

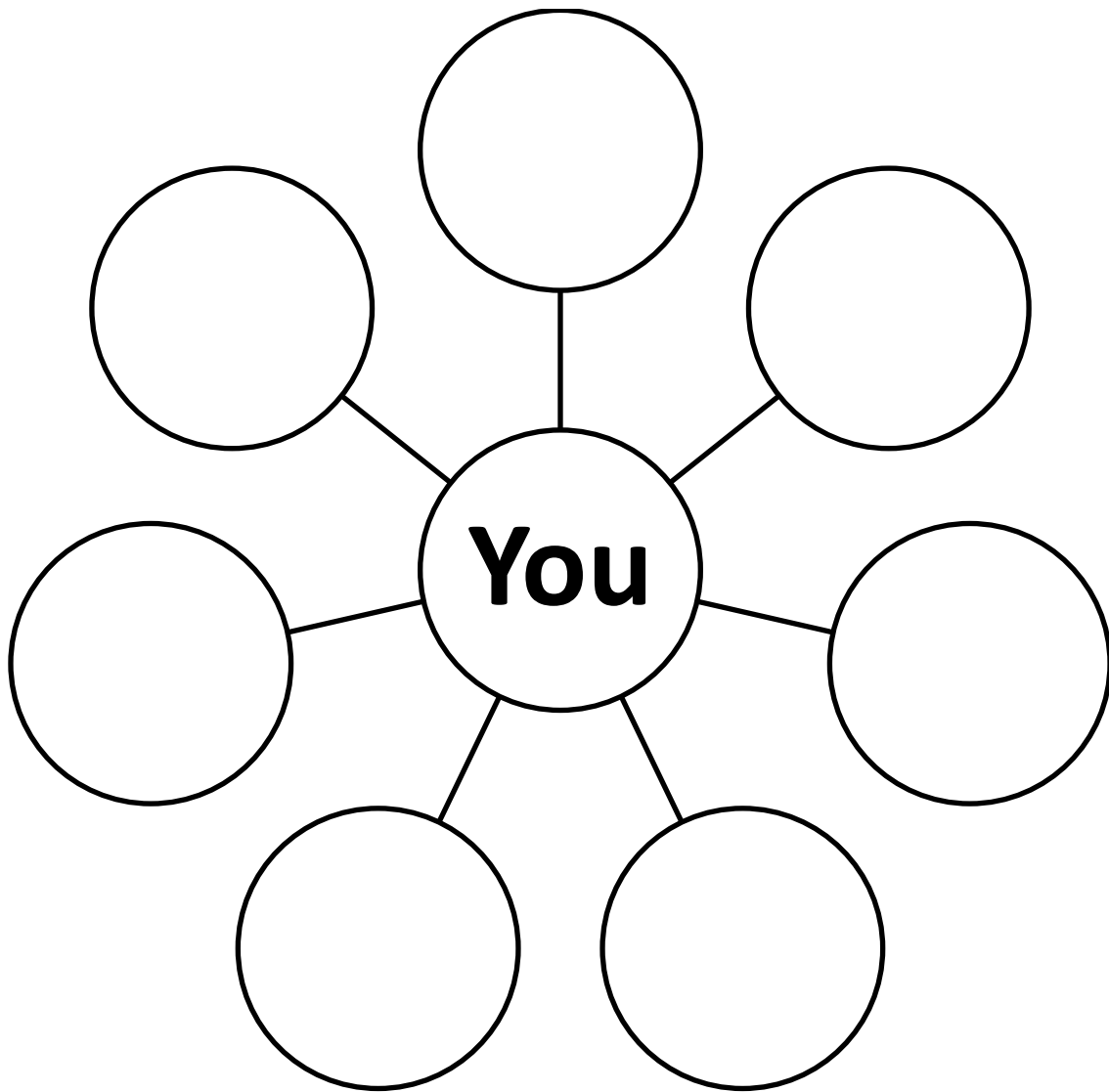
TAY Collaborative World of Work Curriculum Portfolio Table of Contents

