

# Career Express

Hi, it's Cipeo. Welcome to the Career Express! I'd like to take you on a journey through the *world of work* so you can start preparing for **your** future. Before we start, let me ask you something: Do you know what you want to be in life? That's a tough question, I know. I am a Take Stock in Children scholar, and like you, I knew I was going to college. But I couldn't decide what I wanted to be **after** college. This uncertainty made it tough for me to decide what courses to take in high school and in college.



Everyone kept telling me: "Cipeo, you have to choose a college major; you need to decide what type of college degree you want; you should be planning your career now." My problem was that I didn't know enough about **myself** or about the *world of work* in order to make these decisions. That's why I am excited about the resources I am about to show you. If you're not sure about what you want to do in life or even if you just want to get more information about certain career paths, you can get all your questions answered using the tools on this page. Start your journey on the Career Express now!

## **FIRST STOP: [FLORIDA eCHOICES](#) — YOUR CAREER GUIDE!**

At our first stop, I will introduce you to Florida eChoices, the best career guide on the web. Click here and I will show you how to use this website to match your interests to careers, assess your skills, learn about work values, and utilize state-of-the-art career building tools. Florida eChoices is a great point of departure for your journey through the world of work.

## **SECOND STOP: DISCOVER [YOUR INTERESTS](#)**

Not sure what your true interests are? No problem. Click this page and you will find a lot of fun, interactive websites that will help you discover new and exciting things about yourself. No matter what your age, you will enjoy the activities on this page!

## **THIRD STOP: EXPLORE THE [WORLD OF WORK!](#)**

Want to learn more about all the new and exciting careers that are now available to college grads? Just click and go to this page to find links to databases containing detailed information about hundreds of occupations. I will show you how you can use these tools to narrow or widen your career search.

## **FOURTH STOP: CREATE YOUR OWN [CAREER TOOLS!](#)**

Our first three stops will help you learn about yourself and careers. The last stop on our journey will take you to places where you can create the tools and build the skills you'll need to enter your career field. When you enter the world of work, you'll need to have the right tools and skills to get a job. Click this page and I will show you how to write a resume,

interview for a job, create a portfolio, and much more. These tools are the keys to unlock the doors of opportunity for you!

Don't wait to start planning your future. Join me, because the Career Express is about ready to leave the station! Jump on and I'll talk with you at our first stop.

GO TO THE FIRST STOP ([FLORIDA eCHOICES](#)) NOW

## FIRST STOP: FLORIDA eCHOICES

Interested in learning about careers, but don't know where to start? You've come to the right place! Welcome to our first stop: Florida eChoices. Florida eChoices is one of the best career resources available on the Internet. You can use it to explore careers, match your interests to occupations, create a career path, and find many more valuable activities. This page describes all the functions of Florida eChoices and links you directly to them. Just click and you will be able to use each and every one of them.

### How to Narrow Your Career Search

You can start your career search by looking through career guides at random, but that will waste a lot of your precious time. The best way to narrow your career search is to use the three assessment tools offered by Florida eChoices. (Login required)

1. **Work Interests: What do you like to do?** Don't know where to start? Just click and go to the **Interest Profiler**. The Interest Profiler helps you identify your most important work-related interests. Knowing your work interests can help you decide what careers you want to explore.  
<http://www.florida.echoices.com/eChoices/eip.nsf/frmGettingStarted?OpenForm>.
2. **Work Values: What is important to you?** The **Work Importance Locator** is another great tool you can use to decide what things are important to you about work and particular kinds of work. Your work values will automatically link you to corresponding career fields.  
<http://www.florida.echoices.com/eChoices/ewil.nsf/frmGettingStarted?OpenForm>.
3. **Work Skills: What do you do best?** The **Transferable Work Skills Checklist** allows you to identify your work skills and create a list of occupations that fit your profile. This is another great way to narrow your career search.  
<http://www.florida.echoices.com/eChoices/eTwcs.nsf/frmGettingStarted?OpenForm>.

### Choose Your Career Paths

You can use other tools in Florida eChoices to discover "career paths." A career path outlines the experience, education, and skills you will need to enter your career field. Use these pages to learn about career paths that appeal to you.

1. **Identify Your Career Paths: Which direction is right for you?** By using the page about **Occupation Information**, you can access descriptions of hundreds of occupations, typical job functions, general areas of work, career pathways, and career clusters. You can use this tool to identify the general career areas that interest you and the paths you have to follow to qualify for them.  
<http://www.florida.echoices.com/eChoices/eKernel.nsf/frmProfile?OpenForm&Module=OCCS>.

