**Career Project Instruction Sheet**

**PARTI**

Use word processing to compose a report, using the research material you gathered from the O\*NET website. (www.onetonline.org)

**FORMAT FOR PAPER:**

Use word processing to prepare the report. Begin the report, with the main t it le centered, on the first line, double Space, and then type your name. Triple space after your name. Double space the entire report and indent paragraphs.

**OUTLINE OF PAPER:**

* Paragraph **1-** Introduce the three careers you researched.
* Paragraph 2- Career 1 (with explanation)
* Paragraph 3- Career 2 (with explanation)
* Paragraph **4-** Career 3 (with explanation)
* Paragraph 5- Conclusion (summary and the career you will most likely pursue and why)

The following information ***MUST*** be included in each of the three career paragraphs:

* Definition or nature of work
* Requirements for employment
* Opportunities for experience and/or exploration
* Related occupations (at least four)
* Methods of entering the field
* Advancement
* Employment outlook
* Earnings (wages) and prospective pay increases
* Conditions of work
* Whether or not this is designated as a "Bright Outlook" or "Green" occupation

All of your research will be done using the Internet, but you may also use other sources, if approved by your instructor. ***Remember: all work must be cited at the end of this project, so keep track of your sources!***

**PART** II

Once you have completed the essay, you will select one of the careers you explored to complete the next assignments. You may assume you are a college graduate in order to meet the qualifications. Use the Internet to find samples of a resume, cover letter, and letter of resignation. Make sure you print the samples!

**Follow these next directions:**

1. Type a **cover letter** to introduce yourself to your prospective employer.
2. Type a **resume** that reflects the skills required of the career you selected.
3. Assuming you are currently gainfully employed, you will type a **letter of resignation** to your current employer.

**PART Ill**

**Multimedia Presentation:**

Prepare a presentation with illustrations and a minimum of FIVE slides. (You will probably have more than five slides.}

*Include the following:*

1. What to wear or what not to wear (male and female}
2. How to prepare for the interview
3. Five Interview tips you have researched
4. How to know when it is time to change jobs
5. How to change jobs
6. Compile a list of 15 questions that one could be asked on a job interview.
7. Compile a list of at least five questions that are considered illegal and cannot be asked on an interview
8. Compile a list of five questions one might ask the person conducting the interview
9. Works cited slide (does not count toward the five-slide minimum)

\*\*If you prefer, you may make a video; however, you must address the same requirements for the slide presentation.