CAREER CHOICE: MANUAL
a self exploration process

compiled by
National Institute for Educational Development (NIED) and
Division: Diagnostic, Advisory and Training Services of the Directorate
Educational Programme Implementation

Ministry of Education

REPUBLIC OF NAMIBIA
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INTRODUCTORY NOTES

TO MAKE AN EFFECTIVE DECISION ABOUT YOUR FUTURE CAREER IT IS IMPORTANT THAT YOU KNOW SOMETHING ABOUT YOURSELF.

This manual is designed to get you thinking about YOURSELF regarding areas such as:

- **Educational background** - my school history
- **Interests** - what I like
- **Skills or abilities** - what I can do
- **Personality** - who I am

After thinking through some of these aspects and exploring career areas, it is likely that your future career choices will be better.

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This Career Choice Manual is linked to the Life Skills syllabus of the Ministry of Basic Education, Sport and Culture.

This manual remains the property of the school and the Ministry of Basic Education, Sport and Culture.

The manual should only be used by learners as a guiding tool to complete their workbooks.

Learners are NOT allowed to write or make any marks on the Career Choice Manual. No pages should be torn from the Career Choice Manual.
ACKNOWLEDGEMENTS

The co-operation and help of a large variety of people and organisations with regard to information are acknowledged with thanks.

Special acknowledgement is given to all the secondary schools that participated in the testing of the content for this particular Career Choice document. The valuable input of many teachers and learners is acknowledged with appreciation.

Although the content has been compiled with the greatest care possible, the publishers do not accept responsibility for any errors or omissions.
1. INSTRUCTIONS
- Read the information in paragraphs 1.1 and 1.2 as a starting point.
- Written work should be completed in the workbook provided.

1.1 Five steps in career planning
You can use the following steps to help you to make a decision:

**Step 1: Define your problem**
The problem could be one of the following:
- “I do not know what career to choose”
- “How do I decide on a career if I am still uncertain”
- “I have made my choice, but I need to make sure that it is the correct choice”
- “I need more information”

**Step 2: Analyse your problem**
SELF-KNOWLEDGE and CAREER KNOWLEDGE are important considerations
- Do I have any knowledge of myself and of careers at all?
- What knowledge of the above do I have?
- Is my self-knowledge objective/realistic enough?

**Step 3: Seek solutions and develop alternatives for your problem**
- When considering your career options, take into account as many factors as possible, e.g. skills/abilities, interests, personality, future goals, your strengths and weaknesses, etc. Remember that we are all capable of following a wide variety of careers. Keep your career options as wide as possible.
- Once you have decided on the above, what are the choices open to you? Here you must list the advantages and disadvantages of each option. Think as widely as possible and be as creative as possible.
- Decide on a number of options that are realistic. That is, after weighing all the options, choose those that seem to offer the best opportunities.
Consult someone about your options – the Life Skills teacher at school, your friends, your family, etc.
X Remember that none of these people can make a career choice for you. They can only offer information you had not considered previously. The final decision rests in your hands.

**Step 4: Choose the best solution**
- Arrange your options in order of what you like most and what is important to you.
- Think these options over very carefully.

**Step 5: Take action**
Make your final decision:
- Begin with the arrangements should be followed up on certain options, e.g. get application forms, find additional information concerning the career or study choice, etc.
### 1.2 Possible negative thoughts that might occur when making career choices

**NEGATIVE THOUGHTS CONCERNING:** CAREERS

<table>
<thead>
<tr>
<th>☹ NEGATIVE THOUGHT</th>
<th>☀ POSITIVE COUNTER ARGUMENT</th>
</tr>
</thead>
</table>
| “There is only one career that I will be able to do.” | * One person can have several careers.  
* Abilities can be developed or improved.  
* There are strong similarities between various careers, e.g. psychologist, social worker and teacher. |
| “Until I find my perfect career I will not be satisfied.” | * Try to find as many alternatives as possible and choose the most practical and best option, rather than the perfect one.  
* In every choice one must give up certain alternatives. In choosing a career one needs to draw up a balance sheet showing both the costs and the benefits. |
| “I am not intelligent enough to study for a specific career. Now I will have to choose another career.” | * Intelligence is not the only factor that plays a role in choosing a career. Other things like interest, personality and aptitude also play an important role. |
| “I do not have the personality for a specific career.” | * Your needs and values can cause you to have a wrong idea of what careers have to offer. A specific career should never be seen as rendering only one service. Various roles can be combined in a single job, e.g. an attorney plays the role of public speaker, advisor, social researcher, etc. |
**NEGATIVE THOUGHTS CONCERNING: COUNSELLORS AND TESTS**

<table>
<thead>
<tr>
<th>☹ NEGATIVE THOUGHT</th>
<th>☻ POSITIVE COUNTER ARGUMENT</th>
</tr>
</thead>
</table>
| “Someone else will discover the career suitable for me.” | * No person is suited for only one career.  
* Through counselling you can clarify your thoughts and feelings, receive information and increase your awareness of important factors in making a decision.  
**BUT**  
* No parents, guidance system or Life Skills teacher can ever make a decision on your behalf. **The final choice always rests with you.** |
| “Intelligence tests will tell me how much I am worth.” | * Tests are not perfect, because they can only measure a small part of your ability. |

