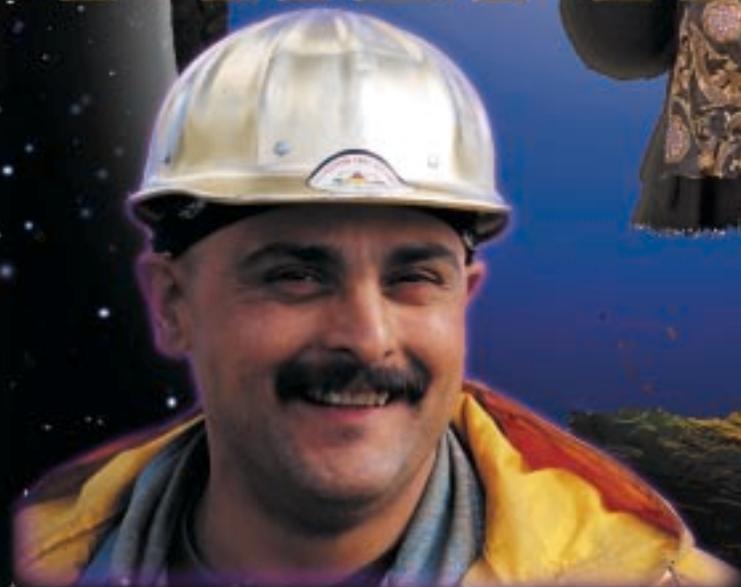


**MAGiC**

# Mid-Atlantic Guide to Information on Careers



# PREPARE NOW!



**4th Edition**



## *The Mid-Atlantic Guide to Information on Careers (MAGIC)*

tabloid was created as an interchange between educators, parents, state employment counselors, students, businesses, and job seekers.

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# A Message to Parents

**A**s a parent, you are the number one influence on your child's career path. Research consistently shows that high school students and graduates rank their parents ahead of teachers and counselors as important career planning resources. Even if parents are still grappling with their own career development, children look to them for help.

## What support and advice can parents provide for their child?

- ✱ Allow your child to make independent decisions appropriate for his/her age group and maturity level.
- ✱ Career decision-making begins with career awareness, then exploration, and finally preparation. Help your child to develop decision-making skills at an early age. Allow your child to experience both the positive and the negative (but not dangerous) outcomes of the decisions.
- ✱ Direct your child to the many different opportunities available. Encourage your child to observe people working, to read about different occupations, and to interview others about their work. Help arrange to job shadow in occupations in which he/she is interested.
- ✱ Visit your child's school counselor (with the child) to assist in getting help and answers to your questions. Ask what career development activities are utilized at each level, such as interest inventories, aptitude tests, etc. School counselors can provide guidance with education plans, career plans, and post-secondary plans.
- ✱ Investigate and visit various post-secondary schools with your child. Completing some of the basic requirements at a lower-cost school may enable you to stretch the education dollars.
- ✱ Choose a variety of options for discussion. Include the major areas of interest, the amount of further education that will be needed, and the different schools one may attend.
- ✱ Encourage your child to develop alternate plans. Students need to recognize they are capable of doing more than one type of work. Provide living examples by pointing out persons you know who have successfully changed career directions in their lives.
- ✱ Help your child keep post-secondary and occupational doors open by fostering and modeling positive attitudes towards learning. Support and encourage your child to:
  - Assess interests and aptitudes (natural talents or abilities).
  - Explore a variety of activities to develop all types of skills. Do not underestimate your child's learning potential.
  - Gain basic transferable skills, such as: reading, writing, mathematics, listening, speaking, creative thinking, decision-making, problem-solving,

seeing things in the mind's eye, knowing how to learn, reasoning, responsibility, self-esteem, sociability, and self-management.

- Develop people skills by modeling positive ways of dealing with problems or working with people.

The ways you manage your work life and relationships will influence how your child responds in similar situations. Encourage participation in student organizations to learn and practice many different relationship skills that will help contribute to success.

✱ Help your child realize there are many routes and crossroads in the progression towards career goals. The possibilities include any combination of:

- Apprenticeship
- On-the-job training
- Technical schools
- Area vocational/technical schools
- Military training
- Two-year colleges
- Four-year colleges and universities
- Graduate and professional schools.

One thing you need is information—information about your child's career planning needs and about career opportunities. A state or regional career guide can be a good place to start.

When families and schools work together on career development, children choose careers based on interests and abilities. They can avoid decisions based on stereotypes such as "jobs for women" and "jobs for men." School counselors and teachers can describe career and education opportunities.

Counselors can introduce parents to programs offered by the school, such as career days and computerized systems for exploring careers. They can also identify books to help adults and young people make the right decisions.

Many adult education and community-based courses are also available to teach people about career development. Financial aid experts frequently give talks to groups of parents and children on the value of training beyond high school. They also give advice on how to obtain training. As you gather information to help your child, you may also think of ideas that will help in your own career development.

Families and schools can work together as a team to help children appreciate and value their own talents and abilities. The challenge is to help your child direct energies and talents toward career goals.



## Suggestions for PARENTS

- ✱ Encourage your child to talk to counselors about various career paths and to use the reference materials in the counseling center.
- ✱ Discuss the information in this career guide with your child.
- ✱ Visit the library and help your child choose books to read about interesting jobs and careers.
- ✱ Check newspapers and magazines for career-related articles.
- ✱ Have the family talk about careers and help your child develop interests in a variety of occupations.
- ✱ Talk with your child about the future and about planning for high school and college.
- ✱ Encourage your child to aim for a high level of education and to see that a career means not just a job but a vocation.
- ✱ Meet regularly with your child's teachers and counselors.
- ✱ Encourage your child to take an interest test at school. Discuss the results with your child.
- ✱ Have your child talk about jobs held and about likes and dislikes of each. Suggest keeping these likes and dislikes in mind when considering future jobs.
- ✱ Help your child compile a résumé. Sit down and think of everything that has been done which has provided work-related experience. Then put it into some kind of order. Help polish the résumé until it is no more than two pages.
- ✱ Encourage your child to start job files containing a current résumé and the names, addresses, and telephone numbers of references, especially past employers.

## Elements of the **old** Workplace



- ✱ Structured
- ✱ Stable, secure
- ✱ Employer will take care of employees
- ✱ Financial incentives
  - ✱ Work for others
  - ✱ Local or national economy
- ✱ White, male influence
  - ✱ Large employers
  - ✱ Labor intensive
  - ✱ Workers as instruments
  - ✱ Hierarchical
- ✱ Education is completed
  - ✱ Clear definition of duties
  - ✱ Focus on product
  - ✱ Dollar-driven



## Elements of the **new** Workplace



- ✱ Flexible
  - ✱ Changing, little security
- ✱ Employees responsible for themselves
  - ✱ Variety of incentives
  - ✱ Self-employment
  - ✱ Global economy
  - ✱ Multiethnic, female influence
- ✱ Small employers/units
  - ✱ Knowledge intensive
  - ✱ Workers as human resources
  - ✱ Participatory
  - ✱ Lifelong learning
  - ✱ Many duties, cross-training common
  - ✱ Focus on customer
  - ✱ Value-driven

# Some Tips for Teachers

## Introduction to Career Planning

For students to successfully choose among career options, they must evaluate their interests, abilities, and education. Developing a career plan is often a lifetime project. Students must continually evaluate the options available to them and be able to adjust and adapt to the ever-changing conditions in the workplace.

Here are some proven methods used to enhance occupational awareness, broaden students' conception of career selection, and instill the importance of acquiring marketable skills:

- ✱ Have students discuss their goals and expectations.
- ✱ Have students ask themselves: "What would I want to do when I go to work?" Remind them that they should begin to examine their options early.
- ✱ Discuss with students how their goals and priorities can affect their careers.
- ✱ Help students explore their occupational interests and goals. Assist them in completing an occupational interest inventory.
- ✱ Discuss with students the importance of a positive and professional attitude for success in the workforce.
- ✱ Help students develop their expectations and aspirations into promising career choices.
- ✱ Have guest speakers come to the classroom and discuss their occupations with the students. Enlist help from friends, neighbors, and family to find people in different occupations.

## Career Development and Exploration

- ✱ Help students identify, locate, and use the abundant resources available to further their career exploration. Encourage them to explore newspaper employment ads, the Internet, libraries, job placement agencies, regional agencies, and materials from their vocational guidance counselor.



## Obtaining and Keeping a Job

- ✱ Guide students in practicing basic office skills and proper business etiquette, and in learning employers' expectations and employees' rights.
  - ✱ Use "Help Wanted" ads and job listings from public sources. Help students determine what additional information should be collected to successfully pursue a position.
  - ✱ Construct résumés and discuss methods to highlight strengths and downplay shortcomings. Have students select positions from the "Help Wanted" ads or job listings and write a résumé and cover letter to apply for them.
  - ✱ Students should be able to communicate effectively within a business environment. They should anticipate questions they may have to answer during an interview and work on appropriate responses.
  - ✱ Have students complete an application for employment.
  - ✱ Have students come to school dressed in appropriate attire on a designated "interview day."
  - ✱ Students should write sample follow-up and thank-you letters and be reminded to send one after an interview.
  - ✱ Assign students various education/training levels and have them choose careers within those levels. Have them discover where they would find work, the types of work, and the following:
    - skills/education/training requirements;
    - how to find employment—job search, résumé writing, reading classified ads, filling out applications, interviews;
    - what type of pay they would receive;
    - work environment;
    - how to calculate what their net pay would be; and
    - how to budget their pay.
- Once the students have gathered all of the information, have them discuss their findings as a group.



# Emerging Occupations

As technology changes, new skills and occupations employing those skills will emerge. For instance, several years ago few would have imagined such job titles as "Internet webmaster." In many cases, these occupations may be among the fastest-growing in the economy with no ready supply of workers available with the required skills.

Most new occupations emerge either from the use of new technology or new work organizations around existing technology. Large-scale restructuring of an industry may lead to new job titles and tasks. While manufacturing industries saw widespread occupational restructuring in response to trade pressures in the early 1990s (in particular, growth of multi-skilled trades), services industries and the broader public sector are now undergoing similar occupational upheavals. In health care, discharge coordinators and planners will emerge as growing specialties, since patients are leaving hospitals earlier. In the social services area, adult daycare coordinators for the elderly and activity directors who plan, coordinate, and supervise activities for groups in nursing homes, hospitals, residential care facilities, and senior citizen centers are growing areas. As medical services are de-institutionalized, occupations like kidney dialysis technicians may emerge in outpatient settings.

The growth of telecommunications-based call centers and telemarketing has produced another new set of occupations. Customer services representatives and customer support staff to



answer customer calls, handle inquiries, and give price quotations in a totally automated environment are growing fields. Quality of service directors are being hired by many manufacturing firms. Local Area Network (LAN) administrator is a relatively new but frequently needed occupation, as is computer security specialist. Geographic Information Systems specialists will design and maintain geographic databases and are users of desktop mapping software.

Telecommunications managers and specialists, wireless communications engineers, and many of the technology specialists who are responsible for the design, development, and/or administration of voice, data, and image communications networks are becoming high-demand occupations.

Electro-optics engineering specialties are emerging from technological advances in robotics. Meeting planners, vice presidents of protocol, and centralized concierge services are new occupations found in hotels.

Occupations for the new millennium will center around information, energy, high-tech, healthcare, and financial industries. They promise to create a new occupational structure and vocabulary relating to computers, robotics, biotechnology, lasers, and fiber optics. As these fields begin to apply new technologies to developing innovations, they in turn will generate other new occupations. While most new occupations are not major growth fields, and because they do not initially generate a large number of new jobs, they will present individuals with fascinating new opportunities to become leaders in pioneering fields and industries.



Futurists identify emerging occupations for the coming decades based on present trends. Others identify additional occupations which may be created from new, unforeseen technological breakthroughs.

## Emerging Careers for the 21st Century

- \* *Administrative Assistant*
- \* *Bankruptcy Specialist*
- \* *Computer Manager*
- \* *Consumer Credit Counselor*
- \* *Convention Manager*
- \* *Credentialler*
- \* *Desktop Publishing Specialist*
- \* *Development Director*
- \* *Environmental Engineer*
- \* *Job Coach*
- \* *Quality Assurance Director*
- \* *Resettlement Coordinator*
- \* *Utilization Review Coordinator*
- \* *Volunteer Coordinator*
- \* *Webmaster*

# The **Evolving** Work World

As tools of the new economy, the Internet and the World Wide Web are changing the way people educate themselves, plan careers, and search for work.

Information on job openings, company profiles, job-search techniques, résumé postings, education and training programs and courses, distance learning, financial aid, and career planning are all available on the Internet at sites sponsored by private and public sectors.

While the current new economy is an information-based economy, a biology-based economy grounded in physics, chemistry, and engineering is emerging.

Careers requiring extensive knowledge of the biological sciences, already found in the agricultural, food, health care, and pharmaceutical industries, will grow throughout the next new economy.

Online learning is becoming increasingly popular, but with some cautions.

Learning portals offer flexibility, access, diverse work groups, just-in-time training, and convenience. However, e-learning raises questions, such

as: How do you identify exactly what piece of information or training you need when you need it? Often, those seeking training or information do not know what it is that they need to know.

**Education requirements are increasing.**

The number of industries that hire many college graduates is increasing. The percent of workers employed in industries that require a high level of education is rising. Occupations that require a bachelor's degree will increase from 12 percent of total employment to 13 percent over the next 10 years.

**Switching jobs and careers has become standard, and it is easier to do than ever.**

The Bureau of Labor Statistics says the results of their 20-year longitudinal study show that on average the workers studied held 9.2 jobs from age 18 to age 34. The average number of jobs held between the ages of 25 and 29 was 3.0. From age 29 to 34, the average was 2.4 jobs.

**Jobs in the service-producing sector continue to increase.**

Four times as many people work in industries that provide some type of service as do those who work in industries that provide some type of goods.

**The workforce is more diverse.**

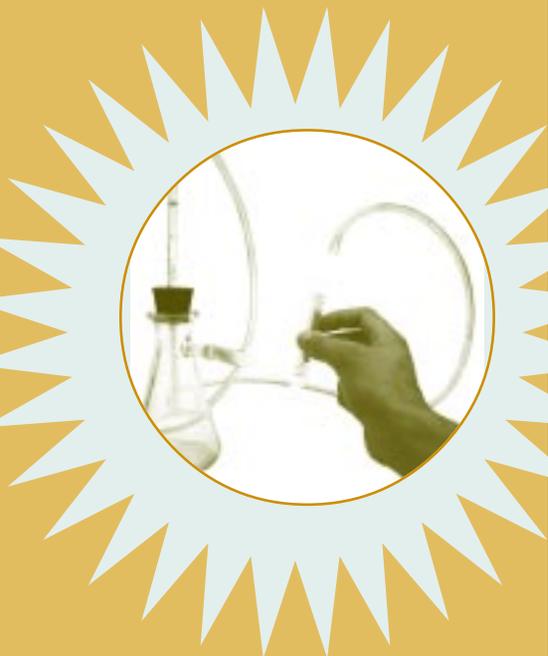
Women and minorities now represent larger shares of the working population, as their participation rates increase. About 46 percent of all workers in the United States are women, and about 16 percent are minorities, according to Bureau of Labor Statistics data.

**Occupations with the largest job growth from 1998 to 2008 have a wide range of education and training requirements, but occupations which require short-term on-the-job training far outnumber those which require post-secondary education.**

Some examples are cashiers, waiters, retail salespersons, and truck drivers. Although entry to most of these jobs does not require a high level of education, workers in these jobs must be able to read and understand directions, be proficient in basic mathematics, speak and think clearly, and adapt to changes in job duties.

**People without any post-secondary education who are looking for traditional blue-collar jobs have fewer job choices.**

As skill levels rise and machinery replaces workers, there are fewer of the high-paying, semi-skilled, but often dangerous, industrial jobs. These people must be willing to consider other options.



## Jobs are changing!

Some futurists think work in the future will not be structured around occupations at all. Others think advanced software systems and robots will eliminate the need for many types of workers. Just as the jobs of many blue-collar workers were eliminated at the emergence of the new economy, white-collar workers can expect to be affected by recent technological advances.

## There are many types of work arrangements.

Most workers are employees of the organization in which they carry out their assignments. Others are in some type of alternate work arrangement, such as part-time or temporary work, freelancing, or flex time. The type of jobs that use alternatives to traditional work arrangements include independent contractors, consultants, on-call workers, and workers who are on the payrolls of outsourcing contract firms.

