

# High School and Beyond Action Plan

## Obtaining Employment

**Student:**

**School:**

**Graduation Year:**

**I am interested in the following career:**

**My Post-High School Plan(s):**

**Employment**

Full Time     Part Time

**Currently Employed:**  No  Yes If yes, where:

**List job skills for your current position or position you will apply for:**

Customer Service     Sales     Management     Teamwork/leadership

Time Management     Finance     Organizational Skills     Dependability

Other

**Opportunities for advancement at current employment (list):**

(management/supervisor, trainer, increased responsibilities, etc.)

**Qualifications for possible advancement at current employment (list):**

(additional training, post secondary education, etc.)

**Checked employer's policies for post-secondary tuition costs:**  Yes  No

(tuition reimbursement, scholarship opportunities, etc.)

## Acquiring Employment

Attach copies of 3 employment applications (or confirmation of application) that you have submitted or plan to submit:

Company Name/Website	Date Submitted	Follow-up Date
1.		
2.		
3.		

Attach copies of your employment documents:

- Resume
- Cover Letter
- Letter of Recommendation
- Other

Have you notified your personal references for permission to be contacted?  Yes  No

### Estimated Costs for Living Independently

	Cost
Rent	
Utilities (phone, cable, water, electricity, etc.)	
Food & Personal Items	
Transportation	
Medical Insurance	
Entertainment	
Savings	
Other	
<b>Total Estimated Costs</b>	

### Future Goals (type on separate sheet)

What would you like to achieve in the first year out of high school?

Where do you see yourself in five years? What is your career goal?

How has high school prepared you to achieve this goal?

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Parent signature following review

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Date

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Consumer Economics Teacher/Career Center Specialist signature following review

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Date