YOUR JOURNEY

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When someone asks you, 'where do you want to work in the future?', what is the first thing that you think about? Figuring it out and choosing your pathway is a part of the adventure.

It's ok if you don't figure it out right away. You've got tons of time!

HERE ARE SOME THINGS THAT CAN HELP:

- **Take baby steps** — plan out a year - rather than 10. This will help you focus more on what you enjoy and are passionate about - rather than the end game.
- **Try new things** — you may discover new passion that gives you a direction to focus on.
- **Talk with people** — Speaking with people who have gone down similar paths will help you learn from their experiences!

Remember: the plan can be flexible! Life likes to throw curveballs at you. If you discover a new passion, it's okay to change paths and follow it at any age!

It's okay to not have a plan - you're not always going to know what life has in store for you. It's okay to figure it out as you go!



COMPLETING HIGH SCHOOL IS THE FIRST STEP IN EVERYONE'S JOURNEY!

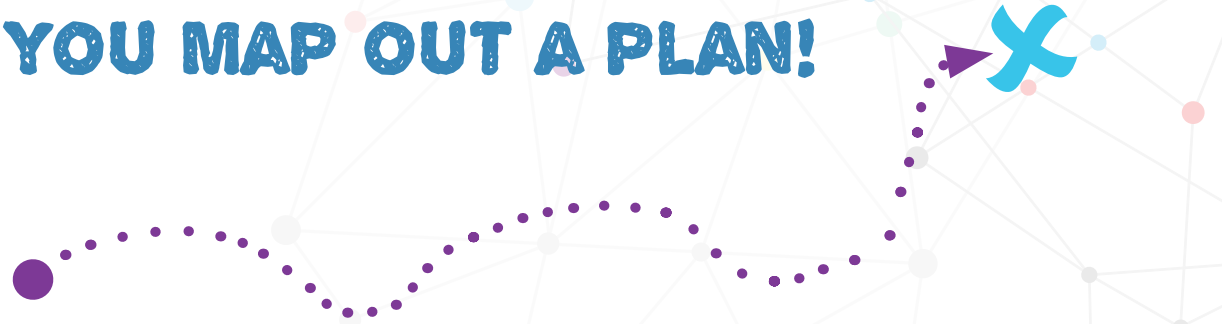
Options and Opportunities (O2 program) is a program offered to high school students that helps you prepare for a successful transition from high school to post-secondary education, giving you direction and support, and encouraging you to commit to a new approach in learning.

- For more info, speak with your guidance counsellor, or go to **www.ednet.ns.ca/cbl/options-and-opportunities**.

Co-Operative Education can help you explore work experience while earning high school credits. Co-Op education allows you to see what a variety of careers are like, and to develop your skills, all while meeting your requirements to graduate high school.

- Speak with your guidance counsellor for more information, or go to **www.ednet.ns.ca/cbl/co-operative-education**.

WHEN IT COMES TO YOUR ACADEMIC JOURNEY, YOUR GUIDANCE COUNSELLOR SHOULD BE ABLE TO HELP YOU MAP OUT A PLAN!



Trades & Technology

Jobs in trades and technology are growing and are full of success! There are many opportunities out there!

Skilled Trades courses are provided in most high schools. You are provided with the opportunity to explore professional working techniques, understand how things work, and .have a change to work with new technologies. For more information, chat with your guidance counsellor or go to **ednet.ns.ca/cbl/skilled-trades**.

Techsploration is dedicated to empowering young women across Canada with opportunities to explore careers in sciences, trades, and technology. **Techsploration.ca**

Women Unlimited focuses on providing women with the opportunity to explore careers in trades and technology. They allow you to engage in hands-on activities, math upgrading, and job shadowing! **Womenunlimitedns.ca**



Nova Scotia Apprenticeship Agency offers youth programs that allow you to learn by doing. They can help you find opportunities to grow your skills and learn on the job to give you an excellent jumpstart to your career! **Nsapprenticeship.ca**

Some people take a gap year. A gap year usually happens between high school and post-secondary education. During gap years, people travel, work, or volunteer before continuing their education. This gives them a chance to try out

different opportunities and explore their hobbies and interests on a broader scale.



Be sure to research what universities and colleges have to offer you. You'll want to know course requirements, deadlines for applications, fees, length of the program, tuition, and any financial assistance that might be available.

