

Career Cruiser

A career and education planning guide





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KEYS TO SUCCESS

Appearance

– first impressions last a long time

Attitude

– a learned behavior, make it positive

Friendliness

– be generous, give smiles unconditionally

Impressions

– what’s left in the room after I leave

Response-Ability

– take action, exceed customer’s expectations

Commitment

– my pledge to service and teamwork

Team Thinking

– my actions affect everyone in my organization

Communication

– active listening and positive responses

Service

– my personal commitment to make a difference

Personal Excellence

– I believe in my ability to make a difference



ASSESS

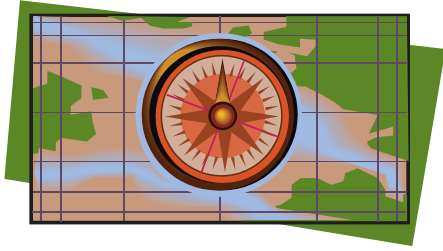
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Cruise Into Your Future, Chart It Now!

The Career Cruiser
and Florida CHOICES Planner

(www.flchoices.org)

can get you started to learn
more about yourself, explore
careers, and make plans
for the future!

Life is a journey filled with many twists and turns. While the journey can be exciting, it's a good idea to know where you are going so you can decide how to get there. That's what career development is all about. Getting the knowledge and skills you need to make more informed career decisions. Right now is an excellent time to develop skills that will help you manage your career throughout life. The following steps can get you started down a pathway for a lifetime of choices:

1. WHO ARE YOU?

- A. Learn about your interests, what you like and dislike.
- B. Study your personality and how it fits into different work environments.
- C. Your values can also help to determine where you work and how you want to work.
- D. Don't forget skills; ones you develop throughout school and those you continue to develop past high school.

2. WHERE ARE YOU GOING?

- A. Learn about the economy, the labor market, and the impact of technology on jobs.
- B. Explore occupations and how they connect to your interests and abilities.
- C. Learn about education and training options past high school and how financial aid can be used to finance your education/training.

3. HOW WILL YOU GET THERE?

- A. Identify the careers and career cluster area that you find most interesting.
- B. Set short and long-term goals.
- C. Select required and elective high school courses.





What's Your Passion?

Have you discovered what you are passionate about and how that might affect your choice of a career? This activity will help you think about work related tasks and where your interests are today. As you experience life and work place opportunities offered through your school, your interests may grow and change. Listed below are examples of work tasks. Look at each task and ask yourself:

- 4 like
- 5 like very much
- 3 not sure
- 2 dislike
- 1 dislike very much

Does this appeal to me?

Is it something I would enjoy doing everyday?

Do I want to learn more about occupations that do this kind of work?

As you explore career clusters, activities like this will help you narrow down your choices so that you don't use time exploring occupations that don't match your interests.

To find your top interests, use this scale to mark each set of activities.



1

- Research new ways to produce food
- Care for animals
- Set up traps to catch crabs, lobster, or shellfish
- Manage a farm
- Maintain planted areas of trees, flowers, or shrubs
- Total

2

- Design, build, or remodel homes
- Survey roads, property lines, and bridges
- Build roads or bridges
- Install electrical wiring in a building
- Install plumbing and bathroom pipes/fixtures
- Total

3

- Write stories or plays
- Broadcast programs on TV or radio
- Design a web page
- Play in a band, orchestra, or music group
- Operate equipment used in radio and TV
- Total

4

- _____ Type or write reports
- _____ Prepare tax records for people or companies
- _____ Manage a store
- _____ Work with computers
- _____ Answer the telephone and greet customers
- _____ Total

5

- _____ Teach students to read
- _____ Take care of young children
- _____ Research test data
- _____ Teach a yoga class
- _____ Coach a team
- _____ Total

6

- _____ Keep track of money
- _____ Sell insurance to people
- _____ Manage a bank department
- _____ Prepare financial records for people or companies
- _____ Help people invest their money
- _____ Total

7

- _____ Plan a skate park
- _____ Direct a social service agency
- _____ Participate in fund raisers
- _____ Make regulations to protect the environment
- _____ Develop bills to become laws
- _____ Total

8

- _____ Examine people and give them medical treatment
- _____ Give first aid to patients in an ambulance
- _____ Help an injured person learn to walk again
- _____ Process medical records and correspondence
- _____ Read an X-ray
- _____ Total

9

- _____ Escort groups of people on tours
- _____ Serve meals and beverages to people
- _____ Umpire or referee a sporting event
- _____ Plan and conduct activities and trips for tourists
- _____ Manage a hotel
- _____ Total

10

- _____ Counsel people in hospitals, clinics, or schools
- _____ Help youth, couples, and families resolve conflict
- _____ Advise people about their nutritional needs
- _____ Hold parenting classes
- _____ Plan activities for community centers
- _____ Total

11

- _____ Follow blueprints to inspect electronic equipment
- _____ Use computer applications to create reports
- _____ Repair computers
- _____ Design programs for computers
- _____ Write technical directions for engineers
- _____ Total

12

- _____ Protect lives and property from hazards
- _____ Uncover details of a crime and arrest suspects
- _____ Study legal documents to find information
- _____ Guard money or valuables in an armored car
- _____ Defend someone in court and advise them about laws
- _____ Total

13

- _____ Use small or large power tools to build or repair items
- _____ Use precision devices to make parts
- _____ Use machines to shape, cut, or mold metal, fabric or wood
- _____ Install electrical equipment
- _____ Build robots
- _____ Total

