

Explore Careers

with Workforce Solutions Capital Area
Grades 9 - 12



What do I like?



Use this section to discover your interests, skills, and personality type!



Where do I want to go?

Learn more about how the skills you learn in high school can help you get your first job after graduation - and beyond!

What do I want to do?

Learn more about careers in each of the endorsement areas.

What skills do I need?

Learn how you can enhance your skills for your future career and how to plan for your future!



Discover more!

Learn about more career resources for you and your family!



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www.wfscapitalarea.com

What do I like?

Why is it sometimes so tough to answer the questions **"Who am I?"** or **"What do I like?"** Well, because it takes time to learn what in life is most exciting to you, what your strengths are and what you like. Begin learning how to answer that huge question - and take a **personality assessment or do an interest assessment!**



My Next Move

Discover the types of skills you are interested in and learn about careers that match your interests!
(www.mynextmove.org)



Career Cluster Interest Survey

Print this [survey](http://tinyurl.com/smcareersurvey) to discover the career cluster that fits best with your personality.
(tinyurl.com/smcareersurvey)



Online Games!

Check out these games!
www.middlegalaxy.org or play [Pop-A-Job](#) to see what jobs you may not even know of yet!

Texas Career Check



Take the [Interest Profiler](#) quiz to find out about jobs that fit your likes and dislikes!
(tinyurl.com/interest-profiler)

Education Planner Quiz



Which careers match your skills?
Take this [Education Planner Quiz](#)
(tinyurl.com/matchyourskills)

Personality Test



Go to 16personalities.com and get a full report on your personality type after you take the test!

Where do I want to go?

Figuring out what you want to do when you grow up is a challenge, but your endorsement areas should well equip you to find your dream job tomorrow. Texas has 5 high school endorsement areas, all of which include **high-demand careers**. To learn more about high-skill, high-growth occupations, check out this [booklet](#).

How far can these endorsements take you in your dream career? Do they equip you with the skills you need to continue to **grow in your career**, receive promotions and raises?

The **Texas Workforce Commission** has created endorsement bulletins for you to print out and learn more! (<http://tiny.cc/InfographicTWC>) Spanish and English versions available soon!



[Science, Technology, Engineering, and Mathematics \(STEM\)](#)



[Business and Industry](#)



[Public Service](#)



[Arts and Humanities](#)



[Multi-Disciplinary Studies](#)

What do I want to do?

Click on the blue hyperlinks to explore!

Science, Technology, Engineering, and Mathematics

This endorsement's pathway would be great for a student that loves problem solving and values science. A **STEM endorsement** prepares students for the many different fields, like computer science or scientific research!

Career Pathways:

[Civil Drafters](#)

[Machine Tool Operators](#)

[Electrical Engineer Technicians](#)

[Software Developers](#)

Videos:

[Application Developers](#)

[Robotics Engineers](#)

[Video Game Designers](#)

[Mechanical Engineers](#)



Did you know that a software developer makes up to \$50/hour, that is up to \$104,000/ year!

How much does a civil drafter make in a year? What degree is required for this career?

Multi-Disciplinary Studies

This endorsement's pathway would be great for a student that has deep interests in a few different fields. A **multi-disciplinary studies endorsement** prepares students for jobs in the worlds that collide -- like journalism and advertising!

Career Pathways:

[Advertising Sales Agents](#)

[Journalists](#)

[Surveyors](#)

[Historians](#)

Videos:

[Architectural Designers](#)

[Audio Engineers](#)

[Fashion Designers](#)

[What is Multi-Disciplinary Studies?](#)

As a journalist, I get to travel! I got my bachelor's degree and make almost \$45,000 per year!



How much does a historian make in a year? What degree is required for this career?

What do I want to do?

Click on the blue hyperlinks to explore!

Business and Industry

This endorsement's pathway would be great for a student that enjoys working with people, tools and values structure. A **business and industry endorsement** prepares students for many different fields like manufacturing and hospitality!

Career Pathways:

[Accountants and Auditors](#)
[Construction Managers](#)
[Plumbers, Pipefitters & Steamfitters](#)
[Semiconductor Processors](#)

Videos:

[Carpenters](#)
[Electricians](#)
[Plumbers, Pipefitters & Steamfitters](#)
[Manufacturing Logistics Associates](#)

Did you know many apprentices receive scheduled raises during their apprenticeship programs?



