



HIGH SCHOOL

# Career Success Workbook

PART 1 OF 3:

ENGAGE & UNDERSTAND



Excellent  
Content



Activities



Real World  
Application



# Icon Key

## KEEP AN EYE OUT FOR THESE!

While you're reading, you will come across the following symbols and frequently-used acronyms:



### **Thumbs-Up Icon**

This icon indicates an activity for you to complete. When you see one, stop and look for instructions or action items.



### **Exclamation Point Icon**

All information detailed in this workbook is important, but this icon indicates a particularly vital section.

**CDMP:** Career Decision-Making Process

**CP:** Career Portfolio

**FAFSA:** Free Application for Federal Student Aid

**LMCI:** Labor Market & Career Information

**TWC:** Texas Workforce Commission



Published March 2023

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# Introduction



# PLAN AFTER HIGHSCHOOL

You may have noticed that the older you get, the more it becomes your responsibility to plan your own next steps.

When you graduated from pre-k, you didn't have to think about where you were going to go to elementary school and what classes you were going to take. The adults in your life did that for you, but now you're in high school. You may be getting ready to graduate, this year or in the next few years. What are you going to do next? That's not a rhetorical question; you need to have a plan. "Yeah, but I like to be spontaneous!" Spontaneity is great! It can help you later in life when you're confronted with the unexpected, but have you ever had to catch a plane? No one just pops into an airport and says, "Okay, I'll just catch the next one that's going where I want to go." You could be waiting there for days. Suppose you can't pay for the ticket? It's better to know well in advance where you will be going, when, and how much it will cost. Life rewards good planning. That's what this publication is about — career success. Career success is different for everybody, and everyone decides for themselves what that success will look like.

## An Effective Way to Plan

You can plan your high school years and beyond with the Career Decision-Making Process (CDMP). CDMP will help you choose a career direction, identify the kinds of occupations that will help you follow your chosen career direction, and identify the kinds of training you will need. CDMP consists of six steps, and we have divided Career Success into six chapters — one for each.

- 1. Engage** – Get started
- 2. Understand** – Identify your interests and abilities
- 3. Explore** – Look for your options
- 4. Evaluate** – Review your options
- 5. Act** – Pursue an education plan
- 6. Reflect** – Review and evaluate your decisions





## **GET READY TO TAKE NOTES**

Keep all of your information together in a notebook and create your career portfolio (CP). The Education Outreach team with TWC's Labor Market and Career Information division has created a CP for you to use with this publication. It's called the High School Career Portfolio. Add pocket pages or folders for important documents like recommendation letters and resume drafts. Follow the exercises in this workbook and use our Career Portfolio to collect your information and to practice additional activities. All of this may change as you grow older, have new experiences, and learn, so be sure to put a date on each of your entries. Keeping the CP electronically may be the best way to go, since you will be adding to and changing your CP as you make new decisions, create new plans, or take new actions. Just be sure to periodically print and keep an updated hard copy. Your CP will document your career development over time while helping you stay on track in your pursuit of knowledge and new skills.

## TAKE RISKS, DON'T FEAR MISTAKES

The more facts you have, the better equipped you are to make informed decisions. But no matter how much information you have, there will always be an element of risk when the time comes to decide which path you will take, and risk can be emotionally difficult for some people. You must embrace it. Some students make decisions not to pursue certain career paths because they are afraid of failure, or letting people down, or making mistakes. They choose easy courses, easy careers, the "safe route." That does not have to be you. When we make a mistake, especially those that produce a negative emotional response, our immediate desire is to avoid repeating that mistake at all costs, right? Like when you started learning how to ride your bike and you fell and scraped your knee something awful. You didn't want to get back on at first, maybe ever! This response is predictable and common, but also emotional. The problem with responding only emotionally is we don't take the opportunity to rationally examine how that happened. We don't learn from it, so either we repeat the mistake if we try again later, or we don't try again at all.

If instead, we think logically about what happened (Were we pedaling too fast? Did we take our eyes off the path in front of us? etc.), we can figure out our mistakes and correct them. We can understand how those mistakes affected us or others and make plans to ensure we don't repeat those mistakes. When we respond this way, we learn and grow from the experience.



## **DROP OUT OF CHOOSING**

Sometimes students who do not know what they want to do after high school decide to drop out, but dropping out does not solve the problem. Students who drop out of high school will have fewer career choices, not more. Not all students have failing grades when they drop out of school. In fact, many students have passing grades when they call it quits. Some of them drop out because they found the classes uninteresting, or they missed too many days, they hung out with people who encouraged them to quit school, or they wanted more “freedom.” But the same rules and tasks a person wants to escape by dropping out of high school will be required at any job (and once out of high school, you will need a job). For starters, just like in school, any employee is required to show up to work, on time, and to follow the instructions of their supervisor (at school it’s your teacher; at work it’s your boss). You also must work hard, meet deadlines, and treat your customers and coworkers (like your classmates) with respect if you ever want to advance and be successful. The key to the freedom you desire is the success that earning good grades and a paycheck provide—not dropping out, which earns you neither. Students who drop out may find themselves working at low-paying jobs for several years until they realize they need more education in order to get a higher wage, (insurance, retirement,) and to advance. They then have to attend GED classes in order to pass the GED exam. Once passed, it will be on to college or other training that they will have to pay for; sometimes covering the same material students could have already studied in high school for free.

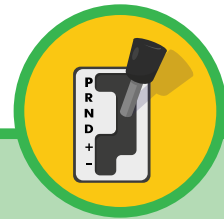


## **Fundamentals of Decision Making**

You will be making several decisions in this process. How do we make decisions? There are two parts of the brain we use when making decisions. The prefrontal cortex controls your cognitive (or logical and rational) thinking. The limbic system oversees your emotions (and responses). When you are presented with information, your brain fires neurons to one of these portions of your brain in order to synthesize and work with that information. Your brain can only work with information in one of those two systems at any given moment.



In other words, you can only think about a decision rationally or emotionally, but not both at the same time. It's like gears in a car. You can drive in first gear, you can shift to second gear, maybe shift back and forth, but not both. It is important to understand this when you're asked to collect and use information to make decisions. This publication shares critical information in order to help you make logical and informed decisions to ensure success for you now in high school and in your future career. When you are thinking about your options, goals, and resources, you want to weigh it all logically and rationally — using that prefrontal cortex.



## **SHIFT GEARS!**

If at any point you find yourself feeling strong emotions during this CDMP, just stop and tell yourself, "Hey, that's my limbic system kicking in again." Your brain is in the wrong gear! Shift. Stop reading. Stop thinking. Take a deep breath. Flooding your brain with oxygen will reroute your neurons back to your prefrontal cortex. Let your body relax, and take in several deep breaths. While you're at it, you might do something active.

Try jumping jacks, some pushups, or running around for a few minutes. These physical exercises also flood your body with the relaxing oxygen it needs to reset your brain. These activities can be done anywhere, anytime you are feeling any kind of extreme emotion that is affecting your ability to think logically. We want to make sure that you are making the best-informed decisions that you can. That means doing two things: first, empowering you with the facts (that's our job), and second, making sure your brain is always in the proper gear to focus on those facts (that's your job).

## **THREE CHALLENGES**

While working through this publication:

1. Be aware of your feelings.

If you find yourself reacting emotionally about an assignment, shift gears.

2. Minimize risk using the facts in this book.

Then, take that risk by choosing your path to career success.

3. Don't sweat mistakes.

See how much you can grow not despite them, but because of them.



## Emotion or Logic?

Directions: Some of the following decisions were made based on emotion, and some logic. If their decisions were made based on emotion, circle the E to the left. If the decisions were made based on logic, circle the L.

E L

Alejandro is buying a new pair of jeans for the football game because he doesn't have a pair of jeans like those his friends will be wearing.

E L

Zeena wants to be a carpenter, but is not taking shop because the teacher, Mr. Zukouski, is strict.

E L

Mariela takes a career assesment to figure out her college major. Her counselor helps her learn the requirements for her career. She now knows what she wants to major in, and which engineering programs to apply to.

E L

Praneel wants to be a computer programmer to create video games, but his dad thinks he should be an accountant because he is really good at math. Praneel is worried about making his father proud, so he pursues a career as an accountant.

E L

Mr. Munson gave Hayao a low grade on an essay. Hayao has decided not to do the next assignment.

E L

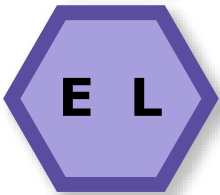
Greta learned about healthcare careers in class. She did some research using Texas Career Check online and found a job she thinks she'd like. She has requested information from a local college about their physical therapy program.

E L

As a sophomore, David didn't pass his college assesment exam, so he couldn't take any dual credit classes junior year. David worries he won't pass again, so he's decided not to retake it this year, and will miss the chance to take dual credit classes his senior year.



Jhumpa was offered two different seasonal jobs for the summer; one as a research assistant in a company she hopes to work for some day, and another at her favorite amusement park. She took the job at the amusement park because summers are meant to be fun!



Asher wants to be a veterinarian one day. He decided to volunteer at the Humane Society, cleaning cat and dog kennels so that he can use it as experience on his résumé.

*To check your answers, see the answer key on page 21.*



### MY PLAN: JOSEPHINA

Rate this plan from 1 to 5 stars, with 1 star meaning it needs work and 5 stars as a success. Why did you give this rating?



“Hi, my name is Josephina. After I graduate from high school, I plan to go to Texas State Technical College in West Texas. I spoke to my counselor, and we decided that since I want to be a paramedic, TSTC would be a good choice. I’ll be able to live at home and commute to school. That means I can save money to pay for school or a car. We’ll see. I’m a little worried because I only took three science classes during high school, but I am prepared to take a few pre-requisite classes in my first year of community college to catch up if I need to.”

1  2  3  4  5

**Step 1:**



**Engage**

## THINKING ABOUT A CAREER

Finding the best career path requires getting help from people who know you well: your talents, what you do in your free time, and what you're excited about. Ask the adults in your life (like family members, neighbors, coaches, teachers or counselors) for help with this step.

### What Do You Want to Contribute to the World?

For many people, one of the hardest questions to answer is, "What problem do you want to solve?" or "What do you want to contribute to the world?" Some people seem to know from the day they are born what they want to do with their life. It seems these people discovered their career path early on and had a passion for that career. Do you fit into this category? If you do, great! If not, don't worry. Many people don't know. In fact, many of your parents were in the same situation when they were your age.

Not knowing what career you want after high school is not a problem. But the sooner you engage, the more quickly you can sharpen your understanding of what you want in a career. As a high school student, you are in the best position to start looking at different career directions. You can explore different classes and programs to determine your likes and dislikes. By finding those, you will be able to pick among different career paths until you find the one you like the most. Once you find the career path you like, you will be able to answer the question, "What do you want to contribute to the world?"



## EDUCATION AND MONEY: CONNECTION?

Obviously, there is a strong connection between how much money you make and the lifestyle you want. There is also a strong connection between your educational background, the field you work in, and your ability to earn money. Take a look at the following chart:

Education Attained	Median* Weekly Earnings	Median* Unemployment
Doctorate Degree	\$1,909	1.5%
Professional Degree	\$1,924	1.8%
Master's Degree	\$1,547	2.6%
Bachelor's Degree	\$1,334	3.5%
Associate's Degree	\$963	4.6%
Some College, No Degree	\$899	5.5%
High School Diploma	\$809	6.2%
Less than High School Diploma	\$626	8.3%

**\*Median:** the middle number in a sequence of numbers (or the average of the two middle numbers, when the sequence has an even amount of numbers).

**NOTE:** Earnings are for full-time wage and salary workers, ages 25 and over. Source: U.S. Bureau of Labor Statistics, Current Population Survey.

## **NOTICE ANYTHING?**

Say you decide to go with a high school diploma. How much money will you make weekly? Statistically speaking, you're likely to make about \$809 a week. Now, use [TexasRealityCheck.com](https://www.texasrealitycheck.com) to compare incomes and expenses. You will find that \$809 a week might get you some of the basics (housing, utilities, food, and transportation), but not entertainment or savings for retirement.

Look at the weekly earnings for bachelor's degrees—it's \$1,334. That's \$525 more per week than with a high school diploma alone. Do the math: that's \$27,300 more per year. Basically, as your educational attainment goes up, your earnings are more likely to increase. Keep in mind that the field you work in affects your earning potential just as much as your education level. If financial stability is a priority for you, take time to research the earnings of individuals with the same degree in different industries before deciding which education level and occupations to pursue.

Lastly, check out the unemployment rate. This is the percentage of people earning zero dollars because they are looking for a job, but cannot find one. The more education attained, the less chance there is of unemployment.

## **Three Basic Questions for Your Future**

When considering questions like educational attainment and jobs to pursue, you can take a reality check by asking yourself three basic questions:

1. Lifestyle – What kind of lifestyle do you want for yourself?
2. Cost – How much will that lifestyle cost?
3. Interest – What kind of jobs both interest you and pay for the lifestyle you want?

But money shouldn't be the only consideration in your educational choice and eventual career decision. Other things can be equally or more important, such as family life, job satisfaction, work environment, making a difference in your community or outdoor/indoor activities. Furthermore, what you do for work, or how you work, may be more important to you. Some people prefer to work alone, need to create something with their hands, work with numbers, or like to manage others. No matter what, you get to decide what is most important to you when choosing a career.

## TEXAS REALITY CHECK

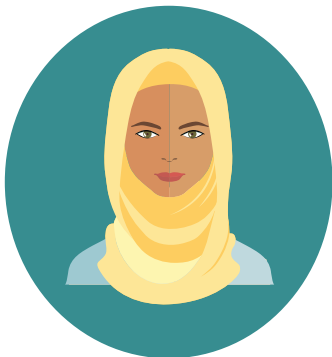
There's a good chance you've never figured out what your ideal lifestyle will really cost. Do you want to live in a basic or luxury apartment, or house? Wear regular or designer clothes? Drive a used or expensive car, or ride the bus? Do you want a smartphone, tablet, gym membership, to travel, or all of the above? If you want it, you can get it. That said, you have to know what it costs and how you can afford it all.

Visit [TexasRealityCheck.com](https://TexasRealityCheck.com) and start shopping. The goal of Reality Check is to make you aware of all the expenses you will encounter once you live on your own and support yourself. If you know how much money you will be spending, it is a good idea to know which careers pay enough to cover those expenses. The infographic on this page provides examples of common jobs, including average pay and considerations when choosing that type of job.



### MY PLAN: AMIRA

Rate this plan from 1 to 5 stars, with 1 star meaning it needs work and 5 stars as a success. Why did you give this rating?



"Hi, my name is Amira, and I plan to go to college. I'm not sure which college I'm going to enroll in or what my major will be. I haven't found something I like, so I hope it comes to me soon. I graduate from high school in two years. If all else fails, I'll pick a university where most of my friends will attend and go there. After taking some classes, I'm sure I'll be able to pick a major."

