



A 10-GOAL CAREER PATHWAYS GUIDE

Career Playbook

Powered by Jebbee

Find your passion.
Find your path.

THIS PLAYBOOK BELONGS TO

Your name



Add your School
logo

or browse files



Welcome to your playbook

You've got big dreams — this playbook helps you chase them. Across **10 goals** you'll discover careers that fit you, build a resume that stands out, meet real professionals, and line up real-world experience.

The first six are required — they're what your EDP tracks. The last four are optional, and they're where things get real. Each goal is just a few short steps. Do them in order, write your answers in the lines, and check off each step as you go. No pressure — just progress.

Let's find your path.



Check it off

Tap the box when a step is done. Your progress saves on this device.



Write it here

Type in the lines as you work. Your notes save automatically — or print it and write by hand.



Follow along

Phone frames show where each tool lives in the app. Use them as a guide.

Your 10 goals a quick map of where you're headed

REQUIRED FOR YOUR EDP

Goals 1–6



GOAL 1

Get Started

Sign in and set up your profile.



GOAL 2

CareerMatch™

Find careers that fit — and review your personality profile.



GOAL 3

Skills

Map your hard skills, grow your durable ones.

**GOAL 4****Build Your Resume**

A complete profile becomes a standout resume.

**GOAL 5****Create Your Goals**

Personal, career, and educational — short and long term.

**GOAL 6****SchoolMatch™**

Find the schools and programs that fit your goals.

OPTIONAL — KEEP GOING

Goals 7–10

**GOAL 7****Connect**

Find companies and people in your fields.

**GOAL 8****CareerDay™ Videos**

Finish, edit, and share your interview videos.

**GOAL 9****Network**

Turn names into real connections.

**GOAL 10****Get Experience**

Land internships, jobs, and real skills.

GOAL 1 REQUIRED · EDP

Get Started

Get into Jebbee and set your profile up so it's ready to work for you.

1 Sign in to Jebbee

☐ Done

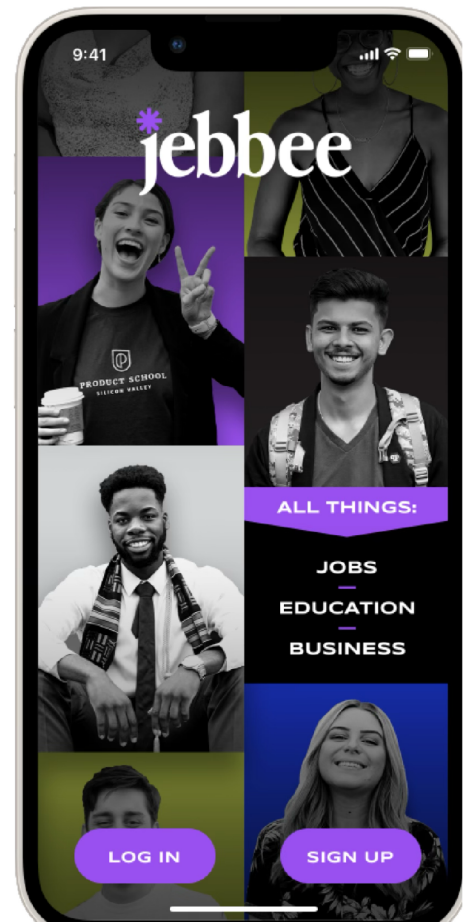
Open Jebbee in your browser at **jebbee.com**, or grab the app. Sign up with a personal email and a password you'll remember.

That's it. You're in. Let's set things up.

GET THE APP



New here? Search “**Jebbee**” in your app store. The app is recommended for the best experience — but you can use the app, the web, or both with the same login.



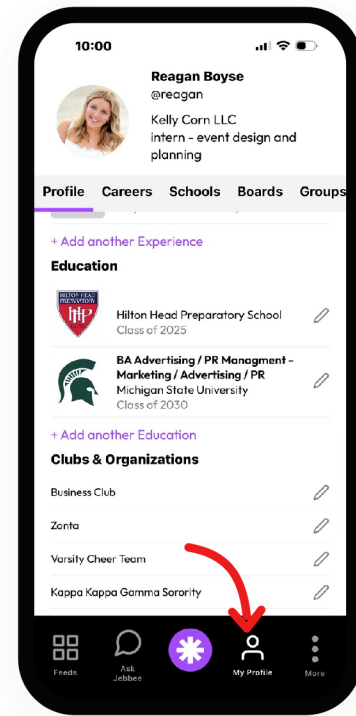
2

Set up your basic profile

☐ Done

HOW TO

Click the **profile icon** in the navigation at the bottom of your app, and click Profile icon. Add your name, a photo, and a line about what you're into. Keep it quick for now — you'll go deeper in Goal 4 when you build your resume.



Tap **My Profile** in the bottom nav

GOAL 2

REQUIRED · EDP

CareerMatch™

Combines your skills, interests, and personality profile to match you with career inspiration that fits you.