Fun fact: Many **apprenticeship programs** are geared toward the skilled trades (plumbers, electricians, carpenters, etc.), but other industries including healthcare and information technology are also developing their own apprenticeship programs! [Find an apprenticeship program](#) near you!

Public Service

This endorsement's pathway would be great for a student who values helping people. A **public service endorsement** prepares students for many different fields, like education and healthcare!

Career Pathways:

[Medical and Public Health Social Workers](#)
[Paralegals/Legal Assistants](#)
[Respiratory Therapist](#)
[Registered Nurses](#)

Videos:

[Heroes of Public Service](#)
[Health Educators](#)
[Occupational Therapists](#)
[Registered Nurses](#)

Respiratory therapists, who help patients with their breathing, are some of the heroes fighting against the coronavirus!



How much does a registered nurse make in the state of Texas?

What do I want to do?

Click on the blue hyperlinks to explore!

Arts and Humanities

This endorsement's pathway would be great for a student that enjoys expressive and inventive work. An **arts and humanities endorsement** prepares students for many different worlds, like graphic design and creative writing!

Career Pathways:

[Audio & Video Equipment Technicians](#)
[Graphic Designers](#)
[Multimedia Artists and Animators](#)
[Sound Engineering Technicians](#)

Videos:

[Cartoonists](#)
[Creature Effects Creators](#)
[Roboticists](#)
[Sound Engineers](#)

Love video games?
Become a multimedia artist and animator, and you could make about \$91,000 per year!



Which of these career pathways listed make the most annually?

Checklist to use when searching for a good career:



Growth?

Will there be new jobs created, replacement jobs due to retirements and job turnover?



Stable?

What is the turnover rate (employees leaving their jobs), which can indicate employee dissatisfaction/no promotion opportunities



Education/Training?

Do the education/training requirements align with your postsecondary plans (certificate, associate's bachelor+)? Are there quality training programs offered?



Affordable?

Does this occupation provide a "living wage"? How does the cost of training compare to the occupation's wage (student debt concerns)?

What do I want to do?

High-Demand Occupations

Interested in learning about the in-demand and growing jobs and industries in the Austin area? Check out our list of [Targeted Occupations & Industries!](#)

Explore job profiles of **in-demand, growing jobs** such as Dental Hygienist, Software Developer, or Accountant.

Discover:

- What you'll be doing in the job
- Wages
- Where you could work in that job
- Knowledge and skills and/or certifications needed
- Career ladders to help you continue to gain the skills you need to be promoted and earn more money!



Interested in starting an entry-level job and then eventually working your way up to experienced? Check out the profiles to see the career opportunities with [career ladders](#) that show you how!

Upcoming Opportunities



Multi-Craft Core Curriculum (MC3) Program - Are you interested in a career in the skilled trades? Want to learn more about apprenticeships? Learn about a quick training in skilled trades by emailing k-12awareness@wfscapitalarea.com and ask us some questions about apprenticeships!

I do not know what I want to do after high school. What are my options?

We encourage you to explore the following options:

- **College** - explore certificate programs (1 year or less); associate's degree plans (2 year degree), undergraduate degree plans (4-year degree), graduate programs (pursue after completing bachelor's degree.)
- **Career** - Enter the workforce immediately after high school graduation.
- **Apprenticeship** - Earn while you learn programs.
- **Military** - Join the United States Marine Corps, United States Navy, United States Air Force, or the United States Coast Guard.
- **AmeriCorps**- a State and National program to earn work and volunteers experience while giving back to your community.

If I am applying for college, when is the FAFSA due? How long does it take for FAFSA money to come in?

- **Deadline** - As long as you submit by June 30, the federal deadline, you may be qualified to receive federal loans, grants and other financial aid. If you miss your state's deadline, you will still qualify for federal aid, but not for state-funded aid programs.
- **Timeline to receive aid** - It depends on how you applied. For an electronically filed FAFSA signed online with an FSA ID, you'll receive a link to your Student Aid Report (SAR) in as little as 3 to 5 days. By contrast, paper FAFSA applications can take up to 3 weeks.