Unit A.2: Your Support Network	Pg. 1
Unit A.3: Your Career-Ed Plan	Pg. 3
Unit C.4: Sample Resume Template-Chronological	Pg. 4
Unit C.4: Sample Resume Template-Functional	Pg. 5
Unit C.4: Sample Resume Template-Combination	Pg. 6
Unit C.5: Sample Cover Letter	Pg. 7
Unit C.6: Documents Checklist	Pg. 8
Unit C.6: Sample Application	Pg.9
Unit C.7: Interview Preparation Checklist	Pg. 12
Unit D.2: Create a Budget	Pg. 13
Unit D.4: Sample W-4	Pg. 15
Unit E.1: Potential Challenges at Work	Pg. 16
Unit F.1: Revised Career-Ed Plan	Pg. 18

Portfolio
Unit A.2: Your Support Network

Think about the people in your life who you admire. They can be family members (biological, foster, or adoptive), children, other relatives, friends, supervisors, co-workers, people from school or church, and any other people who currently are or have been in your life.

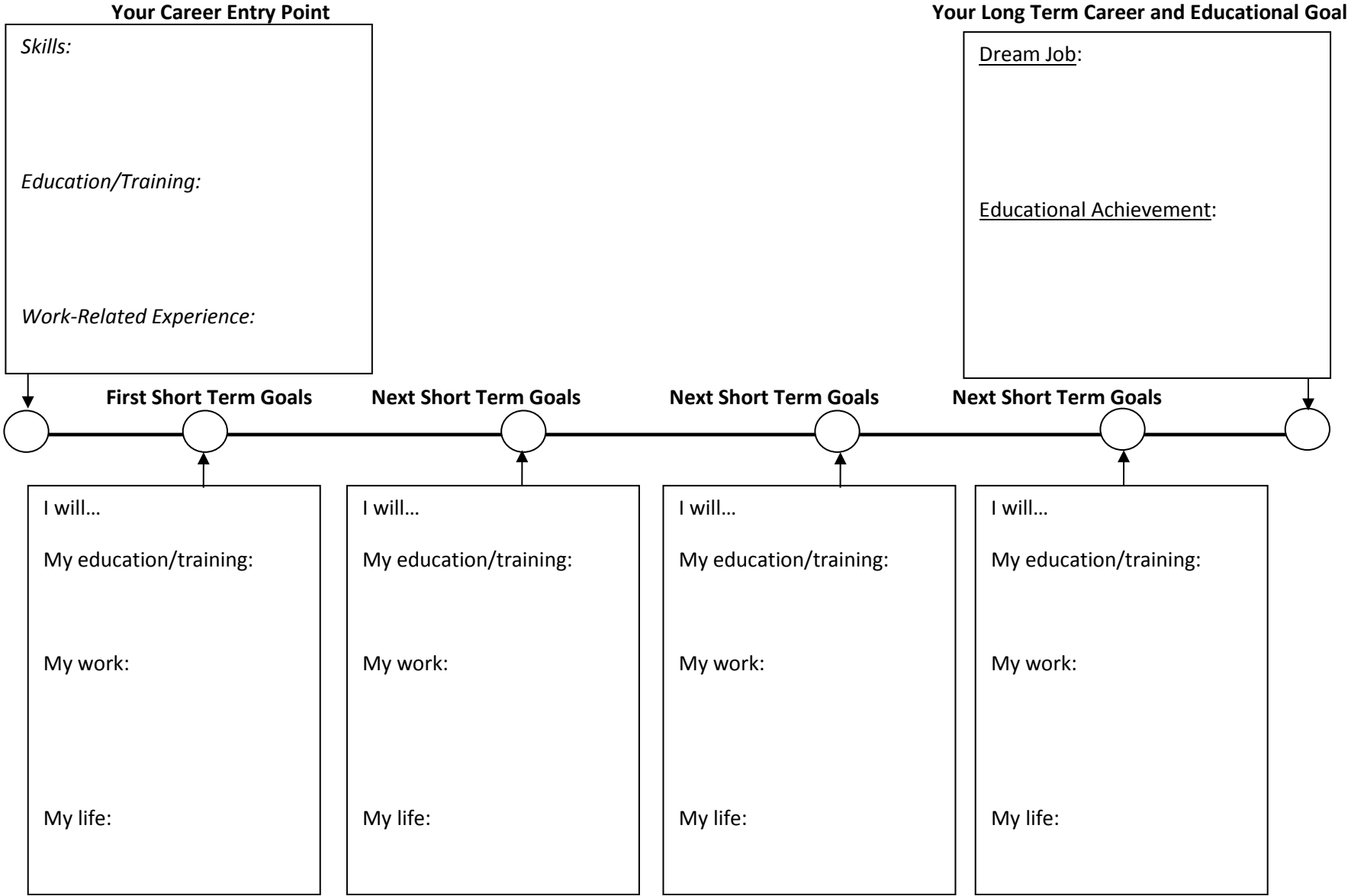
Write the name of each person and their career (if they have one) in one of the circles in the picture below. On the back of this page, write what you know about the person's career. Jot down some questions you could ask about their career path.



