

THE  
MISSING  
SUBJECT

AN EDUCATION STUDY BOOKLET

BY: OCLIE OLA WRIGHT JR

AS ALWAYS ALL THANKS AND PRAISE BELONGS TO THE LORD  
ABOVE ALONE FOR THE COUNTLESS SUPPORT ENCOURAGEMENT  
AND MOTIVATION I HAVE RECEIVED. I WOULD LIKE TO NOTE  
THIS ISNT A GOAL BUT A DREAM THAT HAS COME TRUE THROUGH  
HARD WORK AND PURE DETERMINATION SO PUSH FOR YOUR DREAMS.  
HARD WORK PAYS OFF AND HARDER WORK PLANS AND PUTTING IN  
THE WORK MAKES DREAMS COME TRUE.

FOR MARGARITA RODRIGUEZ  
TINA WRIGHT AND OZZIE W. PRIDE.

OCIE OLA WRIGHT JR  
DL '01 ~~DL '01~~

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NEW BOOK COMING SOON

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## SECTION 1.

# APTITUDE

EVERYDAY IN SCHOOL WE HEAR APPLY OURSELVES TO THE TASK OR CONCENTRATE. THIS IS BECAUSE EVERY HUMAN POSSESSES A CERTAIN SKILL. WE MUST TRY DIFFERENT THINGS IN ORDER TO DETERMINE OUR APTITUDE OR SKILL LEVEL FOR THAT PARTICULAR TASK. APTITUDE MEANS "SKILL" OR "ABILITY". THERE ARE TESTS DESIGNED TO DISCOVER YOUR NATURAL ABILITY. THESE TESTS ARE DONE WITH SPECIFICALLY DESIGNED SOFTWARE OR BOOKLETS TO SEE HOW QUICKLY YOU FIGURE THINGS OUT OR HOW EASILY YOU PROCESS, RETAIN AND LEARN NEW INFORMATION. THIS IS THE BASIC FUNCTION OF AN APTITUDE TEST. SOME OF THE AREAS YOU MAY BE TESTED IN ARE COMMUNICATION SKILLS, NUMERIC ABILITIES, ABSTRACT REASONING (COMPLEX CONCEPTS), SPATIAL ABILITIES, (SPATIAL: OF CONCERNING SPACE WORKING WITH SHAPES), MECHANICAL ABILITY (ENGINEERING), DATA CHECKING (FINDING FLAWS IN DETAILED INFORMATION).

## SECTION 2.

# JOB TYPES

THERE ARE TRADES, PROFESSIONS AND OCCUPATION. THEY ARE ALL JOBS YET DIFFERENT IN EDUCATION, SKILLS AND CERTIFICATION. AN TRADE IS AN JOB THAT REQUIRES SKILL IN WORK BY HAND OR EITHER USING MACHINES OR COMPUTERS. THESE <sup>TRADES</sup> INCLUDE BUT ARE NOT LIMITED TO SUCH TRADES AS PLUMBER, COMPUTER REPAIR, ELECTRIAN, CARPENTARY, AND WELDER.

PROFESSIONS ARE FIELDS WHERE SPECIFIC EDUCATION IS NEEDED. THESE JOBS REQUIRE KNOW HOW, INTELLIGENCE AND SKILL DEVELOPED THROUGH FORMAL EDUCATION FROM JUNIOR COLLEGE'S WHERE YOU AWARD AN A.A. (ASSOCIATES OF ARTS) AFTER TWO YEARS OR AN UNIVERSITY WHERE YOU AWARD AN BACHELOR'S DEGREE (B.A) IN FOUR YEARS. THERE ARE ALSO LAW <sup>SCH</sup> SCHOOLS, BUSINESS <sup>SCH</sup> SCHOOLS AND SCIENCE INSTITUTES. THESE ~~TRA~~ PROFESSIONS INCLUDE TEACHERS LAWYERS ARCHITECTURE STOCK BROKERS AND SOCIAL WORKERS AMONGST MANY OTHER FIELDS.

AN OFTEN OVERLOOKED FACT OF LAWYERIS IS THAT THEIR PROFESSION INCLUDES PUBLIC DEFENDER IN THE LAW COURT, DISTRICT ATTORNEY'S (D.A.) AND THE JUDGE WHICH

ARE ALL ONE AND THE SAME PROFESSION.

OCCUPATIONS ARE VARIOUS AND MANY TIMES IS AN LIFESTYLE. A PERSON'S MAIN JOB OR USUAL BUSINESS THAT ~~IS~~ <sup>GO</sup> ABOUT CAN BE THERE OCCUPATION. PEOPLE EARN THEIR LIVING THROUGH THERE OCCUPATION LIKE WRITERS, VENTURE CAPITALIST, FARMERS, ARTIST AND INVENTORS.

A GOOD WAY TO SEE WHAT MAY FIT YOUR WAY OF EARNING A LIVING IS TO LIST WHAT SKILLS/THINGS YOU CAN DO. THEN GROUPING THEM INTO SIMILAR SKILL SETS. THIS CAN HELP TO SUGGEST WHAT YOU MAY EXCELL AT.

### EXAMPLE

PLAYING CARDS, BUILDING AIRPLANE MODELS, READING BOOKS, SPEAKING SPANISH, BABYSITTING

PLAYING CARDS } DATA SORTING  
AIRPLANE BUILDING }

READING BOOKS } ABSTRACT THINKING (COMPLEX CONCEPTS)  
BABY SITTING } SPEAKING SPANISH

## SECTION 3

# CAREER POSSIBILITIES

TRADES INCLUDES SALES ALSO WHICH IS AN POPULAR CAREER CATEGORY. SALES ENCOMPASS COMPUTER SOFTWARE CLERKS REAL ESTATE AGENTS AND AUTO PARTS WHOLESALEERS. TRADES ALSO INCLUDE CONSTRUCTION, SHEET METAL WORKERS.

PROFESSIONS ALSO INCLUDE NURSES, ACCOUNTANT COURT REPORTERS, POLICE OFFICERS FIRE FIGHTERS AND LAB TECHNICIANS. PROFESSIONAL JOBS OFTEN INVOLVE PERFORMING A SERVICE OR SPECIFIC TASK THAT YOU'RE TRAINED IN EXCLUSIVELY FOR THAT POSITION.

OCCUPATIONS NEED EDUCATION AND TRAINING TO MAKE SOMEONE QUALIFIED TO PERFORM THEM. A PERSON MUST KNOW THE TASKS AND ACTIVITY INVOLVED IN THE OCCUPATION AS WELL AS WHAT ENVIRONMENT ITS TO BE CONDUCTED IN. YOU MUST ALSO KNOW THE NUMBER OF JOBS AVAILABLE NOW AND IN THE FUTURE. WHAT IS THE EARNING POTENTIAL AND FUTURE WORKING CONDITIONS.

FOR EACH OF THESE CAREER POSSIBILITIES THERE ARE VARIOUS OPTIONS. YET EACH OPTION COMES WITH A SPECIFIC SET OF SKILLS NEEDED TO FULFILL THE POSITION. OCCUPATIONS ARE MORE COMPLEX IN ITS APPLICATION AND VERY SPECIFIC IN ITS USE. WHEREAS PROFESSIONALS ARE GENERAL SERVICE TYPE IN ONE SENSE OR ANOTHER THAT REQUIRES TRAINING IN A FIELD AND A DEGREE OF KNOWLEDGE FOR THAT SKILL BEING OFFERED.

TRADES BY COMPASSION IS USING YOUR HANDS OR AN COMPUTER MECHANISM. THIS ONLY REQUIRES TRAINING FOR THE USE OF THE MECHANISM OR TRADE BEING APPLIED. YET WITHOUT SKILLED TRADES WE WOULDN'T HAVE HOMES, DISHES, CARS OR FOOD WHOLE SALES SUCH AS YOUR LOCAL SUPERMARKET OR FAST FOOD CHAINS.

## SECTION 4

### PREPARATION

PROPER PREPARATION FOR THE WORK FIELD IS NECESSARY TO ENSURE SUCCESS. THIS INCLUDES KNOWING YOUR FIELD OF WORK, WHAT ANY PARTICULAR JOB REQUIRES AND OR IF YOU MUST TRAVEL. ONCE A FIELD OF WORK IS SELECTED WHETHER ITS



TRADE PROFESSION OR OCCUPATION YOU MUST HAVE THE TRAINING AND/OR EDUCATION NEEDED FOR THE SPECIFIC FIELD. IF YOU'RE APPLYING FOR AN MANAGEMENT POSITION AND A B.E.D OR HIGH SCHOOL DIPLOMA IS REQUIRED YOU CANNOT OBTAIN THE POSITION WITH NOTHING LESS THEN WHAT'S ASKED FOR. ALSO FOR ANY/MOST GOVERNMENT POSITIONS THERE IS AN GOVERNMENT SERVICE EXAM THAT MUST BE PASSED TO QUALIFY. YOUR SKILL SET MUST BE BUILT UPON OR AROUND THESE TWO IDEALS ARE JUST WAYS TO START. THE PROCESS OF JOB SKILL BUILDING IS A LONG ONE AND IS DESIGNED FOR A PERSON FIELD OF INTEREST.

