

Career Development 2201

Name: _____

1. Read the ***Different Kinds of Goals*** section on page 173. Create three personal goals (short, medium and long term). Goals should follow the following criteria:

Measurable - to enable you to see your progress

Achievable - to enable you to undertake every step with confidence

Concrete - to know clearly what you will do

Planned - to know clearly when to perform each task

Remember: it is not enough to set goals for them to be achieved. You really have to want it and act accordingly. For example: your teacher sets the due date, but you are the one who decides to submit the work on time.

Fill out the following chart to record your goals.

Short-term goal	Medium-term goal	Long-term goal
My goal is :	My goal is :	My goal is :
Steps : to achieve my goal, I will :	Steps : to achieve my goal, I will :	Steps : to achieve my goal, I will :
Obstacles :	Obstacles :	Obstacles :
Knowledge :	Knowledge :	Knowledge :
People who can help :	People who can help :	People who can help :
Timeline (When will this goal be accomplished?)	Timeline (When will this goal be accomplished?)	Timeline (When will this goal be accomplished?)

Reward	Reward	Reward
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2. The Job Market (191)

- a. How do you find jobs? You have to look through both the _____ job market and _____ job market.
- b. The open job market represents what % of the available jobs? _____
Where are these jobs advertised? (Indicate 3 examples)

1	2	3
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- c. The hidden job market represents what % of available jobs? _____
- d. Jobs in the hidden market are not advertised for the most part, so how are positions filled?

3. Networking (194)

- a. Do you know the following expression: "It isn't what you know, it's who you know"? Explain what you think it means.

- b. Most employers prefer to hire an individual that has been recommended to them rather than take a chance on someone that hasn't. Why?

- c. The more people you know, the better the chance you will have for work opportunities. People in your network have specific knowledge and experience that may be useful to you. All these people have their own network as well. By working/meeting with one of them, you could learn of leads to other people that may help you.

In the space below, put your name in the middle. Then, around your name, write the names of acquaintances (contacts) that could give you access to other people (family, friends, neighbors, friends of the family (Try to think of at least 10 people).

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4. Read over the **Résumé** section on page 202, and answer the following questions.

a. Is one resume suitable for all situations? Why or why not?

b. List your skills clearly. Fine, but you need to focus on the _____ of the _____ and show how your _____ can help them.

c. What is the preferred length of a good resume? How many pages? Why?

d. Is it necessary to give out as much information as possible on your resume? Why or why not?

e. What sort of resumes are ignored by employers?

f. How much time do employers spend looking over a resume?

5. Look at Dana's resumes on pages 204-205 and answer the following questions.

a. On the chronological resume, what detail did Dana add in the Volunteer Experience section to give a better idea of her qualifications to summer camp recruiters?

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b. On the functional resume, how did Dana highlight her work experience to show that she would be suitable for this retail job?

6. Define **Cover Letter**.

7. Look at the important aspects of the cover letter on page 207, in the **Making a First Impression section**. In your opinion, what 2 aspects/characteristics are the most important to include in your cover letter? Why?

8. Read over **Dana's Cover Letter to the Video Store Manager** on page 208, and answer the following questions:

a. What is the first section of a cover letter?

b. What do you include in the first paragraph?

c. What do you include in the second paragraph?

d. Third paragraph?

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9. Choose one of the ads on page 212. Fill out the following table for **one of these** ads only.

Specialized Skills Required	Essential Skills Required

10. The Interview (214)

Imagine you are a manager. Your job is to hire people who are suitable for the job. In each case, assume that the applicant has the required certificate, license or educational level required. For each example, make a list of 4 qualities or characteristics you are looking for from that person.

Job Description	4 Skills/Qualities Required
<i>Job 1 – Computer Company Receptionist</i>	
<i>Job 2 – Fast Food Cashier</i>	
<i>Job 3 – Taxi Driver</i>	
<i>Job 4 – Caretaker/Custodian for Law Office</i>	
<i>Job 5 – Construction Supervisor</i>	
<i>Job 6 – Manager, Photography Shop</i>	
<i>Job 7 – Summer Camp Counsellor</i>	

11. Look at the interview preparation questions for a job on page 215. Choose a job (it can be your current job, or may be a job you want). Answer each question based on your desired job.

JOB/ POSITION: _____

a. What skills are needed?

b. Write 3 questions that could be asked during an interview (Check page 216).