Reflect on what you know about each person's career. For example, how many jobs have they had? Do they like what they do?

Jot down some questions you could ask each person about his or her career path.

Portfolio
Unit A.3: Your Career-Ed Plan



Portfolio Unit C.4: Sample Resume Template-Chronological

(Your name)

(Address)

(E-mail and Telephone #)

Employment Objective: _____

Work Experience

(Job Title)

(Employer)

(Dates you worked)

-

-

-

(Description of your work tasks-Use action verbs!)

(Job Title)

(Employer)

(Dates you worked)

-

-

-

(Job Title)

(Employer)

(Dates you worked)

-

-

-

Education

(Degree/certificates attained/in process)

(Name of School/Program)

(Dates)

-

(Honors or certifications)

(Degree/certificates attained/in process)

(Name of School/Program)

(Dates)

-

Skills

-

-

(List skills that you have like languages, computer skills, technical skills)

Portfolio
Unit C.4: Sample Resume Template-Functional

 (Your Full Name)

 (Address)

 (E-mail and Telephone #)

Objective**Highlights of Qualifications**

- _____
- _____
- _____
- _____
- (List skills you have which are most important for your objective)

Work Experience

- _____, _____
- (Job Title) (Dates)
- _____
 (Employer)
- _____, _____
- (Job Title) (Dates)
- _____
 (Employer)

Job Skills

 (Skill Category: such as "Customer Service", "Computer Skills")

- _____

(Show how you have used the skill. For example: "confirmed that customers had all their questions answered", "used Mail Merge to send mailing to 300 people")

- _____

(Show how you have used the skill.)

 (Skill Category)

- _____

(Show how you have used the skill.)

- _____

(Show how you have used the skill.)

Education

_____, _____

(Name of School/Program) (Dates)

 (Degree/certificates attained/in process)

Portfolio

Unit C.4: Sample Resume Template-Combination

(Your Full Name)

(Address)

(E-mail and Telephone #)

Objective

Skills

- _____

- _____

(List skills you have which are most important for your objective)

Experience

(Date)

(Employer)

(Job Title)

-

(Description of your work tasks-Remember to use action verbs!)

-

(Description of your work tasks)

(Date)

(Employer)

(Job Title)

-

-

(Description of your work tasks)

(Date)

(Employer)

(Job Title)

-

-

(Description of your work tasks)

Education

(Date)

(Name of School/Program)

(Degree/certificate attained/in process)

Specific Skills (For example: Languages)

- _____

- _____

Portfolio

Unit C.5: Sample Cover Letter

Complete this cover letter worksheet below. Type it on the computer so that it looks neat!

(Your Full Name)

(Address)

(E-mail and Telephone #)

(Date of Writing)

(Name of employer/hiring manager)

(Title of employer)

(Company name)

(Company Street Address)

(City, State Zip)

Dear Mr./Ms. _____ :
(Name of employer)

(First paragraph. Explain why you are writing. Talk about your interest in the job. State the position and your source of information. Briefly list your strengths for a specific job.)

(Second paragraph. Describe your strengths in more detail. Show how they match the position requirements. Describe related work experiences and accomplishments.)