**NEGATIVE THOUGHTS CONCERNING: YOURSELF**

<table>
<thead>
<tr>
<th>☹ NEGATIVE THOUGHT</th>
<th>☻ POSITIVE COUNTER ARGUMENT</th>
</tr>
</thead>
</table>
| “I must be very good and successful in my field of work.” | * No one can be very good and successful at everything.  
* Success and achievement have advantages.  
* Instead of fearing failure, a person must keep on trying and learn from mistakes. |
| “I cannot do anything even if I try hard.” | * Every person has specific interests and abilities. It is important to determine your interests and abilities. |
| “My career should satisfy the important people in my life.” | * Important people in one’s life do influence one’s career decision, but choosing a profession only to please them is not sensible.  
* Difficulties may arise when one tries to live one’s life based on a desire to satisfy others. |
### NEGATIVE THOUGHTS CONCERNING: THE DECISION MAKING PROCESS

<table>
<thead>
<tr>
<th>Negative Thought</th>
<th>Positive Counter Argument</th>
</tr>
</thead>
</table>
| “I should know which career is suitable for me.”                                | * Many factors influence the choice of a career. There is no “love at first sight”.  
* After entering a job, you could develop strong feelings towards the career.  
* When making a career choice you need to think it through thoroughly.          |
| "The choice that I have made is final.”                                         | * Nowadays careers undergo many developments. Therefore one should constantly make new decisions.  
* It is interesting to know that individuals change and develop with time.       |
| “I must attend the tertiary institution my parents/friends want me to”           | * The choice of a tertiary institution will depend on your career interest.  
* It is good to listen to the advise of your parents and friends, but you will be responsible for your own future. |
2. SCHOOL BACKGROUND

When you are considering future careers it is important that you have the right subjects for particular career areas. Some careers will require you to have studied particular subjects, other may not have such a requirement.

To help you with this process, do the following:

2.1 In your workbook, pages 3 and 4, make lists of:
   1. Your subjects of grade 8 - 10 and your recent marks and/or
   2. Your subjects of grade 11 and 12 and your recent marks
   3. The jobs that you have thought about doing, while at school (your expressed career choice).

2.2 Look through the list of school subjects that follows on the next pages - It will give you an indication of career possibilities which are linked to specific school subjects.
   Write down the careers that interest you and which are related to the subjects you currently like best. Use the space in your workbook, page 10.
   It is normal that you will not know a lot of these careers - do not worry about that. Try and find out about those that look interesting to you.

Take note that:
   in some cases you do not need to have the subject in order to consider a career in that subject field - the subject is also not necessarily needed for that career.
   the list represents compulsory, as well as recommended subjects for a specific career.
   in order to get further information on compulsory and recommended subject requirements, you have to do career research.

Information regarding careers could be found in the: CAREERS IN NAMIBIA, Ministry of Labour and other relevant documents
### Home Economics/Fashion and Fabrics:

<table>
<thead>
<tr>
<th>Clothing designer</th>
<th>Food service manager</th>
<th>Matron</th>
<th>Milliner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tailor</td>
<td>Teacher</td>
<td>Hotel and catering industry</td>
<td></td>
</tr>
</tbody>
</table>

### Typing and Shorthand/word processing/office organisation:

<table>
<thead>
<tr>
<th>Data typist</th>
<th>Executive secretary</th>
<th>Private secretary</th>
<th>Receptionist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>Typist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Business Economics/Business studies:

<table>
<thead>
<tr>
<th>Chartered accountant</th>
<th>Economist</th>
<th>Financial manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management accountant</td>
<td>Private secretary</td>
<td>Teacher</td>
</tr>
<tr>
<td>Valuer and appraiser</td>
<td>Clothing designer/industry</td>
<td>Hotel and catering industry</td>
</tr>
</tbody>
</table>

### Accountancy:

<table>
<thead>
<tr>
<th>Accountant</th>
<th>Attorney</th>
<th>Auditor</th>
<th>Bookkeeper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chartered accountant</td>
<td>Chartered secretary</td>
<td>Credit controller</td>
<td>Economist</td>
</tr>
<tr>
<td>Teacher</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Biology:

<table>
<thead>
<tr>
<th>Agricultural engineer</th>
<th>Agriculturist</th>
<th>Biochemist</th>
<th>Biologist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Botanist</td>
<td>Careers in conservation</td>
<td>Chiropractor</td>
<td>Dentist</td>
</tr>
<tr>
<td>Dental assistant</td>
<td>EEG-technician</td>
<td>Entomologist</td>
<td>Fire fighter</td>
</tr>
<tr>
<td>Environmentalist</td>
<td>Food Scientist</td>
<td>Health inspector</td>
<td>Homeopath</td>
</tr>
<tr>
<td>Horticulturist</td>
<td>Marine biologist</td>
<td>Medical doctor</td>
<td>Microbiologist</td>
</tr>
<tr>
<td>Nursing</td>
<td>Occupational therapist</td>
<td>Optometrist</td>
<td>Oral hygienist</td>
</tr>
<tr>
<td>Pharmacist</td>
<td>Physiotherapist</td>
<td>Teacher</td>
<td></td>
</tr>
<tr>
<td>Speech-language therapist and audiologist</td>
<td>Veterinary nurse</td>
<td>Veterinary Nurse</td>
<td>Nature Conservation</td>
</tr>
<tr>
<td>Veterinary surgeon</td>
<td>Zoologist</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Physical Science:

