degree (Academic)	\$24,835	\$65,200	\$97,115	\$121,965	\$151,439

Credential/Education Pathways Worksheet

Activity

Search online for the credentials/education needed for each of the career areas you are interested in, then mark an “X” in the table below to indicate the path that most interests you.

Career Examples	Credential Needed	Where to obtain (“PATH”)	My Path
Teacher, Architect, Marketing Manager, Engineer, registered Nurse, Journalist, Computer Programmer, Software Developer	Bachelor Degree – a credential that is given to a student by a college or university after completing a specified course of study, which takes about four years of full-time enrollment	Four-Year University or College	
Web developers, Mechanical/Industrial Engineering Tech, Occupational Therapy Assistant, Paralegal, Air Traffic Controller	Associate Degree – a credential granted by a community or junior college to a student after completing a specified course of study, which takes about two years of full-time enrollment	Community College	
Dental Assistant, Motorcycle Mechanic, Electrician, HVAC Tech, Masseuse, Welder, Cosmetologist	Certificate – this credential is awarded to individuals who complete a defined set of requirements and coursework	Community College or Technical Institute	
Carpenter, Plumber, Machine Operator, Construction Worker, Dog Trainer	Apprenticeship/Work Experience – a kind of job training that involves learning from a master of the trade on the job, instead of in school, that provides essential skills and recognized qualifications for the job	Through an employer, either on the job of through a designated apprenticeship program	
Lawyer, Doctor, Veterinarian, Dentist, Orthodontist, Pharmacist	Professional Degree – a credential awarded students by specialized postsecondary institutions after completing a rigorous course of study and fulfilling other requirements	Professional School (e.g., Law School, Medical School, Dental School) after completing a bachelor degree	

List of Nevada Colleges and Universities

Four Year Colleges

University of Nevada, Las Vegas

www.unlv.edu

UNLV offers more than 180 undergraduate programs. It is the state's largest comprehensive doctoral degree granting institution with more than 28,000 students. UNLV provides traditional and professional academic programs for a diverse student body.

Location: Las Vegas, NV.

University of Nevada, Reno

www.unr.edu

UNR offers more than 70 undergraduate majors and 150 academic programs. More than 91 percent of classes are taught by faculty members and the student-to-faculty ratio is 17:1. At the University, undergraduate students have the opportunity to participate in a diverse range of research projects, working closely with faculty members.

Location: Reno, NV.

Nevada State College

www.nsc.nevada.edu

Nevada State is a 4-year college dedicated to outstanding teaching, mentoring, and advising on a personal level. NSC offers bachelor degrees in business, Education, Nursing, Visual Media and Computing, Biology, Environmental Science, Psychology, English, History, Integrated Studies, Law Enforcement, and more.

Location: Henderson, NV.

Two-Year Colleges

College of Southern Nevada

www.CSN.edu

The College of Southern Nevada offers two-year associate degrees, one-year certificates of achievement in more than 200 career fields, university transfers preparation, select bachelor degrees, and skill training to secure employment or professional development.

Location: Las Vegas & Henderson Campuses

Truckee Meadows Community College

www.tmcc.edu

Truckee Meadows Community College offers more than 100 associate degrees and certificate of achievement programs ranging from automotive technology to nursing to paralegal.

Location: Reno, NV

Great Basin College

www.gbcnv.edu

Great Basin College serves five counties in northeastern Nevada and offers select bachelor degrees, two-year associate degrees and one-year certificates of achievement.

Location: Elko, NV.

Western Nevada College

www.wnc.edu

Western Nevada College is located in Carson City and offers more than 50 associate degrees or certification of achievement programs, as well as a Bachelor of Technology.

Location: Carson City & Fallon Campuses

Vocational Trade Schools

Listed are just a few of the Vocational Trade Schools in Nevada.

Northwest Career College

<https://www.northwestcareercollege.edu>

National Technical Institute

<https://www.ntitraining.com>

Career College of Northern Nevada

<https://www.ccn.edu/>

Las Vegas Medical Assistant School

<https://lasvegasmedicalassistant.com>

Nevada School of Professional Studies

<https://www.nvprofessionalstudies.org/>

Nevada Career Institute

<https://www.nevadacareerinstitute.com/>

What is the Best Fit for Me?

Deciding which college to attend can be a challenge – There are so many factors to consider! Decide what is most important to you in a college experience, along with your long-term goals and how college will play a part in achieving those goals. By visiting college websites, talking with current and former students, and reading online reviews, try to learn as much as possible about your potential school(s).

Check for Understanding

Figure the mileage to the closest university, community college, and vocational trade school from you.

Nearest University _____ miles

Nearest Community College _____ miles

Nearest Vocational Trade School _____ miles

Activity

Below are some things you might want to consider as you research. Circle those that are most important to you.

Type of School <ul style="list-style-type: none">• Two-year, four-year, or technical college• Public or private• University/research institution or liberal arts college• All male, all female, or coed• Religious or secular	Student Life <ul style="list-style-type: none">• On and off campus activities• Athletics• Greek Life• Student organizations• Safety• Student body diversity	Location <ul style="list-style-type: none">• Urban or rural• Size of nearest city• Distance from home• Geographic setting and weather
Affordability <ul style="list-style-type: none">• Cost of Attendance, COA (tuition, fees, transportation, housing)• Scholarships• Campus employment opportunities	Admission Requirements <ul style="list-style-type: none">• Minimum GPA• Average test scores• Required high school courses• Likelihood of being accepted	Housing <ul style="list-style-type: none">• Residence halls• On/off campus housing• Meal plan• Parking for residents and for commuters
Academics <ul style="list-style-type: none">• Programs and majors offered• Student-faculty ratio• Accreditation	Size <ul style="list-style-type: none">• Physical enrollment• Average class size• Physical size of campus	What other criteria are important to you?

Illuminating the Path

Does this sound like you?	Then watch...	What sticks with you the most? Why?
<i>I have NO CLUE what I like to do or what my career interests might be.</i>	Emma Rosen's TED Talk www.youtube.com/watch?v=8Swu8iiuFx4	
<i>I have too many interests and don't want to choose a career path at 16 years old.</i>	Emilie Wapnick's TED Talk www.youtube.com/watch?v=OJORi5V01F8	
<i>I don't want to go to the typical college. I want to work with my hands and build, not sit in a classroom all day.</i>	Changing Gears Documentary www.roadtripnation.com/roadtrip/technicians	
<i>I am the first in my family to go to college. Why will I be successful when others haven't?</i>	Why Not Us? Documentary www.youtube.com/watch?v=ZidlOjHcZq0	

Career Clusters

When you prepare for college, you need a clear vision of what kinds of things you want to get out of college (Vocation Trade School, Community College, University). Now, is the time to narrow down your academic and career interests.