A B.E.D IS AN ACRONYM WHICH STANDS FOR GENERAL EDUCATIONAL DEVELOPMENT TEST. THIS SHOWS AN INDIVIDUAL HAS BASIC KNOWLEDGE OF THE FIVE FOLLOWING AREA'S LANGUAGE ARTS, SOCIAL STUDIES, MATH, SCIENCE AND WRITING.

WHEN PREPARING FOR A CAREER WE MAYBE REQUIRED TO WORK UNDER A MANAGER, SUPERVISOR OR FOREMAN. THIS REQUIRES COMMUNICATION SKILL AND

SOCIAL ETIQUETTE. COLLEGE IS ALSO AN REQUIREMENT FOR SOME PROFESSIONS SUCHAS LAW ENFORCEMENT, LAWYERS AND BUSINESS MANAGEMENT POSITIONS. SO THINK OF YOUR ~~LONG~~ <sup>SHORT</sup> TERM GOALS AS LITTLE STEPPING STONES UNTIL YOU REACH A BLOCK TO BUILD WITH.

## SECTION 5

### PAY CHECKS AND BENEFITS

THERE ARE TWO THINGS THAT MUST BE CONSIDERED WHEN ACCEPTING A JOB. THE FIRST IS WILL YOU BE GETTING PAID WEEKLY BIWEEKLY OR ONCE A MONTH. DOES THIS DEPEND ON JOB PERFORMACE? IS IT BASED ON COMMISSION? OR IS IT HOURLY WAGES? OR EVEN AN SET SALARY?

THE ~~SECOND~~ CONSIDERATION IS WHAT BENEFITS ARE BEING OFFERED? DO THEY OFFER 401(K) FOR RETIREMENT? DENTAL CARE? HEALTH CARE? LIFE INSURANCE? CHILD CARE? THERE ARE VARIOUS BENEFIT'S FOR WORKING AT COMPANIES MOST ARE AS UNIQUE AS THE COMPANIES THEMSELVES.

MANY PEOPLE WHO HAVE JOB'S IN THESE CATEROGIES WILL

EARN A SALARY. A SALARY IS A PAYCHECK OR PAYMENT SET FOR AN SPECIFIC AMOUNT OF MONEY, THE SUM IS PAID REGULARLY. INDIVIDUALS WHO WORK IN THE TRADE FIELDS ~~OCUPATION'S~~ ~~AND~~ PROFESSIONAL CATEGORIES USUALLY GET WAGES. WAGES ARE AN PAYMENT MADE TO EACH WORKER BASED ON AN HOURLY OR SUCH AS IN MANUFACTURING EACH PIECE OF WORK IS COMPLETED. THESE ALMOST ALWAYS ARE PAID ~~ON~~ <sup>ON</sup> THE 2ND WEEK OF THE MONTH ~~OR~~ <sup>3</sup> THE ~~2ND~~ 1ST ~~MONTH~~ WEEK OF THE MONTH.

JOB BENEFITS IS A KEY FACTOR TO CONSIDER ~~BEFORE~~ ACCEPTING AN OFFER OF EMPLOYMENT. BENEFITS USUALLY INCLUDE INCENTIVES SUCHAS SICK LEAVE, VACATION TIME, COMPANY CAR(S) OR/AND STOCK, AND BUT NOT LIMITED TO DISCOUNTED ITEMS FROM THE COMPANY. FACTS CONCERNING BENEFITS ARE DIFFERENT WITH EACH AND EVERY COMPANY SOME MAY PAY GAS (TRAVELING MILE-AGE) WHILE OTHERS OFFER FLEXIBLE HOURS. THE FACT IS THAT BENEFITS ENJOYED BY EMPLOYEES) ACROSS THE USA (COMMON BENEFITS) IS 10 DAYS OF PAID HOLIDAYS; EMPLOYERS THAT OFFER AN PENSION PLAN IS ALMOST 50%. ; EMPLOYERS WHO OFFER AN HEALTH & INSURANCE OPTION IS ABOUT 75%. ALTHOUGH YOU MAY

PAY TOWARDS THE PLAN YOURSELVES.

AN PENSION PLAN PROVIDES INCOME DURING RETIREMENT TO LIVE ON, THIS IS COMMONLY REFERRED AS A 401(K) PLAN WHICH IS MORE POPULAR IN THE USA. THE 401(K) PLAN IS ANOTHER BENEFIT PROVIDED FOR BY THE COMPANY YOU WORKED FOR. GOOD BENEFITS ARE LIKE BONUSES (GETTING PAID EXTRA). HEALTH INSURANCE IS EXPENSIVE ESPECIALLY IF YOU THINK ABOUT THE EMERGENCY ROOM OR THE PROCEDURES IN A ROUTINE VISIT... DOCTOR VISIT, LAB TEST, MEDICATION AND SPECIALIST. BUT A GOOD RETIREMENT PLAN HELPS WITH ALL THESE NECESSARIES. SO FOR ANYONE WITHOUT A PERSONAL HEALTH CARE PLAN HEALTH INSURANCE IS AN IMPORTANT BENEFIT FOR AN JOB. SO FOR SOME A LOWER SALARY IS A SAFE BET IF HEALTH INSURANCE IS OFFERED.

IT HAS BEEN REPORTED VIA THE INTERNET SEARCH ENGINE GOOGLE THAT BUYING YOUR OWN HEALTH INSURANCE THE AMERICAN POPULACE HAS 26.5 MILLION THAT PAYS ON THIER OWN. EACH PAY AN ROUNDABOUT AVERAGE OF \$2985 DOLLARS FOR AN SINGLE PERSON AND \$6328 DOLLARS FOR A FAMILY.

THIS COST VARIES FROM STATE TO STATE FAMILY SIZE TO FAMILY SIZE. FOR INSTANCE IN NEW YORK ~~NEW YORK~~ ITS \$13296 DOLLARS FOR A FAMILY WHEREAS IN IOWA THE EXACT SAME PLAN IS ONLY \$5,609 DOLLARS FOR AN FAMILY.

WHENEVER YOU ARE THINKING OF ACCEPTING A JOB LOOK AT YOUR NEEDS, HOW MUCH MONEY YOU MAY NEED TO MAKE FOR THE COST OF LIVING PER MONTH? WHAT DOES YOUR APARTMENT OR HOUSE COST TO RUN? WHAT ~~IS~~ <sup>DOES</sup> YOUR GAS & CAR MAINTANANCE COST, INSURANCE? THESE THINGS CONSTITUTE YOUR COST OF LIVING EXPENSES. ADD YOUR EXPENDITURE UP AND COMPARE THEM TO YOUR POTENTIAL JOB EARNINGS WHETHER ITS A SALARY OR WAGES. SEE IF THE JOB CAN SUPPORT YOUR STYLE OF LIVING. WILL THE JOB LEAVE ENOUGH MONEY LEFTOVER FOR SAVINGS OR EMERGENCIES. FINALLY THINK ABOUT WHAT YOU MAY WANT OR NEED IN THE FUTURE. (WIFE, HOUSE, DOG)

SECTION 6.

GOAL SETTING SHORT OR LONG.

HOW DO WE ACCOMPLISH ARE GOALS WHEN ARE JOB'S CAREERS AND TRADES ARE LOW PAYMENT POSITIONS? IS YOUR CURRENT JOB AN FIRST STEP TO HIGHER EDUCATION OR AN CAREER CHOICE? DOES YOU JOB LED TO OTHER ADVANCEMENTS? CAN YOUR GOALS BE ACHIEVED THROUGH YOUR CURRENT POSITION?

THESE QUESTIONS AND MANY OTHERS NEED TO BE ASKED, CONSIDERED AND ANSWERED. SHORT TERM GOALS ARE THE SMALLER MANAGIBLE STEPS THAT CAN BE TAKEN ALONG THE PATH OF 1 YR OR 5 YR PLANS, WHILE LONG TERM GOALS ARE EQUIVANT TO 10 YEAR PLANS OR LONG TERM SERVICE CAREERS. IF AN CAREER OFFERS OPPORTUNITIES TO LEARN THEN THEY VERY WELL MAY LEAD TO CAREER ADVANCEMENTS. ANY ADVANCEMENT IS AN IMPROVEMENT WHILE MAKING PROGRESS IN YOUR CAREER. SIGNS OF THIS HAPPENING IS BEING PROMOTED TO AN HIGHER POSITION WITH GREATER RESPONSIBILITY. OTHER SIGNS ARE RECEIVING HIGHER PAY, BETTER BENEFITS AND RECEIVING EDUCATION OPPORTUNITIES.