<table>
<thead>
<tr>
<th>Agriculturist</th>
<th>Architect</th>
<th>Astronomer</th>
<th>Biokineticist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biologist</td>
<td>Chemist</td>
<td>Dentist</td>
<td>Diesel Fitter</td>
</tr>
<tr>
<td>Draughtsman</td>
<td>EEG-technician</td>
<td>Electrician</td>
<td>Fire fighter</td>
</tr>
<tr>
<td>Food scientist</td>
<td>Engineer (all fields)</td>
<td>Health inspector</td>
<td>Horticulturist</td>
</tr>
<tr>
<td>Marine Biologist</td>
<td>Medical doctor</td>
<td>Metallurgist</td>
<td>Mine surveyor</td>
</tr>
<tr>
<td>Navigating officer</td>
<td>Nuclear scientist</td>
<td>Oceanographer</td>
<td>Optometrist</td>
</tr>
<tr>
<td>Occupational therapist</td>
<td>Oral hygienist</td>
<td>Pharmacist</td>
<td>Photographer</td>
</tr>
<tr>
<td>Physician</td>
<td>Physiotherapist</td>
<td>Pilot</td>
<td>Podiatrist</td>
</tr>
<tr>
<td>(feet) Quantity surveyor</td>
<td>Radiographer</td>
<td>Radiologist</td>
<td>Surveyor</td>
</tr>
<tr>
<td>Speech-language therapist and audiologist</td>
<td>Teacher</td>
<td>Veterinary</td>
<td></td>
</tr>
<tr>
<td>Nurse Veterinary Surgeon</td>
<td>Zoologist</td>
<td>Geological careers</td>
<td></td>
</tr>
</tbody>
</table>
## Languages:

<table>
<thead>
<tr>
<th>Advocate</th>
<th>Archivist</th>
<th>Art editor and critic</th>
<th>Attorney</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabin attendant</td>
<td>Clerk</td>
<td>Copy writer</td>
<td>Interpreter</td>
</tr>
<tr>
<td>Journalist</td>
<td>Magistrate</td>
<td>Private secretary</td>
<td>Radio announcer</td>
</tr>
<tr>
<td>Teacher</td>
<td>Terminologist</td>
<td>Translator</td>
<td>Tourist guide</td>
</tr>
<tr>
<td>Public relations officer</td>
<td>Advertising careers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Arts and Music:

<table>
<thead>
<tr>
<th>Actor</th>
<th>Art editor and critic</th>
<th>Goldsmith and jeweller</th>
<th>Clothing designer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dancer</td>
<td>Decor designer</td>
<td>Graphic designer</td>
<td>Industrial designer</td>
</tr>
<tr>
<td>Interior designer</td>
<td>Make-up artist</td>
<td>Music producer</td>
<td>Musician</td>
</tr>
<tr>
<td>Performing artist</td>
<td>Photographer</td>
<td>Teacher</td>
<td>Radio announcer</td>
</tr>
<tr>
<td>Textile designer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Computer Studies:

<table>
<thead>
<tr>
<th>Actuary</th>
<th>Civil engineer</th>
<th>Computer programmer</th>
<th>Computer operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data typist</td>
<td>Industrial designer</td>
<td>Navigator</td>
<td>Statistician</td>
</tr>
<tr>
<td>Systems analyst</td>
<td>Teacher</td>
<td>Travel agent</td>
<td></td>
</tr>
</tbody>
</table>

## History:

<table>
<thead>
<tr>
<th>Archivist</th>
<th>Diplomat</th>
<th>Geographer</th>
<th>Journalist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td>Political scientist</td>
<td>Radio announcer</td>
<td>Teacher</td>
</tr>
</tbody>
</table>

## Economics:

<table>
<thead>
<tr>
<th>Accountant</th>
<th>Business economist</th>
<th>Chartered accountant</th>
<th>Financial manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market researcher</td>
<td>Private secretary</td>
<td>Public administration officer</td>
<td></td>
</tr>
<tr>
<td>Sales representative</td>
<td>Teacher</td>
<td>Valuer and appraiser</td>
<td>Advertising</td>
</tr>
</tbody>
</table>

## Technical and Mechanical Subjects:

<table>
<thead>
<tr>
<th>Automotive electrician</th>
<th>Automotive mechanic</th>
<th>Boilermaker</th>
<th>Diesel fitter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draughtsman</td>
<td>Electrical technician</td>
<td>Electronic technician</td>
<td>Fitter and turner</td>
</tr>
<tr>
<td>Engineering surveyor</td>
<td>Furniture industry</td>
<td>Hairdresser</td>
<td>Locksmith</td>
</tr>
<tr>
<td>Metallurgical engineer</td>
<td>Mechanical engineering</td>
<td>Optical technician</td>
<td>Projectionist</td>
</tr>
<tr>
<td>Radio careers (technical)</td>
<td>Sheet metal worker</td>
<td>Spray painter</td>
<td>Teacher</td>
</tr>
<tr>
<td>Technician</td>
<td>Trade tester</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Geography:

