

**CAREER PLANNING GUIDE**  
for  
**Adult Learners**



Calvin Coish



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Adult Learners**

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College of the North Atlantic

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**1999**

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## **Introduction**

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Cal Coish  
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# Table Of Contents

[Planning Your Career](#)

[Ray's Story](#)

[Setting Goals](#)

[Making Choices](#)

[Career Planning  
Programs](#)

[What Do You Like To Do?](#)

[Kinds Of Occupations](#)

[Sharon's Story](#)

[Other Ways To Look At Interests](#)

[What Things Are You Good At?](#)

[Skills and Abilities](#)

[School Subjects](#)

[Adam's Story](#)

[Learning About Occupations](#)

[Changing Jobs](#)

[Jobs of the Future](#)

[Job Shadowing/Work Experience](#)

[Holly's Story](#)

[Education](#)

[What Would You Do?](#)

**The Job Search**

**Vance's Story**

**Applying for a Job**

**The Resume**

**The Job Interview**

**Your Own Business**



## **Planning Your Career**

Your career involves many things and is an important part of your life. Many things we do in life involve planning. It is a good idea to have a career plan.

Trying to get a good career without having a plan is like driving across Canada without using a road map. You will end up somewhere, but you will probably make many wrong turns and take longer to get where you want to go. It is better to have even a general plan than no plan.

We can talk about a job, an occupation or a career. Mechanic, secretary and teacher are examples of occupations. A job is a specific working position, such as mechanic at Tuffy Tire or secretary at Deep Woods Enterprises. A career is much more general and really includes all your life experiences. People also talk about career fields, such as medicine or forestry or business. You may choose a career as a computer technician and work at many different jobs in that career field. You may choose a career as an electronics technician, hold different jobs related to electronics, then run your own business in the field of electronics. Sometimes people change their careers. For example, Jim used to be a plumber. Now he is a truckdriver. Jim has changed his job, his career, and his career field.

## Ray's Story

Ray is 30 years old. He left school in Grade 10 and came back 13 years later. This is the story of his career.

"I lived on the coast of Labrador for half my life, through the summers. I either fished, or mainly worked in the fish plant. Even before I left school I used to work in the plant, since I was 11 years old."

"Through the years away from school I found it hard to adjust to today's technology. I couldn't stand a computer. I didn't know anything about them. But now, I'd like to have my own and I'd like to know more about them."

"All I ever did was labour work. My hands done my work and now the machine is doing the work. I didn't like machines taking over manual labour. You got to accept the changes I guess and I'm starting to understand that."

"I took this course in JRT (Job Readiness Training). It was a 20-week program and that gave me a good scare. It taught me what are my values, what are my goals. I never knew my values or goals before. When the fish came in I had a job or I had a berth fishing or I worked in construction. I always had my stamps, and that's all I really thought about. When they asked me to put my long-term goals on paper, I didn't know what to put down. Then I said, 'I don't really know myself. What would I like to do, what are my capabilities and what are my limitations or whatever?' That was hard to deal with. All I've known how to do is manual labour."

"I got a back condition and that threw something into it for me. If you hired me now as a technician, I'd be gone the same day. Labour work, I'd be there forever, but I can't now because of my back condition. I'm not a hundred per cent like I used to be. I do have limitations now. I have to seek a goal, a career, which I never had in the first place, only just general, seasonal work."

"I got to readjust and start all over. I'm trying to discover what I like, and I find that hard. I will be the first to admit that you need education this day and age for today's technology. The unskilled jobs are gone and you have to be educated to be employable. The more educated the more employable is what I learned. I realized then I'd rather take ABE at the bottom of the ladder and work my way up."



"From Kindergarten to Grade 8, I was doing pretty good. Grade 9, the first year, I was right up there. The people my age now are finished school. They all got university degrees. They're teachers, or social workers, nurses, doctors. I would've been the same way if I never just took this wrong road that I took. That's what did it for me."

"My idea was to take carpentry next year and then a two-year course in adventure tourism. Say, if you owned a resort, I would be looking for a job. You'd be hiring me two for one, because I could be your handyman plus have that two-year program under my belt too."



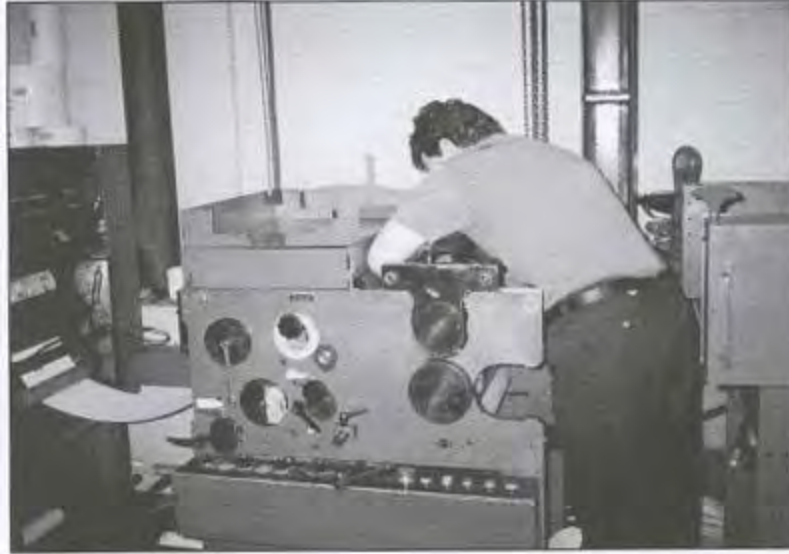
"I look in the mirror in the morning. What can I do? 'I don't know,' I say, 'but I gotta find out what I'm interested in.' I got my mind on community futures, so I could be a counsellor for someone who's addicted and who's looking for help. But I'm kind of slow on comprehension and reading. So that's a course I'm afraid of more or less. Then I had a mind to take computer drafting, but I say I'm not very creative. I want to take adventure tourism, but according to the components - kayaking and mountain-climbing and stuff like that - my back can't handle that. Then there's this computer course, and I heard that's pretty hard to take. So I'm left wondering where I'm going to go."

"I gotta narrow it down. I gotta make the decision. It's just that I've never done anything before other than be a labourer or gofer. I was good at that because that's all I ever knew how to do. I was accepted here in carpentry, but after talking to the counsellor, I decided to take a good look at what course I want to take."

"If I had a job, I wouldn't mind relocating. I always mark down on my application 'Anywhere in Canada'. I went to Alberta in '83 and took a course in foreman training on the oil rigs - roughneck they call it. I like a nice, quiet community. I don't mind living in the city, but I'm the type of fellow who would like to have a nice, relaxing place."

