



**COLLEGE & CAREER READINESS
PACKET**



**Attention
All High School Graduates!**

LET US PLACE YOU IN A JOB.

Call or stop by!

.....
WE'RE READY FOR YOU!

Call Planet Youth
951-471-8415
400 W. Graham Ave. Lake Elsinore, CA 92530

CFLC is an essential business that is open and following the CDC and the State's Guidance and Local Public Health orders to include wearing a mask, washing hands frequently and maintaining social distancing.
CFLC's Youth Opportunity Centers of Riverside County, are proud members of the Youth Opportunity Consortium. The consortium is led by the Riverside County Workforce Development Board. This Workforce Innovation Opportunity Act Title 1 program is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. California Family Life Center is an Equal Opportunity Employer.

Career Clusters

Agriculture, Food and Natural Resources: Producing, processing, marketing, distributing, financing and developing agricultural commodities and resources, including food, fiber, wood products, natural resources, horticulture and other plant and animal products and resources.



Architecture and Construction: Designing, planning, managing, building, and maintaining the built environment.

Arts, A/V Technology and Communications: Designing, producing, exhibiting, performing, writing and publishing multimedia content, including visual and performing arts and design, journalism and entertainment services.



Business Management and Administration: Planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

Education and Training: Planning, managing and providing education and training services, and related learning support services.



Energy: Interest in the design, maintenance, and distribution of traditional and alternative energy.

Finance: Providing and organizing services for financial and investment planning, banking, insurance and business financial management.



Government and Public Administration: Executing governmental functions including national security, foreign service, planning, revenue and taxation, governance, regulation, and management and administration at the local, state and federal levels.

Health Science: Planning, managing and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.



Hospitality and Tourism: Managing, marketing and operating restaurants and other food services, lodgings, attractions, recreation events and travel-related services.

Human Services: Preparing individuals for employment in career pathways that relate to families and human needs such as counseling and mental health services, family and community services, personal care and consumer services.



Information Technology (IT): Designing, developing, supporting and managing hardware, software, multimedia and systems integration services.

Law, Public Safety, Corrections and Security: Planning, managing and providing legal, public safety, protective and homeland security services, including professional and technical support services.



Manufacturing: Planning, managing and performing the processing of materials into intermediate or final products, including related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.

Marketing: Planning, managing and performing marketing activities to reach organizational objectives.



Science, Technology, Engineering and Mathematics (STEM): Planning, managing and providing scientific research and professional and technical services (such as physical science, social science, engineering), including laboratory and testing services, and research and development services.

Transportation, Distribution and Logistics: Planning, managing and moving people, materials and goods by road, pipeline, air, rail and water, including related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.



JOB APPLICATION ADVICE

Remember many job applications are online now, so check if local businesses are hiring by going to websites such as indeed.com, ziprecruiter.com, and monster.com. Job applications ask for your personal information and other details that demonstrate your potential as an employee. Before you start filling out an application, gather all the information you will need—this is particularly important when completing job applications in person.

- Birth date
- Social security number
- Contact information
- School details
- Work history (or extracurriculars)
- References with contact information (former bosses, teachers, coaches)

After applying, you should generally wait a week to hear back from a manager. If you do not, call or go in person to follow up and check on the status of your application.

Tips on Creating a Resume

What is a Resume?

A resume is a concise – one to two page – document that presents you, your interests and accomplishments. It includes:

- ☐ your general information
- ☐ your education
- ☐ your activities and achievements
- ☐ your experiences
- ☐ your interests

Some Guidelines:

1. Do not abbreviate names or use initials of clubs.
2. Within each category, list activities by year beginning with Grade 12. Obviously, leadership positions should also be included. When appropriate, describe the accomplishments you achieved as leader of the group.
3. Include activities related to school and those outside of school, e.g., volunteer work, religious/cultural/ethnic group activities, sports teams, etc.
4. Type your resume. Check for spelling and grammatical errors. It is a good idea to ask another person to read it and give you some feedback.
5. Remember this resume you create presents who you are in paper form. Its contents should be accurate and truthful as well as neat and easy to read. Be advised that colleges may randomly check the accuracy of statements made by students regarding extracurricular activities.

