

# Discover Careers That Fit You

**A** career is an enjoyable job that challenges you. To find careers that fit you, you need to know what you like to do, what you're good at and what you want to achieve. Once you know your interests, abilities and goals, you can match them with career possibilities.

## IDENTIFY YOUR INTERESTS

Dr. John Holland created a system of placing people's interests into groups. He believed every person's interests fit into at least one group and most fit into two or three groups. Your personal combination of Holland groups is your Holland Code.

To begin discovering careers that match your interests, **find your Holland Code by completing the Career Interest Checklist on page 2.** More in-depth interest inventories are available on the ICPAC Web site at <http://icpac.indiana.edu>.

## FIND CAREERS THAT MATCH

Using your Holland Code, you can explore a variety of work options. **Look on page 3 for lists of careers that match your Holland Code groups.** Circle careers that interest you, and write down any career ideas you have that are not listed.

To learn more about these jobs, **request free career profiles** from ICPAC at <http://icpac.indiana.edu>. Profiles include information on salary, work environment, skills needed and other aspects of careers.

## KNOW YOUR ABILITIES

As you explore careers, consider your abilities as well as your interests. You want to choose a career you will enjoy *and* excel in.

You have already learned many skills, and you will learn more for your career:

- **self-management skills**, or personal qualities, such as getting along with others and managing your time.
- **transferable skills** that can be used in many different careers; for example, the ability to write well and speak clearly are required by most careers.
- **specialized skills** which are learned for specific careers; nurses, for example, learn how to give medications.

### **Assess the skills you have**

Think about your hobbies, jobs and school activities. Identify the abilities you gained from these experiences by listing your activities on a sheet of paper. Next to each activity, write all of the skills you learned and used. The list on the right may help you.

### **Determine the skills you need**

On another sheet of paper, list the skills you will need for each of the careers that interest you. Use career profiles to help you find this information. Consider self-management and transferable and specialized skills. Next to the skills required for each career:

- check the skills you already have.
- circle the skills you need to improve or learn.
- make a plan for developing the skills you will need.

## INFO SERIES IS-50

### **Skills you need for careers**

Assess the skills you have – and determine the skills you need – to find careers that match your abilities. You may have already learned to:

- manage time
- evaluate information
- make good decisions
- be reliable
- communicate well
- be accurate
- be efficient
- understand quickly
- be organized
- be enthusiastic
- motivate people
- be flexible
- analyze data
- solve problems
- write clearly



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## CAREER INTEREST CHECKLIST \*

**Check mark any of the activities that might be enjoyable or interesting to you. In general, marking more activities provides more useful results.**

- |   |   |   |
|---|---|---|
| 1. <input type="checkbox"/> Typing reports or entering data       | 1. <input type="checkbox"/> Keeping detailed records            | 1. <input type="checkbox"/> Word processing                       |
| 2. <input type="checkbox"/> Leading group activities              | 2. <input type="checkbox"/> Working on a sales campaign         | 2. <input type="checkbox"/> Talking to salespeople                |
| 3. <input type="checkbox"/> Reading art and music magazines       | 3. <input type="checkbox"/> Designing clothes                   | 3. <input type="checkbox"/> Acting in or helping to put on a play |
| 4. <input type="checkbox"/> Carpentry and other building projects | 4. <input type="checkbox"/> Decorating rooms                    | 4. <input type="checkbox"/> Working with animals                  |
| 5. <input type="checkbox"/> Using a chemistry set                 | 5. <input type="checkbox"/> Doing puzzles or playing word games | 5. <input type="checkbox"/> Advanced math                         |
| 6. <input type="checkbox"/> Making new friends                    | 6. <input type="checkbox"/> Going to church                     | 6. <input type="checkbox"/> Helping the elderly                   |
- 
- |   |   |
|---|---|
| 1. <input type="checkbox"/> Working nine to five          | 1. <input type="checkbox"/> Using a cash register       |
| 2. <input type="checkbox"/> Being elected class president | 2. <input type="checkbox"/> Talking to groups of people |
| 3. <input type="checkbox"/> Learning foreign languages    | 3. <input type="checkbox"/> Drawing or painting         |
| 4. <input type="checkbox"/> Cooking                       | 4. <input type="checkbox"/> Fixing cars                 |
| 5. <input type="checkbox"/> Physics                       | 5. <input type="checkbox"/> Astronomy                   |
| 6. <input type="checkbox"/> Attending sports events       | 6. <input type="checkbox"/> Belonging to a club         |
- 
- |   |   |   |
|---|---|---|
| 1. <input type="checkbox"/> Using office equipment                                    | 1. <input type="checkbox"/> Filing letters and reports              | 1. <input type="checkbox"/> Working with a budget and preparing financial reports |
| 2. <input type="checkbox"/> Buying clothes for a store                                | 2. <input type="checkbox"/> Talking to people at a party            | 2. <input type="checkbox"/> Selling insurance                                     |
| 3. <input type="checkbox"/> Writing stories or poetry                                 | 3. <input type="checkbox"/> Going to concerts or listening to music | 3. <input type="checkbox"/> Playing music   |
| 4. <input type="checkbox"/> Fixing electrical appliances or repairing household items | 4. <input type="checkbox"/> Wildlife biology                        | 4. <input type="checkbox"/> Putting together model kits or craft projects         |
| 5. <input type="checkbox"/> Flying airplanes or learning about aircraft               | 5. <input type="checkbox"/> Creating a project for a science fair   | 5. <input type="checkbox"/> Working in a lab                                      |
| 6. <input type="checkbox"/> Teaching children   | 6. <input type="checkbox"/> Studying people in other lands          | 6. <input type="checkbox"/> Helping people solve personal problems                |