Questions:

1. What are Ray's strengths?
2. What are Ray's weaknesses?
3. Which careers do you think would be good for Ray?



## **Setting Goals**

There are many choices to make when planning your career. One choice involves your goals. Goals are things you would like to achieve in your life. It is important to set goals when making career plans. When you set goals you give yourself something to work toward.

Having goals can also help you deal with problems you run into along the way. There will be good days and bad days in the course of your career. There will be times when you will be frustrated and upset. But, if you keep your goals in mind, you will see that your planning and hard work can lead to something worthwhile.

Setting goals can help you control some of the things that happen in your life. There are no guarantees that you will reach all of your goals. But knowing what your goals are can make things clearer for you and can help you keep on track.

There are two kinds of goals. One kind is called long-term goals. The other kind is called short-term goals. Some examples of long-term goals might be: learn to read, complete a high school education, get married, have children, be a computer technician. Some examples of short-term goals are: buy some groceries, go to school today, write a letter, do a six-month course in computers. One person's short-term goal could be another person's long-term goal.

1. List up to three long-term goals you have set for yourself.

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2. List up to six short-term goals which will help you reach your long-term goals.

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## **Making Choices**

As you plan your career, you will be making decisions. Before you can make decisions, you should know which choices are available to you. Let's say you want to do a program in robotics. (Robotics involves the design, programming, operation and repair of robots.) You must first find out where you can do such a course. Then you compare the different programs and decide which ones to apply to. If you are accepted for more than one training program, you then have to choose which one to do. Make sure you have enough information to make a good decision.

Information on career planning is available from HRD offices, high schools and private employment agencies. The Government of New-foundland and Labrador sponsors a toll-free Career Information Hotline. The number is 1-800-563-6600.

The provincial Department of Employment and Labour Relations has produced a useful booklet called Open Your Own Doors. This booklet takes you through the steps involved in career planning. It gives lists of occupations in different career areas. You can get a copy of this booklet if you ask for it from the Career Information Hotline. Another useful booklet is called Smart Moves. It was produced by people at the HRDC office in Gander.

## **Career Planning Programs**

There are programs to help you with your career plans. One of these is a computer program called CHOICES. You will find this program in many high schools, adult education centres and employment centres. The way CHOICES works is very simple. You enter information about your interests, aptitudes, preferences and other things into the computer. The program then gives you lists of suitable careers and other information. You can get printouts about different careers as well as information on training programs. Make arrangements to do such a program if you can. But don't expect the career program to make decisions for you. You must make your own decisions.

## What Do You Like To Do?

One thing to consider when planning your career is interests. Ask yourself, "What do I like to do that could be used in a job?" There are several ways to do this. One way is to look at any hobbies or activities you enjoy.

List any hobbies or special interests you have. Some examples are: fixing computers, painting, fishing, travelling, writing letters, doing volunteer work and reading.

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Name some jobs that would use these interests.

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## **Kinds of Occupations**

Occupations can be grouped in several different ways. One way is to relate them to people, data or things.

Workers in people-related occupations deal mainly with people (or animals). Workers in data-related occupations use facts and figures, calculations and other data. Things-related jobs involve machines and equipment, such as computers, cars, and robots.

Every occupation fits into at least one of the three categories of data, people or things. Many jobs involve more than one of the three. For example, an auto mechanic deals mainly with things (cars), but he or she also deals with people and data. In fact, data, such as engine analysis results, are becoming more important than ever in the auto repair industry. A medical doctor works mainly with people. He or she also uses data, such as patient charts, reports and other information. The doctor also uses such things as a stethoscope, heart monitor, and blood pressure machine.

Ask yourself the following questions. There's no such thing as giving the "right" answers to these. Any answers you give are okay. It is important to be totally honest in doing this.

1. Do I like working with people? \_\_\_\_\_
2. Do I like working with data? \_\_\_\_\_
3. Do I like working with things? \_\_\_\_\_
4. . Which of these three do I like most? \_\_\_\_\_

Now, do the following activity. List at least six occupations that deal with your main area of interest (people, data or things). If you like more than one of these, try to think of occupations that combine your interest areas.

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## Sharon's Story

Sharon is 53 years old. She left school thirty-seven years ago. She was in Grade 7 at the time.

"I left school in June and went in the convent in September. I wanted to join the Forces, but my brother told Mom that a lady didn't join the Forces. A nun came down at my desk one day and put a little pamphlet in front of me about Sisters of Service. I said, 'Me a nun?' 'Yes,' she said."

"I went in in September and that was it. I must say that was quite an experience. I just turned 17 and for the next four years I was either an assistant cook or chief cook."

I was 21 when I left that life. One year later I was married. I had five children \_ two boys and three girls. My first baby died six months after he was born. In order to keep the payments on my house for the next eight years I took in six boarders just to keep us afloat. I had my next four children \_ three girls and a boy. It wasn't easy keeping boarders and raising children at the same time. When I was 33 I divorced my husband. At the time, the youngest was three and a half and the oldest was nine. I brought the children up on my own. It's an experience I wouldn't wish on anybody.

"For the next fourteen years, I didn't go out, only when spring came. Then I stepped out into my back garden. It was the longest fourteen years of my life. I had no social life at all \_ no bingo, clubs, or anything else. I spent all of these years on social assistance because I couldn't see any other way to keep my children together. I cared for them to the best of my ability."

"When I was 45 and my children were on their own I tried to find work. I worked with the Department of Forestry for the next seven seasons. I got off social assistance and was making it on my own. Then last season my job was gone. Desperation set in again. It was the first time in my life I was ever sorry I didn't have my education. It's the most desperate feeling in the world, not being able to depend on yourself."

"That's when Charmaine tried to talk me into going back to school to get some upgrading. She really pushed me until I finally went. I guarantee you I didn't want to go the first time. I came here at least six times before I had the guts to walk in the door. I had to come in alone, which was a big thing."

"It's very hard to be 53 and not have the ability and the confidence to do what's necessary to get my GED. I hope the next twenty years are easier than the first fifty-three. I don't think I can handle just surviving anymore. It would be great to have a job that you don't have to worry about losing at least till 65. It's no one's fault but my own. It sure does pay to have your education."

Sharon says that not having an education "never bothered me until the children were grown up and I wanted to make a life for me. I don't want to be dependent on my children. I'm trying to figure out how to get a job and stay in school."





