

Careers Are Everywhere



VERMILLION COUNTY 4-H
703 W PARK ST SUITE 1
CAYUGA IN 47928

Table of Contents

Table of Contents	1
Agriculture, Food & Natural Resources	2
Arts, A/V Technology & Communications	2
Business, Management & Administration	2
Architecture & Construction	3
Education & Training	3
Finance	3
Health Science	4
Hospitality & Tourism	4
Human Services	4
Information Technology	5
Law, Public Safety, & Security	5
Transportation, Distribution, & Logistics	5
Manufacturing	6
Government & Public Administration	6
Science, Technology, Engineering & Mathematics	6
Marketing, Sales & Service	7
Self-Knowledge	7
My First Resume	8
Choose An Occupation	9
Definitions	10
Work Environment	11
Assembly Line	12
Work Habits	13
Interview	14
True/False Quiz	15
Entrepreneurship	16

Agriculture, Food & Natural Resources

Sample Careers

1. Pest Controller
2. Farm Equipment Mechanic
3. Veterinarian
4. Grounds Keeper
5. _____

Careers in the Agriculture, Food & Natural Resources cluster help us to wisely utilize what Mother Nature gave us. People in these kinds of occupations can work with plants, trees, and animals. They work on farms, in veterinary offices, forests, or even out at sea. They mow lawns, catch fish, grow food, and raise animals. You can be an engineer, pest control worker, farmer, tree pruner, or a forest worker and be in this career cluster.

Arts, A/V Technology & Communications

Sample Careers

1. Radio Announcer
2. Photographer
3. Jeweler
4. Writer
5. _____

Can you think of another?

Careers in the Arts, Audio/Visual Technology & Communications cluster usually utilizes a person's creativity. People in these occupations can work with cameras, musical instruments or small tools. They may work in TV Studios, jewelry stores and theaters or be self-employed. You can be an illustrator, writer, musician, radio announcer, reporter, or film editor and be in this career cluster.

Business, Management & Administration

Sample Careers

1. Mail Clerk
2. Receptionist
3. Accountant
4. Human Resources Administrator
5. _____

Can you think of another?

Careers in the Business, Management & Administration cluster help to run businesses smoothly. People in these occupations can work with math, grammar, money, people, and computers. They work to connect business people and provide services that help make businesses successful. They may work in banks, insurance offices, or just about ANY business you can think of. You can be a bookkeeper, stock clerk, purchasing agent, or manager and be in this career cluster.

Architecture & Construction

Sample Careers

1. Roofer
2. Electrician
3. Plumber
4. Architect
5. _____

Can you think of another?

Careers in the Architecture & Construction cluster design and build things. People in these occupations can work with many different tools to help them do their special jobs. They may build or design houses and buildings out of wood, steel, or stone. They build highways and bridges too. You can be an engineer, electrician, carpenter, or drafter and be in this career cluster.

Education & Training

Sample Careers

1. School Teacher
2. School Principal
3. Coach
4. Librarian
5. _____

Can you think of another?

Careers in the Education & Training cluster help people learn new knowledge and get new skills. People in these occupations may work in libraries, schools, or recreation centers. They may help plan or manage activities in a learning environment. You can be a teacher, counselor, librarian, or a coach and be in this career cluster.

Finance

Sample Careers

1. Credit Analyst
2. Accountant
3. Bank Teller
4. Insurance Adjuster
5. _____

Can you think of another?

Careers in the Finance cluster work with money. They help people and businesses account for money they spend or invest. People in these occupations use lots of math when they work. They may work in banks, insurance and tax offices, or in most any business. You can be a budget analyst, cashier, insurance agent, or loan officer and be in this career cluster.

Health Science

Sample Careers

1. Nurse
2. Pharmacist
3. Surgeon
4. Dentist
- 5.

Can you think of another?

Careers in the Health Science cluster help people stay healthy or take care of people who are sick. People in these occupations might specialize on different parts of your body like you teeth, feet, eyes, back, or even your brain. They may work in hospitals, laboratories, pharmacies, dentist offices, or schools. You can be a psychiatrist, optician, pharmacist, nurse, or chiropractor and be in this career cluster.

Hospitality & Tourism

Sample Careers

1. Hotel Manager
2. Chef
3. Amusement Park Operator
4. Recreation Worker
- 5.

Can you think of another?

Careers in the Hospitality & Tourism cluster help people have a safe and good time when they are traveling or visiting new places. People in these occupations can work with food, sports, or amusement rides. They may work in restaurants, hotels, or amusement parks. You can be a baker, flight attendant, travel agent, or hotel manager and be in this career cluster.

Human Services

Sample Careers

1. Funeral Director
2. Child Care Worker
3. Social Worker
4. Residential Counselor
- 5.

Can you think of another?

Careers in the Human Services cluster prepare people to help families and communities. People in these occupations work closely with others helping them with childcare, family counseling, or investigations. They may work in funeral homes, preschools, or counseling offices. You can be a minister, counselor, nursing aide, or massage therapist and be in this career cluster.

Information Technology

Sample Careers

1. Help Desk Technician
2. Webmaster
3. Cable TV Installer
4. Computer Programmer
5. _____

Can you think of another?

Careers in the Information Technology cluster are usually very technical. People in these occupations work with computers and lots of information. They may work in almost any business where computers are used. They may develop or design computer programs and hardware. You can be a web master, programmer, or database administrator and be in this career cluster.

Law, Public Safety, & Security

Sample Careers

1. Lawyer
2. Security Officer
3. Firefighter
4. Police Officer
5. _____

Can you think of another?

Careers in the Law, Public Safety, & Security cluster help protect the people living in the community. They may work in law offices, police stations, fire stations, or jails. You can be a sheriff, judge, emergency medical technician (EMT), or a warden and be in this career cluster.

Transportation, Distribution, & Logistics

Sample Careers

1. Ship Captain
2. Automotive Mechanic
3. School Bus Driver
4. Airplane Pilot
5. _____

Can you think of another?

Careers in the Transportation, Distribution, & Logistics cluster move people, material, and goods safely. People in these occupations can work with cars, busses, trucks, trains, boats, and airplanes. They may work in the air, on the ocean, or on highways moving things from one place to another. You can be a taxi driver, engineer, air traffic controller, or mechanic and be in this career cluster.

Manufacturing

Sample Careers

1. Chemical Equipment Operator
2. Machinist
3. Welder
4. Electronic Assembler
5. _____

Can you think of another?

Careers in the Manufacturing cluster involve turning raw materials into final consumer products. People in these occupations can work with big machines, precision tools, and computers to assemble parts or build products. They may work in large buildings, outdoors, or in warehouses. You can be many types of engineer, machine operator electrician, or quality control technician and be in this career cluster.

Government & Public Administration

Sample Careers

1. Highway Maintenance Worker
2. Postal Mail Carrier
3. Water Treatment Operator
4. City Manager
5. _____

Can you think of another?

Careers in the Government & Public Administration cluster work in or local, state, and federal government. They help people get government services such as driver's licenses and building permits. They enforce regulations so that roads and bridges are built safely and air and water remains clean. People in these occupations work with the public and are sometimes elected into their jobs. They may work in offices or even in the outdoors. You can be an elected official like the President or mayor, or be a tax collector, highway maintenance worker or mail carrier and be in this career cluster.

Science, Technology, Engineering & Mathematics

Sample Careers

1. Biological Scientist
2. Chemical Engineer
3. Drafter
4. Robotics Technician
5. _____

Can you think of another?

Careers in the Science, Technology, Engineering & Mathematics cluster are usually very technical and employ people who are good at problem solving and measuring things. People in these occupations may do lots of research. They may work in laboratories or in offices. You can be an engineer, archeologist, astronomer, or meteorologist and be in this career cluster.

Marketing, Sales & Service

Sample Careers

1. Purchasing Manager _____
 2. Cashier _____
 3. Real Estate Agent _____
 4. Hairdresser _____
 5. _____
- Can you think of another?

