



Tech 101-B Manufacturing Culture

Unit 2-3: Research/Job Outlook

STUDY GUIDE

1. Review course structure.
2. Review information found at <https://www.kent.ac.uk/careers/sk/top-ten-skills.htm>
3. Do exercise found at <https://www.kent.ac.uk/careers/sk/skillstest.html> and take the series of quizzes associated with each exercise. Write a reflective journal that summarizes your findings and discusses strategies you will utilize to improve your weakest areas and how you will implement these strategies in your study plan.
4. In groups, career outlook/ research assignment as an exploration to various careers. (Instructor discretion as to whether or not students should do presentation associated with this assignment as students have an additional presentation in this module).
5. Student should identify their industry or career position of choice
6. Seminar trip to Library to review (library and external database)-resources
7. Create a presentation on what was found on a career of interest that you have explored in this class (use visuals such as charts, graphs, etc. in applicable areas)- should include
 - a. Name of position
 - b. Degrees and/or certifications needed
 - c. Promotion track options or job development
 - d. Salary
 - e. Growth outlook
 - f. Does this fit student core values
8. Read article on how to write a cover letter found at <https://www.thebalance.com/how-to-write-a-cover-letter-2060169> and review samples provided.
9. Read articles “Formatting Tips for Your Resume,” “Pros and Cons: Resume Profile vs. Resume Objective,” “Not Sure what to Put on Your Resume? Use These Examples,” “Interpersonal Skills List,” “Resume and Cover Letter Tips and Examples,” “What You Should Include in a Resume Skills Section,” “Applying for an Electrician’s Job,” “Applying for a Construction Job,” found at <https://www.thebalance.com/job-resumes-4073657>
10. Utilizing various job banks, employment boards, etc. find a job opening in the career of interest you have explored for this class. Based on your research of education and training, etc., create a mock resume and cover letter applying to this specific job. Your instructor will select a time for you to conduct a mock interview with him/her and provide feedback to your job application.





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PAGE 2 of 2

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