## Other Ways To Look At Interests

Following is a checklist of some interests. Check any of the following you like (or think you would like) to do:

1.  Work outdoors most of the time
2.  Work indoors most of the time
3.  Work with people
4.  Work alone
5.  Work with machines
6.  Work with cars, motorcycles or other vehicles
7.  Work with computers
8.  Work with numbers
9.  Work in an office
10.  Work in a hospital
11.  Work with your hands a lot
12.  Work with your mind a lot
13.  Work which is much the same all the time
14.  Work which has a lot of variety
15.  Work in which you have to be creative
16.  Work in which you have to make important decisions
17.  Work in which someone else makes most of the decisions
18.  Work which takes you away from home a lot
19.  Work which involves heavy physical labour
20.  Work which doesn't involve much physical labour

21. \_\_\_\_ Work in a small town
22. \_\_\_\_ Work in a city
23. \_\_\_\_ Work in Newfoundland
24. \_\_\_\_ Work outside Newfoundland

Other:

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### **What Things Are You Good At?**

It isn't enough to just be interested in something. You also have to be able to do the things you're interested in if you want to use them in a career. Check any of the following you think you would do well:

1. \_\_\_\_ Work with people
2. \_\_\_\_ Work with machines
3. \_\_\_\_ Work with data
4. \_\_\_\_ Work outdoors most of the time
5. \_\_\_\_ Work indoors most of the time
6. \_\_\_\_ Work alone
7. \_\_\_\_ Work with computers
8. \_\_\_\_ Work with numbers
9. \_\_\_\_ Work in an office
10. \_\_\_\_ Work in a hospital
11. \_\_\_\_ Work which uses your hands
12. \_\_\_\_ Work which uses your mind
13. \_\_\_\_ Work which is much the same all the time
14. \_\_\_\_ Work which has a lot of variety
15. \_\_\_\_ Work in which you have to be creative
16. \_\_\_\_ Work in which you have to make important decisions
17. \_\_\_\_ Work in which someone else makes most of the decisions
18. \_\_\_\_ Work which takes you away from home a lot
19. \_\_\_\_ Work which involves physical labour
20. \_\_\_\_ Work which doesn't involve much physical labour

Other:

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### **Skills And Abilities**

List any special skills you have. You may be able to use some of your skills in a job. Some examples of these skills are carpentry, mechanics, electronics, writing, painting, woodcarving, sewing, knitting and public speaking. There are many others.

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## School Subjects

Another thing to look at is how you did in school. This can also help you make your career plans. What was your best subject in school? (You can name more than one.)

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Following are some occupations related to different school subjects. Read through the list to see which ones you might like to do. You can also use this list to help you do other exercises in this guide. If you don't know what some of these occupations are, you can look them up in a dictionary.

## **Art**

architect  
architectural technician  
art gallery worker  
artist  
art teacher  
art therapist  
cartographer  
cartoonist  
carver  
designer  
draftsperson  
engraver  
glass blower  
illustrator  
landscape architect  
layout artist  
photographer  
potter  
sculptor  
sign painter

## **Business Education**

bank teller  
bookkeeper  
business manager  
businessperson  
cashier  
clerk  
computer operator  
court reporter  
dispatcher  
marketing specialist  
paralegal assistant  
postal worker  
publisher  
receptionist  
salesperson  
secretary  
travel consultant  
typist  
vocational teacher

## **Drama**

actor/actress  
camera operator  
clown  
comedian  
drama teacher  
drama therapist  
film and video editor  
film maker  
impersonator  
magician  
make-up artist  
playwright  
producer  
stage hand  
stage manager  
ventriloquist

## **Home Economics**

babysitter  
bartender  
chauffeur  
chef/cook  
childcare worker  
clothing buyer  
cosmetologist  
courier  
crafts instructor  
firefighter  
home economics teacher  
interior decorator  
janitor  
letter carrier  
masseur  
meter reader  
model  
mover  
nanny  
nutritionist  
pest control worker  
retailer  
seamstress/tailor  
security guard  
store detective

waiter/waitress  
window washer

## **Industrial Arts**

aircraft mechanic  
antique car restorer  
appliance serviceperson  
assembly line worker  
auto mechanic  
boat builder  
boilermaker  
bricklayer  
building inspector  
building superintendent  
cabinet worker  
cable TV installer/repairperson  
carpenter  
cement finisher  
construction worker  
diamond cutter  
drilling rig worker  
electrician  
electronics technician  
fibre optics specialist  
furnace installer/repairer  
furniture repairer  
glassworker  
gunsmith  
heavy equipment mechanic  
heavy equipment operator  
ironworker  
jeweller  
lens grinder  
lineman  
locksmith  
machinist  
mechanic  
millwright  
miner  
mineral technician  
office machine service technician  
painter  
partsperson  
plasterer  
plumber

refrigeration mechanic  
shoe repairer  
small engine mechanic  
sound and lighting technician  
steamfitter/pipefitter  
taxi driver  
truck driver  
vending machine servicer  
welder  
well driller

## **Language**

air traffic controller  
announcer  
auctioneer  
correspondent  
customs/immigration officer  
editor  
editorial assistant  
flight attendant  
interpreter  
journalist/writer  
librarian  
proofreader  
public relations person  
reporter  
teacher  
translator  
travel guide

## **Mathematics**

accountant  
appraiser  
banker  
bank teller  
broker  
businessperson  
computer specialist  
engineer  
insurance underwriter  
mathematician  
statistician  
surveyor  
teacher



## **Music**

composer  
musician  
musical instrument repair technician  
music teacher  
music therapist  
piano tuner  
producer  
singer  
songwriter

## **Physical Education**

athlete  
athletic trainer  
coach  
dancer  
diver  
fitness consultant  
golf pro  
guide  
lifeguard  
referee  
ski patroller  
sports psychologist  
teacher

## **Science**

agronomist/agrologist  
aquaculturist  
assayer  
audiologist/speech therapist  
biologist  
chemist  
chiropractor  
Coast Guard Officer  
coroner  
curator  
dental assistant  
dental hygienist  
dentist  
denturist

emergency medical technician/paramedic  
engineer  
forester  
forestry technician  
geologist  
geophysicist  
hazardous waste management specialist  
holographic specialist  
horticulturist  
laser specialist  
medical lab technologist  
metallurgist  
meteorologist  
occupational therapist  
pharmacist  
pharmacy technician  
physician  
pilot  
prospector  
ship's captain  
ship's officer  
taxidermist  
teacher  
veterinarian  
physiotherapist  
respiratory therapist

## **Social Studies**

archeologist  
archeological assistant  
archivist  
clergy  
community planner  
counsellor  
funeral director  
genealogist  
geographer  
historian  
labour relations specialist  
lawyer  
museum curator  
paleontologist  
parole officer  
personnel officer

prison warden  
psychologist  
social worker  
teacher

Write down the names of any occupations you are interested in. Name as many as you would like. You may include occupations that are not on the lists given here. You may include occupations you listed earlier. Look for occupations that would use your interests and abilities. Underline the three occupations you are most interested in. You should have several occupations in mind, in case your first choice doesn't work out.

