

CAREER RESEARCH PAPER (Example)

Due Date: _____

You must submit a typed, double spaced paper, approximately **five to eight pages** in length. Please include a title page with your paper but not as one of the five to eight pages.

The following sections must be covered:

1. Information about **a specific career** in which you are interested. You should include information such as: the nature of the work, the environment, the education, skills, training and personality traits required to be successful, average salaries, the labor market outlook, related position, typical employers, etc. Sources to use include: books, periodicals, newspapers, the Focus II system, professional journals, and websites. The website of the Career Development Center lists many excellent resources. The Center also has several printed resources available including: *The Dictionary of Occupational Titles*, *The Guide for Occupational Exploration*, *Encyclopedia of Careers*, *Careers In series*, *Great Jobs series*, and *Opportunities In series*.
2. Information about **a specific employer** who would hire someone with your chosen career interests. You should approach this part of the assignment as though you were preparing for a real job interview. Topics covered should include the size of the organization, its history, the organizational structure, its culture and/or mission, branches or subsidiaries, clients or customers, products or services, opportunities for promotion, etc. Again, sources are available on the Career Development Center's website. Most medium to large size organizations have this information on their web site. However, you are encouraged to research information from other resources other than the organization itself (example: Hoovers, Uniworld).
3. A description of the **typical career path** one follows as he/she advances in this career. What is an entry level position? What are other names of entry level positions? Is there more than one path one could take? What are the middle to upper level positions?
4. In order to complete this project, you must conduct an **informational interview** with a person who works in your field of interest. Ideally it will be an employee with the researched employer. Do **not** choose to interview a close family member, neighbor, or faculty member. Take a risk and look for someone new. Resources include our Professional Resource Network, referrals from family and friends, Co-op employers, even a company or organization for which you would like to work! Make a cold call and ask if there is someone willing to speak with you for 30 minutes!
5. Your own **reaction** to the above four sections. For instance, reflect on how well you think you would fit in with this employer. Describe your satisfaction in working in the career field you've investigated. How has this research confirmed or changed your plans and why? Are there any areas in which you need to continue to develop skills? Which aspects of the field/position do you like/dislike and why? Which aspects/characteristics do/do not fit? Refer to the exercises completed on interests, skills, and values. Specifically state how there is, or is not a match. This section of the paper should be one (1) page in length. Thorough and thoughtful analysis is critical to this section. Give specifics!

References & Citations:

The paper must include references from at least six different resources consisting of the informational interview, two print resources, and remaining three from the web or other sources. To avoid plagiarism, you must cite information gained from other resources using a standard style.

Attachments:

1. Your paper must include the informational interview form provided with this information.
2. A photocopy of the thank you note you sent to the person interviewed is to be included as well.

Grading:

Each of the areas mentioned above represents a percentage of the total points available for the paper. Omitting a section will have significant impact on the final grade.

INFORMATIONAL INTERVIEW

Person Interviewed:

Title or Occupation:

Organization:

Address:

Phone Number:

Date of Interview:

Student's Signature:
