



# JA Mind Challenge

The #1 guide to learning,  
earning, and preparing  
for the real-world!

Student Workbook: High School Edition





# JA Mind Challenge

The #1 guide to learning,  
earning, and preparing  
for the real-world!

**Student Workbook: High School Edition**



**Junior  
Achievement<sup>®</sup>**  
of the Eastern Shore

**This workbook belongs to: \_\_\_\_\_**

# Contents

Completed

- 6. Interests + Careers!
- 7. Job Interviews: Do's + Don'ts!
- 8. Mock Interview!
- 10. Infographic Selfie!
- 12. Cover Letter + Resume!
- 15. Elevator Pitch!
- 17. A Budget!
- 18. Decisions, Decisions!
- 19. Plan Your Future!
- 20. Recommendation!

# Interests + Careers!

Directions: Create a list of your interests and possible career interests.

## Interests

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Career Interests

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

# Job Interviews:

## Do's + Don'ts

Do's	Dont's
<ul style="list-style-type: none"><li>• Get a good night's sleep.</li><li>• Take a shower.</li><li>• Dress up. Look like a business expert.</li><li>• Check your appearance in a mirror.</li><li>• Mute cell phones and all other digital devices.</li><li>• Be able to show that you know about the company.</li><li>• Remember that first impressions matter.</li><li>• Have a positive attitude.</li><li>• Offer a firm handshake.</li><li>• Get to the point. Express thoughts clearly and simply.</li><li>• Make sure you answer the question you were asked.</li><li>• Don't ramble on.</li><li>• Make eye contact.</li><li>• Smile.</li><li>• Stand tall. Sit straight.</li><li>• Be adaptable. (No job is a perfect fit.)</li><li>• Bring a resume with contact information and strong references.</li><li>• Bring a portfolio with work samples if you have some experience to show off.</li><li>• Follow up with a thank-you note or email.</li></ul>	<ul style="list-style-type: none"><li>• Be late.</li><li>• Bring a friend.</li><li>• Chew gum.</li><li>• Wear sunglasses or headgear, such as a hat or bandanna.</li><li>• Be sarcastic or disrespectful.</li><li>• Mumble. Slouch. Twitch.</li><li>• Criticize your former employers.</li><li>• Ask the salary or pay until you've been offered the position.</li><li>• Expect too much too soon. No one owes you a job. You have to earn it.</li><li>• Include false information on your application or in the interview.</li></ul>



## CHALLENGE #2

Research professional interview attire!

# Mock Interview!

Directions: Use the questions below to help you “interview” an adult that is currently working in a job your are interested in. If you need help finding a professional to interview, reach out to JAES for help!

## About The Company

- What type of person is successful in your company?
- How many hours do you work each week?
- Are there opportunities for raises and promotions at your company?
- Do most people work alone or in teams?

## About The Job

- What education or skills are required for your job?
- What can I do today to begin preparing for a job like yours?
- How do you use time-management skills in your job?
- What advice would you give someone thinking about pursuing this career?

## About The Career Cluster

- What are some of the entry-level jobs in your career area?
- What is a typical starting salary for an entry-level position?
- What type of on-the-job training do most companies offer?



## BRAIN BUSTER

Career Cluster: Groups of careers that share common themes or require similar skills.



# Mock Interview

Cont'd

Think of a couple of questions you want answered...

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_



## CHALLENGE #3

Interview an adult with a career you're interested in!

# Infographic Selfie!

Directions: Your infographic profile tells an employer your story. To get started, fill in the box 1 organizer below with your personal information. When finished, take your information and display it in an interesting way in box 2 or on a separate sheet of paper. Add arrows or numbers, a graph, or a pie chart to organize and connect the information. Consider adding designs and pictures to make your infographic more visually appealing.


<b>Positive Words About You</b>	<b>Symbol, Logo, or Picture that Represents You</b>
<b>Skills: What do you do Well?</b> <b>Values: What do you care about?</b>	<b>Education, volunteering, work, and life experience</b>

<b>Name and Address</b>	

# Infographic Selfie

Cont'd

Directions: Create your infographic selfie below!



