

CareerSMARTZ (CS3)

A highly effective career success strategy built around “Find a need and fill it.”

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Interests and Skills

Following is a list of activities found in the American World of Work. Reviewing this list can help you identify and define your interests and skills.

This list is sub-divided into 19 groups of similar activities and each sub-group is further divided into specific activities related to the group.

Group 1: Art and Entertainment

* Act in a play, film or on a radio or TV program. * Carve objects out of wood, stone or other materials. * Create a new dance routine. * Create blueprints or drawings to guide people in building something. * Create graphic illustrations or designs. * Design bridges, roads and other outdoor structures. * Design clothing. * Design commercial or industrial equipment or materials. * Design electrical or electronic equipment. * Design flower arrangements. * Design home or office interiors. * Design homes and office buildings. * Design landscapes, such as gardens and parks. * Design marine structures (docks, sea walls, man-made ponds, etc.) * Design medical, commercial or industrial equipment. * Design spacecraft, rockets or airplanes. * Design the look of a stage or motion picture set. * Design the look of museum or commercial exhibits. * Direct actors in a stage, film, radio or TV production. * Direct an orchestra, band or group of musicians. * Direct the activities of an art department. * Display merchandise in a store or in a store window. * Draw cartoons or animated characters. * Draw or sketch illustrations or paint works of art. * Etch initials or designs into wood, metal or other objects. * Make artistic objects out of clay, glass or other materials. * Make arts and craft creations. * Make or repair watches or other jewelry. * Perform a dance routine. * Photograph people, places, events or objects. * Plan or coordinate a radio, TV, stage or film production. * Play a musical instrument. * Record videos. * Sculpt objects from wood, stone, clay, metal, etc. * Select talent or cast members for a stage, film, video, TV or radio productions. * Sing songs. * Write or arrange music, songs or jingles. * Write poetry.

Group 2: Athletic and Recreation

* Coach a sports team. * Compete in a sporting event. * Perform an athletic feat or routine before an audience. * Scout college campuses for new athletes or sporting event entertainers. * Train people in physical fitness. * Umpire or referee a sporting event.

Group 3: Building, Construction and Maintenance

* Build homes, offices or other structures out of wood, steel, cement, brick or other materials. * Build or repair mobile homes, recreational vans or other mobile living vehicles. * Build or repair roads, sidewalks or driveways. * Build, service or repair underwater structures. * Clean offices, buildings or other

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structures to keep them attractive and healthy for their inhabitants. * Cover wall surfaces with paper, fabric or other decorative materials. * Inspect a process or product to ensure it operates correctly or was made properly. * Install or repair ceramic tiles, carpeting or other floor, wall or ceiling materials. * Install or repair fence systems or equipment. * Install, service or repair air conditioning and heating systems or equipment. * Install, service or repair electrical systems or equipment. * Install, service or repair home or office security systems or equipment. * Install, service or repair insulation systems or equipment. * Install, service or repair plumbing systems or equipment. * Install, service or repair roofing materials. * Install, service or repair sewage or sanitation systems or equipment. * Install, service or repair windows or doors. * Paint ceilings, walls or other building surfaces. * Remove hazardous building materials. * Solder or weld metals together. * Survey or map land formations. * Use explosive materials to destroy buildings or structures. * Use explosive materials to excavate or mine natural resources. * Use or repair hand tools.

Group 4: Business Administration and Management

* Analyze a business to determine how it could operate better. * Control the financial resources of a company, organization or agency. * Manage a business, organization, department, function, service or project. * Manage natural resources, such as a park, forest or wetlands. * Manage property owned by other people. * Manage the business interests of professional athletes, artists or performers. * Plan how a city should grow and develop in the future.

Group 5: Business Operation and Support

* Analyze financial records to determine the health of a company. * Answer questions at a customer help desk. * Complete sales transactions at a check-out counter. * Deal cards or lead others in a game of chance. * Deliver the mail or other delivery items. * Determine the value of certain property or material goods. * Greet people as they enter an office or building. * Guide people on a tour. * Handle all calls coming into an office. * Help a lawyer prepare a case for court. * Help bank customers with financial deposits and withdraws. * Help customers resolve a problem they have with a product or service. * Help run the daily operations of an office in a business or organization. * Interview people for employment. * Keep records in a business or medical office or in a police department. * Keep records of financial transactions. * Maintain records and documents in an office. * Operate a radio to dispatch fire, police or emergency medical services. * Operate office equipment. * Organize, file or retrieve documents in an office * Prepare and file claims in an insurance, unemployment, welfare or bank office. * Prepare medical records. * Prepare tax records and IRS reports. * Prepare written documents, reports or presentations for business use. * Purchase materials and supplies for a company. * Record what is said in a court of law. * Review documents or reports for errors, omissions or complete information. * Seat

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people in a theater or auditorium. * Study how operations, systems and processes can function more effectively. * Study various business operations to ensure they are carried out properly. * Take care of payments and receipts in a business office. * Transport information or materials from one location to another.