## Technological boundaries that once made industries easily identifiable are disappearing.

Many technologies and work processes that began in a specific industry are now used in other industries. Knowledgeable people can often search for work in many different industries.

## Personal needs of some employees are receiving more attention as benefits are customized.

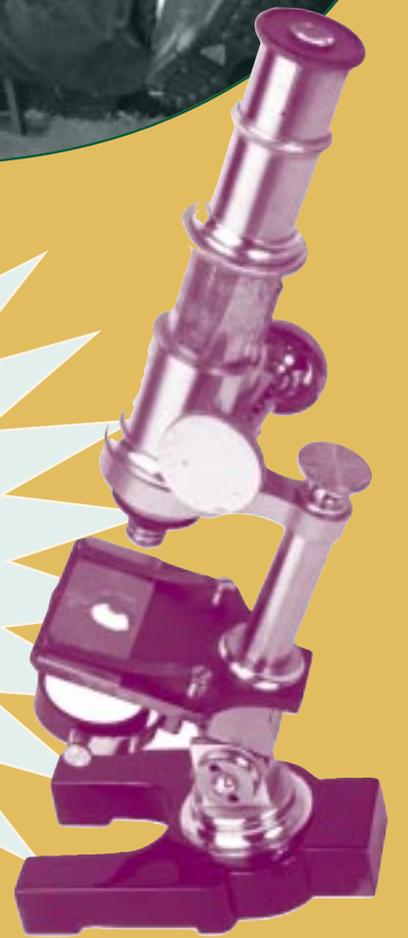
Some firms provide such services as child care, counseling for employees, and wellness/physical fitness programs. Many employees have the opportunity to select from a menu of benefits.

## The benefits gap is wide.

Some low-wage workers have a very limited number of benefits or none at all. This situation contrasts greatly with the benefits offered to other workers.

## Employment is more secure for employees with skills that are transferable to new work situations than for workers who have a limited number of transferable skills.

The generalist with strong work skills and the capacity to learn new ones can increase the likelihood of long-term employment opportunities.



## Work invades the home and increases at the office, according to a Stanford University study.

A preliminary report says workers have reported an increase in their work at home and no decrease in their hours at the office.

## Although there is a labor shortage, some workers face challenges.

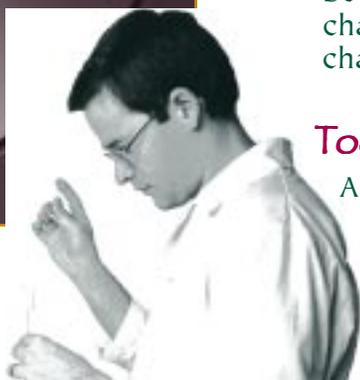
Job insecurity, unemployment, underemployment, balancing work and family roles, discrimination and harassment, competing for a job or for career advancement in a highly competitive environment, and adjusting to boring, low-paying, dead-end jobs are just some of these challenges.

## Some workers will have to retrain for other occupations, relocate, or leave the workforce.

Because of downsizing in industries due to technological developments, economic changes, foreign competition, or environmental concerns, the workforce needs are changing rapidly.

## Today's jobs require a broader set of skills.

As workers navigate in an economy more dependent on brains than brawn, thinking skills and people skills are more important. Motor skills are less important. The basic skills of reading, writing, and math are crucial, but not enough to ensure workplace success. Workers now must define and solve problems; quickly find and assimilate relevant data; reorganize information; discuss findings; work collaboratively with others to find solutions; and understand the social, organizational, and technological systems being used in their workplace.



# Planning in the New Economy

*The new economy requires new strategies for career planning.*

**D**on't stop thinking about tomorrow! Who you are tomorrow will be determined by what you do today. What you do today depends upon your view of tomorrow. Your view of tomorrow depends upon your personality, your life experiences, your understanding of the world around you and your responses to it. A key fact of the world around you is that a new economy is emerging, unevenly, around the world. We are a world in transition.

Many terms are used to describe the new economy, including knowledge economy, information economy, digital economy, global economy, e-economy, Internet economy, office economy, churn economy, experience economy, entrepreneurial economy, high-tech and soft-touch economy. But what is it? What difference does it make to you at your stage of career development?

Each of the terms above captures some features of the new economy. For example, more people now work in offices than any place else. The economies of most nations are more global than ever, with a greater flow of money, goods, ideas, services, and workers across country borders. The computer, telecommunications, and the Internet are dominant, making for a digital economy.

The term "new economy" is a shorthand way of saying that the

types of industries and occupations in the economy and their relative importance have changed. The progress of the information technology revolution is rapidly spreading throughout the economy. Globalization and new methods of economic competition are apparent. The structure of the economy has changed.

The way that the economy functions and the

Depending on your age, the new economy may be the only economy you have ever known, or it may be the one to which you are adapting.

Unlike the old economy, the structure of the new economy is not primarily industrial. Its characteristics are less national, stable, hierarchical, and bureaucratic than the old economy. Instead, indus-

Unlike the old economy, the structure of the new economy is not primarily industrial. Its characteristics are less national, stable, hierarchical, and bureaucratic than in the old economy.

rules by which it operates have changed significantly in recent years. The new economy is constantly changing. Jobs are being created and destroyed at a rapid rate. Firms may grow rapidly and go out of business just as fast. Many workers, job seekers, and their families have spent many years dealing with wage stagnation and wage inequality.

The new economy is about new industries, advanced technologies, new ways of organizing work, new skills and lifestyles, great opportunities, global competition for jobs and workers, and the movement of jobs around the world.

tries and occupations where services, ideas, innovation, speed, global reach, and new technologies predominate are particularly strong.

Risk, as in starting a new business or changing careers; constant change, as in the convergence of once-discrete industries and products and as in the obsolescence of products and some once-accepted tenets of science-based knowledge; and uncertainty, such as not knowing if a new technology will work as predicted, are common. Creativity and diversity are valued. Work teams and learning networks are the newer modes of operating in 21<sup>st</sup>-century firms. Each

of these features has some impact upon successful career planning.

As the economy changes and job security declines, career planning is an individual responsibility and a lifelong process. Planning once for life, mastering a set of relatively narrow skills, expecting employers to provide an internal career ladder, and believing you have finished your education do not work in the new economy.

What matters in the new economy is the ability to add value and to sell that value. Knowing how to do something very well (having skills and competencies) in an area in demand in the workplace will work. Being able to use several skill sets at once is valued. Having skills that can be transferred is valued.

Everybody needs an action plan to reach each career destination. Like a road map, a plan of action is written and detailed. Using it means having a destination (a goal) in mind, tools and resources to use, and the knowledge and skills to use them.

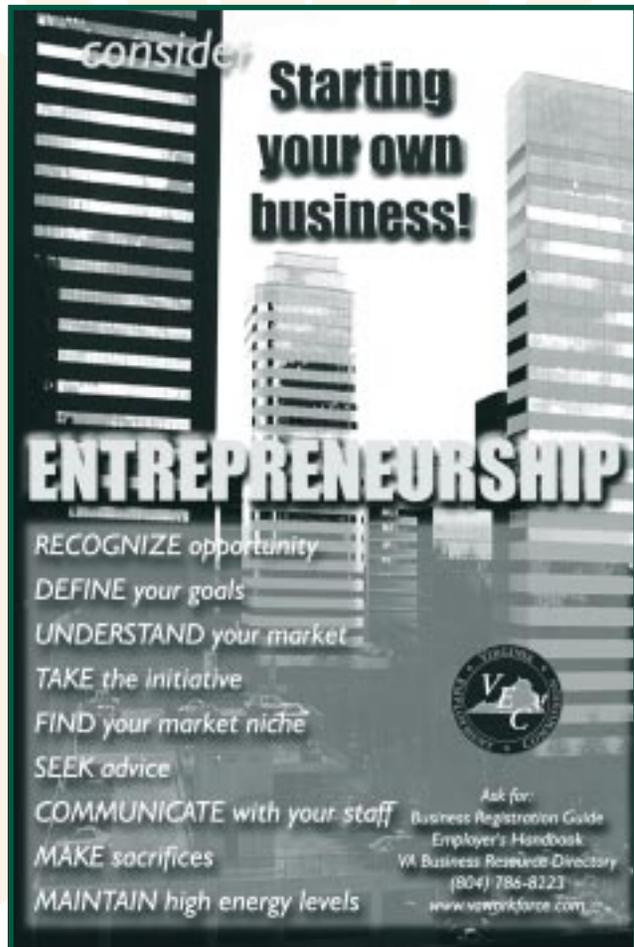
In the new economy, knowledge of labor market information (the world of work)—what it is and where to find it—is as important as self-knowledge. As knowledge and processes change more rapidly than ever, life-long learning, strong career decision-making skills, having an entrepreneurial attitude toward your career, and flexible career planning are winning strategies for life in the new economy.

*continued next column*

# Have You Considered Being Your Own Boss?

**H**ave you ever thought of being your own boss? Starting a small business is one career path that would allow you to do just that.

Individuals who start their own business are often called “entrepreneurs.” Entrepreneurs organize and manage business undertakings, assuming the risks



involved in achieving their goals. They come from various economic backgrounds and have some things in common. Entrepreneurs:

- ✱ are creative and imaginative
- ✱ enjoy challenges
- ✱ create their own roles
- ✱ set their own limits
- ✱ take the initiative
- ✱ confront problems directly
- ✱ take risks and are willing to work long hours
- ✱ have a sense of personal ambition and drive for success
- ✱ want to be their own boss
- ✱ have money to invest or know someone who does

Can you identify with these characteristics? If so, you may want to consider starting a small business of your own.

One of the first steps in starting a small business is to develop a business plan of goals and objectives. The soundness of your business plan will depend a great deal on your personal knowledge, experience, and ideas. Developing a good, flexible business plan will often determine whether your business will succeed or fail.

In addition, there are several key factors to consider when starting a small business:

1. Is there a market for my product or service?
2. Where is the best location for my business?
3. What are the expenses involved in starting and operating a small business: licenses, taxes, equipment, inventory, rent, advertising, utilities, etc.?
4. How will I advertise my business: newspaper, posters, handbills, radio, mail?
5. Where are suppliers of inventory located?
6. What types of records will I need to keep: payroll, income, expenses?
7. Who are my competitors, and what are their prices?
8. What type of insurance coverage will I need: liability, theft, life, health, etc.?
9. What types of transportation will I need for the business?
10. Do I know where I can get legal and/or accounting assistance?

**Imagination plays a big role** in business success. Turn something you really love doing into something more. Is Nintendo your favorite activity? Turn it into a video game review service. If you base your small business on something you already like to do, you'll enjoy your “work” and probably be successful, too.

**The teenage years** may afford the best chance to gain entrepreneurial experience. Young people are willing to risk, to create, and to remain optimistic in spite of hurdles.

Entrepreneurship is a natural channel for teenage curiosity, innovation, and energy. Teens can learn from operating a business with low startup costs and without running a high financial risk.

Consider the following as you decide whether entrepreneurship is for you:

## CAUTIONS

1. Always put schoolwork first. Young entrepreneurs need a solid education.
2. To help you with your success, check out legal and tax requirements **before** starting a business venture. Experienced entrepreneurs can help you.
3. Running a profitable business can take a lot of time. Analyze your time priorities.
4. Making a profit is very rewarding, but never guaranteed.

## BENEFITS

1. Being an entrepreneur allows you to “be in charge,” use your creativity, and do work that you truly enjoy while earning money.
2. It can teach you essential work skills, enhance your résumé, and let you explore career options.
3. It can prepare you for an entrepreneurial career.
4. It can provide freedom and choices that allow you to set your own goals and limits.

*continued next column*

# Employers Require New Workers to Have These Basic Skills . . .



## Reading

Successful applicants for the vast majority of jobs must be able to read, understand what they are reading, and apply this understanding.

## Math

Workers need to be able to do basic math, including word problems.

## Writing

The demand for workers who can write clearly has increased in almost every occupation. Writing clearly includes using correct spelling and grammar in order to convey ideas to coworkers, clients, and customers.

## Speaking

The ability to clearly convey one's meaning is vital to successful oral communication in both formal and informal contexts.

## Computer literacy

Computer literacy includes knowing how computers operate and what they can do; familiarity with word processing, spreadsheet, and database software; carrying out basic hardware-related tasks; and recognizing the difference between operator error and computer-caused problems.



## Reasoning, problem-solving, and decision-making

Successful problem-solving and decision-making require using logic to solve problems and make decisions based on an understanding of how and why things work the way they do.

## Understanding the broader picture

In order to make intelligent decisions, employees need to understand how their work fits into the wider picture and contributes to the broader aims and goals of the organization.

*In addition to these basic skills, employers are looking for a number of personal qualities.*

## A good work ethic

To employers, a good work ethic means good attendance, promptness, the flexibility to meet employers' changing requirements, having a positive attitude, and making an effort to do the job thoroughly and well.

## A positive attitude

The positive attitude employers want includes cooperativeness, taking direction and correction willingly, eagerness to learn, being pleasant and polite, and, in particular, getting along with others.

## Independence and initiative

Showing independence and initiative means working without the need for constant supervision—finding things to do on one's own, making suggestions, and being interested in making things work better.

## Self-presentation

Self-presentation means making a good impression—wearing appropriate clothes, speaking well, and being courteous and professional.

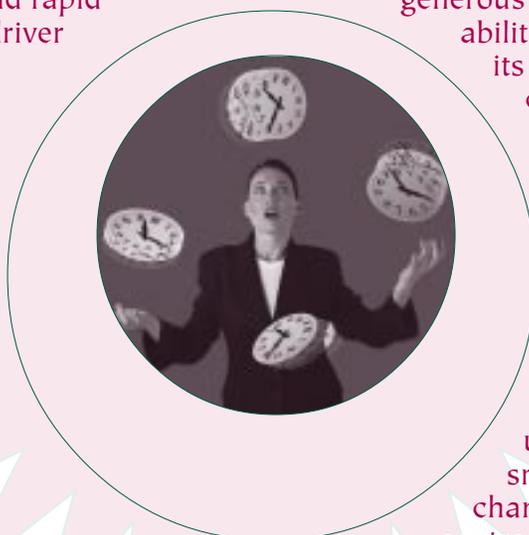


# Workers Must Be Adaptable

As employers and jobs change, workers must be able to adapt to new conditions.

**T**oday's workplace is a place of constant and rapid change. Though technology is the major driver of such change, it is not the only one. Constant change requires flexibility and adaptability, particularly in the face of cross-training, the trend toward temporary work, and the competition-driven need for non-traditional work hours in service-oriented occupations.

Six years ago, the Conference on the Future of the American Workplace meeting in Chicago concluded, "Growing foreign competition, rapidly changing technology, and shifting consumer preferences are radically altering the rules for competing in the global market." The marketplace is merciless, putting limits on how



generous or protective of workers an employer can be. The ability of a company to compete relies on the ability of its workers. This means that the workers need to be creative and have ingenuity and problem-solving skills. Workers must have critical traits for lifestyles above poverty: basic life skills like punctuality, grooming, a positive attitude, independence and initiative, and a strong work ethic. They must not be afraid of change and have a willingness to continue learning.

Organizations are flattening out, shedding layers of management. This allows for faster decision-making. Smaller-scale, decentralized units will be seen more often. The thought is that smaller units can better adapt to high-velocity change. There will be the need for more part-time or contract workers.

# Seven Rules of the Working World



Changing technology and the vast change in economic conditions have altered the complexion of workforce expectations. Additionally, in the aftermath of downsizing and layoffs, thousands of workers have been thrust into the unenviable position of searching

for new jobs. Whether we are searching for our very first job, changing jobs, seeking to keep the job we have, or trying to earn a promotion, the same set of guidelines apply. While skill and experience are primary qualifications, our ability to adapt to change, to hone our skills, and to work as members of a team will enhance our ability to obtain and retain employment. These seven rules are largely supported by feedback from employers. The rules describe the essential characteristics of valuable employees.

## 1. Jack/Jill of All Trades

The most employable worker is the multiskilled, versatile worker. Gaining a general knowledge of other work areas in the business leads to better decision-making and high productivity. It also markets you for a variety of positions and responsibilities that will advance your career.

## 2. Get an Edge, Keep It Sharp

Identify what you do best and continuously strive to improve upon and upgrade your skills, particularly in the area of technology.

## 3. There's No "I" in Team

Today's workforce is not a battle of "everyone for himself." It is a partnership of employees who can interact with each other and apply their individual strengths for the good of all.

