

Setting Career Goals



NAME _____

DATE _____

IDENTIFYING LONG-TERM AND SHORT-TERM GOALS

Student who wants to become an architect

LONG-TERM ✓ SHORT-TERM ✓ NEITHER ✗

Work a summer construction job

Get a bachelor's degree in architecture

Become fluent in a foreign language

Take Calculus or other higher math course

Practice drawing/building models

Apply to Cornell, Notre Dame, and Rice University

Pass the Architect Registration Examination

Join a debate team

Talk to someone who is an architect

BLS RESEARCH HANDOUT

Occupational Outlook Handbook

WEB INSTRUCTIONS

1. Go to www.bls.gov/ooh
 2. Find an occupation of interest in the designated browsing category (Highest Paying, Fastest Growing, Most New Jobs).
 3. Scan the page's summary information.
 4. Go to the page: How to Become One.
 5. Identify three key requirements or long-term goals.
 6. Review the Important Qualities and create three short-term goals.
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FILL IN THE BLANK WITH YOUR CHOSEN PROFESSION.

I want to become a(n):

LONG-TERM GOALS

Use the Education, Licensing/Certification, Training section to identify three key requirements.

Example: Architect: Bachelor's degree in architecture

- 1.
 - 2.
 - 3.
-

SHORT-TERM GOALS

List three qualities or skills needed. Write short-term goals you can start now or in the near future.

Example: Architect: Analytical Skills—Take Calculus or Math Analysis course.

- 1.
 - 2.
 - 3.
-

My Life Goals: Action Plan



NAME _____

DATE _____

RESEARCHING CAREERS

FIND OUT MORE ABOUT CAREERS

☐ Write down five careers that seem interesting to you.

1.

2.

3.

4.

5.

Ask yourself:

- Is the career a good fit for me based on my interests?
- Is the career a good fit for me based on my skills?
- Is the career or industry growing?
- What skills are needed that I can start working on now?

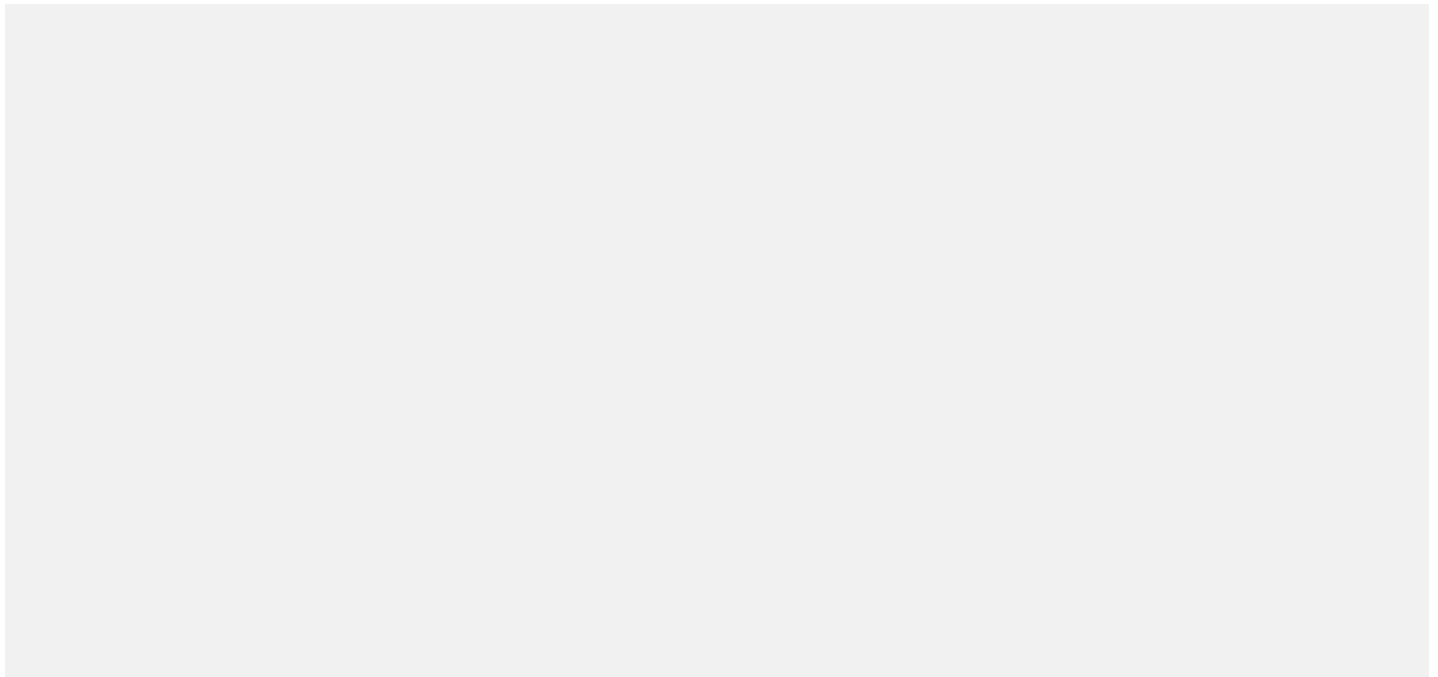
FIND OUT WHAT IT'S LIKE TO HAVE A CAREER