<table>
<thead>
<tr>
<th>Air traffic controller</th>
<th>Architect</th>
<th>Cartographer</th>
<th>Civil engineer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geographer</td>
<td>Geotechnologist</td>
<td>Environmentalist</td>
<td>Navigator</td>
</tr>
<tr>
<td>Pilot</td>
<td>Teacher</td>
<td>Tourist guide</td>
<td></td>
</tr>
<tr>
<td>Topographical surveyor</td>
<td>Hydrometry</td>
<td>Nature conservation</td>
<td></td>
</tr>
</tbody>
</table>
### Mathematics:

<table>
<thead>
<tr>
<th>Field</th>
<th>Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actuary</td>
<td>Air traffic controller, Architect, Auditor</td>
</tr>
<tr>
<td>Banking careers</td>
<td>Bookkeeper/accountant, Business economist, Cashier</td>
</tr>
<tr>
<td>Chemist</td>
<td>Chartered accountant, Computer programmer, Dentist</td>
</tr>
<tr>
<td>Computer science careers</td>
<td>Dietician, Draughtsman</td>
</tr>
<tr>
<td>Electrical technician</td>
<td>Engineer (All fields), Extractive metallurgy, Land surveyor</td>
</tr>
<tr>
<td>Mathematician</td>
<td>Medical doctor, Mine surveyor, Nurse Occupational</td>
</tr>
<tr>
<td>mathematician</td>
<td>pharmacist</td>
</tr>
<tr>
<td>optometrist</td>
<td>Optometrist, Pharmacist, Physiotherapist</td>
</tr>
<tr>
<td>pilot</td>
<td>Quantity surveyor, Radiographer, Radiologist</td>
</tr>
<tr>
<td>speech-language therapist and audiologist</td>
<td>Teacher, Technician</td>
</tr>
<tr>
<td>veterinary surgeon</td>
<td>Electronics, Geological careers, Technical careers</td>
</tr>
</tbody>
</table>

### Agriculture:

<table>
<thead>
<tr>
<th>Field</th>
<th>Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural economist</td>
<td>Agricultural engineer, Agriculturist</td>
</tr>
<tr>
<td>Agricultural technician</td>
<td>Agronomist, Farmer, Farm manager</td>
</tr>
<tr>
<td>Forester</td>
<td>Teacher</td>
</tr>
</tbody>
</table>

### Child Development:

<table>
<thead>
<tr>
<th>Field</th>
<th>Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant teacher</td>
<td>Child care officer, Hostel matron, Nurse</td>
</tr>
<tr>
<td>Pre-school teacher</td>
<td>Psychologist, Social worker, Teacher</td>
</tr>
<tr>
<td>Worker in day care centre</td>
<td></td>
</tr>
</tbody>
</table>
3. KNOWLEDGE ABOUT YOURSELF

3.1 Interests

Research has shown that the more you are interested in something, the more enjoyable you will find it and the more effective you are likely to be. This is true in most aspects of life, but particularly true regarding career choices.

Study the categories of interest. Score each field in your workbook, page 11.

- **Preference for working with people as individuals or small groups of people**
  It includes activities like mixing with people socially to counsel, to take care of, to teach, to discuss people’s problems with them and to assist people.

- **Preference for public appearance and working with groups of people**
  It includes activities like being a public speaker, to appear on radio or television, to go on stage, to be the leader of a group and to appear in court.

- **Preference for business activities**
  It includes activities like buying and selling, dealing with money matters and investments, business management, being a business person and be involved in advertising.

- **Preference for working with figures**
  It includes activities like ordinary arithmetic, mathematics, financial accountancy and bookkeeping, cost accounting and a variety of practical calculations.

- **Preference for writing/language activities**
  It includes activities like writing plays and short stories, as well as administrative writing, e.g. letters, journalistic writing, articles and advertisements.

- **Preference for reading and literature**
  It includes activities like working as a reader (proof reading with a view to edit or select a book), to work with books in a library or bookshop, to read articles, magazines and short stories.

- **Preference for art and art appreciation**
  It includes activities like sketching (cartoons and illustrations), painting and sculpturing, design and decorating, to be an art critic and art expert.

- **Preference for handwork**
  It includes activities like doing general handwork, working with tools, doing home improvement and maintenance, teaching handwork subjects (e.g. woodwork, metalwork and needlework).

- **Preference for machines and working with machines**
  It includes activities like general machine-work, to service, clean and oil machines, to repair machines, to work with specific machines, to invent and build new machines.
- **Preference for working in connection with science**
  It includes activities like general scientific laboratory work, chemistry, physics, geology and geography.

- **Preference for working with animals and biological sciences (Biology)**
  It includes activities like working with animals, zoology (research), genetics, entomology (study of insects), oceanography and nature conservation.

- **Preference for working with and studying plants (botanical)**
  It includes activities like working with plants in general and botany.

### 3.2 Competencies

Knowing something about your competencies and what you can do will help you make a more effective career choice.

