

Career Watch

Arkansas Teacher's Guide

How to fill out an
Impeccable
resume

Top **10**
jobs in Arkansas
by education level

Interview
Dos &
Don'ts

It's not a job.
It's a career.
2020 EDITION
Volume 29

Financial Aid and
Scholarships:

**Find out
where the
\$\$\$'s at**

Hear from
**INDUSTRY
PROFESSIONALS**



Arkansas Division of
Workforce Services

Career Watch Arkansas Teacher's Guide

The Teacher's Guide has been developed as a tool for teachers to use in their classrooms in conjunction with *Career Watch Arkansas*. Inside you will find activities for students, some will require Internet access. Just copy and distribute to your students. The PDF version of this document can also be found in the LMI Publications section of www.discover.arkansas.gov.

Occupational Career Information welcomes your comments about the Teacher's Guide and encourages feedback from both teachers and students. If you have suggestions for student activities or handouts for future editions, we would like to hear from you. You can fax us the feedback sheet found at the end of this publication or you can email spencer.griffin@arkansas.gov and reference Teacher's Guide in the subject line.



Arkansas Division of
Workforce Services

Occupational Career Information
P.O. Box 2981 Little Rock, AR 72203
501-682-3117
Fax: 501-682-3186
Voice: 1-800-285-1121
TDD: 1-800-285-1131

"Equal Opportunity Employer/Program"

"Auxiliary aids and services are available upon request to individuals with disabilities."



careerwatchar

www.discover.arkansas.gov

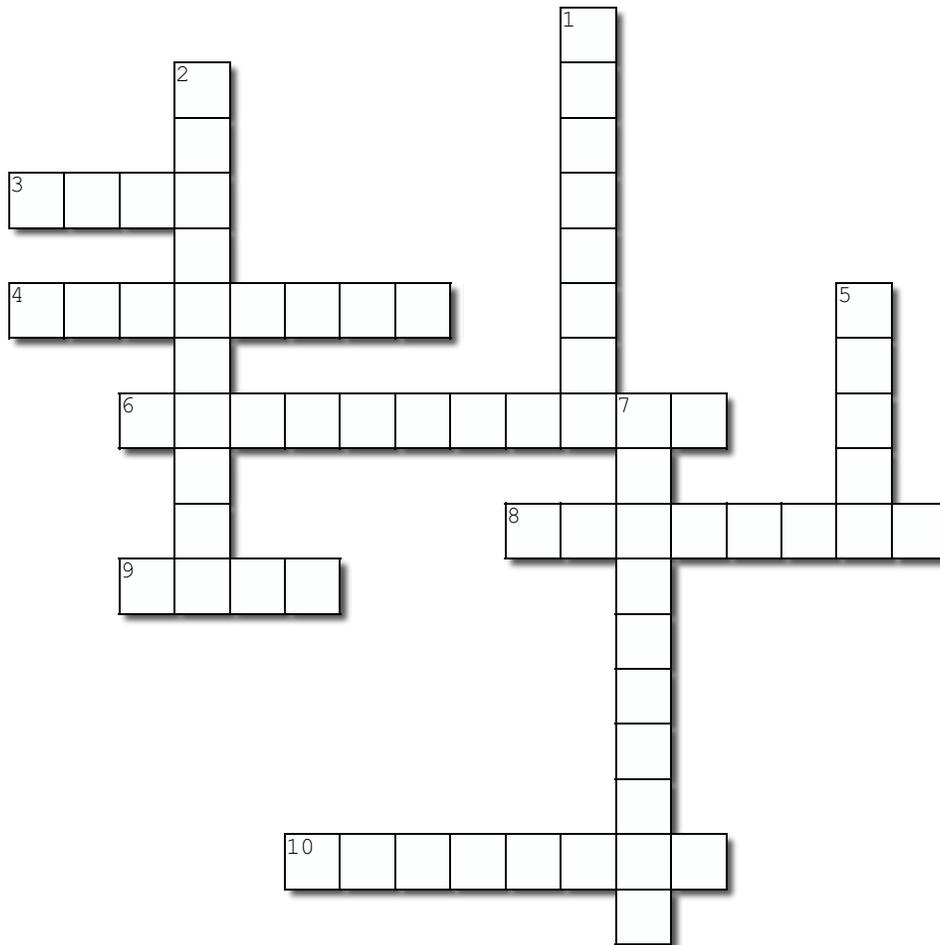
www.careerwatch.org



Name: _____

CROSSWORD

Using Career Watch Arkansas as a guide, complete the crossword below.