1  2  3  4  5



## COMMON JOBS, THEIR PAY, AND CONSIDERATIONS

### Construction Manager

**Median Pay:** \$96,287

**Considerations:**

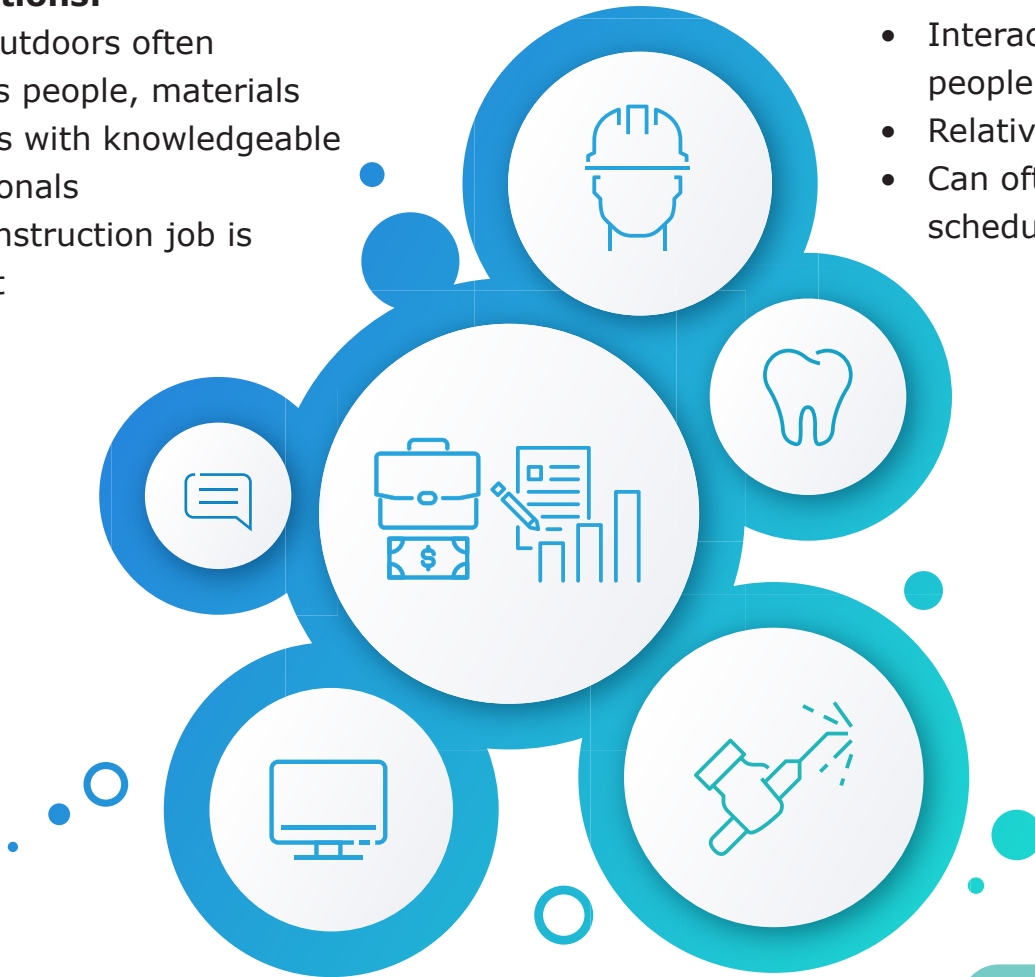
- Works outdoors often
- Manages people, materials
- Interacts with knowledgeable professionals
- Each construction job is different

### Dental Hygienist

**Median Pay:** \$77,600

**Considerations:**

- Works indoors
- Interacts with different people every day
- Relatively short training
- Can often set your own schedule



### Computer Programmer

**Median Pay:** \$77,291

**Considerations:**

- Works indoors
- Usually works with a team
- Highly mobile occupation
- Sometimes self-employed

### Welder

**Median Pay:** \$47,819

**Considerations:**

- Works outdoors and indoors
- Creates products by hand
- Work is physical, often solitary
- Can be creative

**NOTE:** This page displays income averages, which often differ from the starting pay you should expect to earn when beginning your career. Call the Career Information Hotline: 1-800-822-PLAN (7526) to obtain detailed information on any career of your choice.



## MY PLAN: TERRANCE

Rate this plan from 1 to 5 stars, with 1 star meaning it needs work and 5 stars as a success. Why did you give this rating?



"Hi, my name is Terrence and my plan is to become a video game designer. I've done some research and found out that Texas is ranked second in the nation in video game employment. Right now I have to decide between a four-year or a two-year college.

Obviously, the four-year school will cost more and take longer. I want to make sure I pick the right school. I have an appointment to talk with my guidance counselor and hopefully she will point me in the right direction."

1  2  3  4  5

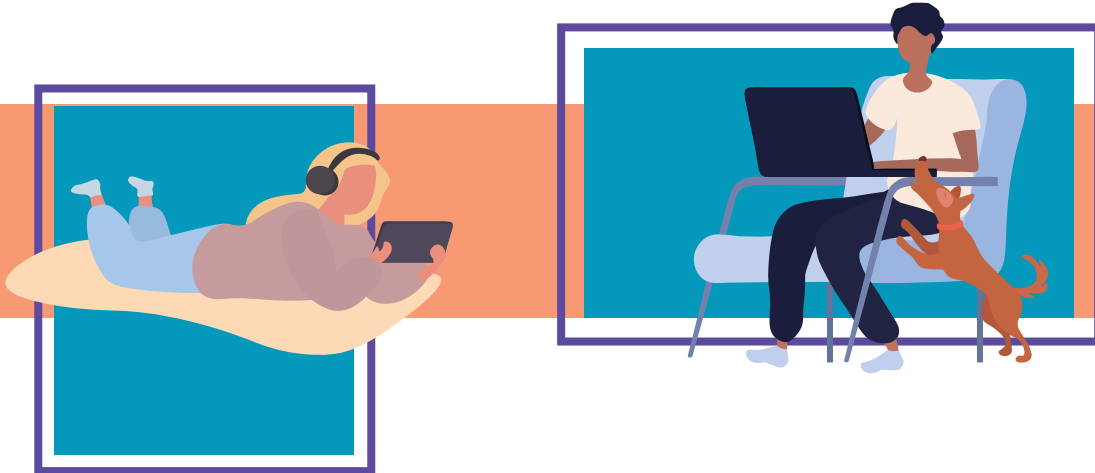
## Think Before You Post Online

While you are completing your education or training, you will likely also be having fun with your friends. You may take photos or videos and post them on social media accounts. These sites allow you to share your good times with the people you know. However, you should always think before you post anything online.

You may intend for your content to be viewed only by certain people you know and like. Or maybe it's the opposite, and you want everybody to see what you post online. Either way, you need to be smart about what you post. There's "good" viral and "bad" viral. You

want to make sure that the content you post will be considered positive, as going viral for controversial reasons can negatively impact your future—and yes, that even includes making it difficult to get a job later in life.

You've seen plenty of content online that has gone viral, both for good and bad reasons, so you already know what to avoid. Once you post something online, it is very hard (or downright impossible) to completely remove it, so always do your best to make sure you only post good content.



## **RULES TO KEEP IN MIND WHEN POSTING ONLINE**

1. Assume that all your posts will remain online forever and can never be completely deleted.
2. Post as if you knew your grandparents or a mentor would be reading about it later in the news.

Avoid documenting the following in your posts or online activity:

- Lying about qualifications
- Previous criminal behavior
- Speaking ill of former employers
- Sharing confidential information from former employers
- Boasting about drinking or doing drugs
- Posting provocative photographs
- Using an unprofessional screen name
- Bad-mouthing/gossiping about work or coworkers

Employers cannot legally discriminate against you due to your race/color, religion, sex, pregnancy, or national origin. But your online profile is fair game. A potential boss may nix job candidates, or hire them, based on what they find online.

**Step 2:**



**Understand**

# UNDERSTAND YOURSELF

You have now started thinking about a career direction. The next step is to understand yourself. You will want to think about your likes and dislikes, your values, personality traits, and skills, as well as considering what you are and are not good at to find the best career fit. Assessments or conversations with those who know you well can help you do this.

## What Are You Good At?

Everyone on the planet is good at some things and not so good at other things. No one is good at everything, and it's okay to admit that you have weaknesses as well as strengths. In fact, it's an important step towards understanding what you could be happy doing for a living in the future. While it might be easy to recognize the things that are difficult for you, a lot of people have a hard time stepping outside of themselves and recognizing the areas where they excel. Sometimes, we need another person to tell us we're good at something before we can realize it ourselves.



### TELL ME WHAT I'M GOOD AT: PART I

Find five trusted people in your life and have them answer the questions below. These individuals should include one friend your age, one parent or guardian, and one teacher. The last two can be anyone whom you know and trust.

1. What do you think I'm good at?
2. What assignments or projects have I completed well?
3. Have I ever done something that impressed you? What was it?
4. What topics do I tend to talk about often (and seem passionate about)?

Write them down now in your CP and use those strengths and abilities to guide you on your search for a career path.



***"Success doesn't come from what you can do. It comes from overcoming the things you thought you couldn't."***

*— Rikki Rogers*



## **TELL ME WHAT I'M GOOD AT: PART II**

Now, here are a few follow-up questions that you can ask yourself to prepare for the activity coming up next. To be clear, you should be the one answering these questions, not anyone else.

1. What do you like to do on the weekends when you have nothing else going on?
2. If you were guaranteed success in life, what would you do?
3. What are your favorite subjects in school?
4. What school clubs have you joined and why?

Look for consistencies between the answers you received from the people you trust about what you're good at, and the answers you gave about what you enjoy.

## **UNCOVER YOUR INTERESTS**

Now you're ready to visit some tools online that are designed to help you further understand what kinds of jobs might pique your interest. It is important to note that your high school email will be disabled after you graduate, and considering you will need to enter an email address to receive your results, you will want to use a personal email account to retain your results from the following activities after graduation.

### **Texas Career Check**

1. Go to [TexasCareerCheck.com](https://www.texascareercheck.com).
2. Click "Explore Careers" at the top. In the drop-down menu, click "Interest Profiler" then follow the instructions on the screen.

The profiler will take you through 60 different example activities. When you're done, the profiler will provide you with scores based on six different types of jobs and examples of occupations that might suit you.

3. Add this information to your career portfolio (CP).

## RoadTrip Nation

Visit [RoadTripNation.com](http://RoadTripNation.com) and select the Roadmap. Click "Choose Your Interests." This will take you quickly through an assessment in which you select the things that interest you the most. The results you receive are a customized list of interview videos of professionals talking about their careers, the paths they took to get there, and the pros and cons of those careers. Each video is selected based on the responses you provided in the assessment, but you can browse through the entire library of videos anytime you want.

## O\*Net—My Next Move

At [ONetOnline.org](http://ONetOnline.org) hover over "Find Occupations," and select "Career Cluster" from the drop-down menu to browse possible jobs. It's good to take a variety of assessments like these and look for overlapping results. The more repetition and consistency you can find, the better idea you will get of your ideal occupation. The types of things you currently enjoy doing might just lead to your future career.



## Time to Graduate

If you're a senior, your time in high school is almost over. Juniors, sophomores, and freshmen—the clock is ticking away for you. In order to graduate from a Texas high school, you must complete the Foundation High School Graduation Plan which you will find later in this section. Each subject is listed as well as the number of credits you need for each.



Will you attend college or enroll in a technical school? Will you go to a community college or enlist in the military? You have to know what type of career you want to pursue before you can answer these questions. When you research your career of interest using tools like Texas Career Check online, you will learn what the preferred level of education or training is to secure the job you want. That will help you plan your education or training. Knowing what type of career you will work toward after high school can help you create your Graduation Plan and prepare you for that career. In the following pages, you will be introduced to career clusters and other career alternatives. Use the information to help you select classes. As you complete each class, decide if the subject/career is still of interest or if you want to try something different.

### **TIP!**

Don't take courses that you are familiar with just so you can have an "easy" class. Instead, use the opportunity to explore different subjects that may lead to your future career. Ask your counselor about earning college credit for academic classes you can take while in high school. These dual credit courses can save you money, since you won't have to pay for the same credit hours when you go to college. You might also consider technical courses that connect your high school courses with those at a local community college. There's no need to study the same material twice, and participating in a Tech Preparation program allows you to build a career by combining high school and college courses.





## MY PLAN: KOJI

Rate this plan from 1 to 5 stars, with 1 star meaning it needs work and 5 stars as a success. Why did you give this rating?



“Hi, my name is Koji and my plan is to enlist in the Air Force because I really want to fly planes. I am in JROTC at school and am researching what to do to become an Air Force pilot. I visited the Air Force website and was shocked to learn there was more to the Air Force than flying. They have many different careers. I have talked to a recruiter, and she is helping me through the process. I am working on keeping in shape so when I go to basic training, I will be able to handle anything they throw at me.”

1  2  3  4  5

### “EMOTION OR LOGIC?” ACTIVITY ANSWER KEY

1. Alejandro’s answer: emotional
2. Zeena’s answer: emotional
3. Mariela’s answer: logical
4. Praneel’s answer: emotional
5. Hayao’s answer: emotional
6. Greta’s answer: logical
7. David’s answer: emotional
8. Jhumpa’s answer: emotional
9. Asher’s answer: logical

## Graduation Plan

In high school, the graduation requirements are the same for all students, regardless of which endorsement you may pick. Remember, your school district can decide which courses to offer to help you earn your endorsements or meet the state graduation requirements. Check with your school counselor for more information.

COURSES REQUIRED FOR FHSP* CREDITS	FHSP* CREDITS	ENDORSEMENT + FHSP* CREDITS	DISTINGUISHED CREDITS
<b>English</b> English I, II, and III Advanced English course	<b>4</b>	<b>4</b>	<b>4</b>
<b>Math</b> Algebra I Geometry Advanced Math course	<b>3</b>	<b>4</b> all FHSP +1 advanced Math	<b>4</b> all FHSP + Algebra II
<b>Science</b> Biology Integrated Physics & Chemistry Advanced Science course	<b>3</b>	<b>4</b> all FHSP +1 advanced Science	<b>4</b> all FHSP +1 advanced Science
<b>Social Studies</b> U.S. History U.S. Government (1/2 credit) Economics (1/2 credit) World History or Geography	<b>3</b>	<b>3</b>	<b>3</b>
<b>Physical Education</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Languages Other Than English</b> 2 credits in the same language or 2 credits from Computer Science I, II, & III	<b>2</b>	<b>2</b>	<b>2</b>
<b>Fine Arts</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Electives</b> Classes available for electives will be based upon the endorsement options selected by the student	<b>5</b>	<b>7</b>	<b>7</b>
<b>Speech</b> Demonstrated proficiency	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CREDITS</b>	<b>22</b>	<b>26</b>	<b>26</b>

**\*FHSP:** Foundation High School Program





# Check us out!



## ADDRESS

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Texas Workforce Commission  
Labor Market & Career Info.  
101 E. 15th St., Room 380  
Austin, TX 78778-0001



## PHONE

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Hotline: 1 (800) 822-7526  
Fax: (512) 936-3204



## EMAIL

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## WEBSITES

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[www.texasrealitycheck.com](http://www.texasrealitycheck.com)  
[www.texascareercheck.com](http://www.texascareercheck.com)  
[www.texasworkforce.org](http://www.texasworkforce.org)  
[www.lmci.state.tx.us](http://www.lmci.state.tx.us)

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(Voice).



HIGH SCHOOL

# Career Success Workbook

PART 2 OF 3:

EXPLORE & EVALUATE



Excellent  
Content



Activities



Real World  
Application



# Icon Key

## KEEP AN EYE OUT FOR THESE!

While you're reading, you will come across the following symbols and frequently-used acronyms:



### **Thumbs-Up Icon**

This icon indicates an activity for you to complete. When you see one, stop and look for instructions or action items.



### **Exclamation Point Icon**

All information detailed in this workbook is important, but this icon indicates a particularly vital section.

**CDMP:** Career Decision-Making Process

**CP:** Career Portfolio

**FAFSA:** Free Application for Federal Student Aid

**LMCI:** Labor Market & Career Information

**TWC:** Texas Workforce Commission



Published March 2023

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# Step 3




# Explore



## LOOK FOR YOUR OPTIONS

Research your career options. Since hundreds of potential careers exist, the best way to look at your options is to first understand career clusters.

 The following pages include 14 industry groups, called career clusters. Look at each of the career clusters to see which interest you. Later, you will have the opportunity to explore the work content, requirements, and outlook for related occupations.

Information such as education requirements, employment projections and wage data will also be very useful in your career decision-making process. We recommend you research the jobs that interest you using [TexasCareerCheck.com](http://TexasCareerCheck.com). For now, explore the clusters and become familiar with all the different options.

### WHAT IS A CAREER CLUSTER?

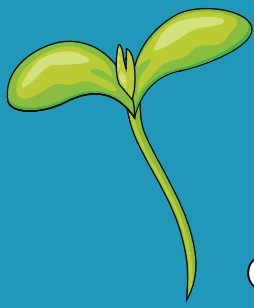
A Career Cluster is a group of occupations that share certain characteristics. There are 14 different Career Clusters in total.

Each Career Cluster includes different Programs of Study for you to choose from. A program of study is an approved sequence of courses that can prepare you for careers in that cluster.

Each Program of Study will prepare you for more specific types of jobs. Clusters include some jobs that have various education requirements listed.