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Adam was 16 years old when he left school. He was in Grade 9. Adam says that when he quit school his parents were pleased that he was going to work. Adam came back to school at the age of 39.

Adam says, "Reading is a problem for me. I left school at the end of the year. I had a job at a gas station. I worked there for six months. I got laid off and I went with another gas station for another three months."

Then Adam went to the mainland. He says he "first worked as a material handler with an electrical company, for 10 months. I got laid off, and drew unemployment. I came back to Newfoundland. Then I worked at a grocery store, doing deliveries. I had a hard time with that. The manager's wife was my teacher and she knew the way I was at reading. The names I didn't know I'd just go ask the clerk. Some days I had to get someone to come with me and tell me the names."

"I got laid off there and went on unemployment again. I went to the mainland again. I worked with a scaffolding rental company. Anybody could do it. All you had to do was count to 20, stack up the scaffolds 20 high, strap them, that was it." Adam did that job for three months. Then he came back to Newfoundland again and collected unemployment.

Adam and his girlfriend went back to the mainland again, and Adam went to work with an elevator company. He says, "I was on the saw. I had to know how to use the measuring tape. I had to know fractions. That was the only stuff I had to know. They had a layoff, so I bumped over in the other plant. There I went on the paint line, just hanging up the door, putting it in a line to be painted, then taking it off, that was it. I went from that to the forklift. I was there a year and a half altogether. When I got laid off I came home again."



One job Adam had on the mainland was with a food company. He says, "I worked there four weeks. They knew I couldn't read. I had to read the instructions on a piece of paper, about how to make the food and all that. We were making hot chocolate, iced tea, hot noodles in a cup, maple syrup. Everything had numbers, like a fellow told me. 'Just go by the numbers,' he said. 'You don't have to read.' It was hard when I didn't know how to read it. They used to tell me to go down and pick up a skid of maple syrup. There would be 20 and 30 skids of all different kinds of stuff. I had to look through it for maple syrup. Maple syrup was like Dutch to me, because I didn't know how to read it. There was only me making that food. When the food comes out it gets tasted for quality control before it goes out of the factory. They caught on, because I made a few mistakes. The boss said, 'We're going to have to let you go because you don't know how to read.' That's when it hurt. I cried that day."

"Three years ago I said, 'I got to find a trade or something.' I done a bit of welding here and there, so I said I'd try for a welding course. I said I'd go down and do the test. I went down and done two questions on the test and had to give it up. I couldn't read it."

Adam came back to school to work on his reading problem. He gets up at six-thirty every morning during the week. The drive to school takes 75 minutes. He gets back home at six-thirty in the evening. "It's paying off for me," says Adam. "In September I'm going to do welding. So far, I got my Class 9 air brakes, my Class 3 permit to drive a dump truck, and a Class 1 to drive a tractor-trailer, all because of my reading. I had to write tests. So, it turned out pretty good."

### **Question:**

1. What was Adam's main problem related to work?



## **Learning About Occupations**

You will need to get information about any occupations you think you might like. Here are some questions you could ask. You might want to do some worksheets for different occupations using these questions.

1. What do workers in this occupation do?
2. What education or training is needed?
3. Where can you get the training?
4. How long will the training take?
5. How much will the training cost?
6. What aptitudes, abilities or special skills are needed?
7. What is the work schedule? (Shift work, weekends, overtime, seasonal, etc.)
8. What is the salary range for beginning workers?
9. What is the salary range for experienced workers?
10. What opportunities are there for promotion?
11. What are the future prospects for this occupation?
12. What are some related occupations?



## Changing Jobs

Workers can expect to change occupations two or three times throughout the course of their careers. They can expect to change jobs even more often than that. You may be thinking of getting a new job. This might be a job related to what you do now or it may be something else. Some people will have no choice but to change jobs. There are certain things you should do if you are changing your job or career. It is important to plan your job or career change. You can follow basically the same steps as if you were making plans for your first job or career.

First , make sure you have a good understanding of your interests and abilities. The exercises in this guide can help you. Find out what you like to do and what skills you have.

There are some questions you can ask when you are planning a career or job change. Some of these questions are:

1. Why am I changing my job or career?

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2. What abilities or skills can I use in another job or occupation?

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3. What training will I need to take and where can I get that training?

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4. When will I make this change?

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5. Who can help me with this?

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6. What do I need to do next? (This is the first step in your plan.)

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## **Jobs of the Future**

It is hard to predict which jobs will be easiest to get in the future. Things change so fast it is very hard to be completely up-to-date. But there are some careers and career fields that seem to be more promising than others. There are some careers that seem to be growing. It is a good idea to develop computer skills and keep an eye on job trends.

Many jobs go unfilled every year because employers cannot find workers with the right skills. A lot of jobs these days are short-term, temporary and part-time. This means that you probably will not get the job you really want right away.

Here are some career areas which look promising for the future.

- Chefs and cooks
- Child care workers
- Computer-related occupations
- Dental hygienists
- Electronic data processing workers
- Engineering technologists
- Environmental professionals
- Office, personnel and sales managers
- Paralegals and law clerks
- Respiratory technicians
- Gerontology workers
- Veterinary technologists



There are several promising career areas for people living in Newfoundland and Labrador. Some of these are:

### **Adventure Tourism**

More tourists are coming to this province every year. These visitors want to experience the great outdoors. They want to go hiking, canoeing, sea kayaking, mountain climbing, and whale watching. There are opportunities here for guides, outfitters and other workers.

### **Aquaculture**

The decline in the fishery has created opportunities in fish farming, also called aquaculture. Salmon, cod, trout, mussels, scallops and other kinds of seafood can be produced this way. There is government help available for aquaculture. Interested persons can do aquaculture programs.

### **Communications and Computers**

Journalists are finding the job market tough. The CBC has cut back its staff and many newspapers are downsizing. But there are many jobs in public relations with various companies and organizations. People who use computers can also find jobs in desktop publishing. Computer programmers are still in demand. Workers are needed to manage computer systems and offer user support. Many jobs these days involve the use and sharing of information.

### **Crafts and Home-Based Industries**

Many people in this province produce various kinds of crafts. They produce paintings, leather goods, knitted items, carvings, pottery and other things. Visitors to this province are very interested in these local products.

