



## Career Life Connections 12

### Post-Secondary Life

### Assignment #2

*Note: If you have not already handed in your Capstone Proposal, it is now overdue. Hand it in ASAP!*

#### Task One: Current Resume

Your resume is often one of the first things a prospective employer or post-secondary admissions coordinator sees; its purpose is to present your skills, achievements, and qualifications as effectively and briefly as possible. Writing a resume is like developing an advertisement to market yourself!

Most employers look at a resume for no more than a minute, so it is important that yours is extremely easy to read and that it highlights your best qualifications. It should be a targeted compilation of any relevant, recent experiences that support your candidacy for a specific position or award and should NOT be a running list of everything you have accomplished.

#### Instructions:

**Create** an updated resume for yourself. Your updated resume should follow the following **criteria**:

**Format:** The chronological format presents your experiences in reverse chronological order, highlighting your titles, employers, and dates of employment starting with the most recent at the top of each section and finishing with the least recent at the bottom.

**Length:** Keep your resume to ONE page (single-sided).

**Content:** Resumes are generally arranged by topics or headings:

**Contact info:** The first thing on a resume should be your name, address, phone number and email address. Your **name** should be the boldest and largest part of this heading.

**Education:** List your school's name and location (city and province). List your **current** year of enrolment. List any exceptional high school information (Industry Training Programs, awards, names of AP or Honours courses). List all your secondary schools (if you have attended more than one).

**Experience:** The section includes both paid and unpaid experiences – any activity that took considerable time and produced marketable / essential skills is appropriate for this section.

In reverse chronological order, give your position, the name of the company / organization, the geographic location, the dates worked and a very brief description of your responsibilities. Use bulleted statements for maximum effectiveness and begin each statement with an action verb (see list on next page). Avoid personal pronouns.

**Skills & Interests:** If you have significant language or technical skills, you may want to create a section to emphasize them. You can also include any certifications or licenses you have (CPR, life-guarding, etc.), if relevant. If you have space, mention your personal interests like travel, hiking or painting, though the more specific you can be the better (e.g. "contemporary Canadian short fiction" vs. "reading"). Note: this section is optional!

Once completed, print and attach your updated resume to the Assignment #2 Submission Sheet.

**Sample List of Action Verbs:**

accomplished	delivered	helped	modified	revised
acquired	demonstrated	identified	performed	scheduled
administered	designed	implemented	planned	shaped
advised	developed	improved	prepared	simplified
analyzed	distributed	initiated	processed	solved
applied	documented	instructed	programmed	sorted
arranged	eliminated	invented	proposed	started
collaborated	enforced	led	purchased	streamlined
completed	engineered	located	reduced	summarized
constructed	estimated	made	reorganized	supervised
contributed	facilitated	managed	researched	taught
created	formed	marketed	restored	trained

**Assessment:** Your resume will be assessed on the following criteria:

**Style, Appearance & Tone:**

- Fills **one** page without overcrowding
- Margins are acceptable
- Font style & size are readable
- Relevant info appears in the top one half of the page
- Section headings reflect content

**Grammar, Spelling & Punctuation:**

- Error-free spelling, punctuation and spacing
- Grammar is appropriate (e.g. very tense, pronouns)

**Contact Information:**

- Includes name, address, email, phone number
- Name stands out
- Email is professional

**Education Section:**

- Entries are in reverse chronological order if more than one high school attended
- Institution names, locations and dates are noted
- Relevant exceptional courses (see above) are included

**Experience Section:**

- Entries are in reverse chronological order
- Organization name, position title, location and dates included
- Bullets begin with strong action verbs and are in the correct verb tense
- Personal pronouns and extraneous words are omitted
- Bullets are concise, direct and indicate impact / accomplishments

**Skills & Interests: (optional)**

- Listings are specific, relevant and concise
- Level of proficiency is indicated for language or computer skills

➔ continued on the next page ➔

## Task Two: The Moving Out Project

### Instructions:

1. Imagine that you are in your early twenties, and it is time to move out of your parents' home. It is also time to start paying for everything on your own – you have decided that you are no longer going to be supported in any way financially by your parents.

You plan to move out and rent an apartment. You are thinking about getting a roommate or two, but you are not completely sure you want one.

You do not own a car, and the only furniture and “stuff” you have is what is found in your bedroom. Basically, you are starting from scratch. At this point, you have no money saved.

You plan on working 40 hours per week – whether or not you are going to post-secondary. For the purposes of this assignment, assume that you already have a job, and it pays you \$20 per hour. So gross (before deductions), you make \$3,200 per month (or \$1,600 every bi-monthly).