## 4. Born to be Wired

There is no substitute for computer and technology skills. Your ability to understand and adjust to changes in technology will be critical in keeping pace with the occupational shifts that inevitably occur.

## 5. Watch Your Language!

Communication is a cornerstone of good business and employee relationships. The ability to express oneself clearly and precisely is one of the skills employers value the most. The best way to improve this skill is by thinking before you speak.

## 6. May I Help You?

The ability to maintain good customer relations is not only good for business, it is one of the most sought-after skills in any business. This also applies to treatment of co-workers; a kind word or offer of assistance is invaluable.

## 7. Networking Works

You will always benefit from building a rapport with people both inside and outside the workplace. This truly is a small world, and there is no doubt that your connections will be good for business as well as your own career goals.



# Career Planning for a Lifelong Journey

Before beginning to look for a job, think about who you are and what you enjoy doing. The work you do will have an enormous influence on your life—from the kinds of friends you make to the way you spend your spare time.

A career is defined in the *American Heritage Dictionary* as “the general course or progression of one’s working life.” From the start, you will need to have a clear idea of the kind of career path you would like to follow.

Good career planning can lead to a satisfying career. However, the career planning process is changing as the workplace changes. In this process, think of multiple career paths rather than a single occupation, and think of yourself as an individual with a variety of skills rather than one specific occupational title.

Actually, you have been in the process of career development since before you were in kindergarten. You’ve had responsibilities—chores—as a family member; you’ve been part of neighborhood or club activities; and you’ve gone to school. Kansas State University professor Ken Hoyt describes this process as “womb to tomb” or “twinkle to wrinkle.” Something as basic as caring for a pet, being part of a scout troop, or competing on a team has prepared you for making career choices throughout your life. Career planning is a continual process. Once you understand the process, you can use it to make sure that your choices lead to satisfying changes.

## Self-Assessment

Career decision-making begins with self-knowledge, which involves knowledge about your characteristics—your interests, values, abilities, skills, and personality.

Abilities are those things you are able to do, or have a natural talent for, even if you have never had training in those areas.

Your skills are those things you have already learned to do well.

Your personality can also help determine your career. If you are restless and always on the go, you may want a job with duties that change frequently or that require you to travel. If, on the other hand, you are very meticulous and detailed, you might prefer more routine in your work to perfect a particular craft or skill.

Identifying your interests, values, aptitudes, skills, and personality is a first step in the process of discovering a satisfying career.

## Gather Information About Occupations

The next step is to gather information about occupations and the world of work—to explore what’s out there. What occupations exist? What are the job duties? Where can work be found?

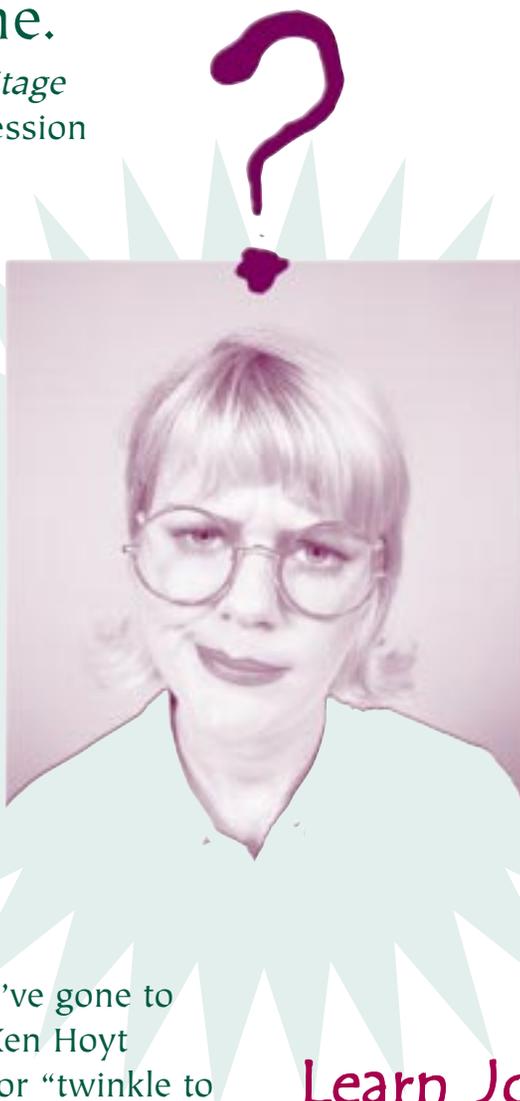
Gathering information about occupations is done by:

- ✱ reading information in this publication and others available in high school career centers, public libraries, college placement offices, and employment service offices;
- ✱ talking to people in occupations that interest you;
- ✱ attending career fairs held in your school or community; and
- ✱ exploring career shadowing, mentoring, internships, and cooperative education programs in your school or community.

## Learn Job-Seeking Skills

In addition to learning the self-assessment process and how and where to find occupation information, you should also learn job seeking skills, including how to prepare résumés, write cover letters, and complete applications. Learning interviewing techniques is also important. This part of the career planning process is often referred to as the action component, which also includes:

- ✱ learning decision-making skills;
- ✱ visiting schools and colleges; and
- ✱ interviewing for scholarships and school admissions.



# OCCUPATIONS

## Column Key

- 1. Occupation Description:** This column gives occupation titles and a brief job description. The actual job duties in any occupation will depend upon the employer, the position, and the training and experience of the employee.
- 2. Employment Outlook/Income:** This column describes the future demand for workers for the entire United States and for the Mid-Atlantic Region, which includes the District of Columbia, Maryland, North Carolina, Virginia, and West Virginia. In addition, the U.S. average median salary/wage for each occupation is listed.

- If the U.S. or Region reads:
- ✳ **Much faster than average**—employment is expected to increase 36% or more.
  - ✳ **Faster than average**—employment is expected to increase 21-35%.
  - ✳ **Average**—employment is expected to increase 10-20%.
  - ✳ **Slower than average**—employment is expected to increase up to 9%.
  - ✳ **Decline**—employment is expected to decrease 1% or more.
- 3. Suggested Program of Study:** This column relates to one (or more) of the five Programs of Study found on page 25 of this publication.

- 4. Program Cluster:** Use the index below to locate the appropriate education/training program cluster to prepare you for this occupation. Descriptions of these program clusters can be found on pages 26-29.
- 5. Related Occupations:** This column provides a list of occupations that are similar in work performed on the job.
- 6. Hiring Practices:** This column provides hints regarding what the employer wants when hiring. Preferred specific training, minimum requirements, preferred experiences, required licensing, and types of employers that have a need for the occupation are given in this column.

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1. Occupation Description	2. Employment Outlook/Income	3. Suggested Program of Study	4. Program Cluster	5. Related Occupations	6. Hiring Practices
 <p><b>Accountant:</b> analyzes financial information and maintains record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.</p>	 <p>US: Average Region: Faster than average US: <b>\$29,840-\$49,460/yr</b></p>	 <p>Business Technologies</p>	FS	 <p>Budget Accountant, Property Accountant, Systems Accountant, Tax Accountant</p>	  <p>A four-year degree is required, and often a higher degree and/or experience is preferred. Good communication and computer skills are essential. Many accountants become Certified Public Accountants (CPAs).</p>
<p><b>Accounting Clerk:</b> computes, calculates, and posts financial, statistical, and numerical data to maintain accounting records.</p>	<p>US: Decline Region: Slower than average US: <b>\$25,250/yr</b></p>	Business Technologies	BAS	Bank Teller, Clerk-Typist, Payroll Clerk, Statistical Clerk	Some employers require formal vocational training. Knowledge of business arithmetic and bookkeeping is necessary. Employers may train their personnel on the job.
<p><b>Actor/Actress:</b> plays parts in productions for stage, television, radio, motion pictures, and other settings. Entertains and educates audiences, using speech, movement, and/or gestures.</p>	<p>US: Faster than average Region: Faster than average US: <b>\$50,620/yr</b></p>	Arts and Humanities	ACS	Clown, Comedian, Magician, Narrator, Puppeteer, Stunt Performer	A person must demonstrate significant creativity and artistic ability to increase employment opportunities. Competition is keen, and developing a reputation as an artist may take some time.
<p><b>Administrative Services Manager:</b> aids executives by coordinating services, such as personnel, budget, housekeeping, records control, and special management studies. Makes recommendations for solution of administrative problems. May assist in preparation of budget needs and annual reports.</p>	<p>US: Average Region: Faster than average US: <b>\$48,580/yr</b></p>	Business Technologies	BAS	Business Manager, Executive Secretary, Medical Assistant	Vocational/technical training and experience is required. Management, supervisory, and planning ability is essential. Knowledge of spelling, grammar, and punctuation, and good written and verbal communication skills are necessary.
<p><b>Advertising Sales Agent:</b> calls on people to sell advertising materials and services. May sell time on radio and TV or space in magazines. Helps arrange advertising and writes slogans. Figures costs and advises clients.</p>	<p>US: Much faster than average Region: Faster than average US: <b>\$44,400/yr</b></p>	Business Technologies	WRS	Insurance Agent, Public Relations Worker, Real Estate Agent	Training ranges from a high school diploma to a four-year degree, depending on product complexity and company policies. Must be outgoing, enthusiastic, and persuasive. Good communications skills are essential.
<p><b>Auto Body Repairer:</b> repairs and refinishes damaged bodies and body parts of automotive vehicles, such as cars, trucks, buses, campers, and trailers.</p>	<p>US: Average Region: Average US: <b>\$33,720/yr</b></p>	Engineering/Industrial Technologies	LTDS	Automotive Mechanic, Automotive Repair Service, Body Customizer, Diesel Mechanic, Estimator, Painter	Completion of training program is necessary. Work is often in cramped and awkward positions, performing strenuous work. Hired by repair shops and automobile dealers. May be self-employed. May be required to have own tools.
<p><b>Automotive Mechanic:</b> repairs and services gasoline- or diesel-powered motor vehicles. Tests, diagnoses, disassembles, and replaces parts. Tunes engines. Uses common and special hand tools and other machines and electronic equipment.</p>	<p>US: Average Region: Average US: <b>\$30,130/yr</b></p>	Engineering/Industrial Technologies	LTDS	Auto Body Repairer, Customizer, Mechanic, Painter, Truck and Bus Mechanic	Preference is given to an apprenticeship or vocational trained applicant. Knowledge of computerized diagnostic devices is helpful. Hired by repair shops and government and supply shops. May be self-employed.

1. Occupation Description	2. Employment Outlook/Income	3. Suggested Program of Study	4. Program Cluster	5. Related Occupations	6. Hiring Practices
 <p><b>Barber/Cosmetologist:</b> shampoos, colors, cuts, perms, and styles hair using clippers, combs, curling irons, blow dryers, and scissors. May offer scalp treatments.</p>	 <p>US: Average Region: Decline US: <b>Barber—base + commission/tips; Cosmetologist—\$20,800/yr + tips</b></p>	 <p>Health and Human Services</p>	HOSP	Embalmer, Hairstylist, Makeup Artist, Manicurist	Must complete a designated training program. Must be willing to work weekends and evenings and stand for long periods of time. May take some time to build up a clientele. License is required.
<p><b>Bartender:</b> mixes and serves alcoholic and nonalcoholic drinks to patrons in bars, restaurants, hotels, or private clubs, following standard recipes or customers' requests.</p>	<p>US: Average Region: Slower than average US: <b>\$6.64/hr + tips</b></p>	Health and Human Services	HOSP	Food Counter Worker, Short Order Cook, Waitress and Waiter	Most learn their trade on the job. Must know a variety of cocktail recipes and how to stock the bar properly. Must know state and local laws concerning the sale of alcoholic beverages. Hired by restaurants, bars, and hotels.
<p><b>Biologist:</b> conducts research to gain information about the origin, development, anatomy, and other basic principles of plant and animal life. May specialize in one aspect of biology, such as embryology, botany, microbiology, wildlife, etc.</p>	<p>US: Faster than average Region: Much faster than average US: <b>\$43,400/yr</b></p>	Natural Resources	SRETS	Forester, Oceanographer, Pathologist, Range Manager, Soil Scientist	A four-year degree or a graduate degree is required. May sell, inspect, conduct research, or teach. Nationally, over one-half are hired by the government. A Ph.D. is generally required for college teaching and independent research.
<p><b>Brick Mason/Stonemason:</b> lays bricks, stone, and concrete and sets cinder blocks to build and repair walls, boilers, furnaces, and other structures. Uses chisels, hammers, trowels, levels, and other tools.</p>	<p>US: Average Region: Average US: <b>\$41,380/yr</b></p>	Engineering/Industrial Technologies	CT	Cement Mason, Plasterer, Tile Setter	Employers prefer applicants with formal, apprenticeship training or experience. Must be in good physical condition. Ability to visualize objects in 2 or 3 dimensions is necessary. Seasonal work. Hired by contractors. May be self-employed.
<p><b>Budget Analyst:</b> examines budget estimates for completeness, accuracy, and compliance with procedures and regulations. Examines requests for budget revisions, recommends approval or denial, and drafts correspondence. Analyzes monthly department budgeting and accounting reports for the purpose of maintaining expenditure controls. Provides technical assistance to officials in the preparation of budgets.</p>	<p>US: Average Region: Average US: <b>\$49,170/yr</b></p>	Business Technologies	FS	Accountant, Auditor, Economist, Financial Analyst, Financial Manager, Loan Officer	A four-year degree is required, and often higher degree and/or experience is preferred. Good communication skills are essential, as well as computer skills.
<p><b>Bus Driver:</b> drives a bus to transport passengers over established or other routes to local or long distance places. Collects tickets or cash fares. Complies with local traffic regulations.</p>	<p>US: Average Region: Faster than average US: <b>\$26,450/yr</b></p>	Engineering/Industrial Technologies	LTDS	Taxi Driver, Truck Driver	Ability to work with people improves chances for employment. A good driving record is essential. Must be licensed. Hired by school and private transit systems.
 <p><b>Carpenter:</b> builds and installs structures and frame works made mainly of wood. May build houses, barns, and other buildings. May do the finish work or may do the rough carpentry work. Uses a variety of power and hand tools. May do repair work.</p>	 <p>US: Slower than average Region: Slower than average US: <b>\$34,420/yr</b></p>	Engineering/Industrial Technologies	CT	Bricklayer, Cement Mason, Electrician, Pipefitter, Plasterer, Plumber	Preference may be given to applicants who have completed vocational or apprenticeship training programs. The demand for carpenters is dependent on the construction activity. May be self-employed.
<p><b>Cashier/Checker:</b> operates cash register to itemize customers' total purchases in store. Most total bills, receive money, make change, fill out charge forms, and give receipts.</p>	<p>US: Average Region: Faster than average US: <b>\$15,290/yr</b></p>	Business Technologies	BAS WRS	Bank Teller, Post Office Clerk, Sales Clerk, Ticket Seller	Employers prefer high school graduates. Many are part-time high school and college students. Must be able to do repetitive work accurately. Hired by retail stores, banks, and other financial institutions.
<p><b>Chemist:</b> conducts basic and applied research to develop new or improved materials, compounds, and substances for commercial purposes. Develops analytical methodologies and techniques. Analyzes products to determine quality. Compiles data and prepares laboratory reports.</p>	<p>US: Average Region: Slower than average US: <b>\$51,580/yr</b></p>	Natural Resources	SRETS	Agricultural Scientist, Chemical Engineer, Chemical Technologist, Food Technologist	B.S. degree is adequate preparation for some entry-level jobs; however, a higher degree is required for college teaching and independent research. Must have the knowledge and ability to apply scientific theories.
<p><b>Child Care Worker:</b> attends to children at schools, businesses, and institutions. Performs a variety of tasks, such as dressing, feeding, and overseeing play.</p>	<p>US: Faster than average Region: Much faster than average US: <b>\$15,430/yr</b></p>	Health and Human Services	HS	Child Psychologist, Children's Tutor, Early Childhood Program Director, Elementary School Teacher, Kindergarten Teacher, Teacher Assistant	Employers may prefer vocational training. Must have the desire and ability to work with small children. Hired by daycare facilities.
<p><b>Chiropractor:</b> adjusts spinal column and other articulations of the body to prevent disease and correct abnormalities. Examines the patient using x-ray and other instruments and equipment. Uses manipulative methods. Prescribes corrective exercises.</p>	<p>US: Faster than average Region: Much faster than average US: <b>\$70,930/yr</b></p>	Health and Human Services	HS	Audiologist, Dentist, Optometrist, Osteopath, Podiatrist	Most enroll in a two- to four-year pre-med curriculum then transfer to a chiropractic school. Most are engaged in independent practice. License is required.