Career Clusters

Advanced Manufacturing	Business Management & Administration	Health Science	Law, Public Safety, Corrections, & Security
Agriculture, Food, & Natural Resources	Education & Training	Hospitality & Tourism	Marketing, Distribution & Logistics
Architecture & Construction	Finance	Human Services	STEM (Science, Technology, Engineering & Mathematics)
Arts, A/V Technology & Communications	Government & Public Administration	Information Technology	Transportation

Activity

Visit _____ to learn the programs of study available within each career cluster. Also talk to your counselor about which programs of study are offered in your school or school district. Can you list your top three choices for program of study?

Example: Criminal Science

Why? *I enjoy dissecting frogs in Biology class, and I like the science behind how CSI technicians on TV learn more about the crimes from the gruesome crime scenes.*

1. _____

Why?

2. _____

Why?

3. _____

Why?

Of these three programs of study, which one would be your top choice?

#1 Choice: _____

What are three possible careers someone who completed this program of study could go into?

1. _____

2. _____

3. _____

Section 3 Plan

Where do I start?

Goals give you a sense of direction – an idea of where you’re headed. When you’re focused on a SMART goal, you are less likely to get off-track.

Smart goals challenge you to get things done on time. They also help you track your progress and record your achievements. Not-so-SMART goals can be unclear and unrealistic. To be sure your goals are SMART, stick to these basic rules:



Specific	Measurable	Attainable	Relevant	Time-Bound
Make sure your goals are focused and identify a tangible outcome. Without the specifics, your goal runs the risk of being too vague to achieve. Being more specific helps you identify what you want to achieve. You should also identify what resources you are going to leverage to achieve success.	You should have some clear definition of success. This will help you to evaluate achievement and also progress. This component often answers how much or how many and highlights how you'll know you achieved your goal.	Your goal should be challenging, but still reasonable to achieve. Reflecting on this component can reveal any potential barriers that you may need to overcome to realize success. Outline the steps you're planning to take to achieve your goal.	This is about getting real with yourself and ensuring what you're trying to achieve is worthwhile to you. Determining if this is aligned to your values and if it is a priority focus for you. This helps you answer the why.	Every goal needs a target date, something that motivates you to really apply the focus and discipline necessary to achieve it. This answers when. It's important to set a realistic time frame to achieve your goal to ensure you don't get discouraged.

Activity

Now that you’ve learned about how to set **SMART goals**, *list 3 goals* in each area. Then *rank them* in order of importance from 1-3.

	Goal	Rank
My School Goals:		
My Education Goals:		
My Career Goals:		
Personal Growth Goals:		
Long-Range Life Goals:		

Activity

Think about the courses you have already taken or will take in the future. You may need to refer to your school district's website to find your required courses for graduation. Write in the courses you have completed or those in which you are currently enrolled.

Are you on track to graduate?

Nevada High School Graduation Requirements

Subject	Total Credits Required	Course Names	Year Taken
Math	_____ Credits		
English	_____ Credits		
Science	_____ Credits		
Social Studies	_____ Credits		
Physical Education & Wellness	_____ Credits		
Personal Finance	_____ Credits		
Foreign Language May be waived for students, under certain circumstances, to allow for additional elective focus	_____ Credits		
Fine Arts May be waived for students, under certain circumstances, to allow for additional elective focus	_____ Credits		
Elective Focus	_____ Credits		
	_____ Credits		

College and Career Exams (PSAT, PreACT, ACT, SAT)

Most colleges require that you complete some type of college entrance exam in order to be admitted. Pre-tests allow you to become familiar with these tests before you have to sit for the real thing. Below are descriptions of the tests you may be asked to complete.

The **PSAT** (Preliminary SAT), also known as the PSAT/NMSQT (National Merit Scholarship Qualifying Test), is a practice version of the SAT exam. You can only take the PSAT once per year, and many students take the test in both 10th and 11th grade. If you earn a high score on the PSAT your junior year, you could qualify to receive a National Merit Scholarship; \$180 million dollars in merit scholarships are awarded to students each year. The PSAT is 2 hours and 45 minutes long and tests your skills in Reading, Writing, and Math. Unlike the SAT, the highest score possible on the PSAT is 1520.

The **PreACT** was designed to help you predict your score on the ACT after an additional year of learning. Your performance on the PreACT will help you make a plan for reaching your goal ACT score. You will most likely take the PreACT as a 10th grader. Unlike the ACT, the highest possible PreACT score is a 35. The PreACT is often administered during the school day, in place of other classes. The test itself takes about 2.5 hours, including break time, and there is an additional 60 minutes of pretest activities. The PreACT tests your skills in English, Math, Reding, and Science.

The **ACT** and **SAT** are college admission tests. Many colleges and programs use ACT or SAT scores in their admission decisions, although some do not, and some specifically require one test or the other. So, check the requirements for the colleges in which you're interested. Universities also often use your ACT SAT score in specific areas to determine freshman year course placement, particularly for math.

SAT	ACT
The SAT is scored on a scale of 400-1600	The ACT is scored on a scale of 1-36
SAT questions require more time understand and answer	ACT questions tend to be more straightforward
The SAT has five reading passages	The ACT has four reading passages
There is no science test on the SAT	The ACT has a science section that tests your critical thinking skills
Both tests now have the SAME advanced math concepts: Arithmetic, Algebra I & II, Geometry and Trigonometry	
Some SAT math questions don't allow you to use a calculator	You may use a calculator for ALL math questions on the ACT
The optional SAT essay section is more comprehensive focused. You have 50 minutes to complete it	The ACT wants to see how well you can evaluate and analyze complex issues. You have 40 minutes to complete it.

Early Postsecondary Opportunities (EPSOs)

Early postsecondary opportunities (EPSOs) ensure that students are ready to take full advantage of the Nevada Promise and other opportunities to succeed in education and training after high school. Research has shown that students who participate in early postsecondary courses are more likely to enroll and persist in postsecondary environments. Early postsecondary opportunities allow students to:

- Earn postsecondary credits while in high school
- Become familiar with postsecondary rigor and expectations
- Develop confidence and skills for success
- in postsecondary learning
- Make informed postsecondary and career decisions
- Decrease the time and cost of completing a certificate of degree

The chart on the next page shows all of the early postsecondary opportunities in the state of Nevada. All of these may not be available in your school/district.