WHEN YOUR SHORT OR LONG TERM PLANS DOESNT INCWDED MUCH, SUCHAS OWNING A SECOND HOME, BOAT OR EXTENSIVE TRAVEL, THEN A 5 YR PLAN WILL USUJAL BE THE SAME FOR YOU 5 YRS LATER FOR YOUR 10 YR PLAN. YET TAKING THE TIME OUT TO SET YOU GOALS ON PAPER CAN HELP ENSURE THAT IT WORKS FOR YOUR LIFESTYLE. THE FACT OF CHANGING JOBS IS MOST PEOPLE ON AVERAGE KEEP

THE SAME JOB 4.1 YEARS WHILE OLDER PEOPLE FROM 55-64 STAY WITH THEIR JOBS 10 YEARS. YOUNGER PEOPLE FROM 25 TO 34 STAY 2.7 YEARS AND MOST PEOPLE IN THE WORKFORCE HAVE ABOUT 10.8 DIFFERENT JOBS BETWEEN 18-~~29~~42. (<sup>JOB ALL</sup> ONLINE STATISTIC) SO TRY ALL OF EVERYTHING YOU ARE INTERESTED IN TO SEE WHAT WORKERS FOR YOU.

ANYTHING THAT IS SHORT TERM CAN BE ACCOMPLISHED BETWEEN 0 MONTHS AND 2 YEARS. ANYTHING LONG TERM IS ACHIEVABLE IN 5 YEARS TO A LIFETIME. A FEW TIPS IN SHORT~LONG TERM GOAL SETTINGS.

1. MAKE SURE YOUR GOALS ARE YOURS AND NOT SOMEONE ELSE DREAMS AND DESIRES.
2. VISUALIZE AND CHART HOW YOUR GOALS WILL BENEFIT YOU
3. PICTURE AND IMAGINE HOW YOUR GOALS WILL MATCH YOUR VALUES AND STANDARDS OF LIFE.
4. WRITE DOWN ALL THE STEPS NECESSARY TO ACHIEVE YOUR GOALS FROM 1 TO 26. DON'T JUST WRITE COLLEGE WRITE YOUR CLASSES AND CREDITS NEEDED. WRITE YOUR MAJOR / MINOR.
5. CREATE THE PLAN YOU NEED SPECIFIC TO YOUR LONG OR SHORT TERM PLANS. THINK OF YOUR ECONOMIC ENVIRONMENT IS YOUR STATE'S COST OF LIVING HIGH, MEDIUM, LOW? ARE YOU WILLING TO MOVE TO ANOTHER STATE, COUNTY?
6. SET YOUR TIMEFRAME REALISTICALLY TO THE TASK

YOUR TRYING TO ACCOMPLISH. WHAT IS THE TIME NORMALLY NEEDED TO ACHIEVE YOUR CHOICES. (2 YR JUNIOR COLLEGE DEGREE 2 YEARS IN TRADE SCHOOL 1 YEAR APPRENTICESHIP... 5 YEARS OF LEARNING TO BECOME AN CERTIFIED PLUMBER FOR EXAMPLE)

THERE ARE GOOD QUALITIES OF HAVING AND WRITING OUT YOUR PLANS FOR YOUR LONG AND SHORT TERM GOALS.

1. MEASURABILITY. FINDING WAYS TO DETERMINE HOW MUCH EFFORT IS NEEDED FOR AN ACHIEVEMENT. (FORCE X DISTANCE = WORK, SO WORK IS PROGRESSION AND PROGRESSION IS MEASURABLE.)

2. <sup>MEANINGFUL</sup> ~~PURPOSE~~. IN ACHIEVING YOUR GOALS THERE IS MEANING AND IMPORTANCE. FOCUS COMES WITH PURPOSE. THE PURPOSE IS TO MAKE A LIFE CHANGING COURSE OF ACTIONS. IS YOUR GOALS FULL OF PURPOSE? MEANING TO YOU.

3. SUSTAINABLE. DEVOTING YOURSELF TO AN SPECIFIC COURSE OF ACTION IS CONSUMING. SO MAKE TIME OR SCHEDULE TIME BLOCKS (FROM 1-2 PM MON, WEDS, FRIDAY) STRICTLY FOR YOUR GOALS. IS THE ENERGY AND EFFORT FEASIBLE FOR YOUR LIFESTYLE? WORK YOUR GOAL EVERYDAY INTO YOUR LIFE ITS MANAGABLE.

THESE THREE THINGS IS HOW WE ARE ABLE TO GAUGE THE DISTANCE AND WORK WHEN ARE GOALS ARE WRITTEN PLANS. USE THESE TOOLS AS YOU WRITE YOUR LONG AND SHORT TERM GOALS TO ACHIEVE SUCCESS. EVERYDAY OF REGRESS IS A DAY



WITHOUT PROGRESS. (T.R.Y GROUP QUIZ...TRULY REDEFINING YOURSELF)

## SECTION 7.

### BASIC SKILLS FOR BUSINESS

ALL EDUCATION AND CAREERS OCCUPATIONS AND TRADES START WITH AN FOUNDATION. A FOUNDATION IS A STRUCTURE OR 'BASE' THAT SUPPORTS SOMETHING. BASIC BUSINESS SKILLS IS BASED ON OR FOUNDED ON THE PRINCIPLES OF READING<sup>3</sup>, MATH TO COMMUNICATION AND BASIC COMPUTER OPERATING SKILLS (TYPING, WORD PROCESSING, WINDOWS, EXCELL, SPREADSHEETS, POWER POINT)

READING ISNT JUST SAYING WHAT IS WRITTEN DOWN. READING INCLUDES COMPREHENSION, UNDERSTANDING AND ELABORATING. TO BEABLE TO READ AN SENTENCE RELATE WHAT WAS READ AND EXPLAIN IT IN YOUR OWN WORDS TO OTHERS. MATH IS OFTEN INVOLVED WITH MANY FACETS OF BUSINESS FROM COUNTING STOCK (INVENTORY) TO PURCHASING ITEMS WHOSE SALE FOR RETAIL. MATH IS TAUGHT IN MANY DIFFERENT FORMAS IN SCHOOL FROM CONSUMER MATH TO ~~STATISTICAL~~ <sup>STATISTICAL</sup> MATH. COMMUNICATION ISNT JUST VOCAL ITS BODY LANGUAGE, HAND MOTIONS, DRESS, PROMPTNESS AND BEING PREPARED.

## SECTION B

### COMMUNICATION

ONE OF THE KEY SKILLS MOST EMPLOYERS LOOK IS COMMUNICATION AS IT IS AN PERSONAL QUALITY THAT MAKES A GOOD EMPLOYEE. IN BUSINESS YOU NEED TO READ AND WRITE MEMO'S FOR EXAMPLE WHICH ARE INFORMAL NOTES TO PEERS, SUPERVISORS AND CO-WORKERS. THIS TYPE OF COMMUNICATION BASE TYPE ALSO INCLUDES READING, TYPING, WRITING AND SPEAKING COMPREHENDING WILL REASONING. YET MEMO'S ARE MOSTLY COMPUTER GENERATED SO YOU MUST BE COMPUTER LITERATE TO PASS INSTRUCTIONS AROUND OR INFORM YOUR PEERS AND CO-WORKERS OF MEETINGS OR TO TELL YOUR SUPERVISOR VITAL INFORMATION VIA MEMO.

ALL JOBS REQUIRE YOU TO COMMUNICATE AND SPEAKING IS A VITAL KEY TO CUSTOMER SERVICE. IT'S ALSO THE MOST COMMON WAY OF COMMUNICATION. WE ALL MUST BE ABLE TO TALK CONFIDENTLY AT WORK SO HERE ARE BUT A FEW TIPS TO BECOME A MORE CONFIDENT SPEAKER.

