Introduction to Careers in Hospitality and Tourism

Unit 12 – Employment Skills

**Instructional Activity 4**

**Education & Training Worksheet**

**List the name of your high school, the city, and your anticipated year of graduation. List any courses you are taking, special training, or certificates earned that RELATE to your current job objective.**

Under the heading of **Education** you can include:

* **Career Center** classes that relate to your job objective; for example…
  + Digital Media – Marketing Internship or Secretarial.
  + Auto Tech – Auto Parts store, entry level auto repair.
  + Welding – Maintenance positions.
  + Professions in Healthcare – CNA, any health field job.
  + Marketing – Sales positions
  + Culinary Arts – Hospitality jobs
* **Your High School** classes that relate to your job objective
  + Math – Cashier job
  + Psychology – Sales positions
  + Any subject – If you want a tutoring job in that subject
* **Certificates**
  + CPR – Lifeguard Training
  + CNA – Certified Nurse Assistant
  + Welding Certifications
  + ACF – Junior Culinarian, Pastry Junior Culinarian
* **GPA**
  + List if 3.0 (B average) or higher.
  + Mention your GPA in *job related courses* if 3.0 or higher.
* **Positions of leadership or responsibility**
  + DECA, FCCLA, SkillsUSA Officer
  + FFA, FBLA, FTA, HOSA Officer
  + School Newspaper, Yearbook, or Broadcast Team
  + Fund Drive work
* **Extra-Curricular Activities**
  + Projects or activities that show initiative, ability to do research, ability to critically think and problem solve, ability to organize a project, and the ability to follow through until completion.

**Example for Auto Parts Position**

**EDUCATION & TRAINING**

**Columbia Area Career Center**, Columbia, MO Graduate June 20XX

Automotive Technology, Electronics I

Future Business Leaders of America, DECA

**Rock Bridge High School**, Columbia, MO Graduate June 20XX

Accounting I, College Preparatory classes

**Example for Office Assistant Position**

**EDCUATION & TRAINING**

**Columbia Area Career Center**, Columbia, MO Graduate June 20XX

Digital Media, Graphic Design, Web Design

**Rock Bridge High School**, Columbia, MO Graduate June 20XX

Advanced English Composition, College Preparatory

Yearbook Committee, Editor of “The Rock” – School Newspaper

**Example for Marketing Intern Position**

**EDUCATION & TRAINING**

**Columbia Area Career Center**, Columbia, MO Graduate June 20XX

Broadcast Journalism I, II and III, Broadcast Journalism Internship at Channel 8, ABC affiliate, Sports Marketing

**Rock Bridge High School**, Columbia, MO Graduate June 20XX

Advanced Film Studies, Psychology, College Preparatory

**Salvation Army**, Columbia, MO

Assisted in the development and implementation of a volunteer program to recruit high school students as “Bell Ringers”, resulting in an additional 16 volunteers collecting holiday donations.

**My Education and Training**

High School or Grade Level Graduation Date

Trade/Technical School

Related coursework:

Related School Projects, Activities, Organizations, Leadership

High School or Grade Level Graduation Date

Trade/Technical School

Related coursework:

Related School Projects, Activities, Organizations, Leadership