CHAPTER 3
Researching Careers

Section 3.1
Exploring Careers

Section 3.2
What to Research

Exploring the Photo ➤

DEVELOP INTERESTS: This person is practicing taking photographs to help him decide whether photography is a career that he wants to pursue. How could developing interests help you plan for your future?
Chapter Objectives

After completing this chapter, you will be able to:
- Describe formal and informal methods of researching careers.
- Evaluate sources of career information.
- Identify work experiences that can help you explore careers.
- Develop key questions to ask when researching and assessing careers.
- Identify the characteristics used to develop a career profile.
- Determine the education and training needed for different careers.

Writing Activity

Every day you observe people in many different careers: teachers, salespeople, doctors, and administrators. Sometimes you observe only the products of a person’s work. You hear the work of musicians on the radio. You see the work of television producers when you watch your favorite shows. You view the work of marketing professionals on billboards or in magazines. Have you ever wondered how individuals get these positions? Brainstorm different careers that seem interesting to you. In a one-page journal entry, begin a list of questions you have about one of these careers. Add to this list as you continue your research.

Get Motivated! Contact a person in a field you are interested in and interview the person using the questions from your journal entry. Summarize your findings in a one-page report.
Section 3.1

Exploring Careers

Reading Guide

Before You Read
Preview: Write a list of what you want to know about researching careers. As you read, write down the heads in this section that provide that information.

Read to Learn
• How to use formal and informal methods to research careers
• How to evaluate sources of career information
• How to identify work experiences that can help you explore careers

Main Idea
Exploring careers will help you find the employment possibilities that best match your interests, values, and personal needs.

Key Concepts
• Researching Career Options
• Learning from Experience

Key Terms
• career clusters
• exploratory interview
• temp work
• cooperative program
• job shadowing
• internship
• service learning

Academic Vocabulary
You will find these words in your reading and on your tests. Use the academic vocabulary glossary to look up their definitions if necessary.
• source
• index

Graphic Organizer
As you read, list the different types of information sources discussed and give an example of each. Add your own ideas for sources of information. Use a chart like the one shown to help organize the information.

<table>
<thead>
<tr>
<th>Types of Sources</th>
<th>Examples of Sources</th>
<th>Primary or Secondary?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Log On: Go to this book’s Online Learning Center through glencoe.com for an online version of this graphic organizer.

Academic Standards

English Language Arts
• Apply strategies to interpret and evaluate texts. (NCTE 3)
• Use information resources to gather information and create and communicate knowledge. (NCTE 8)

Science
• Physical science: motions and forces
Researching Career Options

Think of your skills and interests. What kinds of activities do you like to do? What kind of work do you enjoy? Have you wondered what kinds of jobs would fit your skills and interests? Knowing what you like to do and what you are good at is important when searching for a career. Now you need to know what kinds of careers match your skills and interests.

The U.S. Department of Education has organized careers into 15 different career clusters. Career clusters are groups of related occupations. Look at Figure 3.1 on page 50. Which career cluster—or career clusters—might fit the kind of person you are? Narrow your search by choosing one. Then start exploring related careers that might be right for you.

To explore any topic, you need to know how to find sources of information. A source can be a book, a Web site, a person, or anything that supplies information on the topic you are exploring. A primary source is original. It is a person, event, or document from which you get information directly. For example, if you interview an engineer about her experiences on the job, she is a primary source. A secondary source contains information that other people have gathered and commented on, such as Web sites, documentaries, or magazine articles. As you read, note possible sources of information for your research.

Informal Research

You can discover some of what the world of work has to offer simply by keeping your eyes and ears open. Look around as you go through your day. During the next week, list all the careers that you notice. This kind of informal research can be very helpful in generating ideas.

You can also interview people you know about their career experiences. Use the list of questions you created in your personal career notebook or ask a few of the following questions:
• What was your favorite job?
• What was your least favorite job?
• What was your most unusual job?
• How do you like your current job?
Put your listening skills to work as you gather firsthand information from these primary, or original, sources. Summarize the interview afterward or write notes as you listen, noting important points.

**Finding Career Inspiration**

You can find career inspiration by observing and interacting with individuals, but you can also find inspiration through characters or people portrayed in visual, print, and digital media. Think about the movies, TV shows, magazines, video games, and other forms of media that you know. Can you think of any characters or people you have read about or seen who are doing jobs that you would like to do?

