Career Cruiser
A career and education planning guide
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The CAREER CRUISER and the TEACHER’S GUIDE may be viewed online at www.fldoe.org/workforce/publicat.asp.

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## KEYS TO SUCCESS

**Appearance**
- First impressions last a long time

**Attitude**
- A learned behavior, make it positive

**Friendliness**
- Be generous, give smiles unconditionally

**Impressions**
- What’s left in the room after I leave

**Response-Ability**
- Take action, exceed customer’s expectations

**Commitment**
- My pledge to service and teamwork

**Team Thinking**
- My actions affect everyone in my organization

**Communication**
- Active listening and positive responses

**Service**
- My personal commitment to make a difference

**Personal Excellence**
- I believe in my ability to make a difference
Cruise Into Your Future, Chart It Now!

The Career Cruiser and Florida CHOICES Planner (www.flchoices.org) can get you started to learn more about yourself, explore careers, and make plans for the future!

Life is a journey filled with many twists and turns. While the journey can be exciting, it's a good idea to know where you are going so you can decide how to get there. That's what career development is all about. Getting the knowledge and skills you need to make more informed career decisions. Right now is an excellent time to develop skills that will help you manage your career throughout life. The following steps can get you started down a pathway for a lifetime of choices:

1. **WHO ARE YOU?**
   - Learn about your interests, what you like and dislike.
   - Study your personality and how it fits into different work environments.
   - Your values can also help to determine where you work and how you want to work.
   - Don't forget skills; ones you develop throughout school and those you continue to develop past high school.

2. **WHERE ARE YOU GOING?**
   - Learn about the economy, the labor market, and the impact of technology on jobs.
   - Explore occupations and how they connect to your interests and abilities.
   - Learn about education and training options past high school and how financial aid can be used to finance your education/training.

3. **HOW WILL YOU GET THERE?**
   - Identify the careers and career cluster area that you find most interesting.
   - Set short and long-term goals.
   - Select required and elective high school courses.
What’s Your Passion?

Have you discovered what you are passionate about and how that might affect your choice of a career? This activity will help you think about work related tasks and where your interests are today. As you experience life and workplace opportunities offered through your school, your interests may grow and change. Listed below are examples of work tasks. Look at each task and ask yourself:

- Does this appeal to me?
- Is it something I would enjoy doing everyday?
- Do I want to learn more about occupations that do this kind of work?

As you explore career clusters, activities like this will help you narrow down your choices so that you don’t use time exploring occupations that don’t match your interests.

To find your top interests, use this scale to mark each set of activities.

1. Research new ways to produce food
   - Care for animals
   - Set up traps to catch crabs, lobster, or shellfish
   - Manage a farm
   - Maintain planted areas of trees, flowers, or shrubs
   - Total

2. Design, build, or remodel homes
   - Survey roads, property lines, and bridges
   - Build roads or bridges
   - Install electrical wiring in a building
   - Install plumbing and bathroom pipes/fixtures
   - Total

3. Write stories or plays
   - Broadcast programs on TV or radio
   - Design a web page
   - Play in a band, orchestra, or music group
   - Operate equipment used in radio and TV
   - Total
4
- Type or write reports
- Prepare tax records for people or companies
- Manage a store
- Work with computers
- Answer the telephone and greet customers

Total

5
- Teach students to read
- Take care of young children
- Research test data
- Teach a yoga class
- Coach a team

Total

6
- Keep track of money
- Sell insurance to people
- Manage a bank department
- Prepare financial records for people or companies
- Help people invest their money

Total

7
- Plan a skate park
- Direct a social service agency
- Participate in fund raisers
- Make regulations to protect the environment
- Develop bills to become laws

Total

8
- Examine people and give them medical treatment
- Give first aid to patients in an ambulance
- Help an injured person learn to walk again
- Process medical records and correspondence
- Read an X-ray

Total

9
- Escort groups of people on tours
- Serve meals and beverages to people
- Umpire or referee a sporting event
- Plan and conduct activities and trips for tourists
- Manage a hotel

Total

10
- Counsel people in hospitals, clinics, or schools
- Help youth, couples, and families resolve conflict
- Advise people about their nutritional needs
- Hold parenting classes
- Plan activities for community centers

Total

11
- Follow blueprints to inspect electronic equipment
- Use computer applications to create reports
- Repair computers
- Design programs for computers
- Write technical directions for engineers

Total

12
- Protect lives and property from hazards
- Uncover details of a crime and arrest suspects
- Study legal documents to find information
- Guard money or valuables in an armored car
- Defend someone in court and advise them about laws

Total

13
- Use small or large power tools to build or repair items
- Use precision devices to make parts
- Use machines to shape, cut, or mold metal, fabric or wood
- Install electrical equipment
- Build robots

Total

14
- Buy clothing and accessories for a department store
- Sell advertising space for a magazine
- Provide beauty treatments for hair, faces, or nails
- Run your own business over the Internet
- Sell houses or land

Total

15
- Conduct experiments in a lab
- Use advanced math to solve complex problems
- Study causes of animal diseases
- Study space and the solar system
- Find alternate power sources

Total

16
- Drive a truck to deliver products
- Pilot a ship or airplane
- Drive a bus or taxi
- Operate a train
- Manage a distribution warehouse

Total

17
- Climb tall heights to repair power lines
- Install, maintain and repair systems while working outdoors
- Determine the cause and prevention of power outages
- Operate and control machines that generate power
- Design and oversee the construction of a power plant

Total

Now total your score in each set of questions. Then play the match game on the next page and find the career clusters that match the number on the checklist where you scored the highest!
Check Out Your Career Clusters

Careers that have something in common are grouped together. They may share similar job duties, skills, and industries.

