Steps in Writing a Career Research Paper

1. Do your preliminary research and prepare your working list of references.
   a. The research part is easy because you’ll do most of it as you complete your assignments in Career Choices.
   b. Make sure you keep track of the research resources you use so you can list them when you complete your paper.

2. Prepare a working thesis for your paper.
   a. Select one of the careers you researched (see pages 150-155) that you feel is your ideal career (at least at this point in your life).
   b. Write a complete sentence that clearly states why this career is your ideal.

3. Prepare a preliminary outline for your paper.
   a. Sketch out the major points that support your career choice.
   b. Outline the outlook for your career choice.

4. Review your research and make additional notes.
   a. Review all of your preliminary research and evaluate your final choices.
   b. Make notes on additional information you find so you can list it as a reference when you complete your paper.

5. Write your rough draft using your outline as a guide.

6. Edit, proofread, and revise your rough draft.
   a. Thoroughly read your rough draft for grammatical correctness.
   b. Check your spelling and punctuation throughout.
   c. Verify any parenthetical references you used and double check all of the information you’ll list as a reference.

7. Type your final draft.
Sample Career Paper Outline Using Your Career Interest Surveys (Career Choices, pp. 150-155)

I. Thesis paragraph

II. Characteristics

A. Setting (see question #2 on page 150)
B. Tasks (see question #1 on page 150)
C. Options
   1. Flexible? (see question #15 on page 151)
   2. Part-time available? (see question #15 on page 151)
   3. Self-employment? (see question #16 on page 151)

III. Requirements

A. Physical requirements (see question #7 on page 150)
   1. What are they?
   2. Do I meet them?
B. Aptitudes, strengths, skills (see question #11 on page 151)
C. Training/education (see question #6 on page 150)
   1. How much?
   2. Does it match my commitment?
   3. Where can I get it?

IV. Outlook

A. Past (see your timeline from page 151)
B. Current
   1. Job openings
      a) Nationwide
      b) Where I want to live
   2. Salary
      a) Nationwide
b) Where I want to live

C. Future (see your timeline and question #10 from page 151)
   1. Job openings
      a) Nationwide
      b) Where I want to live
   2. Salary
      a) Nationwide
      b) Where I want to live
   3. Predicted changes

V. Personal fit
   A. Personal satisfaction/rewards (see questions #3 and #4 on page 150)
   B. Personality (see question #5 on page 150)
   C. Lifestyle (see questions #8, #9, #14, and #15 on page 151)

VI. My plan
   A. Skills
      1. Current (see your bulls eye chart on page 27)
      2. Need to acquire (see question #11 on page 151 and see page 246)
      3. Transferable? (see question #11 on page 151 and see page 246)
   B. Today (see question #12 on page 151)
      1. Classes I can take in high school (see question #13 on page 151)
      2. Post-secondary option (see question #14 on page 151)

VII. Conclusion