1

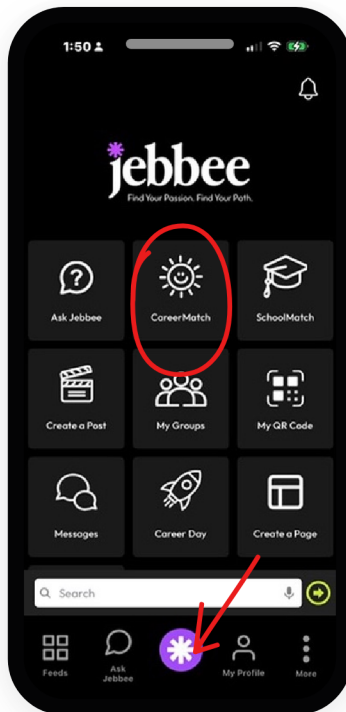
Take CareerMatch™

☐ Done

CareerMatch™

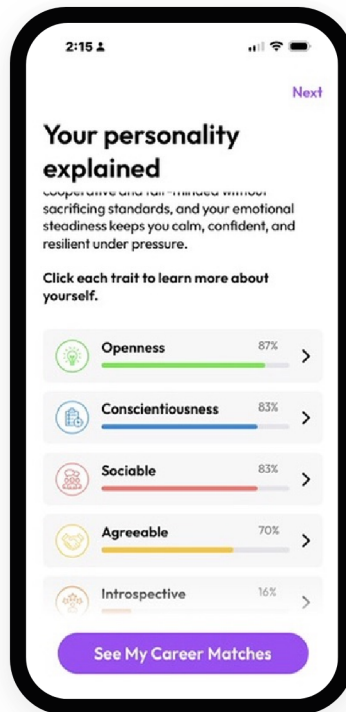
Answer a few quick questions and CareerMatch™ combines your skills, interests, and personality profile to match you with career inspiration that fits you. When it's done, open your profile and tap the **Careers** tab to see your matches.

STEP 1



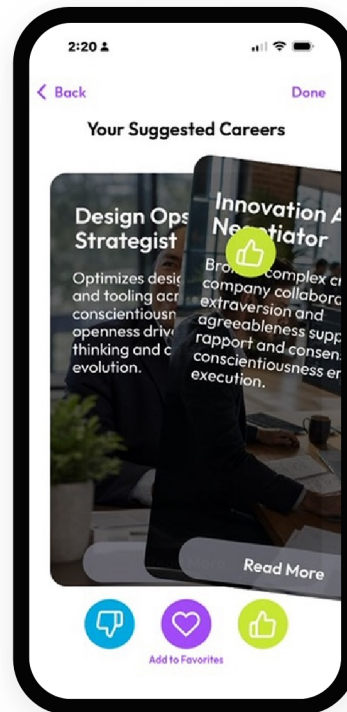
Tap the action button, then tap CareerMatch™

STEP 2



Answer the questions to take the personality quiz

STEP 3



Swipe your suggested careers — tap the heart to favorite

TIPS

- Click each **personality category** to deep-dive what it means for you.
- Tap a **match** to see the full detail of that career.
- Retake the assessment anytime — it's in your **Profile** tabs.
- Find your **favorited careers** in your Profile.

YOUR TOP 3 CAREERS



EDP note: your plan has to cover skills and interests alongside your personality profile and career matches. CareerMatch™ handles all four — Goal 3 takes the skills piece further.

2

Review your Personality Profile



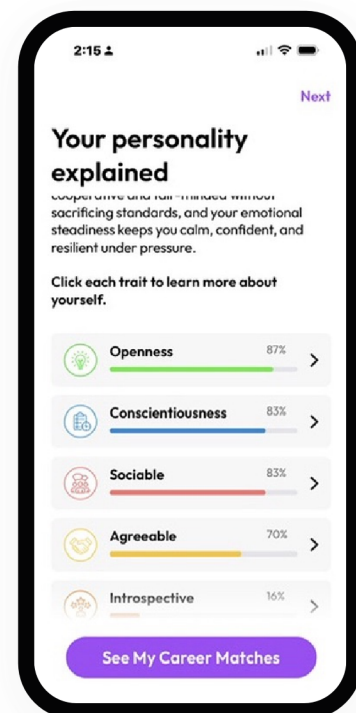
Done

Deep dive on each section of your personality — for reflection, and to be sure your career matches line up with who you are. Compare with your friends. They have insights about you that may surprise you.

If you don't feel it matches you, retake the assessment or modify any individual area. You'll find it in your profile under the **Assessment** tab.

YOUR TOP 3 PERSONALITY TRAITS — AND A KEY POINT ON WHY EACH ONE FITS YOU

HOW TO



Profile → Assessment tab → tap each area to go deeper

GOAL 3 REQUIRED · EDP

Skills

Two kinds of skills get you hired: what you can do, and how you do it.



3

Create your 4-year plan

☐ Done

 WEB ONLY — JEBBEE.COM

This one is only available on **jebbee.com**, in the left column table of contents. Click **4 Year Plan** and complete the plan that aligns your top 3 careers with your course options.

COURSES THAT MOVE YOUR TOP 3 CAREERS FORWARD

1

Ask what skills matter most

☐ Done

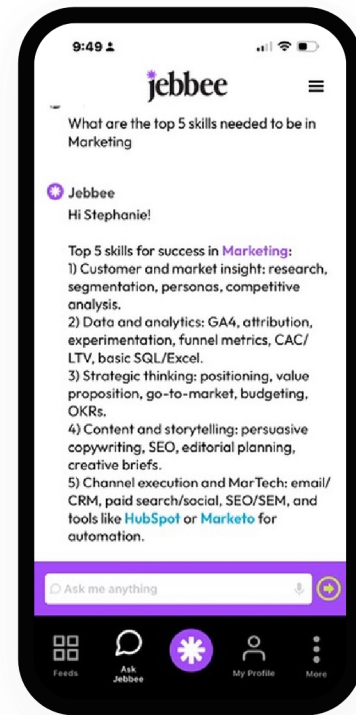
Ask Jebbee™

Open Ask Jebbee™ and ask: *“What skills matter most for a [career]?”* Do it for each of your top 3. Write the skills down, then brainstorm how you'll build them — classes, clubs, a project, or a summer job.

