Career Summary Instructions

Click this link to the Career Summary

Questions 1 – 3:

Go to OCCUPATIONAL OUTLOOK HANDBOOK.

1. Cut and paste into a word processing document information about your career. Explore beyond the summary page to find more detailed information available under various tabs.

   The following information must be included:
   - Nature of the work (what they do)
   - Training/qualifications (How to become one)
     Note: This tab also includes information on the personal qualities that enhance career choice. See: “Important Qualities”
   - Job Outlook

2. Save this document as “Occupational Outlook – last name.”
3. Adjust font to minimize paper usage, then print. (This should be a 2-3 page document with this information. Include this documentation in your portfolio
4. Use this information to answer questions # 1-3.
   • Highlight the information used in the documentation to answer each question

Questions 4 – 7:

1. Go to a college or training center website of your choice.
2. Cost:
   - Find the cost for tuition, fees, and books for one year
     - Multiply by the number of years you need to attend to earn your degree or complete your training
     - Do undergraduate separate from graduate school.
       - Show all your calculations on the Career Summary
         - Use this information to answer questions # 4-7 on the career summary

3. Print documentation of this information and include it in your portfolio

   Note: If you plan on taking out student loans, estimate the total amount of loans for #6s. No evidence of scholarships or loans is required.

Questions 8 & 9:

Salary information can be found on the OCCUPATIONAL EMPLOYMENT STATISTICS website.

a. Select the state that you intend to live in.
b. Click on the Occupational Title for your career and print the first page to get salary range and starting salary (25% percentile) to include in your portfolio
   c. Use the information to answer questions 8 & 9 of the Career Summary.