14

- _____ Buy clothing and accessories for a department store
- _____ Sell advertising space for a magazine
- _____ Provide beauty treatments for hair, faces, or nails
- _____ Run your own business over the Internet
- _____ Sell houses or land
- _____ Total

15

- _____ Conduct experiments in a lab
- _____ Use advanced math to solve complex problems
- _____ Study causes of animal diseases
- _____ Study space and the solar system
- _____ Find alternate power sources
- _____ Total

16

- _____ Drive a truck to deliver products
- _____ Pilot a ship or airplane
- _____ Drive a bus or taxi
- _____ Operate a train
- _____ Manage a distribution warehouse
- _____ Total

17

- _____ Climb tall heights to repair power lines
- _____ Install, maintain and repair systems while working outdoors
- _____ Determine the cause and prevention of power outages
- _____ Operate and control machines that generate power
- _____ Design and oversee the construction of a power plant
- _____ Total

Now total your score in each set of questions. Then play the match game on the next page and find the career clusters that match the number on the checklist where you scored the highest!

Check Out Your Career Clusters

Careers that have something in common are grouped together. They may share similar job duties, skills, and industries.

1. Agriculture, Food & Natural Resources

Processing, production, distribution, financing, and development of agricultural commodities and natural resources.

2. Architecture & Construction

Designing, managing, building, and maintaining the built environment.

3. Arts, A/V Technology & Communications

Creating, exhibiting, performing, and publishing multimedia content.

4. Business, Management & Administration

Organizing, directing, and evaluating functions essential to productive business operations.

5. Education & Training

Providing education, training and related learning support services.

6. Finance

Planning finances and investments; managing banking, insurance, and business finances.

7. Government & Public Administration

Executing governmental functions at the local, state, and federal levels.

8. Health Science

Providing diagnostic and therapeutic services, health information, support services, and biotechnology research and development.

9. Hospitality & Tourism

Managing restaurants and other food services, lodging, attractions, recreation events, and travel-related services.

10. Human Services

Providing for families and serving human needs.

11. Information Technology

Designing, supporting, and managing hardware, software, multimedia, and systems integration.

12. Law, Public Safety, Corrections & Security

Providing legal, public safety, protective, and homeland security services.

13. Manufacturing

Processing materials into intermediate or final products.

14. Marketing, Sales & Service

Performing marketing activities to reach organizational objectives.

15. Science, Technology, Engineering & Mathematics (STEM)

Performing scientific research and professional technical services.

16. Transportation, Distribution & Logistics

Managing movement of people, materials, and goods by road, pipeline, air, rail, and water.

17. Energy

Planning, managing and providing support and technical services related to the generation, transmission and distribution of various types of energy along with the engineering design, construction, maintenance, and repair of these systems.

Total up your scores from boxes 1-17 on pages 2 and 3 and match them to the Career Clusters.

List your top three.

1. _____
2. _____
3. _____



Discover The “U” In Values!

This activity will help you identify your personal traits or values. Your journey through life will offer a variety of experiences, so as you change and grow, your values may as well. The list below contains a variety of satisfactions that people get from the activities they do. Using the scale listed below, rate the degree of importance to you.

1 – Not Important At All 2 – Somewhat Important 3 – Very Important

- ___ **Helping Society:** Doing something that contributes to improving our world.
- ___ **Helping Others:** Being involved in helping other people in a direct way.
- ___ **Competition:** Engaging in activities that rival my abilities against others.
- ___ **Creativity:** Creating new ideas, programs, or organizational structures.
- ___ **Artistic Creativity:** Engaging in creative activities such as painting, writing, or acting.
- ___ **Knowledge:** Engaging in learning and understanding new things.
- ___ **Having Power and Authority:** Controlling or influencing the opinions and activities of others.
- ___ **Public Contact:** Having a lot of day-to-day contact with others.
- ___ **Working Alone:** Doing projects alone without much contact with others.
- ___ **Religious:** Participating in activities to better relate to the divine, mystical, or spiritual.
- ___ **Recognition:** Being recognized for the things I do in a public way.
- ___ **Physical Challenge:** Doing activities that will require strength, speed, or agility.
- ___ **Excitement:** Doing stimulating or thrilling work.
- ___ **Intellectual Status:** Being thought of as an intellectual or an expert.
- ___ **Change and Variety:** Having responsibilities that frequently change.
- ___ **Stability:** Having structure and routine in my activities.
- ___ **Profit-Gain:** Making lots of money.
- ___ **Fun:** Finding pleasure in what you do.
- ___ **Working With Others:** Working as a team member toward common goals.
- ___ **Adventure:** Participating in risk-taking activities.
- ___ **Independence:** Being my own boss.
- ___ **Technology:** Working well with machines and tools.



**Now look through the completed list.
Of the items you've marked as a 3 - very important,
pick the five that are most important to you.**

List your top five values:

1. _____
2. _____
3. _____
4. _____
5. _____

PERSONALITY ROCKS!

What do you know about personality types? Think about it this way . . . we all come in different shapes and sizes; we all have strengths and weaknesses. Things that are important to you may not be as important to others. Even though we have these differences, learning to develop and improve relationships at home, school, and the workplace might be a great idea!

Getting a clue to your own personality may help you right now to do better in teams or group activities, form friendships, and help you select courses for future work options. And later on, it might come in handy in working with all different kinds of people.

The quiz below will give you a glimpse of your personality type by looking at common work tasks and environments. As you compare the two groups under each question, you will probably find that some of the statements on each side describe you. That's OK! Just make a decision and check the box by the item on the left OR right that BEST describes you MOST of the time.

