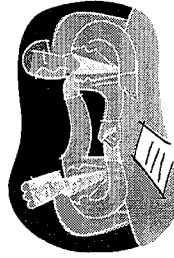


Getting ready for work

- Create a resume using the **Resume Builder**
- Review the questions in **Job Interview Practice**
- Create a cover letter using the **Cover Letter Creator**
- Write a thank you letter using the **Thank-you Letter Builder**
- Explore scholarships using **Scholarship Finder** and save three that may apply to you by clicking on "add to portfolio" in the upper right-hand corner of the page
- Go to the work (blue) tab and click on a career cluster/pathway and then click on a career. Check out the **money & outlook** section on the left-hand side
- Write a **Journal Entry**: include your plans for applying for work. What steps will you take to find and apply for a job? What is the outlook for your chosen career?



1. Go online to www.gsdacademy.com

2. Click onto "**High School**" link

3. Click onto "**Career Exploration and Planning**" link

4. Click onto "**BRIDGES**"

5. Click onto "**Create a new Portfolio**"

6. Enter the following to gain access to this wonderful site:

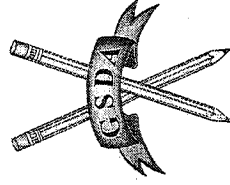
- Site ID: **0107553**
- Password: **F5j3v3A3**

To locate the Guideways, enter "choices planner."

From the home (orange) tab, find "Recommended Guideways," click on "See all available Guideways" and enter the appropriate Guideway.

Helping students reach for the stars

Career/College
Exploration and Planning



By the end of each grade level, you must complete a portion of the career planning process using the online Bridges program. After you complete the required components for each grade level, you must meet with your consultant to discuss your experience and create next steps.

9th Grade

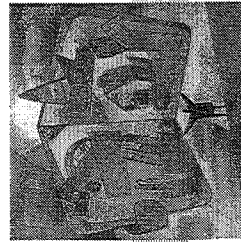
10th Grade

11th Grade

Guideway 1:

Are you just starting your planning process?

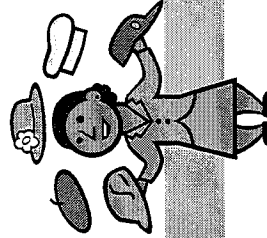
- Read the **Introduction**
- Complete the **Interest Profiler** to find your top work interests
- Complete the **Work Values** to find your top work values
- Complete the **Career Finder** by saving at least three careers choices by clicking on “add to portfolio” in the upper right-hand corner of the page.
- Create a **Career Plan** for at least one of your career choices
- Write a **Journal Entry**: reflect on your work interests, work values, and the career plan you created.
- Email the **Guideway 1 Summary** to your consultant
- Explore scholarships using **Scholarship Finder** and save three that may apply to you by clicking on “add to portfolio” in the upper right-hand corner of the page



Guideway 2:

Do you already have a career in mind?

- Read the **Introduction**
- Do the **Career Plan Builder** and create a career “Plan A”, including your career, your education, and your life
- Write a **Journal Entry**: reflect on your career plan. What high school courses do you need to take that would get you started learning about your career interest(s)?
- Email the **Guideway 2 Summary** to your consultant
- Explore scholarships using **Scholarship Finder** and save three that may apply to you by clicking on “add to portfolio” in the upper right-hand corner of the page



Guideway 3:

Choosing a major and a college?

- Read the **Introduction**
 - Use the **School Finder**
 - Revisit the **Career Plan Builder** and create a career “Plan B”
 - Write a **Journal Entry**: reflect on your career plan, your possible major, and your school(s) of interest. Review your “action plan” for each career plan (A and B) and make some notes on what you need to do to meet your goals. What are the entrance requirements for your school of interest (courses, testing, extra curricular activities)?
 - Email the **Guideway 3 Summary** to your consultant
 - Explore scholarships using **Scholarship Finder** and save three that may apply to you by clicking on “add to portfolio” in the upper right-hand corner of the page
- OR**
- Planning for a career?**
- From the work (blue) tab, locate the **Connect yourself to careers** section
 - Complete the **Workplace Skills Checklist** and the **Transferable Skills Checklist**
 - Click on several careers that you are interested in and read about **What they do**
 - Go through the blue tabs on the left-hand side of the page for information about the **Skills you need, What to learn, money & outlook**
 - Click on the your portfolio (green) tab and **Add a new journal entry**. Reflect on the skills you have/need and the money/outlook for your chosen career.