1. Agriculture, Food & Natural Resources
   Processing, production, distribution, financing, and development of agricultural commodities and natural resources.

2. Architecture & Construction
   Designing, managing, building, and maintaining the built environment.

3. Arts, A/V Technology & Communications
   Creating, exhibiting, performing, and publishing multimedia content.

4. Business, Management & Administration
   Organizing, directing, and evaluating functions essential to productive business operations.

5. Education & Training
   Providing education, training and related learning support services.

6. Finance
   Planning finances and investments; managing banking, insurance, and business finances.

7. Government & Public Administration
   Executing governmental functions at the local, state, and federal levels.

8. Health Science
   Providing diagnostic and therapeutic services, health information, support services, and biotechnology research and development.

9. Hospitality & Tourism
   Managing restaurants and other food services, lodging, attractions, recreation events, and travel-related services.

10. Human Services
    Providing for families and serving human needs.

11. Information Technology
    Designing, supporting, and managing hardware, software, multimedia, and systems integration.

12. Law, Public Safety, Corrections & Security
    Providing legal, public safety, protective, and homeland security services.

13. Manufacturing
    Processing materials into intermediate or final products.

14. Marketing, Sales & Service
    Performing marketing activities to reach organizational objectives.

15. Science, Technology, Engineering & Mathematics (STEM)
    Performing scientific research and professional technical services.

16. Transportation, Distribution & Logistics
    Managing movement of people, materials, and goods by road, pipeline, air, rail, and water.

17. Energy
    Planning, managing and providing support and technical services related to the generation, transmission and distribution of various types of energy along with the engineering design, construction, maintenance, and repair of these systems.

Total up your scores from boxes 1-17 on pages 2 and 3 and match them to the Career Clusters.

List your top three.

1. _____________________
2. _____________________
3. _____________________
Discover The "U" In Values!

This activity will help you identify your personal traits or values. Your journey through life will offer a variety of experiences, so as you change and grow, your values may as well. The list below contains a variety of satisfactions that people get from the activities they do. Using the scale listed below, rate the degree of importance to you.

1 – Not Important At All  2 – Somewhat Important  3 – Very Important

___ Helping Society: Doing something that contributes to improving our world.
___ Helping Others: Being involved in helping other people in a direct way.
___ Competition: Engaging in activities that rival my abilities against others.
___ Creativity: Creating new ideas, programs, or organizational structures.
___ Artistic Creativity: Engaging in creative activities such as painting, writing, or acting.
___ Knowledge: Engaging in learning and understanding new things.
___ Having Power and Authority: Controlling or influencing the opinions and activities of others.
___ Public Contact: Having a lot of day-to-day contact with others.
___ Working Alone: Doing projects alone without much contact with others.
___ Religious: Participating in activities to better relate to the divine, mystical, or spiritual.
___ Recognition: Being recognized for the things I do in a public way.
___ Physical Challenge: Doing activities that will require strength, speed, or agility.
___ Excitement: Doing stimulating or thrilling work.
___ Intellectual Status: Being thought of as an intellectual or an expert.
___ Change and Variety: Having responsibilities that frequently change.
___ Stability: Having structure and routine in my activities.
___ Profit-Gain: Making lots of money.
___ Fun: Finding pleasure in what you do.
___ Working With Others: Working as a team member toward common goals.
___ Adventure: Participating in risk-taking activities.
___ Independence: Being my own boss.
___ Technology: Working well with machines and tools.

Now look through the completed list. Of the items you’ve marked as a 3 - very important, pick the five that are most important to you.

List your top five values:

1. _____________________ 2. _____________________ 3. _____________________
4. _____________________ 5. _____________________
PERSONALITY ROCKS!

What do you know about personality types? Think about it this way ... we all come in different shapes and sizes; we all have strengths and weaknesses. Things that are important to you may not be as important to others. Even though we have these differences, learning to develop and improve relationships at home, school, and the workplace might be a great idea!

Getting a clue to your own personality may help you right now to do better in teams or group activities, form friendships, and help you select courses for future work options. And later on, it might come in handy in working with all different kinds of people.

The quiz below will give you a glimpse of your personality type by looking at common work tasks and environments. As you compare the two groups under each question, you will probably find that some of the statements on each side describe you. That’s OK! Just make a decision and check the box by the item on the left OR right that BEST describes you MOST of the time.

