
CAREER WORKSHEET

Occupational Outlook Handbook

Using this guide will help you find all of the correct information needed for your career worksheet.

- Description:** Give a brief summary of the four (4) areas that you will research
Use the summary tab of your career.
 - What they do:
 - Work Schedules:
 - Education:
 - Pay:
- Duties:** Duties are responsibilities. Use the What They Do tab. Choose and write down (5) duties for that career from the bullets. If your career does NOT have 5 bullets, *please see Teacher*.
- Work Schedules and Pay:** Use the Work Environment Tab; **the information is located under the table area in a paragraph or more**. If applies: Injuries and Illness. Don't forget to add the Annual Pay
- Education:** How to Become One tab: Education Paragraph.
Work Experience, Training and/or License is part of Education (this would need to be included, if applies)
- Important Qualities:** How to Become One tab: Important Qualities Paragraph
Each quality must include description.
- Conclusion:** DO NOT USE WEBSITE. From the facts stated on your paper, **re-write (word for word)** the facts **YOU** liked or dislikes about this career – give all the facts