CONTRA COSTA COUNTY
OFFICE OF EDUCATION

CAREER DEVELOPMENT DEPARTMENT

ROP CAREER GUIDE
FOR
HIGH SCHOOL STUDENTS
Public Notice
The Contra Costa County Office of Education has a uniform complaint process as required in Code of Regulations, Title 5, Section 4622, COE Board Policy 1312.3(a). The Associate Superintendent of Student Programs and Services is designated as compliance officer. A copy of the policy is available in the ROP Administration Office. The policy provides for mediation or investigation, presentation of additional relevant information, findings, and appeals as appropriate.

ROP, in compliance with federal law, does not discriminate on the basis of race, religion, national origin, gender or disability.
Using the Career Guide

This book was prepared by the Contra Costa County Office of Education’s Career Development/ROP Department especially for you, the high school student.

The purpose of this book is to assist you with career planning. It presents different career opportunities that are available to you. Included are important tips, various samples, and contact information. How to get started...

Table of Contents

• Assessment/Who Am I ................................................ 2 - 3
• What is ROP? ............................................................... 4
• ROP Career Training Courses ...................................... 4
• Additional Training Opportunities ............................... 5 - 7
• Job Resources ................................................................. 8
• Job Application ............................................................... 9
• Cover Letter ................................................................. 10
• Résumé ........................................................................... 11
• Job Interview ............................................................... 12
• Thank You Letter ............................................................ 13
• Working Youth ............................................................ 14 - 16

To find Web sites, look for this symbol throughout the booklet.

To find phone numbers, look for this symbol.
Assessment/Who am I?

Let’s begin by identifying your career interest profile. To help you with this task, John Holland’s RIASEC system is presented below. This career assessment model offers six interest areas and associated “roles.”

**REALISTIC** - You are a “doer.” You usually prefer physical activities, games and projects rather than socializing. You like to find concrete solutions to problems by trying out various possibilities. You often avoid situations that involve a lot of discussion with other people, and you usually want to go further than working out a problem in theory – you want to see how your solutions work.

Does this sound like you?
- You enjoy “hands-on” activities – building, tinkering, fixing.
- You prefer concrete (vs. abstract) problems.
- Using tools and machinery seems to come naturally to you.
- You often enjoy working outdoors.
- You may describe yourself as athletic.

**INVESTIGATIVE** - You are a “thinker.” You like to analyze situations and work with ideas to find creative solutions. You prefer to work on your own and usually don’t like having to persuade other people to accept your ideas.

Does this sound like you?
- You enjoy observing, learning, evaluating.
- You like the challenge of thinking through problems.
- You prefer working on your own.
- You often use science and math problem-solving.
- You may describe yourself as inventive and original.

**ARTISTIC** - You are a “creator.” You enjoy art, music, and/or literary activities. You usually show emotion more easily than other people, and you avoid rules and rigid situations.

Does this sound like you?
- You enjoy art of all types, including drama, music, literature and poetry.
- You like using your imagination and creativity.
- You prefer working in unstructured environments.
- You have a need to express yourself.
- You may describe yourself as sensitive or emotional.

**SOCIAL** - You are a “helper.” You like being with and around other people, helping others, working in jobs that directly affect other people. You work and socialize well with other people, and when possible, you avoid doing physical work.

Does this sound like you?
- You enjoy assisting people in various ways.
- You are concerned about the well being of others.
- You like working in groups.
- Verbal and communication skills come naturally to you.
- You may describe yourself as friendly or empathetic.
ENTERPRISING - You are a “persuader.” You like to sell products and ideas and manage other people. You enjoy having power, prestige, and high status. You have good language skills and you like to use them to control and influence other people. Does this sound like you?

• You enjoy leading or managing people.
• You often respond well to competition; you enjoy leading teams to victory.
• You are willing to take risks.
• You value status, power, money and material possessions.
• You may describe yourself as ambitious or energetic.

CONVENTIONAL - You are an “organizer.” You feel comfortable working with details in structured situations and like to keep things neat and organized. You like working with forms, charts, and reports. You are self-controlled and identify strongly with status, authority and power. Does this sound like you?

• You enjoy systematic, step-by-step work tasks.
• You like to keep things neat and in order.
• You prefer working in stable environments with predictable routines.
• You are detail-oriented and persistent.
• You may describe yourself as efficient or dependable.

To further assist you in sorting out your interests, The Princeton Review Career Quiz is available free at: www.princetonreview.com/cte/quiz

It is a short quiz containing 24 questions to answer, then you are given a color code. Your color code will link to job responsibilities and occupations. This identifies “the way” you prefer to perform job responsibilities. A key career decision is to choose a work environment or career path in which your style is welcomed and produces results. It also presents you with some career suggestions. This type of assessment may give you ideas you haven’t thought of, and suggestions worth following up.