1. How does your energy flow?

<table>
<thead>
<tr>
<th>Extroverts (E)</th>
<th>Introverts (I)</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Have a lot of energy</td>
<td>❑ Have quiet energy</td>
</tr>
<tr>
<td>❑ Like to be around people</td>
<td>❑ Like to be alone</td>
</tr>
<tr>
<td>❑ Act now, think later</td>
<td>❑ Think first, and then act</td>
</tr>
<tr>
<td>❑ Like doing many things at the same time</td>
<td>❑ Like to focus on one thing at a time</td>
</tr>
<tr>
<td>❑ Talk more than listen</td>
<td>❑ Listen more than talk</td>
</tr>
</tbody>
</table>

Every person has two faces. The Extrovert is directed to the outer world where you seek interaction with people such as discussions, brainstorming, group exercises, projects, and presentations. The other, the Introvert, is focused on the inner world of thoughts, interests, ideas, and imagination. Introverts prefer to study by themselves and in self-directed activities. One of the types usually plays the dominant role.

Which best fits you? ❑ Extroverts (E) OR ❑ Introverts (I)

2. What kind of information do you notice and remember?

<table>
<thead>
<tr>
<th>Sensors (S)</th>
<th>iNtuitives (N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Like concrete information</td>
<td>❑ Like creative ideas</td>
</tr>
<tr>
<td>❑ Like step-by-step instructions</td>
<td>❑ Like to figure things out</td>
</tr>
<tr>
<td>❑ Prefer to stick to the facts</td>
<td>❑ Think about the possibilities</td>
</tr>
<tr>
<td>❑ Rely on past experiences</td>
<td>❑ Trust your gut instincts</td>
</tr>
<tr>
<td>❑ Like clear and precise data</td>
<td>❑ Like abstract concepts</td>
</tr>
</tbody>
</table>
Sensors like to have clear instructions for assignments and tests. Timelines, details, and data are ideal for this type. On the other hand, Intuitives love to think big, come up with theories, and debate the pros and cons of a concept. They like to do hands-on experiments and create flow charts to show others the concepts.

**Which best fits you?**
- Sensors (S)
- iNtuitives (N)

### 3. How do you make decisions?

<table>
<thead>
<tr>
<th>Thinkers (T)</th>
<th>Feelers (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base decisions on facts</td>
<td>Base decisions on your feelings</td>
</tr>
<tr>
<td>Look for logical solutions</td>
<td>Consider how other people feel</td>
</tr>
<tr>
<td>Go for honesty and directness</td>
<td>Go for courtesy and tact</td>
</tr>
<tr>
<td>Make decisions with your head</td>
<td>Make decisions with your heart</td>
</tr>
<tr>
<td>Love to debate issues</td>
<td>Avoid arguments and conflicts</td>
</tr>
</tbody>
</table>

Thinkers love facts and figures. When making decisions, they first look at logic and consistency. They are great at editing and critiquing the work of others. Feelers look at the people and special circumstances before making decisions. They like to see the value in something and work well when assigned group projects where harmony building is a must!

**Which best fits you?**
- Thinkers (T)
- Feelers (F)

### 4. How do you relate to your school and the outside world?

<table>
<thead>
<tr>
<th>Judgers (J)</th>
<th>Perceivers (P)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Like to make “to do” lists</td>
<td>Like to stay loose and casual</td>
</tr>
<tr>
<td>Have a plan for each day</td>
<td>Take each day as it comes</td>
</tr>
<tr>
<td>Study first, play later</td>
<td>Play first, study later</td>
</tr>
<tr>
<td>Finish projects that you start</td>
<td>Start projects, but don’t finish</td>
</tr>
<tr>
<td>Get to class on time</td>
<td>Like to be fashionably late</td>
</tr>
</tbody>
</table>

Judgers love a highly structured and organized method of learning. They want to see exactly what they are expected to learn, the deadlines, and how they will be graded. Perceivers prefer a free-flowing, unstructured learning environment. They like to get new information and options with no timelines.

**Which best fits you?**
- Judgers (J)
- Perceivers (P)

This is a fun activity that is based on the Myers-Briggs® type of questions. All personality types are equal and there is no best type! The point of knowing about personality types is to understand and appreciate differences between people. When you decide which item in each category describes you, you can find your own personality type which can be expressed as a four-letter code. Place the letter below from each category where you marked the most.

**Example:** E N T J

Your personality type is: 1. _________ 2. _________ 3. _________ 4. _________

You can go to Florida CHOICES Planner at [www.flchoices.org](http://www.flchoices.org) and match up your results to the types preferred in occupations. Occupations in Florida CHOICES Planner are coded to Myers-Briggs Indicators. The codes are based on results you would receive from taking the validated instrument.
Skills for the Workplace ...  
Get Them! Keep Them!

There are many ways to develop skills: school, social, and leisure activities, work, sports, hobbies, home chores, and volunteer work. The skills you build during your school years will become the building blocks of your work foundation. Think of yourself now, in school, and evaluate each skill as used in school. Check the box that best describes your level of each skill.