TOP SKILLS FOR MY CAREERS

HOW I'LL BUILD THEM

HOW TO



Home → Ask Jebbee™ → type your question

2

Map your hard skills

☐

 Done

Hard skills are the teachable, provable ones — coding, welding, CAD, design, writing, public speaking, math, a second language, a certification etc. They’re specific to a career, and you can measure them.

For each of your top 3 careers, list the hard skills the job needs. Mark the ones you already have, and circle the ones to build next.

HARD SKILLS I ALREADY HAVE

HARD SKILLS TO BUILD NEXT

3

Build your durable skills

☐ Done

Durable skills are how you work with people and problems. They travel with you into every job you'll ever have — and employers say they're the hardest to find. Check the ones you're strong in today.

- | | |
|---|---|
| ☐ 01 Problem-solving | ☐ 02 Teamwork |
| ☐ 03 Written communication | ☐ 04 Initiative |
| ☐ 05 Strong work ethic | ☐ 06 Verbal communication |
| ☐ 07 Flexibility and adaptability | ☐ 08 Analytical and quantitative thinking |
| ☐ 09 Leadership | ☐ 10 Creativity and innovation |

The first eight come directly from NACE's employer survey, ordered by reported demand; leadership and creativity complete the list based on the America Succeeds/Lightcast and World Economic Forum findings.

PICK TWO TO GROW — AND HOW YOU'LL PRACTICE THEM

GOAL 4 REQUIRED · EDP

Build Your Resume

A complete profile is a complete resume. Let's fill yours out and make it shine.

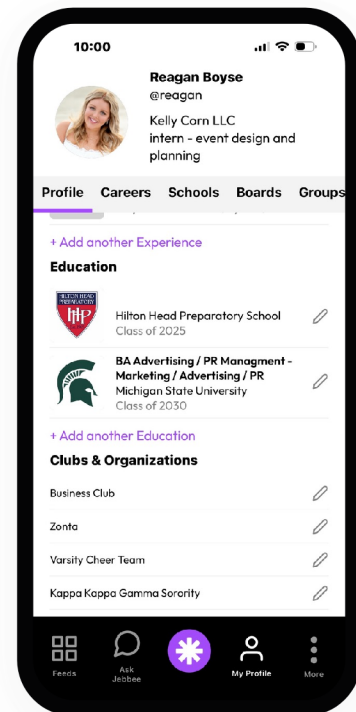
1 Complete your whole profile

☐ Done

Go to your profile and fill out **every** section. The more complete it is, the stronger your resume. Check each one off as you finish:

- ☐ Accomplishments & awards
- ☐ Certifications
- ☐ Sports & activities
- ☐ Work & experiences
- ☐ Volunteering
- ☐ Skills

HOW TO



Profile → Edit → complete each section

2

Add a great photo

☐ Done

No photo yet? Add one that looks the part for a resume. Don't have a good one — ask a friend to shoot a quick headshot on a phone and tidy it up. Show a little personality! You're setting yourself apart from thousands of others.

QUICK TIP

Good light, plain background, a real smile. Face the window, not away from it.

3

Create your resume

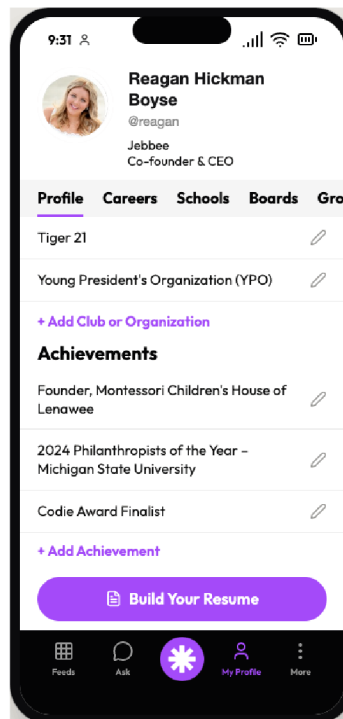
☐ Done

Now that your profile is complete, **pick a resume template** on Jebbee and create your resume. Prefer something else? Grab any free template online and use your Jebbee profile as your guide — everything you need is already there.



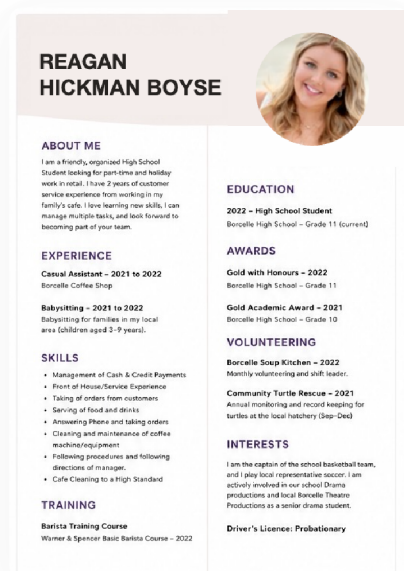
Note: The Resume Builder lives on **jebbee.com**. Just log in on your computer and click **Resume Builder** in the left menu — Jebbee automatically fills in your resume from your Profile.

STEP 1



Profile → tap Build Your Resume

STEP 2



Chose a template, and Jebbee creates your resume automatically from your profile — save or share



Save it for later



Done

Save your resume to your photos or files so it's ready to send the moment an opportunity comes up. You'll need it soon.

