Two helpful high school courses:

1)

2)

Two activities/volunteer activities I could participate:

1)

2)

Tasks performed on this job:

1)

2)

3)

4)

5)

School or Program I plan to attend:

Degree/Certificate I will be seeking:

Advanced degree required?:

Occupation:

Reason I chose this:

5 Most Important Knowledge Areas:

1)

2)

3)

4)

5)

5 Most Important Skills:

1)

2)

3)

4)

5)

5 Most Important Abilities:

1)

2)

3)

4)

5)

*What I learned about myself/my future:*

1)

2)

*Possible Roadblocks & Plan:*

1)

2)

*Annual Wages/ Salary:*

**State Median:**

**US Median:**

*Occupation:*

*Are you still interested in this occupation? Why/why not?*

*Employment Outlook:*

**State**:

    *% of change:*

    *# of annual openings:*

**US:**

    *% of change:*

    *# of annual openings:*

*Possible Resources/Why:*

1)

2)

# Career Clusters Interest Survey

Name_____

School_____ Date _____

**Directions:** Circle the items in each box that best describe you. You may make as many or as few circles in each box as you choose. Add up the number of circles in each box. Look to see which three boxes have the highest numbers. Find the corresponding Career Clusters on the pages immediately following this survey to see which Career Clusters you may want to explore.

| | Activities that describe what I like to do: | Personal qualities that describe me: | School subjects that I like: | Total number circled in Box 1 |
|---|---|---|---|---|
| **BOX 1** | 1. Learn how things grow and stay alive.<br>2. Make the best use of the earth's natural resources.<br>3. Hunt and/or fish.<br>4. Protect the environment.<br>5. Be outdoors in all kinds of weather.<br>6. Plan, budget, and keep records.<br>7. Operate machines and keep them in good repair. | 1. Self-reliant<br>2. Nature lover<br>3. Physically active<br>4. Planner<br>5. Creative problem solver | 1. Math<br>2. Life Sciences<br>3. Earth Sciences<br>4. Chemistry<br>5. Agriculture | |

| | Activities that describe what I like to do: | Personal qualities that describe me: | School subjects that I like: | Total number circled in Box 2 |
|---|---|---|---|---|
| **BOX 2** | 1. Read and follow blueprints and/or instructions.<br>2. Picture in my mind what a finished product looks like.<br>3. Work with my hands.<br>4. Perform work that requires precise results.<br>5. Solve technical problems.<br>6. Visit and learn from beautiful, historic, or interesting buildings.<br>7. Follow logical, step-by-step procedures. | 1. Curious<br>2. Good at following directions<br>3. Pay attention to detail<br>4. Good at visualizing possibilities<br>5. Patient and persistent | 1. Math<br>2. Drafting<br>3. Physical Sciences<br>4. Construction Trades<br>5. Electrical Trades/Heat, Air Conditioning and Refrigeration/ Technology Education | |

| | Activities that describe what I like to do: | Personal qualities that describe me: | School subjects that I like: | Total number circled in Box 3 |
|---|---|---|---|---|
| **BOX 3** | 1. Use my imagination to communicate new information to others.<br>2. Perform in front of others.<br>3. Read and write.<br>4. Play a musical instrument.<br>5. Perform creative, artistic activities.<br>6. Use video and recording technology.<br>7. Design brochures and posters. | 1. Creative and imaginative<br>2. Good communicator/good vocabulary<br>3. Curious about new technology<br>4. Relate well to feelings and thoughts of others<br>5. Determined/tenacious | 1. Art/Graphic design<br>2. Music<br>3. Speech and Drama<br>4. Journalism/Literature<br>5. Audiovisual Technologies | |

Source: Adapted from the Guidance Division Survey, Oklahoma Department of Career and Technology Education (2005)

*Note:* This survey does not make any claims of statistical reliability and has not been normed. It is intended for use as a guidance tool to generate discussion regarding careers and is valid for that purpose.

## BOX 4

**Activities that describe what I like to do:**
1. Perform routine, organized activities but can be flexible.
2. Work with numbers and detailed information.
3. Be the leader in a group.
4. Make business contact with people.
5. Work with computer programs.
6. Create reports and communicate ideas.
7. Plan my work and follow instructions without close supervision.