Let’s move on now to take a look at the ROP courses clustered by interest areas.
ROP Career Training Courses

**ARTISTIC**
- Art & Animation*
- Commercial Art
- Computer Graphic Arts*
- Creative Writing*
- Fashion Design
- Multimedia*
- Music Theory/Technology*
- Photography*
- Visual BASIC & Animation

**INVESTIGATIVE**
- Architectural Design*
- Biotechnology*
- Bioscience Research*
- Cisco Networking
- Computer-Assisted Design(CAD)
- Computer Programming*
- Computer Systems/Networking
- Environmental Science*
- Sun Java Programming

**SOCIAL**
- Careers in Education
- Careers with Children
- Cosmetology
- Esthetician
- Hotel Careers
- Manicuring

**CONVENTIONAL**
- Business Economics*
- Computer Applications
- Computer Office Careers
- Computerized Accounting
- Medical Office Systems

**REALISTIC**
- Agricultural Science Careers
- Auto Body Repair
- Auto Technology
- Baking/Art and the Palate II*
- Culinary/Catering Careers
- Cabinetmaking
- Construction Technology
- Criminal Justice
- Electrical Engineering*
- Electronics
- Exploratory Applied Arts*
- Fire Science
- Health Careers Core
- Health Careers Internship
- Refinery/Process Plant Operator
- Sports Medicine

**ENTERPRISING**
- Art of Video Production*
- Desktop Publishing
- Digital Arts/Designs for the Web*
- Digital Recording Studio
- Marketing
- Journalism*
- TV/Video Production
- Web Design

*UC approved courses

What is ROP?

ROP is the primary source of career and technical training for high school students in our area. Classes are located on high school campuses throughout Contra Costa County, Albany, Berkeley, and Emeryville. Students earn high school graduation credit and/or college units. Many classes are UC approved courses.

Visit the following web site for additional class information
www.cocoschools.org/rop
Training Opportunities

Training Programs

California Conservation Corps (CCC)                       (800) 952-5627  
www.ccc.ca.gov
East Bay Conservation Corps (EBCC)                       (510) 891-3900  
www.eastbaycorps.org
ROP/County Office of Education                            (925) 942-3368  
www.cocoschools.org/rop
U.S. Job Corps                                            (800) 733-5627  
www.jobcorps.org

Youth Development Services (YDS)                          (925) 942-3300  
www.cocoschools.org/yds

Apprenticeships

Oakland                                                  (510) 622-3529  
Sacramento                                                (916) 263-2877  
California’s Union Apprenticeships                       (510) 622-3529  
www.calapprenticeship.org
Division of Apprenticeship Standards                     (916) 263-2877  
www.dir.ca.gov/DAS

Volunteering

Volunteer Center of Contra Costa County                   (925) 472-5760  
www.helpnow.org
Volunteer Match                                           www.volunteermatch
Training Opportunities

Adult Schools
Acalanes Adult Center
www.acalanes.k12.ca.us/adulted (925) 935-0170
Antioch Adult School
www.antioch.k12.ca.us/prospects/adult.html (925) 706-5310
Martinez Adult School
www.martinez.k12.ca.us/musd (925) 228-3276
Mt. Diablo Adult Center
www.mdusd.k12.ca.us/adulted (925) 685-7340
Pittsburg Adult Education Center
www.pittsburg.k12.ca.us/paec (925) 473-4460
San Ramon Adult Education
www.venture.srvusd.k12.ca.us/programs/adult_ed.asp (925) 824-0380
West CC Adult Education Center
www.richmondworks.org/rwmem/adu3.htm (510) 215-4666

Community Colleges
Brentwood Center
www.losmedanos.edu (925) 513-1625
Contra Costa College
www.contracosta.edu (510) 235-7800
Diablo Valley College
www.dvc.edu (925) 685-1230
Los Medanos College
www.losmedanos.edu (925) 439-2181
San Ramon Valley Center
www.srvc.net (925) 866-1822
Training Opportunities

Other Colleges/Universities
California State University, Hayward (925) 602-6700
Contra Costa Campus
www.ccc.csuhayward.edu
John F. Kennedy University (925) 254-0200
www.jfku.edu
St. Mary’s College (925) 631-4349
www.stmarys-ca.edu

Military
Merchant Marine Academy (707) 648-4200
Naval Sea Cadet Corps
www.seacadets.org
Reserve Officer Training Corps(ROTC) 800·USA·ROTC
Army, Navy, Air Force
Enlistment:
U.S. Air Force 800·423·USAF
U.S. Army 800·USA·ARMY
U.S. Coast Guard 800·424·8883
U.S. Marines 800·MARINES
U.S. Navy 800·USA·NAVY
Reserves:
U.S. Air Force Reserve 800·257·1212
U.S. Air National Guard 800·TO·GO·GUARD
U.S. Army National Guard 800·GO·GUARD
U.S. Army Reserve 800·USA·ARMY
U.S. Navy Reserve 800·USA·USNR

Today’s Military
www.todaysmilitary.com
Jobs in Military
www.militarycareers.com
My Future
www.myfuture.com
Job Resources

Contact these resources for job listings.