- *Determine your competencies in your workbook, page 12.*

<table>
<thead>
<tr>
<th>COMPETENCIES</th>
<th>EXPLANATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Good with figures:</td>
<td>do well in mathematics; work accurately with figures; logical</td>
</tr>
<tr>
<td>✓ Verbal ability:</td>
<td>a large vocabulary; good with languages; read fast; good spelling; debating</td>
</tr>
<tr>
<td>✓ Artistic ability:</td>
<td>artistically talented; original; creative; innovative</td>
</tr>
<tr>
<td>✓ Physical ability:</td>
<td>physically able; good health; athletic</td>
</tr>
<tr>
<td>✓ Social ability:</td>
<td>have empathy with others; work well with people; good with sorting out problems between people; patient; helpful; persuasive</td>
</tr>
<tr>
<td>✓ Practical ability:</td>
<td>good with your hands; solving mechanical problems</td>
</tr>
<tr>
<td>✓ Being systematic:</td>
<td>very tidy; work accurately; like things to be done properly; a good memory; logical; punctual</td>
</tr>
</tbody>
</table>

### 3.3 Personality

*We all have different personalities. People also behave in different ways in the same circumstances.*

- *In your workbook, page 13 underline all the personality characteristics that describe you best.*
sincere   competent   determined   effective   initiative
eager     serious     introvert     quiet       proud
shy       critical    uncertain     confident   leader
mature    independent ambitious   active      friendly
cheerful  positive    observant    patient     gentle
responsible decisive     accurate     verbal      convincing
well-spoken creative     adventurous sensitive   imaginative
reliable  trustworthy loyal      extrovert    principled
thorough  organised    intellectual kind        logical
analytical calm         controlled   outgoing    good-natured
ready to co-operate sociable sensitive to people assertive adaptable to a situation
soft hearted dependent hard working

3.4 Values

Try to find the right job is not easy. Jobs that offer the perfect combination of challenge and reward are not always available. There are also a lot of things to think about:

x Read through this list of values. Go to your workbook, page 14, and give each value a number from 1 to 16 – with 1 being the most important to you and 16 the least important to you. (Do not write on this page)

<table>
<thead>
<tr>
<th>FEATURE</th>
<th>FEATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Having convenient working hours</td>
<td>Getting a company car and cell phone</td>
</tr>
<tr>
<td>Taking responsibility for other people</td>
<td>Having the freedom to organize own time</td>
</tr>
<tr>
<td>Receiving training</td>
<td>Being well paid</td>
</tr>
<tr>
<td>Working with people that think the same</td>
<td>Being important in the community</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEATURE</th>
<th>FEATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting different people</td>
<td>Being your own boss</td>
</tr>
<tr>
<td>Meeting a challenge</td>
<td>Enjoying socializing</td>
</tr>
<tr>
<td>Earning a pension</td>
<td>Getting the opportunity to travel</td>
</tr>
<tr>
<td></td>
<td>Having job security</td>
</tr>
</tbody>
</table>
4. **MY STORY**
Complete page 15 in your workbook

5. **ACTION PLANS/USEFUL HINTS**

5.1 **Considering all the options**

When you are busy making a career choice, you should try to include as many as possible of your personal and academic strengths, interests, skills, personality traits and values and future hopes. You can follow more than one career.

Your career making process should start by listing all career options open to you. Think big, but realistic. Once you have a list of possible careers, look at the positive and negative points of each career. Also look at your academic and study strengths, your personality, motivation to succeed as well as other external factors and influences, such as your parents, school friends, financial constraints for further studies and tertiary education entrance requirements.

Once you have done as much preparation as you can on your own, you should approach your Life Skills teacher/school counsellor to assist you to explore your ideas further. Remember that the Life Skills teacher/school counsellor cannot tell or decide what career or course of study you should follow. Their job is to encourage you to clarify, deepen and expand your understanding of YOURSELF, your choice and decision-making process and the study and career field you are interested in.

5.2 **Career research**

To have knowledge of a specific career you must have sufficient information on the following:

- Nature of the job or work/skills and personality traits needed
  - Working conditions
  - Working environment
  - Job opportunities
    - Salary and security
    - Training opportunities or requirements (school subjects)
    - Financial implications (bursaries, loans)
    - Promotion possibilities
  - Conditions of service (leave, working hours, etc.)
  - Fringe benefits (e.g. housing, medical aid, pension, etc.)
  - How do I get the job?
  - Does the job fit my knowledge of myself?

To assist you in this you can now turn to your **workbook, page 16** and complete your final career research. **BE HONEST WITH YOURSELF.**
5.3 Looking for a job

It takes time and a lot of trouble to look for a job. You can’t expect to get the perfect job the day you start searching.

In preparing for job hunting you need to have YES answers on the following questions:
- Are you clear about what kind of a job you are looking for?
- Have you prepared a Curriculum Vitae (CV) recently? (see par. 5.5)
- Are you getting support and encouragement from friends, family, etc.
- Have you checked out employment agencies?
- Have you checked your local/national papers for jobs? Most local libraries carry a good range of papers.
- Have you written letters to possible employers?
- Have you tried making visits to companies?
- Do your friends and family all know you are looking for work? Ask them to let you know of any possibilities where they work.
- Have you watched out for new developments locally? Keep an eye out for local news about firms opening in the area, or existing firms expanding. The yellow pages in the telephone directory are a good source of information about local firms.
- Do you keep an eye on shop window advertisements?
- Have you prepared YOURSELF for an interview?

5.4 How to interpret an advertisement

To be able to read between the lines of job requirements and advertisements is a skill. The better you do it, the better your chances of matching your application to the employer’s requirements. When employers advertise posts they usually write very briefly. It is important to find out as much as possible about what the employer is looking for and what the employer is offering.