5

Start a portfolio

OPTIONAL



Done

Some careers want to *see* the work — design, video, art, writing, code, trades, culinary, photography. If that’s yours, a portfolio does what a resume can’t. Skip this one if it doesn’t apply yet.

Collect 3–5 pieces you’re proud of. Photos of a build, a short video, a school project, a logo, a write-up. For each one, add a line on what you made and what you learned.

**Ask Jebbee™**

Not sure how to build one properly? Ask Jebbee™: “*What are best practices for a [career] portfolio?*” Write the best practices below, then start building.

Then go looking: Google “[career] portfolio examples” and click into Images to see how other people lay theirs out. Borrow the structure, not the work.

PORTFOLIO BEST PRACTICES FOR MY FIELD

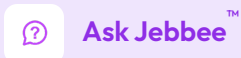
PIECES TO INCLUDE · WHAT EACH ONE SHOWS

GOAL 5 REQUIRED · EDP

Create Your Goals

Three areas, short-term and long-term. Write them down — that's what makes them real.

5



Use Ask Jebbee™ in every area below: *“What goals should I set this year if I want to be a [career]?”* It recommends goals based on your top careers — then you make them yours.

1

Personal goals

☐ Done

Start with you — but tie it back to where you're headed. The money, habit, and involvement goals that fund your training, build your resume, and get you in the room.

FOR EXAMPLE

Save \$2,000 toward tuition or tools. Get a job or internship. Join a club or team that builds skills — personal growth that lands on a resume. Volunteer once a month somewhere related to my career. Read a book a month about my industry. Get a certification. Set goals that inspire you and help you learn!

SHORT-TERM · NEXT 3–6 MONTHS

LONG-TERM · 1–3 YEARS OUT

2

Career goals

☐

 Done

Line these up with your **top 3 careers** from CareerMatch™. Every goal should move you toward one of them.

FOR EXAMPLE

Job shadow a nurse this spring. Interview two people in the field with CareerDay™. Get a summer job in the industry. Earn my license within five years.

SHORT-TERM · NEXT 3–6 MONTHS

LONG-TERM · 1–5 YEARS OUT

3

Educational goals

☐ Done

First, name the level of education your careers need — certificate, apprenticeship, trade school, two-year, four-year, or beyond. Then set the steps to get there.

FOR EXAMPLE

Take two AP classes next year. Bring my GPA to 3.5. Earn a CNA certification. Do an internship. Finish my bachelor's in four years.

SHORT-TERM · THIS SCHOOL YEAR

LONG-TERM · DEGREE OR CREDENTIAL

4

Name the education level my careers need

☐ Done

Write the education or training each of your top 3 careers requires, and where you'd get it.

CAREER · EDUCATION NEEDED · WHERE

GOAL 6

REQUIRED · EDP

SchoolMatch™

Find the trade schools, specialty schools, and colleges that fit the goals you just set.



1

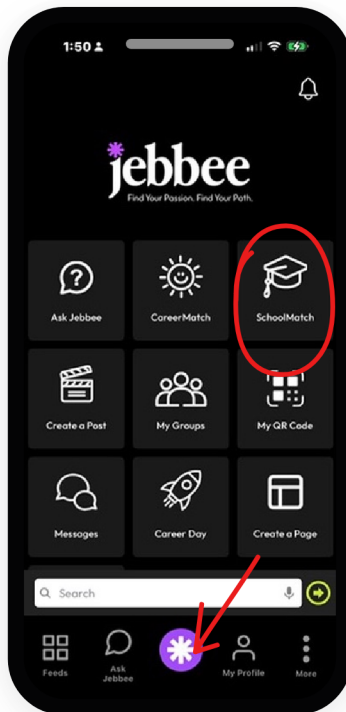
Run SchoolMatch™

☐ Done

SchoolMatch™

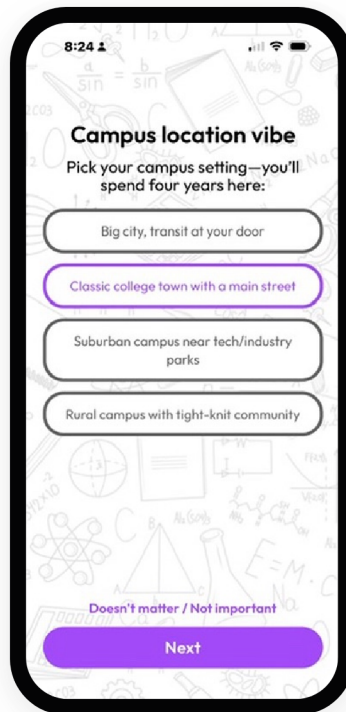
SchoolMatch™ lines schools up against your career goals — trade schools, specialty schools, and colleges alike. Answer a few quick questions, then open your profile and tap the **Schools** tab to see your matches.

STEP 1



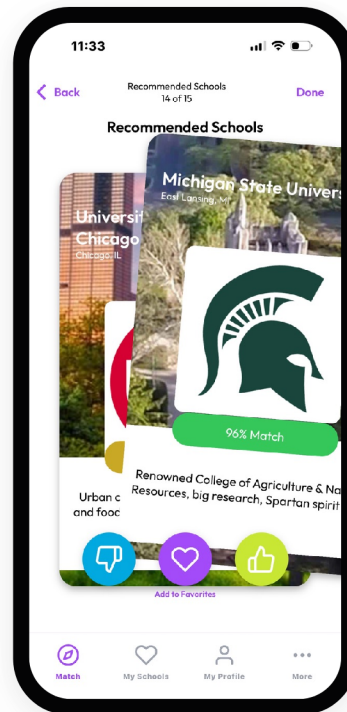
Tap the action button, then tap SchoolMatch™

STEP 2



Answer the questions about what you want in a school — then Ai personalizes. Keep going, it learns you.