RESUME WORKSHEET

Name: _____

Street Address: _____

City, State, Zip Code: _____

Telephone Number (or email if no cell): _____

Objective (write a statement about the type of job you are seeking): _____

Summary (Write a paragraph about you, describing your skills and abilities): _____

Skills and Strengths (Make a list of your personal strengths and skills such as hard-working, focused, etc): _____

Education/Awards/Honors (High school, School awards, School honors): _____

Work Experience (List the name of the company, city, state, and the dates worked. If no work experience, use Volunteer work): _____

Job Duties Performed (List the job title and all the duties performed at each job): _____

Community Involvement/Volunteer Work (List the name of place worked and the duties performed): _____



MILITARY

THE BRANCHES

ARMY (goarmy.com)

- Largest branch and main ground force of the United States.

Recruiter Contacts:

SSgt. Iurora Melody Davis

iuroramelody.davis.mil@mail.mil

O-(951)679-0949 C-(760)662-1052

instagram: [@ssg_iuroradavis](https://www.instagram.com/ssg_iuroradavis)

Sgt John Cervantes

john.t.cervantes.mil@mail.mil

C-(951)448-7509

Sgt. Alfredo Garza

alfredo.garza78.mil@mail.mil

C-(951)229-1845

MARINES (marines.com)

- Amphibious & ground units for contingency and combat operations;

usually first on the ground during combat.

Recruiter Contact: **SSgt Joseph Medina**

joseph.medina2@marines.usmc.mil
(760)443-6873)

NAVY (navy.com)

- Defense of the oceans and seas.

Recruiter Contact: **MM1 MarlonErwin Deguzman**

marlonerwin.deguzman@navy.mil (951) 365-4065).

AIR FORCE (airforce.com)

- Air and space defense.

Recruiter Contact: **Staff Sgt. Phu Ly**
phu.ly.1@us.af.mil O-(951)719-1494 C-(951)757-6013)

ARMY NATIONAL GUARD (nationalguard.com)

- Militia and federal military reserve force of the U.S. Army.

Recruiter Contact: **Sgt. Tyler Workman**
tyler.d.workman2.mil@mail.mil
951-230-6356)

COAST GUARD (gocoastguard.com)

- Maritime safety, protection, and enforcement, as well as military naval support.

Recruiter Contact: **Naysha Gonzalez**
naysha.m.gonzalez@USCG.mil 909-213-7123)



HOW TO APPLY FOR FINANCIAL AID



FAFSA (www.fafsa.ed.gov) Free Application for Federal Student Aid. Required for any federal financial aid!

California Dream Act Application (<https://dream.csac.ca.gov>) The CA Dream Act allows undocumented and nonresident students (U.S. Citizens and eligible non-citizens) who qualify for a non-resident exemption to receive certain types of financial aid such as: private scholarships funded through public universities, state administered financial aid, university grants, community college fee waivers, and Cal Grants. In addition, the California Dream Act, allows eligible students to pay in-state tuition at any public college in California.

Fastweb (www.fastweb.com) Database of thousands of scholarships.

Scholarship America (<https://scholarshipamerica.org>) Browse national scholarships by state.

College Cost Calculator (<https://www.calculator.net/college-cost-calculator.html>) Calculate average cost of college expenses.

WHAT FORMS/DOCUMENTS ARE REQUIRED?

o Free Application for Federal Student Aid (FAFSA) or CADAA (CA Dream Act-for undocumented students)

- The FAFSA is required for any type of federal student aid (grants, scholarships, loans)!
- Apply online (Go to fafsa.gov or dream.csac.ca.gov)
 - Do not use any other websites that end in .com, .org, etc.
 - The FAFSA/CADAA is free; you should never pay for it!!!
- You may submit your FAFSA, starting every October
 - Create a Federal Student Aid ID (FSA ID) or Dream Act ID.
 - Both parents and students are required to create their own FSAID/Dream Act ID.
 - FAFSA applications are COMPLETE once parents file their income tax returns for the previous year.
 - Use the IRS data retrieval tool on the online form!
- Required FAFSA/CADAA information
 - Social Security Number (for FAFSA)
 - Parent and student income tax return (ex: If you file a FAFSA/CADAA in 2021, you need 2019 tax info)
 - Savings/checking account information, investments, and real estate information
 - Potential colleges and student information
 - Parent & household information

TYPES OF FINANCIAL AID:

- **Grants:** A grant is a form of financial aid that doesn't have to be repaid (unless, for example, you withdraw from school and owe a refund, or you receive a TEACH Grant and don't complete your [service obligation](#)). A variety of federal grants are available, including Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Teacher Education

Assistance for College and Higher Education (TEACH) Grants, and Iraq and Afghanistan Service Grants.