The education listed is the minimum needed to work in these jobs. Each job may also require additional skills, licenses or certifications.

If you see a job that interests you, and it happens to say "Less than a high school diploma," DO NOT take that to mean you can drop out.



# Agriculture, Food & Natural Resources

## WHAT'S THIS?

This cluster encompasses careers in the production, processing, marketing, distribution, financing, and development of agricultural commodities and resources, including food, fiber, wood products, natural resources, horticulture and other plant and animal resources.

## Explore CAREERS:

1. Go to **TexasCareerCheck.com**
2. Select "Explore Careers." Choose "Occupation Information" in the drop-down menu
3. Search any occupation, or click through the pages to find an occupation you like
4. Click on an occupation title to see more information

## Sample Careers



**GEOLOGICAL PETROLEUM TECHNICIAN**

- \$59,130 a year, mean wage
- 990 annual job openings
- Bachelor's degree



**SERVICE UNIT OPERATORS: OIL, GAS, & MINING**

- \$52,512 a year, mean wage
- 3,032 annual job openings
- High school diploma



**FARMERS, RANCHERS, & OTHER AGRICULTURAL MANAGERS**

- \$64,781 a year, mean wage
- 28,020 annual job openings
- Bachelor's degree



## Explore PROGRAMS OF STUDY:

1. Review the Programs of Study listed below
2. Go to **TexasCareerCheck.com**
3. Select "Explore Education." Choose "Programs of Study" in the drop-down menu
4. Explore your options

I'm most interested in these programs of study:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

## Sample Programs of Study

The following titles are high school programs of study, followed by bulleted examples of related college (or postsecondary) programs of study:



**ANIMAL SCIENCE**

- Animal Health
- Animal Nutrition
- Dairy Science

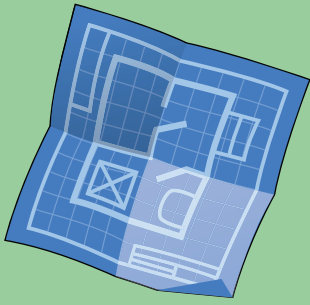


**FOOD SCIENCE & TECHNOLOGY**

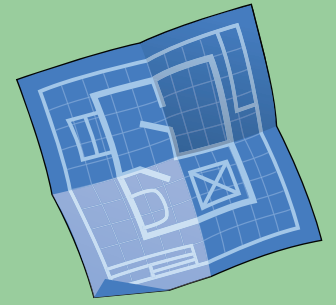
- Food Science
- Food Technology & Processing

## NEXT STEPS:

Create a place in your CP to save programs of study and occupations that interest you. Challenge yourself to find interesting programs of study in each of the 14 clusters. Then, think about why you are interested in what you have selected.



# Architecture & Construction



## WHAT'S THIS?

This cluster encompasses careers in designing, planning, managing, building and maintaining the built environment.

### Explore CAREERS:

1. Go to **TexasCareerCheck.com**
2. Select "Explore Careers." Choose "Occupation Information" in the drop-down menu
3. Search any occupation, or click through the pages to find an occupation you like
4. Click on an occupation title to see more information

### Sample Careers



#### ARCHITECTS, EXCEPT LANDSCAPE & NAVAL

- \$90,901 a year, mean wage
- 966 annual job openings
- Bachelor's degree



#### INTERIOR DESIGNERS

- \$59,365 a year, mean wage
- 791 annual job openings
- Bachelor's degree



#### ELECTRICIANS

- \$53,080 a year, mean wage
- 9,221 annual job openings
- Post-secondary certificate



### Explore PROGRAMS OF STUDY:

1. Review the Programs of Study listed below
2. Go to **TexasCareerCheck.com**
3. Select "Explore Education." Choose "Programs of Study" in the drop-down menu
4. Explore your options

I'm most interested in these programs of study:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

### Sample Programs of Study

The following titles are high school programs of study, followed by bulleted examples of related college (or postsecondary) programs of study:



#### ARCHITECTURAL DESIGN

- Architectural & Building Sciences
- City/Urban Planning

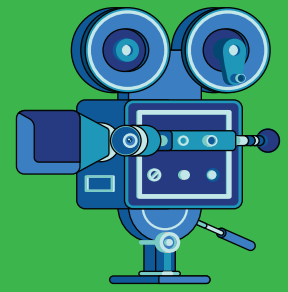
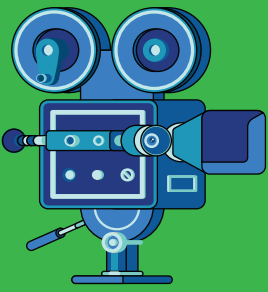


#### HVAC & SHEET METAL

- HVAC Technology

## NEXT STEPS:

Create a place in your CP to save programs of study and occupations that interest you. Challenge yourself to find interesting programs of study in each of the 14 clusters. Then, think about why you are interested in what you have selected.



# Arts, AV Tech & Communications

## WHAT'S THIS?

This cluster encompasses careers in designing, producing, exhibiting, performing, writing, and publishing multimedia content, including visual/performing arts and design, journalism, and entertainment services.

### Explore CAREERS:

1. Go to **TexasCareerCheck.com**
2. Select "Explore Careers." Choose "Occupation Information" in the drop-down menu
3. Search any occupation, or click through the pages to find an occupation you like
4. Click on an occupation title to see more information

### Sample Careers



- FILM & VIDEO EDITORS**
- \$55,476 a year, mean wage
  - 230 annual job openings
  - Bachelor's degree



- PRODUCERS & DIRECTORS**
- \$69,543 a year, mean wage
  - 522 annual job openings
  - Bachelor's degree



- GRAPHIC DESIGNERS**
- \$50,919 a year, mean wage
  - 1,766 annual job openings
  - Bachelor's degree



### Explore PROGRAMS OF STUDY:

1. Review the Programs of Study listed below
2. Go to **TexasCareerCheck.com**
3. Select "Explore Education." Choose "Programs of Study" in the drop-down menu
4. Explore your options

I'm most interested in these programs of study:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

### Sample Programs of Study

The following titles are high school programs of study, followed by bulleted examples of related college (or postsecondary) programs of study:



- DESIGN & MULTIMEDIA ARTS**
- Graphic Design
  - Illustration
  - Digital Arts



- DIGITAL COMMUNICATIONS**
- Audiovisual Communications
  - Graphic Communications

## NEXT STEPS:

Create a place in your CP to save programs of study and occupations that interest you. Challenge yourself to find interesting programs of study in each of the 14 clusters. Then, think about why you are interested in what you have selected.

# Business, Marketing & Finance

## WHAT'S THIS?

This cluster encompasses careers in operating and running a business as well as managing personnel and operations in any industry. Administrators in the business industry are those who sit in executive positions.

## Explore CAREERS:

1. Go to **TexasCareerCheck.com**
2. Select "Explore Careers." Choose "Occupation Information" in the drop-down menu
3. Search any occupation, or click through the pages to find an occupation you like
4. Click on an occupation title to see more information

## Sample Careers



### BUDGET ANALYSTS

- \$77,035 a year, mean wage
- 385 annual job openings
- Bachelor's degree



### PAYROLL & TIMEKEEPING CLERKS

- \$46,577 a year, mean wage
- 1,180 annual job openings
- Bachelor's degree



### GENERAL & OPERATIONS MANAGERS

- 106,391 a year, mean wage
- 25,450 annual job openings
- Bachelor's degree

## NEXT STEPS:

Create a place in your CP to save programs of study and occupations that interest you. Challenge yourself to find interesting programs of study in each of the 14 clusters. Then, think about why you are interested in what you have selected.



## Explore

## PROGRAMS OF STUDY:

1. Review the Programs of Study listed below
2. Go to **TexasCareerCheck.com**
3. Select "Explore Education." Choose "Programs of Study" in the drop-down menu
4. Explore your options

I'm most interested in these programs of study:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

## Sample Programs of Study

The following titles are high school programs of study, followed by bulleted examples of related college (or postsecondary) programs of study:



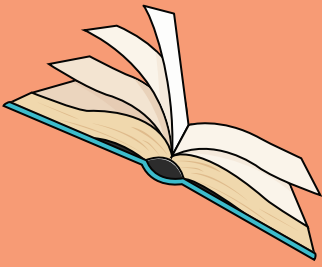
### BUSINESS MANAGEMENT

- Retail Management
- Business Administration & Management

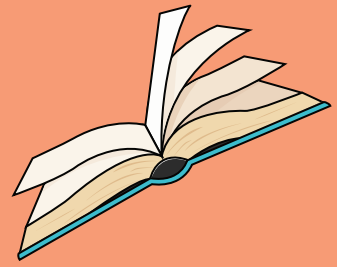


### MARKETING & SALES

- International Marketing
- Merchandising & Buying Operations



# Education & Training



## WHAT'S THIS?

This cluster encompasses careers in planning, managing and providing education and training services, and related learning support services.

### Explore CAREERS:

1. Go to **TexasCareerCheck.com**
2. Select "Explore Careers." Choose "Occupation Information" in the drop-down menu
3. Search any occupation, or click through the pages to find an occupation you like
4. Click on an occupation title to see more information

### Sample Careers



#### ELEMENTARY SCHOOL TEACHERS

- \$569,212 a year, mean wage
- 11,712 annual job openings
- Bachelor's degree



#### EDUCATIONAL, GUIDANCE, SCHOOL & VOCATIONAL COUNSELORS

- \$59,565 a year, mean wage
- 3,053 annual job openings
- Master's degree



#### INSTRUCTIONAL COORDINATORS

- \$69,685 a year, mean wage
- 2,176 annual job openings
- Master's degree



### Explore PROGRAMS OF STUDY:

1. Review the programs of study listed below
2. Go to **TexasCareerCheck.com**
3. Select "Explore Education." Choose "Programs of Study" in the drop-down menu
4. Explore your options

I'm most interested in these programs of study:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

### Sample Programs of Study

The following titles are high school programs of study, followed by bulleted examples of related college (or postsecondary) programs of study:



#### TEACHING & TRAINING

- Middle/High School Education & Teaching
- Instructional Design



#### EARLY LEARNING

- Early Childhood Education & Teaching

## NEXT STEPS:

Create a place in your CP to save programs of study and occupations that interest you. Challenge yourself to find interesting programs of study in each of the 14 clusters. Then, think about why you are interested in what you have selected.



# Energy

## WHAT'S THIS?

This cluster encompasses careers in the designing, planning, maintaining, generating, transmission, and distribution of both traditional and alternative energy.

### Explore CAREERS:

1. Go to **TexasCareerCheck.com**
2. Select "Explore Careers." Choose "Occupation Information" in the drop-down menu
3. Search any occupation, or click through the pages to find an occupation you like
4. Click on an occupation title to see more information

### Sample Careers



- OIL & GAS DRILL OPERATORS**
- \$49,941 a year, mean wage
  - 738 annual job openings
  - Some high school



- WIND ENERGY DEVELOPMENT MANAGERS**
- \$135,297 a year, mean wage
  - 3,202 annual job openings
  - Bachelor's degree



- SOLAR ENERGY INSTALLATION MANAGERS**
- \$70,576 a year, mean wage
  - 9,513 annual job openings
  - Post-secondary certificate

## NEXT STEPS:

Create a place in your CP to save programs of study and occupations that interest you. Challenge yourself to find interesting programs of study in each of the 14 clusters. Then, think about why you are interested in what you have selected.



### Explore PROGRAMS OF STUDY:

1. Review the Programs of Study listed below
2. Go to **TexasCareerCheck.com**
3. Select "Explore Education." Choose "Programs of Study" in the drop-down menu
4. Explore your options

I'm most interested in these programs of study:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

### Sample Programs of Study

The following titles are high school programs of study, followed by bulleted examples of related college (or postsecondary) programs of study:



#### ENVIRONMENTAL & NATURAL RESOURCES

- Environmental Science
- Energy Management & Systems Technology/Technician

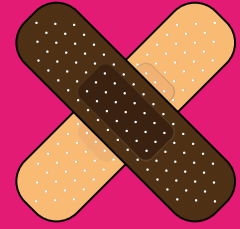


#### REFINING & CHEMICAL PROCESSES

- Mining & Mineral Engineering
- Petroleum Technology



# Health Sciences



## WHAT'S THIS?

This cluster encompasses careers in planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

### Explore CAREERS:

1. Go to **TexasCareerCheck.com**
2. Select "Explore Careers." Choose "Occupation Information" in the drop-down menu
3. Search any occupation, or click through the pages to find an occupation you like
4. Click on an occupation title to see more information

### Sample Careers



- SURGEONS (ALL OTHERS)**
- \$279,599 a year, mean wage
  - 120 annual job openings
  - Doctoral degree



- EMERGENCY MEDICAL TECHNICIANS & PARAMEDICS**
- \$34,067 a year, mean wage
  - 1,590 annual job openings
  - Associate's degree



- DENTAL HYGIENISTS**
- \$75,971 a year, mean wage
  - 1,352 annual job openings
  - Associate's degree



### Explore PROGRAMS OF STUDY:

1. Review the Programs of Study listed below
2. Go to **TexasCareerCheck.com**
3. Select "Explore Education." Choose "Programs of Study" in the drop-down menu
4. Explore your options

I'm most interested in these programs of study:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

### Sample Programs of Study

The following titles are high school programs of study, followed by bulleted examples of related college (or postsecondary) programs of study:



- HEALTHCARE DIAGNOSTICS**
- Diagnostic Medical Sonography
  - Cardiovascular Technology



- NURSING SCIENCE**
- Registered Nurse
  - Critical Care Nurse
  - Pediatric Nurse

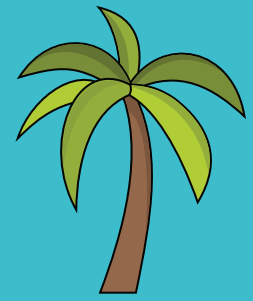
## NEXT STEPS:

Create a place in your CP to save programs of study and occupations that interest you. Challenge yourself to find interesting programs of study in each of the 14 clusters. Then, think about why you are interested in what you have selected.





# Hospitality & Tourism



## WHAT'S THIS?

This cluster is focused on the management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events and travel-related services.

## Explore CAREERS:

1. Go to **TexasCareerCheck.com**
2. Select "Explore Careers." Choose "Occupation Information" in the drop-down menu
3. Search any occupation, or click through the pages to find an occupation you like
4. Click on an occupation title to see more information

## Sample Careers



### LODGING MANAGERS

- \$76,132 a year, mean wage
- 609 annual job openings
- Bachelor's degree



### FOOD SERVICE MANAGERS

- \$63,068 a year, mean wage
- 3,553 annual job openings
- Some high school



### FIRST-LINE SERVICES, JANITORIAL & HOUSEKEEPING WORKERS

- \$40,283 a year, mean wage
- 2,117 annual job openings
- High school diploma

## NEXT STEPS:

Create a place in your CP to save programs of study and occupations that interest you. Challenge yourself to find interesting programs of study in each of the 14 clusters. Then, think about why you are interested in what you have selected.



## Explore PROGRAMS OF STUDY:

1. Review the Programs of Study listed below
2. Go to **TexasCareerCheck.com**
3. Select "Explore Education." Choose "Programs of Study" in the drop-down menu
4. Explore your options

I'm most interested in these programs of study:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

## Sample Programs of Study

The following titles are high school programs of study, followed by bulleted examples of related college (or postsecondary) programs of study:



### CULINARY ARTS

- Culinary Arts
- Culinary Science
- Baking & Pastry



### LODGING & RESORT MANAGEMENT

- Hotel Administration & Management



# Human Services



## WHAT'S THIS?

This cluster encompasses careers that prepare individuals for employment in career pathways that relate to families and human needs.

