

Mendocino County Office of Education

ROP Career Planning

Greetings to all,

Spring is here and that means that everybody's schedule is becoming more hectic as we try to finish projects and work before the end of the school year. This issue contains important information for students who need to take their entrance exams in preparation for college applications next year. If you're planning on working during the summer, start by reading the article on "Writing a Resume". Beginning with this issue, comprehensive information on each of the 16 national career clusters will be provided each month. Agriculture, Food, and Natural Resources is highlighted in this issue.

Happy St. Patrick's Day!

Elvia Vazquez

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Writing a Resume

Why Do You Need a Resume?

Your resume will not get you the job - you get the job. However, your resume is a device that will assist in getting your foot in the door in order to obtain an interview appointment. What your resume represents is an advertisement of all your best qualities and things you are able to do. Your resume should highlight to the prospective employer all of the benefits you may offer to the company. When you write your resume, tailor it to that specific job opening.

Make A Good First Impression

Most resumes are reviewed for only about 20-30 seconds! That's how long it takes for someone to make a decision about your resume, one way or the other. At this point in the process it doesn't matter how much experience you have (or do not have)...*what matters is the presentation*. The majority of recruiters don't look past the first misspelled word. Have several people proof your resume for appearance, clarity, spelling, and grammar.

What Is An Employer Looking For In A Resume?

Depending on the job and location, some job postings may elicit thousands of resumes. How will an employer wade through all that paperwork?

Traditional method - a live person actually reads your resume.

High tech method - a high speed scanner or online posting site flags particular resumes for the interviewer based on specific search requirements.

In either case, both methods use keywords as a method for narrowing the search. These keywords are built in to the job description and can apply to such things as the position, qualifications, experience, education, and industry-specific vocabulary. Remember to keep in mind that you are writing a resume that highlights your experience and qualifications for a specific job. Here are some examples of keywords to look for and to use in preparing your resume:



- Job titles/departments: manager, supervisor, accounting, marketing, sales
- Computer proficiencies: Microsoft, CAD, Excel, Adobe, Oracle, Cisco
- Degrees or certifications: B.A., MBA, LVN, CPA
- Skills - managed, supervised, multi-task, bilingual, collaborative, team player
- General business/industry terms: budget, sales, networking, programming, critical care
- Well-known companies: IBM, Citibank, Google, Pixar.

What Type of Resume Should I Write?

Chronological - This format lists all of your employment experience and education so that an employer can see your progression over a specific time period. Use this format if you have recent experience directly related to the job for which you are applying.

Functional - This format focuses mainly on your skills. This is a good resume for persons seeking entry level positions and who lack relevant work experience.

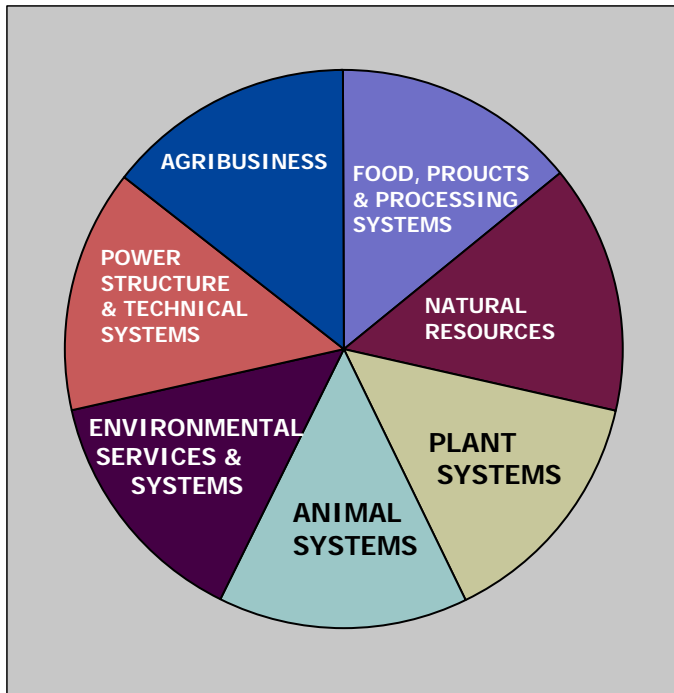
Combination - This type is a combination of the chronological and the functional formats. It focuses primarily on skills but also includes employment information. This is a good one to use for applicants with little or no experience.

RESUME TIPS

- * Do use key words * Do keep it to one page * Do use appropriate format * Appearance counts
- * Don't use generic resumes * Don't include salary information * DON'T LIE!



7 Pathways



Agriculture, Food, and Natural Resources Career Cluster

This diverse career cluster prepares learners for careers in the planning, implementation, production, management processing and/or marketing of agricultural commodities and services, including food, fiber, wood products, natural resources, horticulture, and other plant and animal products. It also includes related professional, technical, educational services.

Employment Outlook

Employment opportunities will continue to increase for those who provide and market an expanding array of food, forest, and veterinary medical consumer products to a growing world population.