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**Figure 3.1 THE U.S. DEPARTMENT OF EDUCATION CAREER CLUSTERS**

<table>
<thead>
<tr>
<th>Career Cluster</th>
<th>Job Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture, Food, and Natural Resources</td>
<td>farmer, ecologist, veterinarian, biochemist</td>
</tr>
<tr>
<td>Architecture and Construction</td>
<td>contractor, architect, plumber, building inspector</td>
</tr>
<tr>
<td>Arts, Audio/Video Technology, and Communications</td>
<td>graphic designer, musician, actor, journalist, filmmaker</td>
</tr>
<tr>
<td>Business, Management, and Administration</td>
<td>executive assistant, receptionist, bookkeeper, business owner</td>
</tr>
<tr>
<td>Education and Training</td>
<td>teacher, trainer, principal, counselor, librarian</td>
</tr>
<tr>
<td>Finance</td>
<td>bank teller, tax preparer, stockbroker, financial planner</td>
</tr>
<tr>
<td>Government and Public Administration</td>
<td>soldier, postal worker, city manager, nonprofit director</td>
</tr>
<tr>
<td>Health Science</td>
<td>pediatrician, registered nurse, dentist, physical therapist</td>
</tr>
<tr>
<td>Hospitality and Tourism</td>
<td>chef, hotel manager, translator, tour guide</td>
</tr>
<tr>
<td>Human Services</td>
<td>social worker, psychologist, child care worker</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Web designer, software engineer, technical writer</td>
</tr>
<tr>
<td>Law, Public Safety, Corrections, and Security</td>
<td>attorney, police officer, firefighter, paralegal</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>production supervisor, manufacturing engineer, welding technician, quality technician</td>
</tr>
<tr>
<td>Marketing, Sales, and Service</td>
<td>sales associate, retail buyer, customer service representative</td>
</tr>
<tr>
<td>Science, Technology, Engineering, and Mathematics</td>
<td>lab technician, marine biologist, electrical engineer, cryptanalyst</td>
</tr>
<tr>
<td>Transportation, Distribution, and Logistics</td>
<td>pilot, railroad conductor, truck driver, automotive mechanic</td>
</tr>
</tbody>
</table>

**CAREER CLUSTERS**

The U.S. Department of Education groups careers into 16 career clusters based on similar job characteristics. **How might career clusters help you explore careers?**
If so, research more about those jobs. That is how Mala Khan found her career. She never missed her favorite TV program—real-life rescues of people in medical emergencies. When she thought about it, she realized that emergency rescue work was exactly what she wanted to do. She decided to research how to become an emergency medical technician.

**Formal Research**

While informal research is initial research that gives you ideas, it usually does not yield enough information. Formal research is fully developed, formally presented, and gives you enough information to act on your ideas. Written reports, prepared speeches, and multimedia presentations are examples of what you might find doing formal research.

As you research, keep a log, or notebook, of what you find. When you find a source, write the author or name of the organization that put the information together. This is the source of the information. Also write down where you found the information and a brief summary of what you found. This log will help you track your research and remember what information you found and where you found it.

As you find information, you will need to determine how credible, or believable, the sources are. Find out how current the information is. Check it against other sources you have found. Is the information complete and accurate? Does it express a particular bias or point of view? Keep these questions in mind as you research.

**Libraries**

Many school and public libraries have career information centers. You can search the catalog or database to find reference books, magazines, CDs, DVDs, and other media sources of career information.

One of a library’s best resources is the librarian. The librarian can help you locate information and give suggestions on how to use different search tools, such as the library’s catalog, databases, and Internet search engines.

**Books**

Look for these useful books published by the U.S. Department of Labor:

- *The Occupational Outlook Handbook*, updated every two years, describes the type of work, the training and education required, and the future outlook for many careers.
- *The Guide for Occupational Exploration* groups careers into categories, such as careers that involve working with food, and describes many occupations within each category.
Looking at categories of careers may help you find new career options. Discovering the tasks and activities of particular careers will help you plan for your future. When you look at these books, take notes on the descriptions, tasks, and education required for careers of interest. Do your findings match your expectations?

**Additional Resources**

Libraries and bookstores also contain other print media resources, including newspapers, magazines, and government reports. Job listings in local publications show what employment is available in your local job market.

The *Reader's Guide to Periodical Literature* is an index, or categorized list, of magazine articles. Use it to find stories about specific industries and career trends. Business magazines such as *BusinessWeek* and *Wired* cover the major issues and inside news of many industries. The *Occupational Outlook Quarterly*, published by the U.S. Department of Labor, provides up-to-date information on employment trends.