**Personal qualities that describe me:**
1. Organized
2. Practical and logical
3. Patient
4. Tactful
5. Responsible

**School subjects that I like:**
1. Computer Applications/Business and Information Technology
2. Accounting
3. Math
4. English
5. Economics

**Total number circled in Box 4**

## BOX 5

**Activities that describe what I like to do:**
1. Communicate with different types of people.
2. Help others with their homework or to learn new things.
3. Go to school.
4. Direct and plan activities for others.
5. Handle several responsibilities at once.
6. Acquire new information.
7. Help people overcome their challenges.

**Personal qualities that describe me:**
1. Friendly
2. Decision maker
3. Helpful
4. Innovative/Inquisitive
5. Good listener

**School subjects that I like:**
1. Language Arts
2. Social Studies
3. Math
4. Science
5. Psychology

**Total number circled in Box 5**

## BOX 6

**Activities that describe what I like to do:**
1. Work with numbers.
2. Work to meet a deadline.
3. Make predictions based on existing facts.
4. Have a framework of rules by which to operate.
5. Analyze financial information and interpret it to others.
6. Handle money with accuracy and reliability.
7. Take pride in the way I dress and look.

**Personal qualities that describe me:**
1. Trustworthy
2. Orderly
3. Self-confident
4. Logical
5. Methodical or efficient

**School subjects that I like:**
1. Accounting
2. Math
3. Economics
4. Banking/Financial Services
5. Business Law

**Total number circled in Box 6**

## BOX 7

**Activities that describe what I like to do:**
1. Be involved in politics.
2. Negotiate, defend, and debate ideas and topics.
3. Plan activities and work cooperatively with others.
4. Work with details.
5. Perform a variety of duties that may change often.
6. Analyze information and interpret it to others.
7. Travel and see things that are new to me.

**Personal qualities that describe me:**
1. Good communicator
2. Competitive
3. Service-minded
4. Well-organized
5. Problem solver

**School subjects that I like:**
1. Government
2. Language Arts
3. History
4. Math
5. Foreign Language

**Total number circled in Box 7**

| | Activities that describe what I like to do: | Personal qualities that describe me: | School subjects that I like: | Total number circled in Box 8 |
|---|---|---|---|---|
| **BOX 8** | 1. Work under pressure.<br>2. Help sick people and animals.<br>3. Make decisions based on logic and information.<br>4. Participate in health and science classes.<br>5. Respond quickly and calmly in emergencies.<br>6. Work as a member of a team.<br>7. Follow guidelines precisely and meet strict standards of accuracy. | 1. Compassionate and caring<br>2. Good at following directions<br>3. Conscientious and careful<br>4. Patient<br>5. Good listener | 1. Biological Sciences<br>2. Chemistry<br>3. Math<br>4. Occupational Health classes<br>5. Language Arts | |

| | Activities that describe what I like to do: | Personal qualities that describe me: | School subjects that I like: | Total number circled in Box 9 |
|---|---|---|---|---|
| **BOX 9** | 1. Investigate new places and activities.<br>2. Work with all ages and types of people.<br>3. Organize activities in which other people enjoy themselves.<br>4. Have a flexible schedule.<br>5. Help people make up their minds.<br>6. Communicate easily, tactfully, and courteously.<br>7. Learn about other cultures. | 1. Tactful<br>2. Self-motivated<br>3. Works well with others<br>4. Outgoing<br>5. Slow to anger | 1. Language Arts/Speech<br>2. Foreign Language<br>3. Social Sciences<br>4. Marketing<br>5. Food Services | |

| | Activities that describe what I like to do: | Personal qualities that describe me: | School subjects that I like: | Total number circled in Box 10 |
|---|---|---|---|---|
| **BOX 10** | 1. Care about people, their needs, and their problems.<br>2. Participate in community services and/or volunteering.<br>3. Listen to other people's viewpoints.<br>4. Help people be at their best.<br>5. Work with people from preschool age to old age.<br>6. Think of new ways to do things.<br>7. Make friends with different kinds of people. | 1. Good communicator/good listener<br>2. Caring<br>3. Non-materialistic<br>4. Intuitive and logical<br>5. Non-judgmental | 1. Language Arts<br>2. Psychology/Sociology<br>3. Family and Consumer Sciences<br>4. Finance<br>5. Foreign Language | |