## **Cultural Industries**

The cultural industries include things like writing, drama and music. There are many singing and musical groups in Newfoundland and Labrador, as well as several theatre groups. Many people in this province have written books. Arts and culture centres throughout the province host performances throughout the year. Trinity and Placentia are two places where you can watch plays during the summer months. There is also a need for carpenters to restore historic buildings around the province.

## **Engineering**

Engineers are needed to plan and develop communications networks. Mechanical engineers are needed to design and build robots. There may also be a need for more civil engineers to repair roads and old bridges.

## **Environmental Industries**

Most people know how important it is to look after our environment. Governments and businesses also realize this. Some jobs related to the environment involve pollution control, recycling, composting, and trail development.

## **Health Care**

Many nurses now work part-time, instead of full-time. Machines are replacing some medical positions. The employment picture is good for physiotherapists and rehabilitation workers. As people get older, more workers will be needed in the health professions generally.

## **Service Jobs**

The number of jobs in such areas as sales, customer relations, tourism and restaurant management is increasing. Workers in these jobs need good communication skills. A business background is also helpful.

## **Teaching**

There have been a lot of cutbacks in the teaching profession in recent years. The situation should improve as more teachers reach retirement age. Small communities offer the best chance of getting a teaching position. Science, math and remedial teachers are needed in some places. There are also opportunities for student assistants.

## **Trades**

The construction industry is not as busy as it used to be. There is work in updating older buildings. There is a demand for such skilled workers as tool and die makers and industrial electricians. The automotive industry is also growing. Computers are found in many places, including garages and vehicles. Mechanics need to have the skills to work with these computers.



## **Job Shadowing/Work Experience**

You should get as much information as you can about any jobs you are interested in. One way to do this is through what is called job shadowing. This means you spend anywhere from a half day to a week or so with a worker. This will give you some idea of what the worker does. It could also help you find out if you would like a particular job or not.

Some training programs offer work experience, internship or apprenticeship. This means you will get some on-the-job experience before you start a "real" job. This is important, because many employers want workers who have some experience.

## **Work Experience**

This might involve an internship, an apprenticeship, or some similar program. A medical doctor must do a period of internship before he or she is qualified to practice medicine. An auto mechanic must serve an apprenticeship before he or she becomes a certified journeyman.

This kind of work experience usually takes from three months to a year. It may be part-time or full-time. In some cases, you will be paid. In other cases you will not be paid. The important thing is that you will be gaining valuable work experience. When you apply for a full-time job, you will be able to include this on your resume. Employers prefer to hire people who have some work experience.

## Other Things to Do

Here are some other questions you could ask yourself when making plans for your future. After you answer these questions you will have three lists.

List 1. Which jobs would use my interests?

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List 2. Which jobs would use my special skills and abilities?

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List 3. Which jobs are on both these lists?

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Look at the jobs on List 3. Ask yourself the following questions for each job on the list?

1. Am I really interested in this job?

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2. Would I be really good at this job?

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3. Would I have much of a chance of getting a job?

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4. Would I have to move away from home?

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5. Other questions (and answers):

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## Holly's Story

Holly is 39 years old. She left school in Grade 3, when she was 13 years old. She came back to school 26 years later.

Mom and Dad were poor, so having me home helped us a little bit. Mom used to be sick a lot. At the time I walked out of school she was really sick. I went home and I just said to Dad, 'I left school'. He didn't say very much, because Dad didn't have much education. All he could do was write his name.

I wouldn't let anybody know that I couldn't read or write. If you went to work in a store, you would find it very easy. I would have to work twice as hard to keep up with you, because I wouldn't know how to read and write. More jobs I went to, and I was there for years and they wanted to promote me. There was a lot of reading and writing and I just had to decline. That hurt a little bit too, because I was still in the same place all the time, while new people were coming in and passing me.

I was 15 years old when I worked at a grocery store. That was my first job. I think I worked there for about eight months. Then I was home, just doing odds and ends, babysitting here and there for a few dollars. When I turned 17 I went up to Toronto with my boyfriend. I knew then that I needed education, but I still couldn't see myself going back to school - even up there - although I didn't know anybody. I just didn't want anybody to know that I didn't know how to read and write.

So, I got a job in a factory and worked there for 10 years. The boss scared me, because he said he was going to promote me anyway, whether I liked it or not. This job was having to do a lot of reading, and I couldn't tell him that I couldn't read. He passed me this book and told me to take it home and start reading because I was going to rebuild offset copier machines. After eight months, I had three or four machines rebuilt from scratch. But I felt that wasn't for me, because I was dirty all the time, and my hands were getting so terrible. So after eight months, I just said I couldn't handle it any more.

Then I went up to the Northwest Territories and worked in a daycare centre. I spent six or seven months there. The director gave me a book to keep things in. She used to tell me to go home and write down things that I was going to do the next day with the kids. I used to open up the book and I didn't know where to start, what to do. So I'd close the book and turn on the TV to the kids' cartoons. I used to watch Curious George and a couple of other cartoons. On a couple of cartoons they showed how to make butterflies and things. The next day I went in

and I said, 'I never had time to write it down, but I know what to do with my group.' They all sat down and I showed them how to make these little butterflies.

There were a couple of books about cold and water and stuff like that I knew how to read. I used to look through the books after the kids would leave and see what I could read to them. Most of the time I used to go along and say things from my mind. They all thought I was pretty good and they wanted me to go to Edmonton to do a course. I was scared so I just up and quit. I couldn't tell them I couldn't read and write.

I moved back to Toronto again and went back to filling out receipts. I don't know how I did it, but I did it. I guess one day they just told me I had to fill it out, because there was nobody else there. I didn't know what to do. I was looking through all those things and came upon one that had the same things I was doing. So I put down my dates and how many cases I did and signed my name. From that time on I got used to it. After a while, I knew exactly what to do. That's what I did up until '87, when I came back to Newfoundland.

Back in Newfoundland, Holly got a job at a hotel. She says, It's bad enough when you have to clean up your own place, but when you have to go and clean up somebody else's dirt, you get kind of sick of it after a while. The ball players would come in and they'd have pizza everywhere. One day I went home and told my husband, 'I really don't think I'm going back there, cleaning up this dirt.' That was when they were really talking about AIDS. There used to be a lot of blood around from the ballplayers. I was getting scared, so I said I just can't do it anymore.

"About a year and a half ago my sister came and started talking to me about the Literacy Centre. Her boyfriend was in it. I didn't think I was going to go in the next day, but I did."

"I didn't want to do any more cleaning homes. I didn't want to be in a hotel the rest of my life having to clean toilets. I said, 'Maybe for the next 20 years of my life I could get dressed up and go in with my nails long and be a secretary or something.'"



