**MY CAREER OF INTEREST**

Your Name

Main Career Area

In this section, you need to describe what career area you are attempting to enter by telling me what the job requires of you on a day to day basis. In other words, what expectations would you have, hours you would work, what days of the week would you work, would there be travel and if so, how much. I also want to know if you expect to be paid a salary, hourly, by commission or other. Tell me if there are bonus opportunities or overtime availability. Would you deal with customers, suppliers, other businesses or some of all of the above. In other words, what do YOU expect you will need to do as a job requirement.

Education and/or Training Requirements

Please go into detail about the educational “Requirements” for getting into the area of your choice, then also please tell me the other options you may consider. For example, you may decide to major in Business Administration with a minor in English, to open the option of eventually becoming a teacher, trainer or some other area requiring strong English skills. Again, please complete this area in no more than 2 paragraphs at most. Please use this section to not only explain what education and training you must obtain, but also “Why” you are choosing to obtain this training. Focus more on the optional area of learning, because that will require more explanation. For example, if you tell me you plan to go to college to study biology, but want to major in bookkeeping, explain that you may want to run your own business that requires a background in both biology and business.

Career Outlook

You can review the Occupational Outlook Hanbook or some other source to determine what the career outlook is for your choice. Please include the overall job outlook, outlook for advancement and if you can choose another career path if your first choice is blocked for any reason.

In addition, I want you to research the top 10 career fields currently within the job market and tell me if any of these look like something you can prepare to do. Explain to me how your educational choices will prepare you to move into some different area and what skills you will need to build on. For example, if your primary choice is to become an engineer, but you cannot find work, now you decide to move into a management career, what skills would you have to be successful and what would you need to builds on to be successful. Please complete this section in at least 3 parapgrahs.

High School Career Set

In no less than 2 paragraphs, tell me right now what courses in high school have prepared you by showing you that you have skills within a particular area and what areas you think you would be able to apply those skills. Tell me what the course is, what you learned and what projects or lessons stood out to you the most.

In addition, please tell me about any particular changes you may have seen take place over your high school years. In other words, perhaps you came into the high school as a freshman thinking you were a strong science student only to find out you are a great writer and plan to use that skill as part of your future goals. Explain what changed, how it changed and why it’s important to you.

Career Interview

You must set up a career interview over the phone or in person with someone within a field you have some interest. You must come up with at least 15 questions before the interview and write the questions and answers in the area here below. Some of the questions I expect include items like starting pay averages and opportunities within the area. Typical workweek, hours worked, benefits, retirement options and more. If other items come up during the interview, please list that as well and tell me how these questions came up.

Final Thoughts

Please review your ideas on what career you are planning to enter on this paper and what you learned with your career interview. Tell me if anything has changed, stayed the same or perhaps now you will look into some other path. Also, explain to me in detail what you consider meeting your goals. Is it lifestyle based, income based, early retirement based, travel based or other. Explain in detail and make sure this section is at least 2 paragraphs, no more than 3.