### Add up your interests to find your Holland Code

Count all the number 1s you've checked; put that total on the line in the circle marked "1s=C". Repeat this for numbers 2 through 6. Notice, each number corresponds with a letter. Write the letters of your three highest numbers in the "Holland Code" box below.

<div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; display: flex; flex-direction: column; align-items: center; justify-content: center;"> <div style="font-weight: bold; font-size: 1.2em;">1s = C</div> <div style="border-top: 1px solid black; width: 40px; margin-top: 5px;"></div> </div>	<div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; display: flex; flex-direction: column; align-items: center; justify-content: center;"> <div style="font-weight: bold; font-size: 1.2em;">2s = E</div> <div style="border-top: 1px solid black; width: 40px; margin-top: 5px;"></div> </div>	<div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; display: flex; flex-direction: column; align-items: center; justify-content: center;"> <div style="font-weight: bold; font-size: 1.2em;">3s = A</div> <div style="border-top: 1px solid black; width: 40px; margin-top: 5px;"></div> </div>	<div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; display: flex; flex-direction: column; align-items: center; justify-content: center;"> <div style="font-weight: bold; font-size: 1.2em;">4s = R</div> <div style="border-top: 1px solid black; width: 40px; margin-top: 5px;"></div> </div>	<div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; display: flex; flex-direction: column; align-items: center; justify-content: center;"> <div style="font-weight: bold; font-size: 1.2em;">5s = I</div> <div style="border-top: 1px solid black; width: 40px; margin-top: 5px;"></div> </div>	<div style="border: 1px solid black; border-radius: 50%; width: 60px; height: 60px; display: flex; flex-direction: column; align-items: center; justify-content: center;"> <div style="font-weight: bold; font-size: 1.2em;">6s = S</div> <div style="border-top: 1px solid black; width: 40px; margin-top: 5px;"></div> </div>
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THIS IS YOUR HOLLAND CODE

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### Learn about your Holland groups and careers that match

Match the letters in your Holland Code to the first letters in the Holland groups listed on the right. For example, SAR matches the Social, Artistic and Realistic groups. Now, turn to page 3 and use your code to find careers that match your interests.

### Holland Code Groups

**Conventional people** like to work with data, have clerical or numerical ability and attend to detail. They usually enjoy following other people's instructions.

**Investigative people** like to observe, investigate, learn, analyze, evaluate or solve problems.

**Artistic people** have artistic, innovative or intuitive abilities. They usually like to work in an unstructured situation, using their imagination or creativity.

**Social people** like to work with people. They like to inform, enlighten, help, train, develop or cure people. They may also be skilled with using language and words.

**Enterprising people** also like to work with people, but they like to influence, persuade or perform. They like to lead or manage for organizational goals or economic gain.

**Realistic people** have athletic or mechanical ability. They prefer to work with objects, machines, tools, plants or animals. They usually like to work outdoors.

\*Adapted from *Knowing Your Holland Code*, Utah State Occupational Information Coordinating Committee, Form #71994

### **Conventional**

- Accountant/Auditor
- Bank Teller
- Bookkeeper
- Broadcast Tech.
- Computer Operator
- Court Reporter
- Credit/Loan Clerk
- Dispatcher
- Electronics Assembler
- Expeditor/Production Controller
- General Office Clerk
- Legal Assistant
- Library Assistant
- Medical Record Tech.
- Payroll Clerk
- Postal Clerk
- Proofreader
- Receptionist
- Secretary
- Tax Preparer
- Transcriptionist
- Underwriter
- Webmaster

### **Artistic**

- Actor
- Advertising Agent
- Architect
- Archivist and Curator
- Artist
- Choreographer
- Commercial Artist
- Composer
- Director
- Fashion Designer
- Graphic Artist
- Industrial Designer
- Interior Designer
- Landscape Architect
- Musician

- Merchandise Displayer

- Photographer

### **Investigative**

- Actuary
- Agricultural Scientist
- Anthropologist
- Biological Scientist
- Chemist
- Chiropractor
- Computer Programmer
- Dentist
- Drafter
- Economist
- Engineer
- Geologist
- Hazardous Materials Technician
- Market Research Analyst
- Meteorologist
- Nurse Practitioner
- Optometrist
- Pharmacist
- Physician
- Psychologist
- Speech Pathologist
- Statistician
- Surgical Technician
- Systems Analyst
- Veterinarian