TALKING SLOWLY ALLOWS YOU TO SPEAK IN CLEAR CONCISE WORDS. IT ALLOWS YOU TO PROJECT YOUR VOICE SO THAT EVERYONE CAN HEAR YOU SPEAK ALLOWING YOU TO BE CONFIDENT. ALSO LEARN TO WATCH AND MIMIC THOSE YOU BELIEVE TO BE GOOD SPEAKERS. PAY ATTENTION TO HOW YOU USE YOUR TONE AND VOLUME. USE YOUR BODY MOVEMENTS TO CONNECT AND HOLD THE CROWD'S ATTENTION. FIND THE COMMON FACTOR OF THE PEOPLE YOU'RE SPEAKING TO (IE. WORK MOTIVATION... SELF-HELP... SPORTS) IT WILL BE ALL MORE CONVINCING

AND SINCER. ALWAYS PRACTICE PUBLIC SPEAKING IN A MIRROR OR TO SMALL GROUPS OF FAMILY OR FRIENDS, READ YOUR SPEECH OUT LOUD IT WILL MAKE YOU MORE AT EASE WHILE SPEAKING.

REMEMBER IN COMMUNICATION SOCIAL SKILLS ARE JUST AS IMPORTANT AS SPEECH, IT INCLUDES ... GETTING ALONG WITH YOUR CO-WORKERS, PEERS, SUPERVISORS AND MANAGERS, RELATING INFORMATION CLEARLY, BEING SELF-CONFIDENT, RELIABLE AND AN LEADER OR PROBLEM SOLVER. ITS A FACT EMPLOYERS PAY PEOPLE WITH GOOD SOCIAL SKILLS MORE OVER A LIFETIME ON AVERAGE THEN SOMEONE WHO IS JUST SMART (YET LACKS GOOD SOCIAL SKILLS).

## SECTION 9

### INCLOSING

IN CLOSING REMEMBER THAT RESOURCES ARE THINGS THAT PROVIDE INFORMATION, ADVICE OR HELP ABOUT A TOPIC SUCH AS COMPUTERS, NEWSPAPERS, BOOKS AND MOST IMPORTANTLY PEOPLE.

ON JOB INTERVIEWS WHILE SPEAKING WE WANT TO MAKE A GOOD IMPRESSION SO DRESS CLEAN IN APPROPRIATE CLOTHING, BE ON TIME AND GROOMED (DRESS FOR SUCCESS). WHEN YOU CALL CONCERNING A POSSIBLE JOB POSITION OR YOUR BEING INTERVIEWED FOR AN JOB POSITION SPEAK CLEARLY, SIT UP STRAIGHT, DONT USE PROFANITY, DONT FIDGET, LOOK AT YOUR EMPLOYER GIVE

YOUR FULL ATTENTION. BE CONFIDENT IN YOUR SPEECH AND ABILITIES. SHOW YOU BELIEVE IN YOU. GIVE ALL THE INFORMATION REQUESTED BE OPEN AND HONEST. SHOW THE PROPER RESPECT AND DEFERENCE YOUR POSSIBLE EMPLOYER CONTROLS YOUR LIVELIHOOD. BE NEAT WHEN SIGNING OR WRITING ANYTHING AND ALWAYS ASK FOR COPIES OF COMPLEX PAPERWORK YOU MAYBE SIGNING.

ALWAYS MAKE EYE CONTACT WHEN ITS APPROPRIATE AND POSSIBLE ITS THE EASIEST AND BEST WAY TO MAKE AN GOOD IMPRESSION. (IMPRESSION: GENERAL FEELING OR BELIEF). SO MAKING EYE CONTACT SHOWS YOUR INTERESTED IN WHAT YOUR LISTENING TOO AND WHAT THEIR SPEAKING ABOUT. IT ALSO SHOWS YOUR ATTENTIVE, OPEN AND HONEST WHILE MAKING YOUR FIRST IMPRESSION THIS IS WHAT PEOPLE REMEMBER MOST ABOUT YOU DURING OR AFTER AN INTERACTION WITH YOU. WHILE NOT MAKING EYE CONTACT LEAVES AN BAD IMPRESSION AND CAN CONVEY THE OPPOSITE OF OPEN AND HONEST. IT MAY MAKE PEOPLE THINK YOUR NERVOUS AND WORRIED OR YOU HAVE SOMETHING TO HIDE.

HERE IS SOME BASIC BODY LANGUAGE TO REMEMBER:

POSITIVE  
COMMUNICATION

NEGATIVE  
COMMUNICATION

POSTURE	STANDING/SITTING STRAIGHT INTERESTED / CONFIDENT	SLOUCHING SUGGESTS DISTRACTED UNSURE OF SELF
HANDS	NATURAL GESTURES SHOWS HIGH ENERGY AND SELF RELIANCE	WILD GESTURES OR INCONSISTENT GESTURE NERVOUSNESS / DOUBT
EYES	FOCUS ON SPEAKER SHOWS YOUR PAYING ATTENTION / INTERESTED	LOOKING AWAY NOT INTERESTED NO FOCUS

WE CAN ALL DO MORE AND BECOME BETTER COMMUN-  
ICATOR AND DEVELOPE OUR SOCIAL SKILLS AS WE WORK TOWARDS  
OUR GOALS. I JUST HOPE MY SIMPLE NOTES AND QUES  
CAN HELP BUILD ATLEAST ONE PERSON INTO A CONFIDENT  
SPEAKER.

PART TWO

## SECTION 10

### MOTIVATION AND ATTITUDE

ONCE WE EDUCE OR BRING OUT OUR POTENTIAL FOR AN CAREER TRADE OR OCCUPATION WE NEED TO UNDERSTAND OUR OWN MOTIVATION FOR OUR LIFE OF WORK! IF WE DESIRE TO WORK FOR/WITH PEOPLE, THINGS, OR DATA (COMPUTERS); THEN WHAT ARE OUR MONETARY EXPECTATION? WHAT ARE OUR EXPECTATIONS?

MOTIVATION AND ATTITUDE CAN EFFECT OUR CAREER CHOICES. THEY CAN DETERMINE AND INFLUENCE OUR DECESIONS ON AN EVERYDAY BASES AND EFFECT HOW WE INTERACT WITH THE WORLD WE WORK IN AND THE PEOPLE WE COME INTO CONTACT WITH. HOW THEY VIEW THE BRAND WE REPRESENT ~~OUR~~ OR OWN. ALOT OF OUR ATTITUDES STEM FROM OUR HABITS AND BEHAVIOUR LEARNED AS AN YOUNG CHILD OR ADULT.

YET AS ALL OF US GROW AND MATURE WE ESTABLISH RELATIONSHIPS GET MARRIED. PURSUE EDUCATION TO FIND MEANINGFUL EMPLOYMENT WE ARE ESSENTIAL ENTERING A NEW STAGE OF ADULT DEVELOPMENT. SO EXAMING OUR MOTIVATION CAN PROVIDE INSIGHT INTO AN HEALTH AND MEANINGFUL CAREER CHOICE

IT'S YOUR ATTITUDE NOT YOUR APPTITUDE WHICH DETERMINES WHAT POSITION BEST SUITS YOU IN LIFE; WORK UNIFORM OR A BUSINESS SUITE. SOME PEOPLE DON'T KNOW THEY CAN CHOOSE OR EVEN PREFER TO WORK WITH PEOPLE DATA OR THINGS. AS YOUNG ADULTS WE NEED TO TAKE THESE FACTORS INTO CONSIDERATION WHEN SEARCHING FOR A CAREER. THIS INVOLVES THINKING ABOUT HUMAN INTERACTIONS AND WHETHER WE'RE GOOD WITH OBJECTS OR DO YOU WORK GOOD WITH TECHNOLOGY (I.E. COMPUTERS). THINKING ABOUT THESE FACTORS PUT OUR LIKES AND DISLIKES AT THE FOREFRONT OF OUR STRENGTHS AND WEAKNESSES WHICH IN TURN IS IN SPECIFIC TUNE WITH OUR MOTIVATION AND CAREER CHOICE WHICH IS IMPORTANT WHEN ENJOYING (BRING OUT) OUR POTENTIAL.

WE WORK AND CHOOSE A CAREER TO BETTER OUR LIVES AND THE LIVES OF THE PEOPLE AROUND US EITHER FOR COLLEGE OR RETIREMENT WE SAVE MONEY FOR THIS IMPROVEMENT IN QUALITY OF LIFE. SO KNOWING THIS OUR PROFESSIONS (CAREERS) OR OCCUPATION MUST REFLECT OUR EXPECTATIONS REGARDING COMPENSATION (MONEY). IF MONETARY COMPENSATION IS YOUR MOTIVATION THEN IT ALSO IS YOUR PRIMARY CONCERN. WHAT THEN IS YOUR SECONDARY CONCERN? WHAT ARE YOUR GOALS?



