

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 practioners 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 next, find out which universities offer public relations majors, find out what to do to transfer.