

Jobs, Careers & Education - Teacher Notes

Directions:

Fill in the blanks.

Education & Training Segment

1. Education

- Is an important step in **pursuing** any job or career
 - knowledge and skills learned in school relate directly to knowledge and skills needed in the **work** force

2. Education

- Will impact what **career** a student will choose or have
 - educational choices should be made early and should reflect **long-term** career plan

3. High School

- Requires preparation including:
 - elementary and middle school educations
 - passing **standardized** tests
 - passing classes with sufficient grades
 - completing required courses, such as math, English, science and history
 - emotional and social maturity
 - developing **study** habits
 - increasing responsibility
 - transitioning into new environments

4. High School

- Provides basic knowledge in general courses, including:
 - English
 - must be capable of reading, **writing** and using proper grammar, spelling and punctuation
 - math
 - must have knowledge of basic **measurement**, algebra, geometry and statistics

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5. High School

- Provides basic knowledge in general courses, including:
 - science
 - must understand basic **scientific** principles, such as the scientific method and scientific law
 - history
 - must be familiar with major **historical** events

6. High School

- Teaches **vital** skills needed in all career fields
- Can help students decide if they want **further** job training or want to go to college

7. High School

- Also offers the opportunity to choose **electives**, allowing students to explore academic interests, including:
 - music
 - business
 - technology
 - **family** and consumer sciences
 - speech
 - agriculture
 - foreign languages

8. High School

- Can help students decide what career path is right for them
 - courses and subjects in which a student excels and enjoys may be a good **indicator** of the types of professions which would be a good fit

9. High School Electives

- Allow students to have **fun** studying something they enjoy
- **Strengthen** a transcript
 - talk to counselors and teachers to figure out which electives could help in college or technical programs
 - elective choices provide valuable information to colleges and employers

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10. Institutions of Higher Learning

- Are important to understand and consider
 - research all options to understand costs, time **commitments**, class sizes, accreditation, etc.
- May play a major **role** in plans for the future

11. Institutions of Higher Learning

- Are helpful and sometimes necessary to gain the **training**, knowledge and skills needed in careers
- Include:
 - universities
 - offer **teaching** and research facilities and award a variety of bachelor's degrees, master's degrees and doctorates

12. Institutions of Higher Learning

- Include:
 - colleges
 - offer **bachelor's** degrees in liberal arts, science or both
 - community and junior colleges
 - offer **associate** degrees
 - are often government-supported and less expensive than universities and colleges

13. Institutions of Higher Learning

- Include:
 - technical schools
 - offer **training** for specific careers, such as welding, culinary arts, plumbing, medical assisting, cosmetology, etc.
 - sometimes provide students with licensure, certification or associate degrees
 - also known as **vocational** colleges or trade schools

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14. Institutions of Higher Learning

- Require high school students to effectively plan for college
 - Planning is a vital skill for students to prepare for college and positively effects an individual through the following
 - increased **motivation**
 - increased self-worth
 - improving goal setting skills
 - determining career opportunities
 - determine **aspiration**
 - improving attitudes

15. Associate Degrees

- Require **60 hours** of coursework, usually taking two years to complete
- Vary based on school and subject area
 - some include more **general** courses while others are more career-specific

16. Associate Degrees

- Are good for those wanting to gain education and training, but wanting to start working **sooner**

17. Bachelor's Degrees

- Require **120 hours** of coursework, usually taking **four** years to complete
- Include general education courses and courses specific to the student's major, or subject of specialization

18. Bachelor's Degrees

- Are good for those who want a job requiring a degree or who intend to earn **higher** degrees

19. Master's Degrees

- Are **advanced** degrees earned after completing a bachelor's degree
- Require at least an additional **30 hours** of coursework after the bachelor's degree

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20. Master's Degrees

- Are good for those who already have a bachelor's degree and want to **change** careers, want to advance their current career or intend to pursue a doctoral degree
- Usually require **research** in addition to coursework to complete degrees

21. Doctoral Degrees

- Are the **highest** level of degree available
- Require between **90 to 120** additional hours of coursework after the bachelor's degree
 - could be less if a master's degree is already possessed

22. Doctoral Degrees

- Are good for those who enjoy **advanced**, challenging coursework or are pursuing a career requiring a doctorate
- Usually require **research** in addition to coursework to complete degrees

