Skills

Skills are your talents and abilities. Skills tell the world what you’re good at! Many skills are learned in school and used in the work you’ll do later in life. Speaking a second language, playing basketball, reading music, solving math problems, and conducting science experiments are examples of skills.

My top skills are ____________________, ________________, and ________________.

Interests

Interests are activities or hobbies that you like doing. Examples of interests include being with your friends, visiting a mall, playing sports, going to the movies, reading, and taking a vacation with your family.

My top interests are ____________, ____________, and ____________.

Values

Values are the beliefs and ideals that are important to you. Consider your values as you start to think about summer jobs and a future career.

Check yes or no to the following work and value statements and fill in the blanks where indicated.

Yes  No

☐  ☐ I value others. I enjoy helping, serving, selling, persuading, or directing people.
☐  ☐ I value creativity. I like Web design, graphic design, art, or music.
☐  ☐ I value accuracy. I’m proud of the work I do recording or checking facts or numbers.
☐  ☐ I enjoy operating or repairing machines.
☐  ☐ I want to run a business. I want to be my own boss.
☐  ☐ I enjoy working with animals or plants.
☐  ☐ I value the “big idea.” I enjoy making new discoveries and insights.
☐  ☐ I want to earn a college degree. I value education.
☐  ☐ I want a career cooking food.
☐  ☐ I’d like a career in marketing or communications. I value verbal and written skills.
☐  ☐ I enjoy ____________________

World at Work

The 16 career clusters are groups of similar occupations and industries. It is a helpful way to explore career planning.

Agriculture, Food, and Natural Resources: Possible careers: Environmental Engineer, Florist, Animal Breeder, Biochemist, Game Warden, Mining Engineer, Park Ranger, Farmer

Architecture and Construction: Possible careers: Architect, Contractor, Electrician, Carpenter, Plumber, Civil Engineer, Surveyor, Landscape Designer, Environmental Designer, Construction Worker, Painter

Arts, Audio/Video Technology, and Communications: Possible careers: Actor, Graphic Designer, Artist, Broadcaster, Digital Media Specialist, Journalist, Interior Designer, Photographer, Ad Executive, Cinematographer

Business, Management, and Administration: Possible careers: Office Manager, Administrative Assistant, Entrepreneur, Human Resource Manager, Executive, Marketing Director

Education and Training: Possible careers: Teacher, Principal, College Professor, Corporate Trainer, Sign Language Interpreter, Librarian, Preschool Teacher


Government and Public Administration: Possible careers: Legislator, Intelligence Agent, Public Administration Supervisor, Homeland Security Manager, Emergency Management Director

Health Science: Possible careers: Nurse, Medical Doctor, Physical Therapist, Dietitian, Sociologist, Paramedic, Vision Care Assistant, Medical Transcriptionist, Veterinarian, Dentist

Hospitality and Tourism: Possible careers: Travel Agent, Chef, Lifeguard, Recreation Director, Hotel Manager, Waiter, Hotel Clerk

Human Services: Possible careers: Day Care Worker, Psychologist, Social Worker, Hair Stylist, Cosmetologist

Information Technology: Possible careers: Technical Writer, Multimedia Producer, Database Manager, Web Designer, Software Engineer, Network Administrator, Computer Programmer

Law, Public Safety, and Security: Possible careers: Police Officer, Firefighter, Private Investigator, Attorney, Paralegal, Judge, Court Reporter, Military Officer, Criminologist

Manufacturing: Possible careers: Machinist, Manufacturing Engineer, Welder, Boat Builder, Jeweler, Major Appliance and Refrigeration Repair Technician, Computer Integration Technician, Mechanic

Marketing, Sales, and Services: Possible careers: Customer Service Representative, Fashion Marketer, Real Estate Appraiser, Public Relations Specialist, Home Inspector, Sports and Entertainment Marketer

Science, Technology, Engineering, and Mathematics: Possible careers: Biologist, Electrical Engineer, Food Scientist, Astronomer, Mathematician, Chemical Engineer, Meteorologist, Drafter, Electrician, Computer Engineer

Transportation, Distribution, and Logistics: Possible careers: Airline Pilot, Air Traffic Controller, Truck Driver, Commercial Fisherman, Locomotive Engineer, Astronaut, Ship Captain, Bus Driver, Airline Reservations Agent, Flight Attendant