



# Build your FUTURE SELF

## Explore the Possibilities



- Take inventory of your interests and talents. **A**
- Research occupations to find those that match your interests. **B**
- Talk to people working in jobs you want. You'll get a real-world perspective, and you'll make valuable contacts.

## Never Stop Learning



- Keep your skills and knowledge up to date. Technology changes constantly.
- Take advantage of every opportunity to learn new skills.
- Consider online classes to supplement your knowledge.

## Try Your Hand at Work



- Look for volunteer opportunities.
- Intern with a company you'd like to work for.
- Get a part-time job.
- People with a job history have an advantage when applying for jobs. Work experience also helps build highly marketable "Soft Skills." **C**

## Plan Your Journey



- Plan your high school courses with your future goals in mind. Many college programs have specific entrance requirements. **D**
- Research training options. Not every high-paying occupation requires a college degree. Don't pay for four years of education if you only need two. **E**
- If you do choose to attend college, make sure to research scholarships and get your financial aid in order. Don't assume you won't qualify for a scholarship. Not all scholarships are based on financial need. **F**

## Montana Career Lab offers:

**A** MCIS offers a variety of assessments to help determine your work interests. The Career Cluster inventory and SKILLS assessments are a great place to start.

**B** MCIS offers detailed information on over 500 occupations including Job duties, skills needed, educational requirements, average wages, future employment demand, and much more.

**C** Soft skills are the non-technical skills needed in every job, and are the number one thing employers are looking for in job applicants. The Montana Career Guide offers a soft skills checklist that explains each skill in detail.

**D** The High School Course Planner in MCIS includes course information for all Montana high schools and helps students organize their education plans.

**E** MCIS has program information for all Montana colleges, many U.S. colleges, and a variety of vocational and other training programs in the state.

**F** The Financial Aid search in MCIS has information on hundreds of scholarships and other financial aid.

## MONTANA CAREER GUIDE

Walks users through the entire career planning process from exploring your interests to interviewing for a job.

## MONTANA CAREER LAB

## FACEBOOK ACTIVITIES

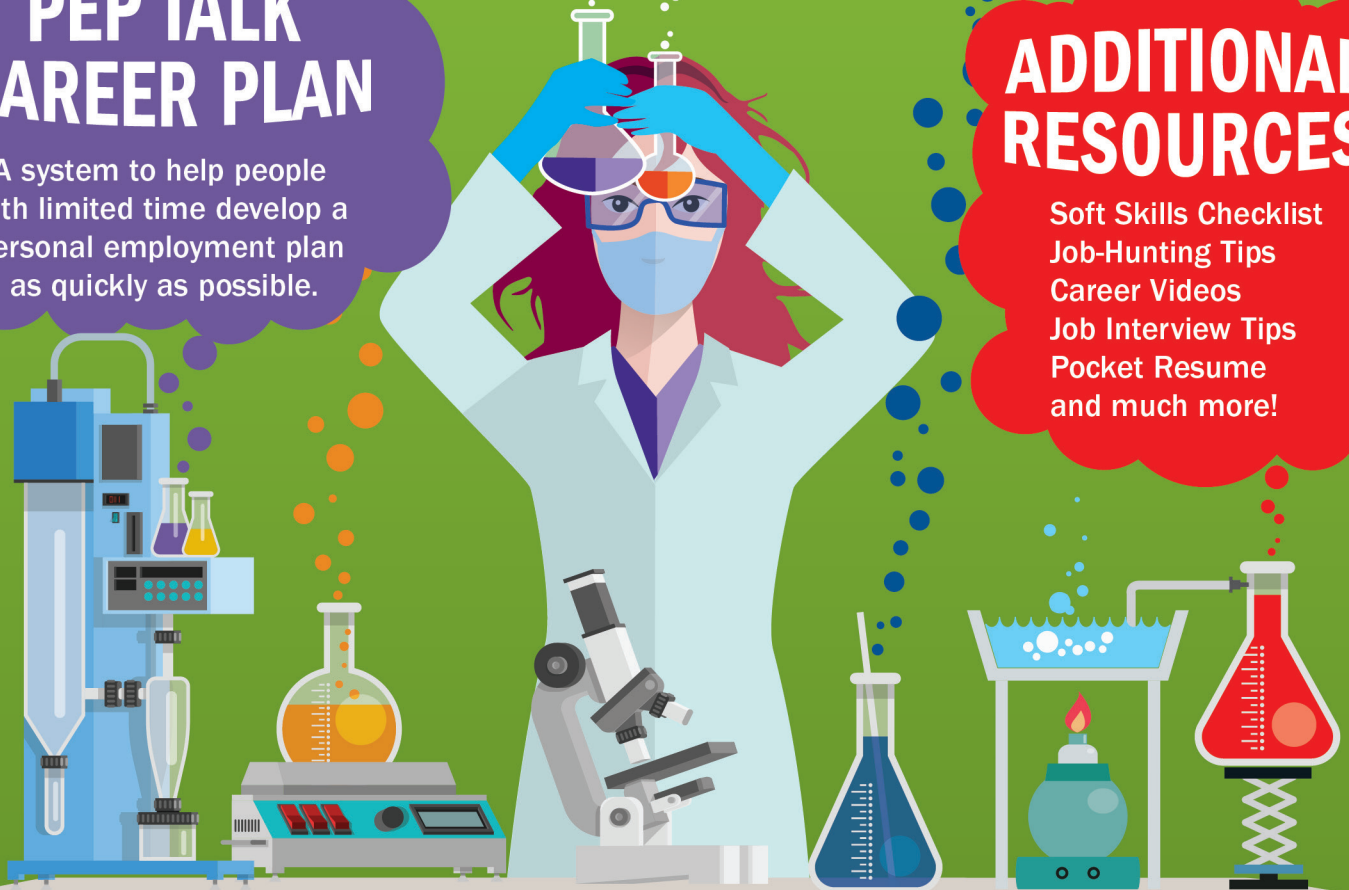
Daily career exploration activities. Grade-specific activities are posted each weekday.

## PEP TALK CAREER PLAN

A system to help people with limited time develop a personal employment plan as quickly as possible.

## ADDITIONAL RESOURCES

Soft Skills Checklist  
Job-Hunting Tips  
Career Videos  
Job Interview Tips  
Pocket Resume  
and much more!



# FORMULATE YOUR FUTURE

### CATALYZE YOUR CAREER PLAN!

A successful career plan is a synthesis of many elements. Montana Career Lab has all the information and tools you'll need to concoct an effective career plan.

[www.careers.mt.gov](http://www.careers.mt.gov)