

## **Career Navigator News**

### **North and East zone**

**Kevin Cardille**

#### **Spring and Summer work opportunities:**

I first want to remind teachers and students that there are a lot of opportunities out there for entry level workers. Please share this information with your students. Looking at Indeed I see the following. Some of these are from places that we visited in the last month, our small engine and automotive repair shops, some are other manufacturing sites. Please search company websites to find the work that interests you, this is by no means a complete list and I encourage you to drop off a resume and letter of interest at any of the shops that we visited. Some of these positions will require you to be 18 but not all. Make sure you let them know your age and birthdate so that they can find the right fit for you. Many of these jobs are seasonal but may have the opportunity for some continuance for the right person.

Rochester Ford and Chevrolet  
Penze GMC and Subaru - Rochester  
Zumbrota Ford - Zumbrota  
Flagship Chevrolet - Zumbrota  
Eide Chrysler / Jeep - Zumbrota  
Valleycraft - Lake City  
Hearth and Home - Lake City  
Gemini – Cannon Falls  
Universal Marine and RV - Rochester  
River Valley Power and Sports - Rochester  
Safelite - Rochester  
Valvoline Instant Oil Change - Rochester and area  
O'Reilly Auto Parts - Rochester area  
NAPA - area stores  
Firestone tire and Auto - Rochester area  
Autozone - Rochester area  
Cannon Power Sports - Cannon Falls  
Midwest Machinery - SE Minnesota  
Allcraft Exteriors - Rochester area

If your business has something that would be a great spot for a high school age student please email me and I will share that information with my school contacts.

#### **Teacher, Counselor and Principal meetings:**

I will be sending out invitations to open meetings to discuss next year and plans for events for your schools. I would like to work through a calendar of events and narrow down at least the week of the month next year that the event would take place. The intent is to help place things that make sense for you and allows you to tie the event into classroom activities you will be doing next year. I will send zoom invites to you all, please make what you can, when you can. The better the participation the better the plan. Some meetings may be department or subject specific, some will be open to all. Please watch for these invitations and I look forward to seeing you on zoom soon. I want to expand the work that we did this year and look to hold some events for the food service, hospitality, welding, machining and agriculture fields next year. I need some help from staff to determine what those events should be so that I can gather business partners this spring and summer ready to hit the ground running next fall.

**Student Follow through:**

I have been setting up some job oriented opportunities for students. Please encourage your student to follow through with both attending and applying to these places. I am enclosing a copy of a resume draft that you can share with them to complete a resume to fill a job for one of the businesses listed above or any business for which they are interested. We need to help them to follow through. Most of these places just say come and meet with human resources or a department manager and drop your resume and they will consider it. As you know there are a lot of positions available, these students have a great opportunity to gain experience and exposure to future work.

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Career Navigator for North and East Schools  
Southeast Service Cooperative

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## Sample Resume

# First name Last name

XXX Sunshine Drive my town MN 55555 cell 507-555-xxxx [myemail@me.xxx](mailto:myemail@me.xxx)

Options to start your header or if this gets too long use this part as your cover letter showing what you are interested in doing with them:

I am interested in applying for the position of \_\_\_\_\_ which I found posted on (Indeed, your website, newspaper, by my teacher). I am a 17 year old student at (your) High School. I think you will see below that I have some experience and have learned some skills that will help me to do the job well. Please consider me for any positions that you feel I could assist with at this time (Go on and talk about yourself for a few sentences.)

Or

I am interested in working for your company as an auto detailer. I visited your shop on March 23 and I am very interested in working for an employee focused company like yours. As you will see below, I have the drive and determination to fit well into (name of company). I am a 17 year old student at (your) High School. I think you will see below that I have some experience and have learned some skills that will help me to do the job well. Please consider me for any positions that you feel I could assist with at this time. (Go on and talk about yourself for a few sentences)

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## Skills

- List any certifications you may have bulleted here, drivers license, AED, Articulation agreements, ASE, First Aide, OSHA10.
- List skills you have, drive bobcat, drive and maintain lawn mower/garden tractor, run weed whips, run chainsaw, can trim trees, paint, wash windows, clean and detail vehicles, etc.
- List special technology skills you may have, computer software, windows, graphic design work, drone pilot skills, CNC, CAD, artistic skills, adobe, spreadsheets, surveys, etc.
- List courses you completed and the grades that you earned in those courses from courses that particularly fit the position you are applying for.
- Do you know any or speak any other language, list it here.

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## Experience

**Job title - Worked at, Anytown, MN.**

**June 1, 2020 - September 1, 2020**

- Describe your work experience that you have, start with the ones that relate to the job you are applying for or experience they might be looking for.

**Job title - Worked at, Anytown, MN.**

**March 1, 2020 - December 30, 2020**

- Describe the jobs that you did that may show you have a good work ethic and are reliable.

**Job title - Worked at, Anytown, MN.**

**June 1, 2021 - Current**

- Mention any awards or recognition you may have received while working at these places.
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## Education

My High School

Graduate or Class of 20xx

June 1, 2022

PSEO courses taken

Concurrent Enrollment courses taken

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## Activities and Interests

Use this section to highlight school activities, teams, clubs or sports you were active in. mentions if you were a captain, president, or any leadership position you may have had while part of these groups. You should also list relevant passions, activities, and how you like to give back. It's good to include volunteer experiences here or show off important extras like publications, certifications, languages and more. Mention your own personal accomplishments especially those that relate to the work for which you are applying. This only needs to be a paragraph or two.

It is acceptable to have a resume that is more than a page and you can do front and back. Keep it clean and readable. If it reads well and has what they are looking for it is not a problem to read two pages.

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### **Southeast Service Cooperative**

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Career Navigator - Proudly serving the public schools and communities of Dover-Eyota, Plainview-Elgin-Millville, Lake City, St. Charles, and Wabasha-Kellogg, Cannon Falls, Zumbrota-Mazeppa and Goodhue County Education District.