

# ***CAREERSMARTZ – List #1 Interest and skill activities*** *Do not print – long document! Revised December 2023*

Following is a list of activities found in the American World of Work. Reviewing this list can help you identify and define your interests and skills.

This list is sub-divided into 20 groups of similar activities and each sub-group is further divided into specific activities related to the group.

Take your time to review this document as identifying your true interests is key to finding the right occupation to pursue.

Mark your selections with a yellow magic marker to make it easier to find your selections.

## **Group 1: Art and Entertainment**

\* Act in a play, film or on a radio or TV program. \* Carve objects out of wood, stone, or other materials. \* Create a new dance routine. \* Create blueprints or drawings to guide people in building something. \* Create graphic illustrations or designs. \* Design bridges, roads, and other outdoor structures. \* Design clothing. \* Design commercial or industrial equipment or materials. \* Design electrical or electronic equipment. \* Design flower arrangements. \* Design home or office interiors. \* Design homes and office buildings. \* Design landscapes, such as gardens and parks. \* Design marine structures (docks, sea walls, man-made ponds, etc.) \* Design medical, commercial or industrial equipment. \* Design spacecraft, rockets or airplanes. \* Design the look of a stage or motion picture set. \* Design the look of museum or commercial exhibits. \* Direct actors in a stage, film, radio, or TV production. \* Direct an orchestra, band or group of musicians. \* Direct the activities of an art department. \* Display merchandise in a store or in a store window. \* Draw cartoons or animated characters. \* Draw or sketch illustrations or paint works of art. \* Etch initials or designs into wood, metal, or other objects. \* Make artistic objects out of clay, glass, or other materials. \* Make arts and craft creations. \* Make or repair watches or other jewelry. \* Perform a dance routine. \* Photograph people, places, events, or objects. \* Plan or coordinate a radio, TV, stage or film production. \* Play a musical instrument. \* Record videos. \* Sculpt objects from wood, stone, clay, metal, etc. \* Select talent or cast members for a stage, film, video, TV, or radio productions. \* Sing songs. \* Write or arrange music, songs, or jingles. \* Write poetry.

## **Group 2: Athletic and Recreation**

\* Coach a sports team. \* Compete in a sporting event. \* Perform an athletic feat or routine before an audience. \* Scout college campuses for new athletes or sporting event entertainers. \* Train people in physical fitness. \* Umpire or referee a sporting event.

## **Group 3: Building, Construction and Maintenance**

\* Build homes, offices, or other structures out of wood, steel, cement, brick, or other materials. \* Build or repair mobile homes, recreational vans, or other mobile living vehicles. \* Build or repair roads, sidewalks

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or driveways. \* Build, service or repair underwater structures. \* Clean offices, buildings, or other structures to keep them attractive and healthy for their inhabitants. \* Cover wall surfaces with paper, fabric, or other decorative materials. \* Inspect a process or product to ensure it operates correctly or was made properly. \* Install or repair ceramic tiles, carpeting or other floor, wall, or ceiling materials. \* Install or repair fence systems or equipment. \* Install, service or repair air conditioning and heating systems or equipment. \* Install, service or repair electrical systems or equipment. \* Install, service or repair home or office security systems or equipment. \* Install, service or repair insulation systems or equipment. \* Install, service or repair plumbing systems or equipment. \* Install, service or repair roofing materials. \* Install, service or repair sewage or sanitation systems or equipment. \* Install, service or repair windows or doors. \* Paint ceilings, walls, or other building surfaces. \* Remove hazardous building materials. \* Solder or weld metals together. \* Survey or map land formations. \* Use explosive materials to destroy buildings or structures. \* Use explosive materials to excavate or mine natural resources. \* Use or repair hand tools.

## **Group 4: Business Administration and Management**

\* Analyze a business to determine how it could operate better. \* Control the financial resources of a company, organization, or agency. \* Manage a business, organization, department, function, service, or project. \* Manage natural resources, such as a park, forest, or wetlands. \* Manage property owned by other people. \* Manage the business interests of professional athletes, artists, or performers. \* Plan how a city should grow and develop in the future.

