

CAREER PLANNING EXERCISES #2

- 1) In what sector of the economy or in what industry will you seek a job or develop your career? Record or chart your thoughts in your personal finance journal. What are the reasons for your choices? What education, knowledge, skills, aptitudes, preferences, and experiences do you bring to them?
- 2) In your personal finance journal, list all the individuals and groups you can think of to tell about your job search or career development quest. Include their contact information. Write a message you could adapt, as needed, for each audience to send when you are ready. Then go online to research other individuals and groups you could include in your networking or could go to for more information about job opportunities.
- 3) Write or revise your resumé and draft a general cover letter you could adapt for different job openings. Network with classmates to get critiques and ideas for clarifying or improving these tools to attract a prospective employer. What other supporting documents could you include in your job application?
- 4) How will you prepare for a job interview? Read “In a Near-Death Event, a Corporate Right of Passage,” a New York Times interview with John Chambers the CEO of Cisco Systems, about corporate leadership and recruitment.
- 5) Anticipate the questions you may be asked in an interview. For example, what could you say in a behavioural interview? For edification and fun, collaborate with classmates to do mock job interviews. Videotape your interviews. As an employer, would you hire yourself? What interviewing preparations and skills do you think you need to work on?