- **Scholarships:** Many nonprofit and private organizations offer scholarships to help students pay for college or career school. This type of free money, which is sometimes based on academic merit, talent, or a particular area of study, can make a real difference in helping you manage your education expenses.
- **Loans:** When you receive a student [loan](#), you are borrowing money to attend a college or career school. You must repay the loan as well as interest that accrues. It is important to understand your repayment options so you can successfully repay your loan.
- **Work-Study:** The [Federal Work-Study](#) Program allows you to earn money to pay for school by working part-time.

WHERE DO I FIND SCHOLARSHIPS?

- Fastweb (fastweb.com)
 - National scholarship service.
- Niche (niche.com)
 - National Scholarship service.
- Smart Student Guide (finaid.org)
 - National service where scholarships are sorted by category
- College websites
 - Check the “Financial Aid” section of your future college’s website to see if they have scholarships with additional applications or links to additional financial aid resources.
- Do your research!
 - Scholarships are available from potential colleges, state/federal agencies, libraries, religious organizations, clubs/activities, professional organizations, employers (you or your parents), labor unions, non-profit organizations, etc.

COLLEGE AND CAREER WEBSITES

OHS College and Career Center (<https://bit.ly/ohsCollegeCareerCenter>) Ortega High School’s College and Career Center website with many helpful college and career readiness resources.

COMMUNITY COLLEGES:

 For this college, use School Code: 001246	Mount San Jacinto College (http://www.msjc.edu/) Admissions Contact: Beth Bowles P-(951)639-5315 Email- bbowles@msjc.edu
---	---

 For this school, use FAFSA Code: 041670	Paul Mitchell-Temecula Contact Jordyn Bedoya with further questions about Admission. O-(951)694-4323 C-(951)595-9864 Email: jordynb@temecula.paulmitchell.edu
 For this school, use FAFSA Code: 021207	San Joaquin Valley College (http://www.sjvc.edu/) Contact Brenna McMahan-Kelly with further questions about Admission. C-(909)996-8633 Email: BrennaM@sjvc.edu
 For this school, use FAFSA Code: 039713	American Career College (https://americancareercollege.edu/)
 For this school, use FAFSA Code: 042084	School of Career Education (https://riversidesce.org/) 2100 E. Alessandro Boulevard Riverside, CA 92508 951-826-4723
 It costs \$0 to send income-eligible students to job corps!	Job Corps (https://www.jobcorps.gov/) Contact LaTanya Tipton with further questions about Admission. O-(951)653-1311 Email: tipton.latanya@jobcorps.org
 For this school, use FAFSA Code: 035324	ATA College Contact T. Chris Bell, Criminal Justice Enrollment Counselor. Bell@atacollege.edu atacollege.edu phone fax text: 619.596.2766 direct: 619.596.2766

CAREERS VS. JOBS

What's the difference between a career and a job, you ask? Basically, a **job** is a short-term, paid position. A **career** is a long-term profession that typically requires educational training. You may currently have a job, something that helps you and your family pay for school clothes or your cellphone, but once you graduate you'll want to decide on a career, an occupation that allows you to use your unique skills and strengths. There are many career possibilities out there, use the OOH to decide which career best suits you!

Occupational Outlook Handbook aka OOH (<https://www.bls.gov/ooh/>) Database of resources on the nature of and requirements for the career you are considering.

Indeed Jobs (<https://www.indeed.com/>) free service to job seekers, where you can upload a resume, create job alert emails, search for jobs, save them and apply to them directly.

GLOSSARY OF IMPORTANT TERMS

2+2 Program – Also known as an “Articulation Agreement.” Agreements that exist between 2-year and 4-year schools that allow credits to transfer easily between the two.

Acceptance Rate - The percentage of students accepted to a particular college against the actual number that apply. A lower acceptance rate indicates a school that is tougher to be accepted into.

ACT – A college entrance examination that offers scores in four subject areas – English, math, reading, science – as well as an optional writing section. Students receive scores (between 1 and 36) for each section, as well as an overall composite score.

Admission – When a college/university offers you an opportunity to enroll in order to pursue your degree. Admission is offered to all students in most 2-year programs, but is not a guarantee at 4-year schools.

Application Deadline - The final date that colleges will accept student applications. Application deadlines vary by schools and can be found on each college’s website.

