



CAREER DEVELOPMENT with “XELLO” - GRADES 7- 12

During the year, each Chippewa Valley secondary student participates in “XELLO”, a comprehensive, web-based, career development program. Our district counselors have identified the activities that are appropriate by grade level, and have created an instruction sheet which both guides students and summarizes the Chippewa Valley Schools XELLO / Career Development Program. Students will spend one or two class periods, and possibly some additional time at home, engaged in their XELLO activities:

- **Creating Your Own EDP** – Each student creates a web based “Educational Development Plan” which ultimately includes the following components.
- **The Matchmaker Interest Inventory and Skills Assessment** - Students complete the interest inventory and do a skills assessment which creates a list of related careers. Results are saved in the student’s personal EDP.
- **Careers That Interest Me** - Students explore occupations of interest accessing current information.
- **School That Interest Me** - Students explore Colleges, Vocational schools, and Scholarships.
- **High School Educational Plan** - Students develop a 4-Year Plan to make the most of the opportunities available at Chippewa Valley High School or Dakota High School.
- **Abilities, Activities, and Work Experience** – Students develop a personal portfolio.
- **Resume Writing, Informational Interviewing, and Job Shadowing** - Students can continue their career development through these activities; with links to explanations and directions appear on the following pages.

Resume Tips

Informational Interviewing

Cover Letter Tips

Interviewing Tips

Job Shadowing

Parents, when your son or daughter comes home with their XELLO activities, you might ask them to explain to you what your student has learned. It is easy to sign-on to the program:

[This link will take you to the XELLO directions, the software package for Chippewa Valley’s Career Development Program](https://www.chippewavalleyschools.org/academics/student-links/), found on the district’s website:

<https://www.chippewavalleyschools.org/academics/student-links/>

Click on “Student Links” and scroll to the bottom of the page for the student’s XELLO logon link and XELLO Directions.

You may then follow the links to engage in the activities listed above. Students working in XELLO will have their results saved electronically to their own XELLO EDP (Educational Development Plan) files. This allows easy review, updating, and extension of their career development work.