

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

Period: \_\_\_\_\_

### Career Research Notes

Choose a Business and Marketing career and research information about it. You will use these notes to type a final paper about your chosen career. For quick, current, accurate information use Utah Futures (<http://utahfutures.org>) or Occupational Outlook Handbook (<http://www.bls.gov/ooh>). You may search online for other bits of information.

Bank Tellers	Administrative Assistant	Customer Service Agent	Executive Secretary
Office Manager	Legal Secretary/Paralegal	Web Page Manager	Business Ed. Teacher
Entrepreneur	Sales Representative	Web Developer	Marketing Ed. Teacher
Public Relations	Sales Manager	Graphic Designer	Desktop Publisher

1. Name of Career: \_\_\_\_\_

2. Describe or define the career: \_\_\_\_\_

3. Average Wage? Hourly: \_\_\_\_\_ Yearly: \_\_\_\_\_

4. What is the outlook for this occupation? \_\_\_\_\_

5. What is the work environment and physical demands of this job? \_\_\_\_\_

6. What tasks or common work activities does this job require? \_\_\_\_\_

7. What kind of classes should you take in high school to prepare you for this kind of job? \_\_\_\_\_

8. What level of education or training is necessary for the job? \_\_\_\_\_

9. List some interesting facts about the job: \_\_\_\_\_

10. Is this an occupation you would like doing? Why or why not: \_\_\_\_\_