

Iwanna Bemee

Mrs. Faith Yeaton

Computer Applications 1

September 22, 2013

Career Planning

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.

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.

An analysis of your skills is likely to reveal that you have many different kinds: (1) functional skills that determine how well you manage time, communicate, and motivate people; (2) adaptive skills that determine your efficiency, flexibility, and enthusiasm; and (3) technical skills such as keyboarding, computer and language skills that are required for many jobs.

Values are "principles that guide a person's life" (Fulton-Calkins and Stultz 543), and you should identify them early so that you can pursue a career that will improve your chances to acquire them.

Etc.....