<table>
<thead>
<tr>
<th>Can Do</th>
<th>Needs</th>
<th>Work</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Communication Skills</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Giving class presentations</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Reading manuals</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Writing clearly and concisely</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Listening and responding to what others say</td>
</tr>
<tr>
<td><strong>Problem Solving</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Analyzing information</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Understanding the problem</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Identifying the problem</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Solving the problem</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Applying the solution</td>
</tr>
<tr>
<td><strong>Knowing How to Learn</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Asking questions</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Reading information</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Using the library</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Researching information</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Joining activities and clubs</td>
</tr>
<tr>
<td><strong>Responsibility</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Doing homework</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Meeting project deadlines</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Getting to class on time</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Following a schedule</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Being on sports teams or clubs</td>
</tr>
<tr>
<td><strong>Creative Thinking</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Learning how others have been creative</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Using your imagination</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Trying new ways of doing things</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Looking at issues from a different point of view</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Can Do</th>
<th>Needs</th>
<th>Work</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>People Skills</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Getting along with others</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Meeting new people</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Working on a team</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Respecting the ideas of others</td>
</tr>
<tr>
<td><strong>Personal Skills</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Making ethical choices</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Motivated and enthusiastic</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Reliable and dependable</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Pride in appearance</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Courteous and respectful</td>
</tr>
<tr>
<td><strong>Self-Management</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Scheduling your day</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Setting priorities and goals</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Being flexible</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Positive attitude toward change</td>
</tr>
<tr>
<td><strong>Technical Skills</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Using a keyboard</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Using a word processing program</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Organizing and analyzing info with spread sheets</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Developing a PowerPoint presentation</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Learning to cut and paste text</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Using the Internet for research and information</td>
</tr>
<tr>
<td>☐</td>
<td>☐</td>
<td>Using e-mail</td>
</tr>
</tbody>
</table>
Cool Jobs in Science and Biotech

If you are an aspiring scientist, consider the possibilities of a successful career in a growing industry. According to the Bureau of Labor Statistics (BLS), the number of science-related jobs will increase at a rate faster than the national average between now and 2016. Environmental scientists, hydrologists, and geoscientists will experience the fastest growth.

For most careers in science, you need at least a Bachelor’s degree, but an increasing number are asking for a Master’s or a Doctorate. Many of these careers come with attractive salaries that range on the average from $58,000 to $99,000, with the highest earners making six figures. One thing’s for sure, if you’re interested in these careers, you’d better take lots of math and science courses.

Here are the top 10 jobs in science (based on the projected job growth) as reported by the BLS.

<table>
<thead>
<tr>
<th>Career</th>
<th>Description</th>
<th>Earnings</th>
<th>New Jobs Created By 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Scientists</td>
<td>Research issues relating to natural resources, plants, animals and humans. Use findings to spread awareness about pollution and how it can be prevented.</td>
<td>$58,380*</td>
<td>21,000</td>
</tr>
<tr>
<td>Hydrologists</td>
<td>Study bodies of water and rainfall throughout the world. Their research helps other scientists, governments, and businesses understand what pollutants are affecting the water supply.</td>
<td>$68,140*</td>
<td>2,000</td>
</tr>
<tr>
<td>Geoscientists</td>
<td>Study physical aspects of the earth, including the atmosphere.</td>
<td>$75,800</td>
<td>6,800</td>
</tr>
<tr>
<td>Medical Scientists</td>
<td>Study human health and diseases in order to develop treatments and discover preventive measures.</td>
<td>$64,200*</td>
<td>18,000</td>
</tr>
<tr>
<td>Biochemists and Biophysicists</td>
<td>Study how chemistry and physics affect living organisms.</td>
<td>$79,270*</td>
<td>3,200</td>
</tr>
<tr>
<td>Atmospheric Scientists</td>
<td>Monitor the behavior of the earth’s atmosphere in order to understand its role in the environment. Their work is gaining more visibility as they learn more about global warming, which has become a media and political focal point.</td>
<td>$78,390*</td>
<td>900</td>
</tr>
<tr>
<td>Material Scientists</td>
<td>Study the composition of natural and synthetic materials in order to enhance them or develop new ones. These materials, such as metals or plastic, can be found in everyday items or in large structures.</td>
<td>$76,160*</td>
<td>800</td>
</tr>
<tr>
<td>Physicists</td>
<td>Study the properties of matter and motion. Depending on their specialization, this includes researching the universe’s origin or developing new scientific tools.</td>
<td>$96,850*</td>
<td>1,100</td>
</tr>
<tr>
<td>Astronomers</td>
<td>Study the characteristics and behavior of the sun, stars, galaxies and planets.</td>
<td>$99,020*</td>
<td>100</td>
</tr>
<tr>
<td>Biological Scientists</td>
<td>Observe and study all forms of life, from microscopic organisms to humans, in order to better understand how these organisms develop and interact with their surroundings.</td>
<td>$79,270*</td>
<td>1,100</td>
</tr>
</tbody>
</table>

*Median annual salary information based on BLS data.
If you are concerned about our environment, pollution, pesticides, or all the garbage we produce... how about 254 million tons a year... you may have “green” values. You can learn to be even “greener” by exploring opportunities that are becoming available in research, engineering, and conservation. Many of today’s jobs are being reinvented as “Green Jobs.” These are occupations that help to improve the quality of our environment.