1. How does your energy flow?

Extroverts (E)

- Have a lot of energy
- Like to be around people
- Act now, think later
- Like doing many things at the same time
- Talk more than listen

Introverts (I)

- Have quiet energy
- Like to be alone
- Think first, and then act
- Like to focus on one thing at a time
- Listen more than talk

Every person has two faces. The Extrovert is directed to the outer world where you seek interaction with people such as discussions, brainstorming, group exercises, projects, and presentations. The other, the Introvert, is focused on the inner world of thoughts, interests, ideas, and imagination. Introverts prefer to study by themselves and in self-directed activities. One of the types usually plays the dominant role.

Which best fits you? Extroverts (E) **OR** Introverts (I)

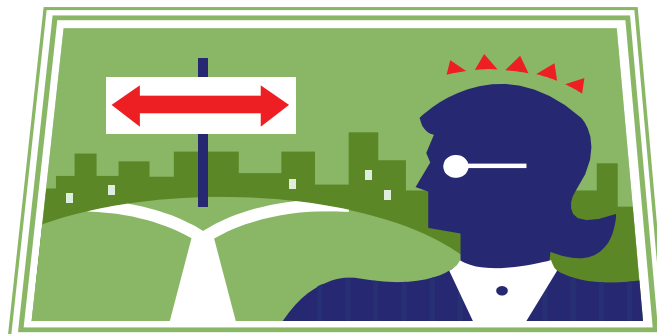
2. What kind of information do you notice and remember?

Sensors (S)

- Like concrete information
- Like step-by-step instructions
- Prefer to stick to the facts
- Rely on past experiences
- Like clear and precise data

iNtuitives (N)

- Like creative ideas
- Like to figure things out
- Think about the possibilities
- Trust your gut instincts
- Like abstract concepts



Sensors like to have clear instructions for assignments and tests. Timelines, details, and data are ideal for this type. On the other hand, Intuitives love to think big, come up with theories, and debate the pros and cons of a concept. They like to do hands-on experiments and create flow charts to show others the concepts.

Which best fits you? Sensors (S) **OR** iNtuitives (N)

3. How do you make decisions?

Thinkers (T)

- Base decisions on facts
- Look for logical solutions
- Go for honesty and directness
- Make decisions with your head
- Love to debate issues

Feelers (F)

- Base decisions on your feelings
- Consider how other people feel
- Go for courtesy and tact
- Make decisions with your heart
- Avoid arguments and conflicts

Thinkers love facts and figures. When making decisions, they first look at logic and consistency. They are great at editing and critiquing the work of others. Feelers look at the people and special circumstances before making decisions. They like to see the value in something and work well when assigned group projects where harmony building is a must!

Which best fits you? Thinkers (T) **OR** Feelers (F)

4. How do you relate to your school and the outside world?

Judgers (J)

- Like to make "to do" lists
- Have a plan for each day
- Study first, play later
- Finish projects that you start
- Get to class on time

Perceivers (P)

- Like to stay loose and casual
- Take each day as it comes
- Play first, study later
- Start projects, but don't finish
- Like to be fashionably late

Judgers love a highly structured and organized method of learning. They want to see exactly what they are expected to learn, the deadlines, and how they will be graded. Perceivers prefer a free-flowing, unstructured learning environment. They like to get new information and options with no timelines.

Which best fits you? Judgers (J) **OR** Perceivers (P)

This is a fun activity that is based on the Myers-Briggs® type of questions. All personality types are equal and there is no best type! The point of knowing about personality types is to understand and appreciate differences between people. When you decide which item in each category describes you, you can find your own personality type which can be expressed as a four-letter code. Place the letter below from each category where you marked the most.

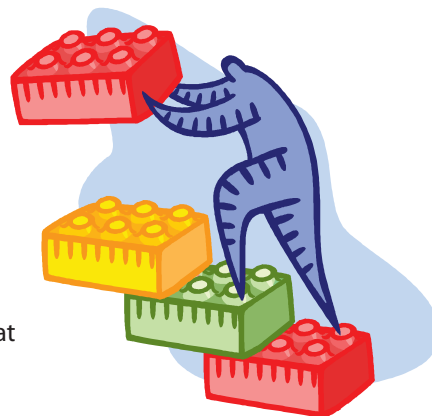
Example: E N T J

Your personality type is: 1. _____ 2. _____ 3. _____ 4. _____

You can go to Florida CHOICES Planner at www.flchoices.org and match up your results to the types preferred in occupations. Occupations in Florida CHOICES Planner are coded to Myers-Briggs Indicators. The codes are based on results you would receive from taking the validated instrument.

Skills for the Workplace ... Get Them! Keep Them!

There are many ways to develop skills: school, social, and leisure activities, work, sports, hobbies, home chores, and volunteer work. The skills you build during your school years will become the building blocks of your work foundation. Think of yourself now, in school, and evaluate each skill as used in school. Check the box that best describes your level of each skill.



