

## BUSINESS PROJECT

Course Title: Computer Applications

Project Name: Planning a Career

Time: 5 hours

Objective: Develop job seeking skills.

Materials Needed: Computer with Internet access  
Word Processing Software

Resources Needed: Internet  
Georgia Career Information Systems

Student Handouts: Project Instructions  
Assessment Form

Interdisciplinary Involvement: Language Arts

Step-by-Step Instructions:

### PLANNING A CAREER

#### The Career Plan

Open the following Internet site:

<http://www.adventuresineducation.org/planning/>

Click on the box: **Developing Your Career Goals**

Read the information on this page carefully.

At the bottom of the page click on **Developing a Career Plan**

Read this page carefully.

At the bottom of the page click on **Sample Career Plan**

Read the sample career plan given.

Click **Back to Planning a Career**

Click on the **Exploring Your Skills and Interests** box.

Read the page carefully.

At the bottom of the page, click on **Skills and Interests Tests**

Go to the bottom of the page and click on **College Board Career Questionnaire**

Go through the questionnaire and answer the questions honestly.

Submit your answers and look over the careers that match your interests and abilities. Choose two careers from your list.

Use the back button on your browser to return to **Back to Planning a Career**

Click the **Occupational Outlook Handbook** box.

Read about the Occupational Outlook Handbook. Then click the link to go to the current Occupational Outlook Handbook.

Choose **Use the Index to Handbook**.

Find the two careers that you are interested in from your list and read about them. You should read all the topics given (i.e. Nature of Work, Employment, Job Outlook, etc.)

Using the sample that you looked at earlier as a guide, develop a career plan for one of the careers that you read about. Key this in Word. Use an attractive format, correct grammar and spelling, and include all information given on the sample.

## **Getting a Job**

When you have completed the career plan, return to the Adventures in Education Homepage: <http://www.adventuresineducation.org/planning/>

Click on the **Getting a Job** box.

Read the page carefully and connect to and read all links at the bottom of the page:

Landing a Job

Job Hunting Techniques

Developing Your Resume

Sample High School Resume

Sample Graduate Resume

Assume that you have graduated. Develop a resume that you would take on a job interview for a job related to your career plan. Remember, you have just graduated from high school, so you might not be able to apply for your ultimate career goal. You can apply for an entry-level position in the field.

Key the resume in Word in an attractive format that would be scannable. Remember, your resume has 7 seconds to get the attention of a potential employer.

Next, develop a cover letter to accompany your resume. Your cover letter should have three paragraphs with three sentences each that do the following:

Paragraph one—introduce yourself—state your objective and how you learned about the job opening.

Paragraph two—highlight yourself and your accomplishments as they relate to the job for which you are applying

Paragraph three—summarize your interest in the job and tell how you can be reached

Key the cover letter in Word in block style. Address the letter to:

Mr. Leonard Box

ABC Corporation

123 Anywhere Street

Roswell, GA 30076

Proofread carefully! Remember that this letter represents you and the type of work that you do. Design a letterhead for yourself and key the letter on the letterhead. Be sure to sign the letter.

Print an envelope to use for mailing the cover letter and resume. Use your home address for the return address.

Place the envelope on top of the letter and the resume and paperclip all together.

NAME \_\_\_\_\_

## PLANNING A CAREER GRADE SHEET

	SATISFACTORY 5 POINTS	NEEDS IMPROVEMENT 3 POINTS	UNSATISFACTORY 0 POINTS
<b>CAREER PLAN</b>			
Is the career objective clearly stated?			
Are long-range, general abilities and requirements clearly stated?			
Are current skills, interests, and experiences clearly defined?			
Are short-term, specific goals to make dreams a reality clearly stated?			
<b>COVER LETTER</b>			
Is the cover letter placed on the page in an attractive format?			
Is the letter printed on letterhead that was designed by the student?			
Does the cover letter have three paragraphs?			
Does the first paragraph of the cover letter introduce the applicant by stating the objective and how they learned about the job opening?			
Does the second paragraph of the cover letter highlight the applicant and accomplishments as they relate to the job for which they are applying?			
Does the third paragraph of the cover letter summarize interest in the job and tell how the applicant can be reached?			
Is the cover letter addressed to a specific individual?			
Is the cover letter signed?			
Is the cover letter free of grammatical and spelling errors?			
Is the cover letter, resume, and career plan inserted into an envelope which uses the applicant's return address?			
<b>RESUME—Are the following included in the resume:</b>			
Heading—Name, mailing address, ZIP Code, Telephone #			
Job Objective—The kind of work applicant is seeking			
Education—Name of high school—date of completion, degree or certificate awarded, schools' name and city, state—and courses completed that apply to job			
Skills and Abilities—Skills needed for job and ways they use it			
Work Experience—Most recent employer—date left, job title, name of company, city, state—and accomplishments			
References—Available on request			