1. Occupation Description	2. Employment Outlook/Income	3. Suggested Program of Study	4. Program Cluster	5. Related Occupations	6. Hiring Practices
<b>Civil Engineer:</b> plans, designs, and supervises the construction, maintenance, and repair of buildings, bridges, dams, tunnels, ports, water supply systems, and transportation facilities for public, individual, or commercial use.	US: Faster than average Region: Much faster than average US: <b>\$55,660/yr</b>	Engineering/ Industrial Technologies	SRETS	Architect, Civil Engineering Technician, Engineer (Mining, Petroleum, Agricultural), Mathematician, Physical Scientist, Urban Planner	An increasing number of employers are requiring a master's degree or above. Employed by federal, state, and local governments. Employed in construction and related industries. Generally in or near industrial and commercial centers. License is required.
<b>Claims Examiner:</b> investigates claims against insurance or other companies for personal, casualty, or property loss or damages. Reviews claims and insurance policies to determine coverage. Prepares reports of findings and negotiates settlement of claims with the insurance policy owners.	US: Faster than average Region: Faster than average US: <b>\$44,960/yr, also furnished a company car &amp; cellular phone, or reimbursed for use of own</b>	Business Technologies	FS	Auditor, Credit Manager, Loan Officer, Real Estate Appraiser	A four-year degree is preferred, and further training is provided on the job by the hiring company. A background in business and knowledge of law may be helpful. The ability to work with people is essential.
<b>Computer Engineer:</b> analyzes data processing requirements to plan EDP system to provide system capabilities required for projected work loads. Plans layout and installation of new system or modification of existing system. May set up and control analog or hybrid computer systems to solve scientific and engineering problems.	US: Much faster than average Region: Much faster than average US: <b>\$66,960/yr</b>	Engineering/ Industrial Technologies	IT	Computer Programmer, Engineer, Financial Analyst, Mathematician, Systems Analyst, Urban Planner	Employers may prefer applicants with a graduate degree. Must have a creative, analytical mind and capacity for detail. Oral and written communication skills are essential. Must be licensed. Hired by research laboratories, industrial plants, and government.
<b>Computer Operator:</b> monitors and controls electronic computer to process business, scientific, engineering, and other data according to operating instructions.	US: Decline Region: Decline US: <b>\$28,170/yr</b>	Business Technologies	BAS IT	Computer Programmer, Engineer, Financial Analyst, Mathematician, Systems Analyst, Urban Planner	Preference is given to individuals with a B.S. degree. Some employers require a master's. Depending on the specific job, employers seek backgrounds in accounting, business management, physical sciences, computer science, engineering, etc.
<b>Computer Programmer:</b> develops and writes computer programs to store, locate, and retrieve specific data, information, and documents. Writes programs for classifying, indexing, input storage, and retrieval of data to solve business and scientific problems.	US: Faster than average Region: Much faster than average US: <b>\$54,960/yr</b>	Business Technologies	IT	Engineer, Financial Analyst, Mathematician, Statistician, Systems Analyst	Many employers require applicants to have a four-year degree; however, certain entry-level jobs may require an associate's vocational degree/certification in computer science. Must be capable of exacting analytical work.
<b>Computer Support Specialist:</b> provides technical assistance and training to computer system users. Investigates and resolves computer software and hardware problems of users. Answers client's questions on printing, word processing, programming languages, electronic mail, and operating systems.	US: Much faster than average Region: Much faster than average US: <b>\$39,410/yr</b>	Business Technologies, Engineering/ Industrial Technologies	BAS IT	Computer Programmer, Financial Analyst, Urban Planner	Preference is given to persons who have vocational training or a B.S. degree in computer-related science. Must be capable of exacting analytical work.
<b>Construction Manager:</b> plans, organizes, directs, and coordinates through subordinate personnel activities concerned with erection, alteration, maintenance, and repair of structures, facilities, and systems, such as houses, office buildings, bridges, and roads.	US: Average Region: Average US: <b>\$45,720/yr</b>	Business Technologies	CT SRETS	Architect, Civil Engineer, Construction Supervisor, Electrical Engineer, Industrial Engineer, Mechanical Engineer	A B.S. degree in construction management can greatly enhance one's opportunities in this occupation. Experience in construction trades is also important.
<b>Cook/Chef:</b> plans menus and orders supplies. Prepares and cooks food in hotels, restaurants, clubs, and other establishments. Prepares food according to recipes. Decorates food. Carves meat. May supervise other cooks' activities.	US: Average Region: Faster than average US: <b>\$28,040/yr</b>	Business Technologies	HOSP	Artist, Baker, Clothes Designer, Decorator, Executive Housekeeper	Most employers prefer applicants with past experience, vocational training, or completion of an apprenticeship program. Many cooks and chefs are trained on the job or work as assistant cooks and move up to head cook positions. Employers seek neat, reliable applicants.
<b>Correctional Officer:</b> directs prison rehabilitation programs and assignment of inmates. Plans and coordinates programs for providing educational, recreational and spiritual services, and meeting the other needs of inmates. Reviews case reports to recommend parole.	US: Much faster than average Region: Much faster than average US: <b>\$31,070/yr</b>	Health and Human Services	LPS	House/Store Detective, Police Officer, Probation Officer, Security Guard	Employers may require a four-year degree in psychology or criminology. College-trained workers advance faster than others. Must have good communication skills.
<b>Counselor, Educational and Vocational:</b> counsels students and adults, providing education, career, and social guidance. Administers and interprets tests. Conducts individual or group counseling. Provides information about occupations. Helps clients evaluate their skills and strengths. May consult with parents and teachers to help with students' academic and social progress.	US: Faster than average Region: Much faster than average US: <b>\$41,490/yr</b>	Health and Human Services	ETS	Clinical Psychologist, Employment Counselor, Parole Officer, School Social Worker, Teacher	Must have a master's degree in counseling and guidance and be certified in all states in the region. Must have knowledge of counseling and testing techniques, have good communication skills and be able to work independently or as a member of a team. May work in employment agencies or private practice.
<b>Counter/Rental Clerk:</b> handles transactions of renting such items as videos, cars, or equipment. Responsible for answering questions, taking orders, receiving payments, and accepting returns. Must be knowledgeable of products to assist customers in making selections.	US: Faster than average Region: Faster than average US: <b>\$26,690/yr</b>	Business Technologies	BAS WRS	Bank Teller, Cashier, Postal Clerk, Retail Salesperson	Employers prefer applicants with a pleasant personality and a neat appearance. Some sales clerks are commissioned; others are salaried. Many are part-time workers.

1. Occupation Description	2. Employment Outlook/Income	3. Suggested Program of Study	4. Program Cluster	5. Related Occupations	6. Hiring Practices
 <p><b>Database Administrator:</b> works with database management systems software. Organizes and restructures data to better suit the needs of users. May be responsible for maintaining the efficiency of the database and system security, and may aid in design implementation.</p>	 <p>US: Much faster than average Region: Much faster than average US: <b>\$52,550/yr</b></p>	 <p>Business Technologies, Engineering/Industrial Technologies</p>	IT	 <p>Computer Programmer, Financial Analyst, Operation Research Analyst, Urban Planner</p>	  <p>Many employers seek applicants who have a bachelor's degree in computer science, information science, computer information systems, or data processing. Certain entry-level jobs may require an associate or vocational degree in computer science. Must be capable of exacting analytical work.</p>
<p><b>Dental Assistant:</b> greets patients and assists dentist in care and treatment of patients. Arranges instruments, materials, and medications. Prepares filling material. May advise patients on postoperative care, oral hygiene, and the importance of diet.</p>	<p>US: Much faster than average Region: Much faster than average US: <b>\$24,130/yr</b></p>	Health and Human Services	HEALTH	Chiropractor Assistant, Medical Assistant, Optometric Assistant, Podiatric Assistant	Preference is given to graduates of vocational and associate programs. Some assistants are trained on the job. Hired by dentist offices, hospitals, and government.
<p><b>Dental Hygienist:</b> provides preventive dental services. Conducts preliminary dental examinations, records case history, cleans and scales teeth. Instructs patients in the care of teeth and mouth. May expose and develop x-ray film.</p>	<p>US: Much faster than average Region: Much faster than average US: <b>\$48,150/yr</b></p>	Health and Human Services	HEALTH	Dental Assistant, Dental Laboratory Technician, Nurse, Radiological Technologist	Must be a graduate of an approved training program. License is required. Hired by dental offices, public health offices, hospitals, or clinics.
<p><b>Diesel Mechanic:</b> services and repairs bus, truck, and other diesel engines. Tests engines to determine repairs needed. Reconditions and replaces parts. Uses special hand tools and other machines and electronic equipment.</p>	<p>US: Average Region: Average US: <b>\$14.77/hr including incentive pay</b></p>	Engineering/Industrial Technologies	LTDS	Aircraft Mechanic, Automotive Mechanic, Boat Engine Mechanic, Farm Mechanic, Mobile Heavy Equipment Mechanic	High school graduation is required and vocational or apprenticeship training preferred by employers. Must have mechanical ability, work with accuracy, and make quick decisions. Hired by construction companies, bakeries, dairies, schools, and government.
<p><b>Dietitian:</b> applies the principles of nutrition to plan and supervise the preparation and serving of meals. Participates in research. Gives consultative services. Advises individuals. Lectures to groups on nutrition. Plans menus and diets for special requirements.</p>	<p>US: Average Region: Faster than average US: <b>\$37,350/yr</b></p>	Health and Human Services	HEALTH	Food Chemist, Food Service Manager, Food Technologist, Home Economist, Nutritionist	A four-year degree with a major in food and nutrition is required plus an internship. Master's degree requirements are becoming more common. May work early morning or late night hours. Work at medical facilities and schools.
<p><b>Dispatcher:</b> sends out workers, materials, and equipment as required by work settings and jobs. Dispatches buses and taxicabs in response to requests for service. Maintains a log of scheduled runs.</p>	<p>US: Average Region: Average US: <b>\$29,420/yr</b></p>	Business Technologies	BAS LTDS WRS	Distributing Clerk, Expediter, Material Clerk, Routing Clerk, Shipping, Receiving, and Traffic Clerk, Stock Clerk	Must have good record-keeping skills and good verbal skills. Most employers prefer high school graduates. Course work in communications and transportation may increase job opportunities.
<p><b>Drywall Installer:</b> applies plasterboard or other wallboard sheets to ceiling and interior walls. Fills the joints between drywall sheets with plaster and prepares the walls for painting. Works from ladders, scaffolds, or stilts.</p>	<p>US: Slower than average Region: Average US: <b>\$34,090/yr</b></p>	Engineering/Industrial Technologies	CT	Floor Covering Installer, Form Builder, Insulation Worker	Employers seek applicants who have completed apprenticeship training or have experience. Some may train on the job. This occupation is dependent on the construction industry and may be seasonal. Employers look for experienced workers. May be self-employed.
					 
<p><b>Electrical and Electronics Technician:</b> applies electrical and electronic theory and related knowledge to design. Builds, tests, and modifies electrical or electronic equipment. Works under direction of an electrical or electronics engineer.</p>	<p>US: Average Region: Faster than average US: <b>\$39,390/yr</b></p>	Engineering/Industrial Technologies	BAS SRETS	Drafter, Forestry Technician, Medical Technician, Television Service Technician	Employers prefer applicants with vocational training. Must have the ability to do detailed work with a high degree of accuracy. Hired by manufacturers and public utilities.
<p><b>Electrical Engineer:</b> designs, develops, and tests electrical components, equipment, and systems in the generation of power used by electric utilities, electric motors, radar, computers, and communication equipment.</p>	<p>US: Faster than average Region: Faster than average US: <b>\$61,520/yr</b></p>	Engineering/Industrial Technologies	SRETS	Computer Applications, Electrical Engineering Technician, Engineer, Laser Technologist, Mathematician, Physical Scientist	Employed by manufacturers of electrical and electronic equipment, aircraft, and business machines. Some work for public utilities, government agencies, and universities. License is required.
<p><b>Electrical Power Line Installer:</b> constructs and maintains power lines and associated equipment used for generating, transmitting, and distributing electric energy. Constructs, erects, repairs, replaces, and maintains power transmission lines, underground conduits, cables and accessories.</p>	<p>US: Average Region: Slower than average US: <b>\$43,490/yr</b></p>	Engineering/Industrial Technologies	CT	Broadcast/Sound Technician, Electrician	Power companies may train employees or may prefer experience or vocational training. Must be willing to work outdoors in all kinds of weather. Hired by power companies, construction companies, and telephone companies.

1. Occupation Description	2. Employment Outlook/Income	3. Suggested Program of Study	4. Program Cluster	5. Related Occupations	6. Hiring Practices
<p><b>Electrician:</b> plans layout and installs and repairs electrical fixtures, apparatus, and wiring in the electrical systems of structures such as houses and other buildings. May repair existing electrical work. Uses test instruments to identify and replace defective parts.</p>	<p>US: Average Region: Average US: <b>\$42,180/yr</b></p>	<p>Engineering/ Industrial Technologies</p>	<p>CT</p>	<p>Air-conditioning Mechanic, Cable Installer, Electronics Mechanic, Elevator Constructor, Maintenance Electrician</p>	<p>Many employers prefer a graduate of a vocational or apprenticeship program. Must be able to read blueprints and use tools required in electrical circuit installation and repair. Hired by contractors, utility companies, and government. May be self-employed.</p>
<p><b>Emergency Medical Technician:</b> administers first-aid treatment and transports sick or injured persons to a medical facility. May administer drugs and intravenous therapy. Many are volunteer workers, especially in rural areas.</p>	<p>US: Much faster than average Region: Faster than average US: <b>\$23,280/yr</b></p>	<p>Health and Human Services</p>	<p>HEALTH</p>	<p>Audiometrist, Dental Assistant, Licensed Practical Nurse, Nurse's Aide, Surgical Technician</p>	<p>There are three levels of EMTs ranging in responsibility from administering immediate first aid to more sophisticated care techniques such as intravenous therapy. Hired by hospitals, private firms, and police and fire departments.</p>
<p><b>F</b></p> <p><b>Financial Manager:</b> determines budgets and what programs to offer, and makes sure programs are carried out effectively. Prepares financial reports required by firm to conduct its operations and satisfy tax and regulatory requirements.</p>	<p>US: Average Region: Faster than average US: <b>\$69,100/yr</b></p>	<p>Business Technologies</p>	<p>FS</p>	<p>Accountant, Budget Officer, Credit Analyst, Loan Officer, Securities Analyst, Underwriter</p>	<p>College graduate in business or economics is usually required. Some prefer master's degree. Must have good communications skills, ability to analyze information, and work independently. Not an entry-level position.</p>
<p><b>Firefighter:</b> fights fires, protects lives and property. Inspects firefighting equipment for serviceability. Detects fire hazards. Recommends appropriate fire prevention measures. May administer emergency first aid.</p>	<p>US: Slower than average Region: Slower than average US: <b>\$34,070/yr</b></p>	<p>Health and Human Services</p>	<p>LPS</p>	<p>Emergency Medical Technician, Fire Ranger, Police Officer, Smoke Jumper</p>	<p>A competency exam is required, and hiring is done as a result of scores received on the exam. On-the-job training consists of 600 to 700 hours. Continual training is given. Hired by state or local governments.</p>
<p><b>Flight Attendant:</b> greets passengers, verifies tickets, helps locate seats, and serves meals and beverages. Observes passengers to detect signs of discomfort.</p>	<p>US: Faster than average Region: Much faster than average US: <b>\$47,910/yr</b></p>	<p>Health and Human Services</p>	<p>HOSP</p>	<p>Camp Counselor, Gate Agent, Host/Hostess, Tour Guide, Waiter/Waitress</p>	<p>Preference is given to those with two years of college or experience dealing with the public. Must have excellent health, good vision, and good communication skills. Fluency in foreign language(s) is necessary for overseas travel.</p>
<p><b>Food Preparation Worker:</b> performs a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.</p>	<p>US: Average Region: Average US: <b>\$15,740/yr</b></p>	<p>Health and Human Services</p>	<p>HOSP</p>	<p>Butler, Flight Attendant, Tour Bus Driver</p>	<p>Most learn their skills on the job. Many are students working part-time. This occupation has a high turnover. Must be at least 21 if alcoholic beverages are served.</p>
<p><b>Food Service Manager:</b> manages businesses that serve food, such as cafeterias and restaurants. Determines the types, prices, and amounts of goods and services sold. Hires and supervises staff. Plans budget.</p>	<p>US: Average Region: Faster than average US: <b>\$33,360/yr</b></p>	<p>Business Technologies</p>	<p>BAS HOSP</p>	<p>Health Services Manager, Hotel Manager, Retail Store Manager</p>	<p>Many positions are filled with experienced food service workers. Employers prefer two and four-year graduates of food services management programs. Good communication skills are essential.</p>
<p><b>G</b></p> <p><b>Graphic Designer:</b> creates and designs graphic material for use as an augmentation, illustration, or advertisement for magazine and TV, catalogs, brochures, etc. May paint or draw and may specialize in lettering, cartoons, and illustrations.</p>	<p>US: Faster than average Region: Faster than average US: <b>\$47,910/yr</b></p>	<p>Arts and Humanities</p>	<p>ACS</p>	<p>Architect, Display Worker, Fashion Designer, Industrial Designer, Photographer</p>	<p>Most employers prefer training in art, illustration, and design. Competition is keen. Must exhibit exceptional talent, creativity, and diversity of interests. Many employers prefer experienced artists. Hired by advertising agencies and graphic art studios. May be self-employed. Computer graphics training is essential.</p>
<p><b>Groundskeeper:</b> prepares the ground, plants seed, or lays sod. Applies fertilizer, digs holes, and plants shrubbery and flowers. Maintains grounds by watering, trimming, and spraying plants for disease and insects.</p>	<p>US: Average Region: Faster than average US: <b>\$19,380/yr</b></p>	<p>Natural Resources</p>	<p>ANR</p>	<p>Farm Laborer, Farmer, Forestry Technician, Lawn Service Worker</p>	<p>Training is available on the job or through a vocational program. Knowledge of horticulture is helpful. Must like working outdoors and be able to do physical labor.</p>
<p><b>H</b></p> <p><b>Hairstylist/Cosmetologist:</b> cuts, styles, colors, and perms hair. Advises patrons on how to care for their hair. May suggest cosmetics for skin conditions. Gives manicures and scalp treatments.</p>	<p>US: Average Region: Average US: <b>\$20,800/yr + tips</b></p>	<p>Health and Human Services</p>	<p>HOSP</p>	<p>Barber, Embalmer, Makeup Artist, Manicurist</p>	<p>Must complete a designated training program. Those being versatile and able to work with many different styles and cuts have the best opportunities for employment. License is required.</p>

