

# Careers



To complete this level, you'll learn more about career options and choosing a career path.

## Complete 8 of the 12 activities below to complete this level.

When you complete an activity, ask your instructor to write the date and their initials in the box.

<b><u>Classroom Activities</u></b> (Complete at least two activities)	
	<b>How Much Should I Make?:</b> Work with your group to talk about what people earn for different jobs, and see if you can decide which jobs should pay the most and the least.
	<b>Hidden Jobs:</b> Participate in a class discussion about some things you do or use every day and the different jobs that have to exist for that to happen.
	<b>Career Day:</b> Listen to guest speakers talk about their jobs and ask questions to find out more about them.
	<b>Unusual Jobs:</b> Watch a video and participate in a class discussion about some unusual jobs.

<b><u>Friends and Family</u></b> (Complete at least one activity)	
	<b>First Jobs:</b> Talk to three different adults you know who have had a job to learn about their first job experience.
	<b>Family Careers:</b> Talk to an adult in your home about some of the careers people in your family have now or have had in the past.
	<b>Career Path:</b> Talk to an adult you know about their career and answer some questions about their career path.

<b><u>On Your Own or Small Groups</u></b> (Complete at least two activities)	
	<b>Who Would You Hire?:</b> Look at a group of potential candidates for different jobs and decide which person you think would match best with each job description.
	<b>References:</b> Learn more about what references are and how employers use them when they make hiring decisions. Write a reference for a product, service, or person you like.
	<b>Thank You Notes:</b> Explore why thank you notes can be an important part of a job search and write a thank you note to someone you know.
	<b>My Dream Job:</b> Think about your interests and skills and make a poster that represents your dream job.
	<b>Career Aptitude: (internet access required)</b> Use an online career aptitude test to explore some jobs that might be a good fit for you and print out or write down at least three of the jobs that were suggested in the results.

# Careers: How Much Should I Make

## Objective:

To think about how society decides how much people earn for different types of jobs.

## Time:

15-20 minutes

## Materials:

Paper and pen or pencil for each group  
Blackboard or dry erase board

## Procedure:

Write the following 10 jobs on the board in any order: Fast food worker, doctor, nurse, NFL player, elementary school teacher, farmer (owns a farm), restaurant server (waiter or waitress), janitor, office supervisor, truck driver

Break the students into groups of 3-5 students and ask them to rank the jobs from the job they think should pay the most as (#1) to the job that should pay the least (#10). They should rank the jobs on what they think the jobs *should pay* not what they think the jobs *actually pay*. Some questions they should consider as they work:

1. How long does it take to learn to do the job? Do you have to go to school or have other special training?
2. Is this a job that many people would be good at or only some people?
3. Does the job require special skills or ability?
4. Is this a job that people would like doing or might not like to do?

When the groups are finished, compare the answers. Write the lists on the board if you have enough room to do so. Next, write the list below that has estimated average full-time salaries on it. Explain this is an average across the US- not everyone in each job actually makes that amount. Discuss the group's reactions- were they surprised? Do they think it should be different?

- |                       |               |                      |             |
|-----------------------|---------------|----------------------|-------------|
| 1. NFL Player         | \$2.1 Million | 8. Janitor           | \$28,950/yr |
| 2. Doctor             | \$210,980/yr  | 9. Food Server       | \$25,830/yr |
| 3. Farmer (owns farm) | \$79,940/yr   | 10. Fast Food Worker | \$22,260/yr |
| 4. Registered Nurse   | \$75,510/yr   |                      |             |
| 5. Elementary Teacher | \$62,200/yr   |                      |             |
| 6. Office Supervisor  | \$59,340/yr   |                      |             |
| 7. Truck Driver       | \$45,570/yr   |                      |             |

# Careers: Hidden Jobs

**Objective:**

To think critically about the many jobs that exist that make our modern lives possible.

