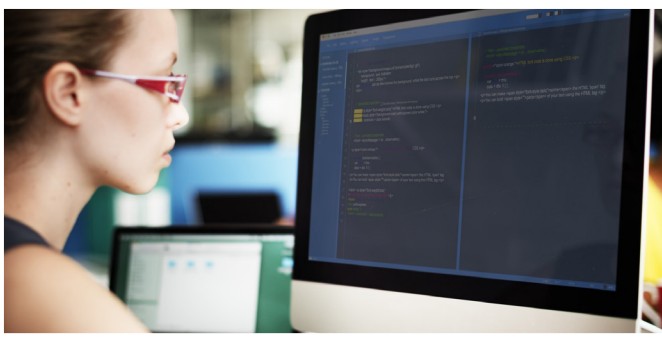


# Exploring Your Career Options

## Career Guide Handouts

Grades 5 - 8

The six Career Guide Handouts will help you discover your career interests by learning about career clusters, different careers inside those career clusters, education and skills needed, and how to further research a career you might be interested in pursuing.



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### #1: Career Clusters

Clusters are groups of things that share similarities to each other in some way. For example: apples, pears, and oranges are all **fruits**; New York, Chicago, Richmond, and Orlando, are all **cities**; and cats, bears, dogs, and horses are all **animals**. A **career cluster** is a grouping of occupations and broad industries that all have things in common. Every Career and Technical Education class falls into one of 16 “career clusters.”

1. Agriculture, Food, and Natural Resources
2. Architecture and Construction
3. Arts, Audio/Visual Technology, and Communications
4. Business, Management, and Administration
5. Education and Training
6. Finance
7. Government and Public Administration
8. Health Science
9. Hospitality and Tourism
10. Human Services
11. Information Technology
12. Law, Public Safety, Corrections, and Security
13. Manufacturing
14. Marketing, Sales, and Services
15. Science, Technology, Engineering, and Mathematics
16. Transportation, Distribution, and Logistics

Within each cluster, there are cluster “pathways” that correspond to a collection of courses and training opportunities to prepare you for a given career.

The 16 clusters were established at the national level by the *States’ Career Clusters Initiative* and are recognizable across the United States in middle schools, high schools, community and technical colleges, and the workforce.

By figuring out your interests and finding out what career cluster those interests fall in can help you narrow down what sort of career you might be interested in perusing. A job can be hard work and not always fun, but you will enjoy your job more and get satisfaction from your work if it is something that interests you.

## What are Your Interests?

Did you know that the things you are interested in—like sports, computers, music, art, reading, hiking, or rock collecting for example—can help you decide what career you might enjoy later in life? When you are interested in a subject or hobby, you will enjoy it more than if the subject doesn't interest you. The same is true with a career. Jobs can be hard work and are not always fun, but you will enjoy your job more and get satisfaction from your work if it is something that interests you.

Some questions you might ask yourself are:

- ▶ Do you like being indoors or outside?
- ▶ Do you like working alone or with others?
- ▶ Do you want to be your own boss or work for a company?
- ▶ Do you like making things?
- ▶ Do you like puzzles or solving problems?



One of the best ways to get an idea of your interests and how those interests might lead to a career, is to take the following **Career Interest Survey**, then find your results on the following **Career Cluster Chart** to get an idea of what sort of career field you might be interested in.

Keep in mind that this survey is just to give you an idea of your interests and what careers might fit those interests. Also, your interests may change over time. This survey is intended to assist you with informal career exploration only.

# Career Interest Survey

**Directions:** Circle items in each numbered box that best describe you or your interests. You may circle as many or as few choices as you want. Add up the number of all your circled choices for each box. When you finish circling choices in all 16 boxes, look for the top three boxes with the highest number of circled choices. Then, find the corresponding numbered career clusters at the end of this survey.

<b>BOX #1</b>	<b>Activities that I like to do:</b>	<b>Personal qualities that I strive for:</b>	<b>My favorite school subjects:</b>	<b>Total number circled in Box 1:</b>
	<ul style="list-style-type: none"> <li>Learn how things grow and stay alive</li> <li>Hunt and/or fish</li> <li>Protect the environment</li> <li>Be outdoors in all weather</li> </ul>	<ul style="list-style-type: none"> <li>Self-reliant</li> <li>Nature lover</li> <li>Physically active</li> <li>Creative problem solver</li> </ul>	<ul style="list-style-type: none"> <li>Math</li> <li>Life science</li> </ul>	
<b>BOX #2</b>	<b>Activities that I like to do:</b>	<b>Personal qualities that I strive for:</b>	<b>My favorite school subjects:</b>	<b>Total number circled in Box 2:</b>
	<ul style="list-style-type: none"> <li>Picture a finished product in my mind</li> <li>Work with my hands</li> <li>Perform work that requires precise results</li> <li>Visit and learn from beautiful, historical, and interesting buildings</li> <li>Follow instructions</li> </ul>	<ul style="list-style-type: none"> <li>Curious</li> <li>Good at following directions</li> <li>Pay attention to details</li> <li>Good at visualizing</li> </ul>	<ul style="list-style-type: none"> <li>Math</li> <li>Science</li> </ul>	
<b>BOX #3</b>	<b>Activities that I like to do:</b>	<b>Personal qualities that I strive for:</b>	<b>My favorite school subjects:</b>	<b>Total number circled in Box 3:</b>
	<ul style="list-style-type: none"> <li>Use my imagination to communicate new information to others</li> <li>Perform in front of others</li> <li>Read and write</li> <li>Play musical instruments</li> <li>Perform creative and artistic activities</li> <li>Use video and recording technology</li> <li>Design flyers and posters</li> </ul>	<ul style="list-style-type: none"> <li>Creative and imaginative</li> <li>Good communicator/good vocabulary</li> <li>Determined/tenacious</li> </ul>	<ul style="list-style-type: none"> <li>Art</li> <li>Music</li> <li>Speech/drama</li> <li>Writing</li> </ul>	
<b>BOX #4</b>	<b>Activities that I like to do:</b>	<b>Personal qualities that I strive for:</b>	<b>My favorite school subjects:</b>	<b>Total number circled in Box 4:</b>
	<ul style="list-style-type: none"> <li>Perform organized activities</li> <li>Work with numbers</li> <li>Be the leader in a group</li> <li>Work with computer programs</li> </ul>	<ul style="list-style-type: none"> <li>Organized</li> <li>Patient</li> <li>Tactful</li> <li>Responsible</li> </ul>	<ul style="list-style-type: none"> <li>Computers</li> <li>Math</li> <li>English</li> </ul>	
<b>BOX #5</b>	<b>Activities that I like to do:</b>	<b>Personal qualities that I strive for:</b>	<b>My favorite school subjects:</b>	<b>Total number circled in Box 5:</b>
	<ul style="list-style-type: none"> <li>Communicate with different types of people</li> <li>Help others with their homework</li> <li>Go to school</li> <li>Plan and lead activities for others</li> <li>Handle several responsibilities at once</li> </ul>	<ul style="list-style-type: none"> <li>Friendly</li> <li>Decision maker</li> <li>Helpful</li> <li>Good listener</li> </ul>	<ul style="list-style-type: none"> <li>Language arts</li> <li>Social studies</li> <li>Math</li> <li>Science</li> </ul>	

# Worksheet #1

<b>BOX #6</b>	<b>Activities that I like to do:</b>	<b>Personal qualities that I strive for:</b>	<b>My favorite school subjects:</b>	<b>Total number circled in Box 6:</b>
	<ul style="list-style-type: none"> <li>• Work with numbers</li> <li>• Work to meet deadlines</li> <li>• Follows rules</li> <li>• Handle money with accuracy and reliability</li> <li>• Take pride in my appearance and dress</li> </ul>	<ul style="list-style-type: none"> <li>• Trustworthy</li> <li>• Orderly</li> <li>• Self-confident</li> <li>• Efficient</li> </ul>	<ul style="list-style-type: none"> <li>• Math</li> <li>• Social studies</li> </ul>	
<b>BOX #7</b>	<b>Activities that I like to do:</b>	<b>Personal qualities that I strive for:</b>	<b>My favorite school subjects:</b>	<b>Total number circled in Box 7:</b>
	<ul style="list-style-type: none"> <li>• Be involved in school politics</li> <li>• Negotiate, defend, and debate ideas and topics</li> <li>• Plan activities and cooperate with others</li> <li>• Travel and see things that are new to me</li> </ul>	<ul style="list-style-type: none"> <li>• Good communicator</li> <li>• Competitive</li> <li>• Service-minded</li> <li>• Well organized</li> <li>• Problem solver</li> </ul>	<ul style="list-style-type: none"> <li>• Social studies</li> <li>• Language arts</li> <li>• History</li> <li>• Math</li> <li>• Foreign language</li> </ul>	
<b>BOX #8</b>	<b>Activities that I like to do:</b>	<b>Personal qualities that I strive for:</b>	<b>My favorite school subjects:</b>	<b>Total number circled in Box 8:</b>
	<ul style="list-style-type: none"> <li>• Work under pressure</li> <li>• Help sick people and animals</li> <li>• Participate in health and science classes</li> <li>• Respond quickly and calmly in emergencies</li> <li>• Work as a member of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Compassionate and caring</li> <li>• Good at following directions</li> <li>• Conscientious</li> <li>• Patient</li> <li>• Good listener</li> </ul>	<ul style="list-style-type: none"> <li>• Life science</li> <li>• Math</li> <li>• Health</li> <li>• Language arts</li> </ul>	
<b>BOX #9</b>	<b>Activities that I like to do:</b>	<b>Personal qualities that I strive for:</b>	<b>My favorite school subjects:</b>	<b>Total number circled in Box 9:</b>
	<ul style="list-style-type: none"> <li>• Investigate new places and activities</li> <li>• Work with diverse groups of people</li> <li>• Organize fun activities for others</li> <li>• Help people to decide things</li> <li>• Learn about other cultures</li> </ul>	<ul style="list-style-type: none"> <li>• Tactful</li> <li>• Self-motivated</li> <li>• Works well with others</li> <li>• Outgoing</li> </ul>	<ul style="list-style-type: none"> <li>• Language arts/speech</li> <li>• Foreign language</li> <li>• Social studies</li> <li>• Home economics</li> </ul>	
<b>BOX #10</b>	<b>Activities that I like to do:</b>	<b>Personal qualities that I strive for:</b>	<b>My favorite school subjects:</b>	<b>Total number circled in Box 10:</b>
	<ul style="list-style-type: none"> <li>• Volunteer or do community service</li> <li>• Listen to other's viewpoints</li> <li>• Help people</li> <li>• Work with people from all age groups</li> <li>• Make friends with all kinds of people</li> </ul>	<ul style="list-style-type: none"> <li>• Good communicator/good listener</li> <li>• Caring</li> <li>• Non-judgemental</li> </ul>	<ul style="list-style-type: none"> <li>• Language arts</li> <li>• Social studies</li> <li>• Foreign language</li> </ul>	
<b>BOX #11</b>	<b>Activities that I like to do:</b>	<b>Personal qualities that I strive for:</b>	<b>My favorite school subjects:</b>	<b>Total number circled in Box 11:</b>
	<ul style="list-style-type: none"> <li>• Work with computers</li> <li>• Solve problems</li> <li>• Play video games and figure out how they work</li> <li>• Concentrate for long periods without being distracted</li> </ul>	<ul style="list-style-type: none"> <li>• Logic/analytical thinker</li> <li>• Persistent</li> <li>• Good concentration skills</li> <li>• Precise and accurate</li> </ul>	<ul style="list-style-type: none"> <li>• Math</li> <li>• Science</li> <li>• Computer science</li> <li>• Art</li> </ul>	



<b>BOX #12</b>	<b>Activities that I like to do:</b>	<b>Personal qualities that I strive for:</b>	<b>My favorite school subjects:</b>	<b>Total number circled in Box 12:</b>
	<ul style="list-style-type: none"> <li>• Work under pressure</li> <li>• Make decisions based on my own observations</li> <li>• Interact with other people</li> <li>• Be in position of authority</li> <li>• Respect rules and regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Adventurous</li> <li>• Dependable</li> <li>• Community-minded</li> <li>• Decisive</li> <li>• Optimistic</li> </ul>	<ul style="list-style-type: none"> <li>• Language arts</li> <li>• Social studies</li> <li>• History</li> </ul>	
<b>BOX #13</b>	<b>Activities that I like to do:</b>	<b>Personal qualities that I strive for:</b>	<b>My favorite school subjects:</b>	<b>Total number circled in Box 13:</b>
	<ul style="list-style-type: none"> <li>• Work and learn with hands</li> <li>• Put things together</li> <li>• Do routine, organized, and accurate work</li> <li>• Apply math to work out solutions</li> <li>• Use hand and power tools</li> </ul>	<ul style="list-style-type: none"> <li>• Practical</li> <li>• Observant</li> <li>• Physically active</li> <li>• Step-by-step thinker</li> <li>• Coordinated</li> </ul>	<ul style="list-style-type: none"> <li>• Math</li> <li>• Science</li> <li>• Language arts</li> </ul>	
<b>BOX #14</b>	<b>Activities that I like to do:</b>	<b>Personal qualities that I strive for:</b>	<b>My favorite school subjects:</b>	<b>Total number circled in Box 14:</b>
	<ul style="list-style-type: none"> <li>• Shop and go to the mall</li> <li>• Be in charge</li> <li>• Give presentations and public speaking</li> <li>• Persuade people to buy products or join in activities</li> <li>• Communicate my ideas to others</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiastic</li> <li>• Competitive</li> <li>• Creative</li> <li>• Self-motivated</li> </ul>	<ul style="list-style-type: none"> <li>• Language arts</li> <li>• Math</li> <li>• Social studies</li> <li>• Computer science</li> </ul>	
<b>BOX #15</b>	<b>Activities that I like to do:</b>	<b>Personal qualities that I strive for:</b>	<b>My favorite school subjects:</b>	<b>Total number circled in Box 15:</b>
	<ul style="list-style-type: none"> <li>• Find the answers to questions</li> <li>• Figure out how things work</li> <li>• Investigate new things</li> <li>• Explore new technology</li> <li>• Experiment to find the best way to do something</li> <li>• Pay attention to details</li> </ul>	<ul style="list-style-type: none"> <li>• Detail oriented</li> <li>• Inquisitive</li> <li>• Mechanically inclined</li> </ul>	<ul style="list-style-type: none"> <li>• Math</li> <li>• Science</li> <li>• Computer science</li> </ul>	
<b>BOX #16</b>	<b>Activities that I like to do:</b>	<b>Personal qualities that I strive for:</b>	<b>My favorite school subjects:</b>	<b>Total number circled in Box 16:</b>
	<ul style="list-style-type: none"> <li>• Travel</li> <li>• Good vision and have quick reflexes</li> <li>• Solve mechanical problems</li> <li>• Drive or ride</li> <li>• Move things from one place to another</li> </ul>	<ul style="list-style-type: none"> <li>• Mechanical</li> <li>• Coordinated</li> <li>• Observant</li> <li>• Planner</li> </ul>	<ul style="list-style-type: none"> <li>• Math</li> <li>• Science</li> <li>• Social studies</li> <li>• Foreign language</li> </ul>	

Source: <http://www.careerclusters.org>

## Career Cluster Chart

	Career Cluster	Sample Careers
<b>1</b>	<b>Agriculture, Food, and Natural Resources</b>	Agricultural Inspectors, Animal Trainers, Conservation Scientists, Farmers, Fish and Game Wardens, Water Treatment Plant Operators, and Zoologists
<b>2</b>	<b>Architecture and Construction</b>	Bricklayers, Cabinet Makers, Carpenters, Electricians, Landscapers and Groundskeepers, Plumbers and Pipefitters, and Roofers
<b>3</b>	<b>Arts, A/V Technology, and Communications</b>	Actors, Authors, Broadcast Technicians, Camera Operators, Film and Video Editors, Graphic Artists/Web Designers, Musicians, Photographers, and Singers
<b>4</b>	<b>Business, Management and Administration</b>	Accountants, Billing Clerks, Business Executives, Office Managers, Receptionists, Secretaries, and Shipping Clerks
<b>5</b>	<b>Education and Training</b>	Adult Education Teachers, Coaches, College Professors, Elementary School Teachers, Fitness Trainers, Librarians, Principals and Vice Principals, and Teaching Assistants
<b>6</b>	<b>Finance</b>	Appraisers, Bank Tellers, Bill Collectors, Economists, Financial Analysts, Financial Managers, Loan Clerks, and Tax Preparers
<b>7</b>	<b>Government and Public Administration</b>	Building Inspectors, Community Service Managers, Interpreters, License Clerks, Occupational Health and Safety Specialists, Postmasters, Research Assistants, and Urban Planners
<b>8</b>	<b>Health Science</b>	Athletic Trainers, Chiropractors, Dentists, Dieticians, Doctors, Massage Therapists, Optometrists, Pharmacists, and Registered Nurses



<b>9</b>	<b>Hospitality and Tourism</b>	Chefs, Cruise Directors, Hotel Desk Clerks, Hotel Managers, Professional Athletes, Recreation Guides, Restaurant Hosts, Tour Guides, Umpires and Referees, and Waiters and Waitresses
<b>10</b>	<b>Human Services</b>	Childcare Workers, Clergy, Counselors, Hair Stylists, Laundry and Dry Cleaning Workers, Professional Makeup Artists, and Psychologists
<b>11</b>	<b>Information Technology</b>	Computer Engineers, Computer Programmers, Computer Support Specialists, Computer Systems Analysts, Database Managers, Information Systems Managers, and Network Managers
<b>12</b>	<b>Law, Public Safety, Corrections, and Security</b>	Ambulance Drivers, Corrections Officers, Crossing Guards, Detectives, Firefighters, Judges, Law Enforcement Officers, Lawyers, and Paralegals
<b>13</b>	<b>Manufacturing</b>	Airplane Assemblers, Appliance Repairers, Chemical Engineers, Forklift Operators, Jewelers, Machinists, Oil Drillers, Operating Engineers, Pump Operators, and Welders and Solderers
<b>14</b>	<b>Marketing, Sales, and Services</b>	Buyers, Floral Designers, Market Research Analysts, Marketing Managers, Models, Opticians, Product Demonstrators, Purchasing Agents, Sales Managers, Sales Representatives, and Telemarketers
<b>15</b>	<b>Science, Technology, Engineering, and Mathematics</b>	Archeologists, Astronomers, Biologists, Cartographers, Civil Engineers, Engineering Technicians, Geologists, Mathematicians, Meteorologists, and Science Technicians
<b>16</b>	<b>Transportation, Distribution, and Logistics</b>	Air Traffic Controllers, Airplane Pilots, Auto Body Repairers, Automobile Mechanics, Deckhands, Locomotive Engineers, Mechanics, School Bus Drivers, and Transportation Managers



Your top 3 Career Clusters based on your interests are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

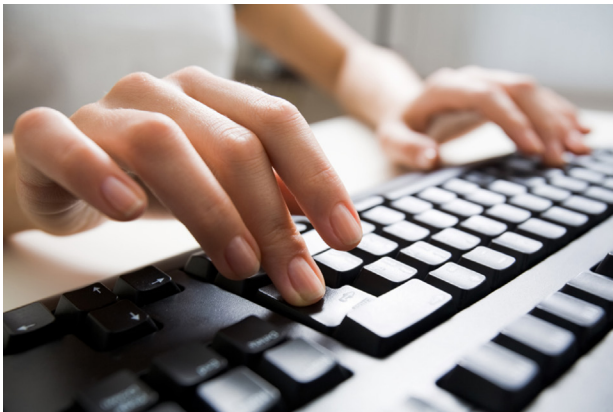
## #2: Skills Needed for Employment

What do today's employers expect from new employees? They need workers who show up on time, give an honest effort, and don't always need to be told what to do. Employers want employees that treat others with respect and courtesy. Teamwork is also important.

Employees need to show employers that they are comfortable, competent, and confident to learn how to do the tasks at hand. These attributes are called "**soft skills**" because they are needed to succeed in virtually all jobs. "**Hard skills**" refer to specific skills that are used for a specific jobs.

For example, being able to back a semi-trailer up to a loading dock without hitting anything or anybody is a "hard skill" that is necessary to be a truck driver. Reporting to work on time, being able to take direction, and having enough initiative to be productive are "soft skills." These skills are just as important to truck drivers as knowing how to drive a semi-truck.

Soft skills complement hard skills, which are the technical requirements of a job. Employers want employees that have BOTH soft and hard skills. It is just as important to learn how to manage your time, work well with others, and have a positive attitude as it is to learn how to do your specific job.



### Example of Hard Skills:

- Typing
- Computer coding
- Flying a plane
- Driving
- Calculations







### Example of Soft Skills:

- Enthusiasm
- Dependability
- Motivation
- Discipline
- Creativity

Which skill is a “**soft skill**” and which is a “**hard skill**”?

1. Courtesy \_\_\_\_\_
2. Typing/Keyboarding \_\_\_\_\_
3. Dependability \_\_\_\_\_
4. Brick Laying \_\_\_\_\_
5. Web Design \_\_\_\_\_
6. Adaptability \_\_\_\_\_
7. Respect \_\_\_\_\_
8. Flying a Plane \_\_\_\_\_



### #3: Education Pays

**We often hear the advice to “stay in school.” Today—that advice is more important than ever.**

More education equals more pay and less chance of unemployment.

- ▶ Earnings go up with every year of school completed and get an extra boost when a degree program is completed.
- ▶ Education pays off because better-educated workers learn tasks more easily and are usually more organized.
- ▶ Employers want employees who have a broad set of skills and possess higher levels of learning and knowledge to meet the demands of the workplace.



## Earnings and Unemployment Rates by Education Attainment, 2018

Educational Attainment	Median Usual Weekly Earnings	Unemployment Rate
Doctoral degree	\$1,825	1.6
Professional degree	\$1,884	1.5
Master's degree	\$1,434	2.1
Bachelor's degree	\$1,198	2.2
Associate degree	\$862	2.8
Some college, no degree	\$802	3.7
High school graduates, no college	\$730	4.1
Less than a high school diploma	\$553	5.6

Looking at the above table, you can see that the pay for a worker with a Bachelor's degree is slightly doubled the pay as a worker who only has a high school diploma. This does not mean that someone who only has a high school diploma can't find a well paying job, just that there are more opportunities for better paying jobs the higher your education level.

## Examples of Jobs—Their Education and Pay



**Architects** create the overall look of buildings and other structures.

**Education:** 5-year Bachelor of Architecture degree program. A master's degree in architecture can take 1 to 5 years to complete, depending on the extent of previous training in architecture.

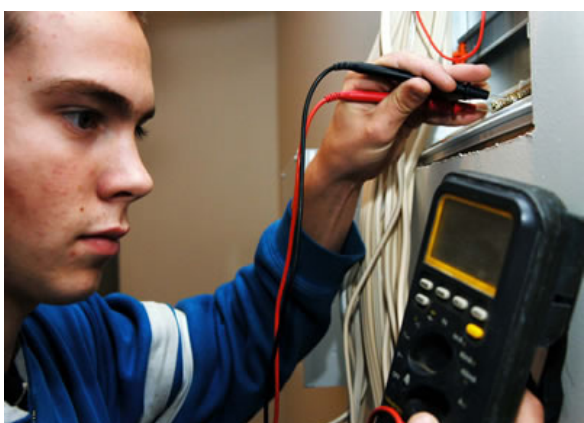
**Median annual wages\***— \$63,040



**Reporters, Correspondents, and Broadcast News Analysts** write about newsworthy occurrences. Large newspapers, radio and television stations assign reporters to gather news about specific topics.

**Education:** 4-year bachelor's degree in journalism or mass communications. Practical experience is the most important part of education and training.

**Median annual wages\***—\$39,520



**Electricians** install and maintain all of the electrical and power systems for our homes, businesses, and factories.

**Education:** Most electricians learn their trade through apprenticeship programs that combine on-the-job training with related classroom instruction.

**Median hourly wage\***—\$48,650



**Retail Sales Worker** help customers find products they want and process customers' payments. There are two types of retail sales workers: retail salespersons, who sell retail merchandise, such as clothing, furniture, and automobiles

**Education:** No formal educational credential

**Median annual wage\***—\$23,470

\*2018 Median Pay

Source: Bureau of Labor Statistics *Occupational Outlook Handbook*



## Do you know the education level you need to be a...

Match the letter with the career based on entry-level education requirements

**A.** High School Diploma **B.** Vocational Training **C.** Associates Degree **D.** Doctoral Degree **E.** Bachelor's Degree



1. Veterinarian \_\_\_\_\_



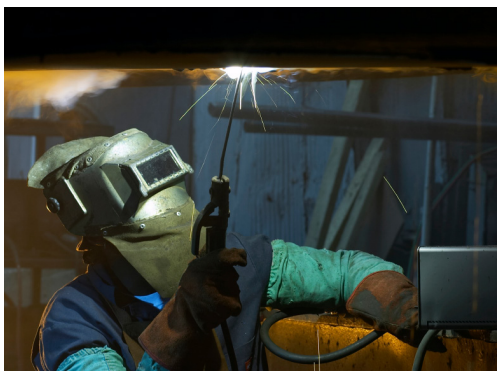
4. Police Officer \_\_\_\_\_



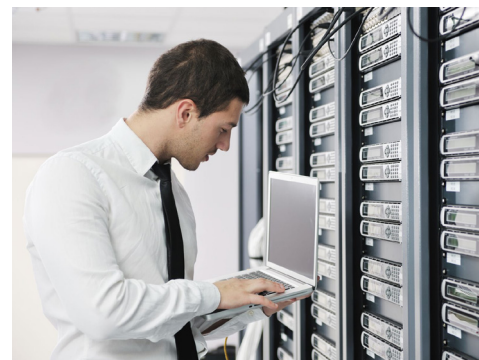
2. Pharmacy Technician \_\_\_\_\_



5. Nurse \_\_\_\_\_



3. Welder \_\_\_\_\_



6. Database Administrator \_\_\_\_\_

Answer: 1. D; 2. A; 3. B; 4. A; 5. C; 6. E

### #4: Learning Job Skills

Summers are a great time for you to earn some extra money and gain some job skills that will help put your résumé ahead of the rest when applying for “real” jobs in high school. You can learn time management, dependability, people skills, communication and marketing skills, self-confidence, and money management (in addition to earning money!).

#### Identifying Potential Summer Jobs for Middle School Students

It is difficult to find a job at such a young age. But, here are some steps to go through to help you identify areas in which you may be able to earn some extra money:

**1. Think about the jobs performed around your own house each day (or week).**



- ▶ Who waters the lawn and patio plants?
- ▶ Who mows the lawn and sweeps the patios?
- ▶ Who washes the car(s)?
- ▶ Who takes care of the kids who are out of school for the summer?
- ▶ Who walks and feeds the dog? Makes dinner for the family?
- ▶ Who sorts the mail or takes out the recycling?

All of these are potential summer job ideas. You could work for relatives, neighbors, and friends who are going on vacation or working outside the home while their children are home for the summer. Make any additions to this list here:

**2. Observe what you see others doing, such as neighbors or family friends. Would they invite a middle school student to help them? Add your observations here:**

## Identifying Job Skills You Already Have or May Want to Develop



**1. Discuss with your parents whether you have the skills to do these jobs.** One example may be babysitting—have you taken care of your younger siblings, helped prepare meals, cleaned up after play dates? Don't forget boys can be babysitters too! Many parents of boys are looking for boys to babysit. If you think you lack the necessary job skills, how might you get them? Check with your local Red Cross or community to see if they are offering babysitting courses.

**2. Discuss in class and with your parents ways you might offer your services in a summer job.**

- ▶ This would include figuring out how much to charge (ask friends who've done similar jobs, for example).
- ▶ Coming up with a "sales pitch"—a one- or two-sentence description of what you can do and how you can help. It would also help to come up with a business name: John's Yard Help or Susan's Babysitting Services.
- ▶ Decide whether you would benefit from making a flyer and passing it around the neighborhood. If so, what do you want to put on it? Your business name, your name and phone number or email address, description of your services, and maybe a quotation from someone who will vouch for your follow-through and quality of work.

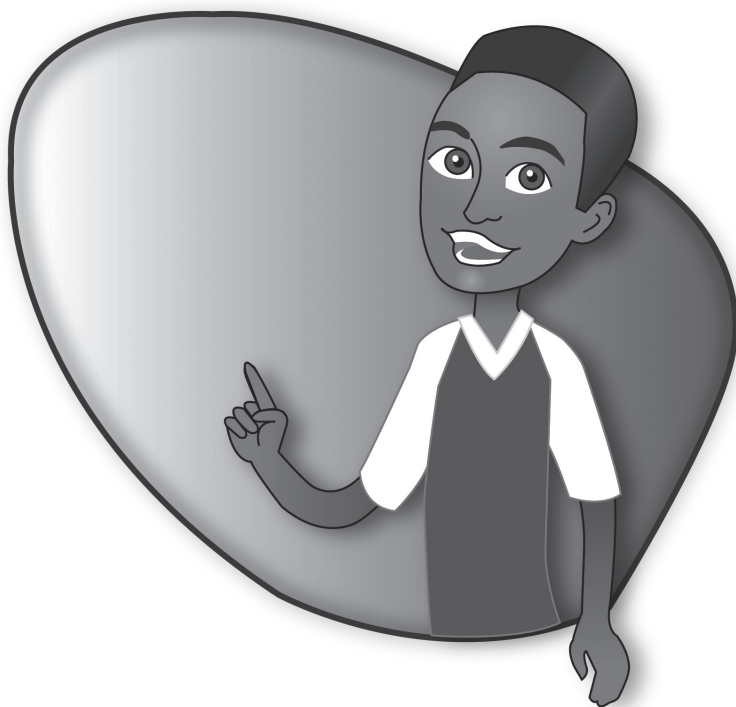
**3. Discuss with your classmates and your parents the advantages of volunteer work or community service.** Check into your local SPCA chapter, church, or local organizations that may need young people to assist. There are nature centers, museums, and camps that look for volunteers.

**4. If you have a passion for certain activities, work on developing the skills used in those activities, even if you don't get paid.** For instance, as a writer, you can develop a community newsletter, either in print or electronic. As a videographer, you can develop documentaries about the community or fictional stories using friends as actors.

## Here are some ideas for summer employment to brainstorm with your parents:

- ▶ Babysitting
- ▶ Pet sitting
- ▶ Yard worker
- ▶ Referee and umpire
- ▶ Computer tutoring or training (this can be a good resource if you live near a retirement community)
- ▶ Garage sales
- ▶ House sitting (pick up mail, packages, feed animals, water plants while neighbors are away)
- ▶ Car washing/detailing
- ▶ Pickup/recycle aluminum cans (make money when you take empty cans to the recycling service center)
- ▶ Library pick up and return

**Remember**—skills you learn doing summer jobs and projects can help you in the future when you are filling out a job application or writing a résumé for a part-time job when you are in high school and/or college. *Also, some of these summer jobs can turn into after-school jobs too!*







### #5: First Résumé

#### What is a résumé?

A résumé is a summary of your qualifications and past work and educational experience that targets a specific job or career goal. A résumé is your opportunity to create a first impression that shows your strengths to a potential employer.

Here's an easy way to put together a résumé. Begin by writing your name, address, and phone number at the top of the form. Then simply write answers to some of the questions on the form found on the next page, and watch how your skills and interests turn into a résumé. You don't have to fill in every space if you don't want to.

#### What Are Your Interests?

*Some examples:*

I like to use computers for school and homework.

I like to play team sports.

I like playing individual sports.

I enjoy reading and writing.

I like drawing, art or music.

#### What Responsibilities Have You Had?

*Some examples:*

I help watch younger siblings or babysit for others.

I do volunteer work through church, scouts, helping elderly neighbors, or other ways.

I do well in school while having many outside activities and interests.

#### Jobs You Have Had

If you have worked (babysitting, mowing, or other work), list your job title, the person or organization for whom you worked, and the month and year you worked.

#### What Are Your Best School Subjects?

*Some examples:*

I do well in math and science.

I do well in reading and writing.

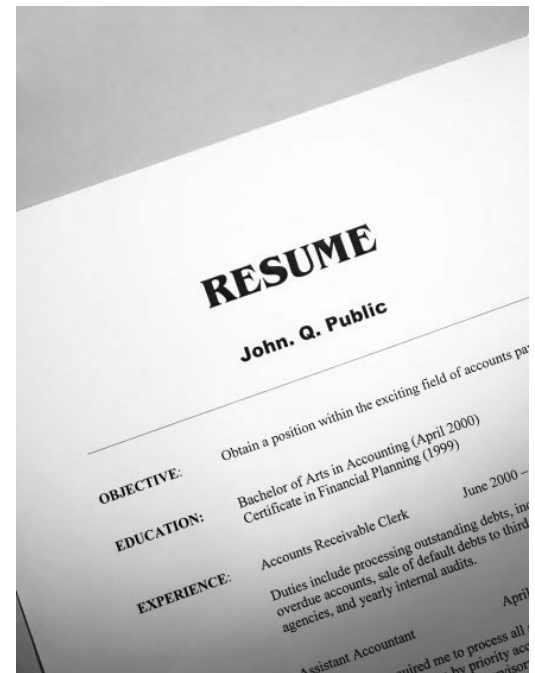
I do well in social studies and physical education.

#### Special Achievements

Now, think about the different activities in your life. What have you done that makes you feel good about yourself? Have you won an award? Made something special? Reached a goal?

#### Schools

List the name of your current and past schools, where they are located, and your grade level.



# Your First Résumé

<b>Name:</b>		<b>Phone:</b>	
<b>Address:</b>	<b>City:</b>		<b>State:</b>
<b>What job do you want:</b>			
<b>Your interests are: (Choose 2)</b>			
<b>Responsibilities you have had:</b>			
<b>Jobs you have had: (List up to 2)</b>	<b>Job:</b>	<b>Client:</b>	<b>Month/Year</b>
	<b>Job:</b>	<b>Client:</b>	<b>Month/Year</b>
<b>Best school subjects: (Choose 2)</b>			
<b>Special achievements:</b>			
<b>Schools: (current school/grade)</b>			
<b>(previous school/grade)</b>			

**Congratulations! You have completed your first résumé.**



## Résumé Tips

- Always keep your résumé up-to-date.
- Keep both printed and digital copies of your résumé
- Make sure all the spelling is correct.
- Keep it simple.

## What can you do with a résumé ?

- You can upload your résumé to a job search site.
- You can hand out printed copies of your résumé to companies at a job fair.
- You can email a digital file of your résumé to companies you are interested in working for.



## Applying for a Job Online

It's important to have a résumé, but not all job applications will ask for a one. Because so many people use the Internet, most job applications are only available online. When companies want you to apply for jobs at the company web site, you will probably need to complete an online application rather than submitting your résumé. The easiest way to complete these applications is to copy and paste the information from your résumé into the application.



### #6: Researching Careers

**There are plenty of resources available for you to further research a career on your own. You can:**

- ▶ Interview your parents, teachers, or family friends to find out first-hand what their jobs are like.
- ▶ Attend Career Day at your school.
- ▶ Spend a day shadowing your parent or other adult at their job.
- ▶ Visit your local or school library to find books or magazines about different careers.
- ▶ Search the web for online career information.

#### **Websites You Can Visit for More Career Information:**

<https://www.virginiaLMI.com>

<https://www.bls.gov/k12/>

<http://www.vaview.org/>

<https://www.careerkids.com/careers>

<https://www.knowitall.org/series/kids-work>

<https://www.sciencebuddies.org/science-engineering-careers>

#### **Preparing for the Future**

##### **High School—Freshman Year**

When you start your freshman year of high school, be sure to:

- ▶ Meet with your counselor to discuss your college plans and review your class schedule for appropriate classes.
- ▶ Start a calendar with important dates and deadlines.
- ▶ Get involved in extracurricular activities.
- ▶ Start preparing for the PSAT test.

