

Check List for the WORKING Part of Career Study Week

READ the Week before the Career Study Week:

- I called my employer 2 weeks before the job starts and confirmed with page 71.
- I plan to be at work at least 5 minutes early each working day.
- I read the Employer Evaluation form (pgs 61 & 62) so I know what my Employer will be looking for.
- My parent signed parent signature page #2 and #3 (inside front cover).

The Week of Work:

- I discussed each question with my parent/guardian each night.
- My Parent/guardian signed the sheet indicating we discussed every night.
- I took my Employer Evaluation form to my Employer, reminding it is a big part of my grade.
- I took the stamped envelope, addressed to Whitney, to my employer. ("Please send ASAP").
- I am handing in my CSW Workbook on time. (See list at bottom of this page.)

The Thank You Letter: (Remember you have a guide and a sample on pages 49 – 52)

- I wrote my Thank You letter to my Employer.
- I signed my letter in **ink** above my typed name.
- A copy of my letter is in the pocket of my workbook.
- I got a blank, business size envelope from my parents.
- I addressed my employer's envelope, including my return address (SBMS address) (page 53).
- I stamped my employer's envelope.
- My parent signed Parent Signature Page (#4 on the inside of the Workbook cover), indicating that he/she proofread my Thank You Letter and envelope and approve of its content and grammatical **perfection!**
- I responsibly (and absolutely promise that I) mailed the Thank You letter to my Employer.**
- My CSW Unit Review is completed** (pages 45-46).

Résumé

- I Read the section on Creating a Great Résumé (Pages 34-37).
- I read page 32.
- I completed my own Résumé making it look as professional as possible, following the examples on pages 36-37.
- My Résumé is in the back pocket of my Workbook.

Career Study Week Workbook – Due the first Friday in December

Included on the front of the Workbook will be:

- A **photograph** of you at work glued on the front.
- Your **business' card** glued on the front.

Inside the Workbook pocket will be:

- Your **Résumé**
- A copy of your **Thank You Letter**
- Your completed **CSW Review Evaluation** (page **Error! Bookmark not defined.**)—leave attached.
- Your **Extra Credit cooking option** if you chose to do it (29)—leave attached.

Filled out inside the front cover of your Workbook, will be the page with:

- Your **parent's signature on all lines of Parent Signature Page.**