## Explore CAREERS:

1. Go to **TexasCareerCheck.com**
2. Select "Explore Careers." Choose "Occupation Information" in the drop-down menu
3. Search any occupation, or click through the pages to find an occupation you like
4. Click on an occupation title to see more information

## Sample Careers



### CHILD, FAMILY & SOCIAL WORKERS

- \$49,309 a year, mean wage
- 2,342 annual job openings
- Bachelor's degree



### HEALTHCARE SOCIAL WORKERS

- \$59,089 a year, mean wage
- 1,339 annual job openings
- Master's degree



### COUNSELORS (ALL OTHERS)

- \$50,245 a year, mean wage
- 474 annual job openings
- Bachelor's degree



## Explore PROGRAMS OF STUDY:

1. Review the Programs of Study listed below
2. Go to **TexasCareerCheck.com**
3. Select "Explore Education." Choose "Programs of Study" in the drop-down menu
4. Explore your options

I'm most interested in these programs of study:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

## Sample Programs of Study

The following titles are high school programs of study, followed by bulleted examples of related college (or postsecondary) programs of study:



### FAMILY & COMMUNITY SERVICES

- Family & Consumer Sciences
- Housing & Human Environments
- Work & Family Studies



### HEALTH & WELLNESS

- Food, Nutrition & Wellness Studies
- Health Education

## NEXT STEPS:

Create a place in your CP to save programs of study and occupations that interest you. Challenge yourself to find interesting programs of study in each of the 14 clusters. Then, think about why you are interested in what you have selected.



# Information Technology



## WHAT'S THIS?

This cluster encompasses careers in design, development, support and management of hardware, software, multimedia, and systems integration services.

### Explore CAREERS:

1. Go to **TexasCareerCheck.com**
2. Select "Explore Careers." Choose "Occupation Information" in the drop-down menu
3. Search any occupation, or click through the pages to find an occupation you like
4. Click on an occupation title to see more information

### Sample Careers



**COMPUTER & INFORMATION SYSTEMS MANAGERS**

- \$154,865 a year, mean wage
- 3,064 annual job openings
- Bachelor's degree



**COMPUTER SYSTEMS ANALYSTS**

- \$105,126 a year, mean wage
- 4,985 annual job openings
- Bachelor's degree



**SOFTWARE DEVELOPERS (APPS)**

- \$111,831 a year, mean wage
- 15,324 annual job openings
- Bachelor's degree

## NEXT STEPS:

Create a place in your CP to save programs of study and occupations that interest you. Challenge yourself to find interesting programs of study in each of the 14 clusters. Then, think about why you are interested in what you have selected.



### Explore PROGRAMS OF STUDY:

1. Review the Programs of Study listed below
2. Go to **TexasCareerCheck.com**
3. Select "Explore Education." Choose "Programs of Study" in the drop-down menu
4. Explore your options

I'm most interested in these programs of study:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

### Sample Programs of Study

The following titles are high school programs of study, followed by bulleted examples of related college (or postsecondary) programs of study:



**INFORMATION TECHNOLOGY SUPPORT & SERVICES**

- Computer & Information Sciences
- Computer Programming



**WEB DEVELOPMENT**

- Web Page Design
- Computer Graphics
- Webmaster



# Law & Public Service

## WHAT'S THIS?

This cluster encompasses careers in planning, managing, and providing legal services, public safety, protective services, and homeland security, including professional and technical support services.

### Explore CAREERS:

1. Go to **TexasCareerCheck.com**
2. Select "Explore Careers." Choose "Occupation Information" in the drop-down menu
3. Search any occupation, or click through the pages to find an occupation you like
4. Click on an occupation title to see more information

### Sample Careers



#### POLICE & SHERIFF'S PATROL OFFICERS

- \$66,893 a year, mean wage
- 5,424 annual job openings
- High school diploma



#### LAWYERS

- \$150,350 a year, mean wage
- 3,915 annual job openings
- Doctoral degree



#### FIREFIGHTERS

- \$53,311 a year, mean wage
- 2,294 annual job openings
- High school diploma

## NEXT STEPS:

Create a place in your CP to save programs of study and occupations that interest you. Challenge yourself to find interesting programs of study in each of the 14 clusters. Then, think about why you are interested in what you have selected.



### Explore PROGRAMS OF STUDY:

1. Review the Programs of Study listed below
2. Go to **TexasCareerCheck.com**
3. Select "Explore Education." Choose "Programs of Study" in the drop-down menu
4. Explore your options

I'm most interested in these programs of study:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

### Sample Programs of Study

The following titles are high school programs of study, followed by bulleted examples of related college (or postsecondary) programs of study:



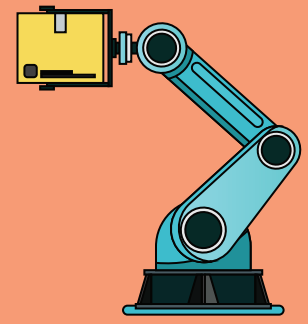
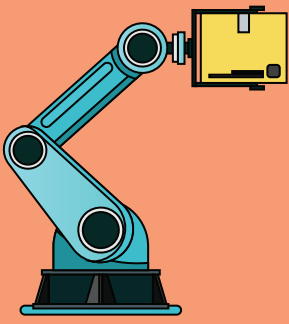
#### LEGAL STUDIES

- Pre-Law Studies
- Court Reporting
- Legal Assistant/Paralegal



#### EMERGENCY SERVICES

- Emergency Medical Technician
- Fire/Arson Investigation & Prevention



# Manufacturing

## WHAT'S THIS?

This cluster encompasses careers in planning, managing and performing the processing of materials into intermediate or final products. It includes related professional and technical support activities, such as production planning and control, maintenance, and manufacturing/process engineering.

### Explore CAREERS:

1. Go to **TexasCareerCheck.com**
2. Select "Explore Careers." Choose "Occupation Information" in the drop-down menu
3. Search any occupation, or click through the pages to find an occupation you like
4. Click on an occupation title to see more information

### Sample Careers



#### WELDERS, CUTTERS, SOLDERERS & BRAZERS

- \$50,560 a year, mean wage
- 7,183 annual job openings
- Post-secondary certificate



#### CHEMICAL EQUIPMENT OPERATORS & TENDERS

- \$64,765 a year, mean wage
- 1,470 annual job openings
- High school diploma



#### MACHINISTS

- \$49,807 a year, mean wage
- 3,385 annual job openings
- High school diploma

## NEXT STEPS:

Create a place in your CP to save programs of study and occupations that interest you. Challenge yourself to find interesting programs of study in each of the 14 clusters. Then, think about why you are interested in what you have selected.



### Explore PROGRAMS OF STUDY:

1. Review the Programs of Study listed below
2. Go to **TexasCareerCheck.com**
3. Select "Explore Education." Choose "Programs of Study" in the drop-down menu
4. Explore your options

I'm most interested in these programs of study:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

### Sample Programs of Study

The following titles are high school programs of study, followed by bulleted examples of related college (or postsecondary) programs of study:



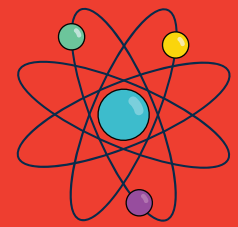
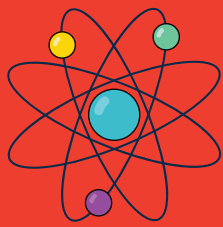
#### ADVANCED MANUFACTURING

- Industrial Mechanics
- Heavy Equipment Maintenance Technology



#### WELDING

- General Construction Trades
- Welding



# Science, Technology, Engineering & Math

## WHAT'S THIS?

This cluster encompasses careers in planning, managing and providing scientific research and professional and technical services (e.g. physical science, social science, engineering) including laboratory and testing services, and research and development services.

### Explore CAREERS:

1. Go to **TexasCareerCheck.com**
2. Select "Explore Careers." Choose "Occupation Information" in the drop-down menu
3. Search any occupation, or click through the pages to find an occupation you like
4. Click on an occupation title to see more information

### Sample Careers



- CHEMICAL ENGINEERS**
- \$164,474 a year, mean wage
  - 504 annual job openings
  - Bachelor's degree



- ELECTRONICS ENGINEERING TECHNICIANS**
- \$66,643 a year, mean wage
  - 1,156 annual job openings
  - Post-secondary certificate



- MECHANICAL ENGINEERS**
- \$111,329 a year, mean wage
  - 1,755 annual job openings
  - Bachelor's degree



### Explore PROGRAMS OF STUDY:

1. Review the Programs of Study listed below
2. Go to **TexasCareerCheck.com**
3. Select "Explore Education." Choose "Programs of Study" in the drop-down menu
4. Explore your options

I'm most interested in these programs of study:

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

### Sample Programs of Study

The following titles are high school programs of study, followed by bulleted examples of related college (or postsecondary) programs of study:



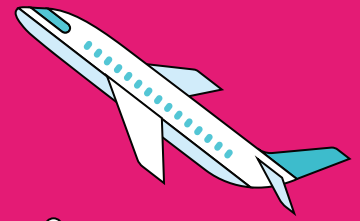
- ENGINEERING**
- Electrical Engineering
  - Mechanical Engineering
  - Aerospace Engineering



- CYBER SECURITY**
- Computer Forensics & Counterterrorism

## NEXT STEPS:

Create a place in your CP to save programs of study and occupations that interest you. Challenge yourself to find interesting programs of study in each of the 14 clusters. Then, think about why you are interested in what you have selected.



# Transportation, Distribution & Logistics

## WHAT'S THIS?

This cluster encompasses careers in planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water. It also includes related professional and technical support services, such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance.

## Explore CAREERS:

1. Go to **TexasCareerCheck.com**
2. Select "Explore Careers." Choose "Occupation Information" in the drop-down menu
3. Search any occupation, or click through the pages to find an occupation you like
4. Click on an occupation title to see more information

## Sample Careers



### AIRLINE PILOTS

- \$210,163 a year, mean wage
- 1,204 annual job openings
- Bachelor's degree



### AIRCRAFT MECHANICS & SERVICE TECHNICIANS

- \$50,934 a year, mean wage
- 1,276 annual job openings
- Post-secondary certificate



### AUTOMOTIVE BODY & RELATED REPAIRERS

- \$50,934 a year, mean wage
- 1,276 annual job openings
- High school diploma



## Explore PROGRAMS OF STUDY:

1. Review the Programs of Study listed below
2. Go to **TexasCareerCheck.com**
3. Select "Explore Education." Choose "Programs of Study" in the drop-down menu
4. Explore your options

I'm most interested in these programs of study:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

## Sample Programs of Study

The following titles are high school programs of study, followed by bulleted examples of related college (or postsecondary) programs of study:



### AVIATION MAINTENANCE

- Aviation Technology
- Aircraft Mechanics



### DISTRIBUTION & LOGISTICS


- Truck & Bus Drivers
- Flagging & Traffic Control

## NEXT STEPS:

Create a place in your CP to save programs of study and occupations that interest you. Challenge yourself to find interesting programs of study in each of the 14 clusters. Then, think about why you are interested in what you have selected.

## ADDITIONAL OPTIONS

Maybe the traditional classroom environment has not been your preferred or most successful method to learn. That's okay. This doesn't mean that you can't learn. It just means you need a different way of collecting and synthesizing new information so that it sticks with you.

 Now that you are close to graduating high school and contemplating your next move, you should learn about all of the options that can prepare you for work. One secret to keep in mind is that not all of the pathways to success will lead you through a traditional college experience. In fact, that is the wonderful thing about today's workplace. The skills you need to perform a job do not always have to be learned in a classroom. Some of your options are listed here, briefly:

**1**

### APPRENTICESHIP

An apprenticeship combines paid on-the-job training under the supervision of experienced journey workers with related classroom instruction. Most registered apprenticeship programs last from 3 to 5 years as determined by industry standards, but apprentices are paid from the first day they begin training.

**2**

### ENTREPRENEURSHIP

Operating your own business can help you build all sorts of skills, but keep in mind you may need to learn some basic business savvy in order to do this successfully. Jumping into this kind of endeavor without the proper training may lead to running a business through trial and error, which can be detrimental when you are the person financially responsible for the business. However, if you have the proper foundation and access to help when needed, being your own boss has great rewards.

**3**

### MILITARY TRAINING

While serving in one of the branches of the U.S. military, you are trained to learn the skills needed to perform specific functions. The training is mostly hands-on and in the field. Once you complete your service, you can transfer the skills you learned in the military to equivalent civilian positions in the workforce.



# 4

## **VOCATIONAL TRAINING**

Post-high school institutions that specialize in education and training for very specific occupations. They combine a hands-on as well as classroom approach. Usually, the class size in these institutions can be small to promote ease of learning, but they can also be quite expensive, and the training learned applies to specific occupations. For example, you can attend a technical school to become certified or licensed in phlebotomy, but once you leave that institution, the credits you earned there may not be transferable to other schools. You would have to return to a training program or college to earn advanced skills, and in many cases, that may mean you starting over.

# 5

## **WORKFORCE TRAINING**

Your local Workforce Solutions office or community college campuses may offer training programs that provide courses to prepare you for very specific jobs (much like technical schools). These programs, once completed, can also provide participants with licensing or certifications in certain fields. However, these programs may be offered at a lower cost than programs provided through technical schools. In some cases, there may be funding available to help you cover the cost of these training programs. Visit your local Workforce Solutions Office to learn more about these opportunities.

# 6

## **LEARNING ON THE JOB**

One method of gaining new career skills is to learn them while on the job. For example, say you are working in a movie theater as a ticket seller, but you want to learn how to manage the theater. You can let your manager know of your interest, and when they are ready, someone already doing the job can train you. Keep in mind that this method may take the longest to complete, as it takes time to get these kinds of opportunities from an employer. Also, this kind of training does not usually result in industry-recognized licensing or certifications; therefore, leveraging this experience may be harder to do if you decide to change employers later.

You have a lot of options available in terms of how you learn and train for a job. The method you choose to use should be the option that is best suited for your lifestyle as well as the style in which you learn the easiest. Keep all your options open, then follow the method that works for you. Continue reading to explore these options in more detail.

## Registered Apprenticeship

### EARN AS YOU LEARN

The Registered Apprenticeship program is a job training system for multiple occupations. Possible apprenticeship careers include electrician, carpenter, baker, accounting technician, chemical engineering technician, computer support specialist, computer programmer, dental laboratory technician, EMT, home health aide, and medical coder, to name a few.



If you choose to pursue an apprenticeship, you will want to make sure that it is registered, meaning that the program's standards (curriculum, wage increments, and competency levels) have been approved by the U.S. Department of Labor's Office of Apprenticeship. When you complete this type of program, you will be awarded a nationally recognized certificate. That is significant to your future employers. Registered apprenticeships combine related classroom instruction with structured on-the-job learning supervised by experienced workers. Registered apprentices who successfully complete the prescribed training hours in a registered apprenticeship program become certified, highly skilled workers.

Registered apprentices are full-time, paid employees who work a regular 40-hour week and attend related classroom training a few hours a week, which is the "earn while you learn" model of registered apprenticeship. Most training programs last three to five years. As participants complete each year of the registered apprenticeship program, they will usually experience an increase in classification as well as a wage increase. The experiences you gain as a registered apprentice can help make you a more informed, productive, and motivated employee.

Statistics show that registered apprenticeship graduates earn more, have more stable work records, and are promoted sooner and more often than workers who have not been trained through apprenticeship programs.

**FOR MORE INFORMATION**

For additional information on how you can get paid to learn, ask your counselor about registered apprenticeship programs, or visit [Apprenticeship.gov](https://www.apprenticeship.gov)—a site where you can learn more about becoming an apprentice and use an Apprenticeship Job Finder tool to discover opportunities near your location.



**Apprenticeship.gov**

 **EXPLORE YOUR OPTIONS**

Visit some apprenticeship resources and write what you learn:

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# Entrepreneurship

## **BUILD YOUR OWN BUSINESS**

One of the more exciting options is to strike out on your own and start a business. It involves planning, making key financial decisions, and completing a series of legal activities. Here is a brief outline of the steps involved:



**1** **Conduct market research.** Market research will tell you if there's an opportunity to turn your idea into a successful business. It's a way to gather information about potential customers and businesses already operating in your area. Use that information to find a competitive advantage.

**2** **Write your business plan.** Your business plan is the foundation of your business. It's a roadmap for how to structure, run, and grow your new business. You'll use it to convince people that working with you — or investing in your company — is a smart choice.

**3** **Fund your business.** Your business plan will help you figure out how much money you'll need to start your business. If you don't have that amount on hand, you'll need to either raise or borrow the capital. Fortunately, there are more ways than ever to find the capital you need.

