

WORK SHEET

Use this form to learn more about a specific career. Do a little research with a career exploration tool and then meet with a professional to discuss the ins and outs of the profession. Create a separate worksheet for each career you are interested in.

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Before you contact a professional, do a little research:

Review the company's website. Check out the professional's LinkedIn page (LinkedIn is an online social network for business that connects professionals of all types.) What are some key aspects of the business or professional you notice?

Consider asking these questions when you meet with a professional:

- What career path did you take to get to this job/career?
- What special skills do you need for your job? How do you stay current?
- What do you love about your job? What could you do without?
- What is a typical day like?
- What are the possibilities for growth and promotion?
- Do you have future plans for your career?

Other considerations:

- Are there other people you can speak to in this field or office?
- What other careers are related?
- What courses (math, science, English, language, history) should you be taking?
- Are internships and/or co-op experiences important in this industry?

- **Create a résumé that highlights the skills you listed above. The Communications Unit can help you! Take it with you when you meet the professional. Treat this encounter as practice for a job interview.**
- **If it seems appropriate, ask if the organization or individual has any job shadow or internship opportunities available.**
- **Safety considerations: If any professionals request to meet at a place other than their business location, make sure it is in a public place - not their home. Also, be certain you are clear on the identity of the person you are meeting. Ask to see a business card or other form of identification if necessary. And remember, as a minor, it is acceptable to have a parent join you for the conversation.**