Created using the Crossword Maker on TheTeachersCorner.net

Across

- 3. Money provided by a bank, the college, or the government, which must be paid back with interest. (pg. 18)
- 4. This sport will have just 0.025% of high school players that will go pro. (pg. 51)
- 6. Complete this online application between January 1 and June 1 to apply for state scholarships and grants. (pg. 50)
- 8. This type of degree earns \$1,883 per week on average. (pg. 58)
- 9. What elegant shoe might help you dress for success? (pg. 57)
- 10. Number two on the list of 'skills to pay the bills.' (pg. 48)

Down

- 1. The occupation on the Hot 45 list with 5,797 estimated annual job openings. (pg. 9)
- 2. The type of resume that groups your work experience and skills by skill area or job function. (pg. 5)
- 5. The basic form required for most financial aid programs based on financial need. (pg. 19)
- 7. Part of this job's duties is to maintain record of assets, liabilities, and more. (pg. 12)

Name: _____

Created with TheTeachersCorner.net [Word Search Maker](#)

Finance Wordsearch...



Check out all of the occupations or industry-related terms that fall into the Finance career cluster by finding these key words

N	M	F	D	S	H	D	S	P	X	C	Z	I	D	H	D	C	N	T	M	D	Z	D	H	Z	ACCOUNTING
S	E	E	J	K	W	L	X	G	H	H	D	F	J	U	G	X	O	P	J	T	F	Q	Q	C	ANALYST
V	T	L	X	D	Z	C	V	Y	R	K	Y	H	W	Z	Z	M	O	Y	S	G	N	I	Z	I	BANKING
I	N	S	U	R	A	N	C	E	E	H	J	M	W	U	T	R	E	Y	T	I	F	O	R	P	BROKER
L	N	Y	M	T	B	E	D	R	Y	T	I	U	Q	E	T	U	L	Y	S	R	Z	U	X	E	CASHIER
C	O	K	U	P	U	R	E	K	O	R	B	D	F	F	M	A	O	N	D	S	L	O	H	Q	COMMERCE
S	E	X	A	T	N	W	L	N	N	U	G	F	O	Y	N	G	V	I	H	D	J	H	F	R	CREDIT
I	Y	E	G	V	H	X	E	O	X	O	D	L	J	A	L	E	V	I	P	N	D	G	C	R	DEBT
N	V	L	C	Z	C	Q	H	I	E	P	I	K	Z	L	Q	I	I	X	G	U	F	E	M	S	DISTRIBUTION
C	S	W	X	K	O	U	C	T	T	O	S	T	N	R	D	Y	U	V	J	F	P	A	J	D	DIVIDEND
O	E	P	G	V	M	A	I	U	L	H	J	Q	C	E	K	W	A	S	G	G	R	P	G	E	ECONOMY
M	G	R	N	Z	M	G	G	B	F	A	C	X	N	A	C	W	G	E	U	K	O	G	U	K	EQUITY
E	V	K	I	U	E	N	X	I	P	F	E	D	Y	W	S	Q	P	I	E	E	C	U	F	Q	FINANCE
F	N	V	T	M	R	I	C	R	W	E	S	W	O	L	F	N	S	T	Y	C	H	Y	Z	T	FUNDS
V	C	I	N	F	C	K	F	T	X	R	S	W	J	C	C	Q	A	I	Y	A	T	Q	S	N	INCOME
F	Z	B	U	V	E	N	Z	S	T	T	E	C	N	A	N	I	F	R	R	S	R	R	L	E	INSURANCE
B	U	E	O	G	K	A	E	I	P	P	T	D	G	U	B	T	S	U	T	H	I	F	P	M	INVESTMENT
E	T	S	C	J	Q	B	X	D	S	P	H	E	N	N	I	J	Y	C	I	I	C	T	C	T	LENDER
O	G	L	C	H	I	U	B	F	J	Y	Y	A	B	E	G	P	E	E	Y	E	A	J	K	S	MARKET
T	X	A	A	H	U	Q	F	C	E	H	Y	M	J	S	L	J	N	S	D	R	K	B	X	E	MONEY
S	Y	T	W	H	B	T	T	S	F	N	X	Y	O	F	H	Q	O	S	H	K	W	C	H	V	PORTFOLIO
X	I	R	V	R	V	S	T	B	E	I	C	P	L	N	B	W	M	Z	M	L	B	V	Q	N	PROFIT
B	R	E	E	P	I	H	T	R	U	S	T	P	R	O	O	R	S	K	C	O	T	S	R	I	RETIREMENT
X	G	Z	R	W	C	C	U	R	I	C	R	E	D	I	T	C	W	L	Q	L	C	D	A	D	SECURITIES
O	Y	N	P	G	T	I	R	P	T	N	E	M	E	R	I	T	E	R	M	Z	G	Y	C	D	STOCKS