**4** **Pick your business location.** Your business location is one of the most important decisions you'll make. Whether you're setting up a brick-and-mortar business or launching an online store, the choices you make could affect your taxes, legal requirements and revenue.

**5** **Choose your business structure.** The legal structure you choose for your business will impact your business registration requirements, how much you pay in taxes, and your personal liability.

**6 Choose your business name.** It's not easy to pick the perfect name. You'll want one that reflects your brand and captures your spirit. You'll also want to make sure your business name isn't already being used by someone else.

**7 Register your business.** Once you've picked the perfect business name, it's time to make it legal and protect your brand. If you're doing business under a name different than your own you'll need to register with the federal government, and maybe your state government as well.

**8 Get federal and state tax IDs.** You'll use your employer identification number (EIN) for important steps to start and grow your business, like opening a bank account and paying taxes. It's like a social security number for your business. Some — but not all — states require you to get a tax ID as well.

**9 Apply for licenses and permits.** Keep your business running smoothly by staying legally compliant. The licenses and permits you need for your business will vary by industry, location, and other factors.

**10 Open a business bank account.** A small business checking account can help you handle legal, tax, and day-to-day issues. The good news is it's easy to set one up if you have the right registrations and paperwork ready.



**SBA.gov**



### CHECK IT OUT

You can find these steps and learn more about each of them by going to the U.S. Small Business Administration website [SBA.gov](https://www.sba.gov) and clicking on "Business Guide" at the top.



# Military Service

## ! GET PAID TO SERVE

Putting on a military uniform is about honor and service. You get to protect your country's freedom and way of life. You might also get to work with some pretty cool hardware, and software.

Today's military is more computerized than ever, offering many high-tech occupations. There are over 140 military enlisted and officer occupations.



While in the military you get a steady paycheck, free training in a job specialty, free medical and dental care, free gym and exercise facilities, free on-base housing (if available), 30 days per year of vacation with pay, and more. After your tour of enlistment is over, you can use funds from the Montgomery GI Bill toward your education. Depending on your length of service and other factors, your benefit amount will vary. Joining the military does not cost you money, just a commitment of time.

## 👉 FIND YOUR FIT

If you want to participate on a team, learn job skills, earn money for education, and meet some challenges, the military may be for you. Information about all that the U.S. military offers can be found by talking to a local recruiter or your high school counselor; or check out the benefits for service online at [Military.com](https://www.military.com). See if your school offers the ASVAB military aptitude assessment to explore occupational specialties for which you qualify. Use the following resources to research which branch of the military would be best for you.

### Military.com

- [Army.com](https://www.army.com)
- [Navy.com](https://www.navy.com)
- [AirForce.com](https://www.airforce.com)
- [Marines.com](https://www.marines.com)
- [GoCoastGuard.com](https://www.go CoastGuard.com)



## Vocational Training



### TECHNICAL SCHOOL

Some institutions of higher learning are similar to traditional colleges, but they focus on building technical skills that lead to very specific occupations. The state of Texas has one public technical school district called Texas State Technical College (TSTC). There are several TSTC campuses located across the state. The programs available on these campuses are specific to the occupations and industries that are in demand in the regions in which they are located, so the programs offered are different on each campus. It is recommended that you research these campuses to see the variety of programs available and pay close attention to the costs of each program. There are many other Technical Schools located throughout the state as well, but TSTC is the only one that is state-run.



These campuses offer a variety of credentials to choose from so the education you get (and pay for) is exactly what you need to get the occupation you desire.

#### **For Example:**

Let's say you want to be a tax assessor. Some companies will hire you to work for them once you complete six specified courses and pass one certification exam.

If you want to be a cosmetologist, you will have to complete 1500 hours of specialized training and education in a cosmetology school, pass both a written and practical exam, and pass a licensing exam.

If you want to be an athletic trainer, you need to earn a bachelor's degree in athletic training from a university, be certified in CPR, and pass a written and practical licensing exam.

## TECHNICAL SCHOOL, CONTINUED

The education and hands-on training you will need to meet the requirements for becoming a tax assessor or cosmetologist, and many other occupations, can be earned at a technical school. But to meet the requirements to become an athletic trainer, you will need to earn a college degree, then pass a licensing exam. Your education at a traditional college, in the athletics training program, will prepare you to pass the licensing exam.



**[LMCI.state.tx.us](https://LMCI.state.tx.us)**

If you want to learn more about the requirements for the variety of occupations which require certifications and licenses, you can read them in our publication Texas Directory of Licensed Occupations. You can find it by visiting [LMCI.state.tx.us](https://LMCI.state.tx.us) and clicking on the Products and Publications link. Under LMCI Publications, select the books hyperlink. Once there, find the book and click on its PDF link.



### LOCATE A CAMPUS

Once you begin exploring your campus options, if you need help picking the right campus, check out our publication Beyond High School. You can find its PDF under Magazines on our publication website, as well as under LMCI Publications. This booklet helps you and your parents work through an 8-step process to narrow your options down and find the campus that is the best fit for you.



# Internship



## ! DEVELOP YOUR SKILLS

You can also secure an internship opportunity to help explore an occupation or industry you may be interested in. An internship is a form of learning through EXPERIENCE that integrates knowledge learned in the classroom with practical application and skills in a professional setting. Internships give students the opportunity to gain valuable experience in fields they are considering for career paths. Internships also give employers the opportunity to guide and evaluate talent.

[TxInternshipChallenge.com](http://TxInternshipChallenge.com)

## INTERNSHIPS CAN

 BE PAID	 BE UNPAID	 GIVE SCHOOL CREDIT	 NOT GIVE SCHOOL CREDIT
 PUT YOU FIRST IN LINE FOR NEW HIRES	 LET YOU TEST DRIVE A CAREER	 MAKE YOU MORE MARKETABLE	

Students pursue internships because they want to gain professional experience that links their academic coursework to the disciplines they want to pursue for their careers. Learning by doing and being exposed to professionals working in the field provides valuable experience, a professional reference and often leads to a position upon graduation. In fact, a recent Vault survey of U.S. employers with interns found that 73% of those interns were given job offers after their terms were complete.



## RESEARCH INTERNSHIPS

In addition to learning hard skills used to complete work tasks, internships help build soft skills needed to interact in a professional setting. Internships also help you hone communication, interpersonal skills, and experience and understand organization/company culture. A great way to research internship opportunities across the state is to complete the Texas Internship Challenge by visiting [TxInternshipChallenge.com](http://TxInternshipChallenge.com). Here you can explore internship postings, use the resume or cover letter builder, browse the scholarship finder, or explore career exploration tools.

## Volunteerism



### GIVE YOUR TIME

No matter how you choose to train and educate yourself for the career choice of your future, there is one additional method you can use to explore different career paths to ensure you select the best fit — volunteering. This approach is so valuable because it is a low-stakes method which can provide several benefits. For example, you can have an opportunity to experience a wide range of careers and industries; you can build a skill set that is as diverse as the variety of your volunteer experiences; you can “test out” working in different professional environments and make decisions about which experiences you enjoyed the most; and you can build a network of professional contacts you can use as references on your résumé or college applications.



Suppose you want to be an elementary school teacher when you grow up. After you graduate from high school, your next step will be to get into a four-year university to pursue a bachelor’s degree in education. Might your chances of getting accepted into your university of choice improve if you volunteer five hours a week starting this year as an after-school tutor for elementary kids who struggle with their math homework?



[VolunteerMatch.org](http://VolunteerMatch.org)



## FIND LOCAL OPPORTUNITIES

Go to [VolunteerMatch.org](https://www.volunteermatch.org) and enter your zip code and your interest area (animal rescue, disaster relief, journalism, etc.). You will be provided a list of volunteer opportunities in your area. Or look for other volunteer opportunities through your place of worship, school or community center.

## VOLUNTEERISM CAN



APPEAL YOU  
TO COLLEGES



APPEAL YOU  
TO EMPLOYERS



BE ADDED TO  
YOUR RESUME



SHOW YOU  
SHARE YOUR  
SKILLS



SHOW  
YOU ARE  
AMBITIOUS



BE AVAILABLE  
IN MANY  
INDUSTRIES

## Other Options



### KEEP EXPLORING

Remember, you also have the option of gaining the skills you need for the jobs you desire by joining forces with your local Workforce Solutions office or Community Colleges to attend workforce training programs. Whether you are looking to enter a new industry or gain skills to expand your abilities, these programs may be just what you're looking for.

You also have the option of learning new skills on the job, but this approach can only take you so far. Remember, if the occupation you want requires that you pass a state exam for licensing or certification purposes, you may not gain the knowledge you need to do this through the hands-on training you get on the job. Therefore, if you have your eyes on a specific occupation, browse [TexasCareerCheck.com](https://www.texascareercheck.com) to get more information; search the Texas Directory of Licensed Occupations publication at [LMCI.state.tx.us](https://www.lmci.state.tx.us) to learn which, if any, licenses are required; or talk to an expert at your local Workforce Solutions office to determine the variety of education and training options available to you, and take your time in determining your best approach.



**Step 4:**



**Evaluate**

## REVIEW YOUR OPTIONS

This section will provide you with some additional considerations for selecting a career path. If you plan to work in Texas, you will want to know which career clusters will provide the most jobs. You will also want to know about future career trends and see if they will affect your career direction.

### Do You Have Any Favorites?

So far, you have engaged in thinking about a career direction, identified your interests and abilities, and explored different career directions by looking at various career clusters. Now, it is time to review your options. Did any sample careers catch your attention? If you found some favorites, great! Record them in your CP.

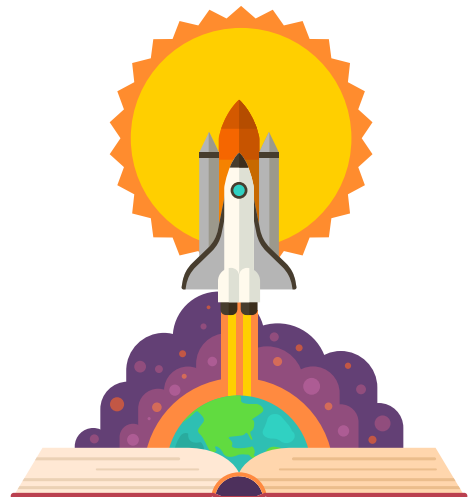
### Work Using New Technologies

Are you interested in working with the kinds of advanced technologies that could help humans live on Mars, cure diseases, or provide alternative sources of energy? You might be interested in an emerging occupation. If this is the kind of career path you might consider, you must keep up with modern technologies and how they can be used in a job because changing technology is revolutionizing the way we live and work.

### EMERGING OCCUPATIONS

Texas has some very exciting emerging occupations in industries such as nanotechnology, information technology, biotechnology, commercial spaceports, and even energy. In fact, the following 8 career clusters have the greatest growth potential in our state:

- Advanced Technologies and Manufacturing
- Aerospace, and Defense
- Biotechnology, Life Sciences, and Healthcare
- Information and Computer Technology
- Petroleum Refining and Chemical Products
- Energy
- Construction
- Transportation & Logistics



## EMERGING OCCUPATIONS, CONTINUED

You can explore any of these industries that are driving Texas' economic growth and job creation by going to [JobsYall.com](https://www.jobsyall.com). To keep your options open, do your research and pay attention to the courses you take now. Be sure each year to take at least one class in a subject that falls within your chosen industry of interest. These steps will help you prepare for your dream job later.



### MY PLAN: JAEDA

Rate this plan from 1 to 5 stars, with 1 star meaning it needs work and 5 stars as a success. Why did you give this rating?



“Hi, my name is Jaeda and my plan is to become a chef. My uncle has his own restaurant, and I work there during the summer. I have learned it’s a lot of fun, but also a lot of work. I did some research, and in order to become a successful chef, I will go to school for two years, then hopefully become an apprentice at a nice restaurant. One thing about being a chef is that there will always be work-- people have to eat! My opportunities are endless: I could become a White House chef, host my own cooking show, or open up my own restaurant.”

1  2  3  4  5

## Future Considerations

The ultimate goal is to choose a satisfying career that will pay a salary which matches your lifestyle expectations, but you also want to make sure the career you chose also has excellent job opportunities. For example, working as a barista may be fun, but it also may not provide an income large enough to pay your bills depending on the lifestyle you want to live. At the same time, working as an archeologist may offer a much larger salary potential, but not many job openings exist each year for this occupation. This could mean that without the right research and planning techniques, you could choose to study archeology in college to be an archeologist, but after graduation find yourself working as a barista because it was the only occupation hiring in your area.

Therefore, understanding how economic and job trends affect career opportunities in the future is just as important as knowing how advancements in technology affect the workforce too.



### LIMITING FACTORS

Below are some of the factors that can limit the number of job opportunities available in the future:

- Jobs requiring repetitive and stationary tasks can be replaced by automation
- Outsourcing work to other countries can be cost-effective for some business models
- Advanced skills are needed while programs can only offer outdated skills training
- Jobs needing advanced skills require education and/or training beyond a high school diploma



## CAREER BOOSTERS

Alternatively, here are some ways you can make yourself more competitive for the jobs of the future:

- Seek out job opportunities that require not only degrees or certification, but also that the applicants be creative and innovative
- Learn a skilled trade
- Invest in education and/or training beyond high school. When it comes to your career opportunities this will be an investment in your favor
- Ensure that the skills and training you plan to receive lead to occupations that are available in the area you choose to live
- Learn about job market trends



Many employers are looking for applicants that can use a variety of skills and technology to solve business problems and create opportunities. Therefore, being skilled and creative can be of great benefit to you. If you learn a skilled trade for specific occupations such as dental hygienist, carpenter, or nurse, these kinds of jobs cannot be outsourced. This means these job opportunities will continue to be available locally. If you know about the jobs which have high demand in your community later, selecting one that fits your interest will ensure you have a better chance of getting the job you've trained for when you are done with school. Whatever career you choose, make sure it is the right fit for you and will be in demand in the future.



# Check us out!



## ADDRESS

Texas Workforce Commission  
Labor Market & Career Info.  
101 E. 15th St., Room 380  
Austin, TX 78778-0001



## PHONE

Hotline: 1 (800) 822-7526  
Fax: (512) 936-3204



## EMAIL

[lmci@twc.texas.gov](mailto:lmci@twc.texas.gov)



## WEBSITES

[www.texasrealitycheck.com](http://www.texasrealitycheck.com)  
[www.texascareercheck.com](http://www.texascareercheck.com)  
[www.texasworkforce.org](http://www.texasworkforce.org)  
[www.lmci.state.tx.us](http://www.lmci.state.tx.us)

Equal  
Opportunity  
Employer/  
Program.

Auxiliary aids  
& services  
are available  
upon request  
to individuals  
with  
disabilities.

Relay Texas:  
800-735-2989  
(TTY) and 711  
(Voice).



HIGH SCHOOL

# Career Success Workbook

PART 3 OF 3:

ACT & REFLECT



Excellent  
Content



Activities



Real World  
Application



# Icon Key

## KEEP AN EYE OUT FOR THESE!

While you're reading, you will come across the following symbols and frequently-used acronyms:



### Thumbs-Up Icon

This icon indicates an activity for you to complete. When you see one, stop and look for instructions or action items.



### Exclamation Point Icon

All information detailed in this workbook is important, but this icon indicates a particularly vital section.

**CDMP:** Career Decision-Making Process

**CP:** Career Portfolio

**FAFSA:** Free Application for Federal Student Aid

**LMCI:** Labor Market & Career Information

**TWC:** Texas Workforce Commission



Published March 2023

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**Step 5:**



**Act**

## PURSUE AN EDUCATIONAL PLAN

Your next step is to take action. Determine your favorite careers and then rank your selected occupations according to your level of interest, your abilities, and how well they meet what you want in a career. Based on that ranking, you will create initial educational plans for the occupations.



### Rank Your Favorites

Let's get started. In your career portfolio, or on a blank sheet of paper, list 3 companies you would like to work for or 3 industries that interest you. Then list as many occupations you can think of which you find interesting and would be employed by that company or found in that industry. From these lists, find 5-10 occupation titles that interest you the most and write them down below. On the right of your list, write down a number to indicate their ranking to show which is most interesting to least interesting to you. You will use this list for the remainder of the activities in this workbook.