THE COMPLETE SITUATION MUST BE ASSESSED TO SEE IF MEANINGFUL EMPLOYMENT IS POSSIBLE WHEN THINKING ONLY OF THE MONEY? ... HOW ARE THE HOURS VERSUS THE BENEFITS? ... ARE YOU WILLING TO RELOCATE YOUR LIFE ... TRAVEL ... LEARN A NEW LANGUAGE? BE CANDID (HONEST) WITH YOURSELF WHEN THINKING OF MONETARY COMPENSATION AND YOUR CAREER CHOICE. SOME JOBS <sup>HAVE</sup> BENEFITS ~~WITH~~ LOWER PAY RATES ~~WHILE~~ WHILE OTHER JOBS HAVE HIGH SALARIES WITH NO BENEFITS. WE CAN ONLY GAIN INSIGHT INTO OUR CAREER CHOICES BY COMBINING MOTIVATION WITH UNDERSTANDING WHO YOU ARE AND THE WHO YOU WORK FOR WHETHER THAT IS YOURSELF OR OTHERS. POTENTIAL EARNINGS CAN BE MORE SATISFYING THEN ANYTHING YOU HAVE YET TO EXPERIENCE BEFORE WITH ALL THOUGHT AND PLANNING INTO YOUR CAREER CHOICES AND GOALS. USE YOUR OWN MOTIVATING FACTORS IN THE RATING SCALE.

WE CAN RATE OUR MOTIVATION LEVEL INTO MEANINGFUL EMPLOYMENT BY LISTING WHAT'S INSPIRING TO US ON A SCALE OF 1 THROUGH 10 USING ARE LIKES AND DISLIKES.

(EXAMPLE)

\_\_\_ CHALLENGES \_\_\_ ORIGINALITY \_\_\_ MONETARY REWARDS \_\_\_ SELF-  
IMAGE (IDENTITY) \_\_\_ SOCIAL CONTRACT (MORALS) \_\_\_ INDEPENDENCE (FREEDOM)  
\_\_\_ INFLUENCE \_\_\_ RECOGNITION \_\_\_ SERVICE \_\_\_ INTELLIGENTS

IF YOUR TOP FIVE MOTIVATING FACTORS AREN'T CAPABLE OF BEING MET THROUGH EDUCATION OR AN EXISTING ABILITY OR A CONSISTENT BASES, THEN YOUR CAREER CHOICE MAY NOT BE A GOOD DECISION. CONTINUE TO LOOK FOR MEANINGFUL EMPLOYMENT THAT ALLOWS YOU TO BE PROPERLY MOTIVATED.

KNOWING IF WE WANT TO WORK WITH SOMEONE OR FOR SOMEONE OR EVEN FOR OURSELVES ALSO INVOLVES WHETHER IT'S PEOPLE, THINGS OR DATA? INTUITIVELY WE WOULD THINK WE KNOW THIS ALREADY AFTER ALL WE SHOULD KNOW WHAT WE PREFER. YET MOST OF US REALIZE AT THE LAST MOMENT THAT WE DON'T KNOW THESE SIMPLE FACTORS. AN MISMATCHED CAREER PROFESSION OR OCCUPATION CAN CAUSE UNHAPPINESS, DEPRESSION AND A SENSE OF SOMETHING LOSS OR MISPLACED. ALL DO TO THE POSITION AND WHAT YOU MAY TRULY DESIRE OUT OF EMPLOYMENT AND LIFE.

## SECTION II

### CONVERGANCES

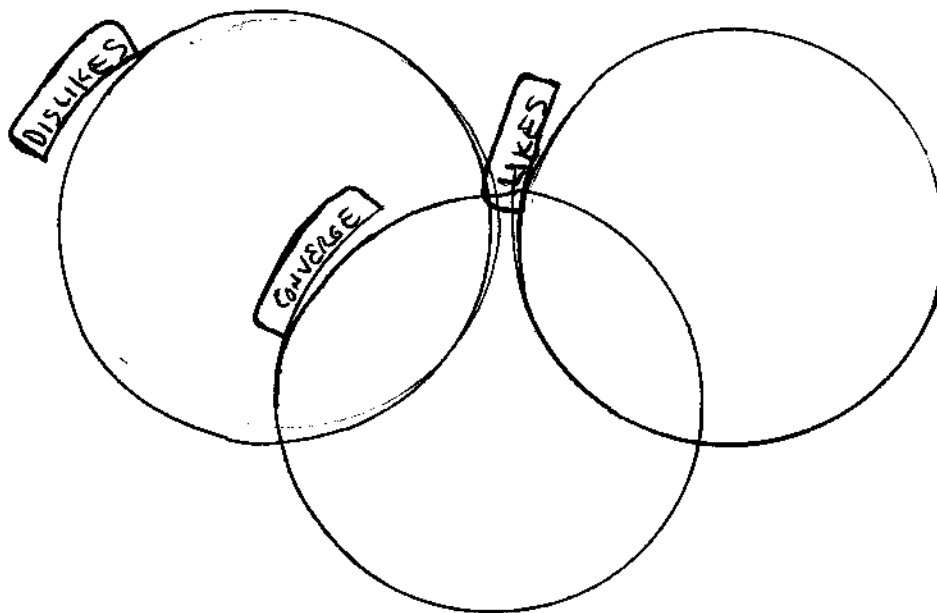
WHEN WE DO SOME CRITICAL THINKING WE CAN FIND OUT IF WE LIKE/LOVE WHAT WE DO OR IF THAT CHOICE WILL

FIT WELL INTO OUR LIFESTYLE CHOICES. YET, IF WE GET LAID OFF TOMORROW FROM OUR PLACE OF EMPLOYMENT COULD YOU TELL SOMEONE ELSE WHAT YOUR PREFERENCES ARE... PEOPLE OR THINGS... BEING THE BOSS OR MANAGER... DATA OR ANIMALS... AN OWNER OR CEO (CHIEF EXECUTIVE OFFICER)?

LOOK AT YOUR LIKES AND DISLIKES. CHART THEM ALL ON A PIE GRAPH. CHART THEM AS WHAT AN IDEAL DAY OF WORK WOULD CONSIST OF, NOW ADD THE NOT SO GOOD DAY. WHAT DO THE TWO DAYS SHARE? HOW ARE THEY DIFFERENT FROM ONE ANOTHER? IS THE SIMILIARITIES PEOPLE THINGS OR DATA? HOW ABOUT THE DIFFERENCES?

EX.

PIE GRAPH



DOES THE OVERLAPPING SECTION OF THE PIE GRAPH HAVE IDEAS, CONCEPTS AND/OR OBSERVATIONS THAT SHOW YOUR OWN PERSONAL PREFERENCES? IF YOUR GRAPH SHOWS YOU LIKE MEETINGS, DIRECTING PEOPLE OR GIVING TASKS, TAKING DIRECTIONS, BRAIN STORMING, TEACHING, PLANNING, GIVING/GETTING FEEDBACK OR CONSTANT INTERACTION WITH OTHER PEOPLE YOU A PEOPLE PERSON.

THEN AGAIN IF YOUR GRAPH SHOWS YOU LIKE WORKING WITH NUMBERS FACTS OR GENERAL INFORMATION, IDEALS AND CONCEPTS, OR PRINCIPLES AND THEORIES OR AN COMBINATION OF THESE PREFERENCES OR EVEN LIBRARY RESEARCH AND COMPUTER SEARCHES, PHONE INFORMATION GATHERING, PLANNING OR ORGANIZING LARGE / SMALL PROJECTS, PARTIES, JACUZZIS PROJECTS OR EVEN IF YOU LIKE BOOK, NEWSPAPER OR MAGAZINE PROJECTS YOU AN DATA PERSON.

IF YOU FIND ARRANGING, DESIGNING, MANIPULATING, OPERATIONS OR FIXING THINGS, OBJECTS OR USING COMMUNICATION TOOLS, MACHINERY AND EQUIPMENT, CRAFT(S) MATERIAL (PLANTS JEWELRY). THEN YOU ARE A THINGS PERSON.

ITS BEST TO WORK IN A FIELD THAT SUITES OUR TALENTS, VALUES, STANDARDS AND PERSONALITIES. THIS EXERCISE

CAN LEAD TO AN GREATER UNDERSTANDING OF WHAT YOU PREFER AND A HIGHER CAREER SATISFACTION RATE. CHECKING OUR BALANCE ON THE GRAPH OF WHETHER WE ARE PEOPLE, DATA OR THING PREFERERS IS WORTH THE EFFORT AND TIME TO HAVE A FULLER WORK EXPERIENCE. THIS TOOL CAN BE USED TO FIND AN CONNECTION TO PEOPLE, DATA OR THINGS WE MAY NOT HAVE KNOWN WE POSSESS THAT WILL BRING US A STEP CLOSER TO YOUR IDEAL CAREER.