23. Academic Skills

- Are **gained** throughout schooling
- Are used in all careers
- Include:
 - writing skills
 - computer skills
 - **communication** skills
 - math skills
 - research skills
 - teamwork skills
 - competitive skills
 - critical thinking skills
 - time management skills
 - organizational skills

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24. Extracurricular Activities

- Are activities falling **outside** of the normal, required curriculum of school
- Can expose a student to **career** environments
- Can demonstrate a student's passion and commitment to a particular subject, skill or group of people
- Can teach a student more about themselves and their career goals

25. Extracurricular Activities

- Include:
 - student **newspaper**
 - yearbook committee
 - student council
 - debate team
 - academic decathlon
 - service organizations
 - **sports** teams
 - band
 - drama club
 - math club
 - volunteering
 - choir
 - dance
 - junior ROTC
 - photography
 - missionary work

26. Professional Mentors

- Can be a **valuable** source of information, advice and support
 - tips for building good relationships with mentors include:
 - get to know one another
 - develop **realistic** expectations for the relationship

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27. Professional Mentors

- Can be a valuable source of **information**, advice and support
 - tips for building good relationships with mentors include:
 - create a schedule of **meetings** and activities both can enjoy and appreciate
 - set aside time to evaluate what has been learned from the relationship
 - express gratitude and pleasure to have the relationship

28. Training

- Teaches **specific** skills necessary for specific jobs
- May be formal, such as a seminar or classes
- May be **informal**, such as observation or practice
- Is needed periodically after entering the work force as situations and technology change

29. Training

- Is different for every job
 - some training programs may be a few **days** long while others could take a few years
 - some programs may take place on the job site and others may be in a **classroom** setting
 - training may include learning theories, applying skills or both

30. Financial Support

- Is often available for those who need help paying for institutions of higher learning
- Options should be **researched**, including:
 - scholarships
 - grants
 - loans
 - **work-study** programs

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Employability Segment

1. Employability

- Refers to the **level** to which someone is likely to gain employment and be successful in a career
- Concerns **skills** which are needed to be effective in any job market and workplace

2. Employability

- Is often more important to employers than having specific **job-related** skills
 - employers know they can train employees, but they want employees with the **basic** capabilities which are difficult and time consuming to teach

3. Employability Skills

- Are the skills and attitudes which enable people to get **along** with colleagues, solve problems and become good ambassadors for the organization
- Benefit the employee, the employer, the workforce, the community and the economy
- Are sometimes also called “**soft skills**”

4. Employability Skills

- Are often **helpful** in personal life as well
- Include:
 - communication
 - planning
 - teamwork
 - **problem** solving
 - leadership
 - flexibility
 - initiative

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5. Communication

- Is **important** in every career
 - being able to speak and write well means an employee can get a message across with less chance of misunderstanding
 - active listening allows for less mistakes and greater **understanding** of the needs of employers and/or clients

6. Communication Skills

- Can be improved by using these tips:
 - be **prepared**
 - review topics which might be discussed in professional and academic settings before joining the conversation
 - be **engaged**
 - use body language, eye contact and facial expressions to show interest in the conversation

7. Communication Skills

- Can be improved by using these tips:
 - practice
 - participate in **mock** interviews and meetings
 - practice being **professional** when speaking with teachers, parents and peers

8. Planning

- Is a **vital** skill for all careers
- Can save employers and organizations time and money
 - effective planning increases a person's or organization's ability to get the job done correctly the first time
- Requires knowledge and **understanding** of the organization's goals and available resources

9. Planning Skills

- Can be improved by using these tips:
 - **prioritize** and focus
 - remember what is most important and do not allow distractions
 - do not **procrastinate**
 - avoid delaying tasks because they will only be more stressful attempting to complete at the last minute

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10. Planning Skills

- Can be improved by using these tips:
 - keep a **schedule**
 - write down responsibilities and organize them to get a clear picture of what needs to be done

11. Teamwork

- Is a **significant** skill required in most careers
- Can increase an organization's efficiency and effectiveness
 - working in teams allows tasks to be completed more quickly and accurately, allowing a company to take on more work and generate more revenue
- Can lead to better working **relationships**, creating a better working environment and decreasing stress

12. Teamwork Skills

- Can be improved by using these tips:
 - participate in **extracurricular** activities
 - most extracurricular activities include working with peers in some way, so they are a great way to practice teamwork skills
 - be **reliable**
 - when a team member knows a person can be counted on, team activities go much more smoothly

