



Overview

This resource is intended for students who are beginning or are continuing their exploration of careers. This handout defines the most frequently used terms to know for career planning and beyond. These terms are most frequently seen in the Career Planning section on CaliforniaColleges.edu.

Frequently Used Terms/Vocabulary to Know for Career Planning:

Basic Skills – Refers to the foundation skills you have in reading, writing and mathematics. In addition, it includes learning skills and study skills which are both necessary for you to succeed at the college level. Try the **Basic Skills Survey** on CaliforniaColleges.edu to learn more about your basic skills!

Career Cluster(s) – Refers to an organized, themed list of available careers. Within these themes are a group of careers that share common features. If you like one job in a cluster, you will probably find other jobs in that cluster that you will like as well. Try the **Career Cluster Survey** on CaliforniaColleges.edu to find out which career cluster is right for you!

Career Pathway – Refers to the journey you take to reach your goals throughout your life. It is the combination of your experiences in life, your education and training, unpaid work and your interests. Your career pathway will involve formal education and training, non-formal learning, developing your personal skills and interests, and community services and programs.

Career Planning – Refers to the continuous process of thinking about your interests, values, skills and preferences. It is also the process of exploring the life, work and learning options available to you while ensuring that your work fits with your personal circumstances. Try the **Career Plan Builder** on CaliforniaColleges.edu to get started on planning for your career and future!

Cover Letter – Refers to a document sent with your resume to provide additional information on your skills and experience. This is your chance to introduce yourself to a prospective employer and gives you the chance to share your qualifications and state how you might benefit their business. Try the **Cover Letter Creator** on CaliforniaColleges.edu to learn more about creating your own cover letter!

Job Interview – Refers to a conversation between a job applicant and representative of the employing organization to determine whether an applicant is suitable for a position. Try the **Job Interview Practice** on CaliforniaColleges.edu to practice your answers to all kinds of interview questions!

Job Market – Refers to the availability of jobs based on the supply and demand for employment opportunities. A job market directly affects wage and salary levels (how much you get paid).

Job Outlook - Refers to the expected rate of growth in a particular job or occupation. Different conditions such as economic, sociological and demographic factors will influence the number of opportunities for a particular job or occupation.

Networking - Refers to the exchange of information or services among individuals, groups, or institutions. More specifically, it is the cultivation of productive relationships for employment or business.

Resume - Refers to a written one-page compilation of your education background, work experience, credentials, skills and accomplishments that is used to apply for jobs. It is one of the most important pieces of any job application. Try the **Resume Builder** on CaliforniaColleges.edu to learn more about building your own resume!

Salary – Refers to your annual payment by your employer. This is a fixed regular payment, typically paid on a monthly or biweekly basis to a professional worker. Explore careers on CaliforniaColleges.edu to learn more about salaries associated to different careers.

Thank-You Letter – Refers to a letter you send to the people who interview you for a job. A thank-you letter is written after your interview and can be sent the same day or the next day. It can be in the form of a card, letter or e-mail. Try the **Thank-You Letter Builder** on CaliforniaColleges.edu to learn more about creating your own thank-you letter!

Transferable Skills – Refers to skills developed in one situation which can be transferred to another situation. Try the **Transferable Skills Checklist** on CaliforniaColleges.edu to learn more about your transferable skills!

Workplace Skills - Often called employability skills, these refer to the basic skills you must have to succeed in any job or workplace you choose to apply for.