Continued globalization of the food, agricultural, and natural resources system will increase opportunities for graduates who understand the socioeconomic factors that define international markets. Graduates who know how to satisfy the diverse consumer needs and preferences in different cultures, and who have the language skills to communicate effectively, will have the best opportunities to be employed.

Pathway	What Is It?	Jobs
Animal Systems	The study and development of better and more efficient ways of producing food products, including genetics, nutrition, reproduction, and growth.	Ag. Educator, Veterinarian, Wildlife Biologist, Livestock Geneticist, Dairy Producer, Reproductive Physiologist, Pet Shop Owner, Nutritionist
Agribusiness Systems	Coordination of all activities that contribute to the production, processing, marketing, distribution, financing, and development of agricultural commodities and resources.	Farm/Ranch Manager, Ag. Products Buyer, International Ag. Marketing Specialist, Ag. Loan Officer, Ag. Chemical Dealer, Livestock Seller
Natural Resources	Development, maintenance, and management of forest and natural environment including, catching and trapping marine life for consumption; supply of forest and rangeland products, minerals, water, and other natural resources.	Park Manager, Wildlife Technician, Forest Ranger, Fish and Game Officer, Geologist, Mining Engineers, Hydrologist, Commercial Fishermen, Fishing Vessel Operators, Ecologists
Power, Structure, and Technical Systems	Knowledge and application of engineering hydraulics, pneumatics, electronics, power, structures and controls to the field of agriculture. This knowledge is used to design agricultural structures as well as machinery and equipment to aid in the conservation of soil and water.	Machine Operators, Agricultural Engineers, Heavy Equipment Operators, Waste Water Treatment Plant Operators, Welders, Electronics Systems Technicians, Global Positioning Systems Technicians, Equipment/Parts Managers
Environmental Services Systems	Development and management of systems to control water and air pollution, recycling, waste disposal, and public health issues.	Hazardous Materials Removal Workers, Toxicologists, Water Quality Managers, Environmental Compliance Managers
Food Products and Processing Systems	Development of new food sources; analysis of food content including the development of ways to process, preserve, package, or store food. Management of safety and sanitation systems.	Food Scientists, Food Brokers, Produce Buyers, Mean Science Researchers, Dieticians and Nutritionists, Ag. Sales, Bacteriologists
Plant Systems	Study of plants and their growth in order to assist producers of food, feed, and fiber crops to feed a growing population while protecting the natural resources and environment.	Farmers/Ranchers, Soil and Water Specialists, Botanists, Tree Surgeons, Forest Geneticists, Aquaculturalists, Biotechnology Techs, Plant Breeders and Geneticists, Crop Farm Managers




College Prep Calendar:

MARCH

(If you are viewing this on your computer, click websites)

<u>Middle School</u>	<u>10th Grade</u>	<u>11th Grade</u>	<u>12th Grade</u>
<ul style="list-style-type: none"> Learn which courses to start taking in 9th grade: www.ucop.edu/a-gGuide Explore academic enrichment programs (including summer/weekend) in high school. <p style="text-align: center;"><u>9th Grade</u></p> <ul style="list-style-type: none"> Establish & commit to a 4-year college prep. plan: A-G courses, graduation reqs., Honors/AP courses, extracurricular activities. Record your progress at: www.collegepath.org or www.californiacolleges.edu Explore summer options: Job, internship, volunteer Start your career exploration! 	<ul style="list-style-type: none"> Discuss your college plans with your counselor. Talk to your counselor about taking the SAT Subject Tests in your strong subjects this spring, while the material is still fresh in your head. Go to: www.collegeboard.com Find out about Advanced Placement (AP) courses: Eligibility, availability, and how to enroll. Review A-G Course plan and update your college portfolio. Pursue educational opportunities outside the classroom. Colleges look at students' activities, community service, enrichment programs, etc. when considering them for admission. 	<ul style="list-style-type: none"> Register for spring exams: SAT, SAT Subject Tests, and ACT. Now is the time to register! Go to: www.collegeboard.com & www.act.org (see schedule below) Devise a plan to prepare for spring SAT/ACT exams, either a prep course at your school, or online at: www.collegepath.org Take college campus tours online or in person to gather information and compare potential colleges. Learn about different sources of financial aid & go scholarship hunting: www.fastweb.com & www.collegeboard.com. Prepare for May AP exams! 	<ul style="list-style-type: none"> If you missed the Cal Grant application deadline (3/2) you should still submit your FAFSA. Other aid is available: www.fafsa.ed.gov Remind your parents to complete their federal tax return. This will speed up the process of determining your eligibility for federal financial aid. If you don't receive your Student Aid Report (SAR) within 4 weeks after submitting your FAFSA, call the help line at 1-800-433-3243. Communicate with the colleges to which you have applied. Don't be afraid to call the admissions department and make sure they have everything they need. Prepare for May AP exams!