Many labor organizations and industry service groups produce video or audio resources of workers in action.

**Internet Career Resources**

The Internet offers a wide range of career resources, such as employment or job skills Web sites and online bulletin boards created by trade organizations, companies, and individuals—all designed for job recruitment and career research.

There are many local, national, and international job posting sites. You can also search on a specific company or organization Web site to find information on careers at that company or organization.

Online government career services include O*NET, a database of worker attributes and job characteristics. O*NET offers up-to-date information on thousands of careers and career outlooks.

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**USE THE WEB** When searching for job or career information online, use specific search terms that identify the job or career. What search terms would you use if you were looking for a job as a dental assistant?
Most career Web sites list job opportunities according to industry title, key duties, location, and other criteria. Once you find a career that interests you, you can use an Internet search engine to get a list of career-related Web sites. As you search for a job online, choose specific search terms, such as research assistant or marketing, to help you find jobs that match your interests. Many Web sites will e-mail you when jobs in your desired field become available.

The Internet provides fast and easy access to information from a variety of sources. And many people post information on a variety of topics. However, searching the Internet can be frustrating when your search terms lead you to unrelated information or when you follow a path of links that do not lead you to your goal. Also, since anyone can post information on the Internet, you need to make sure that the information you use is from a credible source.

**Exploratory Interviews**

Ask your family, friends, neighbors, teachers, and counselors to help you build a list of people who work in careers that you find interesting. After doing some initial research into a career, call someone on the list and arrange an exploratory interview. An **exploratory interview** is a short, informal talk with someone who works in a career that appeals to you. Prepare for the interview by reviewing your research. Think about what you want to know about this career and develop some questions. You may ask questions such as these:

- How did you start your career?
- What education and training did it require?
- What do you like about your job?
- What do you do during a typical workday?
Do not be afraid to ask people for interviews. They may have received someone else’s help starting out and may be happy to pass along the favor. Take notes during or ask permission to record each interview. Afterward, write down your reflections on the experience in a folder labeled Career Resource File. You can place this file in your Personal Academic and Career Portfolio.

When John Liu was researching careers, he interviewed a friend’s aunt who worked as a retail department store buyer. “I learned more about buying and selling in an hour with her than I could have imagined. She was smart and creative, and she loved her work.” The interview paid off. John went on to become a well-known retail consultant. “Knowing how she started her career helped me figure out what kind of education and experience I needed to have on my résumé.”

**Reading Check**  CONTRAST What is the difference between informal and formal research?

**Learning from Experience**

The most direct way to learn about a career is to work. If your schedule allows it, working part-time will enable you to observe a career from the inside. To explore this option, talk to employers in your area to find out what they are looking for in part-time employees and how to get part-time work. You will gain experience, make personal contacts, and put some money in your pocket at the same time.

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**Creative Business Practices**

**STARBUCkS**  Putting People First

Putting people before products is a practice that has paid off for Starbucks Coffee Company. Since opening in Seattle in 1971, the company has grown to 8,000 locations in 36 countries worldwide.

The company’s commitment to putting people first begins with Starbucks’ Make Your Mark program, which matches employee volunteer hours with cash contributions for designated nonprofit organizations. The company matches every volunteer hour with a $10 donation, up to $1,000 per project.

Both local and global communities benefit from Starbucks’ community involvement. Local involvement includes improving public parks, sponsoring violence prevention and literacy programs, and supporting the Seattle arts. Global involvement includes improving social and economic conditions for coffee farmers and taking measures to protect the environment.

**CRITICAL THINKING**  How do businesses like Starbucks benefit from community involvement?

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For more information about Starbucks’ community service, visit their Web site via the link on this book’s Online Learning Center through glencoe.com.
People also gain job experience as temp workers. Temp work, or temporary work, is short-term employment. Temp agencies specialize in placing employees who have the skills companies need for a short time period. Temp jobs can last from a few days to indefinitely. Though temp work does not always offer benefits or job security, it does give an opportunity to develop job skills, learn about different work environments, and develop contacts that may help you find a permanent job.

**Work Experience Programs**

You may find a part-time job through a vocational education program. Such programs are designed to give you a chance to learn job skills while you are still in high school. As a bonus, the work also earns you class credit and a grade. A **cooperative program** is an arrangement in which local businesses team up with schools, hiring students to perform jobs that use knowledge and skills taught in their school classes. One high school’s cooperative program used math and science classes to prepare students for work at a local environmental services company. Another high school created a school-based business. Students learned marketing and retailing in classes and then applied their knowledge working at the store.