☐ Create a list of questions to ask someone about a career of interest or any career.

Example questions:

- What does a person need to do well to be successful in this job or industry?
- If my long-term goal is to get this job, what short-term goals do you recommend I work toward? What would you recommend that I do now to start preparing?

Questions to ask:



RESEARCH WAYS TO ENTER A CAREER

☐ Make a list of companies that interest you. Research which offer internship opportunities.

LEARN MORE ABOUT INDUSTRIES THAT SEEM INTERESTING

☐ Follow people or organizations online or through social media to learn about events, new developments, and trends.

UNDERSTANDING YOURSELF

FIND OUT MORE ABOUT YOURSELF

☐ Write down your interests and skills.

- If you're not sure, ask others who know you well, such as family members, teachers, or friends.
- Pay attention to subjects or topics that interest you in your classes, or things that make you lose track of time because you're enjoying yourself.

My interests:

My skills and strengths:

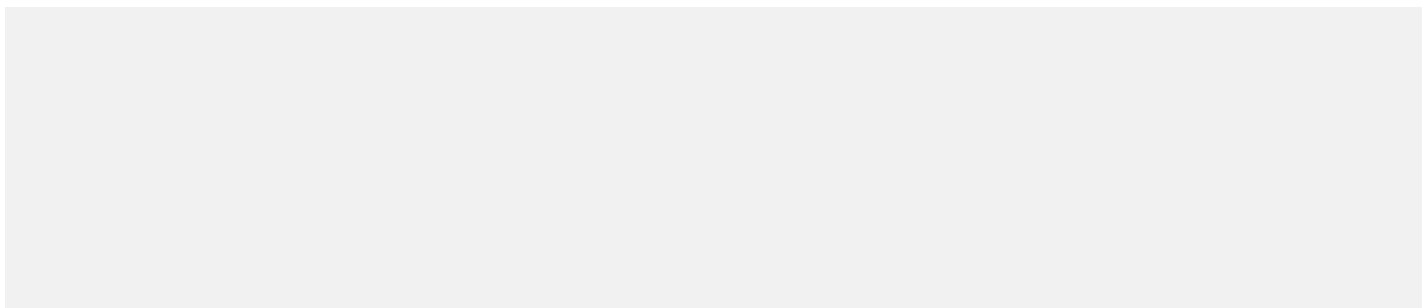
DEVELOP NEW SKILLS THAT CAN LEAD TO A CAREER

☐ List the skills needed for a job you want and find ways to practice those skills.

- Join a club or extracurricular activity at school that connects to your desired career.
- Volunteer in a community organization that will introduce you to people working in that career.

Skills needed for my dream job:

Where to apply for internships:



SET HIGH GOALS

- If you're a junior or senior, enroll in local community college classes, honors/advanced placement courses or even online courses that will deepen your understanding about the career of your choice. You can often earn high school and college credit at the same time.