

English 4 – Career Unit

This unit is designed to help you analyze and prepare for life after high school. **YOU MUST TURN IN EACH OF THE ASSIGNMENTS** together in a packet. Each will be awarded points separately. To be successful in this unit, you need to follow directions exactly. If you have questions, please ask.

Appearance does count: All work must be typewritten, proofread, and spellchecked. Accuracy of mechanics, grammar, spelling, punctuation, and usage will count toward grades. You may present this information in paragraph or bullet form. Your choice.

Assignment #1 – Career Exploration

Identify **THREE** potential jobs/careers you are interested in pursuing. Complete **ALL** of the following information for each job/career you list. Each bullet below is **REQUIRED for each job/career**:

- State the job/career path you seek. Be specific.
- Explain why you are interested in the career you have selected as a potential job/career, going beyond superficial reasons. Be specific. What attracts you to this job?
- Explain why you have chosen your intended job/career. What interests you about this career and why? Be specific. You may do this separately or make a comparison/contrast chart if you wish.
- Finally, identify which of the three colleges is your number one college choice based upon your analysis of the three colleges. Write a brief statement identifying your #1 choice and explaining why you have selected it as #1.

Assignment #2

Provide a statement that analyzes the short term and long term job outlook for your intended job. The best source for gathering the following information is the Occupational Outlook Handbook that can be found at <http://bls.gov>. The College in Colorado web site can also be a significant resource for you. The EHS library also has many resources and books on jobs, careers, and professional employment. Consider and include the following **REQUIRED** information. Be sure to answer **all parts of each bullet**. Use MLA citation formats to cite the sources that you use.

- a. What are the short term and the long term job outlooks for this career field. Is this a career field that is currently in demand? What is the long-range forecast for this career? Is it a growing or a declining field? Support your statements with statistics from career databases. Here are a few: Bureau of Labor Statistics (<http://www.bls.gov/oco/>), Occupational Outlook Handbook (contained in BLS website). Also the College in Colorado web site and the EHS library database are sources, as well as books on career fields. Check with Ms. Harper for URL and passwords. Use the databases and other resources to answer the following bullets also.
- b. Minimum educational requirements: Does this career/job require technical training, certification, or licensure? Provide proof (photocopies) of the level of education necessary and state the required certification or licenses needed to gain entry level employment.
 - i. If you do need to obtain technical training, certification, or licensure, identify a post-high school Colorado training source for each career/job that requires it. [Note: This may include trade schools, vocational schools, community colleges, 4-year colleges, apprenticeships, etc.] State the required training for initial employment. What are the admission criteria for this training? Do you meet the criteria? Create a list of the minimum admission criteria, and check off all the criteria that you meet.
 - ii. How much will the above training cost? How will you pay for it?
- c. Is this field changing in any ways? What additional skills will be necessary in the future?
- d. Where can you find employment in this job/career. For example, a mechanic might find employment at a car dealership; a privately- or corporate-owned repair shop; school district maintenance shops; local, state or federal governments; etc.
- e. What are the estimated starting salaries for a person entering this job/career?

- f. **Prepare a works cited** in MLA format that cites all the sources you used. **You need to use a minimum of 2 sources**. Use the Hacker_MLA Update as your tool for preparing MLA citations. The works cited will receive a separate grade.

Assignment #3

Job Application Letter and Resume. **MAIN PART OF PROJECT.**

- See separate handout for specific requirements.
- You need to complete BOTH of the following. Make it real, something you will use.
 - i. A job application letter. Find a job announcement in a local paper, the Denver Post or online. Print out the job announcement and turn it in with your letter of application.
 - ii. A resume. Create a resume based on your current education, job qualifications, and skill sets that qualify you for employment in your #1 career/job choice.

Assignment #4

Write a statement [one paragraph to one page] that analyzes the process you went through in obtaining the above information for Assignments 1-3. What worked for you? What didn't work for you? As a result of the research you have done, have you changed your thinking about what you intend to do? If yes, explain in what way(s). Did you find out anything that surprised you? Explain what surprised you. If you were not surprised or did not change your thinking, analyze how your research reinforced your commitment to your plans.

Additional Project requirements:

1. Include a **title page** for the front of your project.
2. All work must be neatly typewritten or word-processed. Missing information will cause point deductions. Grammar and mechanic errors will significantly lower grade.
3. **Turn in two complete copies of this assignment**. One will go in a folder to be saved for your senior portfolio due in the spring. You'll have one section done. If you don't turn it in now, you will be responsible for providing this career packet in the spring.
4. Feel free to include in your career packet any brochures, photocopies of information, or other materials that you obtain that have helped you in your career search process.

Extra Credit: You may do either one or both.

#1 – You can earn extra credit by contacting a person currently working in this field and interviewing and/or shadowing this person. If you plan to do this, submit to me a list of ten questions you will ask. Then following your interview, prepare a transcript of the interview that includes both the questions you asked and the interviewee's responses. You must also include the name of the person, person's company, person's job title/position, person's work address, and contact phone number and/or email address. Then write a paragraph in which you analyze the significance of the interview in regards to your college and career choices.