Name: _____

WORD SCRAMBLE

Unscramble occupations below found in the Hot 45 list.

Created on TheTeachersCorner.net Scramble Maker

1. scanttouacn dna dstuaoir

2. ninafalci mgenaars

3. tcharee istssnasta

4. eriffgehist

5. eirahssc

6. tdanel statsisasn

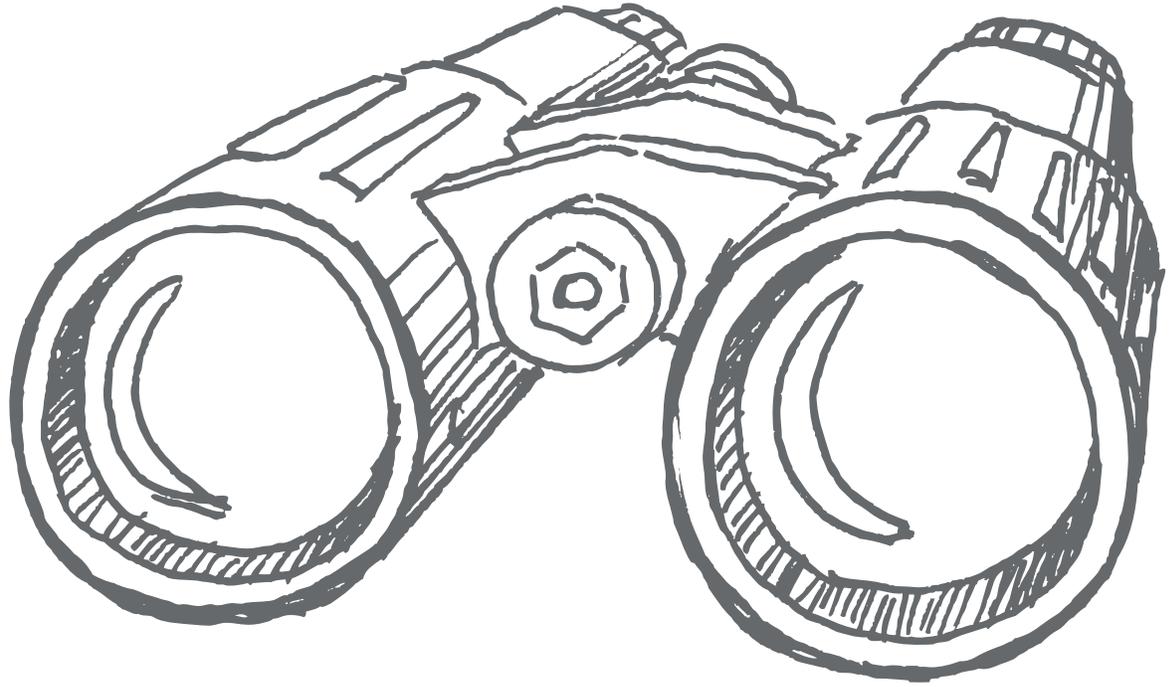
7. reylcg

8. ertgderise ssnue

9. uoprcmet suer rpupsto scsltpsieia

10. gtenemamna ayslinsa

Career Watch Scavenger Hunt



The answers to all of the following questions can be found in the pages of Career Watch Arkansas.
What's your task? Find them!
Write your answers in the spaces below the questions.

1. What is the mean annual wage for a physical therapist in Arkansas?

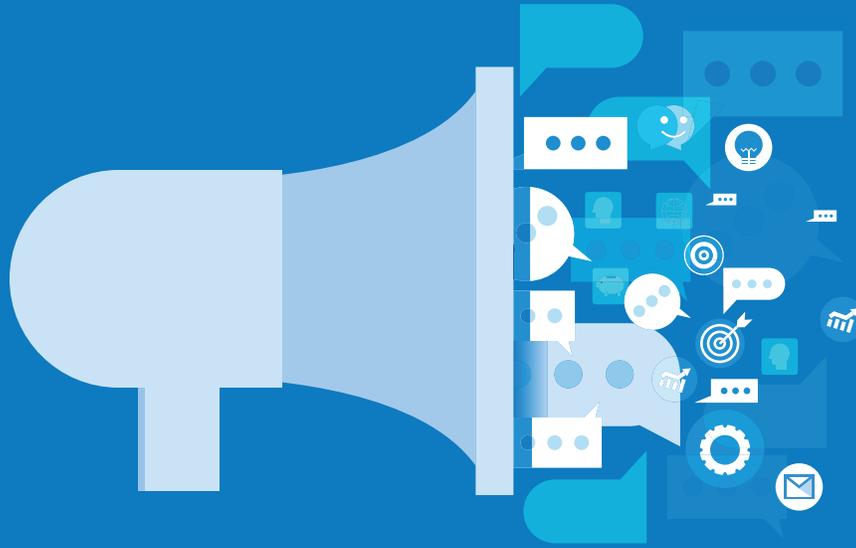
2. Name one of the required exams financial advisor Brenton Ernsbarger lists in order to work in the field.

3. In what city is Crowley's Ridge College located?

4. List at least two of the three things you should be doing in 11th grade to prepare for college.

5. What is the difference between a federal Pell Grant and a loan?

6. What is the recommended length of a cover letter?



Staying Social

Believe it or not, social media does in fact have a have a place in the workforce. In fact, many job seekers often find jobs and careers through listings on social media. There are also several platforms that can allow you to get your resume in the hands of employers. This task will show you just how powerful social media can be when looking for a career.



Facebook, Twitter, Instagram, and LinkedIn are great places to find various groups and pages related to your desired career field. Go on Facebook or Twitter and like or follow a few of the major (or minor) companies or organizations related to your career field of choice.



Following hashtags provides a great way to take a look at what professionals in your industry are talking about. Go on Twitter and search appropriate hashtags you think might be related to your career field and write down three trending topics about your desired occupation at the space provided at the bottom of this page.



Last, be sure to show Career Watch Arkansas some love and appreciation by liking and following its social media accounts. Find us on Facebook by searching “CareerWatchAR,” on Twitter @careerwatchar, and follow us even on Pinterest by searching for “Career Watch Arkansas.”

Real-Life Arkansas

A Lifestyle Budget Calculator

After high school, you will need to work to pay for housing, transportation, clothes and much more. The bottom line is, you will need money. You will need an occupation.

This internet assignment will help you determine an estimated budget for a chosen occupation. If you know what occupation you want, the next step is to find out if that occupation will pay you enough to cover all your monthly expenses.