STEP 3



Swipe your suggested schools left no, right yes— tap the heart to favorite or swipe up.

TIPS

- Include **trade and specialty schools**, not just colleges.
- Tap a **school** to see the full profile and its programs.
- Run it again anytime — your matches move with your career goals.
- Find your **favorited schools** in your Profile.

SCHOOLS WORTH A CLOSER LOOK

2

Deep dive on the school pages

☐

 Done

Open each school’s page on Jebbee and read past the name. Programs offered, location, size, cost, student life, and whether they actually teach the path you want.

WHAT I LIKED · WHAT GAVE ME PAUSE

3

Compare them, then go to the source

☐

 Done

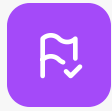
 Ask Jebbee™

Ask Jebbee™ to compare your shortlist — “*Compare these two programs for someone who wants to be a [career]*” — or to fill in details you can’t find. Then visit the school websites for the real specifics: program pages, application requirements, deadlines, and cost.

MY TOP 3 SCHOOLS

APPLICATION REQUIREMENTS & DEADLINES

GOALS 1-6 COMPLETE



That's your EDP.

Goals 1 through 6 are the required ones — they're what your Educational Development Plan tracks. Everything from here on is optional. It's also where the real momentum is, so keep going.

GOAL 7 OPTIONAL

Connect

Find the companies and people near the careers you love.



1

Find companies near you

☐ Done

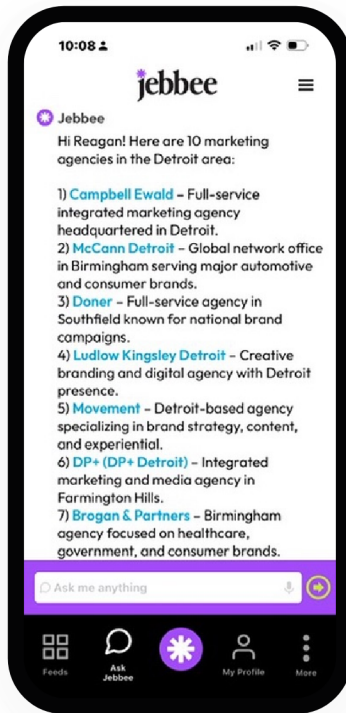
Ask Jebbee™

Ask Jebbee™ to find companies in your area in your career fields. Pick your **top 3 targets** and search each one on Jebbee. If they aren't a Mentor Company on Jebbee yet, head to their websites and check them out.

COMPANIES NEAR ME IN MY FIELDS

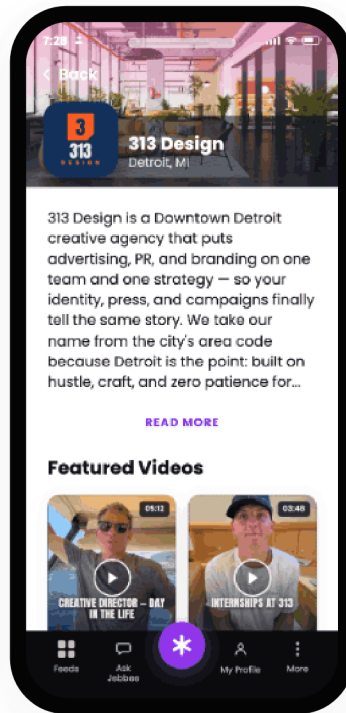
MY 3 TARGET COMPANIES

STEP 1



Ask Jebbee™ to list companies near you

STEP 2



Search a company on Jebbee to learn more

NOT A MENTOR COMPANY YET?

If a company isn't on Jebbee yet, we'll reach out for you. Just send us a note.

[Contact Jebbee](#)

2

Who do you already know?

☐

Done

Know anyone in these careers? Write down their name, company, and a phone or email if you have it — you'll need it later.

NAME · COMPANY · CONTACT

NO ONE YET?

Ask your Teacher or Club Leader — they (and Jebbee) can help find someone through their network, or **contact Jebbee**.

3

Kick off CareerDay™

☐ Done

CareerDay™

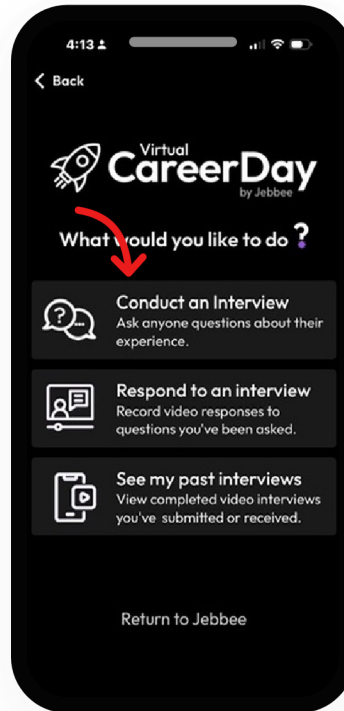
CareerDay™ is the easiest first step into networking. Pick **1–5 people** and send them your questions — they reply by video. You learn about them and their career, and you can share what you learn with your group so everyone grows.