- High school career center staff
- High school job board
- Community College Placement Centers
- Library
- Newspaper ad contacts
- East Bay Works One Stop Center

Internet Contacts:

City of Antioch Leisure Services · Job Opportunities & Teen Activities
www.ci.antioch.ca.us

City of Concord Parks & Recreation · After School & Summer Jobs
www.ci.concord.ca.us

City of Richmond Arts & Leisure · YouthWeb
www.ci.richmond.ca.us

City of Walnut Creek · Teens
www.ci.walnut-creek.ca.us

Contra Costa County Office of Education
www.cocoschools.org

Cool Jobs
www.cooljobs.com

Snag a Job
www.snagajob.com

Summer Jobs
www.summerjobs.com

Waterworld USA
www.sixflags.com/parks/waterworldconcord/
Job Application

Job applications are often used as a screening tool to limit the number of applicants to be interviewed. The job application could be the most important form you will fill out.

- Create a master application and carry it with you.

**Describe your current or most recent employment first.**

- Employer: Contra Costa Daily Press
- Address: 12 Main St., Walnut Creek, CA
- Phone Number: (925) 212-4441
- Your job title: Intern - Sports Department

- Employer: N/A
- Address: N/A
- Phone Number: N/A
- Dates of employment: From: N/A To: N/A
- Your job title: N/A

Please list reference:
- Name: Tim Burrows
- Address: 17 Sunny Lane, Concord, CA
- Phone Number: (925) 687-3361

**READ** the application completely before you start

- Always **PRINT** or **TYPE**

- Be **NEAT**

- Always **REVIEW** it carefully and **SIGN** the application

- Answer all questions or insert “N/A” (not applicable) when appropriate

- Start with your most recent job, or volunteer job

- Ask permission of everyone you would like to use as a reference

Visit the following Web site for additional samples and tips

www.youthgig.com
Cover Letter

A cover letter should always accompany résumés sent by mail. It is brief, neat and error-free. An excellent cover letter should:

1. Be addressed to a specific person. If unknown, use their functional title: “Dear Manager.” Do not use “To whom it may concern.”
2. Identify the specific position you are applying for and how you discovered the position.
3. Summarize your skills, and set yourself apart from the applicants by identifying one unique thing about you.
4. Share with the employer your availability for an interview and employment, and provide information on how they may contact you.

Visit the following Web site for additional samples and tips www.gotajob.com/brainfood.
Résumé

You will need a well-written résumé for your job search. A one-page résumé is best.

Include:

- Name
- Address
- Phone Number
- Job Objective
- Work History
- Skills
- Education
- Honors, Awards, Activities

<table>
<thead>
<tr>
<th>SUSAN WARREN</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Devon Court, Concord, California</td>
</tr>
</tbody>
</table>

OBJECTIVE
To work in an entry-level journalism position.

EDUCATION
Concord High School, Concord, CA  Graduated  -  2003
ROP, Martinez, CA  Certificate  -  2001
Course work in Journalism

EXPERIENCE
Editor, Concord High News, Concord High School, CA  2003
Design lay out of paper, develop new advertising strategies and conduct weekly staff meetings.
Contra Costa Daily Press, Walnut Creek, CA  2002
Internship - Sports Department

SKILLS
- Excellent rapport with staff
- Proficient in word processing, page layout, and graphic design software
- Bilingual

VOLUNTEER & COMMUNITY SERVICE
- Concord High School · After School Youth Program · Tutor
- Mt. Diablo Medical Center · Gift Shop · Cashier

Visit the following Web sites for additional samples and tips
www.jobstar.org
www.jobweb.com
Preparing for an Interview

How to prepare yourself:
• Find out about the desired position.
  • Review the job description, if available
  • Ask a current employee, if possible

• Write a list of questions to ask the interviewer about the job.
  • What are your expectations for the person you hire for this position?
  • What duties and responsibilities are involved with the job?
  • What kind of person are you looking for?