1. Occupation Description	2. Employment Outlook/Income	3. Suggested Program of Study	4. Program Cluster	5. Related Occupations	6. Hiring Practices
<p><b>Heating and Air Conditioning Mechanic:</b> services and repairs heating and air conditioning units in private residences and small business establishments. Talks to customers and examines operation of machine to identify the problem. Takes the unit apart to remove and replace the defective part or parts.</p>	<p>US: Average Region: Average US: <b>\$32,040/yr</b></p>	Engineering/ Industrial Technologies	CT	Boilermaker, Electrical Appliance Servicer, Electrician, Plumber, Sheet Metal Worker	Employers prefer applicants with vocational training or apprenticeship program completion. Mechanical ability and the ability to make decisions accurately is important. Hired by contractors. May be self-employed.
<p><b>Home Health Aide:</b> cares for patient's needs in the patient's home by changing linens and doing laundry. Purchases, prepares, and serves meals. Assists patient with bathing, dressing, and other personal needs after major surgery or illness.</p>	<p>US: Much faster than average Region: Much faster than average US: <b>\$18,810/yr</b></p>	Health and Human Services	HEALTH	Child Monitor, Childcare Attendant, Nurse's Aide, Nursery School Attendant, Physical Therapy Aide, Playroom Attendant, Psychiatric Aide	Employers may prefer a high school graduate. Employers seek individuals who exhibit warmth, dependability, and levelheadedness. May be part-time work. Some agencies require certified nurse's aide training.
<p><b>Human Resources Manager:</b> manages program, sets company policy on the employment, pay, and training of workers. May direct employee relations, benefits, and staff development. Prepares budget of personnel operations.</p>	<p>US: Average Region: Faster than average US: <b>\$56,880/yr</b></p>	Business Technologies, Health and Human Services	BAS	Counselor, Lawyer, Public Relations Specialist, Social Worker, Sociologist, Teacher	College graduate in business or public administration is usually required. Some prefer master's degree. Good communication skills and the ability to analyze information and work independently are necessary. Ability to function under pressure is important.
					
<p><b>Industrial Machine Mechanic:</b> installs, repairs, and maintains complex industrial machinery. Performs tasks required to prepare machinery for use in plants. Works from blueprints and uses all types of building materials and tools. May build framework to support heavy industrial machinery.</p>	<p>US: Slower than average Region: Slower than average US: <b>\$36,210/yr</b></p>	Engineering/ Industrial Technologies	LTDS	Automotive Mechanic, Diesel Mechanic, Heating and Air Conditioning Mechanic, Millwright	Completion of a formal apprenticeship program often is required. Openings are filled by employees within an industry based on seniority and past experience. Mechanical aptitude is essential. Not an entry-level position.
<p><b>Instructor, Sports (Coach):</b> teaches sports activities to individuals or groups at a private recreational facility or school. Explains, demonstrates, observes, lectures, and motivates participants. Organizes and conducts competitions and tournaments.</p>	<p>US: Faster than average Region: Much faster than average US: <b>\$32,010/yr</b></p>	Arts and Humanities, Health and Human Services	ETS HEALTH	Clergy, Counselor, Physical Therapist, Social Worker, Teacher	May instruct at park and recreation facilities, camps, or schools. Must be able to work with children and adults. Good communications skills and athletic ability are necessary. Those who teach in schools must hold a teacher's certificate.
<p><b>Insurance Sales Agent:</b> sells life, automobile, homeowners', and other types of insurance policies to new and current customers. Determines whether applicants are good risks. Calls on clients to deliver and explain policy. May collect premiums.</p>	<p>US: Slower than average Region: Average US: <b>\$47,690/yr</b></p>	Business Technologies	FS	Financial Advisor, Estate Planner, Manufacturer's Sales Representative, Real Estate Agent	Some employers prefer applicants with formal training and experience; however, others will train on the job. Must display sales and leadership. License is required.
<p><b>Interior Designer:</b> designs and arranges interiors and furnishings for homes, offices, restaurants, and clubs. Confers with clients to determine preferences. May purchase furnishings, artwork, and accessories. Presents sketches, color charts, photos, and samples to customers and advises customers on plans.</p>	<p>US: Faster than average Region: Much faster than average US: <b>\$38,360/yr</b></p>	Arts and Humanities	ACS	Architect, Clothes Designer, Commercial Artist, Display Designer, Floral Designer	Many employers prefer a four-year degree plus experience. Must be able to work with clients and sell merchandise. Artistic talent is crucial. Many are paid commission. Works for rental firms or may be self-employed.
					
<p><b>Janitor and Cleaner:</b> makes sure buildings are in orderly condition. Does minor repair work, empties trash, sweeps and cleans floors, and dusts furniture. Keeps records and orders supplies. May run the heating and cooling system or do yard maintenance.</p>	<p>US: Average Region: Average US: <b>\$18,220/yr</b></p>	Engineering/ Industrial Technologies	CT HOSP	Boiler Tender, Gardener, Hotel Maid, Sexton, Window Cleaner	Employers may prefer applicants with past experience, but most are willing to hire inexperienced people with a steady work record and a neat appearance. Most skills are learned on the job.
					
<p><b>Landscape Architect:</b> designs housing areas, public parks, shopping centers, etc., so that areas are useful and beautiful. Plans location of buildings, roads, walks, and arrangement of vegetation and open space. Prepares site plans, specifications, and cost estimates.</p>	<p>US: Average Region: Faster than average US: <b>\$44,510/yr</b></p>	Arts and Humanities	ACS	Botanist, Civil Engineer, Landscape Drafter, Soil Conservationist, Urban/Regional Planner	Graduation from five-year program is the minimum requirement. Must be creative and have artistic talent. This occupation is dependent upon the construction industry. Above-average form and spatial perception is necessary. Must be able to work independently.

1. Occupation Description	2. Employment Outlook/Income	3. Suggested Program of Study	4. Program Cluster	5. Related Occupations	6. Hiring Practices
<b>Lawyer:</b> examines evidence and studies codes, statutes, previous decisions, and established regulations to determine applicable law. Advises clients of their legal rights and obligations in matters such as purchase and sale of land, taxes, family, and labor relations.	US: Average Region: Faster than average US: <b>\$90,360/yr</b>	Business Technologies, Health and Human Services	LPS	Abstractor, Arbitrator, FBI Special Agent, Hearing Officer, Judge, Legal Investigator, Tax Attorney	Three years of graduate study after completion of B.S. degree is required. Must pass a written examination to be admitted to the bar. Must be able to analyze complex cases and reach sound conclusions. Communications skills are essential.
<b>Legal Assistant (Paralegal):</b> assists lawyers. Searches for public records. Prepares summaries of legal documents. Studies papers to see if they meet legal requirements. Holds funds and records until legal contracts are fulfilled. Helps prepare briefs, wills, contracts, and deeds.	US: Much faster than average Region: Much faster than average US: <b>\$36,550/yr</b>	Business Technologies	LPS	Abstractor, Claims Examiner, Legal Investigator, Regulatory Inspector	Some lawyers hire legal secretaries and train them on the job, whereas others prefer a two-year or four-year degree. Must understand legal terminology. Use of typewriter, computer, and other office machines is necessary.
<b>Librarian:</b> compiles records and sorts and shelves books. Issues and receives library material, such as books, films, periodicals, and records. Assists patrons in finding selections.	US: Faster than average Region: Average US: <b>\$41,720/yr</b>	Arts and Humanities	ETS	Archivist, Book Critic, Museum Curator, Research Analyst	An increasing number of employers require a master's degree for entry into this occupation. Must be able to present ideas and information clearly and communicate with people. Computer literacy is important.
<b>Loan Officer:</b> examines, evaluates, authorizes, or recommends approval of customer applications for real estate or commercial loans, or credit card accounts. May supervise loan personnel.	US: Faster than average Region: Faster than average US: <b>\$45,210/yr</b>	Business Technologies	FS	Accountant, Auditor, Budget Officer, Financial Manager, Real Estate Advisor, Securities Consultant	College degree in business, finance, or accounting background is preferred. Must have good judgement and communications skills and be able to analyze detailed information.
 <b>Machinist:</b> cuts and shapes metal into parts or products of specified dimensions. Reads drawing or order and computes necessary dimensions. Measures and lays out work pieces. Positions and secures them in machines. Selects and uses appropriate cutting tools.	US: Slower than average Region: Average US: <b>\$30,540/yr</b>	Engineering/Industrial Technologies	MFG	Blacksmith, Gunsmith, Locksmith, Metal Patternmaker, Welder	Completion of apprenticeship, vocational, or on-the-job training is necessary. Mechanical ability is essential. Hired by manufacturers and federal government.
 <b>Maintenance Repairer, General:</b> keeps the machines, mechanical equipment, and/or structure of an establishment in repair. Duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work.	US: Slower than average Region: Average US: <b>\$26,930/yr</b>	Engineering/Industrial Technologies	CT	Carpenter, Electrician, Industrial Machinery Repairer, Plumber	A high school graduate with past experience or vocational, military or apprenticeship training is preferred. Must have an aptitude for mechanical work.
 <b>Mechanical Engineer:</b> supervises the operation and maintenance of machines that produce, transmit, or consume energy. Supervises the repair of tools with which these machines are made. Evaluates plant operations related to these machines.	US: Average Region: Faster than average US: <b>\$58,090/yr</b>	Engineering/Industrial Technologies	SRETS	Architect, Drafter, Engineer (Agriculture, Electrical, Industrial), Mechanical Engineering Technician, Physical Scientist	Most mechanical engineers are employed in manufacturing. Some work for government agencies, education institutions, and private firms. Drafting and design experience is helpful. License is required.
 <b>Medical Assistant:</b> works under the directions of a physician or nurse. Prepares rooms for patients, prepares patients for examinations, and assists physician, as necessary. Practices infections control. Sterilizes instruments, sets up instrument trays, interviews patients, and takes vital signs. Performs receptionist duties, insurance coding, and medical transcription.	US: Much faster than average Region: Much faster than average US: <b>\$22,650/yr</b>	Health and Human Services	HEALTH	Dental Assistant, Licensed Practical Nurse, Medical Secretary, Nurse's Aide/Orderly	Employers prefer vocational training. Graduates may become certified. Hired by large and small clinics, various medical offices, and various departments within hospitals. Must have high keystroke speed and accuracy and knowledge of medical terminology, anatomy, and physiology. An internship is necessary.
 <b>Medical Health Services Manager:</b> manages medical and health services in hospitals, businesses, or schools. May run a health care facility. Prepares budgets, hires staff, and plans and directs health care services.	US: Faster than average Region: Much faster than average US: <b>\$58,090/yr</b>	Business Technologies, Health and Human Services	BAS HEALTH	Public Health Director, Social Welfare Administrator, Underwriter	Employers seek applicants who have had clinical experience (as nurses or therapists, for example) as well as academic preparation in business or health services administration.
 <b>Musician:</b> performs music or prepares music to be performed. May write, arrange, sing, play, or direct music. Plays an instrument for a band or alone, or directs a choral group or symphony. May compose or record music for movies and stage plays.	US: Average Region: Much faster than average US: <b>\$37,510/yr</b>	Arts and Humanities	ACS	Composer, Concert Manager, Music Publisher, Music Store Owner/Manager, Music Therapist	Employers prefer a four-year degree in private study with an accomplished musician. Skill, knowledge of music, and ability to interpret music are essential. Music proficiency is required. May be self-employed or employed by orchestra, motion picture industry, and recording studios.

