

U.S. WORK WORLD CAREER MINI-LESSON



Match Job With Tasks

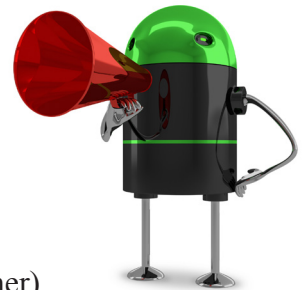
- Use your own notebook paper as an answer sheet. Number your answer sheet from #1 to #30.
- Get “Most Job Openings” pages from your teacher.
- From “Most Job Openings” pages, select a job that requires the worker to do the task at work.

EXAMPLES

- 1) Hair stylists need to stand at work
- 2) Secretaries sit down most of the work day
- 3) Your turn to think of a worker who rides in vehicles at work

TASK — Think of a job that requires a worker to do the following —

- 1) Stand on feet most of the work day.
- 2) Sit down in chairs most of the work day.
- 3) Ride in or on vehicles during the work day.
- 4) Perform tasks which require muscles and physical fitness.
- 5) Work outdoors most of the work day.
- 6) Work in air-conditioned buildings most of the workday.
- 7) Work around large groups of people during the work day.
- 8) Work mainly alone during the work day.
- 9) Work daytime hours Mondays through Fridays with weekends off.
- 10) Work varied hours on any day of the week or work on weekend.
- 11) Take work home to prepare for the next day at work.
- 12) Never have to take work home to prepare to the next day at work.
- 13) Wear suits/ties and professional-looking clothing while at work.
- 14) Wear uniforms while at work.
- 15) Wear T-shirts and jeans while at work.
- 16) Wear safety clothing (hard hats, back belts, steel-toe shoes, nonslip shoes, or other).
- 17) Must touch other people while at work.
- 18) Usually do not touch other people while at work.
- 19) Train (instruct and show) others how to operate and care for technical and work-related equipment.
- 20) Must understand difficult people and how to successfully solve arguments.
- 21) Must update knowledge and skills by attending training or college classes.
- 22) Must follow safety procedures at all times during the work day.
- 23) Must be organized and accurate at all times.
- 24) Work mainly with children during the workday.
- 25) Work mainly with adults during the workday.
- 26) Use spelling and writing skills at work.
- 27) Must have excellent listening skills for the job.
- 28) May speak a second language for the job.
- 29) Use math and algebra skills for the job.
- 30) Use creative and artistic skills to perform the job.



Most Job Openings to 2030

High School Graduate & GED:
(Some employers may require some college or training in addition to the high school diploma)

Home Health & Personal Care Aides
Supervisors, Food Prep/Serve Workers
Security Guards
Exercise & Group Fitness Instructors
Maintenance & Repair Workers
Light Truck Drivers
Sales Representatives
Stockers & Order Fillers
Animal Caretakers
Childcare Workers
Industrial Machinery Mechanics
Drivers/Sales Workers
Social & Human Services Assistants
Electricians
Medical & Office Secretaries
Recreation Workers
Police & Sheriff Officers
Managers of Food Service Workers
Receptionists & Information Clerks
Supervisors of Construction Workers
Hotel, Motel, Resort Desk Clerks
Insurance Sales Agents
Bus Drivers, Transit & City
Welders, Cutters, Solderers, Brazers
Supervisors of Mechanics & Installers/Repairers
Flight Attendants
Supervisors of Stock & Material Moving Workers
Machinists
Chefs & Head Cooks
Plumbers, Pipefitters & Steamfitters
Operating Engineers, Construction Vehicles
Bus, Truck & Diesel Mechanics
Carpenters
Photographers
Mobile Heavy Equipment Mechanics
Animal Trainers
Real Estate Sales Agents



Pharmacy Technicians
Veterinary Assistants
Office Workers

College Certificate or Associate (2 years) Degree:

Medical Assistants
Truck Drivers, Heavy & Tractor-Trailer
Teaching Assistants
Nursing Assistants
Hair Stylists & Cosmetologists
Preschool Teachers
Licensed Practical & Vocational Nurses
Computer Use Support Specialist
Massage Therapists
Paralegals & Legal Assistants
Manicurists & Pedicurists
Dental Assistants
Physical Therapist Assistants
Respiratory therapists
Phlebotomists (take blood samples)
EMTs & Paramedics
Medical Records Specialists
Firefighters
Dental Hygienists
Skincare Specialists
Audio & Video Technicians
Heat, Air & Refrigeration Mechanics
Radiologic Technologists
Veterinary Technologists
Actors
Occupational Therapy Assistants
Aircraft Mechanics & Service Technicians
Diagnostic Medical Sonographers
Computer Network Support Specialists
Psychiatric Technicians
Surgical Technologists
Barbers
Ophthalmic Eye Medical Technicians
Computer Controlled Tool Programmers
Wind Turbine Service Technicians
Cardiovascular Technologists
Medical Equipment Repairers



Most Job Openings to 2030

Bachelor (4 years) Degree — Master (6 years) Degree
Doctorate (7-8 years) Degree — Professional (7-8 years) Degree

Software Developers & Quality Testers
 Registered Nurses
 General Managers
 Market Research Specialists
 Medical & Health Services Managers
 Financial Managers
 Nurse Practitioners
 Elementary School Teachers
 Project Management Specialists
 Accounts & Auditors
 Secondary (High) School Teachers
 Substance Abuse & Behavior Counselors
 Lawyers
 Human Resources Specialists
 Coaches & Scouts
 Logisticians
 Computer Information Systems Managers
 Construction Managers
 Physical Therapists
 Information Security Analysts
 Speech-Language Pathologists
 Middle School Teachers
 Computer Systems analysts
 Social Workers, Child, Family & School
 Physician Assistants
 Industrial Engineers
 Educational Guidance Counselors
 Clinical Laboratory Technologists
 Training & Development Specialists
 Producers & Directors
 Financial & Investment Analysts
 Public Relations Specialists



Marketing Managers
 Sales Managers
 Social & Community Service Managers
 Operations Research Analysts
 Web & Digital Interface Designers
 Civil Engineers
 Occupational Therapists
 Medical Scientists
 Meeting, Convention, Event
 Compliance Officers
 Educational Administrators
 Mechanical Engineers
 Securities, Commodities, Financial Sales Agents
 Interpreters & Translators
 Network & Computer Systems Administrators
 Physicians & Surgeons
 Counselors, Mental Health & Substance Abuse
 Instructional Coordinators
 Sales Representatives, Technical
 Fundraisers
 Statisticians
 Human Resources Managers
 Veterinarians
 Librarians & Media Collections Specialists
 Financial Examiners
 Electrical Engineers
 Personal Financial Advisors
 Counselors, Clinical & School Psychologists
 Writers & Authors
 Film & Video Editors
 Art Directors
 Rehabilitation Counselors