13. Teamwork Skills

- Can be improved by using these tips:
 - put yourself in **someone** else's shoes
 - always try to see team members' **perspective** and be respectful of all views

14. Problem Solving

- Is needed for all careers
 - every job will present problems which must be solved effectively
- Requires **gathering** reliable information, evaluating the information for solutions and selecting an appropriate solution based on the situation
 - this is especially helpful in **management** and customer service

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15. Problem Solving Skills

- Can be improved by using these tips:
 - develop a **process**
 - make problem solving a step-by-step process which allows an employee to work through problems in a methodical manner
 - think “**outside** of the box”
 - view the problem from many different perspectives to help devise new and interesting solutions

16. Leadership

- Is **valuable** in most careers
- Provides **direction** and motivation
 - even if an employee is not a manager, by leading fellow employees, they help people stay focused and inspired
- Creates a positive **atmosphere**
 - good leaders focus on solutions and show others how important each member of an organization is

17. Leadership Skills

- Can be improved by using these tips:
 - get to **know** the people you are leading
 - understanding people’s strengths, weaknesses and motivations can help tailor a leadership style to them
 - treat everyone **fairly**
 - give everyone equal chance to participate, contribute and be recognized

18. Leadership Skills

- Can be improved by using these tips:
 - make **expectations** clear
 - set specific goals and requirements to give people direction and motivation

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19. Flexibility

- Is important in all career fields
- Means being **willing** and able to adapt, learn and change
 - the task an employee is hired for may not be the only tasks they are requested to perform
 - the more willing the employee, the more **valuable** the employee becomes

20. Flexibility

- In employees allows companies to **adapt** to changing economic situations
- Can be improved by using these tips:
 - keep an **open** mind
 - do not make assumptions and look for ways to manage change

21. Flexibility

- Can be improved by using these tips:
 - stay **positive**
 - be willing to learn new things and be optimistic about future possibilities
 - be **receptive** to others
 - an employee may not have all of the answers and could benefit from the help of others

22. Initiative

- Is **vital** for all careers
- Is the ability or instinct to act or take charge independently
 - this means noticing things needing to be done, taking responsibility and doing the best every time
- Shows energy and **commitment**
 - organizations want employees who care about the goals and needs of the company

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23. Initiative

- Can be improved by using these tips:
 - become **involved**
 - more likely to act independently if the employee genuinely cares about what he/she is doing
 - be confident
 - set small goals and push yourself in order to build self-confidence
 - be **aware** of and act on opportunities
 - be curious, consider where improvements could be made and speak up with ideas

Work & Society Segment

1. Lifestyles

- Are the ways or **conditions** in which a person lives
- Reflect a person's values, morals, culture and financial situation
- Are heavily **influenced** by careers
 - job may determine other aspects of life including: leisure time, family time, attitude and stress levels

2. Lifestyles

- Are determined by the following:
 - **socioeconomic** status
 - a measure of position based on education, income, occupation and wealth
 - culture
 - **patterns**, traits and standards of a particular community or population

3. Lifestyles

- Are determined by the following:
 - values
 - the **principles** and qualities considered worthwhile or desirable
 - work **habits**
 - the amount of time and energy set aside for an occupation

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4. Your Lifestyle

- Will be affected by career choice
 - some careers require **long** hours or include high levels of stress
 - some careers include **publicity** and do not allow for much privacy
 - a job's salary and available benefits play a large role in lifestyle

5. Your Lifestyle

- Will affect the career chosen
 - lifestyle must **agree** with career in order for a career to be successful
 - for example, to be a successful **journalist**, family and leisure time must be sacrificed

6. Work-Life Balance

- Is the balance between work and **personal** responsibilities
- Is important for many reasons
 - overloading on work can lead to conflicts in personal life, lower productivity and "**burnout**"
 - emotional, mental and physical exhaustion
 - the stress of being pulled in too many directions can cause health problems

7. Work-Life Balance

- Can be achieved by considering the following tips:
 - **prioritize** responsibilities and tasks
 - having too many commitments; consider what is most important
 - find time for **leisure**
 - hobbies and relaxation are important

8. Work-Life Balance

- Can be achieved by considering the following tips:
 - remember the importance of **positivity**
 - can improve relationships and lessen conflict and stress
 - learn to say "**no**"
 - no one can do everything for everyone

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9. Rewards

- Associated with career choice and career level include:
 - pay rate and **benefits**
 - salary, hourly wages, etc.
 - insurance, retirement plan, paid time off, etc.
 - schedule **flexibility**
 - making your own schedule, working around family commitments, etc.
 - advancement opportunities
 - promotions, increased responsibilities, pay and challenges, etc.