Can Do Needs Work

Communication Skills

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Giving class presentations |
| <input type="checkbox"/> | <input type="checkbox"/> | Reading manuals |
| <input type="checkbox"/> | <input type="checkbox"/> | Writing clearly and concisely |
| <input type="checkbox"/> | <input type="checkbox"/> | Listening and responding to what others say |

Problem Solving

- | | | |
|--------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Analyzing information |
| <input type="checkbox"/> | <input type="checkbox"/> | Understanding the problem |
| <input type="checkbox"/> | <input type="checkbox"/> | Identifying the problem |
| <input type="checkbox"/> | <input type="checkbox"/> | Solving the problem |
| <input type="checkbox"/> | <input type="checkbox"/> | Applying the solution |

Knowing How to Learn

- | | | |
|--------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Asking questions |
| <input type="checkbox"/> | <input type="checkbox"/> | Reading information |
| <input type="checkbox"/> | <input type="checkbox"/> | Using the library |
| <input type="checkbox"/> | <input type="checkbox"/> | Researching information |
| <input type="checkbox"/> | <input type="checkbox"/> | Joining activities and clubs |

Responsibility

- | | | |
|--------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Doing homework |
| <input type="checkbox"/> | <input type="checkbox"/> | Meeting project deadlines |
| <input type="checkbox"/> | <input type="checkbox"/> | Getting to class on time |
| <input type="checkbox"/> | <input type="checkbox"/> | Following a schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | Being on sports teams or clubs |

Creative Thinking

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Learning how others have been creative |
| <input type="checkbox"/> | <input type="checkbox"/> | Using your imagination |
| <input type="checkbox"/> | <input type="checkbox"/> | Trying new ways of doing things |
| <input type="checkbox"/> | <input type="checkbox"/> | Looking at issues from a different point of view |

Can Do Needs Work

People Skills

- | | | |
|--------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Getting along with others |
| <input type="checkbox"/> | <input type="checkbox"/> | Meeting new people |
| <input type="checkbox"/> | <input type="checkbox"/> | Working on a team |
| <input type="checkbox"/> | <input type="checkbox"/> | Respecting the ideas of others |

Personal Skills

- | | | |
|--------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Making ethical choices |
| <input type="checkbox"/> | <input type="checkbox"/> | Motivated and enthusiastic |
| <input type="checkbox"/> | <input type="checkbox"/> | Reliable and dependable |
| <input type="checkbox"/> | <input type="checkbox"/> | Pride in appearance |
| <input type="checkbox"/> | <input type="checkbox"/> | Courteous and respectful |

Self-Management

- | | | |
|--------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Scheduling your day |
| <input type="checkbox"/> | <input type="checkbox"/> | Setting priorities and goals |
| <input type="checkbox"/> | <input type="checkbox"/> | Being flexible |
| <input type="checkbox"/> | <input type="checkbox"/> | Positive attitude toward change |

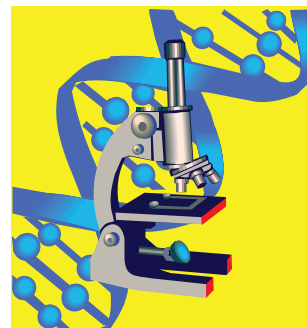
Technical Skills

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Using a keyboard |
| <input type="checkbox"/> | <input type="checkbox"/> | Using a word processing program |
| <input type="checkbox"/> | <input type="checkbox"/> | Organizing and analyzing info with spread sheets |
| <input type="checkbox"/> | <input type="checkbox"/> | Developing a PowerPoint presentation |
| <input type="checkbox"/> | <input type="checkbox"/> | Learning to cut and paste text |
| <input type="checkbox"/> | <input type="checkbox"/> | Using the Internet for research and information |
| <input type="checkbox"/> | <input type="checkbox"/> | Using e-mail |

Cool Jobs in Science and Biotech

If you are an aspiring scientist, consider the possibilities of a successful career in a growing industry. According to the Bureau of Labor Statistics (BLS), the number of science-related jobs will increase at a rate faster than the national average between now and 2016. Environmental scientists, hydrologists, and geoscientists will experience the fastest growth.

For most careers in science, you need at least a Bachelor's degree, but an increasing number are asking for a Master's or a Doctorate. Many of these careers come with attractive salaries that range on the average from \$58,000 to \$99,000, with the highest earners making six figures. One thing's for sure, if you're interested in these careers, you'd better take lots of math and science courses.



Here are the top 10 jobs in science (based on the projected job growth) as reported by the BLS.

Career	Description	Earnings	New Jobs Created By 2016
Environmental Scientists	Research issues relating to natural resources, plants, animals and humans. Use findings to spread awareness about pollution and how it can be prevented.	\$58,380*	21,000
Hydrologists	Study bodies of water and rainfall throughout the world. Their research helps other scientists, governments, and businesses understand what pollutants are affecting the water supply.	\$68,140*	2,000
Geoscientists	Study physical aspects of the earth, including the atmosphere.	\$75,800	6,800
Medical Scientists	Study human health and diseases in order to develop treatments and discover preventive measures.	\$64,200*	18,000
Biochemists and Biophysicists	Study how chemistry and physics affect living organisms.	\$79,270*	3,200
Atmospheric Scientists	Monitor the behavior of the earth's atmosphere in order to understand its role in the environment. Their work is gaining more visibility as they learn more about global warming, which has become a media and political focal point.	\$78,390*	900
Material Scientists	Study the composition of natural and synthetic materials in order to enhance them or develop new ones. These materials, such as metals or plastic, can be found in everyday items or in large structures.	\$76,160*	800
Physicists	Study the properties of matter and motion. Depending on their specialization, this includes researching the universe's origin or developing new scientific tools.	\$96,850*	1,100
Astronomers	Study the characteristics and behavior of the sun, stars, galaxies and planets.	\$99,020*	100
Biological Scientists	Observe and study all forms of life, from microscopic organisms to humans, in order to better understand how these organisms develop and interact with their surroundings.	\$79,270*	1,100

*Median annual salary information based on BLS data.

GENERATION GREEN!

If you are concerned about our environment, pollution, pesticides, or all the garbage we produce...how about 254 million tons a year...you may have "green" values. You can learn to be even "greener" by exploring opportunities that are becoming available in research, engineering, and conservation. Many of today's jobs are being reinvented as "Green Jobs." These are occupations that help to improve the quality of our environment.