### **Social**

- Air Traffic Controller
- Athletic Trainer
- Clergy
- Cosmetologist
- Counselor
- Dental Hygienist
- Dietician
- Elementary/Middle/High School Teacher

- Health Administrator

- Historian

- Home Health Aide

- Law Enforcement Officer

- Librarian

- Loan Officer

- Mail Carrier

- Medical Assistant

- Nurse

- Personnel Manager

- Physical Therapist

- Podiatrist

- Radio/TV Broadcaster

- Radiologic Technician

- Recreation Guide

- Respiratory Therapist

- Social Worker

### **Enterprising**

- Auto Salesperson

- Brokerage Clerk

- Business Executive/Manager

- Chef/Dinner Cook

- Compliance Officer

- Customer Service Rep.

- Database Administrator

- Detective/Investigator

- Emergency Med. Tech.

- Financial Manager

- Flight Attendant

- Funeral Director

- Hotel/Motel Manager

- Insurance Agent

- Interpreter/Translator

- Lawyer

- Legislator

- Marketing/Public Relations Manager

- Occupational Therapist

- Park Ranger

- Real Estate Agent

- Reporter

- Restaurant Manager

- Security Guard

- Travel Agent

- Urban Planner

- Writer or Editor

### **Realistic**

- Aircraft Mechanic

- Appraiser

- Auto Mechanic

- Bricklayer

- Building Maintenance

- Carpenter

- Computer Repairer

- Construction Manager/Laborer

- Dental Lab Technician

- Electrician

- Engineering Tech.

- Farmer or Rancher

- Firefighter

- Fish/Game Warden

- Floral Designer

- Groundskeeper

- Heating/Cooling Mech.

- Jeweler

- Machinist

- Mechanical Engineer

- Office Machine Repairer

- Optician

- Pilot/Flight Engineer

- Plumber/Pipefitter

- Robotics Technician

- Sound Engineer

- Truck Driver

- Welder

- Zookeeper

### **More career options**

To find additional careers in your Holland Code groups, use ICPAC's web site at <http://icpac.indiana.edu> or call ICPAC at 800-992-2076.

## PRIORITIZE YOUR GOALS

To help you choose a career, **consider what you want from your work** as well as your interests and abilities. Do you want a career where you earn lots of money? Do you want to have many responsibilities? The exercise below will help you discover what is most important to you in a career.

Read the 10 items that follow. Write a 1 next to the career goal that is most important to you. Then use numbers 2 through 10 to rank the remaining goals.

---- **EARNINGS**

how much the career pays

---- **SERVICE**

how much you help others

---- **PRESTIGE**

how much people respect your work

---- **GEOGRAPHY**

how important it is to live in a particular place

---- **INDEPENDENCE**

how much you are your own boss

---- **SECURITY**

how much the career promises long-term, stable employment.

---- **RESPONSIBILITY**

how much people depend on you

---- **TEAMWORK**

how much you will work as a member of a group

---- **ENVIRONMENT**

where most of the job will take place (outdoors, indoors, or both)

---- **VARIETY**

how much the job will have you doing different kinds of tasks

After you prioritize your goals, ask yourself the following questions:

- Which goals are most important to you? Why?
- Which goals are not as important to you? Why?
- What additional goals do you have for your career?

Use career profiles you requested from ICPAC to see how well each career meets your goals. You may want to make a list of the careers you are considering and note how each career will meet your various goals.

## LEARN MORE ON CAREERS

New careers are emerging all the time, so you will want to keep exploring your options. As you discover careers that fit your interests, abilities and goals, find out more about them:

- **ask your guidance counselor about resources, like books and computer programs,** to explore careers more in depth; your counselor can also help you plan your education to prepare for careers.
- **use reference materials at public libraries** such as the *Occupational Outlook Handbook* and the *Dictionary of Occupational Titles*, which include information on jobs for the future.
- **talk with your parents and friends' parents about their work experiences;** ask them what they do in their jobs and how they chose their careers.
- **visit workplaces and meet people in careers that interest you;** you can take a tour of a company, conduct an informational interview, volunteer or job shadow.

## Additional resources

To learn more about your career options and the skills you need to succeed, **contact ICPAC at 800-992-2076 or <http://icpac.indiana.edu>.** Ask for free copies of:

- Core 40 Booklet
- IS-41: Is the Military an Option for You?
- IS-42: All About Apprenticeships
- IS-46: Job Outlook Information – Careers for the Future
- IS-65: Career Areas to Explore and Jobs in Them
- IS-74: Job Shadowing, Internships and More Ways to Experience Careers
- IS-82: Success on the Job – Skills Wanted by Employers