Careers in the Marketing, Sales & Service cluster sell products or services. People in these occupations may work in an office or spend time traveling as they sell the products made by the company for which they work. They will sometimes have to do research and figure out what people want to buy or how much they would be willing to pay for a product. You can be a sales executive, store manager, advertising manager, or customer service representative and be in this career cluster.

Self-Knowledge

1. Things that interest me at home:

2. Things that interest me at school:

3. Things that I am good at doing:

4. Subjects I have work hard at:

5. Subjects that are easy for me:

(circle one)

- | | | |
|--|-----|----|
| 6. I like to solve number problems | Yes | No |
| 7. I like to write about my ideas | Yes | No |
| 8. I am very organized | Yes | No |
| 9. What careers might use some of these interests and abilities? | | |

MY FIRST RESUME

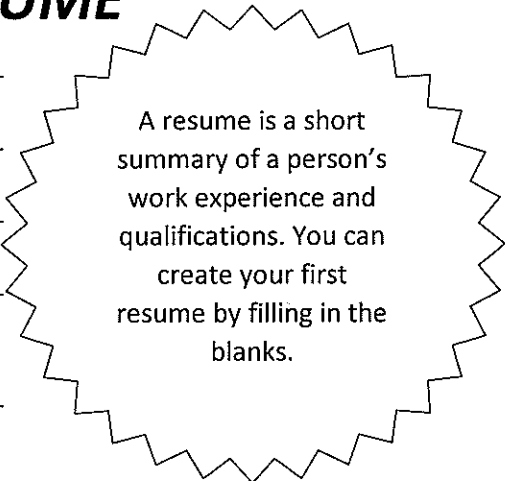
Your Name

Address

City State Zip

Telephone

Position Sought: _____
(A job you might want to have)



Abilities and Talents: (list positive character traits and things you are good at. For example; good listener, reliable, computer skills, good in math, great speller)

- _____
- _____
- _____
- _____
- _____
- _____

Achievements and Awards: (list awards you have received and when. For example; Honor Roll for 4th Grade, Perfect Attendance 2nd Grade, Scouting Award 2004, Citizenship Award.)

- _____
- _____
- _____
- _____

Work Experience: (list jobs you had or currently have. For example: dog walker, babysitter, plant waterer, salesperson at school store. These do not have to be jobs you receive pay for.)

- _____
- _____
- _____

Education: • _____
Grade Name of School

References: (list people who will say good things about you)

- _____
- _____

Choose An Occupation

1. Choose an occupation and write it down here:

2. What kind of skills do you think a person would need for this occupation?

3. What kind of tools do you think this person would use?

4. What do you think a typical day on the job might be like for this person?

5. How is their day on the job similar to your day at school?

6. What kind of education do you think a person would need for this occupation?

Definitions

Occupation: The name for a unique set of tasks, skills and abilities that a worker performs. Many workers can be in the same occupation.

Job: The set of tasks done for a specific employer.

Industry: A business or group of businesses making similar types of goods or services.

Employer: The person or company who pays a worker for doing a job.

1. What **occupations** do your family members have?

2. What are some **employers** in your community?

3. What kind of **jobs** can be done in a hospital?

Work Environment

Think about the environment you may want to work in.
On each line, circle the environment you like better.

A

Work indoors

Work with people

Travel

Work with hands

Work by myself

Work during the day

Work in busy places

Wear a uniform

Make things

Communicate with words

Work 12 months a year

Work the same schedule each day

Give directions to others

Work with humans

Work under pressure

B

Work outdoors

Work with information

Work in office

Work with mind

Work in groups

Work at night

Work in quiet places

Wear street clothing

Sell things

Utilize math skills

Work seasonally

Work a variable schedule

Take directions from others

Work with animals

Work without deadlines

Can you think of any career or careers that have most of your favored environments?

Assembly Line

Assembly lines are where factories make products and each person is responsible for making a different part of it or putting pieces together. At the end, someone inspects it for accuracy.

What would it be like to work on an assembly line making 20 greeting cards?

Get in a group with 8 people. Each person will be in charge of one task.

