

Assignment #3: Job Search Using the Occupational Outlook Handbook

In this assignment you will research three jobs you might like using the Occupational Outlook Handbook. You will look up what you do on the job (job description), how much education or training the job requires, how much you will make, and what is the future forecast for the job.



Assignment

Make a table using Google Docs.

1. To change the Table to Landscape: go to the Layout tab, select Orientation, Landscape.
2. To create the Table, on the Insert tab, select Insert, Table. The table will have 4 columns and 6 rows.
3. Add titles to the Columns and Rows (see example table)

| | Job #1 | Job #2 | Job #3 |
|-------------------------|--------|--------|--------|
| Name of Job | | | |
| Job Description | | | |
| Training/Education | | | |
| How much will you make? | | | |
| Future Outlook | | | |

Go to the [Occupational Outlook Handbook](https://www.bls.gov/ooh/). <https://www.bls.gov/ooh/> Look up three jobs that you might like. Copy/paste the information for each section of the table.