2. **Gather Occupational Information: What's good about your career?** Click here to use the **Occupation Search** function. With this tool, you can use 22 different criteria to analyze any of the hundreds of occupations you have selected from the Occupation Information pages. This means you have 22 ways to evaluate any particular occupation!  
<http://www.florida.echoices.com/eChoices/echoices.nsf/frmOccMenu?OpenForm>.

**Create Your Folder: Get organized—keep a file!** If you have used these five tools, you will gather a great deal of information. You can save the results of your research by creating your own folder containing your “focus list” of occupations and other key data.  
<http://www.florida.echoices.com/eChoices/echoices.nsf/frmSaveSession?OpenForm>

**eChoices Magazine: Talk with experts or students!** The eChoices Magazine contains articles about jobs, expert career advice, and even a discussion room that you can use to talk about careers with other eChoice users.  
<http://www.florida.echoices.com/eChoices/ecafe.nsf/frmCurrentUser2UserView?OpenForm>.

**Career Planner: Need a career plan—no problem!** Once you have collected all your information, you can use this page to create your own personal career plan and to build the tools you will need to follow that plan.  
<http://www.florida.echoices.com/eChoices/echoices.nsf/frmPlannerMenu?OpenForm>.

Florida eChoices is literally a “one-stop career center” that uses your work interests and values to focus your career search. But what if you are not really sure about what sorts of activities interest you? What if you are not certain if your personality is suited for a specific career? If you want to learn more about yourself, discover hidden interests and aptitudes, and identify your preferences in life, just click below and board the train for the next stop!

GO TO THE SECOND STOP — [DISCOVER YOUR INTERESTS!](#)

## SECOND STOP: DISCOVER YOUR INTERESTS

We are now at our second stop. If you are getting off here, you will enter a realm of self-discovery that you never thought existed. As you make your way into these uncharted regions, you will be asked many questions about yourself. Try to be honest with yourself when you answer. Remember, these activities are intended to disclose your true interests to **you** -- nobody else. This is not a “test” and there are no right or wrong answers. But if you are not honest with yourself as you can be in answering the questions you will not get results that are good for **you**.

You might be wondering: “What does this have to do with careers?” Good question. Have you ever heard the expression: “To thine own self be true”? Well, that’s sort of what “self-discovery” is all about. You need to know **your** interests and the things that will make **you** happy before you should make a final decision about a career. The activities listed below will help you understand yourself better so that you can make career choices that are right for **you**!

**What Personality Type Are You?** <http://www.ncsu.edu/careerkey/you/>. Go to this page, click “you,” and sign in. You can then access the following pages:

1. **Discover Your True Personality:** Click the “Take the Career Key Measure” link, and you will be asked to answer a number of questions. Based on your answers, you will be given your “Holland Code.” (This is one of the most widely used methods of personality assessment.)
2. **What’s Your “Personality Code”?** Click this page and you will find out what your Holland Code means and why it is important to you.
3. **Use the Holland Code:** Once you know your Holland Code you can click another page that will locate jobs that correspond to your personality type.
4. **Learn About Job Skills:** Click “Learn About Foundation Skills” to get a description of the principal job skills that are required in the world of work.
5. **Choose a College Major:** You can also use your Holland Code to identify appropriate college majors. This is a good start to identifying your career path.

**What Are You Really Like?** <http://www.humanmetrics.com/cgi-win/JTypes2.asp> Go to this site and access a great personality test: a shortened form of the famous Myers-Briggs test, referred to as the Jung (pronounced young) Typology Test. This is actually not a real test, but rather a set of questions that will determine your “personality type” and job activities for which you would be best suited.

**Fun Ways to Discover Your Personality.** Your Holland Code and your Myers-Briggs Type Indicator/Jung Typology are important ways to identify the type of job activities that are right for you. But you can also use the following sites to learn more about yourself:

1. **Emotional Intelligence Quotient:** <http://www.utne.com/azEq2.tmpl>. Do you know your “EQ”? That’s your “emotional intelligence quotient.” This is a fun way to see how you relate to other people. Remember, “people skills” are very important in the world of work. So, check out this site and see where you stand.
2. **The Room:** <http://www.umbra.com/room/go.html> This is really cool! You get to design a room the way you want and then see how it defines you!
3. **Kingdomality:** <http://www.cmi-lmi.com/kingdom.html>. You can discover your personal preferences using this “medieval” method.
4. **Star Wars:** <http://starwarsquiz.hypermart.net/>. Use Star Wars characters to learn more about yourself!
5. **Intergalactic Explorer:** <http://www.geocities.com/Area51/station/7834/>. Another great sci-fi personality quiz.

**What Are Your Values?** <http://www.csp.msu.edu/cdc/webport/valuesex.html> This is a really easy and quick way to discover your work values. Just download and complete this worksheet.