I don't know what I want to do in college, what can I do?

- **Do your research** - Find out what jobs are in demand and projected to remain in demand. Can you see yourself doing any of those? Take the **Texas Reality Check** quiz and see if the annual salary you have matches the job you are going for.
- **Take your time** - If you are going straight to College, consider going undeclared and speak to an adviser. Take classes that interest you, volunteer, and join clubs to find what your passion and interests are. Your first two years of any college, 2 or 4 year, you will be taking the same classes regardless of what you have chosen major wise.

What if college is not for me?

We understand that College is not for everyone, and we know that college is not your only option! Multiple careers can earn you over \$50,000 without a 4-year college degree! Explore in-demand careers and see how many options you have that do not require a 4-year degree.

What is an apprenticeship? How much does an apprentice get paid during the apprenticeship?

By enrolling in an apprenticeship program, you will be getting **paid to learn the trade** and also be put into a full time profession while as an apprentice. Apprentices experience wage increases as they advance in skills and knowledge. And, all apprenticeship completers earn a national, industry-recognized credential! For more information, check out the **Department of Labor's Apprenticeship Finder** tool.

What do I want to do?

How can you work on career awareness while school is closed?

Activity #1: Conduct an **informational interview** with your family!

Ask them these questions:

1. Name of person you're interviewing: _____

2. What is your job?

3. What type of education do you need for your job?

4. What do you like and dislike about your job?

5. What advice would you give someone looking for a job?



You can interview your parents, grandparents or uncle!



Maybe not your little sister...yet!

What skills do I need?



Activity #2: Build your own resume! Resume formats vary but the information remains the same. A resume is a one-page document that gives an employer an overview of your name, contact information, employment history, volunteer history, skills, certifications, extracurricular activities, and references.

Use this time to draft our your resume and schedule a time with one of our outreach specialists to get assistance in building the right resume! Email your resume or this workbook to **k-12awareness@wfscapitalarea.com** for free resume help!

Check out this video about [fine-tuning your resume](#).

School Name: _____ Years attended: _____

Programs of Study/CTE courses: _____ GPA: _____/4.0

Work Experience: list out your three most recent jobs. This will include any paid experiences or projects that required a specialized skill. List the date you started and the date ended.

List your most recent job first!

Company Name: _____ Start date/end date: _____

Job Title: _____

Job Duties (*list at least three:*)

- _____
- _____
- _____

Company Name: _____ Start date/end date: _____

Job Title: _____

Job Duties (*list at least three:*)

- _____
- _____
- _____

What skills do I need?



Volunteer Experience

List any community based activities you are involved with. (ie. church volunteering, community clean up)

Company Name: _____ Start date/end date: _____

Service Project: _____

Job Duties (list at least three:)

- _____
- _____
- _____

Company Name: _____ Start date/end date: _____

Service Project: _____

Job Duties (list at least three:)

- _____
- _____
- _____

Skills, Certifications, and Trainings

List out all certifications that are not expired (ie. OSHA 10, CPR/First Aid). You should also list any specialized skills you have (this can include soft skills you list on next page!) and any trainings you have completed (ie. leadership workshop.)

- _____
- _____
- _____
- _____

Extracurricular Activities

List all student organizations or sports you have been involved with in and out of school. Additionally, list out any events, activities, etc. your involved with at school. (ie. leadership council, student ambassador, art club, spanish club)