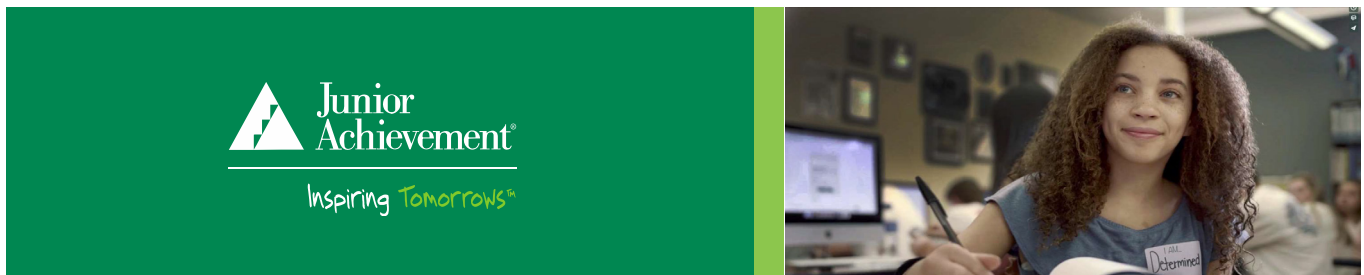
## CHALLENGE #5

Take a selfie! Make yourself into an infographic!

# Cover Letter + Resume!

Directions: Use the following tips, example, and template to help you create your own resume, use what you made in the infographic to help with content! Don't forget there are also a ton of templates on Google and Word.

## Tips



## Resume Tips

A strong resume can catch an employer's attention. Use these tips and the Model Resume document to help you create your own resume using the My Resume template.

- Use active verbs such as *led, won, improved, oversaw, managed, organized, planned, and coached*.  
*Example:* Led volunteer effort to clean up local stream. Planned and organized after-school yoga club.
- Focus on responsibilities you've had such as babysitting, pet sitting, or yard work.
- Be honest. Don't pad your resume with things that aren't exactly true.
- Be brief. Fit it on a single page. Stick to the most important points.
- Proofread, and then proofread again. Errors will leave a poor impression.
- Lead with what the employer wants. Emphasize skills and traits that match the keywords in the job description.

# Cover Letter + Resume!

## Cont'd

### Example

Devon Harrison  
321 Crocus Lane, Blenville, AK 99000  
907-555-8342  
dharrison@blenville.com

#### Work and Volunteer Experience

- **Cal's Coffee, 2017–Present:** Cashier and barista, 15 hours a week. Take and fill orders, handle money.
- **Blenville Homeless Services, 2015–Present:** Volunteer. Gather blankets, towels, and toiletries for distribution at homeless shelters. Raise money for additional supplies for the shelter.
- **Blenville Public Library, 2014–2015:** Volunteer. Helped transition card catalog to computer database. Entered hundreds of books and additional materials into database. Maintained database, including solving technical issues and reviewing entries for errors.

#### Extracurricular Activities and Achievements

- **2016 Volunteer of the Year** for work with Blenville Homeless Services.
- **Cross Country, 2013–Present:** 2nd place in national tournament.

#### Education and Academic Achievements

- **Blenville High School Honor Roll** every semester in high school; anticipate graduating with high honors. Currently a junior with 3.8 GPA.
- **Computer Programming Certificate** for coding in SQL, Java, and Javascript.
- **Blenville High School Science Fair**
  - 2017: 1st place for developing a computer program to analyze written text and determine the author from among 15 choices.
  - 2016: Honorable mention for developing a computer program to randomly generate passwords.
- **National Merit Award** for Spanish language achievement.

#### Personal Qualities

Highly organized with attention to detail.

Dependable and responsible, with a strong work ethic and a desire to learn new things.

#### References

Anne Cruikshank, Head Librarian, Blenville Public Library: 907-555-4391

Daniel Evans, Executive Director, Blenville Homeless Services: 907-555-8833

Renaldo Garcia, Computer Programming teacher, Blenville High School: renaldo@blenville.com

# Resume Builder!

Directions: Use the outline below to help you build or redesign your resume! Once you have built it out, jump into a word processing document and bring it all together for a final product!

Name _____ Address _____ Phone _____ Email _____	Make sure you have working voicemail and an appropriate outgoing message in case potential employers call. Never text a potential employer. Always return a phone call. Be sure to check the email address that you have listed.
Work and Volunteer Experience _____	List paid jobs and unpaid work, such as internships and volunteer jobs. Start each experience with an active verb. Use bullet points to punctuate your experiences.
Extracurricular Activities and Achievements _____	List relevant activities and any recognition received, such as certifications and awards.
Education and Academic Achievements _____	List your highest grade completed, GPA if above 3.0, honors and academic awards, and relevant courses completed.
Personal Qualities _____	List relevant traits.
References _____	Provide the names and titles of people who can vouch for your skills and dependability.



## CHALLENGE #5

Create a resume!