#### Sample Industries

#### or Companies:

- Aerospace
- Education
- Entertainment
- Food
- Health Care
- Apple
- Food Network
- Google
- Netflix
- Sephora

#### Sample Careers:

- News Anchor
- Lawyer
- Chef
- Teacher
- Editor
- Landscaper
- Sportswriter
- Physician
- Meteorologist
- Physician's Assistant

#### My Careers:

- \_\_\_\_\_
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- \_\_\_\_\_
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#### Rankings:

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## MY PLAN: JONATHAN

Rate this plan from 1 to 5 stars, with 1 star meaning it needs work and 5 stars as a success. Why did you give this rating?



“Hi, my name is Jonathan, and I love football. I want to be the next Tom Brady—he’s won the most Super Bowls of any player! I can accomplish anything if I work hard, do well in school, and have a backup plan (just in case I suffer a career-ending injury during my historic football run). I decided in 8th grade to pursue the Business and Industry endorsement in high school. That way, I can major in Business in college while I’m quarterbacking at a D1 university. If I get injured, then I’ll get an MBA and start a steel manufacturing business.”

1  2  3  4  5

## Post-Secondary Education and Training

There are several different types of education or training to choose from after high school. Each has its own costs, advantages, and items to consider. Review the following pages to explore your options. Get a detailed explanation of the differences between these options and a step-by-step process to help you find the best fit in our publication called *Beyond High School* located on the “Products and Publications” page of our website at [LMCI.state.tx.us](http://LMCI.state.tx.us) under “Magazines.”

For more information on all of these options, call the Career Information Hotline at 1-800-822-7526 or visit Texas Career Check at [www.TexasCareerCheck.com](http://www.TexasCareerCheck.com).



## FOUR-YEAR UNIVERSITY

Although it may take time to graduate, once you do, you can use your degree to apply for professional jobs. If you want to go to a four-year university, don't forget to take the SAT and/or ACT test, apply early to your chosen schools, and arrange to provide your high school transcript.

### WHAT IS IT?

Private and public universities and colleges provide you with a well-rounded education, which you can use to secure professional careers.

### WHAT YOU GET

A bachelor's degree in an area such as business, arts, science, engineering, or many more.

### CONSIDERATIONS

Depending on what you study, you could earn more money with a four-year degree. Even with financial aid, costs are high. Tends to have challenging admission requirements.

### COST

Annual tuition and fees at a public four-year university in Texas averages \$8,645.\*  
Private four-year universities in Texas average \$32,482.\*\*

**Note:** Tuition doesn't cover room and board, food, or books.

\*THECB Education Almanac, 2020    \*\*[NCES.ed.gov](https://nces.ed.gov), Table 330.20, 2020



## TWO-YEAR COLLEGE

It is important to note that with open admissions at most community colleges, there's little chance of being rejected from the school of your choice. Junior colleges, on the other hand, have more competitive admission requirements and can choose to accept or reject admission to potential students based on the strength of their applications.

### WHAT IS IT?

Community colleges and junior colleges. These institutions provide students with short-term certifications, certificate degrees, and associate degrees, or prepare students to transfer to a four-year college.

### WHAT YOU GET

An associate's degree, certificate degree, or technical program certificate in an area such as history, English, pharmacy, phlebotomy, or many more.

### CONSIDERATIONS

Usually an easy commute, so you can live at home to save money. Compared to a four-year university campus, there may be fewer social activities. Technical programs usually have good job placement.

### COST

Much less than a four-year university. In-state tuition for a public two-year college in Texas averages \$2,209 per year.\*

\*THECB Education Almanac, 2020



## **CAREER COLLEGE OR TECHNICAL SCHOOL**

If you are interested in a particular career or technical school, check it out with an accrediting agency before you register. The Texas Workforce Commission regulates career schools and colleges. To see which career schools are accredited in Texas, contact the Career Schools Department at 512-936-3100, the toll-free line 866-256-6333, or via email at [career.schools@twc.state.tx.us](mailto:career.schools@twc.state.tx.us).

### **WHAT IS IT?**

Specialized education designed to lead directly to employment. Programs vary from a few months to two+ years. Private career and technical schools are also referred to as “proprietary” or “for profit” institutions.

### **WHAT YOU GET**

Depending on the school, you can get a career-related education, technical skills, hands-on training, or a certificate that will enhance your chances of getting a job.

### **CONSIDERATIONS**

Get focused, sophisticated training. Technology changes quickly, so you must stay on top of your specialty. Check with employers in your field to see if a certificate/credential from your school would qualify you for a position.

### **COST**

Ranges from relatively affordable to very costly. Don't forget to factor in the cost of equipment.



Texas State Technical College (TSTC) is the only public technical college district with accreditation in Texas. The TSTC district is comprised of several campuses across the state. Programs on each campus differ based on industry and employer demand in that region.

## U.S. ARMED FORCES

Consider the occupational specialty you choose within the U.S. Armed Forces carefully. Some specialties have civilian applications while others are better only for military careers. Discover transferable civilian and military skills at [TexasCareerCheck.com](https://www.texascareercheck.com)! For more information, use the following resources:

- 800-USA-ARMY, [Army.com](https://www.army.com)
- 800-423-USAF, [AirForce.com](https://www.airforce.com)
- 800-USA-NAVY, [Navy.com](https://www.navy.com)
- 800-MARINES, [Marines.com](https://www.marines.com)
- 800-GO-TO-ANG, [GoANG.com](https://www.goang.com)
- 800-638-7600, [NationalGuard.com](https://www.nationalguard.com)
- [GoCoastGuard.com/about-us/find-recruiter](https://www.gocoastguard.com/about-us/find-recruiter)

### WHAT IS IT?

Enlistment in the U.S. Armed Forces: Army, Navy, Air Force, Marines, Coast Guard or National Guard.

### WHAT YOU GET

Career training, work experience and an opportunity to travel. There is also the G.I. Bill, which pays toward your higher education.

### CONSIDERATIONS

Receive skills training, paid room and board, and an appreciation for large-scale teamwork. Serve your country. Grow in maturity and professionalism. Employers like to see military service on a resume.

### COST

No cost, but there is a time commitment to serve. Years of service depends on the branch, with a minimum of two years. Check the commitment required for your branch of interest.

## **APPRENTICESHIP**

If you are interested in becoming an apprentice, be sure to explore the Registered Apprenticeship opportunities in your area by going to the apprenticeship finder tool on [Apprenticeship.gov](https://www.apprenticeship.gov). Only a registered apprenticeship program is guaranteed to provide all apprentices with both hands-on and classroom learning, provide a wage starting on the first day of the program, and culminate in an industry-recognized credential leading to a high-demand occupation in your area.

At several points throughout a program, apprentices are tested and/or experience performance reviews. The results of these can lead to job advancement.

### **WHAT IS IT?**

Programs that teach a trade while you train under an expert in the field. Registered apprenticeship training provides 80% hands-on training with a professional and 20% learning in a technical classroom.

### **WHAT YOU GET**

Real-world training and experience, as well as entry into difficult-to-break-into trades, such as cybersecurity, culinary arts, software development or electrical work.

### **CONSIDERATIONS**

Great way to learn a trade and earn credibility. Apprenticeship programs exist for over hundreds of occupations, according to the U.S. Department of Labor.

### **COST**

You may be paid a salary while apprenticing. Pay will start relatively low, but will increase as you train.

## APPRENTICESHIPS: MYTHS AND FACTS

The following graphic illustrates common myths about apprentices and apprenticeship programs. Be sure to check out the excellent resources included to explore apprenticeship programs of interest to you.

**MYTH**

**All apprentices are required to join a union**

Not so! In Texas no apprenticeship program can require you to join a union. Under Texas Labor Law, no employee can be required to pay union dues, including paid apprentices.

**FACT**

**MYTH**

**Apprenticeships are only for jobs in construction**

Find a list of apprenticeships at [Apprenticeship.gov](http://Apprenticeship.gov). The list is long and varied. Some example apprenticeships include: administrative law judges, air traffic controllers and desktop publishers.

**FACT**

**MYTH**

**Apprentices work for free**

Apprentices registered with the U.S. Department of Labor (check [Apprenticeship.gov/apprenticeship-finder](http://Apprenticeship.gov/apprenticeship-finder)) will, in fact, earn money while they get valuable hands-on experience and build their skills.

**FACT**

**MYTH**

**Apprentices don't get a well-rounded education**

At [Apprenticeship.gov/help](http://Apprenticeship.gov/help) there are FAQs. Under "How is apprenticeship different...?" you see that apprenticeships "provide on-the-job learning" and "classroom training" along with mentorship.

**FACT**

**MYTH**

**Apprenticeships are an outdated practice**

Visit [Apprenticeship.gov](http://Apprenticeship.gov) to see various current apprenticeships that prove this myth wrong!

**FACT**

## Additional Options

### ENTRY-LEVEL JOBS



#### WHAT IS IT?

A job at the lowest level of positions available that traditionally prepares workers for higher positions.

#### WHAT YOU GET

Establish relationships with companies or networking with contacts while building practical skills.

#### COST

Often these are stepping stones—employees contribute to the company or build skills before moving up to their ultimate career goals.

#### CONSIDERATIONS

- Everyone starts here.
- If you change industries late in your career, you may have to start over again in an entry-level position.
- Because entry-level positions are career starting points, there is good opportunity for advancement and experience.

#### FOR MORE INFO

- As you enter new positions, always consider what opportunities you have for professional growth.
- If a co-worker has the job you want someday, approach them about mentoring you. Let your manager know when you are ready for upward movement in your company.

### MINIMUM WAGE JOBS



#### WHAT IS IT?

A job that pays the least amount per hour allowable under U.S. and state law.

#### WHAT YOU GET

Tackling adulthood with limited financial stability.

#### COST

As a career destination, the cost is your ability to live independently, since there is no way you will be able to live on your own while making minimum wage.

#### CONSIDERATIONS

- At best, this will buy time to figure out what you want to do next.
- This income is below poverty level.
- It's tricky handling your money when you earn so little. Don't fall into the trap of spending more than you make.
- Use this as a path upwards. Always look for better opportunities!

#### FOR MORE INFO

- Check help-wanted ads, employment and temp agencies, and with friends who've gone to work.
- See if there is a career path, management opportunity or college tuition assistance at your workplace.
- See your local Workforce Solutions offices for free assistance in finding and landing a better paying job.

## INTERNSHIPS



### WHAT IS IT?

A position working for a person or company usually in a supportive role, completing relatively simpler and less sensitive work, often full- or part-time. This is a great way to learn about a particular field or career of interest.

### WHAT YOU GET

Internships are commonly utilized to facilitate getting a full-time, salaried job from the same company for which the worker is interning. Important professional networking is also likely.

### COST

You typically earn little money or none at all as an intern depending on the type of internship. You may have to pay transportation and lodging costs.

### CONSIDERATIONS

- Internships provide valuable experience that looks excellent to potential employers, very often leading to opportunities either related to the same work or through connections you've made.
- You will likely meet co-workers who will be good professional connections later in your career.

### FOR MORE INFO

You can find internship information at the TWC Internship Challenge website, [TXInternshipChallenge.com](http://TXInternshipChallenge.com).

## VOLUNTEERING



### WHAT IS IT?

Working for a person or an organization to help others, support the community, or check out a career field. Volunteers will most often complete a service or services. The work can be regular, but it is not necessarily part-time work in the typical sense of the term.

### WHAT YOU GET

The fulfillment of knowing that you're helping others or the community. You can also build a network of professional contacts to whom you can reach out for support or references when it's time to apply for paid positions.

### COST

Volunteers work without pay.

### CONSIDERATIONS

- You get the chance to do some good, gain valuable experience that looks great to employers, and open up new opportunities related to your volunteer work or connections you've made.
- You may gain perspective on what you want to contribute to the world.

### FOR MORE INFO

Go to [VolunteerMatch.org](http://VolunteerMatch.org) and enter your zip code and your interest area (disaster relief, journalism, etc.). You will be provided with a list of volunteer opportunities in your area.



## Are You the First to Go?

Are you the first in your family to go to college? Or to enlist in the military or become an apprentice? Selecting a career or training that no one in your family is familiar with will require you to take charge and make a plan. You'll need help navigating the application process, searching for financial aid and dealing with life once you enter your program.



**01.**

Get your parents involved. The better your parents understand what you're experiencing, the more able they'll be to give you support. If you're going to some form of postsecondary education, then you'll benefit from a basic understanding of the costs involved and options for meeting those costs.

**02.**

There are a couple of other good publications to help you on this journey. One is Financial Aid, a short brochure about financial aid that you can consider if you're pursuing higher education. Another is Beyond High School, a booklet about your options for education and training after you graduate high school. It includes a chapter on costs. You can find both and many other publications at [bit.ly/lmcipubs](http://bit.ly/lmcipubs).

**03.**

Research online. Whatever you're planning to do—college, military, apprenticeship, etc.—use your online resources like LinkedIn, Google, YouTube, and the like to gain information and see what you can find out. Become as conversant as you can in concepts and terms related to your path of interest so you can walk into your counselors' offices with questions ready. In high school, know your counselors. During high school, your counselor can help with the process of selecting a post-high school program.

**04.**

Once you start, get to know the people in your program. Family members who have gone before you can provide you with shared experience to warn you about pitfalls. If you don't have that because you're the first to go to college, enlist in the military or begin an apprenticeship, then you can rely on the shared experience of new friends and classmates.



## MY PLAN: CESAR

Rate this plan from 1 to 5 stars, with 1 star meaning it needs work and 5 stars as a success. Why did you give this rating?



“Hi, my name is Cesar, and my plan is to go to Dallas Community College (DCC). I chose a two-year school because I’m the first in my family to go to college. I want to take my basics and get an Associate’s degree in emergency medical services. I spoke with my high school counselor and the DCC counselor, and they told me that after I graduate, I could either try to get a job or transfer to a four-year school. Since I will be the first in my family to attend college, I can still get the education I want while making sure I can succeed.”

1  2  3  4  5

## Picking Your Post-High School Plan

After you know what career path you want and what education or training is required, you need to choose how and where you’ll acquire the necessary education (school, college or military branch). Here are some of the things you will want to consider.

### 01.

#### Rank the Programs

You will want to rank your different education and training options. Find out how related the various curriculums will be to the career field you will pursue after you complete your studies. Is one program better suited to

your career of choice than others? Do any of the programs help you secure a job after training?

**02.**

### **Challenge Yourself**

Consider how rigorously the particular institutions and programs challenge the students and trainees and recruits to become better and more competent professionals and people. Strong programs will probably have steep admissions requirements. A private college or university, for example, may have a strong program in the major you want. However, such a school may also require more for admissions than simply a high school diploma. It may require personal references, essays or interviews.

**03.**

### **Entrance Requirements**

Entrance Requirements and application submission timelines for all Texas Colleges and Universities, and most other Universities nationwide, is available at [TexasCareerCheck.com](http://TexasCareerCheck.com) and websites like it. College websites offer even more detailed information.

**04.**

### **Admissions Requirements**

What kind of GPA do you need to get into the program? What kind of scores do you need on the SAT or ACT? What are the admissions deadlines? Find out specific admissions requirements and compare those requirements to your qualifications. Unless you find that you have missed a concrete, non-negotiable deadline, go ahead and give the application your best effort—especially for an institution and a program you really want to get into. Even if you think there's no chance, you never know what could happen. You only know for sure you won't get in if you don't apply.

**05.**

### **Cost**

Cost is a big deal, but lots of options exist for financing your education after high school. Before you give up on any program because you think you can't afford it, consider all the alternatives. More on how to pay for your education is provided in the following pages.

## Picking Your Post-High School Plan, Continued

06.

### Location

Attending a school far from home costs more. It may feel great to move away and “be on your own” after you graduate from high school, but there is a price to pay: it’s likely that once you’re paying to live away from home, you won’t live as comfortably as you do at your family’s house.

07.

