Build your FUTURE SELF

Explore the Possibilities

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

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.”

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.

Plan Your Journey

- Plan your high school courses with your future goals in mind. Many college programs have specific entrance requirements.
- 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.
- 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.

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.

1,000 copies of this document were produced at an estimated cost of $150.95, which includes $0.00 for shipping.
**MONTANA CAREER GUIDE**
Walks users through the entire career planning process from exploring your interests to interviewing for a job.

**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**
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)