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**Activity**

Career Search Resources

MODULE 2: Job/Career Exploration and Planning

This **activity** was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

# Module 2: Job/Career Exploration and Planning

## Activity: Career Search Resources

The student accesses a career resource website to analyze occupations and opportunities for employment and career advice.

## Standards Assessed

* **09.02** Use career resources to develop and analyze occupations and opportunities for internships, continuing education and on-the-job training.
* **09.03** Exhibit job-seeking skills required for entry-level employment, including resume, online job search, cover letter, online/hard copy application, mock interview, interview thank you letter, and follow-up call.

## Teacher Notes

Students will access the following career website.

**Website**  
[Monster Jobs - Job Search, Career Advice & Hiring Resources | Monster.com](https://www.monster.com/)

In this two-part activity, the student first looks for jobs and career advice in information technology.

The student enters the keywords “information technology” in the Find Jobs search bar and “remote” as the location. From the search results, the student selects two jobs of interest by exploring the job description, required skills, and additional information about the company posting the job.

Next, the student enters the keywords “information technology” in the Career Advice search bar. From the search results, the student selects two categories to review, such as Career Paths, Resumes, Career Development, or Interviewing.

Now that the students understand how to use the career search resources, they can search for a career of their choice. Maybe the students are interested in medicine, law, software development, or cybersecurity. The student documents their findings in a document.

## Estimated Student Completion Time

* 60 minutes to complete the activity

## Activity Rubric

Consider evaluating the student’s work based on measures of quality. For example, with a maximum of 4 Points Possible, the following could be applied to the activity:

* **1 Point Earned** = ***Needs Improvement*** (the student work did not meet more than 50% of the requirements and did not follow instructions)
* **2 Points Earned** = ***Developing*** (the student met between 50% and 75% of the requirements and generally followed the instructions)
* **3 Points Earned** = ***Sufficient*** (the student met between 75% and 90% of the requirements and clearly followed instructions)
* **4 Points Earned** = ***Above Average*** (the student met > 90% of the requirements and followed all instructions)

# Activity: Career Search Resources

**Student Instructions**: Follow the instructions for Part 1 and Part 2.

**Part 1: Search for jobs and career advice in information technology.**   
[Monster Jobs - Job Search, Career Advice & Hiring Resources | Monster.com](https://www.monster.com/)

1. Select the Find Jobs tab and enter the keywords “information technology” in the Find Jobs search bar and “remote” as the location. From the search results, select a job of interest by exploring the job description, required skills, and additional information about the company posting the job.
2. Select the Career Advice tab and enter the keywords “information technology” in the Career Advice search bar. From the search results, select two categories to review, such as Career Paths, Resumes, Career Development, or Interviewing.

**Part 2: Search for jobs and career advice in the career of your choice.**

1. Select the Find Jobs tab and enter the keywords for the career of your choice (for example, medicine, law, software development, or cybersecurity) in the Find Jobs search bar and “Tampa” as the location. From the search results, select two jobs of interest.
2. Select the Career Advice tab and enter the same keywords you used in the Find Jobs search bar.
3. Write a summary for the two jobs that includes the job description, required skills, and additional information about the company posting the job. Also include findings on two categories from your Career Advice search.