



Transition Newsletter

Aug 2024



Building Skills for Employment

With school starting soon, there are many things you can do while still in school to improve your resume and job applications to start earning money. One way in particular is by participating in extracurricular activities.



What are extracurricular activities?

An extracurricular activity can be almost anything that isn't required for high school credit that you do while you're in high school. By doing extracurricular activities, you can expand your social circle, develop new skills, and become better problem solvers. Extracurricular activities do require a consistent time commitment, a degree of responsibility and initiative, and in the best cases, a level of leadership not demonstrated in the classroom.

RESOURCE HIGHLIGHT



myHomework

The myHomework app's clean design makes this app great for college, high school, or middle school. This homework helper contains additional features that make it easy to use for high school students with a block class schedule. Keeping track of assignments has never been better! The myHomework student agenda is students favorite way to focus and reduce anxiety. Using myHomework as a school organizer makes keeping track of what assignments to do easier than ever before. The account is FREE everywhere and an ads-free premium experience is available.

This is informational only. DHS is neither supporting nor endorsing the app. Please determine for yourself if you wish to use it and proceed accordingly.

What are the benefits of extracurricular activities?

- ◆ Improved academic performance—it can increase brain function and help improve your time management!
- ◆ Allows you to further explore interests and help unlock passions you never knew you had!
- ◆ Build your self-esteem by working harder and mastering new skills!
- ◆ New social opportunities to make new friends with common interests!
- ◆ Builds on essential life skills!
 - ◇ Goal setting
 - ◇ Teamwork
 - ◇ Time management
 - ◇ Problem solving
 - ◇ Leadership
 - ◇ Public speaking
- ◆ Great for resumes and applications— without much previous work experience, one of the only ways hiring managers can assess your ability and work ethic is through your extracurricular activities!



What are some extracurricular activities?

- ◆ Sports—volleyball, basketball, football, baseball/softball, golf, track/field, team manager, Special Olympics (sosd.org)
- ◆ Volunteering—Habitat for Humanity, community festivals
- ◆ Student body—debate team, school government, student council
- ◆ Journalism—school newspaper, yearbook, AV club, photography
- ◆ Culture-based clubs— foreign language, sign language, social activism
- ◆ Arts—theater, band, chorus, dance
- ◆ Special Interests—4-H, FBLA, FCCLA, Jr ROTC

How do I find what's available near me?

Talk to your parents, school counselor or teacher, ask your friends what they are involved in, call 211 or visit helplinecenter.org, or talk to me and I'd be happy to help you find potential opportunities!

contact me

Name:

Phone:

Email:

DHS.SD.GOV



Things to think about when starting job search...

- What type of work would you like? Think about your work goal and what type of environment could assist you with accomplishing that goal.
- What days/hours can you work? Try to be as open and flexible as possible.
- How will you get to the job?
- What are you good at? What are your skills and abilities? What do you want to learn?

Prepare yourself for job search...



Have an email address that includes your name, is professional and is on a standard email platform (Gmail, Yahoo). Remember to check your email daily when starting job search.



Clean up your social media accounts to that you are comfortable with employers seeing it since they may search for you online so they feel confident in offering you a job.



Identify 2-3 people who can act as a "Reference", they need to know you, your work ethic, and/or your skill set. Most employers will ask for the names and contact information of a few references so ask these people in advance if they will do this for you. References can include teachers, former employers, leaders of extra-curricular activities. No family members!

Looking for openings...

- Communicate with me, your VR counselor.
- Check out company websites directly. Often job postings are listed under "Careers" or "Human Resources" areas on the website.
- Utilize your local Department of Labor & Regulation office.
- Ask friends, family, and neighbors if they know of any places hiring.
- And remember to look out for job listings that might be fake. If it sounds too good to be true, it probably is.

Filling out job applications...

- Use your professional email and check it often.
- Make sure your voicemail message is professional.
- Have all your information ready before you fill out an application. You can use a practice application to help to make sure information is accurate.
- Make sure you look at online application requirements. Does it allow you to save and come back later to finish? Is there assessments required with the online application? If you create an account to apply, be sure to keep your username and password somewhere safe.

Pathful
explore

Pathful Explore has a resume and cover letter builder on their site to help you start drafting! They also have examples for resumes, cover letters, job applications, and thank-you letters that might be very beneficial. Also on there are great career assessments and videos to research careers of interest so contact me today and I'll get you started!

Paid Work Experience with Supports

Another way to boost your resume is to ask about participating in **Project Skills!** Project Skills is a paid work experience that is provided in partnership between your school and VR, if you are on an IEP. The school will help you find a job in the community, help you learn the job by providing job coaching while maintaining communication with your supervisor. VR pays your wages at \$12.50/hour! Not on an IEP, no problem! VR has a similar program available that will still pay you \$12.50/hour, but the school isn't involved with the job. Rather someone from my office will help you find a job within a field of interest, help you learn the job, and maintain communication with your supervisor!

To learn more, contact me and I'll be happy to answer any questions!





CAREER AND TECHNICAL EDUCATION

Another way you can boost your resume and job application is by enrolling in a CTE course while in high school. Not only does it help you make more informed education and career choices, but these courses are associated with higher wages due to the hands-on training you receive. CTE is a cheaper way to explore your career options while in high school vs. changing majors when attending a university or college mid-stream or starting in a career that you don't enjoy because you were unaware of what all was involved.

South Dakota has over 700 CTE programs offered in over 150 public, private and tribal school districts across sixteen career clusters:



CTE focuses on...

- ALL students, regardless of performance or postsecondary and career plans
- ALL careers, including high-demand fields
- Integration of academics & career preparation within a standards-based curriculum
- Professional certifications, associate degrees, four-year degrees and beyond

Want to learn more about CTE? You can visit doe.sd.gov/CTE or contact your teacher and/or school counselor to find out what's available at your school and how to get registered!