10. Demands

- Associated with career choice and career level include:
 - **physical** exertion
 - standing, lifting, repetitive motion, etc.
 - **emotional** stress
 - pressure, empathetic sadness, etc.
 - relationships
 - authority figures, co-workers, subordinates, clients, etc.

11. Working Conditions

- Should be considered when choosing a career and include:
 - convenient **location** and schedule
 - high morale and friendly, welcoming employees
 - employee benefits such as insurance and paid vacation
 - opportunity for **advancement**
- Should be safe, clean and sanitary at the least

12. Discrimination in the Workplace

- Is **illegal**
 - U.S. **Equal** Employment Opportunity Commission is the government agency which enforces laws concerning workplace discrimination based on age, disability, race, ethnicity, religion, gender, etc.

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13. Discrimination in the Workplace

- Still exists in some organizations
 - “**glass ceiling**” is a term used to describe a barrier preventing minorities and women from rising to positions of power or responsibility
- Is bad for business
 - it can lead to lower **productivity**, loss of customers and lawsuits

14. Discrimination in the Workplace

- Lowers **morale**
 - employees who feel **trapped** by a glass ceiling are less likely to do their best
 - employees who see others discriminated against may feel distrust, hostility or resentment toward the organization

15. Discrimination in the Workplace Example

- Kan Che Sing worked as a waiter at a restaurant and was required to **assist** customers in wheelchairs by lifting the wheelchair. When he was injured at work and could no longer perform this task, he was dismissed. Kan sued the restaurant for discrimination due to disability and the court ruled in his favor.

16. Stereotypes

- Are **oversimplified** or biased mental pictures which characterize a person or group of people
- Should not **stop** a person from pursuing the career of their dreams

17. Stereotypes

- Regarding some careers are common
 - for example:
 - careers in **construction** and mechanical industries are sometimes stereotyped as men’s jobs
 - careers in nursing and **teaching** are sometimes stereotyped as women’s jobs

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18. Stereotypes

- Also exist regarding the “**importance**” of certain jobs over other jobs
 - some people may consider higher-paying careers of more importance than lower-paying ones, but this is not true
 - every job **contributes** to society and is a valuable part of the economy
 - always appreciate and have a positive attitude toward all members of the workforce

19. The Economy

- Is the state of **wealth**, resources and employment in a country or region
- Has a significant amount of influence on the job market and workforce
 - in a **recession**, or period of reduced economic activity, job opportunities are less prevalent, unemployment increases and jobs which are available may pay less or include less benefits than in normal economic conditions

20. The Economy

- Affects all career fields and **businesses**
 - all businesses are interconnected through the economy, causing a chain of actions and reactions
 - if sales or revenue decline, businesses attempt to cut costs, causing job loss and a decline in **income**, which lowers spending and causes sales to decline further

21. The Economy

- Is affected by many factors, including:
 - **natural** disasters
 - infrastructure and physical capital which can be damaged, disrupting economic activity
 - national **security** events
 - can cause people to spend differently and businesses to prioritize activities differently

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22. The Economy

- Is affected by many factors, including:
 - **generational** changes
 - change the size and age of the workforce
 - **monetary** factors
 - inflation rates affect the relative value of currency, therefore affecting spending

Types of Careers Segment

1. Types of Careers

- Include:
 - **blue-collar** careers
 - relate to labor and working with the hands
 - include farmers, **mechanics**, plumbers, construction workers, electricians, assembly line workers, maintenance workers, etc.

2. Types of Careers

- Include:
 - **white-collar** careers
 - relate to working in an **office** setting
 - include accountants, attorneys, bankers, architects, engineers, executives, doctors, etc.

