Instructions for Utilizing Career Research Materials

Here are some suggestions to consider while you are concentrating on utilizing career research methods.

- Previously, you were introduced to the Occupational Outlook Handbook and Vocational Biographies. Review the handout: An Introduction to the Occupational Outlook Handbook and Vocational Biographies.

- Take time to explore the website links that appear at the end of each of the Occupational Outlook Handbook career articles. They provide information related to researching that specific career field.

- When it comes time for the actual writing of the research paper, often students find it difficult to summarize information in their own words. Some of that stems from copying the exact sentence from the research materials when taking notes. It is then tempting to use that exact sentence in the final paper.

  For example, the Occupational Outlook Handbook has this to say concerning future predictions for accountants: “Accountants and auditors are expected to experience much faster than average employment growth from 2008-18.”

  Instead of copying down the above statement, simply write the following phrase: Accountants - above average increase 08-18. Then when it’s time to write the paper it becomes natural to summarize the research in your own words.

- Remember to contact me if you have any questions or frustrations concerning your research papers or use of the career research materials.

© Sheri Ziegler and Indian Hills Community College