

Career Paper

Think about what your work life will be like when you retire and create a paper that will explain how you reached your goal (backwards in Time!)

"Start with the End in Mind"

1. What will your ideal job be at your retirement at 65?
 - a. What are the requirements? (Where, how much money will you need per year to live doing what you want to?)

2. What job/career position will you have just before retiring at age 65?

What job/career position will you have...

 - a. At age 55?
 - i. What is the job Description for this job?
 - ii. What are the requirements for this job?
 - iii. What credential will you need?
 - iv. How will you obtain them?
 - a. At age 45?
 - i. What is the job description for this job?
 - ii. What are the requirements for this job?
 - iii. What credential will you need?
 - iv. How will you obtain them?
 - b. At age 35?
 - i. What is the job description for this job?
 - ii. What are the requirements for this job?
 - iii. What credential will you need?
 - iv. How will you obtain them?
 - c. At age 25?
 - i. What is the job description for this job?
 - ii. What are the requirements for this job?
 - iii. What credential will you need?
 - iv. How will you obtain them?
 - d. Right after graduation?
 - i. What is the job description for this job?
 - ii. What are the requirements for this job??
 - iii. What credentials do you need?
 - iv. How will you obtain them?

3. What is your salary history? (show all X.ii sections and progression) Put the above information (Question #2) into below Matrix matching the salary over time:

Age	Job Title/Description	Requirements	Salary	Responsibilities
65				
55				
45				
35				
25				
21				

4. What courses do you need to take as an undergraduate to reach this goal?
 - a. Is graduate school required?
 - b. What other skill courses/professional development do you need?
 - c. How will you finance this?

5. List your course plan to achieve your undergraduate degree:

Freshman	Sophomore	Junior	Senior
Fall Spring	Fall Spring	Fall Spring	Fall Spring

6. What sacrifices will you have to make along the way? (Travel? Quality of life? Family? Location?)
7. Conduct an information interview with someone who has your ideal job or something similar. Please include name, title, approximate age, and years' experience. ASK the questions below, plus 4 from the informational interview sheet (12 total):
 - a. How did you get your first job?
 - b. How did you get your jobs afterwards?
 - c. What is your daily routine?
 - d. What do you like about your job/career?
 - e. What advice do you have for someone entering the field?
 - f. What do you dislike about your job/career?
 - g. What does it take to be a success? (Qualities?)
 - h. What courses would you recommend taking?

Remember: **You cannot interview only relatives or other members of a family business. You need to ask others outside of your current business to understand/get addition points of view on your career choices.**

8. What did you learn from this experience?

Suggested Interview Questions for Alumni Network*

- How did you get into this field?
- What are your responsibilities?
- Do professionals in your field with the same job title have similar responsibilities? Are there other job titles that have comparable responsibilities?
- How would you characterize your work environment (e.g., structured or unstructured; fast-or slow-paced; work independently or with a team; seasonal peak time; overtime expectations, travel requirements; occupational dangers)?
- What do you like most about your job? What do you like least about it?
- What individual personality traits are best suited for this field?
- How does this career affect your lifestyle?
- How do salaries in your field compare with those of other fields (a typical beginning salary range, a person's earning potential)?
- What are the current challenges facing professionals in your field?
- What benefits does your organization offer (e.g. insurance, education, etc.)?
- What are the employment prospects for someone entering this career field?
- Currently how secure are positions in your career field?
- What is the growth and promotional potential in your field?
- Are there opportunities for self-employment in your field?
- What advice do you have for someone preparing for this field?
 - What majors and/or minors do you recommend?
 - Are there specific courses that should be completed?
 - What advanced degree(s) would be helpful?
 - Do you consider extracurricular activities important?
 - What experience is necessary?
- Does your organization offer co-op or internship opportunities?
- What type of training is available to recent college graduates?
- What tips would you offer someone seeking a position in this field?
 - How does your organization fill vacancies? Is that typical of other organizations in your field?
 - Can you suggest other organizations that employ individuals in this field?
- If you were beginning your career today, what would you do differently? Would you choose the same field or would you pursue a different career? Why?
- Which professional publications and organizations do you consider relevant to this career field?
- Can you recommend other professionals in this field with whom I may speak? When I call him/her may I use your name?
- May I contact you again if I have further questions?

REMEMBER TO SEND A THANK YOU LETTER EXPRESSING YOUR APPRECIATION.