Start MLA-style report at the top of the page. All margins should be 1 inch.

Last name and page number in the header and right aligned.

Student's Name

Teacher's Name

Course

Entire report is double spaced including indented paragraphs and Works Cited page.

Current Date

Career Planning Title is only centered.

Career planning is an important, ongoing process. It is important because the career you choose will affect your quality of life.

One important step in career planning is to define your career goals.

Left indent of 1 inch for indented paragraphs. Whatever your present plans for employment or further education, you should consider your long-term career goals. You might wonder why someone who is considering a first job should be thinking beyond that job. Thinking ahead may help you choose a first job that is closely related to long-term interests. . . . With a career goal in mind, you can evaluate beginning job offers in relation to that goal. (Oliverio, Pasewark, and White 528)

Another useful step in career planning is to develop a personal profile of your skills, interests, and values.

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This is a book with a single author.

This is a book with two or more authors.

Works Cited should be on a separate page and have a hanging indent of 1/2 inch.