Add Title Here, up to 12 Words, on One to Two Lines

Author Name(s), First M. Last, Omit Titles and Degrees

Institutional Affiliation(s)

Author Note

Include any grant/funding information and a complete correspondence address.

Abstract

The abstract should be one paragraph of between 150 and 250 words. It is not indented. Section titles, such as the word Abstract above, are not considered headings so they don’t use bold heading format. Instead, use the Section Title style. This style automatically starts your section on a new page, so you don’t have to add page breaks. (To see your document with pagination, on the View tab, click Reading View.) Note that all text styles for this template are available on the Home tab of the ribbon, in the Styles gallery.

Keywords: Add keywords here. To replace this (or any) tip text with your own, just select it and then start typing. Don’t include space to the right or left of the characters in your selection.

Add Title Here, up to 12 Words, on One to Two Lines.

This starts your paper with an introduction. APA style assumes the first paragraph is the research introduction, so it is not appropriate to have the heading of Introduction. For a complete introduction, you would want to start by motivating the reader. Relate your topic in a way that makes your reader want to read your research. Second, the introduction needs to provide an outline of the paper. Introductions are often written after the research report is completed.

# Job Description

## Description

Paragraph here to describe the job.

## Typical Job Tasks of a INSERT YOUR JOB TITLE HERE

### **Task One (i.e. Develop System Design Specifications).**

Describe this task

### **Task Two.**

Describe this task

### **Task n...** Need as many tasks as you find

Describe this task

## Typical Job Advertisements

### **Title of Job Add one.**

Copy of job posting.

### **Job Add Two.**

The…

### **Job Add n...**

Need as many tasks as you find……

# Career Possibilities

## Salary Range

Paragraph here to describe potential salaries

## Types of Industries

### **Industry One (i.e. medical IT)**

Describe the industry….

### **Industry Two.**

Describe the industry …

Industry n... Need as many tasks as you find……

### Describe the industry

## Geographic Locations

### **Location One (i.e. Northern Virginia)**

Describe the location/region/state.

### **Location Two.**

The…

### **Location n...**

Need as many tasks as you find……

# Preparation

## Training

Paragraph(s) here to describe Training to prepare for this career.

## Education

Paragraph(s) here to describe education needed to prepare for this career.

## Work Experience

Paragraph(s) here to describe work experience to prepare for this career.

# Fulfillment of Giftings (SWOT Analysis)

## Giftings

Provide s summary/outline paragraph (or more) to identify your giftings (strengths) as they relate to this profession and others.

## Professional Need Analysis

Provide s summary/outline paragraph (or more) to identify the gifts (strengths) that are needed in this profession.

## Gifting Gap Analysis

Provide s summary/outline paragraph (or more) to identify the your shortfalls (weaknesses) are as they relate to this profession.

Provide s summary/outline paragraph (or more) to identify where to focus your education (opportunities) are as they relate to your educational goals.

## Kingdom Mission

Provide s summary/outline paragraph (or more) to identify where this profession furthers the Kingdom Mission and what obstacles (threats) stand in your way.

# Conclusion

The conclusion summarized your findings. Conclusions should not include new information. Introducing new information in a conclusion would be like quoting a speaker before they speak.

# References

Your bibliography must include **at least 5 appropriate sources**.

Delete these examples:

Bernstein, T.M. (1965). *The careful writer: A modern guide to English usage*. New York: Atheneum.

Hartley, J.T., Harker, J.O., & Walsh, D.A. (1980). Contemporary issues and new directions in adult development of learning and memory. In L.W. Poon (Ed.), *Aging in the 1980’s: Psychological issues* (pp. 239-252). Washington, DC: American Psychological Association.

New child vaccine gets funding boost. (2001). Retrieved from http://news.ninemsn.com.au/health/story\_13178.asp

For more on current APA format, go to <http://www.apastyle.org/learn/faqs/index.aspx>.