# Elevator Pitch!

Companies use elevator pitches to define their products or services or share their values and unique attributes. Elevator pitches are a way to get people excited about the company and what it has to offer to customers and potential employees.

Some companies will ask their employees to prepare an elevator pitch as a living advertisement for their brand. Employees commonly rehearse and use their company's elevator pitch to get their point across quickly.

Similarly, job hunters can create a pitch to present when they have an opportunity to network. It is an excellent way to focus on what you value and what you are good at.

## **1. Brainstorm answers to the following questions to prepare some possible ideas for your elevator pitch:**

- What matters to you?
- What are you good at?
- What do you have to offer a potential employer?
- What interests you?
- What do you want to be remembered for doing?
- If you asked a friend, how would he or she describe you?
- What is one thing people should know about you?

## **2. Imagine a dream job you would like to learn more about.**

Write the name of the job:

---

## **3. Now imagine that you are attending an event after school and you find yourself sitting next to one of your classmate's parents who could hire you for your dream job. (If it is a job that you are not yet qualified to apply for, imagine that you could volunteer there to learn more about it.)**

# Elevator Pitch!

## Cont'd

**4.** Below, create an elevator pitch to deliver to your classmate's parent that includes the following:

- Your name
- The dream job you'd like to apply for (or learn more about through volunteering)
- Skills or interests you have that could contribute to the job
- Something positive about your personal brand that could leave a positive and memorable impression

---

---

---

---

---

---

---

---



### CHALLENGE #6

Create an Elevator Pitch!



# A Budget!

Directions: Think about your upcoming freedom, it comes with a lot of costs. Use the budget chart below to plan out all the money that you would need for your new expenses. Are you heading to college? You may have to budget out your food, activities and school supplies. Are you going straight to the workforce? Think about your new bills; maybe apartment, cell phone and food! Think of ways you could save money, like using the dining hall or making your own food.

Earn/Save	Amount	Spend	Amount
Income	\$	Food	\$
Savings	\$	Car Payment	\$
Other	\$	Cell Phone	\$
		Rent	\$
		Other/Hobbies	\$
<b>Total Money:</b>	\$	<b>Total Money Spent in one month:</b>	\$

## PLEASE REMEMBER:

This is an example. Please create your own budget that suits your needs!  
DON'T FORGET TO SAVE MONEY!!!

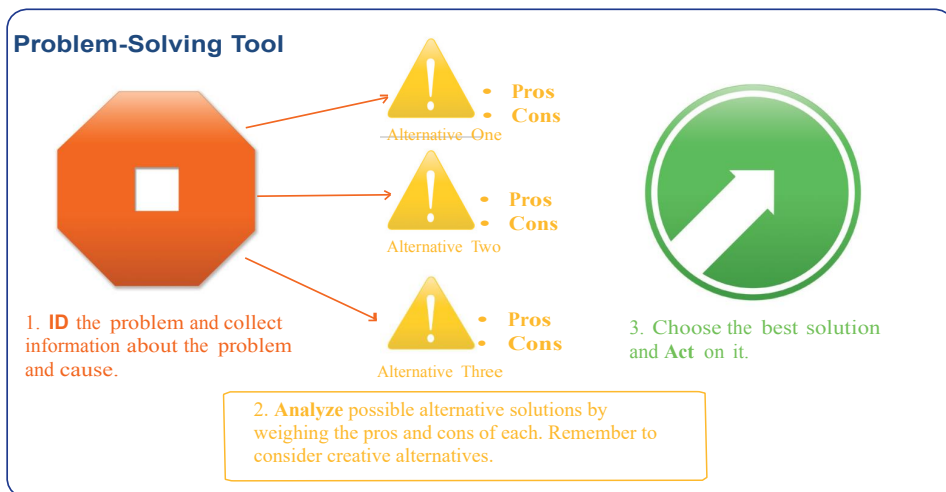


## CHALLENGE #7

Create a monthly budget!

# Decisions, Decisions!

Directions: Use this simple but effective Problem-Solving Tool to help you make a decision with a difficulty you are facing. What is the root cause of your problem? Once you understand the problem, come up with three possible solutions and weigh the pros and cons of each before deciding which one is the best solution. Then, write out how you will put your plan into action.



1. ID

2. Analyze

3. Act

Alternative One:

Pros:

Cons:

Alternative Two:

Pros:

Cons:

Alternative Three:

Pros:

Cons:



## CHALLENGE #8

Make a decision. Big or small!