When looking at job advertisements, it’s worth using an eight point plan to identify the following bits of information:

1. The company? A good company will usually give its name, address and telephone number.
2. The job title and or duties/job description? The advertisement should include at least an indication of what the job involves. Beware of advertisements that are vague or misleading.
3. Specifications on the qualities, qualifications and experience required? Try and work out what sort of person the employer is looking for.
4. Method of application, where was it advertised and what is the closing date? The advertisement should clearly indicate how and when to apply. If a company seems to advertise the same post(s) regularly, it is probably a type of job no one wants.
(5) Pay and other rewards? Not all advertisements contain this information. It obviously makes things easier for applicants if they do. In some cases you have to be prepared to negotiate for a salary.

(6) Hours and conditions? Information about the conditions and hours could be included.

(7) Are they planning to invest in the employee? A good employer is interested in upgrading of staff and enhancing their skills and experience. Making a commitment to train staff is a good sign.

(8) Other, e.g. travel, appearance, need for own car, etc. Statements like “must have out-going personality”, could mean that the job involves dealing with members of the public, which may be difficult.

5.5 Preparing a CV  
(Curriculum Vitae)

If you have found a job that interests you, you have to get them taking notice of you. This may mean phoning them, calling on them, or presenting YOURSELF on paper. In whatever way you do it, it is vital to show the most positive image of YOURSELF. Most employers like to have written information about the people they are considering employing. Some employers ask applicants to fill in an application form, while others ask for applicants to set out the details about themselves and attach a cover letter.

Presenting the relevant information is usually done in the form of a curriculum vitae (CV). A CV is a summary of your personal details, education, experience and skills. In short, you are marketing YOURSELF. It is becoming more common to prepare a CV and send this along with a short hand-written or typed covering letter. Some employers ask for CVs along with an application form.

Writing a CV can be tricky, but it is worth spending time preparing yours. Think carefully about what you want to say about YOURSELF and make a few drafts before you settle on the final wording.

Do not leave gaps. it can look suspicious. Make sure that the layout of your CV is clear and attractive. Don’t make the CV too long. Check the spelling, then get the CV typed or word-processed. Use this to make clear photocopies.

The usual format for CVs is to use four or five basic headings to present the information.

1. **Personal details:** Your full name and complete address, telephone number, date of birth, ID no, citizenship, health, gender. Set out your personal details clearly, at the top of the page. If possible, give a phone number where you can be contacted during the day.
2. **Education/qualifications/training:** Include information about your education, training and qualifications since secondary education. Dates of attendance and details of qualifications should be given. Give the names of the schools attended. List your academic achievements, indicating the year, the subjects you passed and the grades you achieved. If you have done an apprenticeship, Youth Training, or any other training courses, give details and a brief description of the training programme. List any awards or qualifications you gained. Mention the languages that you can speak, read and write. Attach certified copies of any qualifications.

3. **Work experience:** List the jobs you have had, in date order, starting with the most recent. Give the name and address of the firm you worked for, the dates you were employed there, your job title and possibly a brief description of what it involved. Details of part-time and/or voluntary work should be included, particularly if you are trying to enter or re-enter the job market. Mention reasons why you are applying.

4. **Other information:** List any other information you think might interest an employer. For instance, you might mention that you have first aid training, a driving licence, skills gained through hobbies, can speak another language, experience with computers or a sports coaching qualification. Mention your hobbies and interests, especially if they are relevant to the kind of job that you want. The employer must know you are a lively and active person with a variety of interests which would be an asset to the organisation. Mention when you are available to start working.

5. **References:** Include the names and contact addresses/telephone numbers of at least two persons as references, e.g. reverend, principal or teacher. (Ask permission to use their names.)
Study the following example of a CV

FRONT PAGE
On your front page
Do not use abbreviations
Write your full names and surname
Write your identity number and date of birth
Do not use picture borders – if you make use of a border, keep it plain and professional
Do not give false information
Centre the information in the middle of the page

CURRICULUM VITAE

DANIEL ABRAHAM DAVIDS

IDENTITY NUMBER 77060200261

On the following pages the following information will appear:
Personal details
Education/qualifications/training
Work experience
Other information
References
### PERSONAL DETAILS

<table>
<thead>
<tr>
<th><strong>SURNAME</strong></th>
<th>Davids</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAMES</strong></td>
<td>Daniel Abraham</td>
</tr>
<tr>
<td><strong>GENDER</strong></td>
<td>Male</td>
</tr>
<tr>
<td><strong>DATE OF BIRTH</strong></td>
<td>2 June 1977</td>
</tr>
<tr>
<td><strong>IDENTITY NUMBER</strong></td>
<td>77060200261</td>
</tr>
<tr>
<td><strong>RESIDENTIAL ADDRESS</strong></td>
<td>1573 Kudu Street Khomasdal WINDHOEK</td>
</tr>
<tr>
<td><strong>POSTAL ADDRESS</strong></td>
<td>PO Box 1974 Bachbrecht WINDHOEK</td>
</tr>
<tr>
<td><strong>TELEPHONE NUMBER</strong></td>
<td>061 – 224865</td>
</tr>
<tr>
<td><strong>CITIZENSHIP</strong></td>
<td>Namibian</td>
</tr>
<tr>
<td><strong>HEALTH</strong></td>
<td>Good</td>
</tr>
</tbody>
</table>

