



assess your personal interests, abilities and career goals.

based on your personal situation, answer the following questions:

1: What topics of study do or did you enjoy most in school?

2: What skills do you do well? What do you feel to be your most distinguishing skill or area of specialty?

3: What are your interests away from school or work?

4: Describe a situation in which you helped organize the work of others.

5: Describe a situation in which you worked with a team to achieve a goal.

6: Describe the kind of job you might like.

based on your answers to the above items, describe two or three jobs that meet your criteria:

A.

B.

C.



evaluating the current employment market

Select two career areas that interest you. Using library information, the internet, and interviews with others, obtain answers to the following questions:

career 1

career 2

1. What are the general activities and duties of this job?

2. What are the physical surroundings, work hours, and mental and physical demands of this type of work?

3. What training and educational background is needed for this area of employment?

4. Will these career areas be in demand in the future?

5. What are the starting and advanced salaries for this industry?

6. What makes these careers attractive to you?



creating a resume

A resume is a personal data sheet commonly used to apply for a job. It lists your skills and experience so that future employers can see what you have already done and whether your experience meets the job's requirements. Fill out the following categories to assist you in preparing your resume.

education

degree/programs completed, school, location, areas of study, dates

work experience

title, organization, dates, responsibilities

other experience (*volunteer work, school, and community activities*)

title, organization, dates, responsibilities

honors/awards

title, organization, dates



read and interpret pay stubs

directions

Answer the following questions using the pay stubs on the following pages:

1. What is the name of Jane Brown's employer?
2. How much did Jane earn before taxes?
3. What is Jane's hourly wage?
4. List Jane's deductions.
5. What pay period does Peter Smith's check cover?
6. How much federal income tax has been taken out of Peter's check so far during 1999?
7. How much did Peter contribute to a retirement plan from this paycheck?
8. How much is Peter's take-home pay?
9. Where does Mary Stone work?
10. How much is Mary's salary?
11. How much money was deducted from Mary's paycheck?
12. How much has Mary been paid in total during 1999?



read and interpret pay stubs

HAMBURGER PALACE ENTERPRISES, INC.

NAME JANE BROWN **PAYROLL ENDING** 3/14/09 **CHECK NO.** 9343
EMPLOYEE NO. L4325 **AMOUNT** \$87.50

EARNINGS			TAXES WITHHELD			OTHER DEDUCTIONS	
Description	Hrs.	Amount	Tax	Current	YTD	Description	Amount
Regular	20	120.00	Fed Income Tax	12.72	174.90	MEALS	7.00
			Social Sec	7.44	102.30		
			Medicare	1.74	23.93		
			State Income Tax	3.60	49.50		
CURRENT		120.00					
YTD		1650.00					

THE BANANA BREADBOX **EMPLOYEE** PETER SMITH
SSN 999-99-9999
PAY PERIOD 8/06/09 TO 8/12/09
PAY DATE 8/15/09
CHECK NO. 3259
NET PAY \$182.41

EARNINGS			TAXES WITHHELD			OTHER DEDUCTIONS	
Description	Hrs.	Amount	Tax	Current	YTD	Description	Amount
Regular	40	140.00	Fed Income Tax	35.28	429.84	401(K)	30.00
Overtime	6	54.00	Social Sec	18.23	222.08	HEALTH	15.00
Current		194.00	Medicare	4.26	51.94		
YTD		3582.00	State Income Tax	8.82	107.46		

read and interpret pay stubs (continued)

EMPLOYEE	Mary Stone	DANCE-O-RAMA
EMPLOYEE #	A5926	
PAY PERIOD	7/01/09 TO 7/15/09	
PAY DATE	7/14/09	
CHECK NO.	3691215	
NET PAY	\$349.21	

EARNINGS			TAXES WITHHELD			OTHER DEDUCTIONS	
Description	Hrs.	Amount	Tax	Current	YTD	Description	Amount
Regular		448.00	Fed Income Tax	49.95	385.62		
Salary			Social Sec	27.79	361.09		
Current		448.00	Medicare	6.50	84.45		
YTD		5824.00	State Income Tax	14.56	182.28		