Beautiful weather brought us into this month 'like a lamb', so we'll see if we go 'out like a lion'—as the saying goes about March weather. The spring semester can be a jungle for students to navigate: with all of the assessments, sports, year-end activities; not to mention the excitement about the warm, sunny days. Students—stay focused on your academic goals so you can 'rule the jungle' and roar in celebration of another successful school year!

-Ross Nelson, UCSF

Register now for your
College Placement Exams!

<i>Placement Test</i>	<i>Test Date</i>	<i>Registration Deadline</i>	<i>Late Registration (extra fee)</i>
SAT & Subject Tests	May 5, 2007	April 3, 2007	April 11, 2007
SAT & Subject Tests	June 2, 2007	April 27, 2007	May 9, 2007
ACT	April 14, 2007	March 9, 2007	March 23, 2007
ACT	June 9, 2007	May 4, 2007	May 18, 2007

Required for the **University of California:**

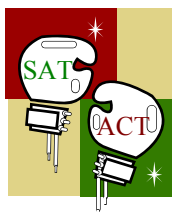
- **ACT plus Writing** or **SAT Reasoning**, & two **SAT Subject Tests**.

Required for **California State University:**

- **ACT** (Writing not required) or **SAT Reasoning**.

Since 1980, the percentage of U.S. college students has dropped from 30% to 14% worldwide!!!!





SAT vs. ACT

A Guide to College Entrance Exams

When students ask me which college placement exam they should take, the SAT or the ACT, my answer is simple, “Both”. Often times, this laconic response does not satisfy their ever-inquisitive minds, and they follow up with the time honored, “Do I have to?” to which I offer up another kernel of knowledge, “No”.

Students rarely, if ever, have to take both the SAT and the ACT to gain entrance into the college of their dreams. Students should, however, find out if their potential colleges have a preference between the two exams. I encourage students to take both tests for two reasons. First, as students gain more experience with different variations of standardized tests, they feel more comfortable taking them, which usually leads to better results. The other reason I encourage students to take both the SAT and the ACT is because there are some fundamental differences between these two tests, and a student might perform significantly better on one compared to the other.

In fairness to the inquiring student, test preparation is a much easier task if a person knows on which exam to focus their study efforts. Understanding the differences between these two tests can give the savvy students an advantage because they can focus their test preparation on the exam that best fits their strengths, both as a student and a test-taker.

Here are some of the factors that make the SAT and ACT different:

- The ACT includes a science reasoning test; the SAT does not.
- The ACT math section includes some trigonometry, but in general requires less abstract math concepts than the SAT.
- The SAT tests vocabulary much more than the ACT.
- The SAT is not entirely multiple choice; the ACT is (excluding the writing test, which is optional for some colleges)
- The writing portion factors into your overall SAT score, but not your composite ACT score.
- The SAT has a guessing penalty; the ACT does not.
- Educators often describe the ACT as being more content-based, while the SAT puts a greater emphasis on testing critical thinking and problem solving skills.

Even after identifying the differences between these two tests, it can be difficult to determine which one may be better suited to a student’s strengths. That is why, if time and motivation allow, a student is better off taking both.

Ross Nelson, UCSF
(SAT/ACT info from Kaplan Test Prep, www.kaptest.com)

Counselor’s Tip of the Month:

9th, 10th & 11th Grade Students - In the next month or two, you will be registering for classes for the upcoming school year. Now is a great time to review your A-G course progress so you know which classes to sign-up for next year. Remember, even if you don’t know what life holds for you after high school, completing the A-G course sequence will keep all of your options open!

Test-Taking Tips and Strategies

- Read all directions carefully to understand what is being asked of you, and to pace yourself.
- Read the question and try to come up with the answer in your head, before you read the possible answers (they might throw you off).
- Eliminate answers you know are not correct.
- Read all of the possible answers to ensure you choose the ‘best one’, and for clues that might answer other questions.
- If there is no guessing penalty (ACT), always take an educated guess.
- Don’t spend too much time on one question. Answer easy questions first and come back to difficult ones (mark the ones you skipped in your booklet)
- Use your test booklet as ‘scratch paper’.
- Only use a No. 2 pencil, and a good eraser.
- Keep track of time!
- If you are taking a writing test, always outline your answer before you begin the writing process.

Please visit www.testtakingtips.com to increase your test score!

“A test can be a healthy competition with yourself”

Test Day Checklist:

- Get a good night’s sleep and eat breakfast before the test.
- Arrive 15 minutes early at the testing center.
- Bring: Acceptable Photo ID & your admission ticket.
- Two No. 2 pencils and a good eraser.
- An acceptable calculator to use on SAT reasoning & Math subject test; ACT Math portion only.
- A watch without audible alarm.
- A snack and drink stored in a bag under your desk to be consumed during the breaks (you will be testing for a few hours and will need a boost in energy).

HAPPY
ST. PATRICK’S
DAY

