

# Study Guide

**Directions:** Answer the following questions as you read the chapter. They will help you focus on the main points. Later, you can use this guide to review and study the chapter information.

## Section 23–1: Preparing for a Career

1. How is an entry-level job different from jobs at other levels? What is typically required to move from an entry-level job to another level?

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2. How do the requirements for a professional position differ from those for a paraprofessional?

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3. What are some advantages and disadvantages of being an entrepreneur? \_\_\_\_\_

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4. Kristina’s aunt says Kristina has an *aptitude* for working with animals and young children. What does that mean? \_\_\_\_\_

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5. What information can you find in *The Occupational Outlook Quarterly*? \_\_\_\_\_

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6. What kind of information can be gained from talking to a person working in a career field of interest?

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7. What are three benefits of gaining work experience? \_\_\_\_\_

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**Careers Working with Children**

**Chapter 23 continued**

8. Briefly describe what the following methods for gaining work experience involves.

A. Internship: \_\_\_\_\_  
\_\_\_\_\_

B. Job shadowing: \_\_\_\_\_  
\_\_\_\_\_

C. Service learning: \_\_\_\_\_  
\_\_\_\_\_

D. Work-based learning: \_\_\_\_\_  
\_\_\_\_\_

9. Identify at least five factors to consider as you analyze a career. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Give one example, different from those in the text, of a child-related career that fits each of the following descriptions.

A. Works mainly with people: \_\_\_\_\_  
\_\_\_\_\_

B. Works mainly with information: \_\_\_\_\_  
\_\_\_\_\_

C. Works mainly with technology: \_\_\_\_\_  
\_\_\_\_\_

11. Tyler thinks his long-term goal is to become a pediatrician. List two short-term goals he could set that would help him progress toward that long-term goal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Why is being a lifelong learner important in today's working environment? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Careers Working with Children**

**Chapter 23 continued**

13. Summarize the qualities and skills that employers want in the following areas.

- A. Personal qualities: \_\_\_\_\_  
\_\_\_\_\_
- B. Interpersonal skills: \_\_\_\_\_  
\_\_\_\_\_
- C. Basic skills: \_\_\_\_\_  
\_\_\_\_\_
- D. Thinking skills: \_\_\_\_\_  
\_\_\_\_\_
- E. Management skills: \_\_\_\_\_  
\_\_\_\_\_
- F. Technology skills: \_\_\_\_\_  
\_\_\_\_\_

**Section 23–2: Beginning Your Career**

- 14. Identify four ways of learning about job openings. \_\_\_\_\_  
\_\_\_\_\_
- 15. What happens at a *job fair*? \_\_\_\_\_  
\_\_\_\_\_
- 16. What is the purpose of a *résumé*? \_\_\_\_\_  
\_\_\_\_\_
- 17. Summarize what should be included in each of these sections of a *résumé*.
  - A. Objective: \_\_\_\_\_  
\_\_\_\_\_
  - B. Education: \_\_\_\_\_  
\_\_\_\_\_
  - C. Experience: \_\_\_\_\_  
\_\_\_\_\_

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**Careers Working with Children**

**Chapter 23 continued**

**18.** Why is carefully proofreading a résumé so important? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**19.** How can a good cover letter help a job seeker? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**20.** What does a good cover letter bring to the attention of a prospective employer? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**21.** Give five tips for a successful interview. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**22.** What are some ways you can prepare for an interview? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**23.** Aimee is disappointed to learn that she didn't get the job that she had interviewed for. What should she do? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**24.** Daniel is trying to decide whether to take a job offer. Give three examples of things he should consider in addition to salary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Careers Working with Children**

**Chapter 23 continued**

**25.** For each area below, describe the skills needed for job success.

**A.** Communication: \_\_\_\_\_  
\_\_\_\_\_

**B.** Relationships: \_\_\_\_\_  
\_\_\_\_\_

**C.** Leadership: \_\_\_\_\_  
\_\_\_\_\_

**D.** Teamwork: \_\_\_\_\_  
\_\_\_\_\_

**26.** Tonya is looking for a new job. Her current employer allows five paid sick days per year, so Tonya calls in sick on the day of her interview. Is Tonya acting ethically? Why or why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**27.** Rodney suspects that his employer may have to lay him off soon because overall store sales have been down. Rodney is thinking he might quit rather than wait for the layoff. How might Rodney's decision affect unemployment benefits? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**28.** How will COBRA help Rodney if he gets laid off? Who pays the cost? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Your Interests, Aptitudes, and Abilities

**Directions:** In the spaces below, list your own interests, work-related values, aptitudes, and abilities. Be as thorough as you can. Based on your assessment, answer the questions that follow.

**Interests:**

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**Work-related values:**

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**Aptitudes:**

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**Abilities:**

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1. What kinds of tasks would you like to do in your job? \_\_\_\_\_  
\_\_\_\_\_
2. Would you prefer to work with people, information, or technology? \_\_\_\_\_  
\_\_\_\_\_
3. In what kind of work environment would you be most comfortable? \_\_\_\_\_  
\_\_\_\_\_
4. What career fields do you think might be a good fit for your interests, values, aptitudes, and abilities? \_\_\_\_\_  
\_\_\_\_\_

# Looking for a Job

**Directions:** Assume that you are seeking a job as a child care worker or another job that involves working with children. Plan your résumé in the space below by noting what you would include in each section. On the next page, write answers to the interviewer’s questions.

<b>Résumé</b>	
<b>Objective:</b>	_____
	_____
	_____
	_____
<b>Education:</b>	_____
	_____
	_____
	_____
<b>Skills:</b>	_____
	_____
	_____
	_____
	_____
<b>Experience:</b>	_____
	_____
	_____
	_____
	_____
	_____
	_____
<b>Honors:</b>	_____
	_____
	_____
<b>Memberships:</b>	_____
	_____
	_____

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### The Interview

1. What are your strengths? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Why would you like to work in child care? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Describe a problem you encountered at school or in a job. How did you deal with it? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What rewards are most important to you in a career? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Describe an accomplishment that has given you great satisfaction. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Give an example of a creative activity that you would plan for our toddlers. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. What sets you apart from other applicants? Why should we hire you? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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