

Career Readiness Activities Pack

10 Counselor-Ready Activities (Printable + Editable)

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What's inside: 10 activity one-pagers • student worksheets • reflection sheets • quick rubric • simple weekly program plan

Best for	Advisory • CTE • Career readiness classes • Counselor small groups
Time	Most activities fit in 10–20 minutes (mock interview stations: 30–60 minutes)
Skills built	Self-awareness • pathway awareness • work-ready behaviors • application skills
Output	Students leave with a next-step goal + evidence of growth

Simple framework (use this to explain “career readiness”)

Career readiness usually includes: **self-awareness** (strengths/skills), **pathway awareness** (career options + routes), **work-ready behaviors** (communication, teamwork, reliability), and **application skills** (resume/brag sheet, interviews, professional email).

How to run this as a weekly program (easy mode)

Week	Focus
Week 1	Strengths + career cluster quick match
Week 2	Job description decoding + skills evidence
Week 3	Resume / brag sheet sprint
Week 4	Mock interviews + reflection tracker



Tip: Repeat the 4-week cycle with new careers/questions so students build repetition and confidence.

Activity 1: Career Cluster Quick Match

Time: 10–15minutes • Best for: Advisory / Class / Smallgroup



Goal: Students connect interests + strengths to possible career clusters (and explain why).



Setup: Students need a pen/pencil. *Optional: show a list of career clusters on the board.*

Student worksheet (write your answers)

Steps

1. Write 3 interests and 3 strengths.
2. Pick 2 career clusters that match.
3. Write 1 sentence explaining why each cluster fits.

My 3 interests	
My 3 strengths	
Career cluster #1 + why	
Career cluster #2 + why	

Activity 2: Skills Inventory + Evidence

Time: 15 minutes • Best for: Advisory / Class / Small group



Goal: Students identify employability skills and provide evidence they can use in interviews.



Setup: Choose 5 employability skills (e.g., teamwork, communication, reliability, problem-solving, initiative).

- Steps**
1. List 5 employability skills.
 2. For each skill, write one real example: 'I showed this when...!'
 3. Circle the strongest example you could share in an interview.

Student worksheet (write your answers)

Skill #1 + evidence	
Skill #2 + evidence	
Skill #3 + evidence	
Skill #4 + evidence	
Skill #5 + evidence	

Activity 3: Postsecondary Pathways Comparison

Time: 15–20 minutes • Best for: Advisory / Class / Small group



Goal: Students compare multiple routes after high school for a chosen career.



Setup: Pick one career (student choice). Consider 3 routes: apprenticeship, community college, 4-year, military, certifications.

- Steps**
1. Choose one career you're exploring.
 2. Compare 3 pathways and note one pro and one challenge for each.
 3. Pick the pathway you'd explore first and explain why.

Student worksheet (write your answers)

Career I'm exploring	
Pathway 1 (pro/challenge)	
Pathway 2 (pro/challenge)	
Pathway 3 (pro/challenge)	
My best-fit pathway + why	

Activity 4: Resume / Brag Sheet Sprint

Time: 20–30minutes • Best for: Advisory / Class / Small group



Goal: Students create a brag sheet they can turn into a resume and use in interviews.



Setup: Students write bullet points; remind them: school + home responsibilities count.

- Steps**
1. List 5 achievements, responsibilities, or activities.
 2. For each, write what you did and what changed (result).
 3. Pick 2 items to turn into STAR stories later.

Student worksheet (write your answers)

Top 5 achievements / responsibilities	
One result I'm proud of	
Two items to turn into STAR stories	

Activity 5: Mock Interview Stations (Mini)

Time: 30–60minutes • Best for: Advisory / Class / Small group



Goal: Students complete a timed mock interview rotation and receive fast, consistent feedback.



Setup: Use 10 min interview + 2 min feedback. Interviewers choose 2 questions from a standard bank.

- Steps**
1. Pair students or set up stations with adults.
 2. Use a visible timer and keep everyone on the same schedule.
 3. Give 1 strength + 1 next step using a simple rubric.

Student worksheet (write your answers)

My interview strength	
My next step for next time	
One STAR story I used	

Activity 6: Professional Email + Follow-up

Time: 10–15minutes • Best for: Advisory / Class / Small group



Goal: Students practise writing a professional email and a short thank-you follow-up.



Setup: Show a short example on the board if helpful.

- Steps**
1. Write an email requesting an opportunity (internship/job shadow/help).
 2. Write a 2–3 sentence thank-you follow-up after an interview.
 3. Check: clear subject line, greeting, full sentences, polite closing.

Student worksheet (write your answers)

Email subject line	
Email request draft	
Thank-you follow-up draft	

Activity 7: Job Description Decoding

Time: 15 minutes • Best for: Advisory / Class / Small group



Goal: Students learn how to translate job requirements into what to say in an interview.



Setup: Provide a simple job description (real or sample).

- Steps**
1. Underline responsibilities and circle skills.
 2. For 3 items, write: 'I can show this because...' with a real example.
 3. Choose the strongest example to share.

Student worksheet (write your answers)

3 responsibilities /skills	
How I can show it (example 1)	
How I can show it (example 2)	
How I can show it (example 3)	

Activity 8: Workplace Scenarios Role Play

Time: 15–25 minutes • Best for: Advisory / Class / Small group



Goal: Students practise responses to common workplace situations (communication + professionalism).



Setup: Choose 1–2 scenarios to role play in pairs.

- Steps**
1. Pick one scenario (late to shift, conflict, feedback, asking for help).
 2. Role play a strong response (calm, clear, respectful).
 3. Write one sentence you'll use next time.

Student worksheet (write your answers)

Scenario I practised	
What I said that worked	
One sentence I'll use next time	

Activity 9: Goal Setting + Action Plan

Time: 10–15minutes • Best for: Advisory / Class / Small group



Goal: Students choose one skill to improve and build a simple 2-week plan.



Setup: Encourage micro-actions (10 minutes/week).

- Steps**
1. Choose one skill to improve (example: speaking clearly).
 2. Set a 2-week plan with one action per week.
 3. Decide how you'll know you improved.

Student worksheet (write your answers)

Skill I'm improving	
Week 1 action	
Week 2 action	
How I'll measure improvement	

Activity 10: Reflection + Growth Tracker

Time: 5–10 minutes • Best for: Advisory / Class / Small group



Goal: Students track what they practised, what improved, and their next step.



Setup: Use monthly or after major activities (resume / interview).

- Steps**
1. Write what you practised this week.
 2. Write one improvement you noticed.
 3. Write your next step.

Student worksheet (write your answers)

What I practised	
What improved	
My next step	

Quick Rubric + Reflection (Reusable)

Use this on any career readiness activity that includes speaking / presenting / interviewing.

Category	Needs Work	Developing	Strong	Excellent
Structure (clear answer)				
Specificity (real details)				
Delivery (clarity/ confidence)				

One thing I did well:	
One thing I will improve next time:	
My next step:	