**Time:**

10-15 minutes

**Materials:**

Chalkboard or Dry Erase Board

**Procedure:**

Introduce the topic to the group by asking for some examples of things they use or things they do every day. Choose 5-6 examples to use for the discussion and write them on the board with space to make a list below each one. Ask the class to brainstorm all of the jobs that must exist to make that thing possible. At the end, ask if the students in the group saw any jobs on the lists they might like to do.

**Example:****Cell Phones**

- App developer
- Truck driver (to bring phones to stores)
- Factory workers (to assemble phones)
- Product designers
- Salespeople at phone stores
- Customer service reps for carriers
- Companies that make packaging
- Actors in TV commercials
- Advertising writers
- People who build and repair cell towers
- Investigators who get evidence from phones to solve crimes

# Careers: Career Day

**Objective:**

To learn more about different careers and how people choose their careers.

**Time:**

15-60 minutes depending on the number of guest speakers.

**Materials:**

Chalkboard or Dry Erase board (optional)

**Procedure:**

Invite at least four guests representing a variety of careers to speak to your class about their career and their current job. The guests can all be present together for a panel-style presentation, or may come at different times or on different days. Give guests an opportunity to start by telling their own story about their own career path. Then use the topics and questions below (or make your own) and allow the group some time to ask questions.

**Topics and Questions for Discussion:**

- Was your career something you have wanted to do for a long time or is something you chose later?
  - If it's something you've always wanted to be, is the job what you imagined when you were younger?
  - If it's something you chose later, how is it different from what you thought you wanted when you were younger?
- What are the job requirements for your particular job? Does it require a particular education, training, or skill?
- What is your favorite and least favorite thing about your job?
- How would someone get started in your field if they wanted to have your job?
- What kind of environment do you work in? (Inside/outside, with others/alone, at a desk or in the field?)
- What is your typical schedule and day like?
- Were there any subjects or things you learned in school that have been helpful in your work?
- Do you see yourself staying in your current role, or if not, what would come next?

# Careers: Unusual Jobs

**Objective:**

To learn more about the wide variety of jobs people have.

**Time:**

10-15 minutes

**Materials:**

Unusual Jobs video

**Procedure:**

Introduce the topic to the group by discussing that there are some jobs most people know (teachers, mechanics, nurses, bus drivers) but there are also many unusual jobs. Watch the video and then use the questions below for a group discussion.

**Topics and Questions for Discussion:**

- Are any of these jobs part of a broader category of job? Which ones? For example, a school nurse is a type of nurse who does a very specific job.
- How might someone find out about an unusual job?
- Do you think these are jobs someone wanted to be when they grew up or a job they learned about as an adult?
- If you could make up your own dream unusual job, what would it be?
- Can you think of any unusual jobs that someone must have to do?
- What do you think might be interesting or appealing about having an unusual job?
- Did you see any jobs in the video that you would like to do? Which ones and why?

# Careers: First Jobs

Interview three adults you know who have had a job about their very first job. Use the chart below to write down their answers. Use the back of the page if you need more space.

	Name of first adult:	Name of second adult:	Name of third adult:
What was your first job? Where did you work?			
When did you have that job?			
How much did it pay?			
How did you get the job?			
What did you have to do for the job?			
What did you like and dislike about the job?			

# Careers: Family Careers

Interview an adult in your home to learn more about some of the careers in your family. Answer the questions below in the space provided.

**1. Does the person you interviewed have a job right now, or if not, have they had a job in the past? What is that job?**

**2. Are there any jobs or careers that a lot of people in your family have had, either now or in the past? What were they? Was there any reason so many people had that job?**

**3. What are some other jobs people in your family have or have had in the past? Why did they choose those jobs?**

**4. Is there anyone in your family or who you know that is currently in school or working with someone to learn how to do a job? What is the job and what do they have to do to prepare for that job?**

**5. Are there any jobs the people in your family would like you to do or think would be a good job for you? What is the job? Would you want to do that job? Why or why not?**

# Careers: Career Paths

A career path shows the steps involved with getting a particular job. For example, to become a doctor, you would have to go to college, then medical school, then work in a residency (a job where a new doctor learns a particular type of medicine), and then a doctor's job in a medical office, hospital, or another medical position.