PEOPLE TO INVITE TO MY CAREERDAY™

PRO TIP

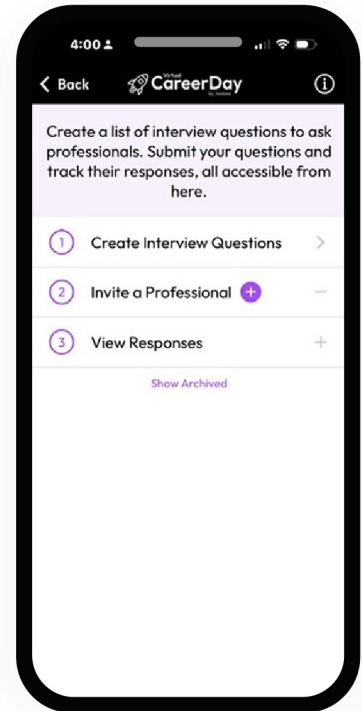
Always make your first question “Introduce yourself and tell us what you do.” That opening clip becomes a clean intro and sets up the whole interview.

STEP 1



Open CareerDay™ → Conduct an Interview

STEP 2



Create Interview Questions → Invite a Professional



Build your question library

☐ Done

Think about the questions that would be interesting and entertaining in a career video. Have fun with it — the best interviews come from questions nobody expects.

FIRST

Create your library of questions.

THEN

Invite your professional.

NEXT

Select the questions you just created, or pick from our standard list.

BEFORE YOU SEND

Move questions up and down to reorder them.

MY QUESTION LIBRARY — DRAFT THEM HERE FIRST

GOAL 8 OPTIONAL

Make Your CareerDay™ Videos

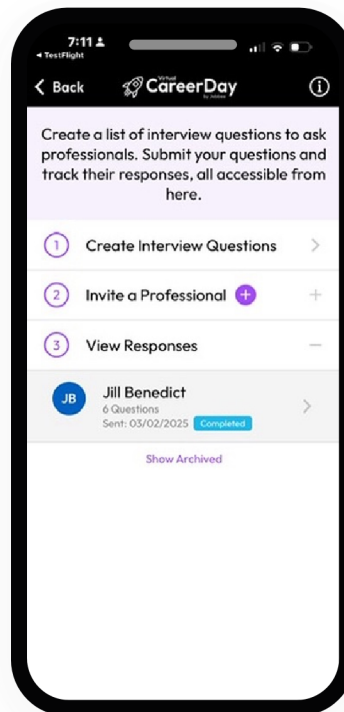
Your pros are answering — time to finish, edit, and share.

1 Check on your videos

☐ Done

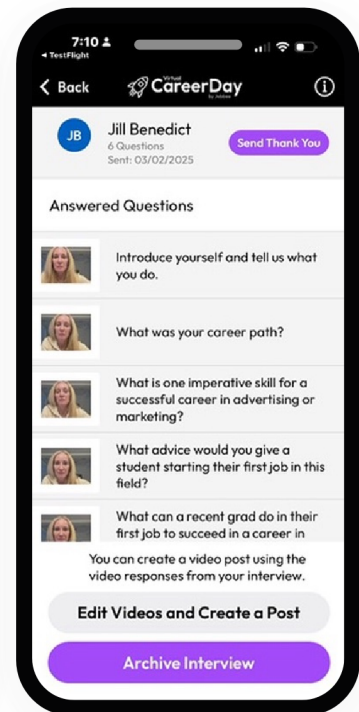
Open CareerDay™ and tap **Step 3** to see if your pro finished. Not yet? Hit **Send a nudge** — or text/call if you have their number. Pros are busy and genuinely appreciate a friendly reminder.

STEP 1



CareerDay™ → Step 3 → check your videos

STEP 2



Tap an interview to see the answered questions

2

Edit (or let Jebbee do it)

☐ Done

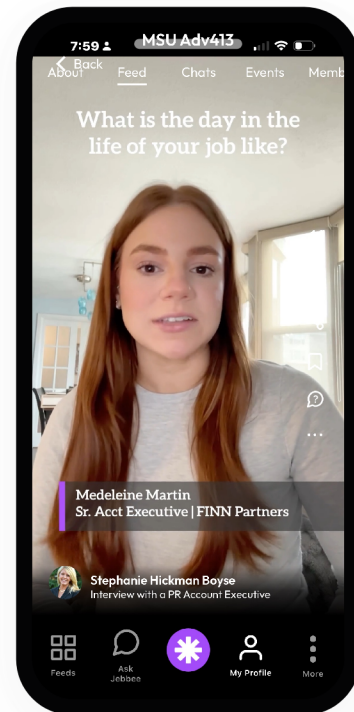
Go to **Step 4** and tap each clip to trim the start and end. Don't love editing? No problem — Jebbee stitches everything together with transitions and text overlays for the questions & their name / title. Just review and hit **Submit**.

Love editing? Go wild — add text, stickers, and filters to each clip, then drop in music on the final stitched-together step.

PRO MOVE

Clip out the part where they reach over to press play button on their phone. Clean start, clean finish.