(Third paragraph. Request an interview and indicate how you can be contacted. Suggest that you will call at a certain time to discuss interview possibilities. Thank the reader for his/her time.)

Sincerely,

(Handwritten signature)

(Your name, typed)

Unit C.6: Documents Checklist

When you seek employment it is important to have proper documentation. Review the list below and indicate whether or not you have the document(s) listed. There is a note section if you need to explain an answer. Talk to your employment specialist about how you can get missing documents.

DOCUMENT	YES	NO	NOTES
Birth Certificate			
Social Security Card			
Resident Status (if applicable, e.g. green card, work VISA)			
Driver's license or non-driver ID			
Most recent academic report card/transcript (specify: _____)			
Letters of reference (school, work, personal)			
Training Certifications (specify: _____)			
Other (specify: _____)			

Education

School	Name and location of school	Course of study	No. of years completed	Did you graduate?	Degree or diploma
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Military

Complete this section if you served in the U.S. Armed Forces	Branch of Service
Describe your duties and any special training	Period of Active Duty (Month & Year)
	From _____ To _____
	Rank at Discharge _____
	Date of Final Discharge _____

Employment History Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

1.	Company Name	Telephone () -
	Address	Employed (Start Month and Year)
	Name of Supervisor	From _____ To _____
	Start Job Title and Describe Your Work	Hourly Rate Start _____ Last _____
		Reason for Leaving
2.	Company Name	Telephone () -
	Address	Employed (Start Month and Year)
	Name of Supervisor	From _____ To _____
	Start Job Title and Describe Your Work	Hourly Rate Start _____ Last _____
		Reason for Leaving
3.	Company Name	Telephone () -
	Address	Employed (Start Month and Year)
	Name of Supervisor	From _____ To _____
	Start Job Title and Describe Your Work	Hourly Rate Start _____ Last _____
		Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	Do not contact
	Employer Number(s) _____
	Reason _____

References: Give below the names of three persons not related to you, whom you have known at least one year.

Name	Address	Business	Years Acquainted
1.			
2.			
3.			

Portfolio

Unit C.7: Interview Preparation Checklist

Lined up an interview? Congratulations! Go through this checklist to help prepare. Check off each task as you complete it to prepare for a rock-star interview!



Step 1. Initial screening

All my public profiles online (for example: Facebook profile) are appropriate and professional

My voicemail and ringtones are professional (for example: no cursing) and clear



Step 2. Scheduling the Interview

I have a date and time for the interview that fits with my schedule



Step 3. Interview Preparation- The Basics

I have done research about the company does and what working there will be like

I know the location of the interview and how to get there on time

I know what I will wear to the interview

I have all the work documents that the employer may need

I have updated my resume and references and made extra copies to bring to the interview



Step 4. Interview Preparation- The Real Deal

I reviewed the job description for the position and thought about my strengths and skills that match with the position

I prepared an introductory speech to discuss my strengths and skills

I thought of potential questions the employer might ask and prepared answers

I have questions to ask the employer to make sure that this job will be a good match

I practiced my interview skills with someone I trust and received feedback on my strengths and areas where I could improve

Portfolio
D.2: Create a Budget

Your Monthly Income	
Income	
Money from family/friends	
Other:	
Total Monthly Income	

Monthly Fixed Expenses	Your Monthly Fixed Expenses
Rent	
Utilities	
Phone service	
Groceries (necessities)	
Transportation	
Clothing (necessities)	
Loan payment	
Credit card payment	
Other:	
Other:	
Total Monthly Fixed Expenses	

Monthly Flexible Expenses	Your Monthly Flexible Expenses
Eating out	
Groceries (beyond necessities)	
Clothing (beyond necessities)	
Entertainment	
Video Games	
Other:	
Other:	
Other:	
Total Monthly Flexible Expenses	

Portfolio D.2: Create a Budget

	Your Monthly Expenses (Fixed and Flexible)
Total Monthly Expenses (Fixed and Flexible)	

Your Budget Total
Total Monthly Income <div style="text-align: center;">-</div>
Total Monthly Expenses
Total