Talk to at least one adult you know who currently works at a job about their career path and answer the following questions.

What is this person's current job?

Does this job require any particular education or training?

Is this considered an entry level job? That means that someone could apply for this job even if they do not have experience in this field?

Is there another job that someone would usually have first before this job? (For example, you might work as a salesperson in a store before you can be the store manager.)

If someone in this job wanted a promotion, what would the next step or job be? Are there more jobs they could be promoted to after that?

Is there any advice this person would have for someone who wanted this job?

# Careers:

## Who Would You Hire?

Imagine that you are a recruiter (someone who helps find people for jobs) at a large company. Your supervisor has given you the following three jobs that you need to fill. You also have a list of eight possible candidates (potential employees) to consider for the positions. Read the descriptions of the three jobs and the eight candidates, and choose two of the candidates that you would invite to interview for each job. You can choose the same candidate for more than one job.

### **Job Descriptions:**

#### **Job #1: Administrative Assistant**

The billing office at your company needs an administrative assistant. This person would be responsible for answering phones, sending and receiving mail, typing letters, and assisting clients who have questions about their bills. Candidates do not need to have prior experience as an administrative assistant, but it would be helpful. The ideal candidate would have good computer skills and be friendly and helpful on the phone.

Which two candidates would you invite to interview for this job? Why?

### **Job Descriptions:**

#### **Job #2: Billing Clerk**

The billing office also needs a clerk. This person will be responsible for receiving bills and payments and entering them in the computer system. This person would not have to answer phones or talk to clients. No prior experience is required. This position would be ideal for someone who doesn't mind working alone for most of the day and is comfortable with numbers and financial information and has good computer skills.

Which two candidates would you invite to interview for this job? Why?

### **Job Descriptions:**

#### **Job #1: Warehouse Inventory Supervisor**

The warehouse at your company needs to hire a new supervisor to manage the inventory (the merchandise and supplies kept in the warehouse). This person would be responsible for ordering items that are needed and supervising the warehouse assistants. This person would ideally have experience supervising other employees and be able to keep track of many different things at the same time.

Which two candidates would you invite to interview for this job? Why?

## **Potential Job Candidates:**

**Beth:** Beth recently graduated from community college and is looking for her first job. While she was in school she worked in the student help center at the school assisting other students with questions about their schedules and finding different offices and services on campus. Beth likes working with people and is friendly and outgoing. She would eventually like to be an office manager. She feels comfortable working on the computer and with different types of technology.

**Bill:** Bill recently lost his job as a shift supervisor at a factory when the factory closed down. He was responsible for supervising six other employees at his last job and he likes a job where he can be up and moving around rather than sitting at a desk. Bill does not have a lot of experience using computers, but he is very organized and likes to develop systems to keep track of things.

**Ella:** Ella recently moved to the area from another state. She previously worked as a data entry clerk (someone who enters information into a computer or other system). Ella is very good with computers and numbers, but she can be very shy and does not like to spend a lot of her time talking to other people. She would prefer a job where she can focus on one or two tasks at a time.

**Juan:** Juan recently finished high school and is looking for his first full time job. He is very outgoing and likes helping people. He learns new skills quickly and feels comfortable using a computer. He is also fluent in Spanish and English. He previously worked at Target during the summers and after school as a cashier.

**Patel:** Patel is currently taking evening classes to become an accountant. He is looking for a full time job where he can work during the day. He would like to find a job related to finance to help him gain experience in the field. Patel is friendly and outgoing and likes working with numbers and computers. He previously worked part time as a teller at a bank.