## **Group 5: Business Operation and Support**

\* Analyze financial records to determine the health of a company. \* Answer questions at a customer help desk. \* Complete sales transactions at a check-out counter. \* Deal cards or lead others in a game of chance. \* Deliver mail or other delivery items. \* Determine the value of certain property or material goods. \* Greet people as they enter an office or building. \* Guide people on a tour. \* Handle all calls coming into an office. \* Help a lawyer prepare a case for court. \* Help bank customers with financial deposits and withdrawals. \* Help customers resolve a problem they have with a product or service. \* Help run the daily operations of an office in a business or organization. \* Interview people for employment. \* Keep records in a business or medical office or in a police department. \* Keep records of financial transactions. \* Maintain records and documents in an office. \* Operate a radio to dispatch fire, police or emergency medical services. \* Operate office equipment. \* Organize, file or retrieve documents in an office \* Prepare and file claims in an insurance, unemployment, welfare or bank office. \* Prepare medical records. \* Prepare tax records and IRS reports. \* Prepare written documents, reports or presentations for business use. \* Purchase materials and supplies for a company. \* Record what is said

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in a court of law. \* Review documents or reports for errors, omissions, or complete information. \* Seat people in a theater or auditorium. \* Study how operations, systems and processes can function more effectively. \* Study various business operations to ensure they are carried out properly. \* Take care of payments and receipts in a business office. \* Transport information or materials from one location to another.

## **Group 6: Communication and Media**

\* Analyze the daily news to determine what to broadcast to the public. \* Announce information over a public address system. \* Announce news events on a radio or TV program. \* Announce to the audience the ongoing events on a radio or TV program. \* Conduct surveys to gather information. \* Create written materials for others to speak or read. \* Edit films or videos. \* Edit written works. \* Gather local news for publishing in a newspaper. \* Interpret or translate one language into another. \* Report the news. \* Write fiction or non-fiction works. \* Write screen captions for television or movies for viewers who are deaf. \* Write technical manuals or books.

## **Group 7: Computers and Information Management**

\* Design the next generation of computer hardware. \* Help people solve or correct a computer-related problem. \* Link computers together in a network and manage their operation. \* Manage large quantities of information (collection, storage, etc.) \* Set up security systems to protect computer networks. \* Study how computers can be used to solve problems. \* Study how information can best be gathered, stored, analyzed, and interpreted. \* Use a computer to make brochures, newsletters, reports, etc. \* Write computer software programs.

## **Group 8: Equipment Installation, Operation and Repair**

\* Build or repair bicycles, cars, buses, trucks, airplanes, boats, or other transportation equipment. \* Build, install, service or repair air conditioning, heating, or refrigeration equipment. \* Build, install, service or repair airplane equipment. \* Build, install, service or repair computer equipment. \* Build, install, service or repair electronic or electrical equipment. \* Build, install, service or repair elevators or escalators. \* Build, install, service or repair home appliances, entertainment equipment or office equipment. \* Build, install, service or repair industrial machines or equipment. \* Build, install, service or repair mechanical equipment or machines. \* Build, install, service or repair musical instruments. \* Build, install, service or repair telecommunication equipment. \* Build, install, service or repair vending machines. \* Build, install, service, repair or operate audio or video equipment. \* Build, install, service, repair or operate industrial equipment or machines. \* Build, install, service or repair medical equipment. \* Erect scaffolding or rigging equipment to reach high places. \* Operate a motion picture, video or

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television camera. \* Operate farm or agricultural equipment. \* Record sounds or music in a recording studio or sound laboratory. \* Service or repair farm or agriculture equipment.

## **Group 9: Industrial Production, Mining and Manufacturing**

\* Assemble various parts to produce a finished product. \* Drill holes into the ground to access drinking water. \* Make furniture, cabinets, desks, or other household items. \* Make molds in a lab or factory to produce parts for assembly into a finished product. \* Mine the earth for oil, gas, coal or various kinds of minerals or metals. \* Mine the earth for various stone materials for use in building products. \* Move and load materials from one location to another. \* Operate equipment to produce or transmit electrical power. \* Operate factory equipment to build or produce materials or equipment. \* Operate machinery or equipment to build something in a factory. \* Operate machinery or equipment to make processed foods or beverages. \* Paint equipment on an assembly line. \* Process animal parts into packaged foods. \* Set up and operate machinery for printing materials, such as books, magazines, or newspapers.