Associates Diploma – A college diploma typically earned in two years (eg. typically offered at a 2-year college).

Bachelors Diploma – A college degree typically earned in four years (typically offered at a 4-year college).

Class Rank – Where your GPA is compared to those in your grade level. For instance, the student ranked first overall would have the highest GPA in their class.

College Essay - An essay written by students during the college admissions process on a predetermined topic or topics.

Common Application – An online college application accepted by over 600

colleges/universities throughout the country. The Common App can save students time in completing applications, as you need only to complete one application for all participating schools. (commonapp.org)

Expected Family Contribution (EFC) – The amount of money that a student’s family can pay for one year of college.

Extracurriculars – Any activity performed outside of the normal school day. This could include in-school clubs or sports, as well as any out of school clubs, activities, and/or sports.

First-generation College Student – You are considered the first student in your immediate family to attend college. First-generation status can increase your odds of admission or provide additional financial aid.

Grade Point Average (GPA) - Decided by averaging the numerical value final grades in all course earning High School credit. Your High School GPA may include any courses taken at the Middle School.

Major – A student’s main focus of study in college. Most courses are taken in one’s major.

Merit-based – Financial aid that is decided based on factors such as your academic achievement and/or extracurricular participation.

Minor – A secondary focus of study for students, if they choose. Students may choose a few additional courses in that field to satisfy minor requirements. Not all colleges offer minor programs.

Private College – A college/university that receives funding from private sources (not the state/ government). The cost of attending

a private college is often higher than a public college.

Public College - A college or university that receives funding from the local, state, and/or national government. If you are a resident of that state, the cost is often significantly lower than a private college. CSUSM and UCI colleges of California are public colleges.

Recommendation Letter – A letter written on a student's behalf during the college admission process. Letters are typically written by counselors and/or teachers, but may also be written by coaches, bosses, or other, non-related adults who have known the student well.

Rolling Admissions - A practice by certain colleges that review and process applications immediately upon their receipt, rather than waiting to review all applications (and mail out admissions decisions) at once.

SAT – A 3-hour college entrance examination, created by College Board.

Students receive scores between 200 and 800 in two areas: Math and Evidence-based Reading/Writing. There is also an optional essay included.

Transfer Student – A student that chooses to enroll in another school after already attending one. If you are considering a 4-year school after getting your 2-year degree from MSJC or Palomar, you will then be a transfer student.

Undergraduate Student – A student working toward his/her associates (2-year) or bachelors (4-year) degree. When searching any college website, you should go to the Undergraduate Admissions section, not Graduate Admissions.

Wait List – A list created by a college when they do not offer admission to students immediately, but also do not deny them from attending. Colleges will wait to see which admitted students choose to attend and then possibly offer admission to students on the waitlist later. MSJC offers this.

Ortega High School

520 Chaney Street O Lake Elsinore, CA 92530

College and Career Center Technician

Phone – (951) 253-7065

FAX – (951) 253-7155



To the 2021/2022 graduating seniors:

This has been a challenging year and you have all faced many difficult circumstances, but you have persevered and graduated! If there is one thing that I hope you've learned, it's the fact that you matter, you are powerful, and you have the ability to improve society. I hope that you recognize your greatness, that you have deep self-love and confidence in yourself, that you know the only person you should compete with is you.

Your strength and adaptability this year is astounding; you should feel amazed at your accomplishments this year!

I know and believe you all will do amazing things in the big world out there! I wish you the best of luck on your next adventure! Stay Safe and have a wonderful adventure out there!

This resource packet is meant to help you with educational and career planning after high school. Please feel free to reach out with any questions.

#HawksUp

Wishing you the best,

Angela Vander Velde

College and Career Center Technician



STAY CONNECTED HAWKS



INSTAGRAM:
OHSCCC



COLLEGE & CAREER
CENTER WEBSITE



OPEN YOUR
CAMERA
APP THEN
SCAN THE
QR CODE



SCHEDULE A VIRTUAL
MEETING
WITH MS. ANGELA



CALL MS. ANGELA
(951)472-2884

Ms. Angela Vander Velde is the College and Career
Technician to Ortega High School.

Further Questions about College and Career Planning?

Contact Ms. Angela in the Ortega High School College and Career Center:

angela.vandervelde@leusd.k12.ca.us

O-951-253-7065, ext 3050

C- (951) 472-2884

OR <https://calendly.com/ohsccc>