# STUDENTS –
STEPS TO PREPARE
FOR YOUR FUTURE

What do YOU Need to Do to Succeed?

➔ Choose the recommended high school or college curriculum and earn *ALL of* your credits

➔ Take a minimum of 3-4 years of math & science. Select electives wisely

➔ Challenge yourself to achieve the best grades you can! In every class!

➔ Keep good attendance and be on time

➔ Learn word processing, spreadsheets, emailing, researching, filing, presentations

➔ Meet deadlines! Don't turn in assignments late

➔ Remember that teachers & professors give references, be respectful - you may need them someday

➔ Get involved in your school & community

➔ Be part of a team

➔ Be respectful of diverse spiritual and cultural backgrounds

➔ Learn how to accept authority and constructive feedback

➔ Be respectful. Use your manners. They count!

➔ Develop your social network, be mindful of your reputation, it counts!!

➔ Stay off drugs

➔ Don't get a criminal record

➔ Be Wise with use of Social Media – employers WILL look at FB

How much do I need to make it on my own each month?
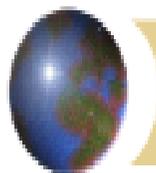
Average Monthly Expenses

ITEM	AMOUNT
Federal/State Income Taxes	$407^
Social Security Taxes	$153^
Housing (Rent – 1 Bdrm, Unfurn)	$580
Utilities (gas, electric, water)	$130
Insurance (car, renters/house, personal)	$150
Car Payment (used)	$300
Gas, Oil, etc.	$80
Food	$300
Clothing	$150
Medical Expenses	$100
Cell Phone, Cable & Internet	$150
Entertainment	$100
Personal Items	$100
Miscellaneous	$100
Savings	$25
Total Monthly Expenses	**$2,825.00**

*Taxes based on $2,000 monthly income

You would need to earn 13% more in MSP to have the same standard of living as you would on a $35,000 salary in our area!

According to CNN Money

PREPARING

Middle school steps

As early as middle school, students can take some steps to prepare for college:

– Start thinking about interests and talents and how they might translate into a college major or a career.
– Taking challenging classes in middle school can be a prerequisite for getting into honors, AP (Advanced Placement) or IB (International Baccalaureate) classes in high school.
– If a student needs help in any academic subjects or just with general study skills and organization, middle school is the time to get on track.
– Starting early gives families more time to research college options and start saving, resulting in less of a scramble in high school.

To help middle school families think about college preparation, the Minnesota Private College Council has put some resources together at **www.mnprivatecolleges.org/middleschool**. Studies show that students already know what is expected of them by the time they start middle school — and if they're told that college is expected of them often and early, they are more likely to make it there.

High school recommendations

A student interested in attending one of Minnesota's Private Colleges will have taken challenging high school classes, including:

– **Four years of English (with an emphasis on writing)**
Reading nurtures an appreciation of people and ideas, expands vocabulary and enhances understanding. Clear and persuasive writing shows that you can think critically, interpret text and put it into context, solve problems and express information and ideas to others.

– **Three years or more years of math**
Understanding concepts and employing mathematical reasoning is applied in courses like biology, economics and psychology. Proficiency in algebra, geometry, data analysis and probability is necessary for college-level work, regardless of your intended major.

– **Three or more years of science (including at least one year of laboratory science)**
Familiarity with chemistry, physics and biology is the base for advanced scientific knowledge and important for understanding the relationship among science, technology and society.

– **Three or more years of social science**
The social sciences — economics, psychology, political science and others — increase understanding of the forces in our world that produce changes over time.

– **Two or more years of a world language**
Studying another language provides practical skills for living and working in a diverse world. It enhances understanding of your first language, facilitates acceptance of cultures and aids in brain development.

- **Several courses in the arts**
  Music, theater, dance and studio art facilitate deeper insights into our world and stimulate creativity and imagination.

Also, Postsecondary Enrollment Options (PSEO), Advanced Placement (AP) and International Baccalaureate (IB) programs can help prepare students for college-level work. These options not only demonstrate initiative and drive, but also can earn students college credit in high school. For details, see **www.mnprivatecolleges.org/earn-college-credit**.

In addition to coursework, involvement in extracurricular activities including athletics, theater, clubs, debate and community service can help demonstrate a student's broad range of interests and the ability to manage time and balance priorities.

This is an excerpt from "College Guide: 2015-16," a resource for counselors and students. It is prepared by the Minnesota Private College Council on behalf of the 17 private nonprofit colleges in its membership. For the full guide and other resources visit www.mnprivatecolleges.org.

Career Profile Tool
*New data tool will help students and
job seekers research occupations*

Career Profile, a new data tool that helps students and job seekers learn about wages, educational requirements, job opening projections and other details related to hundreds of occupations, is a new tool offered by the Minnesota Department of Employment and Economic Development (DEED).

The free tool, available on the DEED website, combines data from DEED's Labor Market Information Office, the U.S. Census Bureau, the Bureau of Labor Statistics, and other federal and state agencies.

"Career Profile will be the go-to resource for young people who are trying to decide on a career path or for experienced workers who are thinking about switching careers," said Oriane Casale, assistant director of the Labor Market Information Office at DEED. "With this tool, they can research occupations by region to discover current demand, projected future openings, typical wages paid and much more."

"Often kids and parents lack the information on emerging and existing careers to make informed decisions regarding high school course taking and postsecondary options," said Brenda Cassellius, commissioner of the Minnesota Department of Education. "This tool will provide not only educators with the opportunity to share rich information on jobs, earning potential and market, but will also open many possibilities to new careers they may not have known."