Group 6: Communication and Media

* Analyze the daily news to determine what to broadcast to the public. * Announce information over a public address system. * Announce news events on a radio or TV program. * Announce to the audience the ongoing events on a radio or TV program. * Conduct surveys to gather information. * Create written materials for others to speak or read. * Edit films or videos. * Edit written works. * Gather local news for publishing in a newspaper. * Interpret or translate one language into another. * Report the news. * Write fiction or non-fiction works. * Write screen captions for television or movies for viewers who are deaf. * Write technical manuals or books.

Group 7: Computers and Information Management

* Design the next generation of computer hardware. * Help people solve or correct a computer-related problem. * Link computers together in a network and manage its operation. * Manage large quantities of information (collection, storage, etc.) * Set up security systems to protect computer networks. * Study how computers can be used to solve problems. * Study how information can best be gathered, stored, analyzed and interpreted. * Use a computer to make brochures, newsletters, reports, etc. * Write computer software programs.

Group 8: Equipment Installation, Operation and Repair

* Build or repair bicycles, cars, buses, trucks, airplanes, boats or other transportation equipment. * Build, install, service or repair air conditioning, heating or refrigeration equipment. * Build, install, service or repair airplane equipment. * Build, install, service or repair computer equipment. * Build, install, service or repair electronic or electrical equipment. * Build, install, service or repair elevators or escalators. * Build, install, service or repair home appliances, entertainment equipment or office equipment. * Build, install, service or repair industrial machines or equipment. * Build, install, service or repair mechanical equipment or machines. * Build, install, service or repair musical instruments. * Build, install, service or repair telecommunication equipment. * Build, install, service or repair vending machines. * Build, install, service, repair or operate audio or video equipment. * Build, install, service, repair or operate industrial equipment or machines. * Build, install, service or repair medical equipment. * Erect scaffolding or rigging equipment to reach high places. * Operate a motion picture, video or

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television camera. * Operate farm or agricultural equipment. * Record sounds or music in a recording studio or sound laboratory. * Service or repair farm or agriculture equipment.

Group 9: Industrial Production, Mining and Manufacturing

* Assemble various parts to produce a finished product. * Drill holes into the ground to access drinking water. * Make furniture, cabinets, desks or other household items. * Make molds in a lab or factory to produce parts for assembly into a finished product. * Mine the earth for oil, gas, coal or various kinds of minerals or metals. * Mine the earth for various stone materials for use in building products. * Move and load materials from one location to another. * Operate equipment to produce or transmit electrical power. * Operate factory equipment to build or produce materials or equipment. * Operate machinery or equipment to build something in a factory. * Operate machinery or equipment to make processed foods or beverages. * Paint equipment on an assembly line. * Process animal parts into packaged foods. * Set up and operate machinery for printing materials, such as books, magazines or newspapers.

Group 10: Legal, Law Enforcement and Public Safety

* Act as a judge in a court of law. * Arbitrate or mediate a dispute between two or more individuals. * Catch highway speeders or other law breakers. * Defend a person's or company's legal rights in court. * Enforce laws and regulations. * Examine and inspect products, services, operations, equipment, vehicles or buildings to ensure safety or compliance. * Examine policies and practices to ensure that all laws are followed correctly. * Fight fires. * Help a lawyer prepare for a case in court. * Help children cross the street safely. * Inspect materials and goods coming into the country for illegal contraband. * Investigate crimes and criminals. * Investigate fires to determine their cause. * Manage inmates in a jail or prison. * Patrol a border to prevent entrance by illegal aliens. * Patrol and protect property. * Prosecute someone in a court of law. * Protect animals from illegal poaching. * Protect national or local parks, resort areas and campgrounds. * Protect swimmers, skiers or other people enjoying recreation from becoming injured. * Protect the physical safety of others. * Provide emergency medical care for a sick or injured person. * Represent the people as an elected government official. * Search for missing people or property. * Tag illegally parked cars or trucks. * Watch gamblers and other casino players for signs of fraud.

Group 11: Marketing, Sales and Promotion

* Be the spokesperson for a company or organization. * Demonstrate how a product or service works. * Design a marketing or sales campaign. * Model clothing or other items or pose for a photographer. * Pose next to people or objects for advertising or promotion purposes. * Sell a product or service. * Sell financial commodities or services. * Sell homes, office buildings or other property. * Sell travel services.