Reach out to the post-secondary institution that you are interested in! They will be able to answer any questions that you have!

NOVA SCOTIA COLLEGES:

- Nova Scotia Community College (NSCC) - **www.nscc.ca**
- A list of private colleges in Nova Scotia - **https://pcc.ednet.ns.ca/colleges**

NOVA SCOTIA UNIVERSITIES:

- Acadia University - **www.acadiau.ca**
- Atlantic School of Theology - **www.astheology.ns.ca**
- Cape Breton University - **www.cbu.ca**
- Dalhousie University - **www.dal.ca**
- Mount Saint Vincent University - **www.msvu.ca**
- Nova Scotia Agricultural College - **www.dal.ca/agriculture**
- Nova Scotia College of Art and Design University - **www.nscad.ca**
- Saint Mary's University - **www.smu.ca**
- St. Francis Xavier University - **www.stfx.ca**
- University of King's College - **www.ukings.ca**
- Université Sainte-Anne - **www.usainteanne.ca**

MyNSFuture.ca can help you explore post-secondary options in Nova Scotia.

Funding

There are tons of options available to fund your post-secondary journey! Scholarships, grants, bursaries and student loans can all help you cover the costs. Your guidance counsellors can help you navigate your options!

Don't let a student loan stand in the way of your post-secondary education. Learn about student loans, how repayment will work, and the expectations around student loans.

For more information on student loans and your funding options, check out:

- Nova Scotia Student Assistance - **studentloans.ednet.ns.ca**
- Canada Student Loan - **canlearn.ca**
- Post-secondary Disability Services - **psds.ednet.ns.ca**
- Scholarships Canada - **scholarshipscanada.com**

You can find more info and videos at legalinfo.org/g4g or women.novascotia.ca/g4g.



What do you want to do?

What are you passionate about?

What is your favourite subject in school?

What are your skills?

Do you want to be a part of a team?

Do you want to travel the world?

Do you want to go to university or college?

There is also more information on these websites:

- Government of Canada's Services for Youth - **www.youth.gc.ca**
- Government of Canada Career Planning - **www.jobbank.gc.ca/career-planning**
- Explore Careers Nova Scotia - **https://explorecareers.novascotia.ca**

Volunteering

Volunteering lets you learn and practice new skills that will open new doors for you! Volunteering can boost your self-esteem, confidence, and sense of worth as you will play a part in making your community a better place!

Whatever you are passionate about, and whatever your skills are, there is always something to get involved in. There are always opportunities for volunteers like you!

Volunteering for organizations that help those in need can make a difference for everyone. When you positively impact someone else's life, it can make a positive impact on your own.

Duke of Edinburgh's Award

The Duke of Edinburgh's award empowers young people, ages 14-25, to make a difference in their own lives, and the lives of others. By exploring their potential, taking on new challenges, giving back to their communities, and achieving success, the Duke of Edinburgh Award celebrates youths' ambition. It provides the opportunity to set goals and achieve results in fun and challenging ways.

For more information, check out www.dukeofed.org.

THE NS YOUTH VOLUNTEER AWARD

Nova Scotia recognizes the importance of volunteering to the success of citizens and the province's success. That is why Nova Scotia celebrates and recognizes youth volunteers with the Nova Scotia Youth Volunteer Award. For more information, check out: **https://novascotia.ca/nonprofitsector/provincialvolunteerawards/**

Most counties and municipalities have volunteer awards. Know someone who should be nominated?

GOOGLE **"Nova Scotia Volunteer Awards"** OR **<*The name of your town/county*> Volunteer Awards**.

ENTREPRENEURSHIP

Do you have an idea for a product or a service? Do you want to start your own business?

Starting your business can be lots of work. But there are also a lot of resources and experts available to help you navigate your journey!

For more information about starting your business, check out these websites:

- Centre for Entrepreneurship Education and Development - **www.ceed.ca**
- Centre for Women in Business - **www.centreforwomeninbusiness.ca**
- Black Business Initiative - **www.bbi.ca**
- Junior Achievement Nova Scotia - **www.janovascotia.ca**

Be prepared

It's always a good idea to have a cover letter and a resume prepped!

A cover letter is a formal, one-page letter sent with a resume. It explains why you are looking for a job or why you are interested in the position you are applying for.

Resumes lay out your contact information, experience, and references for your future employer. It should be brief, easy to read/scan, and kept to one page long if possible.

