

**Manley Career Academy's
Career Plan Outline
2010-2011**

To be successful, you must plan your life in stages by identifying your goals and then planning the steps to reach them. The following Career Plan Outline will help you to identify your career goals for the future and the steps you need to take to achieve your goals.

There are two major parts to this plan.

Part I, determine your goals and then begin your career path and educational research as the steps you need to take to achieve those goals.

Part II, use the information gathered in your research to write about your short, long and ultimate life goals. For example, if you write that your long-term goal (Part II-B) is to attend the University of Alabama, then you should include information on the University of Alabama from your educational research section (Part I-C).

Part I

RESEARCH

- A. EMPLOYMENT OUTLOOK RESEARCH
- B. CAREER RESEARCH
- C. EDUCATIONAL RESEARCH

Part II

GOAL SETTING - WRITING

- A. SHORT TERM GOALS
- B. LONG TERM GOALS
- C. ULTIMATE LIFE GOAL

This plan must be typed and should follow the outline below. **Please be sure to include titles for each section.**

Part I

EMPLOYMENT OUTLOOK RESEARCH:

You will need to research information regarding your career choice and general career information to answer the questions below.

Recommended sources for gathering your information are the *Internet*, *The Occupational Outlook Handbook*, *the U.S. Bureau of Labor statistics*, *Databases provided by Ms. Kunc*, *Web sites and resources provided by Ms. Easter Young (UMOJA)*, *Manley's Career Development Resource Center*, *your senior counselor*, *the Chicago Public Library*, *career teachers*, *academic teachers*, and *business and industry professional organizations and clubs*.

- A. What is your chosen career field?
- B. What are the five fastest growing jobs in the United States?
- C. What are the five fastest growing jobs in Illinois?
- D. What sources of information did you use to answer the above questions? Please list your sources using the proper MLA bibliography format. A minimum of two sources is required.

CAREER RESEARCH:

- A. What possible careers are available in your career path/field?
- B. In which specific career are you most interested?
- C. Describe the job duties for that specific career.
- D. What are the educational requirements necessary for that career?
- E. What career experience is necessary to obtain that position?
For example, to become a principal, you must first be a successful teacher and have some other type of leadership experience such as an assistant principal position.
- F. What is the income range for that career?

EDUCATIONAL RESEARCH:

For the two sections below, you will need to conduct college research. Recommended sources for gathering your information are the **Internet**, **Peterson's College Guide**, **What's Next Illinois**, your senior counselor, **UMOJA**, college catalogues, college entrance exam information packets (ACT/SAT), the **Chicago Public Library**, career teachers, and academic teachers.

A. Name three colleges or accredited post-secondary career preparation institutions **in the State of Illinois** that offer a program of study that will help you to fulfill your career goals.

| Name and address of college/school | Years required to complete program of study | Entrance Requirements (exam and minimum score, GPA, class rank, course work, service, essay, etc.) | Yearly tuition and, if necessary, room/board costs |
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B. Name three colleges or accredited post-secondary career preparation institutions **outside of Illinois** that offer a program of study that will help you to fulfill your career goals.

| Name and address of college/school | Years required to complete program of study | Entrance Requirements (exam and minimum score, GPA, class rank, course work, service, essay, etc.) | Yearly tuition and, if necessary, room/board costs |
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Note: Do not split tables on two pages; keep tables complete and on one page.

Part II

SHORT TERM CAREER GOALS:

Write at least three sentences for every month, from **now** until graduation (September through June), that describe what tasks you need to carry out to get closer to your career goals. You should have a section for each month.

LONG TERM GOALS:

Write at least three paragraphs to describe what you see yourself doing in the **next one to five years** in order to reach the pinnacle/ultimate life goals that you will describe in the next writing section. Be sure your description includes where you plan to work or go to school and how you plan to prepare for either of those events. Give as many details as possible so that the reader will be able to see that you have given some serious thought to your plans after high school. Much of your information for this section of your writing will come from your career and educational research (Part I).

PINNACLE/ULTIMATE LIFE GOALS:

Write at least two paragraphs describing your career dreams and goals for the future. This section **begins five years after high school** graduation. The description you provide here should detail what you hope to accomplish **after your long term goals** and how and where you see yourself at the **pinnacle of your professional life - the highest point**.