**Job Shadowing**

**Job shadowing** involves following a worker on the job for a few days. By watching and listening to the worker, students can learn firsthand what it would be like to work in a particular field.
Job shadowing helped television camera operator Elena Sanchez choose her career path. When she was a student, she did not know anyone in the entertainment industry. As she tells it, “I was always hanging around our local TV studio, and one day I just asked the camera operator if I could talk to her about her job. She offered to let me shadow her. I stuck to her like glue for a week. TV production has been my life ever since.”

Volunteering, Internships, and Community Work

Volunteer work is work you do without receiving pay. Volunteers gain valuable experience that can help them make career decisions. Hospitals, parks, and museums are just a few workplaces that use volunteers.

An internship is a short-term job or work project that usually requires formal commitment. Like volunteers, interns are often unpaid, but they learn vital job skills. Interns can sometimes move on to full-time, paying positions.

Many communities and schools offer service learning programs as a way to explore careers. Service learning programs connect academic work with community service, allowing students to explore issues discussed in the classroom through personal experiences and community work. For example, students in a service learning program might remove litter from a park as they study environmental issues, or work with preschool children as they study child development.

Section 3.1 After You Read

Review Key Concepts

1. Describe one informal method of researching careers.
2. Distinguish between the types of information you would find using the O*NET and the Guide for Occupational Exploration.
3. Explain how unpaid volunteer work might help you choose a career.

Practice Academic Skills

English Language Arts

4. List the skills you might develop through volunteer work, part-time employment, and educational programs. How are these skills similar or different? How could each type of experience affect your career options? Write your responses in a one-page response.
5. Locate a source listed in this section and answer the following questions to evaluate its credibility: How current is the information? How complete and accurate is it? Is some information left out? How do you know? What do you know about the source? Does your source have a bias, or a specific point of view? Write your answers in question-response format.

Check your answers at this book’s OLC through glencoe.com.
Section 3.2

What to Research

Reading Guide

Before You Read
Preview: Read the Key Concepts. Write one or two sentences predicting what the section will be about.

Read to Learn
• How to develop key questions to ask when researching and assessing careers
• How to identify the characteristics used to develop a career profile
• How to determine the education and training needed for different careers

The Main Idea
Asking the right questions about jobs that interest you will make your career search more productive.

Key Concepts
• Your Career Expectations
• Career Outlook

Key Terms
• work environment
• flextime
• career pathways
• benefits

Academic Vocabulary
You will find these words in your reading and on your tests. Use the academic vocabulary glossary to look up their definitions if necessary.

• visualize
• decline
• potential

Graphic Organizer
As you read, list the characteristics of a career profile and your response or expectations for each characteristic. Continue adding and changing the list as you research and discover more about what you want for your future. Use a two-column chart like the one shown to help organize your information.

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>My Response/Expectations</th>
</tr>
</thead>
</table>

Log On: Go to this book’s Online Learning Center through glencoe.com for an online version of this graphic organizer.

Academic Standards

English Language Arts
• Read tests to acquire new information. (NCTE 1)
• Conduct research and gather, evaluate, and synthesize data to communicate discoveries. (NCTE 7)

Mathematics
• Select and use appropriate statistical methods to analyze data
Your Career Expectations

Once you know where to get career information, the next question is what information you should get. You will want to know what the career is like and whether it is right for you. Review the information you have already collected. What more would you need to know before investing your time, money, or other resources in any of your career choices? What questions has your research left unanswered? You can find out more by examining careers in terms of these ten characteristics:

1. values
2. tasks and responsibilities
3. working with data-people-things
4. work environment
5. working hours
6. aptitudes and abilities
7. education and training
8. salary and benefits
9. career outlook
10. international career outlook

Reflect on your own ideas and expectations for your career and lifestyle. Keep this in mind as you gather information on each of these characteristics. In doing this you will lay the groundwork for a personal career profile, a document that compares what is important to you with what you have learned about different careers. You will learn more about personal career profiles in Chapter 5.

Values

When you look into a career, ask yourself if your values match the values that will help you in that career. What do you really care about? What do people in that career really care about? For example, do people in that career care about being creative? Do they care about society? Justice? Art? Money? Health? Fame?