| | Activities that describe what I like to do: | Personal qualities that describe me: | School subjects that I like: | Total number circled in Box 11 |
|---|---|---|---|---|
| **BOX 11** | 1. Work with computers.<br>2. Reason clearly and logically to solve complex problems.<br>3. Use machines, techniques, and processes.<br>4. Read technical materials and diagrams and solve technical problems.<br>5. Adapt to change.<br>6. Play video games and figure out how they work.<br>7. Concentrate for long periods without being distracted. | 1. Logical/analytical thinker<br>2. See details in the big picture<br>3. Persistent<br>4. Good concentration skills<br>5. Precise and accurate | 1. Math<br>2. Science<br>3. Computer Tech/Applications<br>4. Communications<br>5. Graphic Design | |

| | Activities that describe what I like to do: | Personal qualities that describe me: | School subjects that I like: | Total number circled in Box 12 |
|---|---|---|---|---|
| **BOX 12** | 1. Work under pressure or in the face of danger.<br>2. Make decisions based on my own observations.<br>3. Interact with other people.<br>4. Be in positions of authority.<br>5. Respect rules and regulations.<br>6. Debate and win arguments.<br>7. Observe and analyze people's behavior. | 1. Adventurous<br>2. Dependable<br>3. Community-minded<br>4. Decisive<br>5. Optimistic | 1. Language Arts<br>2. Psychology/Sociology<br>3. Government/History<br>4. Law Enforcement<br>5. First Aid/First Responder | |

## BOX 13

**Activities that describe what I like to do:**
1. Work with my hands and learn that way.
2. Put things together.
3. Do routine, organized and accurate work.
4. Perform activities that produce tangible results.
5. Apply math to work out solutions.
6. Use hand and power tools and operate equipment/machinery.
7. Visualize objects in three dimensions from flat drawings.

**Personal qualities that describe me:**
1. Practical
2. Observant
3. Physically active
4. Step-by-step thinker
5. Coordinated

**School subjects that I like:**
1. Math-Geometry
2. Chemistry
3. Trade and Industry courses
4. Physics
5. Language Arts

**Total number circled in Box 13**

## BOX 14

**Activities that describe what I like to do:**
1. Shop and go to the mall.
2. Be in charge.
3. Make displays and promote ideas.
4. Give presentations and enjoy public speaking.
5. Persuade people to buy products or to participate in activities.
6. Communicate my ideas to other people.
7. Take advantage of opportunities to make extra money.

**Personal qualities that describe me:**
1. Enthusiastic
2. Competitive
3. Creative
4. Self-motivated
5. Persuasive

**School subjects that I like:**
1. Language Arts
2. Math
3. Business Education/ Marketing
4. Economics
5. Computer Applications

**Total number circled in Box 14**

## BOX 15

**Activities that describe what I like to do:**
1. Interpret formulas.
2. Find the answers to questions.
3. Work in a laboratory.
4. Figure out how things work and investigate new things.
5. Explore new technology.
6. Experiment to find the best way to do something.
7. Pay attention to details and help things be precise.

**Personal qualities that describe me:**
1. Detail-oriented
2. Inquisitive
3. Objective
4. Methodical
5. Mechanically inclined

**School subjects that I like:**
1. Math
2. Science
3. Drafting/Computer- Aided Drafting
4. Electronics/Computer Networking
5. Technical Classes/ Technology Education

**Total number circled in Box 15**

## BOX 16

**Activities that describe what I like to do:**
1. Travel.
2. See well and have quick reflexes.
3. Solve mechanical problems.
4. Design efficient processes.
5. Anticipate needs and prepare to meet them.
6. Drive or ride.
7. Move things from one place to another.

**Personal qualities that describe me:**
1. Realistic
2. Mechanical
3. Coordinated
4. Observant
5. Planner

**School subjects that I like:**
1. Math
2. Trade and Industry courses
3. Physical Sciences
4. Economics
5. Foreign Language

