

## Tech Goes Home @ Fenway

[www.fenwayhs.org/techgoeshome](http://www.fenwayhs.org/techgoeshome)  
**Finding a Career**

Tonight we will find you a career... or at least look for one. Using various resources on the Internet, it is your assignment to find the type of job that suits your desires and skills, find FIVE jobs that interest you, graph the salaries of each job, and create a PowerPoint presentation displaying the information you have found.

### Part I – Career Exploration

STEP 1 – Before you start your job search, it is a good idea to find out what type of job you might want. While online career test are not perfect, there are some tests that might help guide you in your search. Career Builder has created a comprehensive free career test website called [www.LiveCareer.com](http://www.LiveCareer.com). Your first assignment is to follow the test's instructions. This should take you approximately 30 minutes. *Along the way, make sure to decline any offers that are presented by advertisers.*

STEP 2 – Once you have completed the test, you will be presented a number of interesting graphs and charts, along with explanations, that show your career interests. Remember, this is only intended to be a guide.

STEP 3 – Using the PowerPoint skills you have learned in previous classes, create a presentation and input the data from your career test. Please make sure to copy and paste (right click “Copy” - right click “Paste”) the two charts that Career Builder has created for you. As with all presentations, please make it readable and “pretty.”

STEP 4 – Take some time to look over your test results and think about what types of jobs might interest you. Once you have done this, proceed to Part II of this exercise.

### Part II – The Job Search

STEP 1 – As we have discussed, the Internet can be intimidating. However, it is also a wonderful resource. Online job searching has exploded in recent years. Your first step is to use one of the four job search sites below to find FIVE jobs that interest you. Please make sure you find five different types of jobs. As always, you are more than welcome to find more than five.

[www.Monster.com](http://www.Monster.com)

[www.HotJobs.com](http://www.HotJobs.com)

[www.CareerBuilder.com](http://www.CareerBuilder.com)

[www.BostonWorks.com](http://www.BostonWorks.com)

STEP 2 – Once you start finding job matches, please create a PowerPoint slide for each job. Continue to use the same PowerPoint that contains your career test data. Make sure to add as much information about that job as you can find. This should include salary, work description, job requirements, location, benefits, etc. To make your comparison more efficient, try to input similar data in similar locations from slide to slide. If you wish, you can use tables for this using the skills you learned when creating Microsoft Word tables. The steps are very similar. If you do not remember these steps, go to the Tech Goes Home @ Fenway website at the beginning of this worksheet.

STEP 3 – After you have found FIVE jobs that interest you and have FIVE new slides, it is now time to graph your salary options.

Use the Microsoft Excel worksheet for this step. Like all worksheets, it can be found on the Tech Goes Home @ Fenway website.

If your specific job did not come with salary information, you can use a Salary Calculator to make a rough estimate. Monster.com has a free salary calculator at <http://content.monster.com>. Look on the page for the “Salary Center.” Other job search sites may have calculators as well. If you have time, try comparing results. While these results will not be perfect, they should give you a good idea of the amount of money a certain profession can earn.

STEP 4 – Once you have followed the steps in the Excel worksheet and graphed your salary data, copy and paste your chart into your PowerPoint presentation. To do this, simply right click on the chart in Excel and choose “Copy.” Create a new PowerPoint slide. Right click on the background and choose “Paste.”

STEP 5 – Remember to SAVE your work.