## SECTION 12

### TECHNICAL AND TRANSFERABLE SKILLS

ITS ALSO IMPORTANT TO REMEMBER THAT THE TECHNICAL TRAINING YOU LEARNED, YOUR PERSONAL SKILLS/ATTITUDE AND TRANSFERABLE SKILLS CAN PUT YOU IN TOUCH WITH WHAT YOU MAY DO BEST AND WHAT YOU PREFER. IN OUR SOCIETY PEOPLE FIT THEIR JOB AND CAREER CHOICES TO THE CERTIFICATION OR DEGREE(S) THEY HAVE EARNED. BECAUSE OF THIS THEY TEND TO STAY AWAY FROM JOBS NOT WITHIN THE SCOPE OF THEIR EDUCATION. THESE INDIVIDUALS OFTEN ARE HIRED TO DO WORK THAT DOESNT SUIT THEIR SKILLS AND ARE OFTEN HIRED JUST FOR THEIR

CERTIFICATION(S). THEIR EMPLOYER CANT IDENTIFY THE SPECIFIC SKILLS THE EMPLOYEE MAY POSSESS THAT MAKES UNIQUE TO THE COMPANY. AS YOU PINPOINT YOUR SKILLS IT CAN LEAD TO NEW AND EXCITING JOBS AND CAREER OPPORTUNITIES. YOU MAY USE SKILLS YOU HAVE DEVELOPED OUTSIDE THE WORK AREA THAT YOU'VE EARNED A DEGREE IN OR CERTIFICATION IN WHICH COULD GET YOU AN CAREER YOU ENJOY.

KNOWING YOUR PREFERRED SKILL SET PROVIDES YOU WITH AN PLETHORA OF OPTIONS AND CHOICES. THE REASON BEHIND KNOWING OUR SKILLS IS ~~MAINTAIN~~ <sup>MAINTAIN</sup> ~~KNOWLEDGE~~ WE ARE ABLE TO MAKE A BETTER CAREER CHANGE. THIS IS DUE TO HAVING A CLEARER UNDERSTANDING OF WHAT CAN MAKE YOU SUCCESSFUL AND SATISFYING TO WHAT ~~MAKES~~ YOU MAY LIKE TO DO. YOU ARE ALSO ABLE TO START TO BEGAIN TO BUILD YOUR CAREER PATH ON A SOLID BASE. YOUR SKILLS ARE BEING SHARPENED AND YOUR CONFIDENCE AS WELL AS YOU START THE CAREER SEARCHING PROCESS.

A SKILL IS DEFINED AS "A LEARNED POWER OF DOING SOMETHING COMPETENTLY". THAT FACT THAT IT IS A POWER IMPLIES THAT IT AFFORDS YOU CONTROL. THE MORE SKILLS YOU POSSESS THE

CONTROL OVER YOUR CAREER OPTIONS, DECISIONS AND FIELD.

TECHNICAL SKILLS ARE SPECIALIZED AND JOB SPECIFIC SKILL THAT USUALLY REQUIRES TRAINING TO LEARN. A FEW EXAMPLES ARE TYPING, COMPUTER ACCOUNTING, LAB RESEARCH, SEWING, ENGINEERING, MEDICAL SKILLS. A LOT OF TECHNICAL SKILLS HAVE TO BE KEPT UP TO DATE. ESPECIALLY MEDICAL SKILLS AND COMPUTER SKILLS. THERE IS ALSO SPECIALIZED KNOWLEDGE WHICH IS A BODY OF KNOWLEDGE OR INFORMATION THAT YOU HAVE ACCUMULATED OVER A PERIOD OF TIME BY WORKING IN A FIELD OR INDUSTRY. GOOD EXAMPLES ARE LABOR LAWS OR HOW THE LEGAL SYSTEM WORKS, LEARNING THEORY; PERSONNEL POLICIES; WAGE AND COMPENSATION REGULATIONS; NUTRITIONAL INFORMATION; OR HOW THE BODY WORKS. THIS SPECIALIZED KNOWLEDGE IS A MARKETABLE SKILL AND IS JUST AS IMPORTANT AS A TECHNICAL SKILL.

PERSONAL SKILLS ARE SKILLS THAT FLOW FROM OUR PERSONALITY TRAITS AND ALLOWS A PERSON TO ADAPT TO VARIOUS WORK SITUATIONS AND CIRCUMSTANCES. SUCH AS SKILLS LIKE INTEGRITY, PERSISTENCE, THOROUGHNESS, PATIENCE(S), COMMITMENT AND LOYALTY.

PERSONAL SKILLS DESCRIBE WHAT YOU ARE LIKE AS A PERSON. THERE IS A LONG LIST OF PERSONAL TRAITS/SKILLS WE ALL POSSESS I NAMED BUT A FEW. HERE ARE MY TOP FIVE PERSONAL TRAITS/SKILLS... RELIABLE, EMPATHETIC, QUICK TO LEARN/TRY, OPEN MINDED, HONEST. MAKE A LIST OF YOUR OWN TRAITS YOU MAYBE SURPRISED BY THE SKILLS YOU HAVE.

TRANSFERABLE SKILLS COME FROM ALL AREAS OF LIFE AND DON'T GO OUT OF STYLE, THESE ARE SKILLS WE USE EVERYDAY. THESE SKILLS RANGE FROM COMMUNICATION; LEADERSHIP; MANAGEMENT SKILLS; PROGRAM DEVELOPMENT; PUBLIC RELATIONS AND PROMOTING. TRANSFERABLE SKILLS COME FROM FIVE AREAS OF LIFE 1) WORK 2) EDUCATION 3) RECREATION 4) DOWN TIME AND 5) PERSONAL DEVELOPMENT. YOU GAIN LEADERSHIP SKILLS BY LEADING BOOK CLUB MEETINGS, ORGANIZING READINGS AND EVENTS OR VOLUNTEER PROJECTS LIKE THE PTA (PARENT TEACHER ASSOCIATION) OR NA/AA. THROUGH EDUCATION YOU GAIN CRITICAL THINKING AND ANALYTICAL THINKING SKILLS; WRITING AND COMMUNICATION SKILLS; RESEARCH AND PROBLEM SOLVING SKILLS. FEW PEOPLE THINK OF THE SKILL THEY UTILIZE WHEN COMPLETING A



TASK. THE TRANSFERABLE SKILL THEY HAVE DEVELOPED OVER THEIR LIFETIME COMES FROM EVERYDAY TASKS. EVERYONE POSSESS TRANSFERABLE SKILLS ITS JUST ABOUT IDENTIFYING THEM AND THEIR POTENTIAL. A SHORT LIST OF THESE SKILLS ARE PROPER COMMUNICATION, MANAGEMENT LEADERSHIP CRITICAL THINKING, PROBLEM SOLVING, PROPER PLANNING TIME MANAGEMENT ORGANIZATION SALES MARKETING (PROMOTION) PUBLIC RELATIONS COUNSELING.

THE SKILLS WE ALL BRING TO A OCCUPATION TRADE OR CAREER ARE DIVERSE AND THEY CONSIST OF TECHNICAL, PERSONAL AND TRANSFERABLE SKILLS. PINPOINTING THE SKILLS THAT SUIT YOU AND NOT THE CERTIFICATION CAN HELP FIND MEANINGFUL EMPLOYMENT BEST SUIT FOR THE SKILLS AND VALUES WE HAVE. REFLECT AND ANALYZE THE THINGS YOU DO WELL CAUSE IT MAY GIVE YOU INSIGHT INTO WHO YOU ARE AND WHAT SKILLS YOU POSSESS TO BEST SUIT YOUR CAREER, TRADE OR OCCUPATIONAL CHOICE.

THIS ALL IS ALOT TO THINK ABOUT BUT IT COULD HELP TO MAKE AFEW VAGUE IDEAS AND CONCEPTS

MORE CLEAR CONCERNING CAREERS OCCUPATIONS AND PROFESSIONS. WHAT IT IS YOU HAVE TO OFFER AN EMPLOYER. HOW YOU JUDGE WHETHER A POSITION IS TO YOUR ADVANTAGE AND IS IT WHAT YOU PREFER. ALL THESE ~~CONCEPTS~~ CONCEPTS OF JOB SKILLS CAN BE CONSIDERED BEFORE LOOKING INTO A SPECIFIC FIELD OF WORK OR ACCEPTING AN OFFER FOR EMPLOYMENT AND CAN HELP YOU GAIN INSIGHT IT IS AN CATALYST THAT WILL BREAK OPEN THE OPTIONS YOU WILL THINK ABOUT CONSIDERING WHEN APPROACHING THE JOB FIELD.

