**Career planning notes**

Instructor: Mrs. Emily Balke – Mechanical Engineering degree from Virginia Tech. Over 30 years of experience in various technical areas working mainly for the Department of Defense.

Subject: Maria Martinez, graduating from Espanola Valley High School in May 2020. She has a 3.7-point GPA in college preparatory classes. She wants to work summers until graduating. She wants a career in information technology or computer science.

Cover letter – Modern template from MS Word

Resume – Modern chronological template from MS Word

Budget – Simple personal budget template from MS Excel

Plan of Action and Milestones – Excel spreadsheet

Mock Interviews – Optional positions. Have the student select the job, walk to the door, walk in with head up, shake my hand, and introduce him/herself. Then have the candidate respond to several, standard questions. Make sure he/she concludes with a handshake, looking me in the eyes, and says, “I look forward to working with you.”

* Clerk at Lowes
* Stocker at CVS
* Receptionist for small business