Florida's up-and-coming green job areas are:

Solar and Wind Power:

Looking for ways to save \$\$\$? Investing in solar panels and other solar products that get energy from the sun could be the answer. The wind and sun are free! You do the math! If you've always had a thing for science fair projects, this could be the chance to bring those skills to life and get paid for it!

Biofuels:

Instead of spending \$\$\$ on fossil fuels from other countries, biofuels are products that can be made in our own country. These renewable fuels replace oil and coal that are made from the earth over millions of years. If experimenting in a lab sounds like you, then turn your willingness to wonder into this career.

Energy Efficient Automobiles:

The world is moving away from dirty gas guzzling vehicles toward those using renewable energy. To produce energy smart vehicles, a variety of workers are needed. If you have an interest in design technologies, this could be the field for you!

Mass Transit:

Whether it's trains, planes, or automobiles, there are many kinds of jobs that are associated with transporting people or goods. Are you a problem solver? Then a career in transportation, distribution, and logistics could be the final piece to your career puzzle.

Making Buildings More Energy-efficient:

The way a building is constructed, insulated, heated and ventilated and the type of fuel used contributes to its energy consumption and carbon emissions. So, making homes and buildings more energy efficient is a priority for those who think "green." Are you an artist? Are you strong in math, science, or enjoy architecture? Then this career path can build you a profession like no other!



It's not easy being "GREEN," but our quality of life depends on it!

You've heard of "white collar" and "blue collar" jobs, but are new 'GREEN COLLAR' jobs being created, or are today's jobs just being reinvented? And, the answer is...Yes! Yes! A wind power turbine installer is an example of a new green job. A carpenter, once thought of as "blue collar," can become "green collar" by using new materials and technologies to make homes and buildings green.

DID YOU KNOW?

A **Wind Energy Technician** maintains turbines on wind farms. A strong background and understanding of mechanical and electrical principles would be great! Also, a must - being in good shape! Taking care of really tall turbines involves climbing lots of stairs.

Welders are very important to solar power manufacturing.

Machinists make components for turbines that produce wind power.

Industrial Truck Drivers transport supplies and fuels.

There are over 44,000 **Electricians** and nearly 69,000 **Carpenters** in Florida.

A **Biodiesel Fuel Specialist** searches for other ways to make energy. If working in a lab testing and analyzing biofuel samples sounds interesting, why not go for a college degree in chemistry or mechanical engineering? That could land you a job that pays well!

New education/training options are being added at all levels in Florida's schools. From High School Academies to Career & Technical Centers and on to Universities, taking the right courses will give you an advantage in the world of "green" jobs. Check with your guidance counselor to see what courses could help you in the future... not just to get a job, but help you get a job that might change the world!



Don't just go green...BE Green!

Check out these links below:

Ever heard of a solar power backpack? Go to www.eco20-20.com to learn more.

What's the least wasteful city in America? Find out at www.greenbiz.com.

Where are Florida's Green Companies? Map them at www.edf.org.





Career and Technical Education- Doorway To Your Future!

Want to take high school career and technical courses that will help you develop skills for a future career? How about exploring different career areas to see which holds your interest? Career and technical education is a popular choice in today's high schools since it offers highly skilled training with hands-on learning experiences. After high school, you can advance your skills by enrolling at a technical center, community college, or a university. Many high school career and technical courses are linked to community college programs through career pathways. Ask about Programs of Study in your school district. High schools usually offer electives in some of these programs:

Get it Started in High School

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, A/V Technology & Communication
- Business Management & Administration
- Education & Training
- Energy
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing, Sales & Service
- Science, Technology, Engineering & Mathematics
- Transportation, Distribution & Logistics

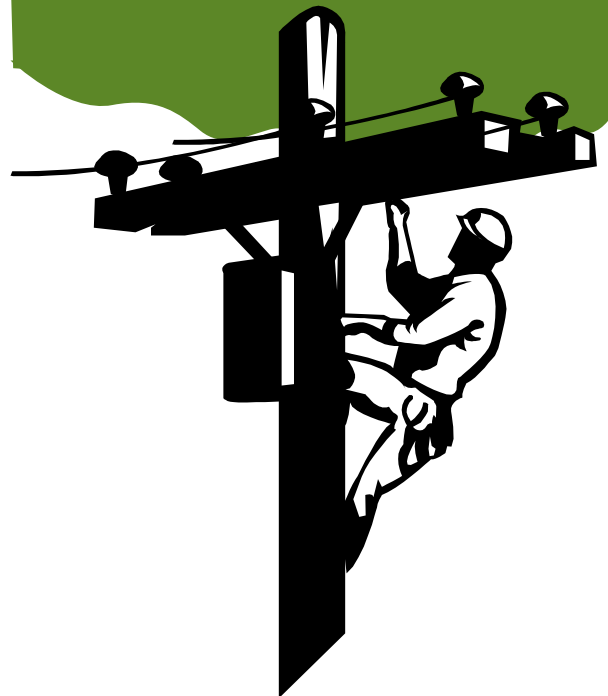
*** In Florida 8 out of the 10 fastest growing occupations by 2016, do not require a four-year degree!

