Career Paper Outline Form

I. Introduction:
   (Thesis statement)
   Example: Public relations profession is complex to understand

   a. Education required:
      Example: Requires a college education

   b. Job Functions:
      Example: Managing the communication efforts of employer

   c. Where jobs are:
      Example: Can be found in a variety of industries

II. Body Paragraph 1: (Education)
    Example: Education -- Bachelor’s degree is common in one of the following: Public relations, journalism, communication studies, marketing, or business

III. Body Paragraph 2: (Job functions)
    Example: Function -- Managing multiple communication efforts through: Employee relations, customer relations, investor relations, community relations, government relations, and media relations.

IV. Body Paragraph 3: (Where jobs are)
    Example: Industries -- employing public relations practitioners include: Corporate, non-profit, education, government, and mass media.

V. Body Paragraph 4: (My assessments)
    Example: Assessments -- according to my assessment results, this career does/does not fit my personality, career interests, and my values because...

VI. Body Paragraph 5: (My evaluation)
    Example: Evaluation -- very interesting career, majors are interesting to me (prefer public relations), like the need for variety of skills, like the fast-paced environment, and like working at professional level.

VII. Body Paragraph 6: (Conclusion)
    Example: Conclusion (restate the facts, and state what you will do with that information) -- will pursue it, declare my major, determine what classes to take at Mt SAC, find out which universities offer public relations majors, find out what to do to transfer.