Organization/Club Name: _____ Start/end date: _____

Description/Events: _____

Organization/Club Name: _____ Start/end date: _____

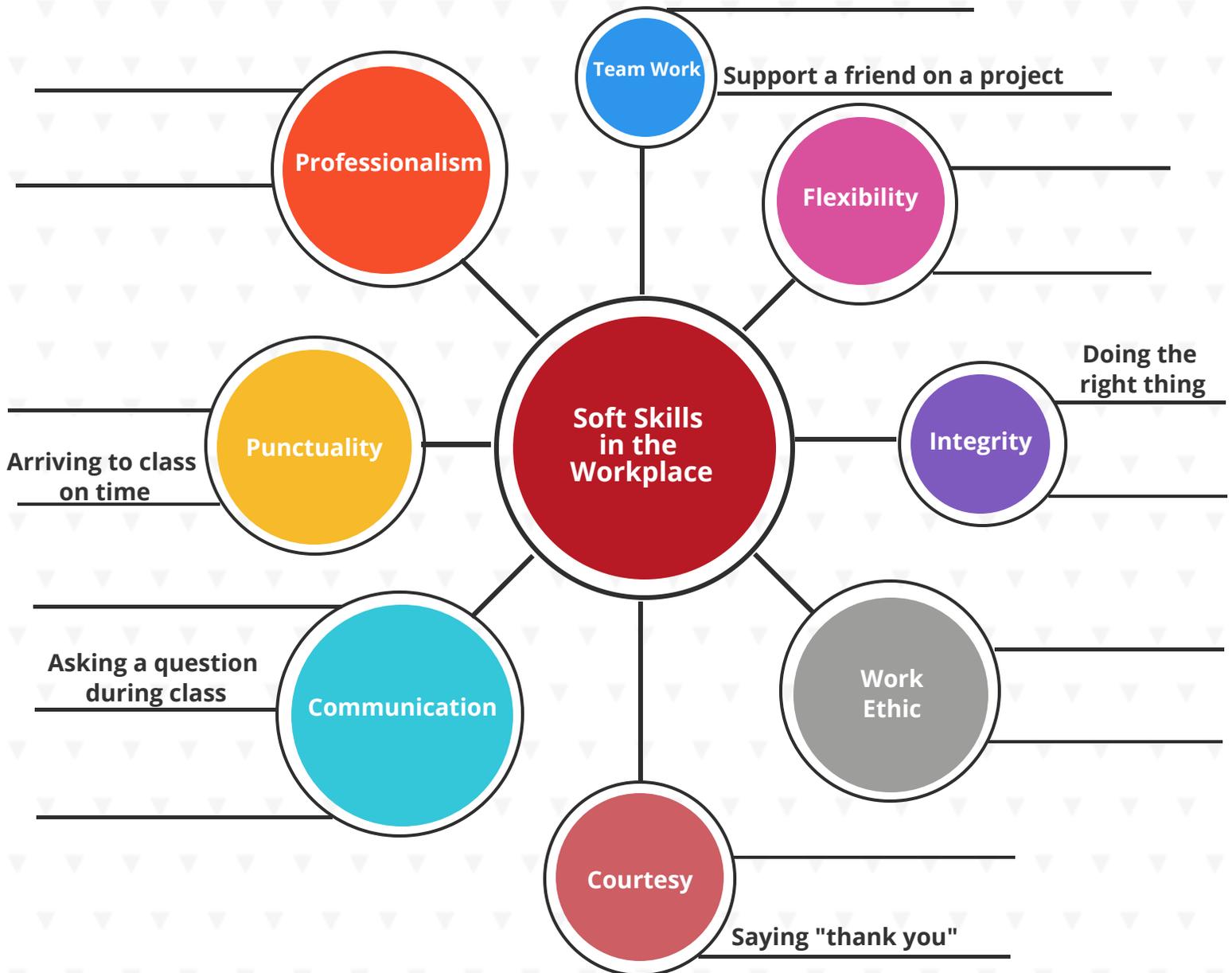
Description/Events: _____

What skills do I need?

You need **soft skills** for a job or in the classroom. Soft skills are **people skills**; it is how you interact with others! These are always great skills to list on your resume. Here is a [video](#) about self-confidence, which is another great soft skill to have!

Activity #3:

Use this chart below to learn about the soft skills that are required in the workplace. We have helped you identify some soft skills you already use in school, can you add any more?



Thank you!



For direct links to the videos and websites in this book, scan the QR code above with a phone or tablet and you will be directed to the digital book on our website!

Discover more at [climbtheladderctx.com](https://www.climbtheladderctx.com)

If you email a completed PDF of this workbook to Workforce Solutions Capital Area at **k-12awareness@wfscapitalarea.com**, along with your full name, school district and campus, grade, and social media account, we will give you a shout out on social media!

If you have a family member or friend who is looking for a job or career training, Workforce Solutions Capital Area has many resources available. Follow us on [Instagram](#), [Twitter](#), [Facebook](#), and [LinkedIn](#) for the latest updates. This workbook and job search resources can be found on our website: www.wfscapitalarea.com.