*** 65% of all new occupations require education/training past high school of 2 years or less!

***Department of Economic Opportunity

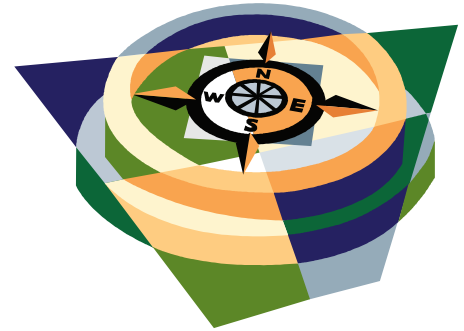
Career and Technical Education Programs Offer:

- On-the-job work experiences through internships, apprenticeships, job shadowing, and cooperative education
- Job opportunities that allow you to earn while you learn
- Opportunities to join student organizations with benefits such as leadership development, scholarships, travel, and competitions to win awards and money
- Real work situations to apply what you learn



Think it's too early to start thinking about careers? Think again! Your career may begin years from now and will probably change many times over your lifetime. During middle school, it's important to learn about different occupations, how to compare them, and match to your interests and abilities. To help you get started, information on occupations has been organized by career clusters. There is just enough information for you to determine if you want to know more about a particular occupation. Find something interesting? Do a more in-depth search at Florida CHOICES Planner, www.flchoices.org.

Career Clusters



Do you like to work outside? What about discovering new ways of growing food or discovering better ways to use our natural resources? The agricultural and natural resources industry is a great career choice for people who like to work with the earth and its resources. Examples of jobs in this cluster are:

***Animal Trainer *Forester *Agricultural Technician *Landscapeer *Zoologist**



Can you construct things in your mind? Do you have the ability to visualize a project and sketch it out? Occupations in this cluster give you a wide variety of tasks. You can do anything from designing buildings to the actual construction. You can start your own business and be your own boss. Examples are:

***Plumber *Brickmason *Electrician *Building Inspector *Surveyor *Architect**



Have you ever dreamed of being a movie star or a famous writer? You could be the next big Hollywood director or Michelangelo! If you have the ability to be very creative and expressive there may be many opportunities to explore in this industry. Examples of jobs in this cluster are:

***Musician *Dancer *Broadcast Technician *Graphic Designer *Photographer *Curator**



Have you ever wondered what goes on in those big, tall business buildings you see downtown? They are full of office managers and secretaries who do everything from writing contracts to answering phones. This industry depends heavily on the people who work behind the scenes keeping everything running smoothly. Examples of jobs in this career cluster are:

*** Receptionist *Administrative Assistant *Legal Secretary *Accountant *General/Operations Manager**



If you want a job that is rewarding, consider teaching. With a career in education, you have the opportunity to inspire the minds of the future. In Florida, there is a high demand for educators and trainers due to the rising state population. The opportunities are wide open and you have the option to work with children or adults. Examples of jobs are:

***Fitness Trainer *Child Care Worker *Secondary School Teacher *Principal *Counselor**



Have you ever wondered how energy is generated and transmitted to power our homes, businesses and schools? You will see a wide variety of occupations in energy generation, transmission, distribution and support; as well as careers in alternative and renewable energy. Your career in energy can start with a high school diploma or a GED in many entry-level energy occupations. You can also begin your career in energy after you earn your associates degree or bachelor's degree. Examples of careers in energy include:

***Lineworker *Solar Installer *Electrician *Instrumentation and Control Technician *Power Plant Operator *Engineer**



In this field, money is the name of the game and the payoff can be high. Many people have money to put into the bank or invest in the stock market, so job opportunities in this field are growing. Examples are:

***Bank Teller *Payroll Clerk *Financial Analyst *Loan Counselor *Economist *Actuary**



From the President of the United States to a legislative aide, this field has a wide variety of jobs from which to choose. You can be an elected official or hold a salaried position that links you to the government. So whether a local, state, or federal government employs you, you serve the community, state, and nation where you live. Democracy at its best!

***Marriage/Driver's License Clerk *Government Inspector *Urban Planner *Legislator**



With a caring hand and an understanding ear, doctors, nurses, and dentists can be our best friends when we are not feeling well. This is a world of fast-paced action and career growth. Opportunities range from working with infants to the elderly and everything in between. Examples are:

***Dental Assistant *Paramedic *Registered Nurse *Veterinarian *Pharmacist *Physical Therapist**



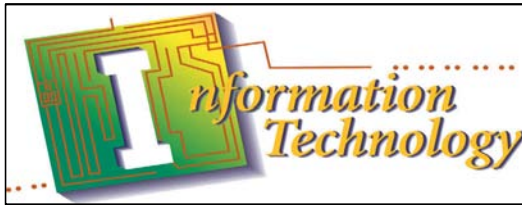
From working at Disney World to McDonalds, jobs in this field allow you to meet new people all the time. In Florida, a large portion of employment is in the hospitality and tourism industry. Jobs in food service, hotels, attractions, and travel are available. Many allow for part-time work and flexibility. Examples are:

***Hotel/Motel Clerk *Tour Guide *Chef *Food Services Manager *Travel Agent**



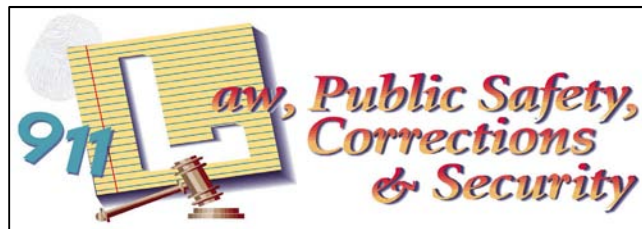
Work in this field can take place in offices, hospitals, clinics, and religious organizations. You also have the option of working at a private agency or being employed by state or local government. Work hours can be irregular, but the reward you get from helping people is well worth the time. Examples are:

***Home Health Care Aide *Clergy *Psychologist *Parole Officer *Social Worker**



If you are the type of person who wants the latest computer gadget or wants to know just how computers think and work, information technology is for you. With advances in technology everyday, it stays exciting. From designing software and video games to repairing computers, this field continues to grow. Examples of jobs in this cluster are:

*** Animator *Equipment Repairer *Programmer *Computer Hardware Engineer *Game Designer**



Open up your own law firm or work as a part of local or federal government. This career field can offer you many different opportunities with exciting tasks. You can work outside fighting fires or inside a court room defending a client. Examples of jobs in this cluster are:

***Animal Control Worker *Court Clerk *Fire Fighter *Private Investigator *Attorney**



Assembling products and operating machines is what it's all about. You can work in a big factory operating a textile machine or install the electronics system on an airplane. While some jobs allow you to learn through on-the-job training, the growth of technology in factories calls for workers who have technical skills. Examples:

***Electrical/Electronic Repairer *Machinist *Mechanical Engineering Technician *Purchasing Agent**



How are your communication skills? Are you good at promoting products and services? Occupations in this cluster give you a wide range of choices. You can do many things from floral designing to selling real estate. Examples of jobs in this cluster:

***Retail Sales Person *Fashion Designer *Telemarketer *Real Estate Sales Agent *Advertising Manager**



Would you like to work in a laboratory with bubbling beakers and test tubes? If you like doing your annual science fair project, this career field may be right up your alley. Theories, hypotheses, and mathematical skills are all part of the job. Examples of jobs in this cluster are:

***Chemical Technician *Civil Engineer *Hydrologist *Meteorologist *Microbiologist**



Would you like getting people or products from one place to another by land, air, or sea? Check out these occupations:

***Flight Attendant *Automotive Body Repairer *Motorcycle Mechanic *Air Traffic Controller**

At this point, you probably don't know a lot about Florida's Bright Futures Scholarship (www.floridastudentfinancialaid.org/ssfad/bf/). You know, the one that is funded by the lottery? Grades and lots of other stuff will qualify you to get the scholarship. But, something you need to think about as soon as you get in high school is the required 75 hours of community service. You are going to be so busy with school . . . homework, studying, clubs, sports, and other activities. Where will you find the time? Even if you dedicated three hours per month to volunteer work, it would still take over two years to qualify. Do the math!

Volunteering will not only meet the requirements for Bright Futures, but you will be serving your community, too. Make community service part of your PLAN and be sure to talk to your high school counselor about options!



Apprenticeships:
Apprenticeships involve working with experienced workers while completing classroom training. Plus, you get paid! For more information visit www.fldoe.org/workforce/apprenticeship/benefits.asp.

Community/State College:
Two-year and four-year programs are available. You may choose to get a two-year degree in a career field and go directly to work. Or, you may complete a four-year program there or transfer to a university.

Four-Year Colleges and Universities: Four-year bachelor degree programs are available through public and private colleges and universities.

Career and Technical Centers: Career and Technical Centers provide highly skilled training with hands-on-learning experiences. Most programs require less than two years to complete and a certificate of completion is earned to show that you're certified to do specialized work.

Military Training:
The Military trains people in numerous occupations, plus provides tuition assistance for colleges and universities. Each recruit signs a legal contract for eight years of duty.
www.usmilitary.com



Consider the A-Maze-ing Possibilities

Your high school graduation is the starting point to achieving your dreams. You are probably unsure what educational and training options are available to you. You might even feel like you are in a **maze**. Each pathway below can lead to great careers. It is up to you to explore your future options and decide which path is right for you.

After all, the more information you gather now, the easier it will be to make a decision later.

For Information on postsecondary education options, visit www.flchoices.org.

Budgeting Is Common

Now that you have some careers in mind, let's see how much money you need to live. For this exercise, let's assume that you are a single person living on your own in an apartment.

Cents



OCCUPATION: _____ SALARY: \$ _____

GROSS MONTHLY EMPLOYMENT INCOME

How much money will you earn each month?

Salary per month

Your math skills come in handy here.

Take the annual salary _____ and divide it by 12. Presto! You now know how much money you will earn in a month. Put this amount in the space next to #1.

1. \$ _____

The government takes out money (Social Security and withholding taxes) to pay for benefits and services. Salary minus Social Security and withholding taxes equals your take home pay.

To figure YOUR net take home pay, you need to take out 23% of your salary per month.

Social Security and Withholding taxes

2. \$ _____

Multiply Your Salary per month 1. _____ by 23%
or .23 = 2. \$ _____

Subtract your Social Security and Withholding taxes (2) from your Salary Per Month (1) to find your Net Take Home Pay. (3)

Net take home pay

3. \$ _____

Budgeting is important to get a sense of where you're actually spending your money and where you might be able to save or cut back. Plan your monthly budget below.

MONTHLY EXPENSES

Monthly Regular Expenses	Low End	High End	Your Expenses
Rent	\$650	\$1200	\$
Utilities	\$125	\$325	\$
Food	\$200	\$400	\$
Clothing	\$50	\$150	\$
Car Payment	\$250	\$700	\$
Entertainment	\$50	\$200	\$
Miscellaneous i.e. (Cell phone, Internet, snacks, etc.)	\$125	\$550	\$
Insurance (Health-\$100 --- Car-30% Of Car Payment)			\$
Savings (10% of monthly income)			\$
Add All Your Expenses To Find Your Total Monthly Expenses (4).			Total Monthly Expenses
			4. \$ _____

Subtract Your Total Monthly Expenses (4) From Your Take-home Pay (3) To Get Your Balance (5).