Florida’s up-and-coming green job areas are:

**Solar and Wind Power:**
Looking for ways to save $$$? Investing in solar panels and other solar products that get energy from the sun could be the answer. The wind and sun are free! You do the math! If you’ve always had a thing for science fair projects, this could be the chance to bring those skills to life and get paid for it!

**Biofuels:**
Instead of spending $$$ on fossil fuels from other countries, biofuels are products that can be made in our own country. These renewable fuels replace oil and coal that are made from the earth over millions of years. If experimenting in a lab sounds like you, then turn your willingness to wonder into this career.

**Energy Efficient Automobiles:**
The world is moving away from dirty gas guzzling vehicles toward those using renewable energy. To produce energy smart vehicles, a variety of workers are needed. If you have an interest in design technologies, this could be the field for you!

**Mass Transit:**
Whether it’s trains, planes, or automobiles, there are many kinds of jobs that are associated with transporting people or goods. Are you a problem solver? Then a career in transportation, distribution, and logistics could be the final piece to your career puzzle.

**Making Buildings More Energy-efficient:**
The way a building is constructed, insulated, heated and ventilated and the type of fuel used contributes to its energy consumption and carbon emissions. So, making homes and buildings more energy efficient is a priority for those who think “green.” Are you an artist? Are you strong in math, science, or enjoy architecture? Then this career path can build you a profession like no other!
It’s not easy being “GREEN,” but our quality of life depends on it!

You’ve heard of “white collar” and “blue collar” jobs, but are new ‘GREEN COLLAR’ jobs being created, or are today’s jobs just being reinvented? And, the answer is…Yes! Yes! A wind power turbine installer is an example of a new green job. A carpenter, once thought of as “blue collar,” can become “green collar” by using new materials and technologies to make homes and buildings green.

**DID YOU KNOW?**

A **Wind Energy Technician** maintains turbines on wind farms. A strong background and understanding of mechanical and electrical principles would be great! Also, a must - being in good shape! Taking care of really tall turbines involves climbing lots of stairs.

**Welders** are very important to solar power manufacturing.

**Machinists** make components for turbines that produce wind power.

**Industrial Truck Drivers** transport supplies and fuels.

There are over 44,000 **Electricians** and nearly 69,000 **Carpenters** in Florida.

A **Biodiesel Fuel Specialist** searches for other ways to make energy. If working in a lab testing and analyzing biofuel samples sounds interesting, why not go for a college degree in chemistry or mechanical engineering? That could land you a job that pays well!

New education/training options are being added at all levels in Florida’s schools. From High School Academies to Career & Technical Centers and on to Universities, taking the right courses will give you an advantage in the world of “green” jobs. Check with your guidance counselor to see what courses could help you in the future… not just to get a job, but help you get a job that might change the world!

**Don’t just go green…BE Green!**

**Check out these links below:**

Ever heard of a solar power backpack? Go to [www.eco20-20.com](http://www.eco20-20.com) to learn more.

What’s the least wasteful city in America? Find out at [www.greenbiz.com](http://www.greenbiz.com).

Where are Florida’s Green Companies? Map them at [www.edf.org](http://www.edf.org).
Career and Technical Education—Doorway To Your Future!

Want to take high school career and technical courses that will help you develop skills for a future career? How about exploring different career areas to see which holds your interest? Career and technical education is a popular choice in today’s high schools since it offers highly skilled training with hands-on learning experiences. After high school, you can advance your skills by enrolling at a technical center, community college, or a university. Many high school career and technical courses are linked to community college programs through career pathways. Ask about Programs of Study in your school district.

High schools usually offer electives in some of these programs:

**Get it Started in High School**

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, A/V Technology & Communication
- Business Management & Administration
- Education & Training
- Energy
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing, Sales & Service
- Science, Technology, Engineering & Mathematics
- Transportation, Distribution & Logistics

*** In Florida 8 out of the 10 fastest growing occupations by 2016, do not require a four-year degree!

*** 65% of all new occupations require education/training past high school of 2 years or less!

***Department of Economic Opportunity
Think it’s too early to start thinking about careers? Think again! Your career may begin years from now and will probably change many times over your lifetime. During middle school, it’s important to learn about different occupations, how to compare them, and match to your interests and abilities. To help you get started, information on occupations has been organized by career clusters. There is just enough information for you to determine if you want to know more about a particular occupation. Find something interesting? Do a more in-depth search at Florida CHOICES Planner, www.flchoices.org.

