##### YEAR ONE ASSIGNMENT – Career Summary

BEFORE NEXT YEAR…

Prior to your return to NTI for second year instructor training, you will complete a Career Summary to be inserted into your portfolio. The career summary will be one page or less and must be typed. In the narrative, you will provide information about your career that includes the following:

* A description of your current job
* Your previous professional development
* Your educational background
* Your community service and professional organization involvement

The summary should express your thoughts clearly and be free from grammar and spelling errors. Bring this document with you next year and you will have the opportunity to have it reviewed and polished for insertion into your professional portfolio. There is an example of a career summary on the following page.

Below are some questions to help you get started:

* What is my current job and what are the major responsibilities of that job? How long have I had the job?
* What is my educational background? High school? Apprenticeship? Technical Training Programs? NTI? Other conferences and seminars?
* What other positions have I held? What were my responsibilities in those jobs?
* What are the organizations in which I currently hold a membership? Local Union? NFPA? Civic organizations?
* What have I done and where have I been that add to my credibility as a crafts person and an instructor?

##### Example of a Career Summary

##### Bio for Ben Williamson

Benjamin K. Williamson is the Training Director for the Somewhere, California Joint Electrical Apprenticeship and Journeyman Training School. He has worked at the training facility as the full-time director since September of 1989.

As Training Director, he serves as both Apprenticeship Coordinator and Director of Training for all journeymen skill improvements courses offered at the facility in Somewhere. Currently, there are one-hundred-fifty apprentices that attend classes twice per week. Ben’s duties include working with the Electrical Union, the National Electrical Contractor’s Association, the Division of Apprenticeship Standards, the teaching staff, the students, and the public on all matters regarding apprenticeship and training. He has served as a curriculum advisor to the National Joint Apprenticeship and Training Committee in Washington, D.C.

Currently enrolled as a student at California State University, Somewhere, Ben is working toward his Bachelor’s degree in Vocational Education. He is a successful graduate of a four year electrical apprenticeship program in California and he also completed a two year High Voltage Cable Splicing program.

Previous positions held by Ben include seventeen years in the electrical industry as a journeyman electrician, foreman, and general foreman on commercial and industrial projects, ranging from schools, to water treatment plants, to multi-story commercial street lighting projects. He also spent four years as a high voltage cable splicer before opening his own hardware store five years ago. In addition to his technical experience, he has been an instructor in an electrical apprenticeship program for several years, teaching three of the four years of the nationally standardized curriculum.

He is actively involved in many organizations such as the National Electrical Training Director’s Association, the California Apprenticeship Coordinator’s Association, the National Fire Protection’s Association, a trustee for the Somewhere, California Health and Welfare Committee, the American Heart Association (CPR Instructor), and an Executive Board member of IBEW 440.