

High School & Beyond Plan - 12th Grade Instructions

Renton High School

SENIOR YEAR ASSIGNMENTS

Complete any tasks from the previous years' **High School & Beyond Plan's** assignments, if necessary.

1. Review and Update **My Career Matchmaker Assessment** and **My Saved Careers**. Review and update **Career and Life Goals**. Review and update **My Activities and Experiences**. Review and update **My Education**. Review and update **Post-Secondary Plan**.
2. **Volunteer Experience** – Complete and submit documentation for at least 20 hours of Community Service
3. **Resume** - Prepare and upload your Resume to Career Cruising

GETTING STARTED:

Log into Career Cruising: <https://www2.careercruising.com/default/cplogin/RSD>

Username: RSD-Username ("RSD-" followed by the first part of your district email (e.g., RSD-aaa.bbb001))

Password: Student ID (your lunch number; listed as "Internal ID" on Skyward)

Update Profile: click on **My Account**, then **Profile** at the top. Update as needed.

ASSIGNMENT #1: REVIEW AND UPDATE PREVIOUS ENTRIES

1. Review and Update **My Career Matchmaker Assessment** and **My Skills Assessment** (found under **Assessments**). Review and Update **My Saved Careers** (found under **My Plan**, then **My Careers**). Complete **Career Selector**, if not done previously. **My Saved Careers** should contain at least 3 Careers.

After completing each section, check the box in the **Reflect & Confirm** box.

2. Review and update **Career and Life Goals** (found under **My Plan**, then **My Goals and Plans**). You should have at least one **Short Term Goal** (with comments/reflections) and one **Long Term Goal**.

After completing each section, check the box in the **Reflect & Confirm** box.

3. Review and update **My Activities and Experiences** (found under **My Plan**, then **My Activities and Experiences**). You MUST have at least one entry in **Extracurricular Activities, Hobbies & Interests**, and **Skills & Abilities**, (each with descriptive comments). You may have entries in **Awards & Certificates, Work Experience**, and **Volunteer Experience** (20 hours minimum required- see Assignment #2).

After completing each section, check the box in the **Reflect & Confirm** box.

4. Review and update **My Education** (found under **My Plan**, then **My Education**). You should have at least 2 schools in **My Saved Schools**. Complete **School Selector**, if not done previously.

5. Review and update **Post-Secondary Plan** (found under **My Plan**, then **My Goals and Plans**). You should have entries for **Career Goals, Educational Goals, and Financial Plans**.

After completing each section, check the box in the **Reflect & Confirm** box.

ASSIGNMENT #2: COMMUNITY SERVICE

Every graduate of Renton School District is required to complete at least 20 hours of Community Service while in high school. Your community service should be documented in TWO locations:

1. For the High School and Beyond Plan and your own records: In the **Volunteer Experience** section of **My Activities and Experiences** on Career Cruising.
2. For your official transcript: On a form documenting your community service. It must be completed (with appropriate evidence) and submitted to counseling or attendance office. Community service forms are available in the attendance office.

ASSIGNMENT #3: PREPARE AND UPLOAD YOUR RESUME

A resume is a short, one-page document that summarizes and highlights your background, qualifications, and skills. It is a way to introduce yourself, and create a positive, professional impression on paper. A resume is helpful in applying for jobs, interviews, internships, colleges, scholarships, or volunteer opportunities, or when seeking a letter of recommendation or a reference for an application.

1. **Review Requirements:** In Career Cruising, click on **My Plan**, then **My Assignments & Activities**. Select **Assignment #3 - Resume**, and review the **Resume Expectations** document found under Assignment Details. This document describes the necessary components of a high school resume, and provides a sample resume to demonstrate these requirements. (Optional: review the two additional sample High School Student resumes)
2. **Create Resume:** Create your resume, aligning to the requirements in the **Resume Expectations** document.

ALREADY HAVE A RESUME?

- Review the Resume Expectations document to ensure your resume meets these requirements
- Make any necessary changes, then save your document, using your last and first names in the title. When saving, use the format: “**LastName.FirstName HSBP Resume**”

3. **Upload Resume to Career Cruising:** Click **My Plan**, then **My Assignments**, and select **Assignment #3-Resume**. Click on **+ Upload a File** to upload your resume document. Confirm with your Home Room Teacher that your resume uploaded properly BEFORE the due date.