Holly says she would like to "get enough education so that I can pick and choose which job I'm going to look for. I can't go to college and pay my own way, because we're the working poor. I would love to get my Grade 12, not so much for the credits, but just to say I got my Grade 12. I always wanted to be a cop and I always wanted to be a nurse."

Holly would like to stay in Newfoundland. She says, "I lived away for 20 years and I had a stomach full. The last five years in Toronto it was getting pretty bad. My son \_ he was 12 \_ wasn't allowed to move out of the house. I just couldn't have that, so we came back down. At least he could get out around and I wouldn't have to be so scared, wouldn't have to be always looking to see where his blond head was."

"It's a hard life," says Holly. "Back when I was growing up, you could work with your hands. Now you got to have a good mind."

## Education

After you get a high school diploma, you might want to continue your education. Education after high school is called post-secondary education. There are several choices open to you if you want more than a high school diploma. You can do a trade or technical program, go to university, go to nursing school, join the Armed Forces, the Coast Guard or a police force. There are other choices as well.

Public schools are funded by the government. In Newfoundland, these public schools are Memorial University, the Marine Institute, and College of the North Atlantic. Private schools are run by businesses. Tuition or fees is the money a student pays to do a course or program. Some schools offer correspondence courses which you can study at home. This means you could continue your education while you work.

If you have a particular career in mind, look for post-secondary schools which offer training in that career. For example, if you are interested in a business career, check out various business programs. Both public and private schools offer business programs. If you are thinking of a nursing career, look into programs offered by hospitals and universities.

Some post-secondary schools offer work experience, co-op, or apprenticeship programs. This means that students obtain work experience as part of their study program. For example, Memorial University offers work experience programs in engineering, nursing and social work. Many vocational and technical schools also offer co-op programs.

It is important to get as much information as you can about different post-secondary schools and programs. You can get information from counsellors, or students who have attended the schools. You can also get information from books, magazines or the Internet.



Here are some questions to ask when making decisions about post-secondary education.

School:

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Program:

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1. What will I do in this program?

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2. How long will it take me to do this program?

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3. How much will the program cost?

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4. What kind of financial help can i get if I do this program?

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5. What do other people say about this program?

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6. Other points?

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## What Would You Do?

Looking at what other people are doing with their lives can help you handle your own situation. You can ask questions like: What would I do if I were so and so? How would I handle this problem? What would I do next? Where could I go for help? Take a look at the following three cases. Answer the questions at the end of each story.

### Geraldine

Geraldine is 26 years old. She quit school 10 years ago. She has 12 credits on the senior high school program. Geraldine is divorced. She has two children -- a girl age five and a boy age seven. Geraldine went to work at the local fish plant after she left school. She worked there until the cod fishery collapsed. She used to think she would work there as long as she wanted. She was making pretty good money and living comfortably. Geraldine was on the TAGS program. She is working on her high school diploma through night school. She has no idea what to do next.

Questions: 1. What do you think Geraldine should do?

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Suggestions:

1. Geraldine should find out what her interests are.
2. Geraldine should take a close look at her abilities and skills.
3. Geraldine should talk to someone who can help her.
4. Other suggestions:

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## Patrick

Patrick is 35 years old. He got as far as Grade 5 before he left school. He was fourteen years old then.

Patrick is single. He lives at home with his parents and works as a logger. Mechanical harvesters are taking over many of the old logging jobs.

Patrick has a severe reading problem, but he doesn't talk much about that. He was never interested in school, and he still won't talk about going back to school.

Questions:

1. What do you think Patrick should do?

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2. What do you think Patrick's parents should do?

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Suggestions: 1. Patrick and his parents should talk to someone who can help them.

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## Charlie and Minnie

Charlie is 50 years old. His wife, Minnie is 48. They were both on the TAGS program. Charlie left school after Grade 6. Minnie got as far as Grade 8.

Charlie had his own small fishing boat. He was an inshore fisherman. Minnie used to work side-by-side with her husband in the fishing boat.

Now Charlie doesn't know what to do. He is interested in drafting, but thinks he is too old to train for a new career. Minnie keeps telling him it's never too late.

Minnie is quite content to stay home. She would go fishing again if the fish came back.

Charlie and Minnie have five children. Three of the children are still at home. Their oldest daughter is attending university. Charlie and Minnie are struggling to help her pay the cost. Their son is working in Halifax.

Charlie and Minnie would like all their children to get a good education. They know it will cost a lot. They have about \$10,000 put aside. They know that isn't enough.

Questions:

1. What should Charlie do?

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2. What should Minnie do?

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3. How can they help with their childrens' education?

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Suggestions:

1. Charlie and Minnie should talk to someone who can help them.

2. Students can get money through student loans, scholarships, bursaries, and summer or part-time work.

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## The Job Search

Finding a job is a job in itself. There are things you can do to make the search easier and improve your chances of getting a job. You have to put a lot of time and energy into your job search.

The first thing you need to do is get organized. It is a good idea to record information about jobs you are applying for. You can use file cards or a notebook to do this. Here is a sample job search card.

**Date**

**Job Title**

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**Company**

**Address**

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**Contact Person**

**Phone Number**

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**Interview Arranged**

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**Other Notes**

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Where can you find job openings? You can find job openings through newspapers, bulletin boards, employment centres or companies looking for workers. Employment centres keep an ongoing list of available jobs in a job bank. You can also find job openings listed at various sites on the Internet.

You should use as many contacts as possible when you are trying to find job openings. Check with friends, family members and other people to see if they have any leads. Keep your eyes and ears open. Many jobs are found through personal contacts. These jobs are part of the hidden job market. This means that companies do not advertise these jobs.

You can use a computer to prepare letters and resumes. Using a computer will save time and you will be able to send out many applications in a short time. If you don't know much about computers, get someone to help you.

## Vance's Story

Vance is 37 years old. He was 17 when he left school in 1974. He went to night school for a while a few years ago. He came back to school in 1993. Vance is married and has two children.

Vance talks about what school was like for him. "I wasn't doing that well," he says, "and I'd try sometimes. I was a little bit behind all the way. I started failing in Grade 2. I spent two years in Grade 6. They pushed me on to Grade 7 the following year and I quit before Christmas."

"I was proud in a way to get out of school, because I wasn't doing anything. There was a bit of work at that time. I got in the woods and got a bit of work, loading birch and stuff like that for the sawmill for creosote ties. I was 17 then when I quit school in Grade 7. A lot of people were finished school then. That didn't make me feel too good while I was in school."