Activity

Early postsecondary offerings vary widely by school district. What EPSOs are available at your school?

EARLY POSTSECONDARY OPPORTUNITIES IN NEVADA

	AP Advanced Placement	CIE Cambridge	CLEP College Level Exam Program	DE Dual Enrollment	IB International Baccalaureate	LDC Local Dual Credit	SDC Statewide Dual Credit	IC Industry Certification
Description	<ul style="list-style-type: none"> College-level high school courses offered in many subjects Nationally recognized exams 	<ul style="list-style-type: none"> High school academic programs Internationally recognized exams 	<ul style="list-style-type: none"> Nationally recognized exams used to assess college-level knowledge Exams offered in multiple subjects 	<ul style="list-style-type: none"> Postsecondary(PS) course taught at the PS institution, high school or online Student enrolled in the PS institution 	<ul style="list-style-type: none"> Academically challenging course of study offered at the high school level Internationally recognized exams 	<ul style="list-style-type: none"> High school course aligned to standards at local postsecondary (PS) institution Optional exam for credit at local PS institution 	<ul style="list-style-type: none"> High school course aligned to statewide postsecondary (PS) standards Required challenge exam for PS credit at NV institutions 	<ul style="list-style-type: none"> Assessment by an independent certifying entity based on standards for knowledge, skills, and competencies
Structure	Course and Exam	Course and Exam	Exam	Course	Course and Exam	Course and Exam	Course and Exam	Exam
Provider	The College Board	Cambridge International Examinations	The College Board	Individual NV PS Institutions	International Baccalaureate Organization	Individual NV PS Institutions	Nevada Department of Education	Industry
Student Fees & Assistance	<ul style="list-style-type: none"> Exam fees College Board and state assistance for low-income students 	<ul style="list-style-type: none"> Exam fees State assistance for low-income students 	<ul style="list-style-type: none"> Exam fees 	<ul style="list-style-type: none"> Course tuition, fees, & books Dual Enrollment Grant (a lottery scholarship) 	<ul style="list-style-type: none"> Exam fees State assistance for low-income students 	<ul style="list-style-type: none"> Exam fees 	<ul style="list-style-type: none"> No cost to students 	<ul style="list-style-type: none"> Exam fees
High School Credit & Graduation Requirements	<p>AP courses meet graduation requirements and/or elective</p>	<p>Cambridge courses meet graduation requirements and/or elective credit</p>	<p>CLEP is not a course and does not meet graduation requirements</p>	<p>Districts set policies on awarding high school credit and graduation requirements</p>	<p>IP courses meet graduation requirements and/or elective</p>	<p>LDC course fulfills the same requirements as aligned high school course</p>	<p>SDC course fulfills the same requirements as aligned high school course</p>	<p>IC is a program of study and does not meet graduation requirements</p>
High School Recognition State Policies	<ul style="list-style-type: none"> Qualifies for graduation with state distinction Qualifies for GPA weighting 	<ul style="list-style-type: none"> Qualifies for graduation with state distinction Qualifies for GPA weighting 	<ul style="list-style-type: none"> CLEP is not a course and does not meet graduation requirements 	<ul style="list-style-type: none"> Qualifies for graduation with state distinction 	<ul style="list-style-type: none"> Qualifies for graduation with state distinction Qualifies for GPA weighting 	<ul style="list-style-type: none"> Qualifies for graduation with state distinction 	<ul style="list-style-type: none"> Qualifies for GPA weighting 	<ul style="list-style-type: none"> Qualifies for graduation with state distinction
Postsecondary Credit Determinant	<ul style="list-style-type: none"> Score on AP exam 	<ul style="list-style-type: none"> Grade in Cambridge AS or A-level subject 	<ul style="list-style-type: none"> Score on CLEP exam 	<ul style="list-style-type: none"> Dual enrollment course completion Passing grade as assigned by PS instructor 	<ul style="list-style-type: none"> Score on IB, SL, or HL exam 	<ul style="list-style-type: none"> Score on challenge exam at or above the established cut score 	<ul style="list-style-type: none"> Score on challenge exam at or above the established cut score 	<ul style="list-style-type: none"> Score on industry certification exam
Postsecondary Credit Awarded	<ul style="list-style-type: none"> Determined by Postsecondary Institutions Awarded upon matriculation 	<ul style="list-style-type: none"> Determined by Postsecondary Institutions Awarded upon matriculation 	<ul style="list-style-type: none"> Determined by Postsecondary Institutions Awarded upon matriculation 	<ul style="list-style-type: none"> Credit awarded on PS transcript upon course completion Credit can be transferred to other PS institutions 	<ul style="list-style-type: none"> Determined by Postsecondary Institutions Awarded upon matriculation 	<ul style="list-style-type: none"> Credit accepted at the partnering PS institution Student should notify registrar upon matriculation 	<ul style="list-style-type: none"> Credit accepted at the NV PS institution Student should notify registrar upon matriculation 	<ul style="list-style-type: none"> Determined by Postsecondary Institutions

EPSO	Semester	Why will this help my career pathway?
Advanced Placement Computer Science	Spring	<i>I don't want to take another math course senior year, and I am very interested in Computer Science for a college major.</i>
Dual Enrollment-Mechatronics	Fall	<i>My cousin works for Delta Faucet and there are lots of apprenticeships there that pay really well. I want to be prepared for that level of work when I finish high school.</i>
CLEP-BIOLOGY	Spring	<i>My school doesn't offer Advanced Placement Biology, but I did really well in Biology class, so I want to pay out of my own pocket to save thousands in college tuition. I want to be a vet and I know that ETSU will require Freshman Biology.</i>

Activity

Now your turn... what EPSO courses will you take in the remaining two years of high school

Which semester is the best fit for you with your other commitments (sports, work, and other academic classes)?

The WHY is important because this will help you stay motivated in the course and keep your eye on the prize...

1.		
2.		
3.		
4.		

Dual Enrollment

Dual Enrollment allows eligible students to work toward both a high school diploma and a college degree at the same time. For each course, students earn honors credit at the high school level and college credit hours at the postsecondary level. Most college credits will transfer to public colleges and universities throughout Nevada and the United States.

Check with the Nevada GEAR UP Specialist at your school to find out if Dual Enrollment is offered.

Paying for College

If you're concerned about how you're going to pay for your college or university experience, consider this:

- College might not cost as much as you think. In fact, most families overestimate the price tag. There is help available. Financial Aid can make paying for school realistic.
- Your education is a long-term investment. On average, college graduates earn twice as much as those with high school diplomas.

In this section of the guide, you will find information about types of financial aid, how to apply for aid, and how to interpret the financial aid offers you receive.

What is Financial Aid?

Financial aid is money to help you pay for college. It may be in the form of grants, scholarships, loans, work-study programs, or a combination. The aid comes from federal and state governments, colleges and universities, banks, and private organizations.

Applying to receive financial aid is a separate process from applying for admission to a college; you have to do both. For all government aid, and much private institutional aid, you apply using the Free Application for Federal Student Aid, or FAFSA (see following pages in this section for more details).

Primary Sources of Financial Aid

Grants are free money – they don't have to be repaid. Grants come from the state and federal government as well as from colleges. Generally, grants are based on financial need, which means that they are awarded based on your family's size and financial circumstances. One example of a grant is the *Pell Grant from the federal government. For 2020-2021, the minimum grant, which is available to students with the most financial need, was \$6,345.

**To earn a Pell Grant, you must be a U.S. citizen or eligible noncitizen and must complete the FAFSA (Free Application for Federal Student Aid). This amount may change every year.*

Scholarships are also free money and don't need to be repaid. Scholarships can come from a variety of places, from state and federal governments to colleges and private companies. Scholarships may be awarded based on your financial need, academic achievement, community services, athletic talent, and many other factors.

Loans are money that you borrow from a bank - a loan must be repaid with interest. Loans offered by the government often have lower interest rates and can be repaid over an extended period of time. Visit www.studentloans.gov for more information.

Work-Study allows you to receive funds through part-time employment while you are enrolled in

college and can help you pay part of your college costs. Unlike other campus jobs, students apply for Work-Study by submitting the Free Application for Federal Students Aid (FAFSA).

Additional Sources of Financial Aid

Very few students get all their financial aid for college from one source. When you are searching for financial aid, consider a wide variety of options and apply to as many programs as possible. Here are some common types of organizations that offer financial aid:

Your College: Colleges and universities offer financial aid programs for their students. Visit the financial aid webpages of every college you are considering and plan to apply for all the scholarships you think you might be eligible to receive.

The Community: Nonprofit organizations, foundations, and businesses often provide scholarships as a community service. To find these programs talk to the counselor or GEAR UP Specialists at your school.

The Government: The Federal Government offers over \$150 billion in aid each year. Likewise, Nevada offers millions of dollars to its students.

Nevada Financial Aid

If you want to go to college, you can do it.

Money is an obstacle you can overcome.

There are many ways to reduce the costs. Talk to people who have completed their degree and ask them how they paid for school. Scholarships are available for students. Scholarships are awarded for all sorts of reasons. Financial aid is available to help students and families pay for college.

STATE OF NEVADA'S GOVERNOR GUINN MILLENNIUM SCHOLARSHIP

The Governor Guinn Millennium Scholarship provides financial support to Nevada's high school graduates who plan to attend a Nevada college or university. Students can view the latest program and eligibility requirements at www.nevadatreasurer.gov

Schools submit eligible Millennium Scholars' names to the Office of the State Treasurer. Award notification packets are mailed the summer after high school graduation. Interested recipients must submit the Acknowledgement of Award. Students are eligible for a maximum award of \$10,000 for undergraduate coursework during the years following high school graduation.

Policy guidelines can be obtained by calling
1-888-477-2667

Also be aware of the National Merit Scholarship requirements: www.nationalmerit.org

Nevada College Savings Plan

The Nevada College Savings Plan (also known as a "529 Plan") is an innovative option to save for college each month. Open an account on behalf of a designated beneficiary. Contributions can be invested in Prepaid Tuition Contracts, which lock in tuition expenses at the current year's rate for future attendance or contribute to professionally managed investment portfolios.

Visit www.nevadatreasurer.gov or call the Office of the State Treasurer at **1-888-477-2667**. Also contact a personal financial institution and inquire about college tuition savings plan they may offer.

See you in
college!



To Qualify for these scholarships, a student must complete the FAFSA, be a U.S. citizen or an eligible non-citizen (with some exceptions) and be a Nevada resident one year prior to the application deadline. In Nevada, to be eligible for the most amount of scholarship money and financial aid, every senior must complete the FAFSA before February 1.

Resume and Job Application Information

Activity

Fill out the form on this page and you'll have all the information you need, in one place, to fill out job applications. You can also use these details as a basis for your resume, and they will come in handy when you start filling out college and scholarship applications. Remember to keep personal information confidential.

Full legal name: _____ Date of birth: _____

Are you a U.S. citizen?: _____ If not an U.S. citizen, specify country and if you are a permanent resident, refugee, or asylee: _____

Date of status approval/issuance: _____ Other Visa type & date: _____

Permanent Mailing address: _____

Current address, if different from permanent address: _____

Permanent phone number: _____ Phone Number: _____

Email address: _____

High school academic history (If you attended more than one, list most recent)

Name of high school: _____ City, state of high school: _____

Dates attended: _____

Cumulative GPA: _____

Athletics, Clubs, and Organizations

(List your role/position each year)

Name of Club/Sports Team	Freshman	Sophomore

Community Service

Name of Organization/Contact	Description of Volunteer Service	Number of Hours of Service	Date(s) of Service

Honors and Awards

Name and Date of Award	Reason for Award/Honor	Sponsor

Work Experience

(list most recent examples first)

Start and End Date of Employment	Job Title	Company Name	Business Address	Brief Description of Duties

References

(Non-relatives who potential employers can contact to explore whether you would be a good hire.)

Make sure to ask your references if they are willing to give you a reference before listing their name on a job application)

Name	Title	Address (Street, City, State, Zip Code)	Phone Number	Email Address

Sample Resume

JESSICA B. FLETCHER

3328 West Parker Avenue
Mytown, NV 85000
928-555-5555 |
jessica.fletcher@email.com

EDUCATION

May 2021 High School Diploma with a 3.37 GPA, ABC High School 333 S. School St., Mytown, NV

SPECIAL COURSES

Spanish I-III • Marketing I • AP Chemistry • AP Computer Science • Word Processing

WORK EXPERIENCE

September 2019 – Present **Pharmacy Sales Associate**, Walgreens, 123 Main St., Mytown, NV

Duties include cashiering, customer service in English and Spanish, answering the phone and assisting or transferring callers as needed, generating cleanup and other duties as assigned.

