



Connecting Learning in the Community

## CAREER PREPARATION GRADES 9-12

# TIPS CAREER READINESS COURSE

## High School Career Development

TIPS offers students an opportunity to identify, build and practice career readiness skills to prepare them for their first work experiences and life after high school.

### 14 Adaptable Lesson Plans

- Goals & Expectations
- Emerging Fields
- Ideal Job
- Job Searching
- Resume Writing
- Cover Letters
- Interviewing Part 1
- Interviewing Part 2
- Innovation
- Work Environments
- Workplace Safety
- Digital Citizenship
- Internship Preparation
- Reflection

### Learn More & Access TIPS

Visit this page to learn more about the program and to fill out a brief request form to access the course materials for your high school at no cost:

[careersclic.org/tips/](https://careersclic.org/tips/)



“I believe that a lot more students have an idea of what they want to do when they get older or have started doing more research due to this program.”

- Participating Educator

### Standards Alignment

TIPS materials are aligned with:

- New Hampshire Work Study Practices
- Vermont Education Quality Standards Transferable Skills
- Partnership for 21st Century Skills 4Cs



“My internship really opened my eyes to what I want to do and how I can get there.”

- Participating Student



**Careers CLiC**

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