

Career Research/Resume Library Work

1. You will only have 3 days to complete this work and it must be turned in *by the end of class* on THURSDAY.
2. Complete the career research worksheet completely.
 - Job Description/Duties** - Explain generally what the job entails. What would a typical day for a person in this career be like? What kind of things are they responsible for doing?
 - Job Wages** - List the average beginning salary as well as what the top might get. Also find an average.
 - Education/Training** - List the type of schools one would attend for this career including degrees or certification needed.
 - Working conditions** - Explain what someone would wear (clothes/uniform) in this job, where they would work (office, garage, classroom) and the location (school, Hollywood, etc.)
 - Consequences** - explain what are the negative parts to this job or dangers involved.
 - Outlook** - Will there be many available jobs in this field in the future or is it going to be difficult to find this type of job because too many people are in this field?

Be sure to write paragraph about your interest AND get a printout of a job opening.
3. Useful research web sites:
 - <http://www.bls.gov/oco/>
 - <http://www.bls.gov/k12/>
 - <http://www.umanitoba.ca/counselling/careers.html>
 - http://www.collegeboard.com/csearch/majors_careers/profiles/
 - <http://www.careerbuilder.com>
 - <http://www.monster.com/>
 - <http://hotjobs.yahoo.com/>
4. Work on your resume. Complete the worksheet first, then transfer the useful information to a final resume that is typed in Word.
 - Since you probably do not have much work experience, it is probably best to put your skills first in your resume. List a skill and then post examples of how you have used it. See the example resumes.
 - You will type your resume in word and print it out by the end of class on Thursday. Be sure to save it on your "I" drive. Your resume should look neat and not have any typing or spelling mistakes.
 - If you indent, be sure to indent entire paragraphs. (Much like indentions on this page.)
 - There is not a specific format for your resume, but your name and contact information should appear at the top of your page. Just make sure your information fits on a single page only.
5. Complete any missing or make-up work and make sure your journals are complete. Journals are due Friday, December 16. (except for 1st period... they are due on Thursday, Dec. 15)
6. Work on semester test review unless you are exempt from the test. Unless I have signed an exemption form, you are NOT exempt from my test.
7. Be on time for your interviews for this class. Being late will result in points off your grade. Remember it is a test grade.
8. Any bad reports from the librarians will result in points off your daily grade and detentions.