## **Group 10: Legal, Law Enforcement and Public Safety**

\* Act as a judge in a court of law. \* Arbitrate or mediate a dispute between two or more individuals. \* Catch highway speeders or other law breakers. \* Defend a person's or company's legal rights in court. \* Enforce laws and regulations. \* Examine and inspect products, services, operations, equipment, vehicles, or buildings to ensure safety or compliance. \* Examine policies and practices to ensure that all laws are followed correctly. \* Fight fires. \* Help a lawyer prepare for a case in court. \* Help children cross the street safely. \* Inspect materials and goods coming into the country for illegal contraband. \* Investigate crimes and criminals. \* Investigate fires to determine their cause. \* Manage inmates in a jail or prison. \* Patrol borders to prevent entrance by illegal aliens. \* Patrol and protect property. \* Prosecute someone in a court of law. \* Protect animals from illegal poaching. \* Protect national or local parks, resort areas and campgrounds. \* Protect swimmers, skiers or other people enjoying recreation from becoming injured. \* Protect the physical safety of others. \* Provide emergency medical care for a sick or injured person. \* Represent the people as an elected government official. \* Search for missing people or property. \* Tag illegally parked cars or trucks. \* Watch gamblers and other casino players for signs of fraud.

## **Group 11: Marketing, Sales and Promotion**

\* Be the spokesperson for a company or organization. \* Demonstrate how a product or service works. \* Design a marketing or sales campaign. \* Model clothing or other items or pose for a photographer. \* Pose next to people or objects for advertising or promotion purposes. \* Sell a product or service. \* Sell financial commodities or services. \* Sell homes, office buildings or other property. \* Sell travel services.

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## **Group 12: Math and Science**

\* Analyze statistical data to draw conclusions. \* Create machines to harvest natural resources, such as coal, oil and natural gas. \* Design machines, tools, or equipment. \* Design procedures to protect the health and safety of people. \* Study and develop natural or man-made sources of energy. \* Study crime scene evidence to help catch criminals. \* Study how best to use and preserve our forests, wetlands, and other natural resources. \* Study how the earth's properties (land, water, climate, etc.) shape the culture of people. \* Study how to conserve and protect the environment. \* Study how to create better, more efficient products. \* Study how to improve land or water mining operations. \* Study how to improve the growing of food to increase its yield. \* Study how to keep workers safe while working. \* Study how to prevent fires. \* Study human or animal cell growth and development. \* Study space and the universe. \* Study the atmosphere or weather. \* Study the behavior of animals. \* Study the biology of animals or humans. \* Study the biology of plants. \* Study the cause and cure of various diseases. \* Study the composition and make-up of the earth. \* Study the natural laws and forces found on earth. \* Study the properties and function of water as part of the natural environment. \* Study the properties and uses of various chemicals. \* Study the properties and uses of various natural and man-made materials. \* Study the properties of soil and how best to preserve its use. \* Study things in a science laboratory. \* Test how well things or systems work in a technical lab environment. \* Use math formulas to understand or solve problems.

## **Group 13: Medical and Health**

\* Assist surgeons in an operating room. \* Carry out hospital laboratory procedures. \* Determine what caused a person's death. \* Diagnose disease, illnesses, or injuries, prescribe how to correct them and perform whatever corrective measure is needed. \* Help doctors care for patients in a hospital or doctor's office. \* Help individuals recover from a disease, illness, or injury. \* Prepare and dispense medications for medical purposes. \* Prepare patients for surgery. \* Use various medical devices or equipment to help doctors determine the cause of illness or injuries, or to treat illness and injuries.