Since leaving school, Vance says he's

been working everywhere. I went to the mainland, this and that. About two weeks after I left school I went to work in a sawmill, sawing birch for railroad ties. They used to send them out to Clarendville to get them creosoted. I was at that for one summer. The next summer I went up there again. Then I got a job with another company and I worked on the asphalt for seven or eight years. Then I went into carpentry. For about eight years I've been into carpentry with a small contractor. I bought my own house and rebuilt that.

Vance says that the year before last he got only 10 weeks work. "I just scraped enough to qualify for unemployment, which is not very good," he says. "It's not enough money to do anything with. It's just living. Last year I couldn't even get my stamps, so I checked this place (Literacy Centre) out and got in here."





Vance says that not having a good education bothered him at times. He says, "I put in applications at places but a lot of it I didn't fill out. When I marked down schooling, I kind of lied about that a few times. There were lots of things to fill out \_ like signing up for unemployment. A nice few things I couldn't do and I did need help for. I had a job to take a book and read it. I'd get some words. I'd have to spell some words, probably miss some words. By the time I'd get to the end of the story, I didn't know what they were talking about anyway."

When it came to filling out an application form, Vance says, "I couldn't get it all. I mainly put down social insurance number, my name, where I live and probably 8 or 9 for schooling. When it got down to where did you work last and people's names and stuff like that, well I didn't do that."

Vance says, "You can do it without an education, but you're not up there where you would like to be. After I finished school I had a real struggle. I went to Manpower and I wanted to come back and upgrade. "She asked me, 'What grade do you have?' I said, 'I quit in Grade 7.' She said, 'You got to have Grade 8 to upgrade.' I said, 'You mean to say I haven't got enough education to upgrade.' So I said, 'I'm shagged.' "

"A couple of years after that I found out about night school, so I started going to that. I was enjoying that. I wouldn't miss a night. That was two or three years ago. I'd been going a nice bit and I picked up a lot. When I came here I still needed lots of help, but it started to come a lot better. Going to night school really helped."

Vance says he came back to school, "because I wanted my carpentry papers, so I could go to a unionized job, probably get a bit more work and live better. All I could ever go for was labour work. I could do carpenter work on the side, if they weren't unionized. If they were unionized, that left me out the door."

"I'd like to stay in school, now that I'm in here. I don't really care for Grade 12; that wasn't my goal when I started. I really wanted to know how to read, but I want my carpenter papers, so I can live good. That's what everybody wants, so you can take your woman away for the weekend."

Vance says his wife was working, but "she's not working now. She never got her unemployment this winter. It's only my little bit of unemployment. I found it a bit rough this winter. We knew where every dollar was going."

Vance completed the carpentry course after this interview was done. He is doing well as a carpenter.

Question:

1. Attitude is important in any job. How would you describe Vance's attitude?



## Applying for a job

There are several things you will need to do when you apply for a job. In most cases, you will need to fill out a job application. It is a good idea to have a personal data sheet which contains information about you. Here is a sample you can copy and use.

### Personal data sheet

**Name**

**Address**

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**Phone Number**

**Date of Birth**

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**Social Insurance Number (SIN)**

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**Education (Include Dates)**

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**Work Experience (Include Dates)**

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**Other Information**

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## **Filling out the application form**

When you apply for a job, you may be asked to fill out a job application. Here are some tips to help you.

1. Get two copies of the application, or make a photocopy. Use one copy for practice.
2. Use your personal data sheet.
3. If possible, take the form home so you can do a good job of filling it out.
4. Read the instructions before filling out the form.
5. Use a pen and print your final copy.
6. Fill in every space. Put n/a in spaces that don't apply to you. N/a is short for not applicable.
7. Keep a copy of the completed application. You can use this as a guide when you fill out other forms.



Here is a sample job application. Make a copy and use it for practice.

**Application For Employment** (Please Print or Type)

S.I.N.                      Position Applied For                      Date Available

---

Surname                      First                      Middle                      Phone

---

Address                      City                      Province                      Postal Code

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**Education**(Highest Level First)

School                      Grade Completed                      Diploma Received                      Date

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**Employment** (Most Revent First)

Company                      From                      To                      Position Held

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Address                      Supervisor

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Reason For Leaving

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Company                      From                      To                      Position Held

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Address                      Supervisor

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Reason For Leaving

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Are you bondable (a good financial risk)?

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Are you willing to relocate?

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Do you have any relatives working here?

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Other information  
(Hobbies, sports, interests, clubs, volunteer work, etc)

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## **The Resume**

A resume is a statement of your qualifications for a job. It includes personal information, educational background, and work experience. There are several different kinds of resumes. A resume may be functional or chronological or a combination of the two.

A functional resume highlights the qualifications you have for a particular job. The most important qualifications are given first. A chronological resume lists your educational background and work experience, including specific dates. The dates may be given in reverse time order. This means you may start with the most recent items.

Your resume should tell who you are, what you want to do, and why someone should hire you. You don't have to give your date of birth, marital status, height, or weight. Don't list interests and hobbies which have nothing to do with the job. Use strong action verbs to make your resume come alive. Some action verbs to use are: arranged, built, managed, directed, organized, planned, prepared, sold, and operated.

Remember that your resume gives the first impression of you. Make sure that impression is the best one possible.



## Sample resume

J. P. Jack  
123 Main Street  
Smalltown, NF  
AOK 1B1

### Job Objective:

Full-time employment as a department store manager

### Education:

Graduated from Smalltown High School, June 1991

Completed two-year course in business administration from High Tech College, June 1995

### Special Skills:

Working with computers (WordPerfect, dBase, Corel Draw)

Get along well with people

### Work Experience:

Worked as clerk at Smith's General Store, July to December, 1993

Worked as manager's assistant at Big Time Department Store, January 1996 to September 1998.

### Interests and Activities:

Organizing fund-raisers for local charities

## **Cover Letter**

You should always include a cover letter with any resume you send to an employer. Here is a sample cover letter.

456 Water Street  
Big Harbour, NF  
A2B 1K6  
May 20, 1999

Ms. K. D. Patterson  
Personnel Manager  
Jackson's Hardware  
Big City, NF  
A1V 2K5

Dear Ms. Patterson:

This letter accompanies my application for the position of Parts Department Manager with your company as recently posted in The Advertiser.

I am impressed with the way your company does business and would welcome the opportunity to be part of your success. I have a broad knowledge of automobiles and automobile parts and subscribe to two auto magazines. I am efficient, well-organized and a good worker.

A copy of my resume is enclosed. I am available for an interview at a convenient time. I thank you for considering this application and I look forward to hearing from you.