1. Occupation Description	2. Employment Outlook/Income	3. Suggested Program of Study	4. Program Cluster	5. Related Occupations	6. Hiring Practices
 <p><b>Nurse's Aide/Orderly:</b> answers patients' call bells. Serves and collects food trays. Adjusts beds. Feeds patients. Sets up equipment. Sits with, bathes, and dresses patients. Takes and records temperature, pulse, and respiration rates. Cleans utility, supply, and work areas.</p>	<p>US: Faster than average Region: Much faster than average US: <b>\$17,860/yr</b></p>	 <p>Health and Human Services</p>	HEALTH	 <p>Dental Assistant, Licensed Practical Nurse, Psychiatric Aide, Social Services Aide</p>	  <p>Preference may be given to high school graduates or vocationally trained aides; however, some employers train aides on the job.</p>
<p><b>Nurse, Licensed Practical:</b> provides nursing care under the direction of physicians and registered nurses. Administers prescribed medications and treatments. Evaluates health practices of patients. Teaches health maintenance and prevention of illness to patients.</p>	<p>US: Average Region: Faster than average US: <b>\$29,020/yr</b></p>	<p>Health and Human Services</p>	HEALTH	<p>Emergency Medical Technician, Physical Therapist Assistant, Social Services Aide, Teacher Aide</p>	<p>Must graduate from an approved education program and pass an examination given by the state/D.C. boards of nursing. Employed by nursing homes, hospitals, clinics, and other related institutions.</p>
<p><b>Nurse Practitioner:</b> provides specialized nursing care and treatment. Performs physical examinations and preventive health measures within prescribed guidelines. May evaluate tests and recommend other therapies and treatments. Most work directly with a physician, but may be employed by health department or other agencies.</p>	<p>US: Faster than average Region: Much faster than average US: <b>\$44,470/yr</b></p>	<p>Health and Human Services</p>	HEALTH	<p>Occupational Therapist, Physical Therapist, Physician Assistant, Registered Nurse</p>	<p>One-year, continuing education program or master's-level program. A preceptorship with a practicing physician may be required. Must pass a certification examination in order to be eligible for advanced licensure. Most work in specialized areas such as pediatrics or orthopedics or work in general practitioners' offices.</p>
<p><b>Nurse, Registered:</b> provides nursing care to patients and individuals in both hospital and community settings. Assesses and documents programs. Instructs in health education and wellness. Carries out medical orders. May also be employed in administrative, education, or supervision of other nurses.</p>	<p>US: Faster than average Region: Faster than average US: <b>\$44,470/yr</b></p>	<p>Health and Human Services</p>	HEALTH	<p>Nurse Practitioner, Occupational Therapist, Physical Therapist, Physician Assistant, Respiratory Therapist</p>	<p>Minimum of a four-year degree is required. A master's degree is required for administration or education. Must pass an examination given by state/D.C. boards of nursing in order to be licensed. Hired by clinics, nursing homes, hospitals, government, manufacturing, and related businesses. May be self-employed.</p>
 <p><b>Occupational Therapist:</b> plans, organizes, and conducts therapy programs to facilitate rehabilitation of the mentally, physically, and emotionally disabled. Plans programs involving daily living skills, social activities, and arts and crafts to help clients regain life skills.</p>	<p>US: Faster than average Region: Much faster than average US: <b>\$51,910/yr</b></p>	 <p>Health and Human Services</p>	HEALTH	 <p>Audiologist, Music Therapist, Prosthetist, Physical Therapist, Speech Pathologist</p>	 <p>A four-year degree is the minimum requirement. May work in hospitals, nursing homes, rehabilitation institutions, schools, and other related sites.</p>
<p><b>Office Clerk, General:</b> performs many different tasks in support of general office, business, or administrative procedures. May file, maintain financial records, type, and operate computers or other office equipment.</p>	<p>US: Average Region: Faster than average US: <b>\$21,450/yr</b></p>	<p>Business Technologies</p>	BAS	<p>File Clerk, Office Helper, Real Estate Clerk</p>	<p>A high school diploma is usually required. Employers require typing, word processing, and other general office skills. Basic computer skills are becoming increasingly important.</p>
<p><b>Optician, Dispensing:</b> designs, fits, and adapts lenses and frames using facial and eye measurements. Fits contact lenses and instructs patients in proper care of eyeglasses and contact lenses.</p>	<p>US: Average Region: Average US: <b>\$25,190/yr</b></p>	<p>Health and Human Services</p>	HEALTH	<p>Calibrator, Dental Laboratory Technician, Glass Blower, Instrument Repairer, Locksmith</p>	<p>Employers look for high school graduates who have had courses in science and experience dealing with marketing. Good communications skills are essential. Hired by optometrists and ophthalmologists.</p>
<p><b>Optometrist:</b> examines eyes to determine visual performance, diseases, or other abnormalities. Prescribes and fits eyeglasses. Recommends treatment for eyes, such as exercises and visual training to conserve or improve vision, excluding the use of surgery. Counsels patients regarding visual hygiene.</p>	<p>US: Average Region: Faster than average US: <b>\$77,750/yr</b></p>	<p>Health and Human Services</p>	HEALTH	<p>Chiropractor, Dentist, Osteopathic Physician, Veterinarian</p>	<p>A four-year degree plus two to three years of pre-optometric study is required. Business ability and self-discipline are necessary, as well as the ability to deal with people. High aptitude in science and math. Most are self-employed.</p>
 <p><b>Painter and Paperhanger:</b> prepares surfaces for staining and painting. Covers interior walls and ceiling with decorative wallpaper. Applies paint to surfaces. Applies decorative and protective materials to wood, metal, or other surfaces. Stains and refinishes furniture. Operates spraying machines.</p>	<p>US: Slower than average Region: Average US: <b>Painter—\$29,280/yr Paperhanger—\$32,830/yr</b></p>	 <p>Engineering/Industrial Technologies</p>	CT	 <p>Drywall Finisher, Spray Painter, Undercoater</p>	 <p>Employers may prefer applicants with experience or apprenticeship training. Above-average color vision is helpful. Applicants should be in good physical condition. May be self-employed.</p>

1. Occupation Description	2. Employment Outlook/Income	3. Suggested Program of Study	4. Program Cluster	5. Related Occupations	6. Hiring Practices
<b>Pharmacist:</b> prepares and dispenses drugs and medicine prescribed by physicians. Develops and tests new drugs. Gives advice to customers in which non-prescription drugs may be helpful in treating problems. Advises patients regarding drug reactions and use of prescribed medication.	US: Slower than average Region: Average US: <b>\$66,220/yr</b>	Health and Human Services	HEALTH	Pharmaceutical Bacteriologist, Pharmaceutical Chemist, Pharmacologist	A five-year program of study is required. Employers may require completion of a residency program at an accredited hospital or several years of experience. Willingness to work evenings and weekends is necessary. License is required.
<b>Pharmacy Technician:</b> fills orders for unit doses and prepackaged pharmaceuticals and performs other related duties under the direction of a pharmacist. Duties include keeping records of drugs delivered.	US: Average Region: Average US: <b>\$20,050/yr</b>	Health and Human Services	HEALTH	Health Information Technician, Licensed Practical Nurse, Medical Secretary, Occupational Therapist, Physical Therapist	Pharmacy technicians may be trained on the job, but most pharmacists prefer formal vocational training.
<b>Photographer and Camera Operator:</b> uses cameras to capture the special feeling or mood that sells products, provides entertainment, highlights news stories, or brings back memories.	US: Slower than average Region: Slower than average US: <b>\$25,710/yr</b>	Arts and Humanities	ACS	Commercial Artist, Floral Designer, Industrial Designer, Painter, Sculpturer	Training ranges from high school to a four-year degree. Technical understanding of photography is necessary. Other skills such as imagination, creativity, and good sense of timing are essential. Hired by commercial art studios, newspapers, magazines, or may be self-employed.
<b>Physical Therapist:</b> plans and administers medically prescribed treatment program, restores function, relieves pain, and prevents disability following disease, injury, or loss of body parts. Develops individual treatment programs, which may include exercise, massage, and application of heat, cold, water, electricity, and light.	US: Faster than average Region: Much faster than average US: <b>\$58,350/yr</b>	Health and Human Services	HEALTH	Occupational Therapist, Orthotist, Prosthetist, Respiratory Therapist, Speech Pathologist	A four-year degree is required; however, master's degrees are becoming increasingly important. Competition is keen. Hired by medical care facilities, schools, and other related facilities. License is required.
<b>Physician:</b> conducts medical exams, makes diagnosis. Prescribes and administers treatment for diseases, disorders, and injuries. Advises patients in preventive medicine. May be a general practitioner or specialize in a particular area of medicine such as pediatrics, psychiatry, etc.	US: Faster than average Region: Much faster than average US: <b>\$104,900/yr</b>	Health and Human Services	HEALTH	Chiropractor, Dentist, Optometrist, Osteopathic Physician, Veterinarian	Cost of schooling can be extremely high. Must exercise good judgement and act quickly. High aptitude in sciences and math is necessary. License is required.
<b>Physician Assistant:</b> provides services under direct supervision and responsibility of a doctor of medicine or osteopathy. Elicits detailed patient histories and makes complete physical examinations. Reaches tentative diagnoses and orders appropriate laboratory tests.	US: Much faster than average Region: Much faster than average US: <b>\$50,650/yr</b>	Health and Human Services	HEALTH	Nurse Practitioner, Occupational Therapist, Physical Therapist, Registered Nurse	Must have worked at least four years as a registered nurse to enter the training program. Work in health facilities. Ability to work with people is essential. License is required.
<b>Plumber and Pipefitter:</b> builds and repairs water, waste disposal, and gas systems in homes and other buildings. Installs plumbing fixtures, appliances, and heating and cooling systems. Uses hand and power tools.	US: Slower than average Region: Slower than average US: <b>\$38,750/yr</b>	Engineering/Industrial Technologies	CT	Coppersmith, Furnace Installer, Heating and Air Conditioning Mechanic	Many employers require either past experience or formal apprenticeship training. Hired by construction companies. May be self-employed. License is required.
<b>Police Officer:</b> patrols assigned beat on foot, motorcycle, or patrol car to protect the public by maintaining law and order. Detects and prevents crimes. Directs and reroutes traffic. Reports hazards. Renders first aid to accident victims.	US: Faster than average Region: Faster than average US: <b>\$38,710/yr</b>	Health and Human Services	LPS	Border Patrol Agent, Corrections Officer, FBI Special Agent, Fish and Game Warden, Secret Service Agent	May require two- to four-year degree with emphasis on criminal justice. Must meet rigorous physical and personal qualifications. Must pass competitive exams that test attitudes, aptitudes, strength, etc. The ability to exercise good judgement is essential.
<b>Postal Mail Carrier:</b> travels established routes delivering and collecting mail. Collects money for postage-due and cash on delivery (C.O.D.) fees and obtains signed receipts for registered, certified, and insured mail.	US: Slower than average Region: Slower than average US: <b>\$36,610/yr</b>	Business Technologies	PAGS	Delivery-Route Truck Driver, Merchandise Delivery Driver, Newspaper Carrier	Must take an examination. Names are listed according to the scores on the exam. When a vacancy appears, one of the top three names on the list is chosen.
<b>Private Investigator:</b> conducts investigations to locate missing persons, obtain confidential information, and solve crimes. Investigates circumstances surrounding bodily injury or accidental death. Writes reports. May testify in court.	US: Faster than average Region: Average US: <b>\$30,120/yr</b>	Health and Human Services	LPS	Detective, FBI Agent, Fire Marshal, Internal Revenue Service Agent, Secret Service Agent	Employers look for applicants with a law enforcement background. Oral and written communication skills are essential. License is awarded upon completion of an examination.
<b>Property and Real Estate Manager:</b> manages apartments and office complexes and buys and sells real estate. Shows property to clients, arranges loans, and signs lease payments and sales contracts.	US: Average Region: Average US: <b>\$40,940/yr</b>	Business Technologies	BAS	City Manager, Facilities Manager, Hotel Manager, Real Estate Agent, Restaurant and/or Food Service Manager	Employers prefer college graduates in business administration, finance, real estate, or public administration. Good speaking and writing skills and the ability to deal tactfully with people are essential. Experience in real estate sales is helpful.
<b>Psychologist:</b> plans and carries out experiments. Observes human beings and animals. Gives psychological tests and provides group and individual counseling. May specialize in educational, developmental, or social psychology.	US: Average Region: Faster than average US: <b>\$49,720/yr</b>	Health and Human Services	HEALTH	Clergy, Counselor, Psychiatrist, Social Worker	Doctorate degree is required for private practice, college positions, and administrative work. License is required for private practice. Hired by schools, hospitals, and private industry. Competition is keen.

1. Occupation Description	2. Employment Outlook/Income	3. Suggested Program of Study	4. Program Cluster	5. Related Occupations	6. Hiring Practices
<b>Public Relations Specialist:</b> promotes ideas, services, or products. Builds a good public image. Plans, organizes, and carries out a program to inform the public. May work with press or consumer relations.	US: Faster than average Region: Much faster than average US: <b>\$40,780/yr</b>	Business Technologies	ACS BAS	Account Executive, Advertising Manager, Lobbyist, Promotions Manager	A four-year degree in public relations, journalism, marketing, or communications is necessary for most entry-level positions. Some employers prefer a graduate degree. Creativity and past success in extracurricular activities is preferred. Must have above-average communications skills.
<b>Purchasing Agent (Buyer):</b> purchases merchandise or commodities for resale. Inspects and grades or appraises agricultural commodities, durable goods, apparel, furniture, livestock, or other merchandise offered for sale to determine value and yield.	US: Slower than average Region: Slower than average US: <b>\$43,840/yr</b>	Business Technologies	WRS	Purchasing Agent, Retail Sales Worker, Sales Manager	Businesses prefer to hire applicants who are familiar with the merchandise they sell as well as with wholesaling and retailing practices.
 <b>R</b>					
<b>Radiologic Technologist:</b> operates x-ray equipment used for diagnostic and therapeutic applications. Positions patient and adjusts equipment. Explains procedure and reassures patient. Observes and monitors patients during treatment. Assists clinical physician or surgeon.	US: Average Region: Average US: <b>\$35,510/yr</b>	Health and Human Services	HEALTH	Dental Hygienist, Electrocardiograph Technician, Electroencephalographic Technologist	Successful completion of two to four years of formal training is necessary. Ability to deal with people is essential. Hired by hospitals, clinics, and dental offices. Certification is required.
<b>Real Estate Agent and Broker:</b> buys, sells, and rents property for clients on a commission basis. Reviews trade journals and interviews prospective clients. Shows property. Draws up real estate contracts. Negotiates contracts with sellers and buyers.	US: Average Region: Average US: <b>Agent—\$36,990/yr</b> <b>Broker—\$62,190/yr</b>	Business Technologies	FS	Automobile Sales Person, Insurance Agent, Security Sales Person, Travel Agent	Must pass a written exam to become a sales agent. Works under the direction of a licensed broker. Brokers must be licensed and have completed 90 hours of real estate course work and have two years of real estate sales experience. May be self-employed.
<b>Receptionist:</b> receives clients, customers, and others in offices and establishments. Makes appointments. Provides information and answers inquiries by telephone or in person. May perform a variety of clerical duties such as typing, filing, and distributing mail.	US: Faster than average Region: Much faster than average US: <b>\$19,870/yr</b>	Business Technologies	BAS	Customer Service Worker, Information Clerk, Reservations Clerk, Ticket Agent, Typist	Employers may prefer vocational training. Applicants must have knowledge of general office procedures. Must enjoy working with people and have a desire to be helpful. Neat appearance is essential.
<b>Recreation Worker:</b> plans and organizes public recreation programs, playgrounds, camps, etc. Coordinates programs for children and adults. Promotes interest in crafts, games, and organized recreation.	US: Average Region: Faster than average US: <b>\$18,500/yr</b>	Health and Human Services	HEALTH HOSP	Human Relations Counselor, Parole Officer, Recreational Therapist, Social Worker, Teacher	Training ranges from high school graduation to a four-year degree. A number of these positions are part-time, seasonal, and volunteer. Graduate degree is necessary for administrative positions. Works in hospitals, prisons, and private and public recreation facilities.
<b>Reporter:</b> collects and analyzes facts about newsworthy events. Conducts interviews and investigations. Writes newspaper, magazine, and television stories. Refers stories to the publication or broadcasting editor for approval.	US: Slower than average Region: Decline US: <b>\$35,270/yr</b>	Business Technologies, Health and Human Services	ACS	Editor, Fiction Writer, Public Relations Worker, Technical Writer, Writer	Degree in journalism is required by most employers. Foreign language proficiency is a plus. Verbal and written skills are essential. Must be curious, persistent, and remember facts accurately. Hired by newspaper, magazine, radio, and television employers.
<b>Respiratory Therapist:</b> following a doctor's orders, administers treatment to patients suffering from asthma, emphysema, drowning, stroke, etc. Uses special equipment such as ventilators and breathing machines to restore and aid in breathing. Instructs patient in performing breathing exercises.	US: Faster than average Region: Much faster than average US: <b>\$36,860/yr</b>	Health and Human Services	HEALTH	Dialysis Technician, Emergency Medical Technician, Licensed Practical Nurse, Registered Nurse	Training ranges from one to four years. Shift work is common. Must be able to deal with people while under stress. Must be licensed in all areas of region.
 <b>S</b>					
<b>Sales Representative:</b> sells goods on a wholesale basis in a specified geographical area. Sells to wholesale, retail, industrial, professional, or other businesses. Shows samples, explains their value, and takes orders. Develops new customers.	US: Slower than average Region: Slower than average US: <b>\$43,260-\$52,140/yr</b>	Business Technologies	WRS	Demonstrator, Manufacturing Sales Worker, Sales-Service Promoter	Employers prefer formal training in marketing, sales, or business; others may hire high school graduates and train them over a two-year period. Hired by manufacturers.
<b>Salesperson, Retail Trade:</b> interests customers in merchandise such as clothes, automobiles, housewares, or appliances. May demonstrate products and compute and quote sales price.	US: Average Region: Average US: <b>\$19,210/yr</b>	Business Technologies	WRS	Buyer, Insurance Agent, Real Estate Agent, Sales Route Driver	Post-secondary training may improve chances for advancement into managerial positions. Must have an interest in people and enjoy sales work. Many sales people are working part-time. Hired by retail stores.
<b>Secretary:</b> composes, types, and files routine correspondence. Answers telephones, schedules appointments, and greets visitors. May take dictation, arrange travel schedules, and compile statistical reports.	US: Slower than average Region: Slower than average US: <b>\$24,130/yr</b>	Business Technologies	BAS	Administrative Assistant, Bookkeeper, Office Manager, Personnel Clerk, Receptionist, Typist	Employers may require vocational training. Must be able to meet the public, type accurately, and possibly transcribe. Employers are seeking applicants with good knowledge of spelling, punctuation, and English.