3. Types of Careers

- Include:
 - **part-time** jobs
 - involve less hours than full-time jobs
 - often involve shift work, or work **outside** of the typical 8 a.m. to 5 p.m. workday
 - do not usually include benefits provided for full-time jobs
 - include entry-level jobs available to high school level students who are looking to gain experience and earn spending money

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4. Types of Careers

- Include:
 - **military** careers
 - involve working for the **government** to maintain the U.S. national defense
 - includes serving in the Army, Navy, Air Force, Marine Corps, Coast Guard, Air National Guard or Army National Guard
 - may or may not involve working overseas
 - include a wide variety of careers in industries such as aviation, combat, construction, engineering, health care, counseling, transportation and international relations

5. Types of Careers

- Include:
 - **full-time** jobs
 - involve a standard number of working hours each week, most typically **40**
 - sometimes include benefits such as insurance, paid sick days or paid holidays

6. Types of Careers

- Can be divided by “career cluster”, or groups of similar occupations and industries
 - career clusters are designed to help **students**, parents and educators organize career planning
 - some jobs may fall into **multiple** clusters or involve characteristics of multiple clusters

7. Career Clusters

- Include:
 - **Agriculture**, Food and Natural Resources
 - Architecture and Construction
 - Arts, A/V **Technology** and Communications
 - Business Management and Administration

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8. Career Clusters

- Include:
 - **Education** and Training
 - Finance
 - **Government** and Public Administration
 - Health Science

9. Career Clusters

- Include:
 - **Hospitality** and Tourism
 - Human Services
 - **Information** Technology
 - Law, Public Safety, Corrections and Security

10. Career Clusters

- Include:
 - Manufacturing
 - Marketing
 - Science, **Technology**, Engineering and Mathematics
 - **Transportation**, Distribution and Logistics

11. Agriculture, Food & Natural Resources

- Includes careers in the following areas:
 - **agribusiness** systems
 - animal systems
 - environmental service systems
 - food products and processing systems
 - **natural** resources systems
 - plant systems
 - power, structural and technical systems

Example jobs: farm and ranch manager veterinarian, environmental engineer, food scientist, pest control worker, nursery or greenhouse manager, farm equipment mechanic soil and plant scientist

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12. Architecture & Construction

- Includes careers involving the following:
 - construction
 - design and **pre-construction**
 - **maintenance** and operations

Example jobs: carpenter, electrician, drafter, highway maintenance worker, engineer, surveyor, geothermal technician, roofer, interior designer

13. Arts, A/V Technology & Communications

- Include careers involving the following:
 - A/V technology and film
 - **journalism** and broadcasting
 - performing arts
 - printing technology
 - telecommunications
 - visual arts

Example jobs: broadcast technician, dancer, copy writer, producer, editor, musician, **publisher**, radio mechanic, author, photographer, designer

14. Business Management & Administration

- Includes careers involving the following:
 - **administration** support
 - business information management
 - general management
 - human resources management
 - **operations** management

Example jobs: receptionist, clerk, human resource specialist, accountant, manager (all types), agent, economist, technical writer, sales representative

15. Education & Training

- Includes careers involving the following:
 - administration and administrative support
 - professional support services
 - **teaching** and training

Example job: coach, teacher (all types), librarian, instructional coordinator, counselor, fitness trainer, **interpreter**, tutor, recreation worker

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16. Finance

- Includes careers involving the following:
 - accounting
 - **banking** services
 - business finance
 - insurance
 - securities and investments

Example job: credit analyst, **financial** manager, loan counselor, tax preparer, insurance claims clerk, risk management specialist, energy broker

17. Government & Public Administration

- Includes careers involving the following:
 - foreign service
 - governance
 - **national** security
 - planning
 - public management and administration
 - regulation
 - revenue and taxation

Example job: **legislator**, political scientist, military member (all types), postal service mail carrier, court clerk, transportation inspector

18. Health Science

- Includes careers involving the following:
 - **biotechnology** research and development
 - diagnostic services
 - health informatics
 - support services
 - **therapeutic** services

Example jobs: biologist, pharmacist, paramedic, medical assistant, radiologist, therapist, dietitian, chiropractor, dentist, surgeon, physician

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19. Hospitality & Tourism

- Include careers involving the following:
 - lodging
 - **recreation**, amusement and attractions
 - restaurant and food/beverage services
 - travel and tourism

Example job: concierge, food service worker, **athlete**, gaming worker, bartender, cook travel agent, tour guide, baker, referee museum conservator

20. Human Services

- Include careers involving the following:
 - consumer services
 - **counseling** and mental health services
 - early childhood development and services
 - family and community services
 - personal care services

Example jobs: fashion designer, customer service worker, counselor, **psychologist**, clergy, childcare worker, tailor, funeral director

21. Information Technology

- Include careers involving the following:
 - **information** support and services
 - network systems
 - programming and software development
 - web and digital communications

Example jobs: computer network architect, **database** administrator, computer programmer, video game designer, web administrator, computer hardware engineer, web developer, information security analyst