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Group 12: Math and Science

* Analyze statistical data to draw conclusions. * Create machine to harvest natural resources, such as coal, oil and natural gas. * Design machines, tools or equipment. * Design procedures to protect the health and safety of people. * Study and develop natural or man-made sources of energy. * Study crime scene evidence to help catch criminals. * Study how best to use and preserve our forests, wetlands and other natural resources. * Study how the earth’s properties (land, water, climate, etc.) shape the culture of people. * Study how to conserve and protect the environment. * Study how to create better, more efficient products. * Study how to improve land or water mining operations. * Study how to improve the growing of food to increase its yield. * Study how to keep workers safe while working. * Study how to prevent fires. * Study human or animal cell growth and development. * Study space and the universe. * Study the atmosphere or weather. * Study the behavior of animals. * Study the biology of animals or humans. * Study the biology of plants. * Study the cause and cure of various diseases. * Study the composition and make-up of the earth. * Study the natural laws and forces found on earth. * Study the properties and function of water as part of the natural environment. * Study the properties and uses of various chemicals. * Study the properties and uses of various natural and man-made materials. * Study the properties of soil and how best to preserve its use. * Study things in a science laboratory. * Test how well things or systems work in a technical lab environment. * Use math formulas to understand or solve problems.

Group 13: Medical and Health

* Assist surgeons in an operating room. * Carry out hospital laboratory procedures. * Determine what caused a person’s death. * Diagnose disease, illnesses or injuries, prescribe how to correct them and perform whatever corrective measure is needed. * Help doctors care for patients in a hospital or doctor’s office. * Help individuals recover from a disease, illness or injury. * Prepare and dispense medications for medical purposes. * Prepare patients for surgery. * Use various medical devices or equipment to help doctors determine the cause of illness or injuries, or to treat illness and injuries.

Group 14: Military

* Be a member of a military Special Forces team. * Build, install repair or operate radar or sonar equipment to detect enemy military forces. * Fire missiles and rockets to destroy enemy troops. * Help to launch aircraft from an aircraft carrier at sea. * Lead infantry or be part of an infantry group in a battle. * Operate a command center to oversee a military campaign. * Operate an armored assault vehicle in a war zone.

Group 15: Personal Care and Service

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* Answer questions about local services and attractions at a holiday resort. * Apply make-up to actors or television personalities. * Carry a visitor’s luggage into a hotel. * Clean vehicles or other equipment. * Cook meals or bake food for people. * Cut and trim meat for sale. * Cut or style hair. * Give someone a body massage. * Help prepare a body for a funeral. * Keep buildings, rooms or other interior spaces neat and clean. * Make hotel reservations for travelers. * Prepare costumes for actors to wear. * Seat people in a restaurant. * Serve drinks in a bar or restaurant. * Tailor clothing for others to wear. * Take care of children or elderly people. * Take care of personal matters for busy business executives. * Take food orders in a restaurant and bring the food to the customer. * Trim or decorate a person’s nails. * Upholster furniture or automobile interiors. * Wait on travelers on a plane, ship or train.

Group 16: Plants, Animals and Outdoors

* Breed animals. * Care for lawns and gardens. * Care for the daily needs of animals. * Catch abandoned or dangerous animals. * Catch fish for commercial sale. * Cut or haul trees in a forest. * Diagnose and treat animal illnesses and injuries. * Exterminate bugs or other pests. * Grow crops for people to eat. * Grow plants and flowers for ornamental use. * Harvest crops. * Hunt animals for sport or commercial sale. * Plant trees in a forest. * Raise cattle or other animals for food production. * Train animals to perform tricks or to behave properly. * Trim or cut down trees or bushes. * Use pesticides to kill unwanted plant or animal insects.

Group 17: Social and Community Services

* Advise individuals about financial investments and planning. * Appraise and store for safekeeping important, historical documents. * Create museum exhibits. * Design the curriculum that teachers will follow in the classroom. * Develop instructional or training programs or materials. * Guide people in carrying out their religious beliefs. * Guide people in developing a successful and rewarding career. * Guide people in how to successfully complete their education or training. * Help ex-convicts readjust to and succeed in society. * Help individuals and families overcome various kinds of personal or social problems. * Help people develop healthy behavior and a positive personality style. * Help people improve their marital or family relationships. * Help people recover from drug or alcohol abuse. * Operate a museum to store, preserve and display important artifacts. * Organize, store, preserve or catalog books or audio/visual materials. * Study students understand how they best learn to improve their educational success. * Teach people new information or how to do something correctly.

Group 18: Social Science

* Study how people behave and why, either in the past or today. * Study how politics and politicians operate. * Study how the economy works. * Study how to create happy and productive employees. *

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Study the artifacts of past cultures to determine what they believed and how they behaved. * Study the effects that various groups have on a person’s personality development. * Study the history of various peoples and times.

Group 19: Transportation and Materials Handling

* Control and direct the movement of airplanes and trains in and out of a geographical location. * Dredge rivers, ponds or lakes to clear out unwanted materials and debris. * Launch missiles into space. * Pilot or help to fly airplanes or space vehicles. * Study the flow of airline, automotive, train, truck or bus traffic to improve efficiency. * Drive or operate a car, van, truck, plane, boat, subway, streetcar, trolley or other transportation vehicle.