You will need to log on to www.real-life.arkansas.gov and choose Option 3 - Occupation Direct.

To begin, choose an occupation from the list, you will be given an average annual income after subtracting taxes, then click on the arrow. Now, choose a city closest to where you live or plan to live. The calculator at Real-Life Arkansas will guide you as you make decisions for a monthly budget.

After determining a budget for your lifestyle, print out the completed budget and answer the questions below on a separate sheet.

1 Did you have to adjust your budget to meet your monthly income? Which expenses did you have to compromise or adjust?

2 Compare your budget with other classmates. Which expense totals are similar and which ones are different?

3 If possible, find a classmate with a monthly income higher than yours, and one with a lower monthly income. How do your budgets compare?

4 As a class, discuss what you have learned about creating a monthly budget and what you will keep in mind when you choose your occupation.

Real-Life Arkansas provides two other budget options. Option 1 - Get a Real Life Check will guide you through a budget based on wants and needs and will help you find an occupation that matches the annual salary needed. Option 2 - Future Salary will guide you through choosing an option based on how much money you would like to earn and your education goals.

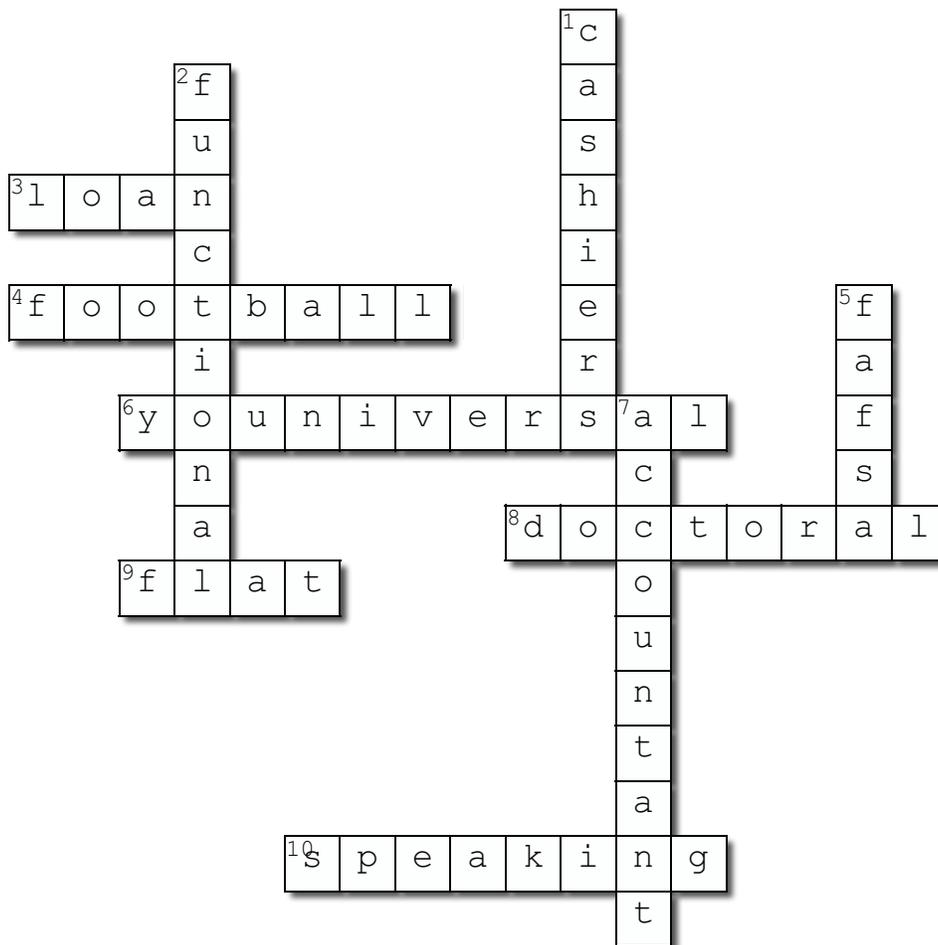


ANSWER KEY

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Check out all of the occupations or industry-related terms that fall into the Finance career cluster by finding these key words

