

Financial Literacy 101: Career



New Mexico
State Treasurer's Office
The Honorable Tim Eichenberg
State Treasurer
Samuel K. Collins, Jr.
Deputy State Treasurer

Career Research

Select two different careers that interest you, or that you would like to learn more about, and write them in the spaces below. Using the research resources or an Internet search engine, investigate the job description, required training and education, and average income for both careers you chose.

Not sure which career to start with? Take a moment to reflect on your interests and skills.

- \$ What do you like to do?
- \$ What are you interested in?
- \$ What excites you?
- \$ What are you good at?
- \$ What fields are you interested in learning more about?

Check out the U.S. Bureau of Labor Statistics' A to Z guide for more career ideas:
<http://www.bls.gov/ooh/a-z-index.htm>

Career		
Job Description		
Training/ Education		
Average Income		

Research Resources

Occupational Outlook Handbook: <http://www.bls.gov/ooh>
CareerOneStop: <http://www.careeronestop.org/>

Sample Résumé

Your Name

Street Address, City, State ZIP Code | Email | Telephone

OBJECTIVE | Short and to the point, with a specific job title. Focus on how you would benefit the employer. For example:

Dedicated information technology graduate pursuing a help-desk position to utilize my technical and communication skills.

SKILLS & ABILITIES | For examples, see:
http://www.ceswoodstock.org/job_search/resumeskillspers.shtml
and
http://www.ceswoodstock.org/job_search/resumeskillstranf.shtml

EXPERIENCE | **Job Title, Company Name, City, State**
Dates From – To
Brief summary of key responsibilities and stellar accomplishments.

Job Title, Company Name, City, State
Dates From – To
Brief summary of key responsibilities and stellar accomplishments.

EDUCATION | **School Name, City, State**
Degree
Brief summary of relevant coursework, awards, and honors; your GPA, if high.

COMMUNICATION | Publications and presentations.

LEADERSHIP | For example: President of your fraternity/sorority, head of the condo board, team lead for your favorite charity, etc.

REFERENCES | Reference Name, Title
Company
Contact Information

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Company
Contact Information