May – August 2019 **Order-Taker/Cashier**, McDonald's, 201 N. Country Drive, Mytown, NV

Duties included accurately taking customer orders in English and Spanish, entering them into electronic order system, handling customer payments including providing correct change and handling credit card transactions.

EXTRACURRICULAR ACTIVITIES & AWARDS

2019 – current S.A.D.D. (Students Against Drunk Driving) – member

2019 – 2020 Club R.I.F (Reading Is Fundamental) – secretary

2018 – 2020 Beta Club (student service club) – member

August 2019 “I Care” Customer Service Award – McDonald's

COMMUNITY SERVICE

St. Mary's Food Bank – canned food drive, November 2018, November 2019

Sunday School Teacher – pre-school class, 2017-2020

Service Saturday – ABC High School, April 2020

REFERENCES

Ms. Wonder Woman, History Teacher, ABC High School, (602) 791-4808, wonder.woman@ABC.org

Mr. Ralph Peterson, Manager, McDonald's, (928) 555-1555, r.pete@mcd.com

Sample Cover Letter

JESSICA B. FLETCHER

3328 West Parker Ave. • Mytown, TN 85000 • (928) 555-5555 • jessica.fletcher@email.com

May 20, 2021

Ms. Rhonda West
Customer Service Manager
Acme, Inc.
123 Corporate Blvd.
Sometown, NV 85000

Re: Customer Service Representative Opening (Ref. ID: CS300)

Dear Ms. West:

I was excited to see your opening for a customer service representative, and I hope to be invited for an interview.

I recently graduated from high school, where I was a member of the Beta Club for two years. Beta Club members plan and complete at least one service project each month, and through those projects I gained considerable experience working with and for people from all walks of life.

After school and on weekends, for more than two years, I have been working in positions that require exceptional customer service skills. At McDonalds, I was awarded the “I Care” Customer Service Award after just three months in the position. At Walgreens, because of my fluency in Spanish, I am regularly called upon to assist Spanish-speaking customers. Based upon the posting for this position, I believe you will find my skills in this area very useful to your company.

Although I have not been out of high school long, in the part-time positions I have held, as my supervisors will attest, I have already demonstrated the ability to resolve a variety of issues (such as billing disputes and dissatisfied or angry customers), and I consistently met all goals set by my employers. I have also demonstrated a strong sense of responsibility and maturity as evidenced by my successful completion of rigorous AP courses, leadership roles in extracurricular activities, and my high GPA (3.37).

In addition to my work experience, I gained considerable customer service and communication skills during my tenure as secretary of the Reading Is Fundamental (RIF) Club at my high school. In that role, I regularly contacted elementary schools and nonprofit, after school programs for youth to discuss possibilities for collaboration. After identifying ways in which our goals overlapped and how working together could be mutually beneficial to our organizations, I worked with the RIF sponsor and other officers to work out the important details to ensure success.

I also bring to the table strong computer proficiencies in Microsoft Word, Excel, PowerPoint and Access. I am confident my comfort with computers and various database operations will allow me to quickly learn any proprietary software your company may use. Please see the accompanying resumé for details of my experience and education.

I am confident that I can offer you the customer service, communication, and problem-solving skills you are seeking. I will follow up with you in a few days to answer any preliminary questions you may have. In the meantime, you may reach me at (928) 555-5555 to schedule an interview. Thank you for your time— I look forward to learning more about this opportunity!

Sincerely,

Jessica Fletcher

Section 4

Assess

How do I know that I am on the right path to college and a great career? Using milestones and timelines, students can begin to see that key action steps along the way are important to making concrete progress. In this section, you will track your progress and measure your proximity to success through checklists and milestones. Knowing the milestones along the path can help you stay motivated because there is a lot more road to travel.

Am I ready for what's NEXT?

Activity

The Study Skills Assessment below is designed to identify your academic strengths and weaknesses. Completing the assessment is the first step in putting yourself on the path to academic success as you prepare for college and help yourself become a better student!

Study Skills Assessment Questionnaire

Source: University of Houston-Clear Lake Counseling Services

This questionnaire will help you look at some of your academic skills. Use the scale below to how often each statement applies to you. Place a number corresponding to your choice in the blank provided. At the end of each section, total the column. Pay attention to your highest and lowest scores as they will indicate stronger or weaker areas.

1	2	3	4
Never	Sometimes	Usually	Always

Time Management/Procrastination

- _____ 1. I arrive at classes and other meetings on time.
- _____ 2. I devote sufficient study time to each of my courses.
- _____ 3. I schedule definite times and outline specific goals for my study time.
- _____ 4. I prepare a “to do” list daily.
- _____ 5. I avoid activities which tend to interfere with my planned schedule.
- _____ 6. I use prime time (when I am most alert) for study.
- _____ 7. At the beginning of the term, I make up daily activity and study schedules.
- _____ 8. I begin major course assignments well in advance.
- _____ Total

Procrastination

The act or habit of procrastination, or putting off or delaying, especially something requiring immediate attention.

Concentration/Memory

- _____ 1. I have the “study-place habit,” that is, merely being a certain place at a certain time means time to study.
- _____ 2. I study in a place free from auditory and visual distractions.
- _____ 3. I find that I am able to concentrate – that is, give undivided attention to the task for at least 20 minutes.
- _____ 4. I am confident with the level of concentration I am able to maintain.
- _____ 5. I have an accurate understanding of the material I wish to remember.

- _____ 6. I learn with the intention of remembering.
- _____ 7. I practice the materials I am learning by reciting out loud.
- _____ 8. I recall readily those things which I have studied.
- _____ Total

Study Aids/Notetaking

- _____ 1. While I am taking notes, I think about how I will use them later.
- _____ 2. I understand the lecture and classroom discussion while I am taking notes.
- _____ 3. I organize my notes in some meaningful manner (such as outline format).
- _____ 4. I review and edit my notes systematically.
- _____ 5. I take notes on supplementary reading materials.
- _____ 6. I have a system for marking textbooks.
- _____ 7. When reading, I mark or underline parts I think are important.
- _____ 8. I write notes in the book while I read.
- _____ Total