### EDUCATION (attached copies refer)

<table>
<thead>
<tr>
<th><strong>NATIONAL VOCATIONAL CERTIFICATE (1998-2000)</strong></th>
<th>NAMWATER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PO Box 291 OKAHANDJA</td>
</tr>
<tr>
<td><strong>SUBJECTS PASSED</strong></td>
<td>Trade theory, Mathematics, Science</td>
</tr>
<tr>
<td></td>
<td>Drawing Level 1, Industrial Electronics Level 2</td>
</tr>
<tr>
<td><strong>GRADE 12 (1997)</strong></td>
<td>Paresis Secondary School</td>
</tr>
<tr>
<td></td>
<td>Private Bag 2510 OTJIWARONGO</td>
</tr>
<tr>
<td><strong>SUBJECTS PASSED</strong></td>
<td>English, Khoekhoegowab, Biology</td>
</tr>
<tr>
<td></td>
<td>Development Studies, History Geography</td>
</tr>
</tbody>
</table>
WORK EXPERIENCE
DIESEL MECHANIC (2001-2004)  Khoeseb Service Station
PO Box 445
WALVIS BAY

OTHER INFORMATION
DRIVER’S LICENCE  Code 11

REFERENCES
1. MR. GOWASEB  The Manager
Khoeseb Service Station
PO Box 445
WALVIS BAY
Telephone (064) 453276

2. MR. D. CLAASEN  The Principal
Paresis Secondary School
Private Bag 2510
OTJIWARONGO
Telephone (067) 303635
5.6 Application letter

Some advertisements for job vacancies ask candidates to apply in writing. In this case it is normal to send a copy of your CV along with a short covering letter. Some employers prefer to receive hand written letters - others find typed or word processed material easier on the eye. It is your choice. It, however, looks more professional when typed. Whichever you decide on, aim for good layout and make it easy to read. Use good quality plain paper - put a guide behind the sheet if you have trouble keeping your writing straight. Leave plenty of space around the edges of the paper, and a clear space between each paragraph.

Don’t try to use formal business language, especially if you are not used to it. The best businesses use plain, everyday English. Keep the language simple. Write your letter out in rough, then check the spelling and punctuation. If you are not sure, use a dictionary or ask for help. Always include a telephone number where you can be reached. When you are sure you have got it right, write your final copy.

If you know the name and title of the person you are writing to, e.g. Mr Kanguvi, then write, Dear Mr Kanguvi, and end the letter “Yours sincerely”, followed by your name. Print your name under your signature. If you don’t know who you are writing to, then write Dear Sir or Madam and end the letter “Yours faithfully” and your name. If you are writing to a woman and you don't know whether she should be addressed as Mrs or Miss, use Ms. Mention which job you are applying for and where you saw it advertised. AND Keep a copy of the letter.

Useful phrases for writing letters:

- I saw your advertisement for a [job description] in the [name and date of paper ] and am writing to apply for the position.
- I am interested in applying for the post of [job description] and would be grateful if you could send me an application form.
- I enclose a copy of my CV.
- Please do not hesitate to contact me if I can provide you with further information.
- I hope that you will consider my application.
- I look forward to hearing from you.
- I am available to come for an interview at any time.
- Please find attached certified copies of the following documents: ..............
The Personnel Manager
Hosea Service Centre
PO Box 358
GOBABIS

28 October 2004

Dear Sir or Madam

APPLICATION: DIESEL MECHANIC

I saw your advertisement for a diesel mechanic in the New Era of 12 October 2004 and am writing to apply for the position.

I completed my National Vocational Trade Diploma in 2000. I passed my practical work and theory. Enclosed find a copy of my Curriculum Vitae with certified copies of the following documents:

- Birth certificate
- Diesel mechanic diploma
- Grade 12 certificate
- Driver’s license

I hope that you will consider my application and look forward to hearing from you.

Yours faithfully,

……………………………
(your signature)
JOHN DOE
5.7 How to complete an application form

Many employers use standard application forms. It means they can ask job seekers for the information they want and easily compare applicants. If you know there is a job vacancy, you may have to write or phone to get a copy of the form.

Do’s:
♦ Once you have got an application form, read through carefully before doing anything.
♦ It is a good idea to make a couple of photocopies of the form so that you can prepare a draft first, or complete it in pencil initially.
♦ Be sure to follow the instructions - if the form tells you to use block capitals or black ink, then do so. If an employer has a huge pile of completed forms for just one job, they often start weeding people out on the grounds that they have not followed the instructions exactly.
♦ Try to make sure your answers to questions fit into the space provided. If there is not enough room, you could add a separate sheet with the information but it is better to avoid this.
♦ If you feel that the form has not given you the chance to do YOURSELF justice, you could add a copy of your CV or a covering letter. Keep it short and to the point.
♦ *Keep a copy of the completed form* and make a note of the date when you sent it to the company. Don’t leave it until the last minute before returning the form to the company. Keep the closing date for application in mind.

Don’ts:
♦ Do not crease the form - keep it flat and unrumpled.
♦ Do not write in the section called “for office use”
♦ Do not use Tippex on the form.
♦ Do not make spelling mistakes.

