**Week 12**

**Work Readiness Activity: Organize Your Research**

Good morning,

As part of last week’s activity, XXX asked that you identify careers that you think may be good fit for you, based on your interests and character strengths. In this week’s activity, I want you to dig a bit deeper into the career(s) you have identified by completing this interest information sheet (below). In addition to [O\*Net](https://www.onetonline.org/), another resource you may find helpful is <https://nccareers.org/>. As always, you can reach out to us and schedule a meeting if you would like additional support.

“Good research will take away the fear of the unknown, eliminate the future “abyss”, … help you develop a network, and gain personal understanding of the culture of the workplace you are aiming for.

The more information you can fill in about the opportunities in your field, the better you will be able to match yourself to it and the stronger your interview, cover letter, and resume will be. The form … will help you organize the knowledge you already possess and identify what you need to learn more about.

**Career field:**

**Most interesting job titles:**

**Typical entry-level position:**

**General culture of the setting:**

**Education/training needed:**

**Experience needed:**

**Skills needed:**

**Typical terms used in the field:**

**Geographic locations with most opportunities (and cost of living information):**

**Sample job description/duties:**

**How to move up:**

**What’s needed to get started:**

**Best resources to learn more about this field:**

**Books:**

**Companies:**

**Websites:**

**Internships:**

**People to contact:**

**Key information about myself and specific language to use in interview, cover letter, or resume:**

**References**

Brooks, K. (2009). *You majored in what?: Mapping your path from chaos to career*, 168-171.

**Please email your completed form(s) to XXX by XXX. Thank you!**