Test Strategies/Test Anxiety

- _____ 1. I try to find out what the exam will cover and how the exam will be graded.
- _____ 2. I feel confident that I am prepared for the exam.
- _____ 3. I try to imagine possible test questions during my preparation for an exam.
- _____ 4. I take time to understand the exam questions before starting to answer.
- _____ 5. I follow directions carefully when taking an exam.
- _____ 6. I usually get a good night's rest prior to a scheduled exam.
- _____ 7. I am calmly able to recall what I know during an exam.
- _____ 8. I understand the structure of different types of tests and am able to prepare for each type.
- _____ Total

Information Processing

- _____ 1. When reading, I can distinguish readily between important and unimportant points.
- _____ 2. I break assignments into manageable parts.
- _____ 3. I maintain a critical attitude during my study – thinking before accepting or rejecting.
- _____ 4. I relate to material learned in one course to materials of other courses.
- _____ 5. I try to organize facts in a systematic way.
- _____ 6. I use questions to better organize and understand the material I am studying.
- _____ 7. I try to find the best method to do a given job.
- _____ 8. I solve a problem by focusing on its main point.
- _____ Total

Motivation/Attitude

- _____ 1. I sit near the front of the class if possible.
- _____ 2. I am alert in classes.
- _____ 3. I ask the instructor questions when clarification is needed.
- _____ 4. I volunteer answers to questions posed by instructors in the class.
- _____ 5. I participate in meaningful class discussions.
- _____ 6. I attend class regularly.
- _____ 7. I take the initiative in group activities.
- _____ 8. I use a study method which helps me develop an interest in the materials to be studied.
- _____ Total

Selecting Media Ideas/Self-Testing/Reading

- _____ 1. I try to find out what the exam will cover and how the exam is to be graded.
- _____ 2. I follow the writer's organization to increase meaning.
- _____ 3. I review reading material several times during a semester.
- _____ 4. When learning a unit of material, I summarize it in my own words.

- _____ 5. I am comfortable with my reading rate.
- _____ 6. I look up parts I don't understand
- _____ 7. I am satisfied with my reading ability.
- _____ 8. I focus on the main point while reading.
- _____ Total

Writing

- _____ 1. I find that I am able to express my thoughts well in writing.
- _____ 2. I write rough drafts quickly and spontaneously from notes.
- _____ 3. I put aside a written assignment for a day or so, then rewrite it.
- _____ 4. I review my written assignment for grammatical errors.
- _____ 5. I have someone else read my written work and consider their suggestions for improved writing.
- _____ 6. I am comfortable using library resources for research.
- _____ 7. I am able to narrow a topic for an essay, research paper, etc.
- _____ 8. I allow sufficient time to collect information, organize material, and write the assignment.
- _____ Total

What are the two areas with your lowest scores?

Research ways you can improve your study skills in those two areas. List the ideas you will try here

10th Grade Milestones

Activity

10th Grade Milestones (Check all that you have accomplished so far.)

Milestone

An important event in the development or history of something or in someone's life.

Actions

- Participate in college and career experiences (e.g., campus visits, hands-on events, college and career fairs, school enterprise, industry specific exposure).
- Participate in a meaningful summer experience such as a job internship, or early postsecondary preparation (e.g., pre-college summer camp, computer coding camp, apprenticeship to CTE concentration).
- Continue involvement with school and student organizations.
- Volunteer in your community or school.
- Update your resume to include your work, volunteer experiences, honors, or skills that you've acquired since last school year.
- Do a practice job interview with a school counselor and have a conversation about your potential eligibility/competitiveness for admission.
- Have conversations with a teacher, family member, or other adult mentor to talk about your college and career interests.
- Have a conversation with a counselor and family members about tuition, fees, and other costs of postsecondary, as well as your potential eligibility for need-and merit-based aid.
- Research course offerings for your junior year, including early postsecondary opportunities such as advanced placement, dual enrollment and dual credit, or work-based learning.

Knowledge

- I understand the structure and content of ACT or SAT readiness exams.
- I understand the different postsecondary options available to me and the criteria required for admission.
- I understand the importance of rigorous coursework and how my current course performance will impact future course opportunities, especially opportunities to earn early postsecondary credit and to qualify for merit-based scholarships.
- I understand that I should revisit my postsecondary plan regularly (i.e. each semester) and discuss my plans with a counselor, teacher, advisor, or family member who can help.

What's Next?

Use the following suggestions to make the most of your summer and your junior year.

Summer

- **READ!** Read at least five books not required by your school. Try something you've never read before.
- **DO** your summer homework. Don't put it off until the last minute.
- **Explore.** If you're considering a career or career pathway, learn more about it. Talk to people who hold that job. Set up a job shadow day. Get a job. Take a trip. While there visit some colleges in the area.
- **Think** about what's next. It's never too early to start prepping for ACT or SAT. There are excellent practice tests available online. Use them!
- **Help** someone else. Look for organizations in your community that need volunteers: hospitals, nursing homes, food pantries, homeless shelters, and more. It will make you feel good and also looks good on your college applications.

Fall (Congratulations – You're a Junior!)

- **Talk** with your counselor about the year ahead. Confirm that your courses will put you on the right track for college admission.
- **Ask** about test dates for the PSAT, ACT, and SAT. You'll need to register up to six weeks ahead of time.
- **Start** developing a resume – a record of your accomplishments, activities, and work experience. This will be an important part of your college application.
- **Become** a joiner. If you haven't participated in many activities outside of class, now is the time to sign up. Consider clubs at school, team sports, leadership roles, or involvement in a religious or civic community group.
- **Take** the PSAT. Taking the test as a junior will qualify you for some scholarship consideration and identify you to colleges as a potential applicant.
- **Begin** to prepare for the ACT or SAT. Plan to take at least one of these tests in the spring. Ask your counselor if you qualify for a fee waiver.