**Total number circled in Box 16**
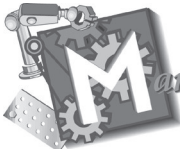
# The Sixteen Career Clusters

| | | |
|---|---|---|
| **1** | *Agriculture, Food & Natural Resources* | The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources. |
| **2** | *Architecture & Construction* | Careers in designing, planning, managing, building, and maintaining the built environment. |
| **3** | *Arts, A/V Technology & Communications* | Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services. |
| **4** | *Business Management & Administration* | Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy. |
| **5** | *Education & Training* | Planning, managing, and providing education and training services, and related learning support services. |
| **6** | *Finance* | Planning, services for financial and investment planning, banking, insurance, and business financial management. |
| **7** | *Government & Public Administration* | Executing governmental functions to include governance; national security; foreign service; planning; revenue and taxation; regulation; and management and administration at the local, state, and federal levels. |
| **8** | *Health Science* | Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development. |
| **9** | *Hospitality & Tourism* | Hospitality and Tourism encompasses the management, marketing and operations of restaurants and other food services, lodging, attractions and recreation events, and travel-related services. |

# Career Clusters cont.

| | | |
|---|---|---|
| **10** | *Human Services* | Preparing individuals for employment in career pathways that relate to families and human needs. |
| **11** | *Information Technology* | Building linkages in IT occupations framework for entry-level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia, and systems integration services. |
| **12** | *Law, Public Safety, Corrections & Security* | Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services. |
| **13** | *Manufacturing* | Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance, and manufacturing/process engineering. |
| **14** | *Marketing* | Planning, managing, and performing marketing activities to reach organizational objectives. |
| **15** | *Science, Technology, Engineering & Mathematics* | Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, engineering), including laboratory and testing services, and research and development services. |
| **16** | *Transportation, Distribution & Logistics* | Planning, mangagement, and movement of people, materials, and goods by road, pipeline, air, rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance. |

My top three Career Clusters of interest are:

1. _____

2. _____

3. _____

For more information, check with a career counselor at your high school, career technical center, higher education institution, or one-stop career center.

# CTE Portfolio Score Card

| Category | Expectations | Total Points Awarded |
|---|---|---|
| **Letter of Introduction**<br>*(Total points possible 10)* | *(Check **ALL** that apply)* Student provides a letter detailing:<br><br>☐ Education **(2 pts.)**<br>☐ Goals **(3 pts.)**<br>☐ Is in appropriate letter format **(2 pts.)**<br>☐ No spelling, capitalization, punctuation, or grammatical errors **(3 pts.)** | |
| **Resume**<br>*(Total points possible 40)* | *(Check **ALL** that apply)* Student provides a resume including:<br><br>☐ Name and personal information (Address, Phone #, Email, etc.) **(3 pt.)**<br>☐ An objective or summary **(5 pts.)**<br>☐ Work, extra-curricular, or community experiences **(5 pts.)**<br>☐ Education **(5 pts.)**<br>☐ Certifications/Credentials **(5 pts.)**<br>☐ Awards, Projects, or Exemplars **(7 pts.)**<br>☐ Is in chronological order – newest to oldest **(5 pts.)**<br>☐ No spelling, capitalization, punctuation, or grammatical errors **(5 pts.)** | |
| **References**<br>*(Total points possible 15)* | *(Check **ALL** that apply)*<br>Student provides a Letter of Reference (LOR) from the following:<br>*In order to receive full points, the LOR must include (first and last name, phone #, and email address)*<br><br>☐ Adult (non-family) preferred from your field of study **(5 pts.)**<br>☐ School employee (administrator, teacher, counselor, advisor) **(5 pts.)**<br>☐ Classmate (SWP Manager, SWP Co-Worker, *or* Peer) **(5 pts.)** | |
| **Credentials or Certifications**<br>*(Total points possible 35)* | *(Must have at least **two** of the following to receive full points)*<br><br>Student provides evidence of:<br><br>☐ State/national certification(s)/credential(s) **or**<br>☐ At or above the NOCTI Workforce Entry Score **or**<br>☐ Work samples, tool, or software proficiency signed off by instructor **or** ☐ Required work-based/clinical hours completed | |

| Total Possible Points 100 | | Total Points Awarded: |
|---|---|---|
| Student Name: | | Date: |
| Evaluator Signature: | | |

Revised 8/23/2021

Internet Research

JOBS

Career Finder

• Directions: Use the Bureau of Labor Statistics "Occupational Outlook Handbook" website to find career ideas:

https://www.bls.gov/ooh/a-z-index.htm

| Job | Pay | What They Do (1 sentence) | Work Environment (1 sentence) | How to Become One (1 sentence) |
|-----|-----|---------------------------|-------------------------------|--------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

| 5. | | | | |
|---|---|---|---|---|