**Career Research Project**

***Objective One: Determine which career field my personality and aptitude relates.***

**Activity One:**

1. Go to utahfutures.org
2. Rollover the Assessment category on the top toolbar.
3. Select “Career Cluster Inventory”
4. Take the inventory.
5. The highest score you have is the career field you will research. If you have more than one field that is high, select one to research.

The career field that I will be researching is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Activity Two: /5 points possible**

1. Open a document on your computer. You may use Word or Google Docs. (Make sure you save your work)
2. Write a paragraph (5-6 sentences) explaining the ***career field*** in which you ranked high.
   1. What career field did you rank highest?
   2. Does the career field match your current interests?
   3. Were you surprised at the results?
   4. What types of jobs are available in this field?
   5. Which job in the field would interest you the most?

The job that would interest me the most is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Activity Three: /10 points possible**

1. Next, write two paragraphs (5-6 sentences each) about the ***job*** in the same document.
   1. Paragraph One:
      1. Give a general description of the job.
      2. What is the salary range?
      3. What types of skills, abilities or tasks are required?
   2. Paragraph Two:
      1. Describe the preparation needed to enter this career field.
      2. Describe whether there are any advancement opportunities within the career field.

**Activity Four: /10 points possible**

1. Continue adding to you document and create an ***action plan***.
2. You may summarize your plan in a paragraph or through a bullet point list.
3. Use the FCCLA planning process steps 1-3 to create your plan.
   1. Identify Concerns
      1. Ex) To become a … or to earn money as an adult to take care of my needs
   2. Set a Goal
      1. Ex) My goal is to become a Licensed Marriage and Family Therapist by the time I am 27.
      2. Remember to use a SMART goal (specific, measurable, attainable, realistic and time-bound)
   3. Form a Plan
      1. This is the bulk of your plan, how you will accomplish your goal.
         1. Who can help you accomplish your goal?
         2. What can you do today to set your plan in motion? What classes can you take now to help accomplish your goal?
         3. Where do you need to go to receive training or education? Where can you receive further information about your goal?
         4. When will you accomplish certain steps of the plan?
         5. Why is this important to you?
         6. How will accomplish the plan? What benchmarks will you give yourself to attain your goal?

**Activity Five: /15 points possible**

1. Within your document **create a resume** highlighting your accomplishments.
2. Your resume needs to be on a separate sheet of paper within your document.
3. Resume Items
   1. Name and current contact information (address, email, phone number)
   2. Education
   3. Employment
   4. Activities (Volunteer work, club memberships, etc.)
   5. Skills (related to the career you will be applying for)
   6. Honors (from school or community)
   7. References (either list three or write “available upon request”)
4. Your resume needs to look clean and professional. Use proper grammar, spelling and a professional font (Arial, Times New Roman, Calibri, etc.)

In addition to the above point values, **5 points** will be given for correct grammar, punctuation and spelling for the entire document.

**Total Points Possible \_\_\_\_\_\_\_\_\_\_/45**

**(RESUME EXAMPLE)**

Jane Smith

**OBJECTIVE**

To obtain a position as (fill in the blank)

**EDUCATION**

Central High School, Central City, IL

Course of Study: College Preparation

Degree: Anticipated Spring 2016

**EMPLOYMENT**

Assistant Teacher

Kid’s Care, Central City, IL

June 2015- present

* Assist lead teacher in planning activities
* Communicate with parents
* Keep children safe at all times

Library Aide

Central City Library, Central City, IL

January 2015-June 2015

* Shelved returned books
* Helped patrons

**ACTIVITIES**

Volunteer

Central City Adult Day Care, Central City, IL

2015-present

Club President

Family, Career and Community Leaders of America, Central City High School

2014-2015

**SKILLS**

* Excellent oral and written communication skills
* Works well with others
* High organization skills

**REFERENCES**

Available upon request

123 South St.

Central City, Illinois 25000

Phone (555) 555-5555

email@address.com