

# JANUARY

## INDIVIDUAL CAREER ACADEMIC PLAN ACTIVITY TOOLKIT



Graduating high school can be difficult – taking the next step can be even tougher. After high school, many young Oklahomans find themselves without a job or plan to pursue a credential, certification or college degree. The Workforce Innovation Opportunity Act signed into law July 22, 2014 defines this group as Out of School Youth (also known as “Opportunity Youth”) – 16-24-year-olds not in school and with one or more barriers to employment (homelessness, parental responsibilities, disabilities or juvenile or criminal records).

**According to the Oklahoma Employment Security Commission, youth 16 to 19 years of age have an unemployment rate of 11.5%, while the state unemployment rate for all ages is 3.2%.**

*Employment rate for the time frame of August 2018 to July 2019: Statewide, not seasonally adjusted.*

**Offering community-wide career development events to your students can increase the likelihood that your students will have postsecondary success.**



OKLAHOMA STATE DEPARTMENT OF  
**EDUCATION**  
— CHAMPION EXCELLENCE —

## PRACTICE MAKES PERFECT!

Resume writing is an important skill for all students. Use this month to begin teaching your students the basics of creating a resume hiring managers will notice.

## DID YOU KNOW

**Oklahoma offers two free online tools that offer a resume writing tool for students?**

## SUPPORT YOUR STUDENTS

Use [OKCollegeStart](#) or [OKCareerGuide](#) to encourage your students to begin creating a resume based on their career interests and passions.

## CONNECT WITH FAMILIES

While some students can recall easily where their parents work, most students are not familiar with the details of their parents' profession or the training they needed to get there. Encourage your families to share their resumes and job search experiences with their own kids.

## ENGAGE POTENTIAL PARTNERS

Do you have a local bank branch manager, financial manager or human resource professional who can speak to students about resume writing tips? Use this [Sample Business/Community Engagement Letter](#) to reach out to community members to share the tips and secrets for landing the perfect job. If it's difficult for you to find someone to visit your school, consider a virtual meeting via Skype, Zoho or a similar platform.

## CELEBRATE YOUR STUDENTS!

Share how we're working to prepare Oklahoma kids for the future by using these hashtags: #DreamBiggerOK, #OKDreamBuilders, #OKICAP and #OklaEd.

Spread the news on Facebook at [Oklahoma College and Career Readiness](#) or [Oklahoma State Department of Education](#) and on Twitter at [@oksde](#).