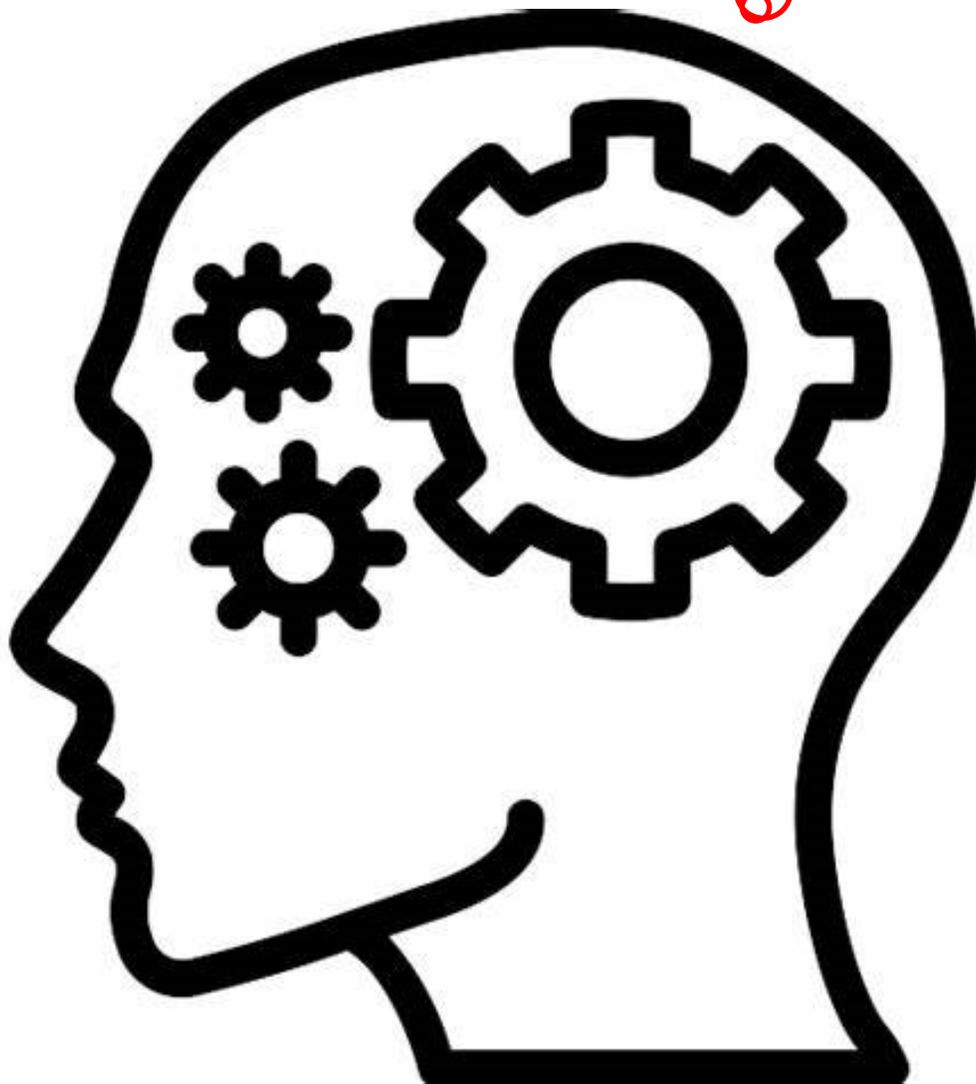
Spring

- **Work** with your counselor to set your senior schedule. Enroll in the most challenging courses.
- **Register** for a spring SAT and/or ACT. Ask your counselor whether you should also take a Subject Test.
- **Explore** summer opportunities on college campuses – this is a great way to find out what college life is really like.
- **Continue** researching colleges and universities. Go to college fairs and open houses. Learn as much as you can about colleges online.
- **Begin** planning college visits. If your school offers excused absences for college visits, use them!. Try to visit colleges near you over spring break. Include a large, medium size, and small campus.
- **Develop** a preliminary list of colleges that interest you. Go online to request additional information. This is a great way to get on the radar of colleges that interest you.
- **Begin** to look at some college applications. Make note of all the pieces of information you will need to compile. Make a list of teachers, counselors, employers, and other adults who could write letters of recommendation.
- **Consider** lining up a summer job or internship.

Stay on Course

Remember

To *check in* with your
School Counselor,
Teachers, and GEAR UP
Specialists!
They're here for you!



Glossary

There are a lot of acronyms and confusing terms on the road to college. Here are a few that you might be wondering about. If there's one you don't see listed here, check with your Nevada GEAR UP Specialist for assistance.

2 + 2 programs: A postsecondary pathway in which students begin at a community college where they complete general education requirements over two or three years and then transfer to a university (for the remaining one or two years) to complete a bachelor degree.

ACT/SAT: Standardized college entrance exams. Many colleges and universities ask for ACT or SAT scores as part of the application process. ACT stands for American College Testing. SAT stands for Scholastic Assessment Test.

Advisor: A college staff member or professor who helps a student plan and complete a course of study at a college or university.

Application: A form that must be filled out to be considered for entry into a university, community college, or technical school; to be considered for a scholarship or grant; and, in many cases, to be considered for a job.

Associate Degree: A degree granted after successful completion of a course of study requiring approximately 60 credits, typically by a community or junior college. Full-time community college students taking 15 credits per semester can generally finish an associate degree in two years (also known as AA, AS, or AAS degree, short for Associate of Arts, Associate of Science, and Associate of Applied Science.)

ASVAB: A test to determine qualification for enlistment in the U.S. Armed Forces. It stands for Armed Services Vocational Aptitude Battery.

Award Letter: Notice from a school of the amount and type of financial aid that the school is willing and able to provide a student.

Bachelor Degree: A degree earned for a course of study that normally requires 120 to 130 credits, involving specific classes related to the student's major. Full-time students ideally complete a bachelor degree in four years, although changing majors, transferring institutions, taking fewer than 15 credit hours per semester, and/or taking courses that don't count towards one's declared major can make it take longer (also known as the Bachelor of Arts and Bachelor of Science.)

Certificate: an official document attesting to a particular fact or accomplishment. In the postsecondary realm, students complete a series of specified courses, and sometimes an internship and typically pass a test to obtain certificates in specific trades or areas of expertise required to work in those fields. Examples include welding, medical technology, auto mechanics, massage therapy, and court stenography.

Community College: A public postsecondary institution (Truckee Meadows Community College for example) that offers courses to residents in the surrounding area. Students may attend community colleges to obtain associate degrees or technical certificates or may take course there toward a bachelor degree before transferring to a four-year university (2+ 2 pathway). Students can also take courses to enhance their skills in an area, or just for fun.

Cost of Attendance (COA): The total cost of going to college, including tuition, fees, room and board, books, transportation, and personal expenses.

Deferred Action for Childhood Arrivals (DACA) Program: A kind and administrative relief from deportation. This policy allows young children (under the age of 16) who came to the United States without documentation, and have been educated by U.S. school systems, the opportunity to remain in the U.S. by following specific guidelines.

Early Action: When a student applies for admission to college by an early deadline (before the regular admission deadline) and receives notice of acceptance, denial, or deferment, with no obligation to the university to enroll.

Early Decision: When a student applies for admission to a college by an early deadline (before the regular admission deadline), with the understanding that if accepted, the student must enroll in that school. Students should apply for early decision only to their first-choice school.