## **Group 14: Military**

\* Be a member of a military Special Forces team. \* Build, install repair or operate radar or sonar equipment to detect enemy military forces. \* Fire missiles and rockets to destroy enemy troops. \* Help to launch aircraft from an aircraft carrier at sea. \* Lead infantry or be part of an infantry group in a battle. \* Operate a command center to oversee a military campaign. \* Operate an armored assault vehicle in a war zone.

## **Group 15: Personal Care and Service**

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\* Answer questions about local services and attractions at a holiday resort. \* Apply make-up to actors or television personalities. \* Carry a visitor's luggage into a hotel. \* Clean vehicles or other equipment. \* Cook meals or bake food for people. \* Cut and trim meat for sale. \* Cut or style hair. \* Give someone a body massage. \* Help prepare a body for a funeral. \* Keep buildings, rooms, or other interior spaces neat and clean. \* Make hotel reservations for travelers. \* Prepare costumes for actors to wear. \* Seat people in a restaurant. \* Serve drinks in a bar or restaurant. \* Tailor clothing for others to wear. \* Take care of children or elderly people. \* Take care of personal matters for busy business executives. \* Take food orders in a restaurant and bring the food to the customer. \* Trim or decorate a person's nails. \* Upholster furniture or automobile interiors. \* Wait on travelers on a plane, ship, or train.

## **Group 16: Plants, Animals and Outdoors**

\* Breed animals. \* Care for lawns and gardens. \* Care for the daily needs of animals. \* Catch abandoned or dangerous animals. \* Catch fish for commercial sale. \* Cut or haul trees in a forest. \* Diagnose and treat animal illnesses and injuries. \* Exterminate bugs or other pests. \* Grow crops for people to eat. \* Grow plants and flowers for ornamental use. \* Harvest crops. \* Hunt animals for sport or commercial sale. \* Plant trees in a forest. \* Raise cattle or other animals for food production. \* Train animals to perform tricks or to behave properly. \* Trim or cut down trees or bushes. \* Use pesticides to kill unwanted plant or animal insects.

## **Group 17: Social and Community Services**

\* Advise individuals about financial investments and planning. \* Appraise and store for safekeeping important, historical documents. \* Create museum exhibits. \* Design the curriculum that teachers will follow in the classroom. \* Develop instructional or training programs or materials. \* Guide people in carrying out their religious beliefs. \* Guide people in developing a successful and rewarding career. \* Guide people in how to successfully complete their education or training. \* Help ex-convicts readjust to and succeed in society. \* Help individuals and families overcome various kinds of personal or social problems. \* Help people develop healthy behavior and a positive personality style. \* Help people improve their marital or family relationships. \* Help people recover from drug or alcohol abuse. \* Operate a museum to store, preserve and display important artifacts. \* Organize, store, preserve or catalog books or audio/visual materials. \* Study students understand how they best learn to improve their educational success. \* Teach people new information or how to do something correctly.

## **Group 18: Social Science**

\* Study how people behave and why, either in the past or today. \* Study how politics and politicians operate. \* Study how the economy works. \* Study how to create happy and productive employees. \*

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Study the artifacts of past cultures to determine what they believed and how they behaved. \* Study the effects that various groups have on a person's personality development. \* Study the history of various peoples and times.

## **Group 19: Transportation and Materials Handling**

\* Control and direct the movement of airplanes and trains in and out of a geographical location. \* Dredge rivers, ponds, or lakes to clear out unwanted materials and debris. \* Launch missiles into space. \* Pilot or help to fly airplanes or space vehicles. \* Study the flow of airline, automotive, train, truck, or bus traffic to improve efficiency. \* Drive or operate a car, van, truck, plane, boat, subway, streetcar, trolley, or other transportation vehicle.

## **Group 20: Artificial Intelligence (AI)**

\* Teach people how to use AI. \* Conduct research to learn new ways of using AI. \* Research the dangers of AI. \* Use AI to produce various documents, reports, articles, books, and ebooks. \* Use AI to create visual media, such as artwork, graphics, logos, posters, signs, and presentations. \* Use AI to create audio and video recordings. \* Consult with companies and organizations regarding how to use AI to enhance their business objectives. \* Research the legal rights of using media created by AI.