



# Your Career Plan

To make a Career Plan, state your career goal, and then list the specific things you need to do to reach your goal.

For example, here is Carlo's Career Plan

*My Career Goal: Engineering Technologist*

*Steps to reach my goal:*

- 1) Take math and science courses in high school
- 2) Get a summer job to save money for college
- 3) Apply to the community college my senior year
- 4) Study engineering technology in college
- 5) Get an engineering technology job

Your Career Goal: \_\_\_\_\_

Steps to Reach Your Goal

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For information to help you plan your career, go to [careeronestop.org](http://careeronestop.org). For personal advice, talk to your high school counselor.

*Things happen for people who make them happen.  
Take control of your life, make a plan, and work hard. You are sure to find success!*



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# Career Planning



**Make High School Great!**

## STEP 3 – Consider Your Education Options

Students today have a number of ways they can prepare for a career. Which of the following options will be the best choice for you?

### Four-Year College

A four-year college education (bachelor's degree) can provide students with a wide range of career opportunities.

### Two-Year Community College

Community colleges offer affordable career programs. Students can also start at a community college and transfer to a four-year college.

### Career and Trade School

Career and trade schools offer short-term training in a number of career fields. Some programs last only a few weeks; others take a year or more to complete.

### Apprenticeship

Apprentices learn a skilled trade through classroom instruction and on-the-job training.

### Military

The U.S. military offers enlistees free job training in over 2,000 job specialties.



## STEP 1 – Do a Self-Assessment



A career that's perfect for one person may be totally wrong for another. You need to choose a career that's going to be a good match for *your* interests, talents, abilities, and values.

Here are a few questions to help you get started with your self-assessment.

1. What classes do you like the best? \_\_\_\_\_  
\_\_\_\_\_
2. What activities and hobbies do you enjoy? \_\_\_\_\_  
\_\_\_\_\_
3. What talents and skills do you have? \_\_\_\_\_  
\_\_\_\_\_
4. Do you want a career that requires
  - 1 or 2 years (or less) of additional education
  - 2 to 4 years of college
5. What's important to you in a career (e.g., money, adventure, helping people, being creative)?  
\_\_\_\_\_  
\_\_\_\_\_

# Career Planning

**A Career Plan is a map for your future! You wouldn't go on a trip without information on where you were going and how to get there. If you did, who knows where you would end up.**

**It is the same with your career. To prepare for your future, you need to know where you're going and how you're going to get there. You need to have a Career Plan!**

**To develop a Career Plan, go through the following steps:**

- STEP 1 – Do a self-assessment
- STEP 2 – Research your career choices
- STEP 3 – Consider your education options
- STEP 4 – Create your career plan

*Make your Career Plan based on who you are today, but know that you can always choose a different career path in the future.*

## STEP 2 – Research Your Career Choices

**Which of the following career fields seems like a good fit for you?**

**Business** – accountant, banker, business manager, paralegal, receptionist, salesperson

**Education** – principal, professor, teacher (high school, middle school, elementary)

**Healthcare** – dental hygienist, nurse, paramedic, pharmacist, physical therapist, veterinarian



**Human Services** – child care worker, firefighter, flight attendant, police officer, social worker

**Science and Technology** – biologist, chemist, computer support specialist, engineer technologist, environmental scientist, systems analyst

**Skilled Trades** – carpenter, construction worker, electrician, machinist, mechanic, plumber, welder

**The Arts** – actor, dancer, disc jockey, graphic artist, interior designer, musician, photographer

*Choose a career field that looks interesting and learn about the careers available in that field. For information on a career, visit [www.bls.gov/ooh](http://www.bls.gov/ooh).*