Portfolio D.4: Sample W-4

Form W-4 (2015)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2015 expires February 16, 2016. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2015. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	
B	Enter "1" if: { <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	B	
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	
F	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit	F	
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$65,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children. • If your total income will be between \$65,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child 	G	
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶	H	

For accuracy, complete all worksheets that apply. {

- If you plan to **itemize or claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you are **single and have more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

<p>Form W-4 Department of the Treasury Internal Revenue Service</p>	<p>Employee's Withholding Allowance Certificate</p> <p>▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	<p>OMB No. 1545-0074 2015</p>
<p>1 Your first name and middle initial Last name</p>		2 Your social security number
<p>Home address (number and street or rural route)</p>		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <i>Note.</i> If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
<p>City or town, state, and ZIP code</p>		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5
6 Additional amount, if any, you want withheld from each paycheck		6 \$
<p>7 I claim exemption from withholding for 2015, and I certify that I meet both of the following conditions for exemption.</p> <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. <p>If you meet both conditions, write "Exempt" here ▶ 7</p>		
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2.

Cat. No. 10220Q

Form **W-4** (2015)

Portfolio
Unit E.1: Potential Challenges at Work

Here is a list of things that are typically expected at work. Are any of these a challenge for you as you think about starting a new job or in your current job? Place a check in the column labeled “Yes” if you think it might be or is currently a challenge. Place a check in the column labeled “No” if you think it will not be or is not currently a challenge for you.

	<u>Yes</u> A Challenge	<u>No</u> Not a Challenge
Job routines		
Get to work on time		
Work the entire number of required hours		
Manage with the breaks that are offered during the day		
Attend treatment or medical appointments without taking time off		
Get transportation to work		
Other (specify: _____)		
Job tasks		
Concentrate on your assigned tasks		
Keep assignments organized		
Remember things		
Follow instructions		
Learn multiple tasks quickly		
Ask questions when you do not understand the task		
Get work done on time		
Learn new tasks easily		
Decide what to do first		
Other (specify: _____)		
Environmental issues		
Work in a noisy work environment		
Work in a crowded office		
Feel comfortable with the amount of private time you have in your		

	<u>Yes</u> A Challenge	<u>No</u> Not a Challenge
work space		
Manage the physical demands (e.g., lifting, carrying)		
Find where you need and/or want to go within a place of work to complete job responsibilities		
Have no set place to work		
Meet physical demands of the job		
Other (specify: _____)		
Job relationships		
Obtain feedback from your supervisor/employer about how you are doing		
Communicate effectively with supervisor/employer		
Obtain the information you need from your supervisor/ employer to do your job		
Obtain the information you need from your co-workers to do your job		
Work together with co-workers on completing tasks		
Meet a co-worker for lunch (e.g., socializing, etc.)		
Take a break with co-workers		
Other (specify: _____)		

Are there any things you are worried about when you think about starting work or when you are going to work each day?

Talk to your employment specialist about potential challenges you may face at work. Remember, requesting an accommodation at work is your choice. But if getting accommodations will help you become a better worker, discuss how you could approach your employer or potential employer to get the assistance you need.

Portfolio
Unit F.1: Revised Career-Ed Plan

Your Career Entry Point

Your Long Term Career and Educational Goal

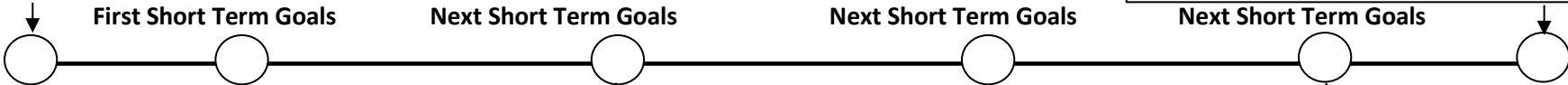
Skills:

Education/Training:

Work-Related Experience:

Dream Job:

Educational Achievement:



I will...

My education/training:

My work:

My life:

I will...

My education/training:

My work:

My life:

I will...

My education/training:

My work:

My life:

I will...

My education/training:

My work:

My life: