



MAKING CAREER CHOICES

A career differs from a job in that it is a series of progressively more responsible jobs in one field or a related field. You will need to learn some special skills to choose a career and to help you in your job search. Choosing a career and identifying career opportunities require careful thought and preparation. To aid you in making important career choices, follow these steps:

STEPS TO MAKING A CAREER DECISION

1. Conduct a self-assessment to determine your:
 - values
 - lifestyle goals
 - interests
 - skills and aptitudes
 - personality
 - work environment preferences
 - relationship preferences
2. Identify possible career choices based on your self-assessment.
3. Gather information on each choice, including future trends.
4. Evaluate your choices based on your self-assessment.
5. Make your decision.

After you make your decision, plan how you will reach your goal. It is best to have short-term, medium-term, and long-term goals. In making your choices, explore the future opportunities in this field or fields over the next several years. What impact will new technology and automation have on job opportunities in the next few years? Remember, if you plan, you make your own career opportunities.



PERSONAL CAREER PORTFOLIO

You will want to create and maintain a personal career portfolio. In it you will keep all the documents you create and receive in your job search:

- Contact list
- Résumé
- Letters of recommendation
- Employer evaluations
- Awards
- Evidence of participation in school, community, and volunteer activities
- Notes about your job search
- Notes made after your interviews



CAREER RESEARCH RESOURCES

In order to gather information on various career opportunities, there are a variety of sources to research:

- **Libraries.** Your school or public library offers good career information resources. Here you will find books, magazines, pamphlets, films, videos, and special reference materials on careers. In particular, the U.S. Department of Labor publishes three reference books that are especially helpful: the *Dictionary of Occupational Titles (DOT)*, which describes about 20,000 jobs and their relationships with data, people, and things; the *Occupational Outlook Handbook (OOH)*, with information on more than 200 occupations; and the *Guide for Occupational Exploration (GOE)*, a reference that organizes the world of work into 12 interest areas that are subdivided into work groups and subgroups.
- **The Internet.** The Internet is becoming a primary source of research on any topic. It is especially helpful in researching careers.
- **Career Consultations.** Career consultation, an informational interview with a professional who works in a career that interests you, provides an opportunity to learn about the day-to-day realities of a career.
- **On-the-Job Experience.** On-the-job experience can be valuable in learning firsthand about a job or career. You can find out if your school has a work-experience program, or look into a company or organization's internship opportunities. Interning gives you direct work experience and often allows you to make valuable contacts for future full-time employment.



THE JOB SEARCH

To aid you in your actual job search, there are various sources to explore. You should contact and research all the sources that might produce a job lead, or information about a job. Keep a contact list as you proceed with your search. Some of these resources include:

- **Networking with family, friends, and acquaintances.** This means contacting people you know personally, including school counselors, former employers, and professional people.
- **Cooperative education and work-experience programs.** Many schools have such programs in which students work part-time on a job related to one of their classes. Many also offer work-experience programs that are not limited to just one career area, such as marketing.
- **Newspaper ads.** Reading the Help Wanted advertisements in your local papers will provide a source of job leads, as well as teach you about the local job market.
- **Employment agencies.** Most cities have two types of employment agencies, public and private. These employment agencies match workers with jobs. Some private agencies may charge a fee, so be sure to know who is expected to pay the fee and what the fee is.
- **Company personnel offices.** Large and medium-sized companies have personnel offices to handle employment matters, including the hiring of new workers. You can check on job openings by contacting the office by telephone or by scheduling a personal visit.
- **Searching the Internet.** Cyberspace offers multiple opportunities for your job search. Web sites, such as Hotjobs.com or Monster.com, provide lists of companies offering employment. There are tens of thousands of career-related Web sites, so the challenge is finding those that have jobs that interest you and that are up-to-date in their listings. Companies that interest you may have a Web site, which will provide valuable information on their benefits and opportunities for employment.



APPLYING FOR A JOB

When you have contacted the sources of job leads and found some jobs that interest you, the next step is to apply for them. You will need to complete application forms, write letters of application, and prepare your own résumé. Before you apply for a job, you will need to have a work permit if you are under the age of 18 in most states. Some state and federal labor laws designate certain jobs as too dangerous for young workers. Laws also limit the number of hours of work allowed during a day, a week, or the school year. You will also need to have proper documentation, such as a green card if you are not a U.S. citizen.

JOB APPLICATION

You can obtain the job application form directly at the place of business, by requesting it in writing, or over the Internet. It is best if you can fill the form out at home, but some businesses require that you fill it out at the place of work.

Fill out the job application forms neatly and accurately, using standard English, the formal style of speaking and writing you learned in school. You must be truthful and pay attention to detail in filling out the form.

PERSONAL FACT SHEET

To be sure that the answers you write on a job application form are accurate, make a personal fact sheet before filling out the application:

- Your name, home address, and phone number
- Your Social Security number
- The job you are applying for
- The date you can begin work
- The days and hours you can work
- The pay you want
- Whether or not you have been convicted of a crime
- Your education
- Your previous work experience
- Your birth date
- Your driver's license number if you have one
- Your interests and hobbies, and awards you have won
- Your previous work experience, including dates
- Schools you have attended
- Places you have lived
- Accommodations you may need from the employer
- A list of references—people who will tell an employer that you will do a good job, such as relatives, students, former employers, and the like

LETTERS OF RECOMMENDATION

Letters of recommendation are helpful. You can request teachers, counselors, relatives, and other acquaintances who know you well to write these letters. They should be short, to the point, and give a brief overview of your assets. A brief description of any of your important accomplishments or projects should follow. The letter should end with a brief description of your character and work ethic.

LETTER OF APPLICATION

Some employees prefer a letter of application, rather than an application form. This letter is like writing a sales pitch about yourself. You need to tell why you are the best person for the job, what special qualifications you have, and include all the information usually found on an application form. Write the letter in standard English, making certain that it is neat, accurate, and correct.

RÉSUMÉ

The purpose of a résumé is to make an employer want to interview you. A résumé tells prospective employers what you are like and what you can do for them. A good résumé summarizes you at your best in a one- or two-page outline. It should include the following information:

1. **Identification.** Include your name, address, telephone number, and e-mail address.
2. **Objective.** Indicate the type of job you are looking for.
3. **Experience.** List experience related to the specific job for which you are applying. List other work if you have not worked in a related field.
4. **Education.** Include schools attended from high school on, the dates of attendance, and diplomas or degrees earned. You may also include courses related to the job you are applying for.
5. **References.** Include up to three references or indicate that they are available. Always ask people ahead of time if they are willing to be listed as references for you.

A résumé that you put online or send by e-mail is called an *electronic résumé*. Some Web sites allow you to post them on their sites without charge. Employers access these sites to find new employees. Your electronic résumé should follow the guidelines for a regular one. It needs to be accurate. Stress your skills and sell yourself to prospective employers.

COVER LETTER

If you are going to get the job you want, you need to write a great cover letter to accompany your résumé. Think of a cover letter as an introduction: a piece of paper that conveys a smile, a confident hello, and a nice, firm handshake. The cover letter is the first thing a potential employer sees, and it can make a powerful impression. The following are some tips for creating a cover letter that is professional and gets the attention you want:

- **Keep it short.** Your cover letter should be one page, no more.
- **Make it look professional.** These days, you need to type your letter on a computer and print it on a laser printer. Do not use an inkjet printer unless it produces extremely crisp type. Use white or buff-colored paper; anything else will draw the wrong kind of attention. Type your name, address, phone number, and e-mail address at the top of the page.
- **Explain why you are writing.** Start your letter with one sentence describing where you heard of the opening. “Joan Wright suggested I contact you regarding a position in your marketing department,” or “I am writing to apply for the position you advertised in the Sun City Journal.”
- **Introduce yourself.** Give a short description of your professional abilities and background. Refer to your attached résumé: “As you will see in the attached résumé, I am an experienced editor with a background in newspapers, magazines, and textbooks.” Then highlight one or two specific accomplishments.

- **Sell yourself.** Your cover letter should leave the reader thinking, “This person is exactly what we are looking for.” Focus on what you can do for the company. Relate your skills to the skills and responsibilities mentioned in the job listing. If the ad mentions solving problems, relate a problem you solved at school or work. If the ad mentions specific skills or knowledge required, mention your mastery of these in your letter. (Also be sure these skills are included on your résumé.)
- **Provide all requested information.** If the Help Wanted ad asked for “salary requirements” or “salary history,” include this information in your cover letter. However, you do not have to give specific numbers. It is okay to say, “My wage is in the range of \$10 to \$15 per hour.” If the employer does not ask for salary information, do not offer any.
- **Ask for an interview.** You have sold yourself, now wrap it up. Be confident, but not pushy. “If you agree that I would be an asset to your company, please call me at [insert your phone number]. I am available for an interview at your convenience.” Finally, thank the person. “Thank you for your consideration. I look forward to hearing from you soon.” Always close with a “Sincerely,” followed by your full name and signature.
- **Check for errors.** Read and re-read your letter to make sure each sentence is correctly worded and there are no errors in spelling, punctuation, or grammar. Do not rely on your computer’s spell checker or grammar checker. A spell check will not detect if you typed “tot he” instead of “to the.” It is a good idea to have someone else read your letter, too. He or she might notice an error you overlooked.

INTERVIEW

Understanding how to best prepare for and follow up on interviews is critical to your career success. At different times in your life, you may interview with a teacher or professor, a prospective employer, a supervisor, or a promotion or tenure committee. Just as having an excellent résumé is vital for opening the door, interview skills are critical for putting your best foot forward and seizing the opportunity to clearly articulate why you are the best person for the job.

RESEARCH THE COMPANY

Your ability to convince an employer that you understand and are interested in the field you are interviewing to enter is important. Show that you have knowledge about the company and the industry. What products or services does the company offer? How is it doing? What is the competition? Use your research to demonstrate your understanding of the company.

PREPARE QUESTIONS FOR THE INTERVIEWER

Prepare interview questions to ask the interviewer. Some examples include:

- “What would my responsibilities be?”
- “Could you describe my work environment?”
- “What are the chances to move up in the company?”
- “Do you offer training?”
- “What can you tell me about the people who work here?”

DRESS APPROPRIATELY

You will never get a second chance to make a good first impression. Nonverbal communication is 90 percent of communication, so dressing appropriately is of the utmost importance. Every job is different, and you should wear clothing that is appropriate for

the job for which you are applying. In most situations, you will be safe if you wear clean, pressed, conservative business clothes in neutral colors. Pay special attention to grooming. Keep makeup light and wear very little jewelry. Make certain your nails and hair are clean, trimmed, and neat. Do not carry a large purse, backpack, books, or coat. Simply carry a pad of paper, a pen, and extra copies of your résumé and letters of reference in a small folder.

EXHIBIT GOOD BEHAVIOR

Conduct yourself properly during an interview. Go alone; be courteous and polite to everyone you meet. Relax and focus on your purpose: to make the best possible impression.

- Be on time.
- Be poised and relaxed.
- Avoid nervous habits.
- Avoid littering your speech with verbal clutter such as “you know,” “um,” and “like.”
- Look your interviewer in the eye and speak with confidence.
- Use nonverbal techniques to reinforce your confidence, such as a firm handshake and poised demeanor.
- Convey maturity by exhibiting the ability to tolerate differences of opinion.
- Never call anyone by a first name unless you are asked to do so.
- Know the name, title, and the pronunciation of the interviewer’s name.
- Do not sit down until the interviewer does.
- Do not talk too much about your personal life.
- Never bad-mouth your former employers.

BE PREPARED FOR COMMON INTERVIEW QUESTIONS

You can never be sure exactly what will happen at an interview, but you can be prepared for common interview questions. There are some interview questions that are illegal. Interviewers should not ask you about your age, gender, color, race, or religion. Employers should not ask whether you are married or pregnant, or question your health or disabilities.

Take time to think about your answers now. You might even write them down to clarify your thinking. The key to all interview questions is to be honest, and to be positive. Focus your answers on skills and abilities that apply to the job you are seeking. Practice answering the following questions with a friend:

- “Tell me about yourself.”
- “Why do you want to work at this company?”
- “What did you like/dislike about your last job?”
- “What is your biggest accomplishment?”
- “What is your greatest strength?”
- “What is your greatest weakness?”
- “Do you prefer to work with others or on your own?”
- “What are your career goals?” or “Where do you see yourself in five years?”
- “Tell me about a time that you had a lot of work to do in a short time. How did you manage the situation?”
- “Have you ever had to work closely with a person you didn’t get along with? How did you handle the situation?”



AFTER THE INTERVIEW

Be sure to thank the interviewer after the interview for his or her time and effort. Do not forget to follow up after the interview. Ask, “What is the next step?” If you are told to call in a few days, wait two or three days before calling back.

If the interview went well, the employer may call you to offer you the job. Find out the terms of the job offer, including job title and pay. Decide whether you want the job. If you decide not to accept the job, write a letter of rejection. Be courteous and thank the person for the opportunity and the offer. You may wish to give a brief general reason for not accepting the job. Leave the door open for possible employment in the future.

FOLLOW UP WITH A LETTER

Write a thank-you letter as soon as the interview is over. This shows your good manners, interest, and enthusiasm for the job. It also shows that you are organized. Make the letter neat and courteous. Thank the interviewer. Sell yourself again.

ACCEPTING A NEW JOB

If you decide to take the job, write a letter of acceptance. The letter should include some words of appreciation for the opportunity, written acceptance of the job offer, the terms of employment (salary, hours, benefits), and the starting date. Make sure the letter is neat and correct.



STARTING A NEW JOB

Your first day of work will be busy. Determine what the dress code is and dress appropriately. Learn to do each task assigned properly. Ask for help when you need it. Learn the rules and regulations of the workplace.

You will do some paperwork on your first day. Bring your personal fact sheet with you. You will need to fill out some forms. Form W-4 tells your employer how much money to withhold for taxes. You may also need to fill out Form I-9. This shows that you are allowed to work in the United States. You will need your Social Security number and proof that you are allowed to work in the United States. You can bring your U.S. passport, your Certificate of Naturalization, or your Certificate of U.S. Citizenship. If you are not a permanent resident of the United States, bring your green card. If you are a resident of the United States, you will need to bring your work permit on your first day. If you are under the age of 16 in some states, you need a different kind of work permit.

You might be requested to take a drug test as a requirement for employment in some states. This could be for the safety of you and your coworkers, especially when working with machinery or other equipment.

IMPORTANT SKILLS AND QUALITIES

You will not work alone on a job. You will need to learn skills for getting along and being a team player. There are many good qualities necessary to get along in the workplace. They include being positive, showing sympathy, taking an interest in others, tolerating differences, laughing a little, and showing respect. Your employer may promote you or give you a raise if you show good employability skills.

There are several qualities necessary to be a good employee and get ahead in your job:

- be cooperative
- possess good character
- be responsible
- finish what you start
- work fast but do a good job
- have a strong work ethic
- work well without supervision
- work well with others
- possess initiative
- show enthusiasm for what you do
- be on time
- make the best of your time
- obey company laws and rules
- be honest
- be loyal
- exhibit good health habits

LEAVING A JOB

If you are considering leaving your job or are being laid off, you are facing one of the most difficult aspects in your career. The first step in resigning is to prepare a short resignation letter to offer your supervisor at the conclusion of the meeting you set up with him or her. Keep the letter short and to the point. Express your appreciation for the opportunity you had with the company. Do not try to list all that was wrong with the job.

You want to leave on good terms. Do not forget to ask for a reference. Do not talk about your employer or any of your coworkers. Do not talk negatively about your employer when you apply for a new job.

If you are being laid off or face downsizing, it can make you feel angry or depressed. Try to view it as a career-change opportunity. If possible, negotiate a good severance package. Find out about any benefits you may be entitled to. Perhaps the company will offer job-search services or consultation for finding new employment.



TAKE ACTION!

It is time for action. Remember the networking and contact lists you created when you searched for this job. Reach out for support from friends, family, and other acquaintances. Consider joining a job-search club. Assess your skills. Upgrade them if necessary. Examine your attitude and your vocational choices. Decide the direction you wish to take and move on!