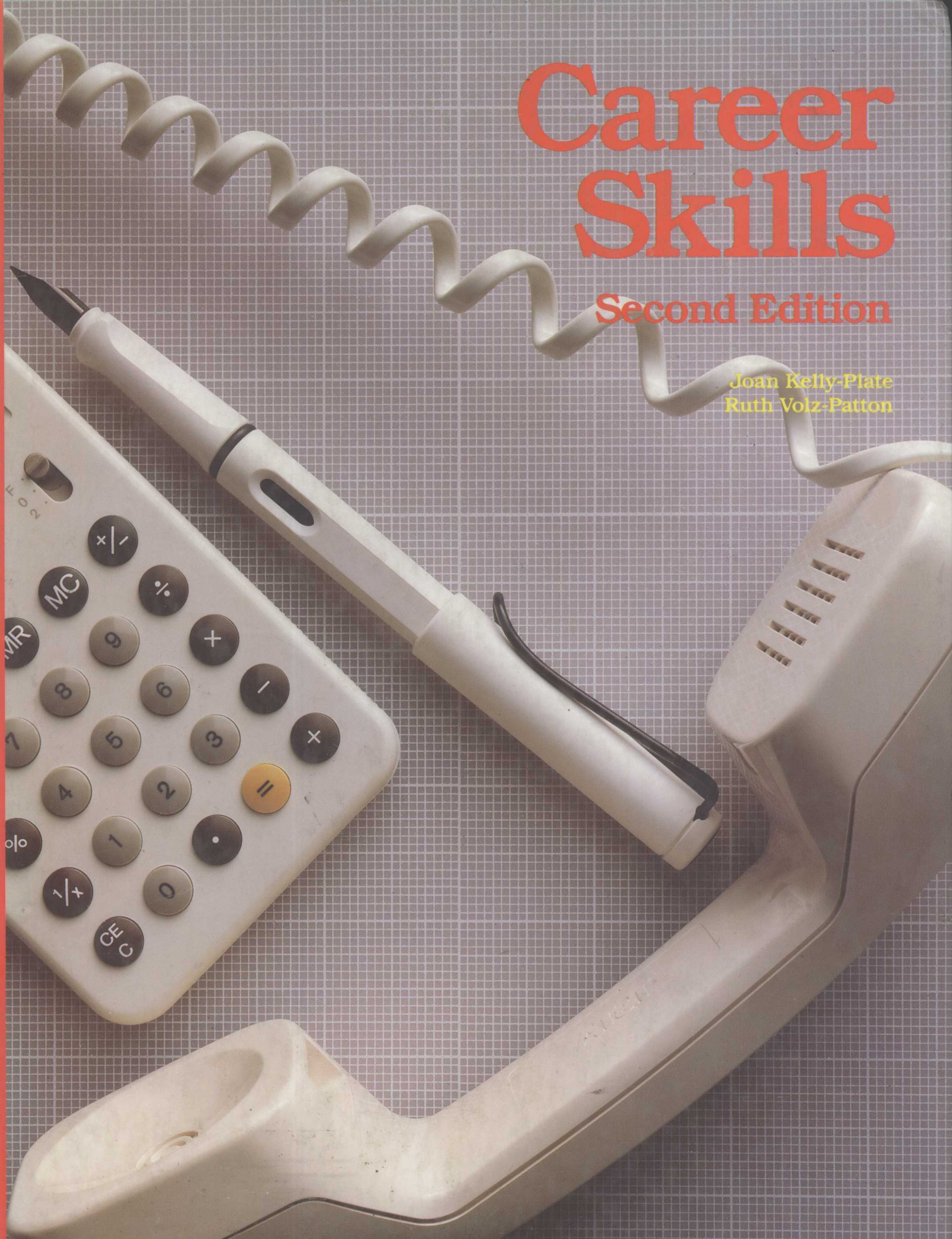


Career Skills

Second Edition

Joan Kelly-Plate
Ruth Volz-Patton



CAREER SKILLS

Second Edition

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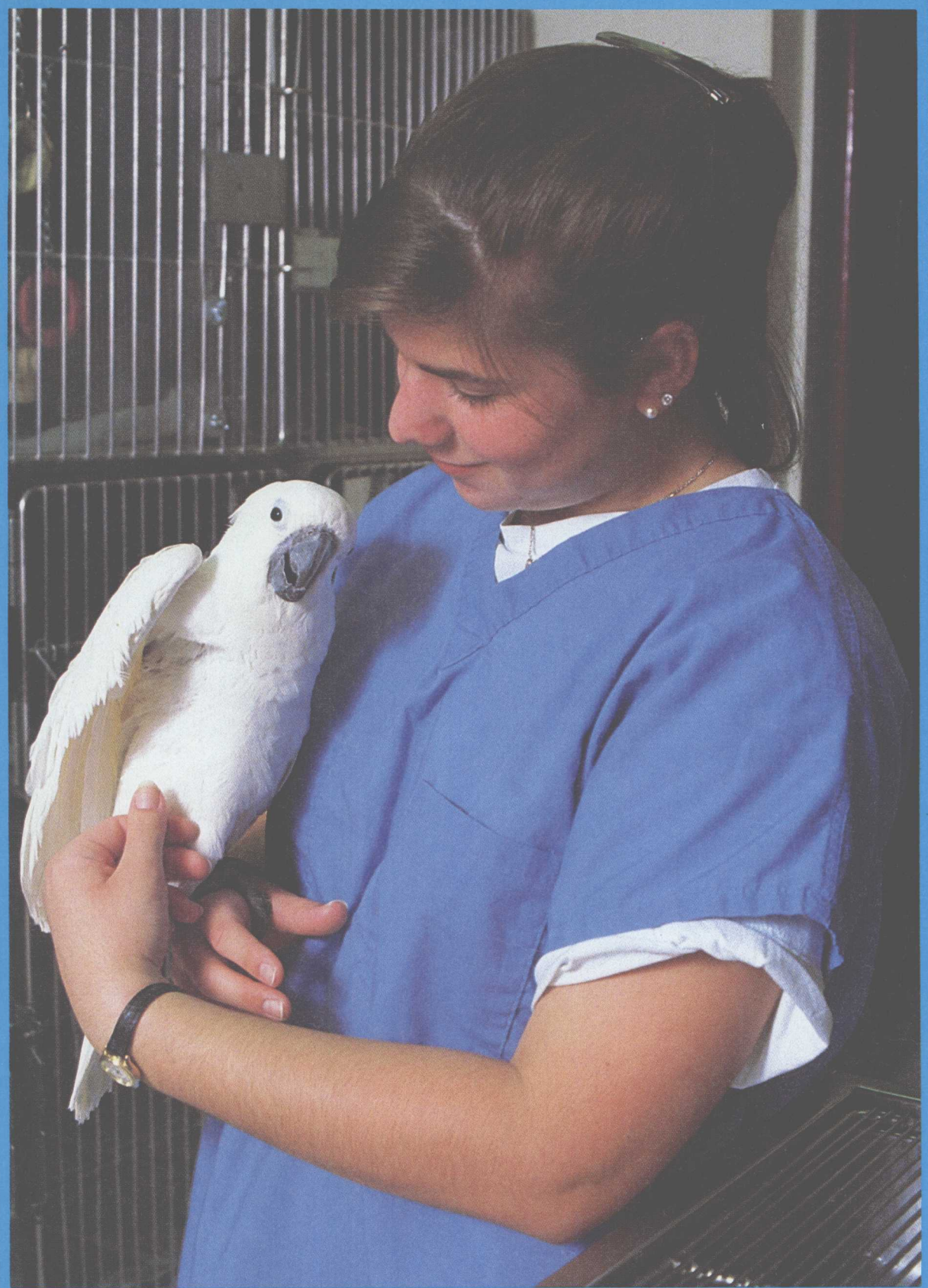
INTRODUCTION

Career Skills is a book designed to help you plan your future. You'll like *Career Skills*. It's easy to read and is filled with interesting photographs and cartoons.

The best thing about *Career Skills* is that it is packed with ideas that will help you get what you want out of life. If you are not sure what you want, *Career Skills* can help you with that, too.

Career Skills is divided into two major parts. The first part helps you decide what you want by helping you to better understand yourself, your skills, and your interests. The second part shows you how to go after what you want and how to get it.

You've got your whole life ahead of you. Whether or not you are happy and successful will depend a great deal on the kind of work you do. *Career Skills* will help you learn the skills you need to find the right kind of work for you. *Career Skills* will get you started on the road to success.