Tasks	
1.	Fold construction paper in half.
2.	Color 4 daisy flowers yellow.
3.	Color 4 stems green.
4.	Cut out flowers and stems.
5.	Glue flowers on inside of card.
6.	Write 'Have A Great Day!' inside card.
7.	Write on back of card 'Made in USA'
8.	Inspect card for accuracy. Ones with errors go back to be corrected.

What are the pros and cons of working on an assembly line?

What things around you do you think were made on an assembly line?

Work Habits

Good work habits are important in any job you have. Right now your job is going to school. Look at you work habits at school and at home and see where you could work to improve these habits for the future.

SCHOOL WORK HABITS

	NEVER											ALWAYS
Arrive at school on time	0	1	2	3	4	5	6	7	8	9	10	
Listen to directions	0	1	2	3	4	5	6	7	8	9	10	
Hand in homework on time	0	1	2	3	4	5	6	7	8	9	10	
Cooperate with other students	0	1	2	3	4	5	6	7	8	9	10	
Check my work	0	1	2	3	4	5	6	7	8	9	10	
Work neatly	0	1	2	3	4	5	6	7	8	9	10	
Use time wisely	0	1	2	3	4	5	6	7	8	9	10	
Keep desk neat and clean	0	1	2	3	4	5	6	7	8	9	10	
Try to improve grades	0	1	2	3	4	5	6	7	8	9	10	
I can follow rules	0	1	2	3	4	5	6	7	8	9	10	

HOME WORK HABITS

	NEVER											ALWAYS
Wake up on time	0	1	2	3	4	5	6	7	8	9	10	
Listen to directions	0	1	2	3	4	5	6	7	8	9	10	
Do chores when I am supposed to	0	1	2	3	4	5	6	7	8	9	10	
Cooperate with brothers/sisters	0	1	2	3	4	5	6	7	8	9	10	
Check chores are done completely	0	1	2	3	4	5	6	7	8	9	10	
Put my stuff away	0	1	2	3	4	5	6	7	8	9	10	
Use time wisely	0	1	2	3	4	5	6	7	8	9	10	
Keep room neat and clean	0	1	2	3	4	5	6	7	8	9	10	
Help without being asked	0	1	2	3	4	5	6	7	8	9	10	
I can follow rules	0	1	2	3	4	5	6	7	8	9	10	

Two habits I will try to improve are:

1. _____

2. _____

Interview

Interview a person who works in a career in which you are interested. Some questions you might want to ask are:

1. Where do you work?
2. What is your job title?
3. What is your favorite part of your job?
4. What is the least favorite part of your job?
5. Have you ever made a mistake in your job?
6. What is the easiest part of your job?
7. What is the hardest part of your job?
8. Do you use any special tools on your job?
9. Did you need special training for your job?
10. How did you figure out what career you wanted?
11. What was your favorite subject in school?
12. What school subject helps you the most in your job?
13. What career did you think about when you were young?
14. What do you like to do in your free time?
15. How did you choose your career?

TRUE / FALSE QUIZ

Write why the statement is true or false.

True False

1. I need to know exactly what I want to be when I grow up.

2. Once I decide on a career I have to stay in that career forever.

3. My job right now is being a student in school.

4. Lots of good work habits begin when I am a student.

5. Kids my age don't have jobs.

6. We only learn things in school.

7. Working in a group is easy because everyone always agrees with each other.

8. People get hired for jobs just because they want them.

9. I need information to make good choices

10. Positive thinking helps you take actions; negative thinking causes you to stop.

11. I can learn from my mistakes.

12. It is important to have a plan of action when I decide on a career.

Entrepreneurship

Entrepreneur: A person who organizes and operates a business or businesses, taking on greater than normal financial risks in order to do so.

Here are some questions that entrepreneurs have to answer before starting a business. **Try designing your own business** and answer the following questions.

Business Name: _____

What does it say about your business?

Is it unique?

Memorable?

Easy to spell/pronounce?

Business Idea: What is your idea? _____

Is it a product or service?

Why will people want to buy it?

Marketing:

Who will be your customers?

How will you reach them?

How will you get the word out about your business?

Pricing:

How much does it cost to make your product?

How much will you charge?