N M F D S H D S P X C Z I D H D C N T M D Z D H Z	ACCOUNTING
S E E J K W L X G H H D F J U G X O P J T F Q Q C	ANALYST
V T L X D Z C V Y R K Y H W Z Z M O Y S G N I Z I	BANKING
I N S U R A N C E E H J M W U T R E Y T I F O R P	BROKER
L N Y M T B E D R Y T I U Q E T U L Y S R Z U X E	CASHIER
C O K U P U R E K O R B D F F M A O N D S L O H Q	COMMERCE
S E X A T N W L N N U G F O Y N G V I H D J H F R	CREDIT
I Y E G V H X E O X O D L J A L E V I P N D G C R	DEBT
N V L C Z C Q H I E P I K Z L Q I I X G U F E M S	DISTRIBUTION
C S W X K O U C T T O S T N R D Y U V J F P A J D	DIVIDEND
O E P G V M A I U L H J Q C E K W A S G G R P G E	ECONOMY
M G R N Z M G G B F A C X N A C W G E U K O G U K	EQUITY
E V K I U E N X I P F E D Y W S Q P I E E C U F Q	FINANCE
F N V T M R I C R W E S W O L F N S T Y C H Y Z T	FUNDS
V C I N F C K F T X R S W J C C Q A I Y A T Q S N	INCOME
F Z B U V E N Z S T T E C N A N I F R R S R R L E	INSURANCE
B U E O G K A E I P P T D G U B T S U T H I F P M	INVESTMENT
E T S C J Q B X D S P H E N N I J Y C I I C T C T	LENDER
O G L C H I U B F J Y Y A B E G P E E Y E A J K S	MARKET
T X A A H U Q F C E H Y M J S L J N S D R K B X E	MONEY
S Y T W H B T T S F N X Y O F H Q O S H K W C H V	PORTFOLIO
X I R V R V S T B E I C P L N B W M Z M L B V Q N	PROFIT
B R E E P I H T R U S T P R O O R S K C O T S R I	RETIREMENT
X G Z R W C C U R I C R E D I T C W L Q L C D A D	SECURITIES
O Y N P G T I R P T N E M E R I T E R M Z G Y C D	STOCKS
	TAXES
	TRANSACTION
	TRUST
	WAGE
	WEALTH