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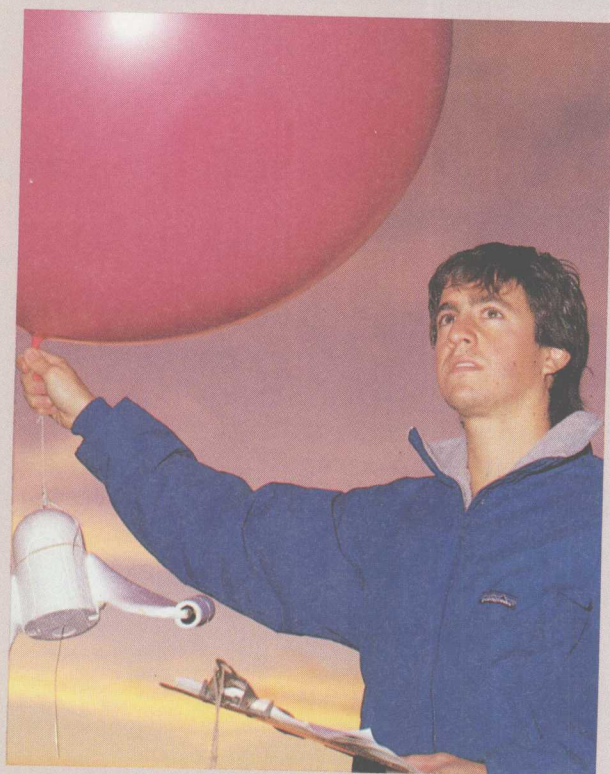
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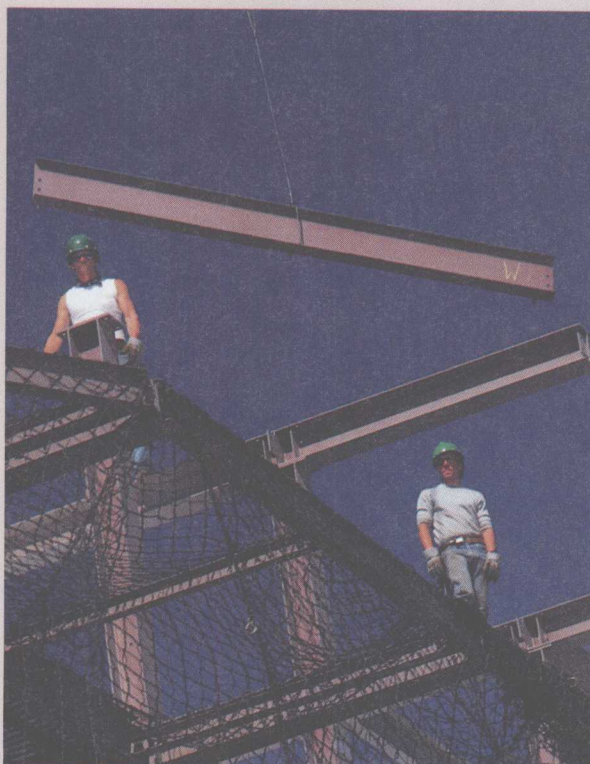
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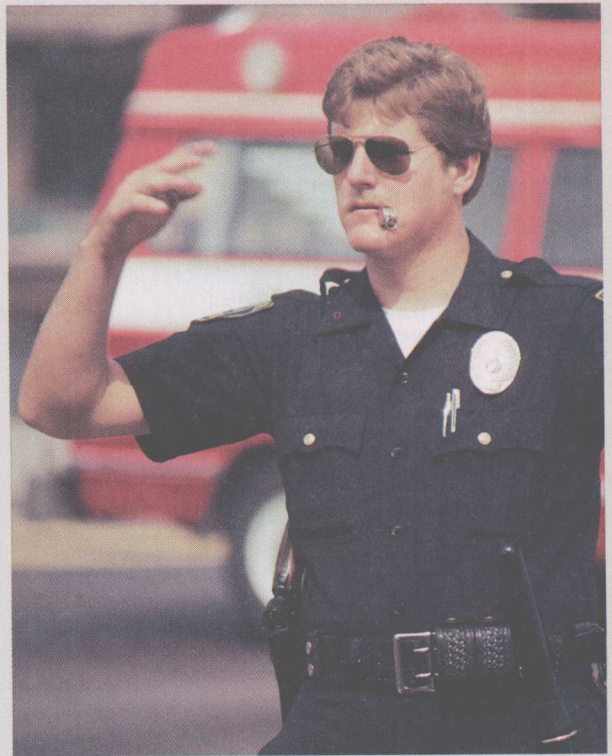
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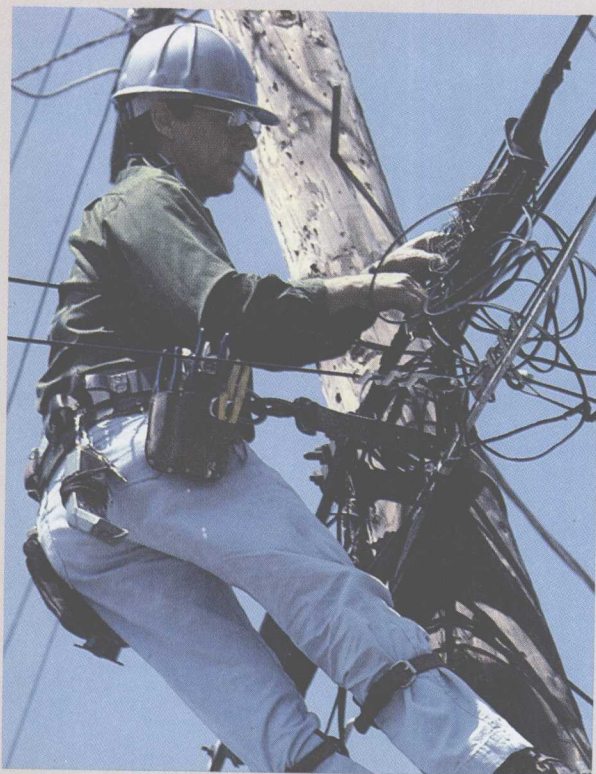
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CAREER EXPLORATION

