

Learning About Careers: Business

Top Things to Know

Are you interested in working in business? Here are some important facts:

- Business is made up of different career areas. Examples are business administration, finance, management, and marketing. There are many kinds of jobs in each of these areas.
- All types of places—from construction companies and tech manufacturers to restaurants and retail stores—rely on people who work in business jobs.
- Business is a popular college major, but many jobs in business do not require a four-year college degree. Workers who have a four-year degree may find jobs more easily and earn more money than those who do not.



What You Can Be

Many kinds of workers are needed in the world of business. Here are some examples:

- **Administrative assistants** support other business professionals by doing tasks like filing paperwork, scheduling meetings, preparing documents, and answering phones.
- **Financial managers** help businesses with money. They prepare financial reports, help businesses decide how to use profits, and plan for how businesses will reach their financial goals.
- **Human resources professionals** help businesses find, train, and take care of their employees. They want to make work life good for people.
- **Sales representatives** sell what others need. Some sell things or services, like cars or car insurance, directly to people. Others sell something a company makes, like construction equipment, to other companies.
- **Social media specialists** use social media to communicate with people about a business. They express the purpose and values of the business and announce events the public needs to know about. They use data to decide what to post and whether their posts are causing interest in the business.

Where You Can Work

Here are some places near you that have employees who work in business jobs:

- **Flyer Enterprises** is a corporation run by university students. The corporation includes different kinds of businesses, like coffee shops and storage spaces. One student is the chief executive officer, the leader of the corporation. Some students take care of marketing, finance, or public relations. Others are in charge of businesses in the corporation.
- **SoBran Inc.** offers advice and services to companies, the government, and universities. SoBran helps with medical research, storing and moving of products, control of dangerous substances, and workplace safety. Business jobs at SoBran change. They depend partly on the customers and projects the company is working with at a certain time.
- **Speedway** gas and convenience stores are located in 36 states, but the company headquarters is in southwestern Ohio. There, employees work in finance, marketing, human resources, customer service, and other business fields.

A Day in the Life: Human Resources Professional

Learn more about a typical day for one kind of business professional:

Janelle is the human resources manager at a company that makes electric bikes, scooters, and skateboards. She and her team make sure the company has employees who do their jobs well and like coming to work. At work today, Janelle's morning started with a meeting. She told employees about the company's new health insurance plan. She described choices they could make and told them how and when to sign up. Next Janelle reviewed two accident reports from last week. The reports help Janelle and others make changes that keep the company's workers and machines safe. At lunchtime, Janelle went to a restaurant with other managers. They talked about the company's recent challenges and successes. After lunch, Janelle looked at forms filled out by people who want to be a product designer at the company. Several people had the skills listed on the job description Janelle had written. She asked her assistant to invite those people for interviews. Janelle also checked her emails and phone messages throughout the day. There were no urgent situations, so she waited until the end of the day to respond to people. Before leaving, she checked her calendar so she would know what to expect tomorrow. For Janelle, no two days are the same. That's what she likes best about her job in human resources!



Learn More

What else do you want to know?

Now that you have read this fact sheet, what are some questions you have about working in business?

What did you learn?

Do research online or talk to someone who works in business to answer your questions. Then write two new things you learned from your research.
