Marketing Class Starter October 18th CAREER RESEARCH

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour:\_\_\_\_\_\_\_\_

Using the website <http://www.bls.gov/oco/> answer the following questions:

1. Describe the Occupational Outlook Handbook that is posted on this website:
2. Using the SEARCH BOX, type in a career of your choice (for example: teacher, doctor, veterinarian, etc.). Next, you should get a listing of categories that will give you specific information on that career, such as “Nature of Work,” “Training,” “Employment,” etc. Write at least one sentence per category on the career you searched for:
3. Using this information, you will be creating a career brochure using MS Publisher. This information will be used to give someone the basic background knowledge of this career area. Our brochure will include these informational areas:
	1. Career Information (using [www.bls.gov/oco/](http://www.bls.gov/oco/) website (description of career, nature of work, training, employment, salary, etc.)
	2. Most commonly asked interview questions
	3. How to be prepared for an interview
	4. What documents are needed to begin the job seeking process
	5. What is a follow up letter and why do I need to use one