You can use your Holland and Myers-Briggs codes as “lenses” to focus your career search in areas that fit your values, preferences, skills, and interests. At the next stop, I will give you tools to help you widen or narrow your career search based on criteria that **you** select.

GO TO THE THIRD STOP — [EXPLORING CAREERS!](#)

## THIRD STOP: EXPLORE THE WORLD OF WORK

The next stop on the Career Express is the field of career exploration. At this stop, I will show you how to narrow or widen your career focus and how to examine occupations from many different perspectives — salaries, job functions, and many more. So far, you have been given many ways of evaluating occupations — salaries, job functions, etc. To narrow your search, you must begin to prioritize the things that are important to you. To widen your search, you can readjust your list of criteria to adapt to the changes in you!

**Focusing Your Search: What do I need to know about an occupation?** For an easy method of focusing your career exploration, you can use Florida eChoices. Just go to the web address, sign in, and click “Occupations” from the left menu. Go to that page and click “Occupation Information.” This will give you an alphabetized list of occupations.

<http://www.florida.echoices.com/eChoices/echoices.nsf/frmOccMenu?OpenForm>.

Click an occupation and you will get the following information:

1. **General Job Description:** This outlines the general functions of the job.
2. **Typical Tasks:** This is key information — a list of the main tasks that you will perform while on the job.
3. **Field of Work:** This is the general area of work to which this occupation belongs. (This will be important if you want to find other jobs in this field.)
4. **Career Pathways:** Be sure to use this tool. Occupations have been organized into career pathways to make high school and college planning easier for you.
5. **Career Clusters:** The U.S. Department of Education has established 16 broad Career Clusters that contain all entry-level through professional-level occupations in a broad industry area. Clusters consist of grouped career areas with similar skill and education requirements. (This “clustering” of occupations will help you narrow the focus of your career search.)

**Evaluating Search Results: What’s important to me about a career?** What matters most to you about an occupation? Click this page and use the following categories to evaluate your occupations; decide which categories are most important to you.

<http://www.florida.echoices.com/eChoices/echoices.nsf/frmOccMenu?OpenForm>.

Aptitudes	Basic Skills	Career Areas	Career Pathways	Earnings
Education	Experience	Florida Goldstar Occupations	Fields of Work	Job Outlook
Workplace Skills	Interests	Physical Abilities	Physical Demands	Transferable Work Content Skills
Work Conditions	Work Values	Special Training	Travel	Work Schedule

These criteria will help you evaluate various occupations, but first you have to **decide** which criteria are most important to you. Earnings, job outlook, and work conditions usually are near the top of everyone's list. If you record all this information about each occupation, you will have a much clearer understanding of the differences among them.

**Widen Your Search: I haven't found the right career yet!** If you want to open up the horizon of your career search, you can use the following sites for browsing purposes:

1. **America's Career InfoNet:** <http://www.acinet.org>. This site contains employment trends, projections, salary guides, career exploration tests, and links to a great many good career sites and search engines.
2. **Occupational Handbook:** <http://www.bls.gov/oco/>. Comprehensive source of job information. You can spend as much time as you want studying this book!
3. **Jobs in Industry:** <http://www.bls.gov/>. This site has good information on careers in industry, although it might be a bit harder to use than the others.
4. **O\*Net:** <http://online.onetcenter.org/main.html>. This is another good career search engine.

Exploring careers using these interactive tools will provide you with a lot of practical information to help you decide the career path that you wish to follow. Remember that to make good career choices you have to know yourself and you have to have enough information to determine the type of work that will make you happy and fulfilled. The tools contained in the first three steps of the Career Express will enable you to make good decisions, but **you** are the final judge. You have to decide the things that are most important to you.

It's time to head to the last stop of our journey. Now that you know how to customize your career search, you can start preparing to get your career job. To do so, you will need the proper education, training, and experience. You already know what these are if you have kept a file of the work you have done to this point. But you also need three other things to get a job: a career plan, career tools, and specific skills required to get and keep a job. If you want to learn how to start getting these things, go to the next stop.

GO TO FOURTH STOP — [CREATE YOUR CAREER TOOLS!](#)

## FOURTH STOP: CREATE YOUR CAREER TOOLS

This is Cipeo again. The train is stopping at a new destination: the area of **career planning and development**. Even if you haven't made a career choice, I'll stop the train and let you off so that you can learn how to plan your career. I recommend using Florida eChoices to get the right planning tools. Planning is very, very important for you. One old saying goes: "Nobody plans to fail; they just fail to plan." I really believe that. That's why I want you to use the planning tools on this page. They will make it much easier for you to construct a **roadmap for your career success**. When you are finished and the train starts up again, you will feel much more confident about your ability to achieve your goals in life. Why? Because they will no longer be dreams, they will be stops on a journey you have charted **today**.