1. Occupation Description	2. Employment Outlook/Income	3. Suggested Program of Study	4. Program Cluster	5. Related Occupations	6. Hiring Practices
<b>Security Guard:</b> guards industrial or commercial property against theft, vandalism, and illegal entry. Patrols, guards, inspects equipment, and watches for irregularities. May guard crossings. May guard prisoners.	US: Faster than average Region: Much faster than average US: <b>\$26,640/yr</b>	Health and Human Services	LPS	Baliff, Border Guard, Correctional Officer, Fish and Game Warden	High school graduate preferred. Applicants must have good vision and hearing and the ability to work with and relate to others. Often applicants must go through a background investigation. Employers may prefer experienced applicants. Hired by security firms.
<b>Sheet-Metal Worker:</b> fabricates, assembles, installs, and repairs sheet-metal products and equipment. Uses hand and power tools, measuring instruments, and special sheet-metal working equipment.	US: Average Region: Slower than average US: <b>\$33,110/yr</b>	Engineering/Industrial Technologies	CT	Bricklayer, Cement Mason, Marble Setter, Stone Mason	Employers prefer applicants who have completed apprenticeship or vocational training. Should have above-average ability to visualize objects of 2 or 3 dimensions and mechanical ability. Hired by air conditioning and heating contractors.
<b>Shipping, Receiving, and Traffic Clerk:</b> verifies and keeps records on incoming and outgoing shipments. Prepares items for shipping and determines the best methods of shipping. Routes incoming shipments to proper departments.	US: Slower than average Region: Slower than average US: <b>\$22,080/yr</b>	Business Technologies	BAS LTDS	Material Clerk, Order Filler, Routing Clerk, Stock Clerk	High school graduate and some experience is often required. Must be able to write legibly and keep orderly records. Willingness to work at repetitive tasks and dependability are qualities employers look for.
<b>Social Worker:</b> helps individuals and families cope with such problems as inadequate housing, unemployment, lack of job skills, financial management, serious illness, or substance abuse. Also works with family conflicts.	US: Much faster than average Region: Much faster than average US: <b>\$31,720/yr</b>	Health and Human Services	HS	Clergyman, Counseling Psychologist, Counselor, Rehabilitation Counselor	Employers require a four-year degree, and an increasing number are requiring a graduate degree with a specialization in criminal justice, psychology, geriatrics, pediatrics, etc. Works in government, schools and private agencies.
<b>Speech-Language Pathologist and Audiologist:</b> evaluates and provides treatment for speech, language, or hearing disorders. May work with clients whose speech problems are caused by hearing loss, brain injury, cleft palate, mental retardation, or emotional problems.	US: Much faster than average Region: Much faster than average US: <b>\$47,820/yr</b>	Health and Human Services	HEALTH	Occupational Therapist, Optometrist, Physical Therapist, Podiatrist	Master's degree is required by many employers. May work in hospitals, nursing homes, schools, or private practice. Must be able to work with people in an encouraging manner. Patience and persistence are advantageous qualities.
					
<b>Teacher, Adult and Vocational Education:</b> teaches vocational training subjects in specific occupations to adults and students in schools or industrial plants. Organizes programs of practical and technical instruction involving demonstrations of skills required in occupations; and lectures on theory, practices, methods, processes, and terminology.	US: Average Region: Much faster than average US: <b>\$37,650/yr</b>	Business Technologies, Health and Human Services	ETS	Secondary Teacher, Vocational Counselor	Education requirements may vary from apprenticeship to college training depending upon the level of instruction. Work experience may be required as well as knowledge and skills needed to teach at an industrial post-secondary, technical, or vocational institution.
<b>Teacher Aide:</b> assists teachers with lesson plans by providing cutouts, correcting tests, and assisting with the children's activities. May listen to students read or assist them in finding information. May type, file, and copy information for the teacher.	US: Faster than average Region: Much faster than average US: <b>\$17,400/yr</b>	Health and Human Services	ETS	Child Care Attendant, Home Health Aide, Librarian Attendant, Retail Sales Clerk	Some employers prefer applicants with formal training; however, others train their workers on the job. Emphasis is placed on experience in working with young people.
<b>Teacher, Elementary:</b> teaches basic subjects such as reading, writing, arithmetic, social studies, and science. Encourages self-expression, self-confidence, and good relationships. Teaches songs, games, and easy tasks. Promotes physical, mental, and social development.	US: Average Region: Faster than average US: <b>\$39,560/yr</b>	Health and Human Services	ETS	Librarian, Personnel Manager, Public Relations Representative, School Counselor, Social Worker	A degree in elementary education is required. Must be certified by state/DC. For kindergarten teaching, a minor in early childhood education is required.
<b>Teacher, Secondary:</b> prepares and conducts instruction of specific subjects such as English, math, and social studies for secondary students. Teaches students through lectures or discussions. Conducts lab sessions. Writes, gives, and scores tests. Gives grades to students. Consults with parents.	US: Average Region: Faster than average US: <b>\$41,430/yr</b>	Health and Human Services	ETS	Personnel Manager, Sales Representative, School Administrator, Social Worker, Vocational Counselor	Minimum of a four-year degree required. Employers prefer teachers certified in multiple subject areas. Ability to communicate with youth. Hired by public and private schools. Must be certified by state/DC.
<b>Telecommunications Equipment Installer/Repairer:</b> installs, repairs, and maintains the operating condition of commercially built intercommunication systems, telephone systems, radio and TV transmission equipment, cable TV systems, and closed-circuit TV systems.	US: Average Region: Faster than average US: <b>\$41,130/hr</b>	Engineering/Industrial Technologies	CT SRETS	Electrician, Electronics Technician, LAN Technician, Sound Technician	Good eyesight and color discrimination are necessary. Mechanical, electronic, and computer background is essential. Ability to use small tools is important. Most are hired by telephone and cable TV companies.
<b>Telemarketer:</b> solicits orders for merchandise or services over telephone. Calls prospective customers to explain type of service or merchandise offered. Quotes prices and tries to persuade customer to buy, using prepared sales talk.	US: Much faster than average Region: Much faster than average US: <b>\$21,100/yr</b>	Business Technologies	BAS WRS	Buyer, Sales Representative, Securities, Commodities, and Financial Services Representative, Travel Agent	Post-secondary training may improve chances for advancement into managerial positions. Must have an interest in people and enjoy sales work. Many telemarketers are working part-time.

1. Occupation Description	2. Employment Outlook/Income	3. Suggested Program of Study	4. Program Cluster	5. Related Occupations	6. Hiring Practices
<p><b>Tool and Die Maker:</b> makes and repairs custom-made tools, dies, jugs, fixtures, or gauges. Studies blueprints, computes dimensions, and plans layout when fitting and assembling work pieces. Sets up and operates tools to machine parts to specifications.</p>	<p>US: Decline Region: Decline US: <b>\$39,770/yr</b></p>	Engineering/ Industrial Technologies	MFG	Instrument Maker, Locksmith, Machine Tool Operator, Machinist, Tool Programmer	Those hired are apprenticed or are trained on the job. This occupation is physically strenuous. Persons must follow strict safety requirements because of potential danger of machines.
<p><b>Travel Agent:</b> plans itineraries and arranges accommodations and other travel services for customers. May plan and sell package tours. Computes costs, makes hotel reservations, and obtains and collects payments.</p>	<p>US: Average Region: Faster than average US: <b>\$24,660/yr</b></p>	Business Technologies	HOSP	Cruise Director, Rental Car Agent, Reservation Agent, Tour Guide, Travel Counselor	Employers prefer vocational training and experience. Computer skills are essential. Pleasant manner and sales ability are necessary. Hired by travel agents, airlines, or are self-employed.
<p><b>Truck Driver:</b> operates trucks, tractor-trailers, and similar vehicles powered by gasoline or diesel engines. Travels short or long distances to transport goods and materials.</p>	<p>US: Average Region: Average US: <b>\$23,530- \$31,900/yr</b></p>	Engineering/ Industrial Technologies	LTDS	Ambulance Driver, Bus Driver, Chauffeur, Taxi Driver	Employers prefer high school graduates. Ability to judge distances accurately, to operate vehicles safely and efficiently, and to prepare delivery forms and other driving records is essential. Must be able to work with little supervision. Must be licensed.
<p><b>Veterinarian:</b> diagnoses, treats, controls, and prevents animal disorders and disease. Advises clients on feeding, breeding, and care of animals. Operates animal hospitals or clinics. Performs obstetrical services, surgery, and autopsies.</p>	<p>US: Faster than average Region: Faster than average US: <b>\$66,060/yr</b></p>	Natural Resources, Health and Human Services	ANR	Chiropractor, Dentist, Optometrist, Osteopathic Physician, Physician, Podiatrist	Two years of pre-veterinary study and a four-year professional degree are essential. May choose to work with small animals (cats, dogs, etc.) or large animals (cows, horses, pigs, etc.) High aptitude in science and math. License is required.
<p><b>Veterinary Technician and Technologist:</b> performs medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. Prepares vaccines and serums for prevention of diseases. Prepares tissue samples, takes blood, and executes laboratory tests such as urinalysis and blood counts. Cleans and sterilizes instruments and maintains equipment and machines.</p>	<p>US: Average Region: Average US: <b>\$21,430/yr</b></p>	Health and Human Services	ANR	Medical Assistant, Medical Technologist, Physical Therapist, Registered Nurse, Surgical Technician	Certified veterinary technicians must graduate from a two- or four-year technology program. Veterinary technicians work in veterinary clinics, zoos, research clinics, colleges, and private businesses such as pet stores and boarding and grooming facilities.
<p><b>Waiter and Waitress:</b> greets customers. Takes orders and serves food and drinks to patrons in restaurants, hotels, and lounges. May set tables and prepare dining room. May receive tips in addition to salary.</p>	<p>US: Average Region: Faster than average US: <b>\$13,430/yr + tips</b></p>	Health and Human Services	HOSP	Bellhop, Butler, Counter Worker, Flight Attendant, Host and Hostess	Most learn their skills on the job. Many are students working part-time. This occupation has a high turnover. Must be at least 21 if alcoholic beverages are served.
<p><b>Water and Wastewater Treatment Plant Operator:</b> operates equipment to purify and clarify water for human consumption. Wastewater treatment plant operator removes harmful pollutants from domestic and industrial wastewater so it is safe to return to the environment. Operates pumps, pipes, and valves. Dumps specified amount of chemicals into water and starts agitators to mix. Cleans tanks. Tests water samples. Reads gauges and meters. Keeps records.</p>	<p>US: Average Region: Average US: <b>\$31,350/yr</b></p>	Engineering/ Industrial Technologies, Natural Resources	ANR SRETS	Boiler Operator, Power Plant Operator, Stationary Engineer, Turbine Operator	Needs mechanical aptitude and basic math skills. Many are trained on the job; however, formal training may increase job opportunities. Must be agile, since climbing and ease of movement is necessary. Hired by local government or chemical manufacturing companies.
<p><b>Welder and Cutter:</b> joins, cuts, and prepares surface metal parts or structures. Uses welding, brazing, soldering, lead-burning, or flame-cutting techniques. Sets up and operates machines that join, bond, or cut metal.</p>	<p>US: Slower than average Region: Slower than average US: <b>\$27,870/yr</b></p>	Engineering/ Industrial Technologies	CT	Blacksmith, Machine Tool Operator, Machinist, Maintenance Mechanic, Sheet Metal Worker	Training can be done informally on the job, through apprenticeships, or formal training at secondary and post-secondary vocational technical schools. Employers prefer skilled welders.
<p><b>Writer and Editor:</b> originates and prepares written material such as scripts, stories, news items, advertisements, and other materials. Coordinates, edits, and analyzes prepared written material.</p>	<p>US: Faster than average Region: Faster than average US: <b>\$45,500/yr</b></p>	Arts and Humanities	ACS	Announcer, Correspondent, Newspaper Reporter, Public Relations Worker, Radio and Television Announcers	A college degree is required by most employers. Major field of study is dependent on employer, ranging from journalism, advertising, or liberal arts. Hired by newspapers, magazines, radio, and television stations.

# Programs of Study



Engineering/Industrial Technologies				
Subject	9th	10th	11th	12th
<b>Math</b>	Algebra I	Geometry or Applied Math	Algebra II	Probability & Statistics or Math Elective
<b>English</b>	English I	English II	English III or Speech or Applied Communication	English IV or Speech
<b>Science</b>	Principles of Technology Physical Science	Biology Applied Biology/ Chemistry	Science Elective	Science Elective
<b>Social Sciences/Humanities</b>	As required			
<b>Physical Education</b>	As required			
<b>Technical Core</b>	Technology Education I	Technology Education II	Recommended Elective: Computer-Assisted Drafting	
<b>Technical Specialty</b>	See specific technology program area curriculum in:			
	Agricultural Mechanics Auto Collision Automotive Technology Construction Diesel Drafting Electronics Engineering		Lineworker Precision Machining Printing Recreational Small Engines Welding  Recommended Electives: Entrepreneurship Cooperative Education	

Business Technologies				
Subject	9th	10th	11th	12th
<b>Math</b>	Algebra I, Algebra II, Probability & Statistics, and Math Elective or Applied Math I, Algebra II, and Probability & Statistics			
<b>English</b>	English I	English II	English III or Applied Communication	English IV or Speech or Applied Communication
<b>Science</b>	As required			
<b>Social Sciences/Humanities</b>	As required		Psychology or Sociology	Government and Economics
<b>Technical Core</b>	Keyboarding	Business Computer Applications II		
<b>Technical Specialty: Accounting Careers</b>	Accounting I & II Business Computer Applications III & IV		Recommended Electives: Accounting III & IV Business Law Entrepreneurship Cooperative Education	
<b>Technical Specialty: Administrative Support Careers</b>	Accounting I & II Business Computer Applications III & IV Administrative Office Procedures		Recommended Elective: Cooperative Education	
<b>Technical Specialty: Information Careers</b>	Accounting I & II Desktop Publishing Administrative Procedures Business Computer Applications III & IV		Recommended Elective: Cooperative Education	
<b>Technical Specialty: Marketing &amp; Management Careers</b>	Recommended Elective: Introduction to Marketing		Marketing Education I: Marketing Marketing Education II: Retailing Marketing Education III: Merchandising Marketing Education IV: Management Recommended Electives: Entrepreneurship Cooperative Education	



Arts and Humanities				
Subject	9th	10th	11th	12th
<b>Math</b>	Applied Math, Algebra I, Algebra II, Geometry, and Math Elective			
<b>English</b>	English I	English II	English III or Speech or Applied Communication	English IV or Debate or Applied Communication
<b>Science</b>	As Required			
<b>Social Sciences/Humanities</b>	As Required			Psychology or Sociology
<b>Physical Education</b>	As Required			
<b>Technical Core</b>	Key-boarding	Business Computer Applications		
<b>Technical Specialty</b>	Commercial Art Graphic Arts Design Drafting Art Ceramics  Family & Consumer Sciences including, but not limited to: Housing/Home Furnishing Clothing Design Foods & Nutrition Occupational Family & Consumer Sciences Fashion Design & Merchandising Home/Interior Design  Photography Television Production Play Production		Band Chorus Dance Music Theory & Composition  Desktop Publishing Journalism Multi-Media Communication  World Literature Foreign Languages  Marketing Education I, II, III, IV Entrepreneurship Cooperative Education or Mentorship	



Natural Resources				
Subject	9th	10th	11th	12th
<b>Math</b>	Algebra I	Algebra II	Geometry or Applied Math I	Math Elective
<b>English</b>	English I	English II	English III or Applied Communication	English IV or Applied Communication
<b>Science</b>	Physical Science	Biology, Chemistry, Principles of Technology, Applied Biology/Chemistry, Advanced Biology, or Physics (minimum four units in Science)		
<b>Social Sciences/Humanities</b>	As required			Government and Economics
<b>Physical Education</b>	As required			
<b>Technical Core</b>	Key-boarding	Business Computer Applications II		
<b>Technical Specialty</b>	Agri-Science Technology Introduction to Agriculture Education Agricultural Sales and Service Agribusiness Advanced Agriculture		Recommended Electives: Ecology Horticulture Aviation/Aerospace Science Cooperative Education Entrepreneurship	

Health and Human Services				
Subject	9th	10th	11th	12th
<b>Math</b>	Algebra I	Algebra II	Geometry	Probability & Statistics or Math Elective
<b>English</b>	English I	English II	English III or Applied Communication	English IV or Applied Communication
<b>Science</b>	Physical Science	Biology or Chemistry	Chemistry or Applied Biology/Chemistry	Anatomy or Advanced Biology or Physics
<b>Social Sciences/Humanities</b>	As required		Psychology or Sociology	Government and Economics
<b>Physical Education</b>	As required			
<b>Technical Core</b>	Key-boarding	Business Computer Applications II		
<b>Technical Specialty</b>	Health Careers I Health Careers II Recommended Electives: Cooperative Education Weight Management Aerobics Strength Training/Conditioning		Family & Consumer Sciences, including but not limited to: Child Development Child Care Consumer Education Parent Education Foods and Nutrition	

## You and High School...

**Career Planning** begins with **Education Planning**. Every spring, thousands of students make very important career choices when they register for the next year's classes. Many times, these choices are made without much thought for the future. Poor education planning can be compared to a stream of water flowing down a hill, following the path of least resistance. If you only follow the path of least resistance, the minimum number of classes, you may be shutting many doors to a successful future. Like the little stream flowing downhill, flowing through high school can be disastrous. High school **MUST** be viewed as a critical phase that determines your career future.