5.8 Telephoning

Talking to strangers on a phone can be hard work - we hear their voices and speech, but cannot see their faces or bodies. This means we receive much less information about the message they are giving than if we are actually talking to them in person. We don’t know where they are, what mood they are in and, whether it is a convenient time to be talking to them.

Using the phone to contact employers presents particular problems. It is therefore worth taking time to prepare. Write down a list of questions you want to ask and, if you are feeling very nervous, practise this on a friend.
When you are ready, take a deep breath and keep cool. Dial the number and when someone answers, speak slowly and clearly and explain briefly why you are calling. If you can’t hear or understand what they are saying, tell them that it is a bad connection and ask them to speak up or slow down or ask them whether you can phone back.

Find out the name of the person who can deal with your enquiry and, if they are busy, ask the person you are talking to if they can suggest a good time for you to call back.

The aim is to be pleasant, efficient and to the point. Practise what you want to say. If you are calling a large firm be prepared for the fact that you may have to speak to several people before you finally get to the person you want. Keep calm and be prepared to explain what you want as often as necessary.

Phone check list to assist you:

- Do you know the correct name of the firm you are calling?
- Do you know who you need to talk to? If in any doubt, ask for the personnel officer.
- Do you know what you are going to say? - It is good to write it down.
- If you are using a pay phone, do you have plenty of change or a phone card available?
- Have paper and a pen handy - you may need to write down important information.
- Before you hang up, check the names or phone numbers you have noted to make sure you heard correctly.
- Prepare for questions like:
  - Who’s calling?
  - What’s it in connection with?
  - What do you want?
  - Can I take a message?
  - Can I get the person to call you back?
5.9 Interviews

It is impossible to give correct and detailed guidelines about what to say in each interview. There is always the element of luck in it, even if you are well prepared. Employers want people with enthusiasm, ability, the right skills and attitudes as well as the potential for development. So it is really important to be positive, act confidently and make sure you present YOURSELF as well as possible.

Interviews are also for you to find out IF you want the job. Make mental notes as the interview proceeds.

*Interview check list:* Here is a list of do’s and don’ts for interviews:

***** DO’S

- Try and find out about the company and the job before you go to the interview.
- Dress smartly, but in clothes you’d be comfortable in.
- Speak clearly and give thorough answers to questions without rambling on.
- Act confidently.
- Smile.
- Look at the interviewer when you are speaking to him/her.
- When you are introduced, make a point of remembering the interviewer’s name.
- If appropriate, use the interviewer’s name in conversation.
- Be positive about YOURSELF.
- Be positive about the job.
- Ask questions concerning the job.
- Offer to leave the room if the phone rings.
- Have an updated CV/other documents with you.
- Take a few deep breaths and think positively when you feel nervous.
- Have a good night’s sleep before the time.
- Sit up straight and make eye contact
- Arrive at least 15 minutes before the interview.
- Use proper language – not slang.

***** DON’TS

- Do not be late.
- Do not swear.
- Do not interrupt.
- Do not talk too much.
- Do not mutter or mumble.
- Do not smoke (unless you are invited to, and even then it is better not to).
× Do not answer all questions with one-word answers, e.g. “yes”, “no”.
× Do not be afraid to ask if you don’t understand things people say to you.
× Do not say things that are obviously untrue or insincere.
× Do not get into a heated argument if you disagree with things that are said to you.
× Do not criticise past employers (no matter how deserved you think it is).
× Do not fidget, chew nails or gum, drum fingers, tap feet.
× Do not drink alcohol or eat garlic shortly before the time.
× Do not ask straight away whether you’ve got the job.
× Do not give half hearted responses like “I don’t mind’.
× Do not sit before asked to do so.
× Do not have your cell phone on.
× Do not wear dark glasses during the interview (except for medical reasons).
× Do not look at your watch during the interview.
× Do not bring parents, friends, mascots or pets to the interview.

????? TRICKY QUESTIONS:

Here is a list of difficult questions interviewers might ask. It is worth working through some of them, rehearsing interview situations with friends, relatives or members of your group.

When dealing with very open-ended questions like “tell me about YOURSELF”, the technique is to prepare short, positive and concise answers which relate to the post you have applied for - avoid dwelling on the personal, try and concentrate on the work-related aspect of questions.

? Tell me about YOURSELF
  ? What do you see YOURSELF doing in ten years?
    ? How well do you get on with other people?
      ? Why do you want this job?
        ? What qualities would you bring to this job?
      ? Why should we employ you?
    ? Why do you want to work here?
      ? How much pay are you looking for?
      ? How do you cope with pressure?
  ? What are your strengths?
    ? What are your weaknesses?
      ? Why do you think you can do this job?
CONCLUDING THE INTERVIEW:

Usually you are invited at the end of an interview to ask any questions of your own. Keep your questions positive and constructive.

What will I be responsible for?
Will there be opportunities for training?
What will my starting salary be?
When can I expect to hear the outcome of the interview?
REFERENCES


Hitchin Penny, Groundwork group development. 1993. Jobsearch for the 90’s. Moorfoot, Sheffield S1 4TW


Preliminary Manual For The Kodus Interest Questionnaire. 1978. Provincial Administration of the Cape of Good Hope, Department of Education