Balance

5. \$ _____

Will you make enough money to live on each month?

What Do Students Need To Know About Financial Aid?

High school graduation and postsecondary education and training may not even be on your radar screen at this point. However, early planning can help you decide how you will pay for your postsecondary education. The Florida Department of Education, Office of Student Financial Assistance (OSFA) can help. OSFA administers state-funded financial aid programs and guarantees Federal Family Education Loans.

State of Florida Scholarships and Grants

Merit program

The Florida Bright Futures Scholarship rewards high school grads for their academic achievement.

Need programs

The largest is the Florida Student Assistance Grant. Awards are based upon the student's family income as reported on the Free Application for Federal Student Aid (FAFSA). The Florida Work Experience Program helps to employ students in occupations that complement their career goals.

Tuition Assistance programs

The William L. Boyd, IV, Florida Resident Access Grant and the Access to Better Learning in Education Grant provide grants to assist with the cost of tuition and fees at eligible private non-profit and for-profit Florida postsecondary institutions.

Federal Family Education Loan Program (FFELP)

A good education is worth the investment. The Federal Education Loans are made to students and parents by lenders and guaranteed by OSFA. Check out these types of Federal Family Education Loans:

Subsidized Stafford Loan

For students who demonstrate financial need.

Unsubsidized Stafford Loan

For students who do not demonstrate sufficient financial need. This loan can be used to supplement a Subsidized Stafford Loan.

PLUS Loan

For eligible parents of a dependent undergraduate student.

Consolidation Loan

For borrowers who want to combine their outstanding education loans into a single loan with a single monthly payment.



Want more info on loans?

Call 1-800-366-3475

or click on

www.FloridaStudentFinancialAid.org

Making it to the Pros . . . the Competition is Fierce!



The chances of a high school athlete making it to professional level are very low.

With less than 1% of high school athletes ever making it into professional sports, you need a career plan just in case you don't make the cut. If you are lucky enough to make it as a professional athlete, you'll have a limited number of years to perform before age and possible injuries begin to limit your competitiveness. So, think about a back-up plan for the future.

If you think you have the talent and commitment to work hard and make it to the pros, you should follow your dream. If you land an athletic scholarship to play in college, you'll need to keep up your grades. But, keep that back-up plan in mind as you plan your major.

Check out these numbers according to the National Collegiate Athletic Association (NCAA) to get an idea of the odds of making it to the pros.

WOMEN'S BASKETBALL:

- High school senior athletes 129,408
- NCAA college senior athletes 3,355
- What are the odds of making it to the pros?..... 5,000 to 1
- How many make it? 32

Currently, there are 10 teams in the WNBA with a total of 110 women.

MEN'S BASKETBALL:

- High school senior athletes 156,096
- NCAA college senior athletes 3,682
- What are the odds of making it to the pros?..... 10,000 to 3
- How many make it? 44

The NBA has 30 teams with a total of 432 players currently.

MEN'S FOOTBALL:

- High school senior athletes 306,221
- NCAA college senior athletes 13,612
- What are the odds of making it to the pros?..... 10,000 to 8
- How many make it? 250

The NFL has 32 teams with a total of 1,696 players currently.

MEN'S BASEBALL:

- High school senior athletes 134,477
- NCAA college senior athletes 6,393
- What are the odds of making it to the pros?..... 200 to 1
- How many make it? 600

Major League Baseball has 30 teams with a total of 750 players currently.

Your back-up plan could still keep you in the world of sports. **TAKE A LOOK AT THESE:**

- Athletic Coach
- Athletic Dietician & Nutritionist
- Athletic Trainer
- Phys Ed. Teacher
- Physical Therapist
- Sports Announcer
- Sports Marketer
- Sports or Athletic Club Manager
- Umpire/Referee

Be a Goal Setter

You set goals for one reason – to help you get what you want. Setting goals will help you take control of what happens to you now and in the future.

For a goal to be real it has to be:

- important to you.
- within your power to make it happen through your own actions.
- something you have a reasonable chance of achieving.

Most importantly, it must be clearly defined and have a specific plan of action.

You can set goals for different things in your life. It may be for things you like to do, what you want to accomplish, how you want to spend your time and many other things. For now, let's think about goals in three areas: school, future education, and career goals.

SCHOOL GOALS

My goal: _____

What I can do today: _____

What I need to do in the future: _____

List a goal in each of the areas and include what you can do today and in the future to achieve the goal.



FUTURE EDUCATION GOALS

My goal: _____

What I can do today: _____

What I need to do in the future: _____

CAREER GOALS

My goal: _____

What I can do today: _____

What I need to do in the future: _____



Short-term goals are ones that you will achieve in the near future (e.g., in a day, within a week, or possibly within a few months).

Long-term goals are ones that you will achieve over a longer period of time (e.g., one semester, one year, five years, or twenty years).



DON'T LEAVE YOUR FUTURE TO CHANCE!

Take Control of Your Future



CHOICES Planner is now available in Spanish

CHOICES Planner
www.flchoices.org



Department of Education
Division of Career and Adult Education
325 W. Gaines Street, Suite 714
Tallahassee, FL 32399-0400
800-342-9271

It's All About You!

Discover Your Interests, Values, and Skills!

Interest Profiler-What kind of things do you like to do?
Work Values Sorter-What's important to you in a job?
Basic Skills Survey-What skills do you have now?

Explore Your Options!

Match your interests and needs to the following:
650+ careers
8,000+ postsecondary schools
2,000+ scholarships

Plan Your Future!

Build a portfolio with these tools:
Resume Builder
Letter Creator
Job search and Interview Activities