**Aki:** Aki is currently a supervisor at a clothing store at the mall, but would like to find a job with a regular schedule, as she works a lot of evenings and weekends at the store. Aki is very good with managing other employees and helping customers. She is also very good with keeping track of many different tasks at the same time. She has experience receiving stock that comes in for the store, and keeping track of price changes and setting up displays of merchandise.

**Mike:** Mike is currently working as a greeter at WalMart. He loves working with people and talking to the people that come in the store. He prefers talking to people in person or on the phone to writing and sending emails. He is comfortable using the computer but does not really like working with numbers.

**Kari:** Kari is really good with numbers and money. She currently works part time handling billing for a construction company but is looking for a full time job. She doesn't mind working alone, but likes working with people as well. She would like to work for a larger company where she could have the opportunity to get a promotion after a few years.

# Careers: References

When an employer is deciding who to hire for a job, they may ask a person applying for the job to provide a reference or references. A reference is usually someone you have worked for in the past who can give information about you did your job when you worked for them.

When you are applying for your first job, you may choose a teacher, a youth group or sports team leader, or someone else that knows you. In general, you wouldn't use a relative as a reference unless you actually worked for them.

You should always ask for permission from the person before using them as a reference!

Talk to a teacher, coach, group leader, or someone else who knows you well. Ask them how they would describe you if someone asked them for a reference for you. What would they say about you?

Think of a good friend of yours or someone you have worked with in the past. If someone were to ask you for a reference for that person for a job, how would you describe them and their work?

# Careers: Thank You Notes

It is a good idea to thank someone that helps you with a job search or interviews you for a job. A short but thoughtful written note is a way to show your appreciation for the person's time and might even help you stand out among the group of people who applied for a job. Some employers might even expect a note or follow up email- but they won't tell you that or ask for it. A thank you note would also be appropriate to thank your supervisor from a volunteer job, summer job, or internship. If you have the person's email address you could send an email, but be sure to use full sentences and proper grammar- no emoji! The thank you should not be a phone call and not a text. A thank you note should include some details from your interview or what the person did.

Here is an example of a thank you for an interview:

Dear Ms. Smith,

I would like to thank you for taking the time to interview me today for the summer internship position with Anytown Animal Shelter. I enjoyed meeting you and appreciated the opportunity to tour your facility. After hearing more about the internship position, I think it would be a great match for my skills and interests. Please let me know if you have any questions about my resume or if you would like any additional information from me. Thank you again for your time and consideration.

Sincerely,  
Maria Coleman

Here is an example of a thank you for someone who provided you advice or information about your potential career:

Dear Ms. Smith,

I would like to thank you for taking the time to meet with me to discuss your experience as a writer. The advice and information you gave me has really helped to clarify my career goals and helped me to plan my next steps towards a career as a writer. I truly appreciated the opportunity to learn from someone so accomplished in this field.

Sincerely,  
Maria Coleman

# Careers: My Dream Job

Make a poster that represents your dream job. You can use drawings, pictures, words, or anything else that helps represent that job.

Some things to consider when making your poster:

- What environment would someone work in with that job? In an office? Outside? In certain weather?
- What kind of education and skills does someone need for that job?
- Do you need specific experience for that job?
- Are there particular uniforms, clothes, or tools that someone would wear or use for that job?
- Do people with that job usually work alone or with other people?
- Do people in that job have customers or clients that would come in to see them?
- Does someone with that job make or create things?

# Careers: Career Aptitude

Please note: This task requires internet access.

What kinds of careers might be a good fit for you? Try taking an online aptitude test to get some ideas. Aptitude means being good at something, having the skills to do something, or being a good fit for something.

Take the 30 question quiz at:

<https://www.careeronestop.org/toolkit/careers/interest-assessment.aspx>

You can also find this link at [www.axomeducation.com/mynextlevel](http://www.axomeducation.com/mynextlevel)

Print out your results or write the title and a brief description of three of the careers that were suggested for you below.