Employers also can use Career Profile to quickly and easily find a broad range of information on specific occupations. Career Profile will help users answer many questions, including:

- How much does a particular occupation pay?

- Is the pay enough to meet the basic cost of living in my region?

- Does the degree or award that I'm seeking meet minimum requirements for this occupation?

- Do the typical tasks and abilities for this occupation match my interests and abilities?

- Is there a demand for this occupation, and how many openings are expected in coming years?

- What other similar occupations could I consider?

Career Profile users can conduct occupational searches for any one of Minnesota's 13 Economic Development Regions from a dropdown list, a clickable map or by entering a ZIP code. Once a user selects a region and occupation, an overview page will provide a description of the occupation, typical job titles, typical wages, current demand, expected 10-year openings, education requirements and top industries for the selected occupation. A menu at the top of the page links to details on wages, demand, education and more.

A link at the bottom of the overview page will connect the user to job openings for that occupation listed on DEED's MinnesotaWorks.net job bank. Another link will help users find assistance at their local Minnesota WorkForce Center.

As an example of what the tool shows for a specific occupation, a student interested in becoming an application software developer in the Twin Cities would find that demand is high in that field in the metro area, with 2,450 openings expected in the next 10 years. Professional and business services is the industry that employs the most application software developers and pays the highest wages. A bachelor's degree is the minimum educational requirement for the field, and only a quarter of people working in that occupation having more than a bachelor's degree.

DEED is the state's principal economic development agency, promoting business recruitment, expansion and retention, workforce development, international trade and community development. For more details about the agency and our services, visit http://mn.gov/deed/ .

Creating an Effective Resume

Resume: Answers why you should be interviewed over everyone else!

Resume preparation:
•Do your homework on the company and the position. What attracts you to this employer and role?
•Review the competencies needed for the job. Do you meet the minimum requirements?
•What experience and skills can you bring to this position that set you apart?

Content to be included:

Required
•Name
•Contact information
•Education
•Work experience (with transferable skills)

Can the employer picture your experience? Which of these is stronger?
•Volunteered for group fundraiser –or–
•Participated in team planning and implementation of a donation drive that raised nearly $400 for the Winona Area Humane Society

Optional
•Objective
•Summary of qualifications
•Related coursework/projects
•Volunteer experience
•Honors/awards
•Campus and community involvement
•Professional affiliations
•Languages
•Study abroad and international experiences
•Professional, technical, or special skills and certifications

Best Practices for Creating Your Resume
•One page is typically enough (most resumes are "read" in less than 30 seconds)
•Organize by subsection with most relevant at the top
•Use bullet points instead of sentences and don't use pronouns (i.e. "I", "they", "we", etc.)
•List experience in reverse chronological order
•For each position list title, organization/company name, location, and dates of employment
•Paper margins between .5 –1 inch and font size between 10-12 pt.
•Use words and phrases found in the job description and provide numbers to describe skillset
•Avoid using formatted templates –they're difficult to work with when changing your resume to fit a new job
•Always have at least two other people read it to check for grammatical errors
•Be sure you tailor the resume to the position –human resource professionals know when they're receiving a boilerplate, generic resume!
•Never include information such as your social security number, date of birth, or picture
•When submitting your resume via email or on the web, be sure to provide it in a pdf format

Interviewing Tips

Interview preparation:

Do your homework on:

      o The company (details)

      o The position (details)

      o Yourself (work history, education, skills—know specific examples)

Interviewing to Secure Your Success:

- Arrive 5-10 minutes early– no earlier, no later
- Fill out applications neatly and completely – write "negotiable" in the salary section
- Mirror the interviewer's demeanor
- Do not answer "yes" or "no". – Sell yourself by using example
- Stress achievements, records and accomplishments
- Answer questions to the point; do not ramble on
- NO derogatory remarks about previous or present employers/co-workers
- Avoid asking salary, commission, bonuses or vacation questions
- Explain what you are going to do for the company
- Always be honest

20 ways to STRIKE OUT when interviewing:

1. Not appreciating the interviewer's time

2. Not asking enough detailed questions about position

3. Not giving enough detail when answering questions

4. Overbearing, overaggressive, conceited "know-it-all" complex

5. Inability to express oneself clearly/professionally

6. Not having a purpose, goals or career path in mind

7. Not taking criticism well/not open to being mentored

8. Poor personal appearance

9. Lack of interest and enthusiasm

10. Over-emphasis on money

11. Cynical/Critical of past employers

12. Bad eye contact

13. Limp "dead fish" handshake

14. Late for the interview

15. Lack of confidence

16. Lack of manners, courtesy

17. Lack of maturity

18. Lack of vitality

19. Indecisive

20. Lacks a strong work ethic

For situational questions:
Think EAR!
E –Example
A- Action
R- Result

These Companies are Also Hiring...

Manufacturing companies are looking to hire individuals who have certificates and degrees from many areas of study

Certificates

- ✓ Truck Driving
- ✓ Machining Basics
- ✓ Industrial Technology Welding Specialist
- ✓ Office Assistant
- ✓ Bookkeeping Clerk

Two Year Degrees

- ✓ Welding Technology
- ✓ Basic Machinist
- ✓ Computerized (CNC) Precision Machining Technology
- ✓ Industrial Technology
- ✓ Administrative Assistant
- ✓ Accounting

Four Year Degrees

- ✓ Accounting
- ✓ Business Administration
- ✓ Finance
- ✓ Human Resource Management
- ✓ Marketing
- ✓ Management Information Systems
- ✓ Economics