Career Clusters

Agriculture, Food & Natural Resources

Do you like to work outside? What about discovering new ways of growing food or discovering better ways to use our natural resources? The agricultural and natural resources industry is a great career choice for people who like to work with the earth and its resources. Examples of jobs in this cluster are:

*Animal Trainer  *Forester  *Agricultural Technician  *Landscaper  *Zoologist

Architecture & Construction

Can you construct things in your mind? Do you have the ability to visualize a project and sketch it out? Occupations in this cluster give you a wide variety of tasks. You can do anything from designing buildings to the actual construction. You can start your own business and be your own boss. Examples are:

*Plumber  *Brickmason  *Electrician  *Building Inspector  *Surveyor  *Architect
Have you ever dreamed of being a movie star or a famous writer? You could be the next big Hollywood director or Michelangelo! If you have the ability to be very creative and expressive there may be many opportunities to explore in this industry. Examples of jobs in this cluster are:

*Musician  *Dancer  *Broadcast Technician  *Graphic Designer  *Photographer  *Curator

Have you ever wondered what goes on in those big, tall business buildings you see downtown? They are full of office managers and secretaries who do everything from writing contracts to answering phones. This industry depends heavily on the people who work behind the scenes keeping everything running smoothly. Examples of jobs in this career cluster are:

* Receptionist  *Administrative Assistant  *Legal Secretary  *Accountant  *General/Operations Manager

If you want a job that is rewarding, consider teaching. With a career in education, you have the opportunity to inspire the minds of the future. In Florida, there is a high demand for educators and trainers due to the rising state population. The opportunities are wide open and you have the option to work with children or adults. Examples of jobs are:

* Fitness Trainer  *Child Care Worker  *Secondary School Teacher  *Principal  *Counselor

Have you ever wondered how energy is generated and transmitted to power our homes, businesses and schools? You will see a wide variety of occupations in energy generation, transmission, distribution and support; as well as careers in alternative and renewable energy. Your career in energy can start with a high school diploma or a GED in many entry-level energy occupations. You can also begin your career in energy after you earn your associates degree or bachelor’s degree. Examples of careers in energy include:

*Lineworker  *Solar Installer  *Electrician  *Instrumentation and Control Technician  *Power Plant Operator  *Engineer
In this field, money is the name of the game and the payoff can be high. Many people have money to put into the bank or invest in the stock market, so job opportunities in this field are growing. Examples are:

*Bank Teller*  *Payroll Clerk*  *Financial Analyst*  *Loan Counselor*  *Economist*  *Actuary*

From the President of the United States to a legislative aide, this field has a wide variety of jobs from which to choose. You can be an elected official or hold a salaried position that links you to the government. So whether a local, state, or federal government employs you, you serve the community, state, and nation where you live. Democracy at its best!

*Marriage/Driver’s License Clerk*  *Government Inspector*  *Urban Planner*  *Legislator*

With a caring hand and an understanding ear, doctors, nurses, and dentists can be our best friends when we are not feeling well. This is a world of fast-paced action and career growth. Opportunities range from working with infants to the elderly and everything in between. Examples are:

*Dental Assistant*  *Paramedic*  *Registered Nurse*  *Veterinarian*  *Pharmacist*  *Physical Therapist*

From working at Disney World to McDonalds, jobs in this field allow you to meet new people all the time. In Florida, a large portion of employment is in the hospitality and tourism industry. Jobs in food service, hotels, attractions, and travel are available. Many allow for part-time work and flexibility. Examples are:

*Hotel/Motel Clerk*  *Tour Guide*  *Chef*  *Food Services Manager*  *Travel Agent*
Work in this field can take place in offices, hospitals, clinics, and religious organizations. You also have the option of working at a private agency or being employed by state or local government. Work hours can be irregular, but the reward you get from helping people is well worth the time. Examples are:

* Home Health Care Aide  * Clergy  * Psychologist  * Parole Officer  * Social Worker

If you are the type of person who wants the latest computer gadget or wants to know just how computers think and work, information technology is for you. With advances in technology everyday, it stays exciting. From designing software and video games to repairing computers, this field continues to grow. Examples of jobs in this cluster are:

* Animator  * Equipment Repairer  * Programmer  * Computer Hardware Engineer  * Game Designer

Open up your own law firm or work as a part of local or federal government. This career field can offer you many different opportunities with exciting tasks. You can work outside fighting fires or inside a court room defending a client. Examples of jobs in this cluster are:

* Animal Control Worker  * Court Clerk  * Fire Fighter  * Private Investigator  * Attorney

Assembling products and operating machines is what it's all about. You can work in a big factory operating a textile machine or install the electronics system on an airplane. While some jobs allow you to learn through on-the-job training, the growth of technology in factories calls for workers who have technical skills. Examples:

* Electrical/Electronic Repairer  * Machinist  * Mechanical Engineering Technician  * Purchasing Agent
How are your communication skills? Are you good at promoting products and services? Occupations in this cluster give you a wide range of choices. You can do many things from floral designing to selling real estate. Examples of jobs in this cluster:

*Retail Sales Person  *Fashion Designer  *Telemarketer  *Real Estate Sales Agent  *Advertising Manager

Would you like to work in a laboratory with bubbling beakers and test tubes? If you like doing your annual science fair project, this career field may be right up your alley. Theories, hypotheses, and mathematical skills are all part of the job. Examples of jobs in this cluster are:

*Chemical Technician  *Civil Engineer  *Hydrologist  *Meteorologist  *Microbiologist

Would you like getting people or products from one place to another by land, air, or sea? Check out these occupations:

*Flight Attendant  *Automotive Body Repairer  *Motorcycle Mechanic  *Air Traffic Controller

At this point, you probably don’t know a lot about Florida’s Bright Futures Scholarship (www.floridastudentfinancialaid.org/ssfad/bf). You know, the one that is funded by the lottery? Grades and lots of other stuff will qualify you to get the scholarship. But, something you need to think about as soon as you get in high school is the required 75 hours of community service. You are going to be so busy with school . . . homework, studying, clubs, sports, and other activities. Where will you find the time? Even if you dedicated three hours per month to volunteer work, it would still take over two years to qualify. Do the math!

Volunteering will not only meet the requirements for Bright Futures, but you will be serving your community, too. Make community service part of your PLAN and be sure to talk to your high school counselor about options!

Four-Year Colleges and Universities: Four-year bachelor degree programs are available through public and private colleges and universities.

Career and Technical Centers: Career and Technical Centers provide highly skilled training with hands-on-learning experiences. Most programs require less than two years to complete and a certificate of completion is earned to show that you’re certified to do specialized work.

Military Training: The Military trains people in numerous occupations, plus provides tuition assistance for colleges and universities. Each recruit signs a legal contract for eight years of duty. [www.usmilitary.com](http://www.usmilitary.com)

Consider the A-Maze-ing Possibilities

Your high school graduation is the starting point to achieving your dreams. You are probably unsure what educational and training options are available to you. You might even feel like you are in a maze. Each pathway below can lead to great careers. It is up to you to explore your future options and decide which path is right for you.

After all, the more information you gather now, the easier it will be to make a decision later.

For Information on postsecondary education options, visit [www.flchoices.org](http://www.flchoices.org).
Budgeting Is Common Cents

Now that you have some careers in mind, let's see how much money you need to live. For this exercise, let's assume that you are a single person living on your own in an apartment.

OCCUPATION: _____  SALARY: $______

GROSS MONTHLY EMPLOYMENT INCOME

How much money will you earn each month?

Your math skills come in handy here.

Take the annual salary _____ and divide it by 12. Presto! You now know how much money you will earn in a month. Put this amount in the space next to #1.

Salary per month

Social Security and Witholding taxes

Multiply Your Salary per month 1. $________ by 23% or .23 = 2. $______

Net take home pay

Subtract your Social Security and Witholding taxes (2) from your Salary Per Month (1) to find your Net Take Home Pay. (3)

Budgeting is important to get a sense of where you’re actually spending your money and where you might be able to save or cut back. Plan your monthly budget below.

MONTHLY EXPENSES

<table>
<thead>
<tr>
<th>Monthly Regular Expenses</th>
<th>Low End</th>
<th>High End</th>
<th>Your Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>$650</td>
<td>$1200</td>
<td>$</td>
</tr>
<tr>
<td>Utilities</td>
<td>$125</td>
<td>$325</td>
<td>$</td>
</tr>
<tr>
<td>Food</td>
<td>$200</td>
<td>$400</td>
<td>$</td>
</tr>
<tr>
<td>Clothing</td>
<td>$50</td>
<td>$150</td>
<td>$</td>
</tr>
<tr>
<td>Car Payment</td>
<td>$250</td>
<td>$700</td>
<td>$</td>
</tr>
<tr>
<td>Entertainment</td>
<td>$50</td>
<td>$200</td>
<td>$</td>
</tr>
<tr>
<td>Miscellaneous i.e. (Cell phone, Internet, snacks, etc.)</td>
<td>$125</td>
<td>$550</td>
<td>$</td>
</tr>
<tr>
<td>Insurance (Health-$100 --- Car-30% Of Car Payment)</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Savings (10% of monthly income)</td>
<td>$</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Add All Your Expenses To Find Your Total Monthly Expenses (4).

Total Monthly Expenses

Subtract Your Total Monthly Expenses (4) From Your Take-home Pay (3) To Get Your Balance (5).

Balance

Will you make enough money to live on each month?
What Do Students Need To Know About Financial Aid?

High school graduation and postsecondary education and training may not even be on your radar screen at this point. However, early planning can help you decide how you will pay for your postsecondary education. The Florida Department of Education, Office of Student Financial Assistance (OSFA) can help. OSFA administers state-funded financial aid programs and guarantees Federal Family Education Loans.

State of Florida Scholarships and Grants

Merit program
The Florida Bright Futures Scholarship rewards high school grads for their academic achievement.

Need programs
The largest is the Florida Student Assistance Grant. Awards are based upon the student’s family income as reported on the Free Application for Federal Student Aid (FAFSA). The Florida Work Experience Program helps to employ students in occupations that complement their career goals.

Tuition Assistance programs
The William L. Boyd, IV, Florida Resident Access Grant and the Access to Better Learning in Education Grant provide grants to assist with the cost of tuition and fees at eligible private non-profit and for-profit Florida postsecondary institutions.