Expected Family Contribution (EFC): The portion of a family's financial resources that should be available to pay for college, based on a federal formula using the information on the FAFSA (Free Application for Federal Student Aid).

FAFSA: The Free Application for Federal Student Aid is an online form submitted annually by current and prospective college students (undergraduate and graduate) in the United States to determine eligibility for student financial aid. Students who are eligible to file the FAFSA should complete it every year.

Federal Student Aid (FSA) ID: A username and password used by current and prospective students and their parents to log into the U.S. Department of Education Websites including the FAFSA Website. The ID is used to sign documents electronically (it has the same legal status as a written signature.)

Fee Waiver: Permission to not pay a fee, based on meeting some requirement or condition. In the postsecondary realm, waivers of college application fees and ACT or SAT fees are often available for students based on their financial need.

Financial Aid Package: The amount and types of federal, state, and college aid that a college/university offers to a student it has accepted for admission, to offset the cost of attendance at their school. This is also referred to as an Award Letter. Depending on the package, sometimes it can be cheaper for a student to attend an expensive school because more aid is offered to offset the cost. This is why it is important to apply to the schools you want to attend, even if you don't think you can afford it. There are different types of aid available including loans, work-study, scholarships, and grants.

Four-Year University: A postsecondary college/university that offers undergraduate (bachelors) degrees. Many four-year institutions also offer graduate (master's) degrees.

Full-Time Student: A student who enrolls in at least a minimum number (determined by your college or university) of credit hours or courses.

Grade Point Average (GPA): The average of all of the course grades you have received in high school, or in college, on a four-point scale.

Ivy League: A group of long-established colleges and universities in the eastern U.S. having high academic and social prestige. It includes Harvard, Yale, Princeton, Columbia, Dartmouth, Cornell, Brown, and the University of Pennsylvania.

Letters of Recommendation: Letters of endorsement (often from high school teachers/staff) written on a student's behalf during the college and/or job application process.

Major: A concentration of study focused on a discipline, which requires completion of specific courses.

Minor: A college or university student's declared secondary academic discipline during their undergraduate studies.

Orientation: A meeting/event many colleges offer (hour-long or days-long) where incoming students and parents/guardians receive information about registering for classes, meet their advisor, and learn about school resources.

Pell Grant: Money from the U.S. government to support a student's education that does not have to be paid back. Pell Grants are awarded to U.S. citizens and legal residents based on financial need and timelines of completing the FAFSA.

Placement Test: Colleges and universities may require students to take tests to determine the appropriate level of college math and/or English needed.

Postsecondary Education: The broadest term to describe any education beyond high school, including community college, university, technical school, etc.

Residence Hall: A building primarily providing living/sleeping quarters for large numbers of students. Also known as a dorm or dormitory and often referred to as "on-campus housing."

Resident: A student who lives in and meets the residency requirements for the state where a public university is located. Tuition at public universities often is more expensive for non-residents.

Resume: A brief account of a person's education, qualifications, and previous work experience, typically sent with a job application.

ROTC: Programs to train college students to become officers in the U.S. Army Forces. ROTC stands for Reserve Officer Training Corps.

Room & Board: The cost of a room in a residence hall and a dining hall meal plan at a college or university.

Scholarship: Money to support a student's education that does not have to be paid back. Scholarships are awarded based on academic, athletic, artistic or other type of achievements, affiliations, or competitions.

Student Aid Report (SAR): The SAR summarizes the information included on the Free Application for Federal Student Aid (FAFSA). The SAR provides the Expected Family Contribution (EFC), which is used to determine whether a student is eligible for a federal Pell Grant or other federal aid.

Student Loan: Money a student borrows to help pay for college, which must be paid back. Subsidized loans are offered to students who qualify financially as determined by the FAFSA. The federal government pays the interest while the student is in college. There are also unsubsidized loans where interest begins accruing as soon as the loan is accepted.

Summer Bridge Programs: Programs offered by many universities and some community colleges, which occur in the summer between high school graduation and fall transition to college. They offer students accelerated, focused learning opportunities that can help better prepare them to succeed in college.

Technical School: A general term used for a college that provides mostly employment-preparational skills for trained labor, such as welding and culinary arts. These programs generally take no more than two years to complete.

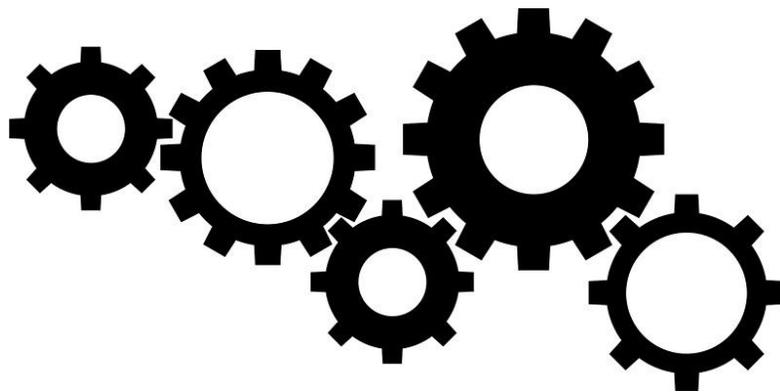
Transcript: An official academic record from a specific school which lists when you attend, the courses you have completed, grades, and sometimes test scores. Universities, colleges, and technical schools usually require high school transcripts be submitted as part of the application process.

Tuition: The amount of money charged for instruction/classes at postsecondary institutions (see also cost of attendance.)

Undeclared/Undecided: A term used to describe a student who has not yet selected a major at a college or university. Colleges typically ask students to pick their major by the end of their sophomore year.

Work-Study: A federal program that provides the opportunity for college students to work part-time jobs (often on the campus of the school they attend to earn money to pay education expenses. Students receive compensation in the form of a paycheck, much like a traditional job. Students must submit the FAFSA to be considered for work-study positions.

ARE YOU READY FOR WHAT'S NEXT?



The GEAR UP community across the nation is dedicated to student success, and generously shares information and resources among programs. This guide was created from wisdom and experience shared by many projects, but we'd particularly like to thank Arizona GEAR UP and GEAR UP Tennessee, who have provided the content in this guide.

For additional information visit: [Nevada State GEAR UP | Gaining Early Awareness and Readiness for Undergraduate Programs](#)

The federal government does not endorse this Guide, nor do its contents necessarily represent the policy of the U.S. Department of Education.