SAMPLE COVER LETTER

November 22, 2021

Awesome Job
4321 Bayers Rd
Halifax, NS
B8K 1O0

Good Day,

My name is Lisa MacKenzie, and I am a high school student. I saw your posting for the customer service position at Awesome Job, and I wish to submit my resume to apply. I am confident that I have the right skills, and would be a perfect compliment to your team.

In addition to the standard high school courses, I am also taking a Skilled Trades Course as well as a Business and Entrepreneurship course. I have served as a Junior Leader to my local Sparks groups through Guide Guides Nova Scotia, and I also babysit my neighbours children.

These experiences have taught me to be organized, patient, and friendly. I am also skilled at finances, making a budget, using computers and technology, and staying on task.

Attached you will find my resume, with provides further details about my involvement. I am looking forward to having a conversation with you about the position and what I can bring to the team.

Sincerely yours,

Lisa MacKenzie

Resume essentials:

- **Objective:** Why are you looking for a job?

- **Work Experience:** Extra-curricular activities, babysitting, odd jobs, and volunteer work can be listed here.

- **Education:** What grade are you in? When are you expecting to graduate? Do you have any certifications - like First Aid or babysitting/lifeguard training?

- **References:** These are people that will be able to back up your skills and qualifications. Always have at least 3 references ready to include with your resume.

Check out **women.novascotia.ca/g4g** or **legalinfo.org/g4g** for info on resumes, and more!

SAMPLE RESUME

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Lisa MacKenzie

High-School Student

1234 Main St, Halifax (902)999-1234
Lisa.MacKenzie@email.ca

OBJECTIVE

Reliable, organized, and mature high school student looking for a position, to explore new challenges and gain new experiences.

EXPERIENCE

Baby sitter — 2020- Present
Babysat neighbours children, ages 6 and 8. Cooked meals, provided entertainment, and supervised homework sessions.

Girl Guides - Junior Leader - 2018-Present
Helped organize weekly meetings. Assisted with the organizing of overnights and camping trips. Assisted with the supervision of a group of 10-20 young children.

Neighbourhood Clean Up - Annually for 5 years - August
Help my neighbourhood organization coordinate and organize the annual clean up. This involves organizing a BBQ, activities for the children, cleaning supplies, and promotion.

EDUCATION

- Citadel High School - Graduating 2022
- Red Cross Lifeguard Training - 2020
- Red Cross First Aid - 2019
- Red Cross Babysitting Course – 2019

SKILLS

- Computers
- Email
- Microsoft Office
- G-Suite
- Internet Research
- Friendly
- Mathematics
- Typing
- Organized
- Committed

Job interviews

You may be picked for an interview after you have applied for a job. Interviews allow the employer to get to know you and determine whether you will fit into their team.



DURING AN INTERVIEW, THE EMPLOYER CANNOT ASK YOU ABOUT YOUR ETHNIC BACKGROUND, DISABILITIES, RELIGION, GENDER, AND PERSONAL BELIEFS.

If you feel you have experienced this, you can call the Nova Scotia Human Rights Commission at 1-877-269-7699 or speak with a Legal Counsellor at legalinfo.org.

TIPS TO PREPARE FOR YOUR INTERVIEW:

- Do your homework - get familiar with the job and the company.
- Turn negatives into positives - this shows your ability to problem-solve and resiliency against challenges.
- Focus on your skills and experiences - not how much money you want to earn.
- Remember your manners - be clean, dress appropriately, and be on time! Don't forget the follow-up thank-you note or email after your interview.

Money Matters

Money is a part of life, and here are some tips on how to handle it well:

- ***Get informed and plan your goals!***
- ***Make a budget! Use it as a tool to learn how to spend and save your money.***
- ***Get informed about loans, credit cards, and debt!***
- ***Know how to use your bank's app! Many banks have tools that will allow you to monitor your spending and track your budget!***

Want to learn how to make a budget? Go to women.novascotia.ca/g4g or legalinfo.org/g4g for more information and videos!

- Legal Info Society Youth Financial Help App: **legalinfo.org/apps/youth-app-under-25-financial-help**
- About your Money Students: Canadian Bankers Association: **cba.ca/about-your-money-students**
- Managing your money: **fcac-acfc.gc.ca**
- Legal Info Society Investor Rights and Protection Guide: **legalinfo.org/guides/investor-rights-and-protection-guide**



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