



# CAREER STEP 6

Go to [www.vaview.vt.edu](http://www.vaview.vt.edu) and pick a career to research.  
Fill in the blanks below to find out more about careers.

1. What is the title of the Career you will research:

2. What Career Family does this career belong to:

3. Fill out the information for the career below:

Salary Range: \_\_\_\_\_

Job Outlook: \_\_\_\_\_

Education Required: \_\_\_\_\_

4. Write the career description below:

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5. Write the duties of the career below:

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6. Check off the skills that you think are needed for this career:

- ☐ Math
- ☐ Science
- ☐ Reading
- ☐ Writing Skills
- ☐ Working with people
- ☐ Working with animals
- ☐ Working outside
- ☐ Working inside
- ☐ Computer skills
- ☐ Being on time
- ☐ Time Management
- ☐ Working with machines
- ☐ Driving
- ☐ Working alone
- ☐ Being Creative

7. What do you like about this career?

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8. What do you dislike about this career? \_\_\_\_\_

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9. What school subjects would be important for this career?

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10. I would be good at this career because: \_\_\_\_\_

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# ITS

# CLASSIFIED

Read the classified ads below. Then select one of the ads to use to fill in the blanks or use an ad from a newspaper. Next, use the questions below to write your own Classified Ad. Make a class newspaper with the ads listed. Use [www.vaview.vt.edu](http://www.vaview.vt.edu) to research information about careers for your ads.

## SERVICE COORDINATOR

Part time position needed to provide case management services to farmers with disabilities and/or chronic health conditions. Services include on-site assessment, case planning, documentation and development of working relationships with partnering agencies. Requires excellent communication skills, organizational skills and teamwork. Agricultural knowledge is desirable. BA/BS in related field (e.g., social work, therapy). Must have valid Virginia driver's license in good standing. Send cover letter & resume.

## Respiratory Therapist

RRT or CRTT, or Nurse, RN or LPN, for home medical equipment company based in Salem. Job entails managing and maintaining respiratory patients and equipment in the home setting. New graduates welcome. Would consider contract or part-time employment. Top pay and full benefit package with 401K. Please send resume.

1. Job Title: \_\_\_\_\_

2. Part time < 35 hours/wk  
or Full time > 35 hours/wk

3. Job Description:

4. Job Duties:

5. Education or Training needed:

6. Special skills or requirements:

7. Salary Information:

Benefits Information: \_\_\_\_\_

7. How to apply:



# Create your history....

*Each person below created their own place in American history.*

1. Draw a line to match the correct names beside each picture below of historical figures. 2. Next, draw a line to match the achievements of each person on the right to the related occupations.

1.



**Eleanor  
Roosevelt**

**Writer & Social  
Worker**

- American-Cowboy Humorist •
- Part-Cherokee Indian •
- Trick Roper •
- Ziegfeld Follies Star •
- Radio Commentator •
- Star of 71 Motion Pictures •
- Syndicated Newspaper Columnist •
- Author •
- Philosopher •
- Philanthropist •

2.



**Charles  
Lindbergh**

**Pilot**

He made the first nonstop solo flight from New York to Paris in 1927, in a tiny silver monoplane called the Spirit of St. Louis.

3.



**Theodore  
Roosevelt**

**Forester &  
Range  
Manager**

The woman who was a noted humanitarian, author and columnist, delegate to the United Nations and active force in the Democratic party.

4.



**Franklin  
Roosevelt**

**Actor &  
Announcer**

Not quite 43, he became the youngest President in the Nation's history. Some of his most effective achievements were in conservation. He added enormously to the national forests in the West, reserved lands for public use, and fostered great irrigation projects.

5.



**Will  
Rogers**

**Lawyer &  
Political  
Scientist**

Lawyer and 32nd president of the United States, in attacking the Great Depression he did much to develop a partial welfare state in the United States and to make the federal government an agent of social and economic reform. His administration indirectly encouraged the rise of organized labor and greatly invigorated the Democratic Party.

Sources: <http://www.willrogers.org/>, <http://www.wic.org/bio/roosevel.htm>, <http://gi.grolier.com/presidents/ea/bios/32proos.html>

# MY FIRST RESUME:

A resume is a brief record of someone's job experience and personal history submitted with a job application. Fill in the blanks below to start creating your first resume.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_\_) \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Career or Job Goal:** \_\_\_\_\_

**Abilities and Talents:** (List your skills, such as time management, computer skills, leadership skills, etc. Also list your academic, athletic, musical, and artistic talents.)

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**Achievements and Awards:** (What have you accomplished? Some examples may be scouting badges, honors for grades, winning a spelling bee, writing contest, or science fair. Also list any certifications you have such as lifeguard, CPR, & First Aid.)

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**Work Experience:** (any type of job counts)

Dates of employment: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Work Experience:** (any type of job counts)

Dates of employment: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Education:** Grade: \_\_\_\_\_ School Name: \_\_\_\_\_

City: \_\_\_\_\_, State: \_\_\_\_\_

# I NEED TO KNOW

Use the word bank below to match the best source with each person's request. Then answer the questions below.



1. I need to start researching colleges I want to attend.

\_\_\_\_\_

5. I need to show my fourth grade class the shape of the earth for a geography lesson.

\_\_\_\_\_



2. I'm interested in finding out more about this job applicant.

\_\_\_\_\_

6. I'm interested in changing jobs. Where would I look to find out what jobs match my interests?

\_\_\_\_\_



3. I need to look up brief information about people in history. I don't have computer access at my library.

\_\_\_\_\_

7. I need to plan a business trip to Pennsylvania. I would like to find the shortest route.

\_\_\_\_\_



4. I need to reach a plumber to fix my sink.

\_\_\_\_\_

8. I need to become familiar with the streets in our neighborhood so that I can drive quickly to fires.

\_\_\_\_\_



1. List the sources below that you use the most:
2. List the sources below that you use the least:
3. What other sources do you use for research, school work, etc.

Telephone Directory  
Atlas

Encyclopedia  
Career Search

Interview  
City Map

Globe  
College Search