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CHAPTER 2 Looking at Yourself



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CHAPTER 4 Researching Careers



CHAPTER 5 Making Career Decisions



CHAPTER 6 Your Plan of Action

THINKING ABOUT WORK

KEY TERMS

full time
technology
economics
identity
job
career

OBJECTIVES

In this chapter you will learn about

- the variety of jobs available
- places people work
- times people work
- changes in the work world
- reasons people have for working



Have you thought about what you are going to do after you graduate from high school, or college, or trade school? Do you have any plans?

Many young people are unsure about their future in the working world. They know they want to be on their own. They want to earn their own money and live as adults live. However, when it comes to what they want to "be," they're confused and uncertain.

They may say, "Oh, I'll get a job *somewhere*. I'll just take whatever comes along." Once in a while one of them is really lucky and stumbles into a wonderful job.

Many people, however, are not so lucky. They find themselves doing work they hate for employers they don't like, eight hours a day, five days a week. They come home tired and grouchy and mad at the world.

Did you know that most people spend an average of 40 years in the work force? That's a long, long time to spend doing "whatever comes along."

A person's life is full of things he or she can't control. No one asked you when you wanted to be born, or where, or to which parents. You can't change the weather or the fact that you need to eat to stay alive.

You do, however, have something to say about how you spend your work life. You don't have to just take whatever comes along. You can find work you're happy with.

The World of Work

Work can be done by just about everybody, and there is a job somewhere to suit almost everyone. Let's take a quick look at the world of work.

Kinds of Jobs

The kinds of jobs available are almost countless. As you walk or drive down a street, look around you. Everything that meets your eye, from the stones under your feet to the clouds in the sky, is linked to some kind of job. For example, is there a billboard beside the road? How many jobs do you think have to do with a billboard? Here are some.

- **Landlord.** Owns the property on which the billboard is standing and collects rent.
- **Designer or architect.** Drew up the plans for the billboard's construction.
- **Carpenter.** Followed the designer's plans to make the billboard.
- **Electrician.** Installed lights so the billboard can be seen at night.
- **Advertising salesperson.** Sold the space on the billboard to an advertiser.
- **Advertising artist.** Designed the picture appearing on the billboard advertisement.
- **Advertising writer.** Wrote the words appearing on the billboard advertisement.
- **Sign painter.** Took the design from the advertising artist and writer and painted it on the billboard.



Everywhere you look, you see the results of people at work. What results of people at work can you see in your classroom?

OPPORTUNITY

KNOCKS

SPECIAL EVENTS DIRECTOR

If you love communicating and working with other people and are a good organizer, maybe this would be your type of job.

SPECIAL EVENTS DIRECTOR

National non-profit organization seeks bright, ambitious, talented professional to plan and expand fund-raising/special events programs. Candidate must be aggressive, self-motivated, team-oriented, and have the ability to recruit and motivate volunteers. Fund-raising, sales, or marketing background a plus!

What type of jobs do you think this person would be asked to do?

So far our list names eight jobs directly connected with the billboard. How many other jobs can you think of that might be linked to the billboard? What about the advertiser? If there were no goods or services to advertise, there would be no need for billboards at all. Suppose the ad on the billboard was for chewing gum. What different kinds of jobs do you think are linked to a stick of chewing gum?

Following is a list of just a few of the jobs available today. By looking in newspapers or the phone book, by watching TV, or just by walking down the street, see how many you can add to this list.

- reporting the news
- teaching
- repairing cars
- solving crimes
- operating computers
- fighting fires
- waiting on tables
- designing houses
- farming
- playing professional sports
- studying the ocean
- raising fish
- nursing
- bricklaying
- playing a musical instrument
- chemical engineering
- photographing news events
- housekeeping
- selling clothes in a store
- writing scripts for TV shows

That's just 20 of the thousands of jobs people do in this country. Do any of these jobs sound interesting to you?

Places to Work

Have you thought about the places people work? Work is done in many different settings or locations. Some jobs, such as teaching skiing and forestry, are done outside. Librarians and dentists do their jobs indoors. Other jobs, such as those done on a submarine or spaceship, are performed in very tight quarters. Still other jobs require workers to go deep into mines or to climb mountains to study glaciers. Firefighters, police officers, and many construction workers find themselves in spots that can be dangerous.