

Career Project Checklist

Name: _____

1. Take the self assessment-personality test
2. Select a career based on your personality test results

3. Research 2 careers and compare and contrast these careers
4. Choose a career and develop a career plan
5. Select an in-state and out-of-state college that provides the program of study for your career choice.
6. Demonstrate plans of how you will pay for college

7. Write a resume of your skills and interests. (make it up if you don't have work experience)
8. Find a job by finding a company with an opening in your field, an address, and a contact person to apply to
9. Fill out an application
10. Write a cover letter
11. Research 10 most common questions people ask in a job interview
12. Participate in a mock interview with a classmate or teacher. If you dress the part, you get extra credit.

13. Create a monthly paycheck using the starting yearly salary from your career research.
14. Using the starting salary from your career research, determine the monthly salary and create a budget of your living expenses

15. If you spent more than your income, set financial goals for your future and restructure your budget accordingly.
16. If you have lots of money left over in the budget, develop a plan of investments to reach your financial goals and restructure your budget.

17. Create a digital portfolio using MS Word. Use any pictures, activities, or research you have and import as links. You may also use the features in Word to enhance your document to make it look professional.

Skills Used

Keyboarding Skills

Word Processing

Excel Spreadsheet

Presentation Software

Communication Skills

Career Research

Financial Literacy

Problem-Solving Skills