Federal Family Education Loan Program (FFELP)
A good education is worth the investment. The Federal Education Loans are made to students and parents by lenders and guaranteed by OSFA. Check out these types of Federal Family Education Loans:

Subsidized Stafford Loan
For students who demonstrate financial need.

Unsubsidized Stafford Loan
For students who do not demonstrate sufficient financial need. This loan can be used to supplement a Subsidized Stafford Loan.

PLUS Loan
For eligible parents of a dependent undergraduate student.

Consolidation Loan
For borrowers who want to combine their outstanding education loans into a single loan with a single monthly payment.

Want more info on loans?
Call 1-800-366-3475 or click on
www.FloridaStudentFinancialAid.org
Making it to the Pros . . .
the Competition is Fierce!

The chances of a high school athlete making it to professional level are very low.

With less than 1% of high school athletes ever making it into professional sports, you need a career plan just in case you don’t make the cut. If you are lucky enough to make it as a professional athlete, you’ll have a limited number of years to perform before age and possible injuries begin to limit your competitiveness. So, think about a back-up plan for the future.

If you think you have the talent and commitment to work hard and make it to the pros, you should follow your dream. If you land an athletic scholarship to play in college, you’ll need to keep up your grades. But, keep that back-up plan in mind as you plan your major.

Check out these numbers according to the National Collegiate Athletic Association (NCAA) to get an idea of the odds of making it to the pros.

**WOMEN’S BASKETBALL:**
- High school senior athletes ................... 129,408
- NCAA college senior athletes ............... 3,355
- What are the odds of making it to the pros? .................................................. 5,000 to 1
- How many make it? .......................... 32

Currently, there are 10 teams in the WNBA with a total of 110 women.

**MEN’S BASKETBALL:**
- High school senior athletes ................... 156,096
- NCAA college senior athletes ............... 3,682
- What are the odds of making it to the pros? .................................................. 10,000 to 3
- How many make it? .......................... 44

The NBA has 30 teams with a total of 432 players currently.

**MEN’S FOOTBALL:**
- High school senior athletes ................... 306,221
- NCAA college senior athletes ............... 13,612
- What are the odds of making it to the pros? .................................................. 10,000 to 8
- How many make it? .......................... 250

The NFL has 32 teams with a total of 1,696 players currently.

**MEN’S BASEBALL:**
- High school senior athletes ................... 134,477
- NCAA college senior athletes ............... 6,393
- What are the odds of making it to the pros? .................................................. 200 to 1
- How many make it? .......................... 600

Major League Baseball has 30 teams with a total of 750 players currently.

Your back-up plan could still keep you in the world of sports. **TAKE A LOOK AT THESE:**
- Athletic Coach
- Athletic Dietician & Nutritionist
- Athletic Trainer
- Phys Ed. Teacher
- Physical Therapist
- Sports Announcer
- Sports Marketer
- Sports or Athletic Club Manager
- Umpire/Referee
Be a Goal Setter

You set goals for one reason – to help you get what you want. Setting goals will help you take control of what happens to you now and in the future. For a goal to be real it has to be:

- important to you.
- within your power to make it happen through your own actions.
- something you have a reasonable chance of achieving.

Most importantly, it must be clearly defined and have a specific plan of action.

You can set goals for different things in your life. It may be for things you like to do, what you want to accomplish, how you want to spend your time and many other things. For now, let’s think about goals in three areas: school, future education, and career goals.

**SCHOOL GOALS**

My goal: ____________________________________________________________

__________________________________________________________

What I can do today: ____________________________________________

__________________________________________________________

__________________________________________________________

What I need to do in the future: ______________________________________

__________________________________________________________

__________________________________________________________

List a goal in each of the areas and include what you can do today and in the future to achieve the goal.
FUTURE EDUCATION GOALS

My goal: _____________________________________________
_____________________________________________________
_____________________________________________________

What I can do today: __________________________________
_____________________________________________________
_____________________________________________________

What I need to do in the future: __________________________
_____________________________________________________
_____________________________________________________

---

CAREER GOALS

My goal: _____________________________________________
_____________________________________________________
_____________________________________________________

What I can do today: __________________________________
_____________________________________________________
_____________________________________________________

What I need to do in the future: __________________________
_____________________________________________________
_____________________________________________________

---

Short-term goals are ones that you will achieve in the near future (e.g., in a day, within a week, or possibly within a few months).

Long-term goals are ones that you will achieve over a longer period of time (e.g., one semester, one year, five years, or twenty years).
DON’T LEAVE YOUR FUTURE TO CHANCE!
Take Control of Your Future

CHOICES Planner
www.flchoices.org

It’s All About You!

Discover Your Interests, Values, and Skills!
Interest Profiler - What kind of things do you like to do?
Work Values Sorter - What’s important to you in a job?
Basic Skills Survey - What skills do you have now?

Explore Your Options!
Match your interests and needs to the following:
650+ careers
8,000+ postsecondary schools
2,000+ scholarships

Plan Your Future!
Build a portfolio with these tools:
Resume Builder
Letter Creator
Job search and Interview Activities