### Social Life

Social life and activities with your fellow students, apprentices or trainees are important, but they also can be a distraction. Letting yourself become distracted could derail your plans, costing you much more money if you have to retake classes or restart with a new program. Social connections can strengthen you mentally and make you happier, helping you stick around and complete your studies. In addition, the friendships you make can last many years after completing your training, education, or military service. Just don’t overdo it. It can cut into your studies, hurt your performance, and adversely impact your job prospects.

08.

### High School Friends

Follow your friends on Instagram, TikTok or Snapchat, not to their colleges, branch of the military, apprenticeship or vocational training. You may have gone to school with a close group of friends since kindergarten, but you and your friends may choose different educational or training paths because you want to achieve different things in your adult lives. There is nothing wrong with that. Follow your own career path and your own dreams.





## LIST AND RANK YOUR EDUCATION OPTIONS

The table below can help you analyze your educational options. Simply enter the information for your top schools in each box, then give a rank for each one based on the information you found. If you need more space, use a blank sheet of paper and create your own table. The first two rows are examples you can use.

SCHOOL OR PROGRAM	YOUR RANK	ADMISSIONS REQUIREMENTS	LOCATION	COST	CAMPUS LIFE
Junior College	"Plan B," or 2nd place	B+ average GPA, SAT required	Near home; can save \$ living with family	\$10K per year, aid may cover it	Not much, students finish programs quickly
University	"Plan A," or 1st place	Awesome GPA, SAT+ACT required	Far away; have to get a dorm	\$20K per year, will need financial aid	Lots of things to do on and off campus

***"Nothing in the world is worth having or worth doing unless it means effort..."***

*–Theodore Roosevelt*



## UNDERSTANDING FINANCIAL AID

If you are planning to someday attend a two-year or a four-year college, unless you plan to serve in the military, you will need to make sure you can come up with the money to pay for your education.

Maybe you are not planning to apply for financial aid because you think one or more of the following:

- *"My parents make too much money for me to get help paying for school."*
- *"My grades aren't good enough to get financial aid."*
- *"I'll never be selected for a scholarship."*



Many students choose not to apply for financial aid for these and other reasons, because they don't understand how it works.

Here's a crash course that will hopefully help address some of your doubts.

### PAYING FOR YOUR EDUCATION

If you are planning to someday attend a two- or four-year college, unless you plan to serve in the military, you will need to come up with the money to pay for your education. This money can come from any number of places. Here are just a few examples:

- Once you turn 16, you can hunt for a part-time, after-school or summer job and start saving up.
- Your parents/guardians may be able to help (but don't assume this).
- Financial aid can offset the cost of an education and/or training program. It comes in many shapes—grants, loans, scholarships and work-study programs—so ask about them all. It also comes from many different sources—the federal government, private organizations, businesses, foundations, and schools themselves.

- Tuition reimbursement from an employer—some, but not all, employers will offer employees the opportunity to apply for tuition reimbursement. There are usually grade requirements to collect the reimbursement. This includes military employment.

## **FILLING OUT YOUR FINANCIAL AID FORMS**

Before applying for financial aid, you must fill out a Free Application for Federal Student Aid, or FAFSA. In fact, all high school students in Texas must complete the FAFSA, TASFA, or an opt-out form to graduate. The FAFSA (Free Application for Federal Student Aid) is available to U.S. citizens, permanent residents, and some eligible non-citizens. The TASFA (Texas Application for State Financial Aid) is available for students in Texas who do not qualify for the FAFSA.

Both applications become available on October 1st of every year. Aid is awarded on a first-come, first-serve basis. If you are a dependent, be sure to involve a guardian—you will need one in order to fill out the application appropriately. You can find the FAFSA application at [FAFSA.ed.gov](https://fafsa.ed.gov). You can find the TASFA application at [www.bit.ly/GetTASFA](http://www.bit.ly/GetTASFA). You should complete A FAFSA or TASFA when you start applying to higher education institutions, and re-apply each year that you are enrolled in your institution—this will maximize your chances to receive, or continue receiving, financial aid. Some institutions award aid on a first-come, first-serve basis, so applying early may secure you more funds. You will want to submit your application as soon as possible each year, after it becomes available on October 1.

## **FINANCIAL NEED**

Once you complete the FAFSA, you will receive an EFC score. EFC stands for Expected Family Contribution. The EFC score is a number that helps schools determine how much money you and your family can contribute to cover college expenses. TASFA students will not receive an EFC score after completing their application. However, your institution will calculate its own version of an EFC score and use that to determine financial need. A school's Cost of Attendance minus your Expected Family Contribution equals your Financial Need. Your financial need determines how much and what type of financial aid is offered to you. Remember the formula: COA-EFC- Financial Need.

## DIFFERENT KINDS OF FINANCIAL AID

Some of the various types of financial aid available are:

- **Grants and scholarships.** These are both types of financial aid provided by state, federal, private, school or corporate entities. Neither grants nor scholarships are paid back to investors unless a student were to accept the funds, but later drop out of college. Applicants usually must prove financial need to earn grants. That said, both merit- and need-based scholarships are available for applicants.
- **Merit-based financial aid.** This is given to students who have performed a specific task, maintained a certain GPA, or who possess specific talents. These are often provided as scholarships.
- **Need-based financial aid.** This is provided to students whose FAFSAs show expected annual educational expenses and what they and their families can fund on their own. Grants, scholarships, loans, and work-study jobs are examples of financial aid awarded based on need.
- **Student loans.** These are funds provided to students which must be paid back in full. Payments must usually begin six months after a student graduates or leaves higher education.
- **Work-study jobs.** These are federally-funded work programs on college campuses that are available to students whose FAFSA proves they need financial assistance. Students must be enrolled at least part-time and work on the campus where they attend classes. Apply early and often!







## WHEN IN DOUBT, APPLY

If you think you won't have a chance at getting financial aid for school, remember that it comes in many different forms and is available to many different kinds of people in various circumstances. You have nothing to lose by applying and seeing what happens.

## NEED TO LEARN ABOUT MANAGING MONEY?

To prepare to pay for your education and life after high school, you have to know how to manage money. There are lots of resources to help you learn. Check out the Federal Reserve Bank of Dallas' Building Wealth program at [bit.ly/StudentWealthB](https://bit.ly/StudentWealthB). This site can help you learn about setting financial goals, budgeting, saving, investing, and more!



## Places to Look for Money

Remember that you don't have to pay scholarships or grants back, so you'll probably want to search online and apply for this type of financial aid first. A good place to start is with the Texas Higher Education Coordinating Board, by visiting [CollegeForAllTexans.com](https://CollegeForAllTexans.com). Here are a few other places you can find scholarship or grant opportunities, or programs that exist to help you earn free college credits:

- **Advanced Placement, Dual Credit Programs, Early College High School.** The more college credits you get in high school, the fewer you'll pay for later! Make sure you speak not only to your high school counselor, but to a college counselor to ensure these credits transfer to your school of choice.
- **School Financial Aid Officer.** This person controls about 90% of all student financial aid available. Contact the Financial Aid Office of the college, university, or career college you wish to attend about ten months prior to entrance.



## Places to Look for Money, Continued

- **Institutional Scholarships.** Various departments at a college (Art, English, History, Math, etc.) may offer scholarships to students enrolled in specific majors. Contact your major's department at your chosen college.
- **Special Programs/Grants.** Various colleges have special programs or awards for specific groups of students. Talk to your financial aid office to learn about what your school offers.
- **Community and National Organizations.** Many local organizations offer scholarships, grants, awards, loans, etc.; check with organizations such as your local religious bodies, community centers or Chambers of Commerce.
- **Business Firms/Unions/Ex-Military.** Businesses, especially large companies, have scholarships, grants, or awards for dependents of their employees (or sometimes, for anybody). Some unions and ex-military organizations offer the same.
- **Military.** Different programs exist such as the GI Bill which pays for your education after you complete your military enlistment period. The Army College Fund will help you pay off your student loans if you enlist or join the reserves after attending college. Loan repayment amount varies based on your service. Ask your recruiter for details on these or any other programs that may exist.
- **Educational Loans.** These loans are sometimes available at credit unions, commercial banks, savings and loan associations, etc., with a lower interest rate than personal loans. Go to [TGSLC.org](http://TGSLC.org) to learn about the Federal Family Education Loan Program.

### **GOING TO COLLEGE? YOU'LL PROBABLY NEED A JOB.**

If you're going to college, get ready. You have probably never experienced a more complete drain on your finances. College life is a large monetary commitment, and it can feel like your money is spent before you even earn it. You might want to jump on any chance you get to earn additional income. For many, that means getting a part-time job.

## FINDING A JOB

If you want to find a job, you must understand what it is that employers look for in applicants. Employers want motivated workers who will show up on time, have a positive attitude, work hard, work well with others, lead others, and do the best job they can.



### START YOUR SEARCH

You want to show an employer that you are a good investment for the current position and for any potential future positions. A good place to start looking for a job is to ask your relatives, neighbors, teachers, counselors and pretty much every adult you know. Many of these people have jobs and can help you through the process of networking and finding openings.

You can find a part-time or full-time job in a number of places, such as:

- Grocery stores
- On-campus jobs
- Small businesses
- Corporate offices
- Fast food and restaurants
- Stores at the mall
- Hotels and resorts
- Tourist attractions
- Golf and tennis clubs
- Local merchants
- Parks and recreation department
- Government summer job programs
- Summer camps

You can also find websites that specialize in helping people find part-time work, such as:

- [MyTxCareer.com](http://MyTxCareer.com)
- [Indeed.com/q-Groove-jobs.html](http://Indeed.com/q-Groove-jobs.html)
- [SnagAJob.com](http://SnagAJob.com)





## There's an Application for That

To be considered for a job, you will most likely have to fill out a job application. The application will ask you to provide your social security number, driver's license or state ID number, a list of personal references, emergency numbers, and information on your prior work experiences. Have this information ready when you apply.

For each item of experience you list on your application or resume, you should include the following information:

- Your employer and job title
- Month and year you started
- Month and year you finished
- Top five tasks you performed



The entry should be short and concise, like in this example:

**Bob's Burgers:** Burger Chef  
*January 2016-August 2017*

Cooked burgers, cleaned station, assured food quality, trained new chefs, reported low inventory to management.

# 01.

### Pro-Tip

Once you decide to start looking for a job, be sure to create a professional email address, voice mail recording on your phone, and review your presence on social media. Employers will be more likely to consider interviewing you if your voicemail greeting and email are professional. Be sure to check your voicemail often to take advantage of these opportunities.

# 02.

### Personal References

Personal references are adult, non-relatives who know you personally. Provide people like school teachers, coaches, scout leaders, neighbors, and volunteer coordinators. Call and ask permission to use them as references before listing their names. Be sure to get a phone number and email address from each.

# 03.

### Practice Application

If you fill out a hard copy application rather than an online one, get two copies. Fill out a practice application first, in pencil. This way you can mess up, erase or cross things out, make revisions and improvements etc. Make

it look good—the application may be the only thing a new employer sees before deciding whether to interview or hire you.

## 04.

### A Handy Tool

The Pocket Resume. If you fill out a Pocket Resume once and keep it in your wallet, you can refer back to it to fill out multiple applications later on. Never again forget critical phone numbers and other information when filling out a job application. It's a miniature resume that stores information commonly asked on a job application, like the above. You can download and print a copy at [bit.ly/lmcipubs](http://bit.ly/lmcipubs). Applying for your first job is exciting. Don't sweat it. It won't be your last!



### RESUME 101

As you begin to look for a job, you will also need a resume. Your resume is a summary of your experiences in work, volunteering, internships and school. Start by thinking about what the employer is looking for in an employee. The employer is the customer. Your customer. What does your customer need? Someone who can remember and follow instructions and customer's orders? Lift and carry? Wipe down tables? Show up on time? Serve with a smile? Write down all of what your customer needs. Employers look at how well your resume matches their job requirements to determine if you'd be a good fit. So it's important to make your resume a good representation of yourself and a good match for the job posting. Upon submission, your resume should be truthful and tailored to each different job to which you apply. The content of your resume will be determined by your own unique experiences, skills and background.

## RESUME 101, CONTINUED

You may feel a little overwhelmed at the prospect of writing a resume because you're not sure where to start. Many students worry they may not have enough experience to create a resume. The truth is that writing a resume is simple.

- Use search engines online to find different examples of what good resumes can look like.
- Talk to a guidance counselor to see if they have a template.
- There are even resume builder apps for smartphones if you have one.
- Once you have completed your resume, have your English teacher look over it.



## Interview Preparation

After you create your resume and fill out an application, the next step is to prepare for the interview. Start doing this way before you actually have one scheduled. Sometimes, when filling out an application you might be asked to interview on the spot, or you may be asked to come in the next day. To ace the interview, you'll need to be prepared. Pick out a set of clothes that is neat and tidy. Avoid shorts; flip-flops; tank tops; crop tops; and anything especially low cut, short, or ill fitting. A good choice would be khaki pants, a polo shirt or simple blouse, and moderate shoes, or a business suit if it is a corporate job. Keep your set of clothes clean and ready.

Once you reach your interview location, remember to do the following:

- Be well mannered when you arrive.
- Give an appropriate greeting. Shake your interviewer's hand.
- Wait to sit until you are invited to.
- Don't slouch in your chair.
- Always speak clearly.

Be polite, positive, and professional throughout the interview, then sincerely say, "Thank you for this opportunity," when the interview is complete. Read ahead for some more tips on how to ace the interview, along with some pitfalls to avoid in order to ensure you make the right impression.



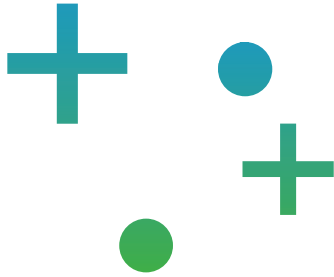
## **PRACTICE INTERVIEWING:**

### Ace the Interview:

- Research some standard interview questions
- Practice how you would respond to them
- Ask for help from a friend or family member

### Things to Avoid:

- Sounding nervous or rehearsed
- Not considering questions you might be asked



## **KNOW YOUR SCHEDULE:**

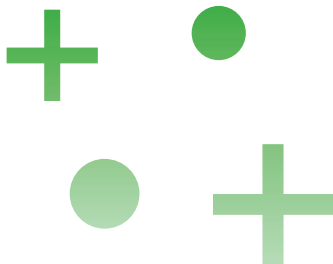
### Ace the interview:

Make sure your schedule can handle the job's demands:

- Consider obligations you already have...
  - + School
  - + Extracurricular activities
  - + Time needed for homework and household chores
  - + Etc.
- Then, add the time it will take for you to...
  - + Commute between home, work, and school
  - + Complete each work shift

### Things to Avoid:

- Overextending yourself
- Committing to a schedule that is unrealistic



## **BE ON TIME:**

### Ace the Interview:

- Arrive for any job interview a few minutes early
- Put the address into a maps app or write down directions
- Know ahead of time how long it takes to get there
- Make sure you have transportation

### Things to Avoid:

- Showing up late
- Rushing through an interview to catch the bus on time





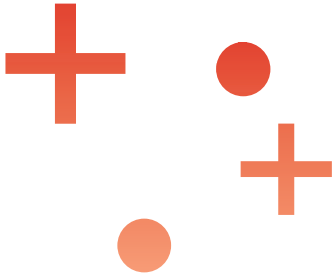
## **BE PREPARED:**

### Ace the Interview:

- Learn about the company on their website
- Study the job posting so you know how your skills, interests, and talents align to the position

### Things to Avoid:

- Showing up without researching and being mentally prepared



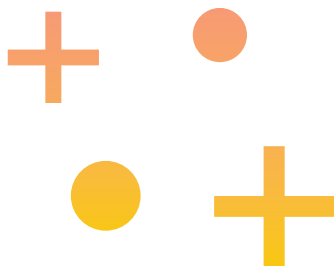
## **BE PROFESSIONAL**

### Ace the Interview:

- Put your cell phone on silent
- Smile and maintain eye contact while you shake your interviewer's hand
- Maintain eye contact as you answer questions
- Speak clearly and professionally
- Be polite, positive, and friendly throughout the interview
- Thank the interviewer for their time when you are done

### Things to Avoid:

- Chewing gum
- Smoking just before your interview
- Slouching in your seat during the interview
- Wearing too much cologne or perfume
- Using slang or curse words
- Being too relaxed



## **GO ON YOUR OWN:**

### Ace the Interview:

- Arrive at the interview alone
- If someone else happens to drive you, make sure you enter the interview room on your own

### Things to Avoid:

- Bringing someone else with you into the interview







- Allowing anyone else to speak to the interviewer (such as a parent) on your behalf

### **ASK QUESTIONS:**

Every interview is as much an opportunity for you to interview the company as it is for them to interview you. In most cases, you will be given an opportunity to ask questions of your interviewers at the end. Ask questions that are important to you. This shows that you studied the company beforehand and are genuinely interested in working for them.

