

# Unit 01: Careers

Content Area: **21st Century Life & Careers**  
Course(s): **Personal Finance**  
Time Period: **Semester 1**  
Length: **4 weeks**  
Status: **Published**

## Unit Introduction

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## Standards

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WORK.9-12.9.2.12.A.1	Analyze the relationship between various careers and personal earning goals.
WORK.9-12.9.2.12.A.2	Identify a career goal and develop a plan and timetable for achieving it, including educational/training requirements, costs, and possible debt.
WORK.9-12.9.2.12.A.4	Summarize the financial risks and benefits of entrepreneurship as a career choice.
WORK.9-12.9.2.12.A.5	Evaluate current advances in technology that apply to a selected occupational career cluster.
WORK.9-12.9.2.12.F.8	Evaluate the effects of entrepreneurship on economic stability and quality of living in local and global communities.
WORK.9-12.9.2.12.F.9	Assess the impact of the global economy on entrepreneurial opportunities.

## Essential Questions

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- Why do people work?
- What factors affect a person's career choice?
- How do you write a cover letter?
- What is the proper format for a resume?
- How can you effectively interview?

## Content / Skills

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- Positive and negative features of career choices
- Factors that affect career choices
- Career planning techniques

- Importance of goal setting
- Sources of job opportunities
- Contents of a cover letter
- Guidelines for a resume
- Preparing for an interview
- Required work forms
- Employment laws