HOW TO



CareerDay™ → Step 4 → trim
each clip

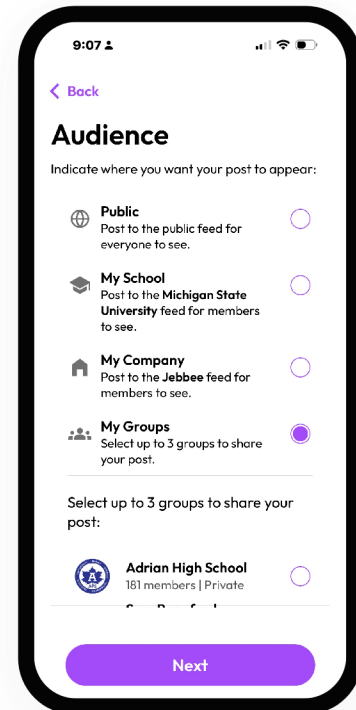
3

Post it to your group

☐ Done**My Groups**TM

Post your video to your **Private** → **[Name of School]** group so everyone in your group can watch and learn. If it's a super awesome video you think would be great on the main Jebbee feed, also post it as **Public**. Posting to your group helps the whole crew — and builds your network for later.

HOW TO



Pick My Groups → choose your
School / Club

4

Watch the feed!

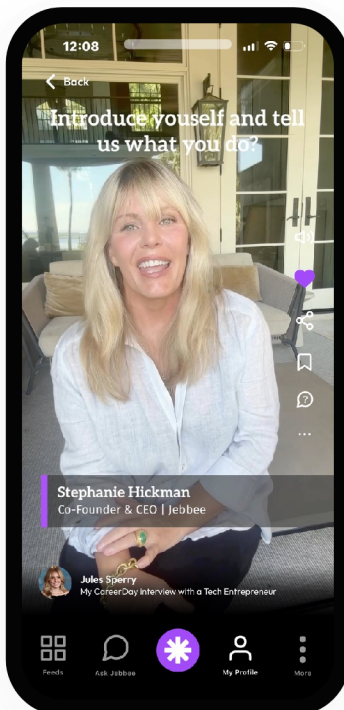
☐ Done

My School™

Once you post, click **My Groups** — or **My School Feed**, depending on whether your class or your school set up CareerDay™ — on your Jebbee Feed and watch your friends' videos. Your school now has 100s of videos about jobs in your community — and people you may want to reach out to now that you know what they do!

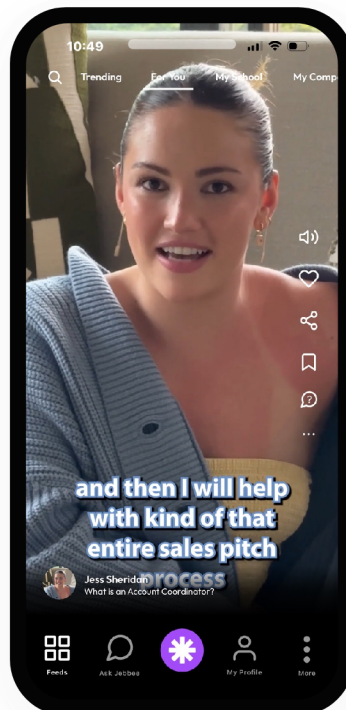
Click **comments** on a video and pose a question to the professional in it — they can answer you right there.

SCREEN 1



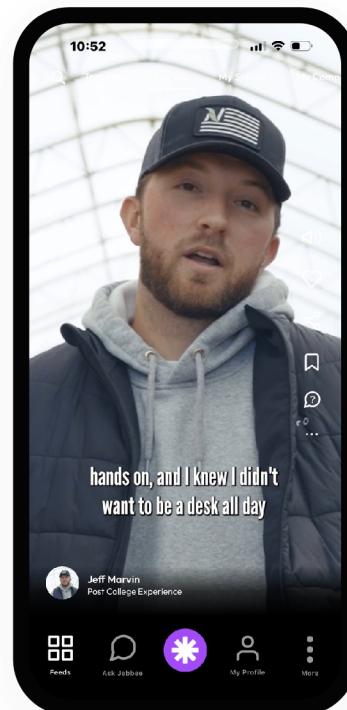
A classmate's CareerDay™ interview — Co-Founder & CEO of Jebbee

SCREEN 2



Swipe the For You feed — “What is an Account Coordinator?”

SCREEN 3



Real people, real jobs — hundreds of them, from your school and beyond

5

Say thank you



Done

Click “**Send a thank you**” in CareerDay™ to send one automatically — or grab the thank-you template in the **Resource Section** at the back to send directly from your email. Know them personally? Share their finished video with them too.

GOAL 9 OPTIONAL

Network

Turn names into real connections — and connections into opportunity.



1 Ask around

☐ Done

Remember your 3 careers and target companies from Goal 7? Ask family, friends, neighbors, coaches, club leaders or others, if they know anyone in those fields or at those companies. **Goal:** a few people you can reach out to.

CONTACTS · HOW I KNOW THEM

2 Ask for the connection

☐ Done

Use the email and text templates in the **Resource Section** to ask your contacts for an introduction. Customize them or write your own. **Goal:** get connected to real people in your career fields.

3 Follow up

☐ Done

Got an intro? Follow up fast. Use the email in the Resource Section to ask for a short meeting or a chance to learn — in person if you can, Zoom works too. In-person builds stronger bonds, but a Zoom first step is totally fine.

Goal: turn these connections into a real learning or work experience in Goal 10.

GOAL 10 OPTIONAL

Get Experience

Put your skills to work in the real world.



1

Think about experiences

☐ Done

Summer jobs, internships, volunteering — they all build the skills your career needs. Even scooping ice cream, landscaping, or washing cars teaches you a ton about business.

Do more than the job: ask your manager questions, notice the sales, the money, the customers, the equipment. Tell them the skills you want to build — and ask for a shot at them.