## SECTION 13

### A WANT AND A NEED

EXPLORING THE FIELDS OF EMPLOYMENT WITH INSIGHT YOUR OPTIONS START TO BLOSSOM AND WILL AND CAN LEAD TO MEANINGFUL AND FULFILLING EMPLOYMENT. THIS ALLOWS YOU TO COMPLETE YOUR SHORT-TERM GOALS AS YOU BECOME A PRODUCTIVE MEMBER OF THE WORK FORCE AND SOCIETY AS AN WHOLE. THE AMOUNT OF TIME WE SPEND WORKING AN CAREER

TRADE OR PROFESSION AND ON OURSELVES) (PERSONAL SKILLS) CAN LEAD TO BOTH SATISFYING AND REWARDING OPPORTUNITIES. THESE OPPORTUNITIES MANIFEST IT'S SELF IN DIFFERENT WAYS FOR DIFFERENT PEOPLE EVEN THE REWARDS AND GRADIFICATION OF THE CHOOSEN CAREER TRADE OR PROFESSION. YET IT MEANS THAT EVERYBODY GETS SOME ASPECT OF WHAT THEY WORK FOR OUT OF THEIR EFFORTS.

THIS LEADS US TO THE INSIGHT ASPECT OF AN WANT AND NEED. A WANT IS SOMETHING THAT IS NON-ESSENTIAL TO OUR WAY OF LIFE. WHILE A NEED IS ABSOLUTELY ESSENTIAL AND YOU CANT GO WITHOUT IT FOR IT WILL JEPDRADIZE YOUR QUALITY OF LIFE TO THE POINT OF EXTREMELY POOR QUALITY OF LIVING; HEALTH; FINICAL DESTITUTE; CARE OR BEING.

MAKE A LIST OF WANTS AND NEEDS. NOW REVISE THAT LIST AND MAKE ANOTHER LIST FIND AN MENTOR OR FRIEND TO LOOK IT OVER OBJECT-

WELL, EVERYONES LIST WILL VARY AT DIFFERENT POINTS IN THEIR LIVES DEPENDING ON THEIR NEEDS. NEEDS INCLUDE SHELTER; EDUCATION; LOVE; MEDICAL CARE. WHEREAS WANTS ARE RAP CAREER A MILLION DOLLAR THE NEW JORDANS (JIMMY CHOO'S).

LOOK AT YOUR LIST OF WANTS AND NEEDS DO YOU POSSESS NEEDS IN YOUR WANT COLUMN? OR WANTS IN YOUR NEED COLUMN? ANALYZE YOUR LIST TO SEE IF YOU CAN IMPROVE YOUR NEEDS AND WANTS WITH YOUR SHORT TERM GOALS IN MIND.

THESE GOALS (SHORT/LONG TERM) ARE A HELP TO US ALL AS HUMANS TO SURVIVE IN OUR SOCIETY. MONEY IS ESSENTIAL BUT ITS HAS TO DIRECT TO WANTS AND NEEDS AND THAT REQUIRES PRIORITIES WHEN IT COMES TO SPENDING OR WANTS VERSUS A NEED. BUT ALSO HAVING A JOB ALLOWS US FREEDOM. IT GIVES US THE CHOICE TO CHOOSE HOW TO SPEND OUR INCOME OR TO DETERMINE THE DIRECTION OUR LIFE MAY GO (NEED: RETIREMENT ACCOUNT; WANT: NEW SIDL MERCEDES BENZ). JOB SECURITY ALLOWS US TO BECOME INDEPENDANT AND TAKE CARE OF OURSELVES

BY BEING SELF-RELIANT. THIS ENABLES US TO PLAN FOR AN FUTURE. THIS IS HOW A NEED SUCH AS SAVING ACCOUNT OR INVESTMENT/RETIREMENT PLAN IS PUT DOWN AS A LONG-TERM GOAL BECAUSE THE FUTURE MATURE OLDER YOU IS THOUGHT OF NOW IN THE PRESENT. A WANT IS FACTORED IN ONLY AFTER ALL APPARENT NEEDS AND UNFORESEEN EXPENSES ARE PLANNED FOR ARE TAKEN CARE OF. OUR HISTORY OF JOB SKILLS HELPS US DEVELOPE THESE WANTS AND NEEDS AND HOW TO PRIORITISE THEM ACCORDING TO OUR VALUES AND STANDARDS OF LIFE. THIS ALSO HELPS US BUILD REFERNCES (FRIENDS CO-WORKER, SUPERVISORS) RESOURCES AND A RESUME. BUT LET'S GO WITH REFERNCES FIRST.

## SECTION 14

### REFERNCES

MOST APPLICATIONS FOR EMPLOYMENT WILL ASK FOR ABOUT FIVE NAMES OF PEOPLE OR JOBS THAT WILL VOUCH FOR YOUR WORK ABILITIES, ATTITUDE

AND CHARACTER. THESE NAMES CANT BE FAMILY. BUT PAST SUPERVISORS, CO-WORKERS OR PERSONAL PROFESSIONAL RELATIONSHIPS THAT YOU'VE CULTIVATED ARE FINE. IF YOUR USING ANYONE IN THIS MANNER (A PERSON OR PAST SUPERVISOR) YOU MUST ASK THEM IF THEY ARE WILLING TO GIVE YOU AN CHARACTER REFERENCE. DONT USE ANYONE'S NAME, PERSONAL INFORMATION OR BUSINESS WITHOUT THEIR CONSENT.

REMEMBER TO MANAGE THE RESOURCE OF AN POSITIVE REFERENCE BY NOT OVER USING THAT PERSON OR BUSINESS WHEN FILLING OUT APPLICATION FOR EMPLOYMENT AND POSSIBLY MESS UP THE SITUATION DO TO OVER USE. REFERENCES CAN GET YOU A JOB DUE TO GOOD CHARACTER BEING AN SKILL (PERSONAL SKILL AND TRANSFERABLE).

SECTION 15

RESOURCES

THE NEXT BUILDING BLOCK FOR MEANINGFUL AND FULFILLING EMPLOYMENT IS RESOURCES. THIS

CONSIST OF AN SUPPORT SYSTEM WHICH IS AN RESOURCES. THIS STARTS WITH YOUR PERSONAL RELATIONSHIPS (FAMILY FRIENDS). THEY ARE THE PEOPLE YOU HAVE DEVELOPED PERSONAL RELATIONSHIPS WITH FROM CO-WORKER TO MENTORS WHO CARE FOR YOU AND YOUR WELLBEING. THESE INCLUDE CHURCH MEMBERS, FELLOW STUDENTS AND SPONSORS.

RESOURCES ARE ALSO PROGRAMS, ORGANIZATIONS AND STUDY GROUPS THAT OFFER SERVICES TO UPLIFT YOU ON YOUR CHOICES AND DECISIONS. RESOURCES ARE ALSO FRIENDS, FAITH AND SELF. RESOURCES ARE THE THINGS AVAILBLE THAT CAN HELP BUILD YOUR UP OR HELP THE SITUATION WHEN THINGS ARE TOUGH OR GIVE ALL INSIGHT.

SECTION 16.

# RESUME

THIS NEXT BUILDING BLOCK IS THE ACCUMULATION OF ALL OUR EFFORTS ... THE RESUME. AN RESUME IS AN WRITTEN JOB PITCH. IT'S YOUR VIEW OF YOU, YOUR SKILLS AND QUALITIES THAT MAYBE VALUABLE TO AN POTENTIAL EMPLOYER. WHEN BUILDING A RESUME MOST PRESSED THESE MAIN POINTS: PERSONAL INFORMATION I.E NAME ADDRESS PHONE NUMBER E-MAIL AGE SEX HEIGHT HEALTH STATUS RELATIONSHIP STATUS HOBBIES INTEREST / ACHIEVEMENTS.

JOB OBJECTIVES: I.E BRIEF DESCRIPTION OF THE JOB YOU'RE APPLYING FOR, TITLE OF THE POSITION, THE SKILL LEVEL OF THE JOB (~~ENTER~~ LEVEL / MANAGEMENT LEVEL) INDUSTRY TYPE (BUSINESS / CONSTRUCTION) SKILL / STRENGTH. ALL OTHER INFORMATION GIVEN ALONG THESE LINES SHOULD BE USED TO REINFORCE YOUR QUALIFICATION FOR THE POSITION YOU'RE APPLYING FOR. DON'T INCLUDE SALARY HISTORY OR SALARY EXPECTATIONS. (UNLESS SPECIFICALLY REQUESTED).