### Ace the Interview:

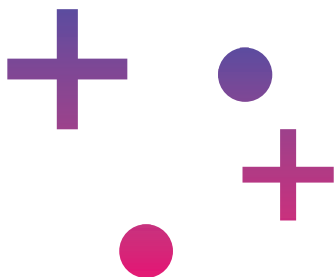
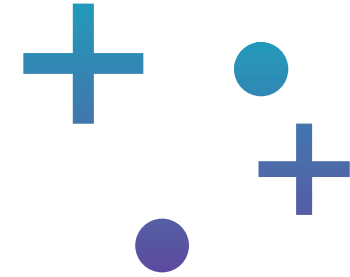
#### Good Questions to Ask:

- What are the two most important expectations you have for someone in this role?
- What are your long-term goals for the company?
- Describe your ideal employee.
- How do you measure and review performance for this role?
- What does a typical day or week on this job look like?
- What is the company culture here?
- How long have you worked here?
- When will you make your decision?

### Things to Avoid:

Do not ask questions about the following, unless this information is critical to you accepting the job:

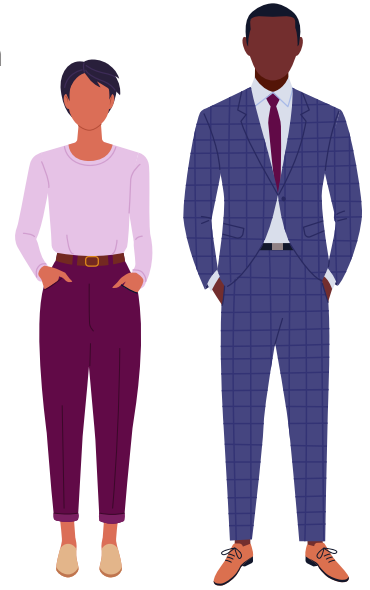
- Taking time off from work
- Pay raises
- Benefits provided
- Flexing your work schedule



## You Got the Job!

If you get a call from the employers saying they want to offer you the job, that's awesome. Happy dance time...almost. There's still some paperwork you will need to fill out. Specifically, your employer will need to see a couple of things from you to complete your I-9 Employment Eligibility Verification paperwork:

- **Social Security Card.** Make sure you bring yours with you on your first day. If you don't have a social security card, an original birth certificate or passport will do. It could take up to 4-6 weeks to get a replacement birth certificate, and a new social security card typically takes 2-4 weeks. Apply for a new/duplicate card online at [ssa.gov/online/ss-5.html](https://ssa.gov/online/ss-5.html).
- **Driver's License or State ID card.** Employers will ask for a copy of a current driver license. If you don't drive, get a state identification card, also available at any Texas Department of Public Safety office.



## BE A TEAM PLAYER

Have you participated on a team or in a club in high school? Maybe sports, student government or drama club? If so, then you have something to add to your resume and also what all employers are looking for—someone who can fulfill a specific role as part of a larger team to achieve a shared goal. When you have a job, you work on a team to produce a product or service that the company sells. Teamwork means you can have open, productive relationships with other workers. Using teamwork to tackle a problem, create a new product, or simply make the organization more productive allows the group to make the most of everyone's talents.

## SOFT SKILLS

Though you may be most familiar with the phrase soft skills, in the world of work, higher education, and life adults refer to this same set of skills by many other names. Specifically, they are often called employability skills, workplace skills, life skills, marketable skills, interpersonal skills, and professional skills, among many other titles.

No matter what they are called, know that all of these terms refer to the exact same skills you know as soft skills. Here are some of the soft skills you need to have to be a good team player:

- **Communication.** State your ideas or questions clearly, listen to others attentively, and resolve disagreements cordially.
- **Flexibility.** When a project doesn't go as planned, you need to be flexible and alter your strategies to roll with unforeseen circumstances.
- **Compromise.** It's important to listen to everyone on the team and accept many different viewpoints.
- **Accountability.** If you make a mistake, acknowledge it. That means not shifting the blame onto others or making excuses for failure.
- **Organization.** Be sure someone (if not you) is tracking everyone's progress, so the team will complete all of its tasks on time.

To learn more about additional soft skills and how each is critical for your success in the workplace, go to the U.S. Department of Labor's "Skills to Pay the Bills" online tool at [bit.ly/SkillsToGetHired](http://bit.ly/SkillsToGetHired).

## Do You Have a Backup Plan?

At the beginning of Step 5, you were asked to list and rank your ten favorite careers. Although you will want to concentrate on your top-ranked careers, you should also keep the rest of the list around in case something unforeseen prevents you from being able to pursue your number one choice.

This is where having a backup plan will help you out. You can simply look at your list and choose the second career listed; or even another career within the same career cluster. Maybe your second choice is to become a sportscaster. Instead of playing on the field you will be reporting what is happening on the field. Everyone needs a backup plan, not just athletes. It will be especially necessary if you select a high-profile career such as professional athlete, actor, fashion designer, singer and model. Some careers that sound highly desirable don't have many jobs available. Having a backup plan is absolutely recommended, not for these careers only, but all careers. It doesn't mean giving up on your dreams. It just makes good sense.

## THE KEY TO A BACKUP PLAN: TRANSFERABLE SKILLS

Choosing a career to pursue now does not lock you into one path for the rest of your life. You can always transfer your skills and select a different career direction in the coming years. Transferable skills are the skills you acquire through school, various jobs, volunteer work, hobbies, sports, or other life experiences that can be used in your next job or new career. In the next activity, you will find a list of transferable skills. As you'll see, you have already used many of these skills throughout your years in school, preparing you for your professional life.



### IDENTIFY YOUR TRANSFERABLE SKILLS

Next to each of the skills listed on the following pages, write down a brief example of an instance in your life when you used that skill. Include the year you did so. When the time comes to build a resume, this information can prove useful.

#### WORK SUCCESS:

<b>Implementing Decisions</b>  	<b>Cooperating</b>  	<b>Enforcing Policies</b>  	<b>Being Punctual</b>  	<b>Managing Time</b>  	<b>Attention to Detail</b>  
<b>Meeting Goals</b>  	<b>Enlisting Help</b>  	<b>Accepting Responsibility</b>  	<b>Setting/Meeting Deadlines</b>  	<b>Organizing</b>  	<b>Making Decisions</b>  



# IDENTIFY YOUR TRANSFERABLE SKILLS, CONTINUED

## HUMAN RELATIONS

**Developing Rapport**

**Being Sensitive**

**Listening**

**Conveying Feelings**

**Providing Support**

**Motivating**

**Sharing Credit**

**Cooperating**

**Delegating Respectfully**

**Representing Others**

**Perceiving Feelings**

**Counseling**

## ORGANIZING & LEADING

**Initiating Ideas**

**Handling Details**

**Coordinating Tasks**

**Managing Groups**

**Teaching**

**Coaching**

**Asserting**

**Promoting Change**

**Selling Ideas or Products**

**Decision Making**

**Managing Conflict**



# IDENTIFY YOUR TRANSFERABLE SKILLS, CONTINUED

## COMMUNICATION:

<b>Speaking Effectively</b>	<b>Writing Concisely</b>	<b>Listening Attentively</b>	<b>Expressing Ideas</b>	<b>Facilitating Discussions</b>	<b>Providing Feedback</b>
<b>Negotiating/ Persuading</b>	<b>Reporting Information</b>	<b>Describing Feelings</b>	<b>Interviewing</b>	<b>Editing</b>	<b>Professional Writing</b>

## RESEARCH & PLANNING:

<b>Forecasting/ Predicting</b>	<b>Creating Ideas</b>	<b>Identifying Problems</b>	<b>Identifying Resources</b>	<b>Gathering Information</b>	<b>Solving Problems</b>
<b>Setting Goals</b>	<b>Defining Needs</b>	<b>Analyzing</b>	<b>Evaluation</b>		

**Step 6:**



**Reflect**

## SO, WHAT'S YOUR PLAN?

You have gone through the first five steps of the CDMP. Now, it's time for Step 6: Reflect. In this step, you will make a final review of the occupational choices and the post-high school plans you have made. Are you satisfied with your career direction?



### REVISIT YOUR OPTIONS

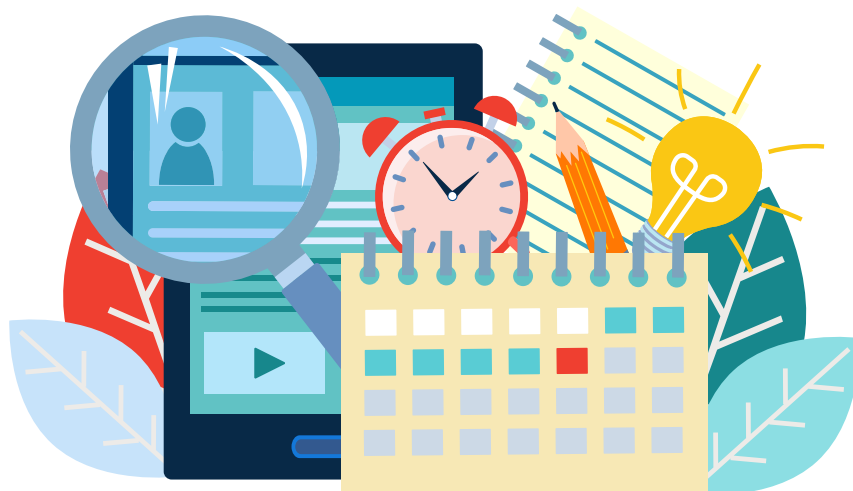
If the answer to the question is "no," you may want to go back over your decisions and reconsider the choices made at each step. Even if you are satisfied with your choices at this point, things might change. Just remember that new career goals could also require new plans. It is okay to change your mind. If you decide to pursue a career in a new field, you will want to go through the Career Decision-Making Process again. But it will be easier with the skills you have learned in Career Success.



### Rate Their Plans

Throughout this workbook, you have read several students' plans. If these were the plans for one of your friends, how would you rate them? If your friend's plan needs a little work, what improvements would you recommend? Write down your advice, and don't forget to follow that guidance when you are ready to implement your own plan.

For now, let's find out which plans are more (Five Stars) and less (One Star) likely to succeed, according to some experts. You will also find suggestions on how to improve each of the plans. Did you rank the plans the same or differently? Why?







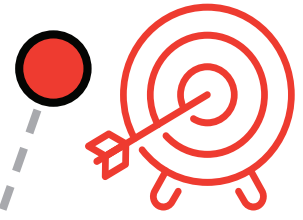
### 1 Star

*Good idea, but needs a lot more work.*



### 3 Stars

*Thinking like a winner and putting together a solid plan.*



### 5 Stars

*Watch out, world! This person has a goal AND a vision to get there.*



### 2 Stars

*Better! But we'd recommend more research.*



### 4 Stars

*Champion mindset and a great future plan.*



**Let's Get Rating!**

## Koji



Koji knows which career he wants and has taken steps to make sure it happens. He has talked to his parents and contacted a military recruiter. He has investigated his career path and knows what will be required. The only other thing Koji may want to investigate is possible career opportunities if he chooses to leave the military once he has fulfilled his service commitments.



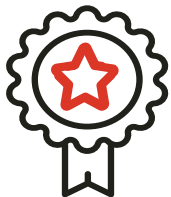
**5 Stars**

**Activity:** Koji mentioned that he didn't know there were so many other Air Force jobs besides being a pilot. Go to [TexasCareerCheck.com](https://www.texascareercheck.com) to see just how many Air Force occupation titles there are, and browse the other branches while you're there.

## Josephina



Although Josephina only began to plan during her last semester in high school, she has spoken with her counselor, selected a career direction (paramedic), chosen a college (TSTC) and started to think of how she will pay for her education. Had she done these things a few years earlier, she would have known which classes would better prepare her. In addition, she could have received scholarships or grants earlier to help her pay for college expenses, though she can still apply now.



**3 Stars**

**Question:** What can Josephina do to look for financial aid? Where should she look for resources?

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## Cesar



Cesar is the first in his family to go to college. While a two-year college is a good option because it will let him finish his studies quickly before getting a job or continuing his education, he should not feel like a two-year school is his only choice. If he wants to, he should absolutely pursue a four-year school or university. Either way, Cesar should ask his college counselor about programs for transitioning from high school to college. These can help him learn how to combine academics and campus life.



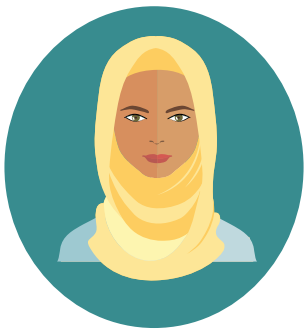
**4 Stars**

**Question:** How can Cesar’s parents and/or other family help him even though they haven’t been to college yet?

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## Amira



Amira is a sophomore, and it’s okay for her to be unsure about a career direction at this point. However, having an undeclared major or randomly taking courses in college is not an effective path to success. During the next two years, Amira can use tools like [TexasCareerCheck.com](https://www.texascareercheck.com)’s Interest Profiler to find which careers stand out to her. She can then look for appropriate schools or training programs. Simply going to college because her friends will be attending will not help Amira find her own Career Success.



**2 Stars**

**Question:** How can Amira take a more logical approach to picking which college she will attend?

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## Jonathan



Jonathan's got his stuff together. He's aiming high and going after a career in a competitive field doing something he loves. He's taking his dad's advice and not "putting all his eggs in one basket." In other words, he is pursuing a backup plan by getting a solid education in business at a four-year university, keeping his options open for postgraduate studies and starting his own business. He's on the right track here.



**5 Stars**

**Activity:** If you were aiming high, what dream would you chase? If you had to have a backup plan, what would it be?

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## Terrence



Terrence is smart to look at the differences in four-year and two-year schools for the occupation of video game designer. Terrence should get as much information as possible and ask family and friends if they know anyone who works at a video game company. He should also look for video game companies at career fairs and try to secure an internship.



**4 Stars**

**Question:** What other occupations are available in the video game industry? What kind of education or training is needed for these other occupations?

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## Jaeda



Jaeda is definitely on track to becoming a chef. She has work experience, so she knows what type of work will be required. She has investigated the educational requirements and is open to the different opportunities that will be available after her education is complete. Jaeda should now talk to her counselor to find out what financial aid is available to help her pay for her education.



**Activity:** Name as many occupations you can think of that could be found in a restaurant. How many require specialized skills and training?

**5 Stars**



## ! End of the Book, but Not Your Search

Congratulations! You've made it to the end of the workbook, but don't stop here. The career goals you may have decided on today could change in a few years. If that happens, just revisit this workbook for a tried-and-true method of exploration, research, and decision-making to help you discover new occupation opportunities. That's the best thing about the workbook apart from its processes and content—it can be revisited and reused as often as and whenever you need it—so come back to it anytime!

Make sure to continue your research and exploration using resources from the Texas Workforce Commission, such as [TexasRealityCheck.com](https://www.texasrealitycheck.com) and [TexasCareerCheck.com](https://www.texascareercheck.com). They are always free to use, and data in these tools is regularly updated, so they will always provide current and relevant information.



# Check us out!



## ADDRESS

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Texas Workforce Commission  
Labor Market & Career Info.  
101 E. 15th St., Room 380  
Austin, TX 78778-0001



## PHONE

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Hotline: 1 (800) 822-7526  
Fax: (512) 936-3204



## EMAIL

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[lmci@twc.texas.gov](mailto:lmci@twc.texas.gov)



## WEBSITES

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[www.texasrealitycheck.com](http://www.texasrealitycheck.com)  
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