

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.*