WORK HISTORY: I.E LIST PREVIOUS JOBS BY TYPE



AND DATE (I.E. ORDER FROM PREVIOUS (NEW) TO LATER (OLD) GOING BACK 2 TO 5 YEARS) USE THE LEFT SIDE TO INSERT (LIST) DATES (STARTING JOB - TO ENDING JOB) AFTER THE DATES. LIST THE JOB TITLE TO THE RIGHT OF DATE AND THE NAME OF THE COMPANY. NEXT LIST THE DESCRIPTION OF YOUR RESPONSIBILITIES AT YOUR PREVIOUSLY HELD POSITION. EMPHASIZE WHAT ~~KEY~~ SKILLS HELP SECURE THE JOB YOU APPLYING FOR NOW.

EDUCATION / TRAINING I.E. LIST THE SCHOOLS AND/OR TRAINING PROGRAMS YOU HAVE GRADUATED FROM LISTING THEM FROM PREVIOUS (NEW) TO LATER (OLD). THIS MEANS THE HIGHEST ACADEMIC DEGREE YOU HAVE ACHIEVED FIRST THE DATE YOU RECEIVED IT THE SCHOOL LOCATION AND THE AREA YOU SPECIALTY IS IN (I.E. ENVIRONMENTAL LAW). THE EXACT SAME METHOD WITH VOCATIONAL TRAINING. YOU CAN PUT WORKSHOPS, SPECIALIZED SKILLS AND CONTINUING EDUCATIONAL CLASSES IF THEY APPLY ALSO.

SKILLS I.E. LIST ALL SKILL THAT RELATE DIRECTLY TO THE POSITION YOU APPLYING FOR. I.E. GOOD COMMUNICATION SET (BI LANGUAGE) WORK WELL WITH PEOPLE OR EXPERIENCED IN MICROSOFT EXCEL, POWERPOINT AND QUICKBOOKS OR EXPERIENCED TRUCK DRIVER. AT THE END

OF THIS SECTION STATE "REFERENCES AVAILABLE UPON REQUEST"  
NOW ON A SEPRATE PIECE OF PAPER WRITE 3 TO 5 NAMES  
OF PREVIOUS EMPLOYERS, MENTORS OR PEERS OR BUSINESSES  
WHO HAVE AGREED TO SERVE AS A PERSONAL OR BUSINESS  
RELATED REFERENCE FOR YOU. INCLUDE YOUR NAME PHONE  
NUMBER BUSINESS ADDRESS POSITION HELD AND YOUR SUPER-  
VISORS NAME. ONLY GIVE OUT THIS REFERENCE INFORMATION  
TO AN EMPLOYER WHO ARE SERIOUS. PROTECT YOUR REFERENCES  
THEY ARE A RESOURCE.

TIPS FOR COMPOSING AN RESUME FROM  
SCRATCH. MAKE THE INITIAL ROUGH DRAFT GENERAL IN  
NATURE SO THAT IT CAN BE USED FOR ANY JOB TYPE  
AND REVISED TO FIT JOBS WITH SPECIFIC REQUIREMENTS  
AND/OR SKILL SETS. USE SHORT SENTENCES. STRESS  
ACCOMPLISHMENTS. BE CONCISE/SPECIFIC. INCLUDE SPECIALIZED  
TERMS THAT ARE COMMON TO THE FIELD YOUR APPLYING FOR.

IMPROVE ON YOUR FIRST DRAFT BY WRITING  
A SECOND DRAFT BEFORE AN FINAL COPY. ASK SOMEONE

WHO IS NOW. BIAS TO PROOF READ YOUR FINAL VERSION FOR CONTENT, TYPING, SPELLING AND GRAMMAR ERRORS. BE SURE TO ASK ① WAS THE INFORMATION GIVEN CONCISE / SPECIFIC? ② IF THEY HAVE ANY IDEAS FOR IMPROVEMENTS?

A RESUME SHOULD BE NEAT BRIEF AND CONCISE, NOT MORE THAN TWO PAGES (EVER). A RESUME SHOULD ALWAYS BE TYPED IN A CLEAR LARGE FONT THAT IS EASY TO READ.

## SECTION 17.

### REMEMBER

REMEMBER THE SAME CHARACTERISTICS WE DISPLAY ON A JOB IS UTILIZED TO GET A JOB THAT INCLUDES "QUALITY WORK" IN PREPARING A JOB RESUME. "DEPENDABILITY" IS DOING OUR BEST WORK AND SHOWING UP ON TIME IS INCLUSIVE OF JOB INTERVIEWS AND BEING "PRODUCTIVE" WHETHER ITS HARD WORK OR

FAST WORK BY FINISHING WHAT WE HAVE STARTED.  
THIS TAKES "GOOD PEOPLE" SKILLS IN A JOB THAT  
MOST LIKELY INVOLVES DEALING WITH CO-WORKERS  
CUSTOMERS AND/OR A SUPERVISOR. THIS IS BEING  
FRIENDLY AND APPROACHABLE AND IS VERY IMPORTANT.  
"DISCIPLINE" BY DOING WHAT IS NEEDED AND EXPECTED  
OF US LIKE BEING "RESPECTFUL OF PROPERTY" I.E. EQUIPMENT  
OR "SELF-MOTIVATED" BY SEEING WHAT NEEDS TO  
BE CLEANED AND DOING SO. NOT LEAST "HANDLING  
PRESSURE" WE ALL SEE OR RUN INTO DIFFICULT PEOPLE  
WE MUST BE ABLE TO HANDLE THESE SITUATIONS CARE-  
FULLY AND THAT LEADS TO MAKING "GOOD DECISIONS"  
AND "AVOIDING UNPROFESSIONAL BEHAVIOR" WHICH ALL  
CAN IMPACT OUR JOB PERFORMANCE, RELATIONSHIPS AT  
WORK AND HOME ENGAGING OUR "PROBLEM SOLVING"  
CAPABILITIES.

OUR SKILL OUR LIVES IS OUR MARKETABLE  
SKILLS FOR GAINFUL EMPLOYMENT.

## SECTION 19

### MOCK RESUME

#### FUTURE OPTIMIST

1 DREAM EDUCATION ROAD

LIBERTY, FREEDOM 11101110

TELEPHONE NUMBER (USA) 800-600

EMAIL: (ALWAYS USE PROFESSIONAL NAME)

#### PERSONAL ACHIEVEMENTS

2017 MATHEMATICAL STATICAL AWARD (MIT STATS DIVISION)

2012 NUMERICAL AUTHOR AWARD (PUBLISHING DIVISION)

#### JOB OBJECTIVES

MATH ADMINISTRATIONS SUPERVISOR (OVERSEE CURRICULUM FOR CLASSES)  
MANAGEMENT; ORGANIZATIONAL SKILLS; DISCIPLINED.

#### WORK EXPERIENCE (WORK HISTORY)

2016 - 2010 PROFESSOR OF MATH AT MIT LEARNING INSTITUTE

2010 - 2008 MATH INSTRUCTOR NAVAL ACADEMY IN SAN DIEGO, CA

#### VOLUNTEER EXPERIENCE

2008 - 2006 JUNIOR HIGH AFTER SCHOOL MATH TUTOR (SAN DIEGO SCHOOLS)

2007 - 2005 JUNIOR COLLEGE MATH MENTOR (MIRA COSTA COLLEGE (SAN DIEGO)  
(TUTORED AND FACILITATE MATH LITERACY)

## EDUCATIONAL ACHIEVEMENTS

1998-2002 CLTON COLLEGE (CALIFORNIA)

• ASSOCIATE OF ARTS IN MATHEMATICAL SCIENCE; BACHELOR  
IN MATH THEODOGY (G.P.A 4.2) WITH HONORS

2002-2006 CLTON COLLEGE (CALIFORNIA)

• MASTERS IN MATHEMATICAL PHYSICS MINOR IN BINARY CODE

## CERTIFICATION

2000 UNITED STATES MATHEMATICIAN'S VISIONARY CODE  
CERTIFICATION (90 DAYS MATH CAMP WITH NASA CODEWRITER)

2002 MATH PROGRAM INVENTOR / MENTOR

60 DAY WORKSHOP BASIC QUANTUM MATH

30 DAY WORKSHOP P. QUAM THEORY

90 DAY WORKSHOP CONVERSATION MATH

## ADDITIONAL SKILLS

COMPUTER LITERACY

MICROSOFT WORD / EXCEL / OFFICE -

DEEP WEB ACCESS

PROGRAM / CODE WRITING

D.O.S. / P.O.V / D.S.S / K.M.P

CONVERSATIONAL IN SPANISH ; CHIENESS ; THAI ; VITAMESS

REFERENCES UPON REQUEST

THANK YOU FOR BUILDING  
A BETTER YOU. I'M STRIVING  
WITH YOU FOR A BETTER  
OUTCOME TO THE SAME  
PROBLEM...

THE MISSING SUBJECT.

BY OCIE WRIGHT  
F16297 CDC#  
CALIFORNIA