**Use a Planning Guide: A Template for Your Future!** You can use Florida eChoices as a planning guide to help you create your career tools — a resume and a career portfolio, among others. The "Planner" page offers the following planning tools for you:

1. **Personal Information Page: What are your skills and accomplishments?**  
<http://www.florida.echoices.com/eChoices/ePlanner.nsf/frmPersGettingStarted?OpenForm>. You should start recording all the personal information that will eventually appear on your resume.
2. **High School Education Plans: What courses should you take?**  
<http://www.florida.echoices.com/eChoices/ePlanner.nsf/frmHighGettingStarted?OpenForm>. This tool enables you to create a list of "focus occupations" (jobs that really interest you). It will then print out a four-year course plan for each occupation. This is one of the best planning tools available for high school students!
3. **Post-Secondary Plans : What courses should I take in college?**  
<http://www.florida.echoices.com/eChoices/ePlanner.nsf/frmPostGettingStarted?OpenForm>. This page has a College Planning Timeline that will tell you exactly what to do and when to do it.
4. **Career Goals and Occupational Plans : Do I have concrete goals?**  
<http://www.florida.echoices.com/eChoices/ePlanner.nsf/frmCareerGettingStarted?OpenForm>. Use this module to help you set your long- and short-term goals.
5. **Education and Training Plans : What education will I need to get a job?**  
<http://www.florida.echoices.com/eChoices/ePlanner.nsf/frmEduGettingStarted?OpenForm>. This module helps you construct good education and training plans to match your career choices.
6. **School to Work Activities: How can I prepare for a career now?**  
<http://www.florida.echoices.com/eChoices/ePlanner.nsf/frmSCGettingStarted?OpenForm>  
What sort of activities will help you make the transition from school to work? This page will tell you about all sorts of ways to learn about the world of work and gain valuable experience. This is a superb tool! Do not skip over it! It will help you in many ways.

7. **SCANS Skills: What are the skills employers want?**  
<http://www.florida.echoices.com/eChoices/ePlanner.nsf/frmEmpGettingStarted?OpenForm>. Use this module to identify your job skills.
8. **Employability Skills: What skills will I need on the job?**  
<http://www.florida.echoices.com/eChoices/ePlanner.nsf/frmWorkGettingStarted?OpenForm>. This is another great tool that will help you focus on more specific workplace skills and how to develop them. Make sure to print out your reports!

**Create Your Career Tools: Start building your future now!** Here are a few good websites that will make it easy for you to design your career tools and develop the skills you will need to get and keep a job.

1. **Resume Builder:** A good resume will get you that job interview! The resume is the most widely accepted medium of communication between a job seeker and a prospective employer. This module allows you to quickly build a comprehensive resume using information that has been entered into other Planner modules.  
<http://www.florida.echoices.com/eChoices/ePlanner.nsf/frmResumeGettingStarted?OpenForm>
2. **How to Write Your Resume:** <http://www1.umn.edu/ohr/ecep/resume/>.
3. **Developing Your Resume:** <http://www.myfuture.com/career/objective.html>.
4. **Develop Interviewing Skills:** A good interview will get you the job! It is useful to think of interviewing as a process in which your skills, attributes, and potential will be weighed on a balance scale against those of other candidates.  
<http://www.florida.echoices.com/eChoices/ePlanner.nsf/frmIntGettingStarted?OpenFormClick>.
5. **How to Ace Your Job Interview:** <http://www.myfuture.com/career/step1.html>.
6. **Interviewing Tips:** <http://www.job-interview.net/>
7. **Career Portfolio Builder:** Portfolios are the ultimate career tool! This is your online portfolio builder. You supply the information and it creates your portfolio for you! It will show you the four building steps: develop, organize, document, and practice. To get the really good jobs, you will need more than a resume; you will need the ultimate career tool: the Career Portfolio. The portfolio is the complete record of who you are and what you've done. <http://www.chinookcollege.com/career/tools/portbuilder/>
8. **Planning Guide:** <http://www.glencoe.com/ps/peak/careerdev/portfolio/index.html>. This page will show you the step-by-step process of constructing a career portfolio.
9. **Calendar:** <http://www.glencoe.com/ps/peak/careerdev/portfolio/guide.html>. This is your college portfolio calendar. Follow it in college and you will know what to do and when to do it. You will have a great portfolio when you graduate!
10. **How to Create a Cover Letter:** <http://www.myfuture.com/career/before.html>.
11. **How to Use a Cover Letter:** <http://jobstar.org/tools/resume/cletters.cfm>

Hey, remember you never need a ticket and you're welcome to ride the Career Express as many times as you like. Planning for a career is one of the most exciting things you will ever do in life. Here's some final advice: take your time, look over all the stuff I've shown you, and start thinking of all the great things ahead of you!

Good luck!