Tasks and Responsibilities

When you go to work each day, what will you actually be doing? Use the common question words—who, what, where, when, why, and how—to develop questions important to your search. Specific questions you could ask include:

- What specific tasks do workers in this career perform?
- How are the workdays structured? Are they repetitive or full of new experiences?
- How easy is the pace? Is the job a high-pressure job?
- Is the work primarily physical or mental?
- What specific challenges does this job offer?
Working with Data-People-Things

Careers involve working with data, people, and things. Some careers involve working with all three. However, in most careers, one area tends to dominate. Statisticians, for example, work mainly with data. Home nurse aides work primarily with people, and technicians usually work with things. Would you prefer to work with data, people, or things? What are some examples of how you work with all three now?

Work Environment

Because you will be spending a lot of time at work, you should consider your work environment when making career choices. Your work environment is your physical and social surroundings at work. Do you want to work indoors or outdoors? Would you rather work alone or with other people? Take a few minutes to visualize your ideal work environment. Then create a picture or write a paragraph describing what you envisioned. As you research careers, try to find those that match that image.

Working Hours

When you think about work, do you assume you will be starting at 9:00 A.M. and stopping at 5:00 P.M.? Many careers are not 9–5. Restaurant owner Andrew Barros starts work at 3:00 p.m. and leaves after the last guest does—at about 11:00 p.m. Andrew’s restaurant buys produce from Ahmi Ko, who works from 4:00 A.M. to noon. When are you at your best? Are you a night owl or a morning person?

Some careers allow flexible scheduling. With flextime, workers construct their work schedules to suit their lives. Some people work four ten-hour days and enjoy three-day weekends. Some work early
shifts to make more time for other activities. Some people telecommute, or use technology to communicate with clients and colleagues away from the office.

**Aptitudes and Abilities**

As you know, skills for any kind of work are more easily learned if you have an aptitude for learning them. In Chapter 2, you analyzed your own aptitudes and abilities. As you do your research, find out which aptitudes and abilities are needed for each career. You can then match your natural talents with careers that require those same abilities. Anton Cebet was a high school student who loved to talk. He had the ability to get people to open up to him. When he realized that talking was what he was really good at, his career started to take shape, and today he hosts his own radio talk show.

**Career Preparation**

When preparing for a career, you need to know what employers in that career will expect from you as well as what your job will be like. Learn the career pathways, which are routes that lead to a particular career. Career pathways include the types of education, training, and work experiences that will help you achieve your career goal. Discover how the careers you are interested in are expected to change over the next ten years. Preparing yourself now will help ensure success later.

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**The 21st Century Workplace**

**Employee Wellness**

A healthy workforce is good for business. Employee absenteeism due to sickness costs companies billions of dollars in lost productivity each year. Healthy employees take fewer sick days, live longer, and cost less to insure than employees with poor health. For these reasons, business has embraced the idea of employee wellness.

Many companies now encourage employees to develop healthy habits by stockpiling vending machines with healthy snacks and offering company-sponsored walks and yoga classes. Some even provide on-site gyms or offer gym memberships as a benefit. Businesses are also redesigning the workplace to prevent muscle fatigue and unnecessary risk. Some new company headquarters are designed to encourage workers to walk between meetings. Seasonal offerings may include flu shots and advice about weather changes or allergies.

In addition to increasing productivity, company wellness programs build company loyalty and make the company attractive to new employees.

**CRITICAL THINKING**

How can companies encourage employees to take part in wellness programs?

**In Your Community**

Research local resources for developing a healthier lifestyle. As a class, classify these resources under categories such as nutrition, stress management, and exercise, and compile them in a single directory.

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**Extend Your Learning**

Wellness can also be practiced at school and at home. For links related to wellness, go to this book's OLC through glencoe.com.
Education and Training

Careers demand different kinds and levels of education and training. You may need a two-year associate degree, a four-year bachelor’s degree, or a technical or business school license or certificate. As you research, note how much time, money, and effort it will take to attain the necessary education and training for various careers.

Look at the different levels of education needed for careers in the same field. If you know you are interested in healthcare, for example, what education and training do you need to become a physician’s assistant or a physician?

Your high school classes can provide you with certain skills or background information that will start you on your career path. As you discover the education and training requirements of different careers, look at the courses offered at your school. Which ones would help you as you plan for your future career?

Salary and Benefits

Occupational directories and Internet salary sites often include general information on what jobs pay. They list an hourly rate or a weekly or annual salary, as well as salary ranges based on national averages.