2. Assume that you are going to live in Burnaby – with or without a roommate. Find **an advertisement** (in the newspaper or online) for a place where you can see yourself living. Make sure the **price** and **date** are included in the ad. Remember that **before** you move in, you need to pay the first month's rent as well as a security deposit which is another half a month's rent. **Print** a copy of the ad (must be current – two months old at the most), and **attach** it to your worksheet.
3. **Calculate** how much time it will take you (based on your salary above) to save enough money to pay what your landlord requires. You can assume that you are still living with your parents while you are saving money for this.

**Remember:** you need to make your calculations based on what amount of money you are actually taking home (your net pay). Assume that you are only paying taxes (both federal and provincial), Employment Insurance, and Canadian Pension Plan deductions. You can figure out your monthly/yearly take home pay at the following site: Income Tax Calculator, British Columbia, Canada

<https://neuvoo.ca/tax-calculator/British+Columbia>

**Fill out your worksheet** after your calculations are complete.

## Task Three: Developing a Vision & A Reality Check

### Instructions:

1. Think about how much money you spend every day, every month. Include absolutely everything ... from that morning Starbucks coffee to the specific brand of shoes you can't live without.
2. **Develop a vision** for yourself as to how you want to live when you move out. You may still be going to school, but you are also working. Where do you want to live? With whom? How will you get around? What will you do for entertainment? What “possessions” do you consider

mandatory (tv, phone, car, etc.) for your happiness? What activities (leisure / sports / community involvement, etc.) do you wish to maintain? What kind of vacation do you want to go on each year?

Stick to your vision, and **calculate** your budget according to it. Use the Budget Calculator (based on the salary given you in Task One above) on the Canlearn website.

Make sure you go all the way to the end of the budget questions. Ask your parents how much they pay for things if you are not sure.

#### INSTRUCTIONS FOR LOCATING THE CANLEARN BUDGET CALCULATOR:

1. Go to [www.Canlearn.ca](http://www.Canlearn.ca)
2. In the **search box** on the top right, type in "Budget Calculator"
3. Click on "Budget Calculator – Canada.ca"
4. If that does not work, type in the following address:  
<https://itools-ioutils.fcac-acfc.gc.ca/BC-CB/NetInc-RevNet-eng.aspx>

- A. **Complete** and **print the summary page (only)** of your final budget report. **Note:** you may need to hit the "previous" button when you are at the end to find the right report.
- B. **Determine** how much money (**gross**) you would need to earn to live life the way you envision it. You will need to determine the gross amount which will give you the minimum net (after tax) amount you need. Hint: try the Income Tax Calculator again.
- C. Find **five careers** that you might be interested in pursuing which have salaries which match or are higher than the gross income you are interested in earning.
- D. **Fill out your worksheet** accordingly after your calculations are complete.

#### Task Four: Career Planning

##### Instructions:

1. Choose two of the five careers from **Task Three, Part C** above, and complete the **Career Planning** section (page 2) on the Moving Out Project assignment. You will need to do **research** to complete this properly and with the applicable detail.
2. **Type a reflection** (300-400 words) about the Moving Out Project in its entirety. Clearly answer the following questions:
  - i) What did you learn that you didn't know before? This could cover any part of the assignment.
  - ii) What surprises you?
  - iii) Has completing this project changed your career path ideas in any way? Why or why not?

**For the Assignment #2 Checklist: turn the page**

## Assignment #2 Checklist:

The following checklist (next page) is to help YOU ensure that you have completed all the requirements of this assignment. Once you have made sure you have completed all the requirements, hand in Assignment #2 to the Career Centre on or before the due date.

### Assignment #2 Checklist:

- You typed a current resume following the specific instructions provided you
- You printed and attached the resume to the Submissions Sheet
- You printed the ad for the Moving Out Project
- You calculated the amount of time it would take to save up to move out
- You completed Task Two on the Moving Out Project worksheet
- You calculated your budget using the Canlearn Budget Calculator
- You printed the **summary page** (only) of your final budget report
- You completed the rest of the Moving Out Project handout
- You typed a reflection (300-400 words) about the Moving Out Project in its entirety
- You attached all parts of Assignment #2 to the Submission sheet
- You handed your assignment in to the Career Centre by December 14<sup>th</sup>, 2018.



**Career Life Connections 12  
Post-Secondary Life**

**Session #2 Assignments**

**Assignment #2 Due Date:  
Wednesday, November 13<sup>th</sup>, 2018**

✓ **Check that you have attached all requirements**

- My current resume is attached.
- My rental ad is attached.
- My completed Moving Out Project handout is attached.
- My Budget Calculator Summary Page is attached.
- My reflection on the Moving Out Project is attached.

**Student's First and Last Names:** \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**