# Plan Your Future!

Directions:

1. Fill in your first ten-year goal.
2. Fill in a five-year goal that will help you reach your ten-year goal.
3. Fill in a one-year goal that will help you reach your five-year goal.
4. Repeat the process for your second ten-year goal.
5. Complete the DO's and DONT's for each of your one-, five-, and ten-year goals.

## One-Year Goal:

---

---

Professional    Personal    (Circle one or both.)

DO's: In the space below, list choices that will help you reach your goal.

---

---

---

---

DON'Ts: In the space below, list choices that might keep you from reaching your goal.

---

---

---

---

Complete the remaining steps using the chart on page #20.



## CHALLENGE #9

Plan for your future!

## One-Year Goal:



## Five-Year Goal:

## Ten-Year Goal:

Professional Personal (Circle one or both.)

**DOs:**

In the space provided, list choices that will help you reach this goal.

\_\_\_\_\_

**DON'Ts:**

In the space provided, list choices that might keep you from reaching this goal.

\_\_\_\_\_

Professional Personal (Circle one or both.)

**DOs:**

In the space provided, list choices that will help you reach this goal.

\_\_\_\_\_

**DON'Ts:**

In the space provided, list choices that might keep you from reaching this goal.

\_\_\_\_\_

Professional Personal (Circle one or both.)

**DOs:**

In the space provided, list choices that will help you reach this goal.

\_\_\_\_\_

**DON'Ts:**

In the space provided, list choices that might keep you from reaching this goal.

\_\_\_\_\_

## One-Year Goal:



## Five-Year Goal:

## Ten-Year Goal:

Professional Personal (Circle one or both.)

**DOs:**

In the space provided, list choices that will help you reach this goal.

\_\_\_\_\_

**DON'Ts:**

In the space provided, list choices that might keep you from reaching this goal.

\_\_\_\_\_

Professional Personal (Circle one or both.)

**DOs:**

In the space provided, list choices that will help you reach this goal.

\_\_\_\_\_

**DON'Ts:**

In the space provided, list choices that might keep you from reaching this goal.

\_\_\_\_\_

Professional Personal (Circle one or both.)

**DOs:**

In the space provided, list choices that will help you reach this goal.

\_\_\_\_\_

**DON'Ts:**

In the space provided, list choices that might keep you from reaching this goal.

\_\_\_\_\_

# Recommendation!

Directions: A letter of recommendation is a letter written by someone who can recommend an individual's work or academic performance. Think about what the letter is for and plan who would be best to write it. Your coach can share how you are a leader and hard working, a teacher may share more about how you are a great student and love to help others, or a community member may share how you are an asset to the community and always give back. Sometimes you will need more than one letter!

## Email Template/Example

Hello Coach Kevin,

Thank you for all you have done throughout the years of coaching me! I have learned a lot about teamwork and dedication from being on your team. I am looking forward to going to college following my high school career and I would appreciate it if you wrote a letter of recommendation for me.

Below are the details for the letter:

- List out any information about what the letter requires.
- Where to send the letter or include the link to upload their letter.
- Any other requirements of what to mention (leadership, organization, etc.)

## Draft Your Own

Using the example above, draft your own email/letter for a recommendation below:

---

---

---

---



## CHALLENGE #10

Ask for a letter of recommendation!

# Bonus Challenge!

Check out the following videos to help you learn more about #Adulting!

✓ **Interview a college student**

What they wish they knew prior to going to college? Make a list of questions to ask them prior to the interview.

✓ **How to change a tire**

<https://www.youtube.com/watch?v=Nba7HJS3xq0>

✓ **How to do laundry**

<https://www.youtube.com/watch?v=4QxmleZeu9s>

✓ **How to use a slow cooker**

<https://www.youtube.com/watch?v=6uqp1BXTtFI>

✓ **How to make a budget**

<https://www.youtube.com/watch?v=PMTHDvChLDA>

✓ **Interview Tips**

<https://www.youtube.com/watch?v=Bt1fOqJqNk8>

✓ **Health Insurance**

<https://www.youtube.com/watch?v=vP-lKedQ1Dg>

✓ **How to answer the phone**

[https://www.youtube.com/watch?v=7w\\_DEZV7IGA](https://www.youtube.com/watch?v=7w_DEZV7IGA)



## BONUS CHALLENGE

Check out these videos on YouTube!

# Notes

---

---

---

---

---

---

---

---

---

---

# Congratulations!

You've completed the JA Mind Challenge!

# Thank You Sponsors!



Community  
Foundation  
OF THE EASTERN SHORE



PNC

Visit Us:  
[EasternshoreJA.org](http://EasternshoreJA.org)



Junior  
Achievement®  
of the Eastern Shore