Name: _____

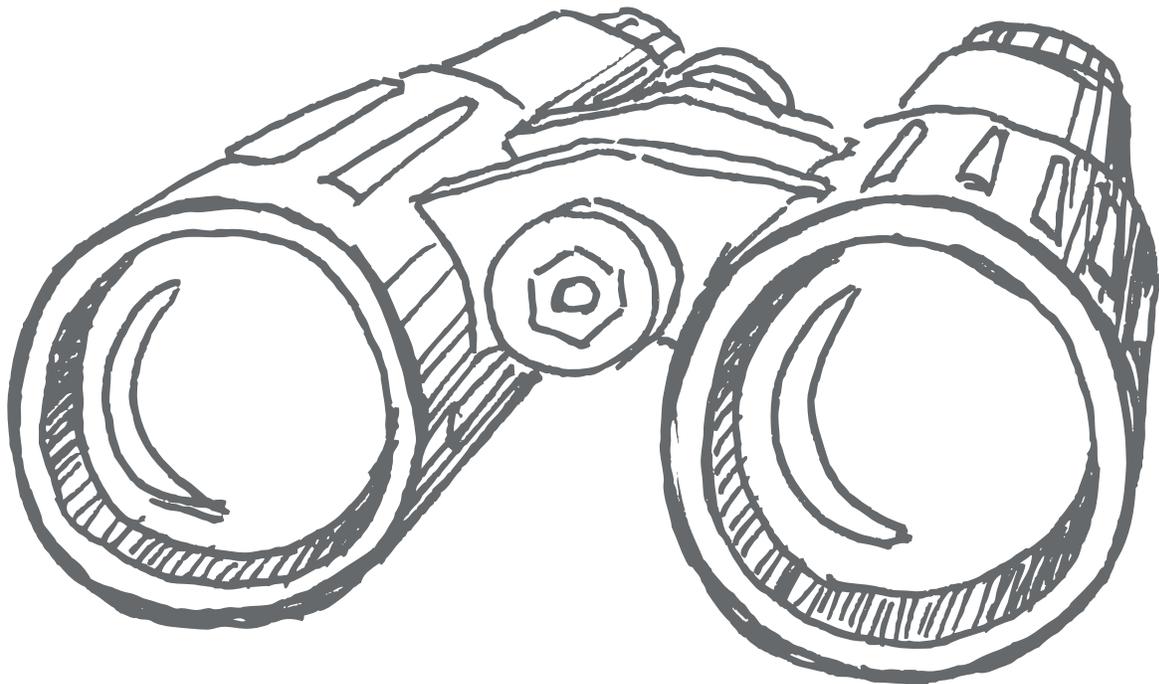
WORD SCRAMBLE

Unscramble occupations below found in the Hot 45 list.

Created on TheTeachersCorner.net Scramble Maker

- | | |
|--------------------------------------|-----------------------------------|
| 1. scanttouacn dna dstuaoir | accountants and auditors |
| 2. ninafalci mgenaars | financial managers |
| 3. tcharee istssnasta | teacher assistants |
| 4. eriffgrgehist | firefighters |
| 5. eirahssc | cashiers |
| 6. tdanel statsisasn | dental assistants |
| 7. reylcg | clergy |
| 8. ertgderise ssnue | registered nurses |
| 9. uoprcmet suer rpupsto scsltpsieia | computer user support specialists |
| 10. gtenemamna ayslinsa | management analysts |

Career Watch Scavenger Hunt



The answers to all of the following questions can be found in the pages of Career Watch Arkansas.

What's your task? Find them!

Write your answers in the spaces below the questions.

1. What is the mean annual wage for a physical therapist in Arkansas?

\$85,710

2. Name one of the required exams financial advisor Brenton Ernsbarger lists in order to work in the field.

SIE, Series 7, and Series 66.

3. In what city is Crowley's Ridge College located?

Paragould

4. List at least two of the three things you should be doing in 11th grade to prepare for college.

Request information from colleges, plan a campus visit and attend local college fairs, and take the SAT or ACT.

5. What is the difference between a federal Pell Grant and a loan?

A federal Pell Grant, unlike a loan, does not have to be repaid.

6. What is the recommended length of a cover letter?

Three to five paragraphs.

Send us your Feedback

The *Career Watch Arkansas Teacher's Guide* was developed as a tool to help educators make learning about careers more interesting to students. We hope you find the publication helpful.

We would appreciate receiving not only your feedback about the usefulness of this *Teacher's Guide*, but your suggestions for classroom exercises as well. Please take a few minutes to fill out and return this form to the address listed below or fax to 501-682-3186.

Please indicate your overall level of satisfaction with the product

Very Satisfied

Satisfied

Indifferent

Dissatisfied

Very Dissatisfied

How useful was the information?

Very Useful

Useful

Fair

Not Very Useful

Not Useful at All

How do you plan to use this information?

Education/Career Planning

Economic Planning

Wage/Employment Study

Industry or Technology Study

Other, please list _____

Please indicate what sector of reader you represent

Student

Teacher

Educational Counselor

Parent

Dislocated Worker

Other, please list _____

What could make the *Career Watch Arkansas Teacher's Guide* more useful?

Would you recommend the *Career Watch Arkansas Teacher's Guide* to others?

Yes

No

Division of Workforce Services
Occupational Career Information
Career Watch Arkansas Teacher's Guide
Attn: Spencer Griffin

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