

Seniors

Information and Resources from BHS
Counselors for the Apprenticeship/Workforce
Pathway

[Student Services](#)

****New**** Announcements for upcoming events

Graduation Requirements

- English - 4 credits - Required English 9, English 10, English Lit. & Comp/CIS Intro to Lit, 1.0 choice credits
- Math - 3 credits - Required to pass Geometry and Algebra 2
- Social Studies - 3.5 credits - Required Am. Gov't, Am. History, World History and Econ
- Science - 3 credits - Required Phys. Science, Biology and Physics or Chemistry
- Phy. Ed. - 1.5 credits
- Health - .5 credits
- The Arts - 1 credit
- Choice credits - 12.5 credits
- Total - 28 Credits Required to Graduate

What is an Apprenticeship?

- On the job training with related technical instruction. There is a written contract between the apprentice and the employer, approved by and registered with the state of Minnesota that specifies the length of the training, school hours, an outline of the skills to be learned and the wages .the apprentice will receive.
- Benefits include: paid training, high employment outlook, benefits, no college debt

Apprenticeable Fields

- Agriculture
- Automotive
- Business and Finance
- Construction
- Education
- Health Care
- Information Technology
- Manufacturing
- Transportation

Apprenticeship Resources

- [Apprenticeship.gov](https://www.apprenticeship.gov)
- [U.S. Department of Labor](https://www.dol.gov)
- [MN Department of Labor & Industry](https://www.dli.state.mn.us)

Workforce

- ◉ [Best Career Advice for High School Grads-](#)
Indeed
- ◉ [Getting Ready to Join the Workforce-](#) Forbes
- ◉ [My Future- Careers](#)
- ◉ Job Search Sites:
 - > [Indeed](#)
 - > [Career Force MN](#)
 - > [ZipRecruiter](#)
 - > [LinkedIn](#)

What to Include on your Resume- Experience

Professional (paid work)

- ★ Experience-Professional
Name: Job Title
- ★ Employer Name:
Company
- ★ City, State
- ★ Start Date, End Date (or
To Present)

Volunteer (unpaid work)

- ★ Experience-Volunteer
Name: Job Title
- ★ Organization Name
- ★ City, State
- ★ Start Date, End Date (or
To Present)
- ★ Number of Hours

What to Include on your Resume- Qualifications

Summarize your most important work achievements, skills, and experience at the start of your resume. Show potential employers you have what it takes to succeed!

Check [this link](#) for some examples of different types of purpose statements.

What to Include on your Resume- Skills

This portion of your resume will list specific skills you have, including ability to speak another language, any specialized equipment you are proficient in, computer software you know how to use, etc.

Provide the Skill Name and a summary of your proficiency.

For Example:

Skill Name: Google Suite

Skill Summary: Experience using Google Mail, Documents, Slides, Sheets, Forms, etc.; experience with conditional formatting of Sheets, animating slides for presentations, and scheduled sending email correspondence.

What to Include on your Resume- Activities

This area is where you will list your extracurricular activities, co-curricular activities, and activities you are involved in outside of school.

If you play four different sports, list each separately; however, in the summary for each, you can include the specific leagues you participated in.

For example:

Activity Name: Volleyball

Summary: Buffalo High School volleyball team (2020-2022), MN Juniors Volleyball (2020), MN Select (2021-2022)

What to Include on your Resume- Education

You can put in Buffalo High School, along with your anticipated graduation date.

Include information about positions held, awards, honors, athletics, and relevant courses in the additional information portion.

If you've been accepted into a trade school or college you can add that as well, along with the degree you're pursuing and your anticipated graduation date.

Resume Resources

[How to Write a Resume \(Video\)](#)

[Writing a High School Resume](#)

[Anatomy of a High School Resume](#)

[Tips for High School Students](#)

Letters of Recommendation

- If you need a letter of recommendation from a teacher, complete the [Recommendation Request Form](#) or pick one up in the Counseling Office.
- Schools/employers prefer to receive letters from teachers of core subjects: Math, Science, Social Studies, English, and World Language.
- Do not ask more than 2 teachers.
- You should give teachers at least 2 weeks notice!
- Attach a stamped, addressed envelope to your Request for Recommendation form with a clear deadline and specific reason for the letter listed.
- Check back with the teacher prior to the deadline to remind them of the need for it to be sent.

Sending BHS transcripts

- BHS utilizes an electronic transcript service called Parchment
- Create an account at www.parchment.com
 - > Do not create a second account if one already exists (CIS College & Career Prep)
- Make sure you link your account to Buffalo High School
- Create an order to send your transcripts
 - > If you need to prove graduation, you should order a copy to provide your employer
- Your transcript should be sent within 48 hours