EXPERIENCE IDEAS + THE SKILL EACH BUILDS

2

Ready for an internship?

☐ Done

Intern-Match™

Go to Intern-Match™, enter your criteria, and apply to internships that fit. Want one badly? Go back to your networking skills — find someone you can connect you directly and get your resume to the top of the pile.

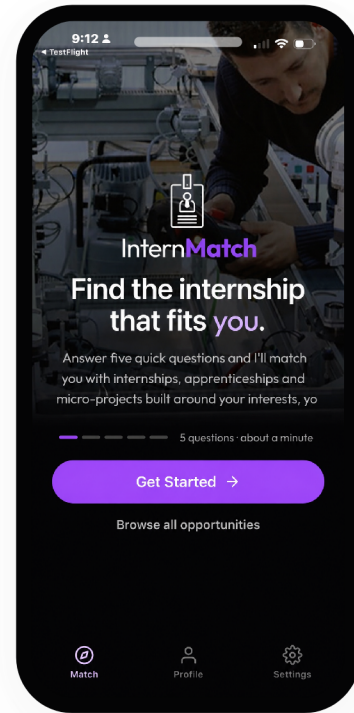
INTERNSHIPS I'M APPLYING TO



TIMING MATTERS!

Internships usually post in **January–February** and get picked in **March–April** for summer. Get involved early.

HOW TO



Intern-Match™ → set criteria → apply

3

Connect on LinkedIn

☐ Done

After you apply, find the company on LinkedIn and send a short DM: you applied, and you're excited about the opportunity. (Grab a DM template in the **Resource Section.**)

You did it!

Ten goals, real progress. Keep going — your path is yours to build. We're cheering you on.



Now what?

This isn't the finish line — it's the start. Keep your **Jebbee profile** and **resume** up to date, and **retake CareerMatch™ every year**. As you grow and get exposed to new jobs and interests, your best-fit careers will shift too — so keep checking in.

- ✓ Refresh your profile and resume whenever something new happens.
- ✓ Retake CareerMatch™ once a year to catch new interests.
- ✓ Keep networking — one new connection at a time.

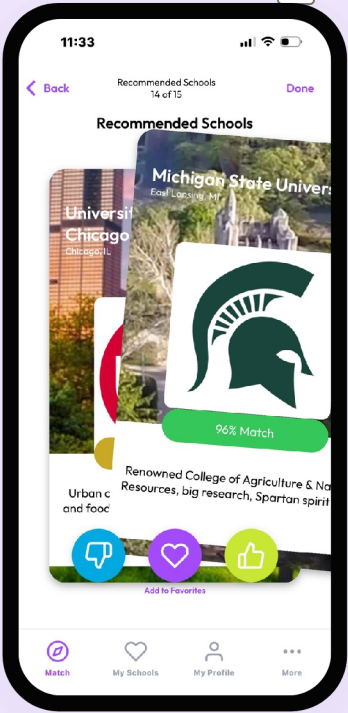


Revisit SchoolMatch™ as your thinking changes

You did SchoolMatch™ back in Goal 6 — but careers shift, and so do schools. Run it again whenever your career thinking changes, and check in on your top schools to be sure they still offer the programs that fit your goals. Same if you’re already in college and eyeing a **Master’s** or a certification next.

WHAT CHANGED — SCHOOLS & PROGRAMS TO RE-CHECK

HOW TO ☐ Done



Swipe schools — tap the heart to favorite

Resources

Steal these. Swap the **[brackets]** for your details, keep it short and genuine, and hit send. On screen, tap **Copy** to grab the text.



Ask someone you know for an intro

When to use: a text or quick email to family, a neighbor, or a friend.

Dear [Name],

I'm exploring a career in [field], and I'm trying to learn from people who actually do it. Do you happen to know anyone in [field] (or at [company]) who would be open to a quick chat? Even a name or an introduction would mean a lot.

Thank you so much,
[Your name]



Reach out to a professional

When to use: emailing a pro directly to ask for a short meeting or Zoom.

Subject: Quick question from a student exploring [field]

Dear [Name],

My name is [Your name], and I'm a student at [school / Club]. I found you through [how], and I'm really interested in [field].

Would you be open to a 15-minute Zoom or coffee so I can learn how you got started? I'll come prepared with questions and keep it short.

Thank you so much for your time,

[Your name]

[email] · [phone]



CareerDay™ thank-you

When to use: after a pro answers your CareerDay™ questions.

Dear [Name],

Thank you for answering my CareerDay™ questions — your video was so helpful! The part about [insight] really stuck with me.

If you're open to it, I'd love a quick follow-up chat to learn more.

Thank you again for your time,

[Your name]



LinkedIn DM after applying

When to use: messaging a company after you submit an internship application.

Hi [Name],

I just applied for the [role] internship at [company], and I'm genuinely excited about it. I really admire [something about the company].

I'd love the chance to bring my energy to your team — happy to share more anytime.

Thank you for the opportunity!

[Your name]



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Fill this in, then send it through the contact form on about.jebbee.com. Be specific about the field you want — it helps us match you to the right company.

YOUR NAME

First and last

EMAIL

you@email.com

SCHOOL OR CLUB

Where you're enrolled

GRADE OR YEAR

e.g. 11th grade

CAREER FIELD YOU WANT TO EXPLORE

From your top 3 CareerMatch™ results

WHAT YOU'RE HOPING FOR

Tour · job shadow · CareerDay™ questions · internship



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