Make sure the interviewer learns this about you:
• Why you want the job
• Your past accomplishments related to the job
• Your strengths
• What you can contribute to the job
• Why you would be the best for the job

What an interviewer looks for:
• Enthusiasm - You are on time for the interview
• Appearance - You dress appropriately
• Preparedness - You answer all questions confidently
• Communication - You express yourself clearly

Types of questions you may be asked:
• What kind of work experience have you had?
• Why do you want this job?
• How do you handle responsibility?
• What are your best skills?
• Why do you think you are qualified for this job?
• What areas could you improve upon?
• How well do you work under pressure?
• Why did you leave your last job?

Some extra tips to keep in mind:
• Arrive 10 - 15 minutes early for the interview.
• Employers want to hear you talk about yourself and the job.
Thank You Letter

A thank you letter should be sent immediately after the interview to thank the interviewer. The thank you letter:

1. Calls attention to you and will be appreciated by the interviewer.
2. Shows the employer you will take the initiative to make contact soon.

Visit the following Web site for additional samples and tips:
www.ipl.org/div/pathways/carprep.html
Getting Ready to Work...What You Should Know

Work Permits
If you are under 18, you will need a work permit. Contact your school, or your school district office.

If you are under 18 you may NOT:
• Drive a motor vehicle on public streets as part of the job
• Drive a forklift
• Use powered equipment
• Work in wrecking, demolition, excavation or roofing
• Work in logging or sawmill operations
• Handle, serve, or sell alcoholic beverages
• Work where there is exposure to radiation

If you are 14 or 15 years old you may NOT:
• Bake or cook on the job
• Work in dry cleaning or a commercial laundry
• Build, construct or do manufacturing work
• Work on a ladder or scaffold

The good news is... there are still many other jobs you can have! Check with your school counselor or job placement coordinator to make sure the job you are considering is allowed.

Visit the following Web site
www.youngworkers.org

What are my Rights and Responsibilities on the Job?
Your employer must provide:
• A safe and healthful workplace
• Training about health and safety, including information about hazardous chemicals
• Protective clothing and equipment
• Payment for medical care if you get hurt or sick because of your job. You may be entitled to lost wages.
• Minimum wage of $6.75 per hour. In some cases, employers can pay less than this. For example, during your first 160 hours on the job if you have no previous similar work experience.
You have a right to:
• Report safety problems to Cal/OSHA without jeopardizing your job
• Work without facing discrimination and/or sexual harassment
• Refuse to work if the job is dangerous to your life or health
• Join or organize a union

Your responsibilities are:
• Know and follow all safety rules and instructions
• Use safety equipment and protective clothing when needed
• Look out for co-workers
• Keep work areas clean and neat
• Know what to do in an emergency
• Report all health and safety hazards to your supervisor

What hours can I work?
Ages 14 and 15
• No work during school hours
• 7 a.m. - 7 p.m. from Labor Day to June 1
• 7 a.m. - 9 p.m. from June 1 to Labor Day

Maximum hours when school is in session:
18 hours a week, but not over:
• 3 hours a day on school days
• 8 hours a day Saturday, Sunday and holidays

Maximum hours when school is not in session:
• 40 hours a week
• 8 hours a day

Ages 16 and 17
• 5 a.m. - 10 p.m. when there is school the next day
• 5 a.m. - 12:30 a.m. when there is no school the next day

Maximum hours when school is in session:
• 48* hours a week, but not over:
• 3 hours a day on school days
• 8 hours a day Saturday, Sunday and holidays

Maximum hours when school is not in session:
• 48* hours a week
• 8 hours a day
• You will be paid overtime for any hours you work over 40 hours per week.
Working Youth

Helpful Work-Related Web Sites and Contacts

The Department of Labor
www.youthrules.dol.gov

UC Berkeley’s Labor Occupational Health
www.lohp.org

For information or to make a complaint:
Health and safety issues contact
Cal/OSHA's Industrial Relations Department
1-800-232-4842

Sexual Harassment or Discrimination
Department of Fair Employment and Housing
1-800-884-1684

Information in English or Spanish
on employment, healthcare, housing and other issues
Farmworkers Guide
1-800-232-4842

GOOD LUCK!

Now put these pieces together and make them work for you. This is an exciting
time to discover and apply your unique talents. Career doors and lifelong learn-
ing await you. Also, remember ROP Adult Programs can support you in your
career quest after high school.

For more information about ROP classes call:

Acalanes & San Ramon Valley Districts (925) 942-3436
Albany, Berkeley, Emery, John Swett, & West Contra Costa Districts (510) 237-0840
Antioch, Liberty & Pittsburg Districts (925) 942-5315
Martinez & Mt. Diablo Districts (925) 942-3437