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22. Law, Public Safety, Corrections & Security

- Include careers involving the following:
 - **correction** services
 - emergency and fire management services
 - law enforcement services
 - legal services
 - security and protective services

Example jobs: social worker, **firefighter**, security guard, probation officer, bailiff, animal control worker, criminal investigator, forensic science technician, police officer, lawyer, intelligence analyst

23. Manufacturing

- Includes careers involving the following:
 - health, safety and environmental assurance
 - **logistics** and inventory control
 - maintenance, installation and repair
 - manufacturing production process development
 - production
 - quality assurance

Example jobs: civil **engineering** technician, maintenance worker, repairer (all types), inspector, jeweler, millwright, robotic technician, chemical technician, fabric and apparel patternmaker

24. Marketing

- Includes careers involving the following:
 - marketing **communications**
 - marketing management
 - marketing research
 - merchandising
 - professional **sales**

Example jobs: cashier, salesperson, telemarketer, marketing research analyst, advertising agent, model, retail buyer, marketer, stock clerk

25. Science, Technology, Engineering & Mathematics

- Includes careers involving the following:
 - engineering and technology
 - **science** and mathematics

Example jobs: engineer (all types), drafter (all types), cost estimator, engineering technician, **ergonomist**, mapping technician, scientist (all types), economist

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26. Transportation, Distribution & Logistics

- Includes careers involving the following:
 - facility and **mobile** equipment maintenance
 - health, safety and environmental management
 - logistics planning and management services
 - sales and service
 - transportation operations
 - transportation systems/infrastructure planning, management and regulation
 - **warehousing** and distribution center operations

Example jobs: aircraft mechanic, auto mechanic, motorcycle mechanic, avionics technician, logistician, air traffic controller, driver, pilot

Planning for the Future Segment

1. Planning for the Future

- Is important to ensure students make choices today which will **benefit** them in the long term
- Requires thought, research, evaluation and sometimes adjustment
- Can help achieve short-term and long-term **goals**

2. Plan for the Future

- By developing a career plan
 - **write** down ultimate occupational goals
 - add or expand on past goals
 - list areas of **interest**, strengths and weaknesses
 - list tentative decisions for after high school graduation
 - identify alternative plans and alternative routes

3. Planning for the Future

- Requires **examining** current opportunities to gain experience which will help achieve occupation goals
 - Take advantage of current opportunities presented at job fairs, on job boards, and through networking
 - Educational options
 - **military** service
 - entry-level job opportunities

Tip: the sooner you gain job experience, the more successful you will be at achieving your career goals

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4. A Career Plan

- Is not set in **stone** and should be reviewed and adjusted as needed
 - as students **explore** options they may learn more about themselves and more about various career paths

5. A Career Plan

- May require some **research** to better understand available options
 - look at **available** college majors, technical school programs and/or job opportunities to learn about what is out there

6. Occupational Goals

- Are important to consider when planning for the future
- Do not have to be specific
 - think about what you want to do in the most general terms
 - help **people**?
 - work with your hands?
 - be a **leader**?
 - explore new technology?

7. Personal Interests

- Should be considered when planning for the future
 - it is important students value and enjoy any career they pursue
- Influence what students are **good** at
 - it is much more likely students will excel in something they have interest in
 - **identifying** student interests will help them realize their strengths and weakness

8. Lifelong Learning

- Is the **ongoing**, voluntary pursuit of knowledge
- Is important for keeping career knowledge and skills up to date
 - some careers include lifelong learning courses to keep professionals **current** and informed

9. Lifelong Learning

- Can help students climb the “**career ladder**”
 - allows for increases in responsibility and pay

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10. Résumés

- Are documents which list a person's education, work experience and **accomplishments**
- Are used by employers to determine who might be right for a job
 - typically an employer will use résumés to determine who is worthy of an **interview**
- Are important in career planning

11. Résumé Writing

- Can be a difficult process
- Can be made easier by remembering the following tips:
 - include all **activities**
 - use action verbs
 - review résumé samples
 - ask for **recommendations**
 - proofread for errors

12. Portfolios

- Are **collections** of past work used to document skills and achievements
- Should demonstrate **abilities**, strengths and interests

13. Portfolios

- Should show off the student's best work
 - include items from **school**, work, community activities, volunteering, etc.
 - include anything of **relevance**, such as projects, papers, assessments, awards, artwork, photos, etc.