Sincerely,

T. Jones

## Letter of Application

A job application can also be written entirely in the form of a letter. You include the same information as in any other resume, but you write it as a letter. This is also called a letter of application. It includes much more information than a cover letter. Here is a sample letter of application.

96 Main Street  
Little Cove, NF  
A2B 1K6  
April 25, 1999

Mr. K. D. Patterson  
Personnel Manager  
Jackson's Hardware  
Big City, NF  
A1V 2K5

Dear Mr. Patterson:

Please consider my application for the position of Parts Manager with your store, as recently advertised in The Daily Journal. I believe I have the education, work experience and other qualifications needed to do an excellent job in this position.

I received my high school diploma from Seaside Collegiate in June of 1990. I completed a six-month course in automotive parts distribution at Techno College in June of 1991. I worked as parts clerk at Bob's Tire in Bonavista from September 1991 to June 1992. I was promoted to Parts Manager at Hefty Tire and worked there until June 1998.

I enjoy serving the public and get along well with customers and co-workers.

I thank you for considering this application and I look forward to hearing from you.

Sincerely yours,

L. D. Smith



## **Follow Up**

Follow up is important if you want to make the most of your job search. Don't just send off applications, then sit back and wait for the phone to ring. If you haven't heard from a job application in three or four weeks, feel free to make a phone call. Ask if the job is still open and say you are still interested. Ask if you could come in for an interview. Say thank you and move on to the next job on your list.

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## **The Job Interview**

### Preparing For The Interview

There are things you can do to prepare for a job interview. First, find out as much as you can about the company. You can get this information directly from the company or from someone who works or has worked there. Go to the library and ask the librarian for a good book on job interviews. Prepare a list of questions the interviewer might ask you. Do a practice interview. Have someone sit down with you and ask questions as if they were interviewing you. Come up with the best answers you can think of. Ask your friend for comments on how you did and get suggestions on how you could do better. You can tape record your practice interview and listen to it.

## **Interview Tips**

1. Be prepared. Find out as much as you can about the company before the interview.
2. Dress as you would for the job.
3. Arrive a few minutes early for the interview.
4. Tell the truth, but don't put yourself down.
5. Don't say negative things about other employers.
6. Try to give clear, detailed answers, but don't talk too much.
7. Smile

## **Interview Questions**

Here are some questions you could be asked in an interview.

1. Why do you want to work for our company?
2. Why did you leave your last job?
3. What experience do you have with this kind of work?
4. What skills do you have that would be useful?
5. How well do you get along with other people?
6. What makes you think you could do a good job?
7. What other qualifications do you have for this job?
8. Would you take further training if necessary?
9. What salary do you expect?
10. What goals have you set for yourself?
11. What things did you accomplish on your previous jobs?
12. Why should we hire you?



## Questions You Can Ask

The interviewer will probably ask you if you have any questions. It is a good idea to ask one or two questions. This shows that you are really interested in the job. Following are some questions you can ask.

1. What are the hours of work?
2. Is there any orientation or training for new employees?
3. When will you make a decision about who you are hiring?
4. When will the job start?
5. How many people will I be working with?
6. Who will I report to?

## **After The Interview**

Be sure to say thanks for the interview. Some people write a thank you card and drop it off the day after the interview. Other people telephone to say thank you for the interview.

## **Interview Record**

(Use this form to keep a record of your job search.)

Name of Employer:

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Address of Employer:

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Phone Number:

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Date of Interview:

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People who interviewed me:

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Other people I talked to:

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Questions they asked me that I didn't expect:

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## **Follow Up**

After you have been interviewed, it is a good idea to write a letter thanking the interviewer. This will tell the employer that you are courteous. It will also show that you really want the job. Don't worry about being seen as a pest. Employers like people who are enthusiastic and stand out from the crowd. What you do after the interview can make the difference between getting and not getting a job.





## **Your Own Business**

Small businesses provide 92 per cent of all new jobs in Canada. These businesses include farms, fishing operations, corner grocery stores, restaurants, bakeries, construction companies, hardware stores, babysitting services, flower shops, handicraft businesses and small factories. The federal and provincial governments have programs to help businesses.

There are several types of businesses. Manufacturers produce the goods which they sell to wholesalers. Wholesalers moves goods between manufacturers and retailers for businesses such as grocery and hardware stores and gasoline stations. Retailers then sell the goods directly to the consumer. Retail businesses include flower shops, grocery stores, drugstores, restaurants and craft shops.

The operator of a service business provides a service either at the customer's home or at the place of business. Examples of service businesses include barbering, lawn care, dry cleaning, accounting, child care and travel counselling.

Here are some questions you should ask if you are thinking about starting your own business.

1. Do you like to make your own decisions? \_\_\_\_\_
2. Do you have confidence in yourself and your ideas? \_\_\_\_\_
3. Do you want to be your own boss? \_\_\_\_\_
4. Are you prepared to take moderate risk? \_\_\_\_\_
5. Do you think you can control most of the things in your life? \_\_\_\_\_
6. Are you a hard worker with lots of energy? \_\_\_\_\_
7. Do you like to set challenging goals for yourself? \_\_\_\_\_
8. Have you done your homework on your business idea? \_\_\_\_\_

It makes sense to go into a business you like and that you are good at. You also want to start a business you think will attract plenty of customers.

Find out as much as possible about any business you'd like to start. To do this, you may need to take a course in the field of your choice. It is also a good idea to learn about how to start and run a business. Colleges offer daytime and evening programs about running a business. Decide what you want from a course and sign up. If you have worked in the business you're interested in, you have already learned a lot. For example, if you are an auto mechanic and would like to have your own garage, then you already have a good knowledge of the auto repair business. If you are an electronics technician and would like to go into business in this field, then you already have a good start.

## Questions:

1. Why do I want to start my own business?

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2. What kind of business could I get into? (List as many as you wish.)

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3. Where can I get help with starting a business?

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Planning is very important to the success of any business. You have to know what you are going to produce or sell. You must also learn about market conditions and costs. Having a solid business plan can help you get financial backing from a bank or government agency. Otherwise, you may have to finance the project with your own money.



If you would like to have your own business, there are some areas which look pretty good. You might want to look into adventure tourism, aquaculture, communications and computers, crafts and home-based industries, cultural industries, engineering, environmental industries, or health care.

### **The Enterprise Network**

The Enterprise Network offers help to people getting into business. The telecentre staff will help you find information. They can also help you prepare a business plan. They can help connect you with the right people or resources.

Check with the Business Development Bank of Canada or your local development association for more information and help with starting your own business. There is a lot of information available on the Internet for people who want to have their own business.