Of course, many company employees receive more than their paychecks. Benefits are employment extras, which may include health insurance, paid vacation and holiday time, and retirement plans. Other benefits may include regular bonuses, product or service discounts, low-interest loans, or gym memberships. Many employees feel benefits are necessary as they experience changes in their lives. Family members often rely on personal days to take care of an ill family member. Employees often rely on paid vacation to spend time with family, reconnect with friends, or simply have time for themselves.

Salaries and benefits can vary depending on the field you are in, your position, and your level of education. Compare the salaries of three careers you are interested in and the kind of training or education you would need to be competitive in those careers. Knowing your potential salary and what you have to do to prepare yourself will help you plan for your financial future.

Career Outlook

What will careers in the industry or career area you are interested in be like in ten years? Many of the research materials described in Section 3.1 can tell you about industry prospects and help you make career decisions. Figure 3.2 on page 72 shows the career outlook for those careers requiring at least a bachelor’s degree.
Knowing whether the demand for workers in your chosen career area is growing or declining will help you make wise career choices. Knowing where that growth or decline is occurring may affect where you choose to live. If demand for arch aerists is falling, will you look for a similar career, such as construction, that is expected to grow? Or will you concentrate on gaining more educational and work experience to become more competitive? If the demand for health-care workers rises, will salaries rise as well?

Kathy Silino’s research helped her. Kathy liked to work with machines, and she considered a career in manufacturing. Her research, however, pointed to an upcoming increase in service jobs. Kathy decided on automotive repair and found a service job with a good future.

**International Career Outlook**

With the growth in the global economy and the availability of communication technology, more and more of today’s careers involve working internationally. Brainstorm with your friends and family. Do they know someone who has lived worked in one or more different countries? Do they know someone who has traveled to another country for work? Do they know someone whose career involves working with people other countries? Pool your responses with those of other students and make a list of international career opportunities.

**Figure 3.2**

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Average Annual Openings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postsecondary teachers</td>
<td>52,400</td>
</tr>
<tr>
<td>General and operations managers</td>
<td>30,800</td>
</tr>
<tr>
<td>Elementary school teachers, except special education</td>
<td>26,500</td>
</tr>
<tr>
<td>Accountants and auditors</td>
<td>26,400</td>
</tr>
<tr>
<td>Computer software engineers, applications</td>
<td>22,200</td>
</tr>
<tr>
<td>Computer systems analysts</td>
<td>15,300</td>
</tr>
<tr>
<td>Secondary school teachers, except vocational education</td>
<td>14,800</td>
</tr>
<tr>
<td>Computer software engineers, systems software</td>
<td>14,600</td>
</tr>
<tr>
<td>Physicians and surgeons</td>
<td>13,600</td>
</tr>
<tr>
<td>Network systems and data communications analysis</td>
<td>12,600</td>
</tr>
</tbody>
</table>

*This chart displays the ten careers that are projected to have the most job openings in the near future. Why do you think the job outlook is favorable for these careers?*
possibilities, such as an English teacher, a civil engineer, or a health-care worker. You can find plenty of information about international careers by using library and Internet resources. Good communication skills and excellent interpersonal skills, such as the ability to get along with many types of different people, are valuable qualities for a person who wishes to work internationally. Are you interested in an international career? If so, what kind of experience do you think you would need to pursue these careers?

GLOBAL OPPORTUNITIES
In today’s global economy, many jobs are available in other countries. What do you think would be the advantages and disadvantages of working in another country?

Section 3.2 After You Read

Review Key Concepts
1. Develop two questions that would help you decide if a career is right for you.
2. List the ten characteristics of a career profile and enumerate them in order of their importance to you, with the first (1) being the most important.
3. Name one thing you can do now to help prepare yourself for a career that interests you.

Practice Academic Skills
Mathematics
4. Hyung-Jin did an analysis of starting salaries of elementary school teachers in his area. He called three schools and was quoted the following salaries: $28,300, $27,000, and $23,000. What is the average salary in his area?

Measures of Central Tendency
The mean, median, and mode are all measures of central tendency because they provide a summary of numerical data in one number. The mean is the same as the average.

Step 1: To find the mean, first add all of the values ($28,300, $27,000, and $23,000) together.
Step 2: Divide the total of the values by the number of values in the set of data (3).

Math
For math help, go to the Math Appendix located at the back of this book.