You must pick classes as if your livelihood depends upon it—because it does. Each time you do not take a subject, you close a door to a career opportunity. Your high school courses provide the education foundation upon which you build your occupation choices.

Do some serious planning. Prepare your career goals and select the high school courses that will enable you to reach these goals.

When choosing your high school courses, keep the following in mind:

**Take as many classes as possible.** The more education experiences you have, the more opportunities you'll have.

**Have a career goal in mind.** Plan what classes you need and when you need to take them.

**Join clubs, organizations, and youth groups.** This is where students learn the leadership skills necessary for their working world success.

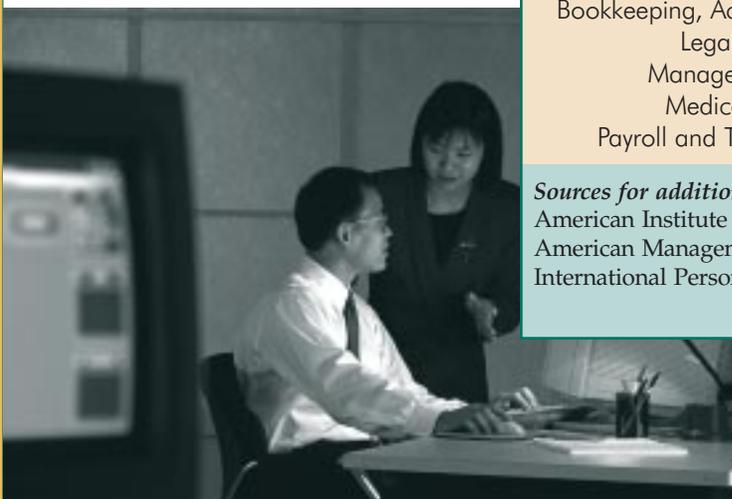
**Try your best in all classes.** Effort is as important as grades for success.

# Prepare Yourself — Get an Education

Employers are usually not interested in people who present themselves as wanting and able to do any job.

They are interested in hiring people who can relate their specific skills to specific occupations. Listed here are program clusters, which can help you choose occupations that require similar interests and abilities. If you apply for jobs within one of these clusters, you will be better able to market yourself and save yourself time and rejections in your job search.

These examples were picked because over 85 percent of all U.S. workers are employed in one of these jobs, but many other jobs exist for each cluster.



## ACS ARTS AND COMMUNICATIONS SERVICES

Arts and Communications Services includes jobs ranging from major theatrical productions to reporting the news. People with artistic interest enjoy work where they can apply their creative talent. Work in this cluster is divided into two basic areas: Creative Arts and Performing Arts.

Actor/Actress	Musician
Camera Operator	Newscaster
Commercial Artist	Photographer
Dancer/Choreographer	Public Relations Specialist
Designer	Radio & TV Announcer
Film Designer	Reporter
Industrial Designer	Technical Writer
Landscape Architect	Writer/Editor

### Sources for additional information:

National Association of Broadcasters, Career Center: [www.nab.org](http://www.nab.org)

Screen Actors Guild: [www.sag.com](http://www.sag.com)

The National Dance Association: [www.aahperd.org/nda/nda-main.html](http://www.aahperd.org/nda/nda-main.html)

The Newspaper Guild: [www.newguild.org](http://www.newguild.org)

## ANR AGRICULTURE AND NATURAL RESOURCES, INCLUDING MINING

The Agricultural and Natural Resources, including Mining, industry includes career choices for those interested in settings where plants and animals are raised and cared for. Most work in this area is outdoors.

Agronomist	Log Grader and Scaler
Animal Trainer	Mining and Related Manager
Conservation Scientist	Nursery Worker
Farm Manager	Pest Controller
Fishing Boat Captain	Poultry Farmer
Forester	Veterinarian
Laborer, Landscaper, Groundskeeper	Veterinary Assistant

### Sources for additional information:

American Society of Farm Managers and Rural Appraisers: [www.asfmra.org](http://www.asfmra.org)

American Society of Agronomy: [www.agronomy.org](http://www.agronomy.org)

American Veterinary Medical Association: [www.avma.org](http://www.avma.org)

## BAS BUSINESS AND ADMINISTRATIVE SERVICES

People with interest in the many details of a business operation enjoy work in this area. The office setting of their work could be in an industry, a bank, or a doctor's or lawyer's office. The business machines operation portion of the cluster includes workers who use machines to record or process data and those who do general office tasks. The communication of ideas/information portion of the cluster includes administrative detail, oral communications, and records processing.

Administrative Services Manager	Personnel Clerk
Bill and Account Collector	Receptionist
Bookkeeping, Accounting, Audit Clerk	Securities Clerk
Legal Secretary	Statistical Clerk
Management Analyst	Switchboard Operator
Medical Secretary	Title Examiner
Payroll and Timekeeping Clerk	Typist/Word Processor

### Sources for additional information:

American Institute of Certified Public Accountants: [www.aicpa.org](http://www.aicpa.org)

American Management Association: [www.amanet.org](http://www.amanet.org)

International Personnel Management Association: [www.ipma-hr.org](http://www.ipma-hr.org)

## CT CONSTRUCTION TECHNOLOGY

Careers in the Construction Technology cluster can range from the design of structures to the interpretation of plans, to the actual construction. The construction occupations come under three categories: general building, heavy construction, and special trade contractors.

Architect	Insulation Worker
Bricklayer	Painter
Carpenter	Plasterer
Carpet Layer	Plumber
Construction and Building Inspectors	Roofer
Drywall Installer	Sheet-Metal Worker
Electrician	Welder

### Sources for additional information:

Associated Builders and Contractors: [www.abc.org](http://www.abc.org)  
National Association of Home Builders: [www.nahb.com](http://www.nahb.com)

## ETS EDUCATION AND TRAINING SERVICES

The careers in this cluster include workers who do general and special teaching and library work. Some may provide vocational training. Work environments include classrooms, offices, and on-site training (e.g. automotive shops, construction sites, or libraries).

Adult Education Teacher	Librarian
College and University Teacher	Library Assistant
Counselor	Mathematics Teacher
County Agricultural Agent	Media Specialist, School Library
Elementary Teacher	Physical Education Instructor
English Teacher	Teacher Aide
Home Economist	Vocational Education Teacher

### Sources for additional information:

American Federation of Teachers: [www.aft.org](http://www.aft.org)  
National Education Association: [www.nea.org](http://www.nea.org)

## FS FINANCIAL SERVICES

Careers in the Financial Services industry are mostly found in insurance, investment firms, and banking. Financial work requires math skills and the ability to deal with the public. The work environment for most of these occupations is in an office setting.

Accountant	Insurance Adjuster
Auditor	Loan Officer
Budget Officer	Market Research Analyst
Controller	Revenue Agent
Credit Analyst	Securities Sales Agent
Credit Authorizer	Stock Broker
Financial Manager	Underwriter

### Source for additional information:

American Bankers Association: [www.aba.com](http://www.aba.com)  
Insurance Information Institute: [www.iii.org](http://www.iii.org)  
Securities Industry Association: [www.sia.com](http://www.sia.com)

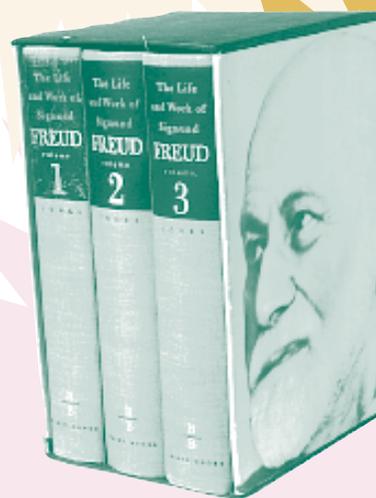
## HEALTH HEALTH SERVICES

The occupations in this cluster include nurses, doctors, therapists, and support staff. Almost half of the employment is found in hospitals, and more than one-third are either in nursing and personal care facilities or physician offices.

Clinical Laboratory Technologist	Nurse
Dental Hygienist	Occupational Therapist
Dentist	Pharmacist
Dietitian	Physical Therapist
EEG Technologist	Physician
Home Health Aide	Physician Assistant
Medical Record Technician	Radiologic Technician

### Sources for additional information:

American Dental Association: [www.ada.org](http://www.ada.org)  
American Dietetic Association: [www.eatright.org](http://www.eatright.org)  
American Medical Association: [www.ama-assn.org](http://www.ama-assn.org)



# Prepare Yourself—Get an Education

## HOSP HOSPITALITY SERVICES

Hospitality Services involve doing things for others to make them feel at ease and enjoy themselves. Workers may plan and direct social events or serve as escorts or guides. They also may be concerned with the safety and needs of people who are traveling or on vacation. Many of the jobs are seasonal or part-time.

Baggage Porter	Housekeeper
Bartender	Leisure and Entertainment Manager
Chef	Lodging Manager
Desk Clerk	Maid
Fast Food Cook	Recreation Aide
Flight Attendant	Travel Agent
Food Service Manager	Waiter/Waitress

### Sources for additional information:

American Society of Travel Agents, Education Department: [www.astanet.com](http://www.astanet.com)  
National Restaurant Association/Educational Foundation: [www.edfound.org](http://www.edfound.org)



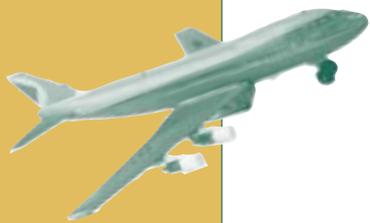
## IT INFORMATION TECHNOLOGY

Occupations in this cluster are computer technology centered, including programming, designing hardware and software, database administration, and repairing computers. Most of the jobs are for computer system analyst engineers and computer programmers. A majority of the work is done in an office setting; however, because of available technology, work can be done from remote locations using modems, e-mail, the Internet, and fax machines.

Computer Hardware Engineer	Data Entry Keyers
Computer Programmer	Database Administrator
Computer Programmer Aide	Geographic IS Specialist
Computer Scientist	Network Administrator
Computer Software Engineer	Numerical Control Programmer
Computer Support Specialist	Systems Analyst
Computer Systems Analyst	Systems Architect

### Source for additional information:

Association of Information Technology Professionals: [www.aitp.org](http://www.aitp.org)



## LTD LOGISTICS, TRANSPORTATION, AND DISTRIBUTION SERVICES

Workers in this cluster ship goods or people via land, air, or sea. Land transportation is largely trucking, which links manufacturers and consumers. Air transportation includes the major airlines and commuting and sightseeing airline companies. Water transportation involves both cargo and passenger lines.

Able Body Seaman	Flight Engineer
Aircraft Mechanic	Locomotive Engineer
Automotive Body Repairer	Marine Machinery Mechanic
Automotive Mechanic	Motorcycle Repairer
Bus Driver	Ship Captain
Bus, Truck, & Diesel Mechanic	Truck Driver
Farm Equipment Mechanic	Warehouse Manager

### Sources for additional information:

American Trucking Association: [www.truckline.com](http://www.truckline.com)  
Federal Aviation Administration: [www.faa.gov](http://www.faa.gov)

## HS HUMAN SERVICES

People with an interest in helping others with personal problems enjoy work in which caring for others is important. They may organize and lead group activities, assist clients in need of counseling or crisis intervention, or manage assistance programs. Almost half of the Human Services workers are employed in private agencies offering services such as crisis intervention, counseling, and adult care.

Caseworker	Parole Officer
Child Care Worker	Psychologist
Clergy	Psychotherapist
Counselor	Residential Counselor
Director, Religious Activities/Educ.	Social Worker
Employment Specialist	Substance Abuse Specialist
Human Services Worker	Vocational Rehabilitation Counselor

### Sources for additional information:

National Association for Home Care: [www.nahc.org](http://www.nahc.org)  
National Association of Social Workers: [www.socialworkers.org](http://www.socialworkers.org)



## LPS LEGAL AND PROTECTIVE SERVICES

The people working in this cluster are interested in protecting people and property. Some jobs involve working under pressure or in the face of danger. Workers must be able to talk and deal with all kinds of people. A large portion of the people working in this area are required to wear uniforms, and their work hours are irregular, often including nights and weekends.

Attorney	Lawyer
Corrections Officer	Paralegal
Dispatcher, Police, Fire/Ambulance	Paramedic
Firefighter	Police Detective
Fish and Game Warden	Police Patrol Officer
Judge	Private Investigator
Law Clerk	Sheriff

### Sources for additional information:

American Bar Association: [www.abanet.org](http://www.abanet.org)  
Law School Admission Council: [www.lsac.org](http://www.lsac.org)  
The American Jail Association: [www.corrections.com](http://www.corrections.com)  
The International Association of Correctional Officers: [www.acsp.uic.edu/iaco](http://www.acsp.uic.edu/iaco)



## MFG MANUFACTURING

Today's manufacturing includes not only the traditional industries such as apparel, food processing, steel, and automobiles, but also industries like electronics and aerospace. Many of the traditional industries are changing due to new investment and training to boost productivity. Many of the workers in manufacturing are trained on the job; however, there are numerous occupations that require high technical training and skills.

Automated Process Technician	Machine Tool Cutter
Baker, Manufacturing	Machinist
Bench Carpenter	Manufacturing Engineer
Boilermaker	Medical Appliance Maker
Cabinetmaker	Precision Metal Worker
Camera Operator	Production Engineer
Food Batchmaker	Tool and Die Maker

### Sources for additional information:

American Electronics Association: [www.aeanet.org](http://www.aeanet.org)  
American Iron and Steel Institute: [www.steel.org](http://www.steel.org)

## PAGS Public Administration/Government Services

Careers in Public Administration/Government Services vary greatly. The jobs can range from administrative executives, to professionals, to clerical staff, to such jobs as postmasters and tax examiners. Work conditions can vary, depending on the budget of the governmental unit or locality.

City Manager	Policy/Budget Analyst
Court Clerk	Postal Mail Carrier
Government Chief Executive	Postmaster
Legislator	Recreation and Parks Manager
License Clerk	Tax Examiner
Mail Clerk	Urban Planner
Municipal Clerk	Welfare Eligibility Worker

### Sources for additional information:

International Association of Personnel in Employment Security: [www.iapes.com](http://www.iapes.com)  
National Association of Counties: [www.naco.org](http://www.naco.org)  
National League of Cities: [www.nlc.org](http://www.nlc.org)  
The Council of State Governments: [www.statesnews.org](http://www.statesnews.org)



## SRETS SCIENTIFIC RESEARCH, ENGINEERING, AND TECHNICAL SERVICES

People in scientific research are involved in doing research on living and nonliving things. Engineers use science and math to solve problems in construction, manufacturing, and other industries. Both scientists and engineers spend time in offices, but may also do extensive field work.

Actuary	Drafter
Aeronautical Engineer	Economist
Biologist	Electrical Engineer
Biomedical Engineer	Electronics Engineer
Broadcast Technician	Geologist
Chemical Engineer	Physicist
Civil Engineer	Surveying/Mapping Scientist

### Sources for additional information:

American Geological Institute: [www.agiweb.org](http://www.agiweb.org)  
Engineering Information: [www.engineinfo.com](http://www.engineinfo.com)  
Marine Technology Society: [www.mtsociety.org](http://www.mtsociety.org)



## WRS WHOLESALE/RETAIL SALES

Sales is an excellent opportunity for people with an interest in persuading others to a point of view. Workers explain, demonstrate, and sell products or services. Wholesalers sell their goods to businesses, institutions, and governments, while retailers sell products and services directly to the users. People in sales may work in a variety of settings—stores, homes, offices, sales routes, or door-to-door. Long shifts are typical and unusual hours are common.

Advertising Sales Agent	Marketing Manager
Bread and Pastry Baker	Public Relations Manager
Cashier	Real Estate Broker
Funeral Director	Retail Sales Person
Manufacturer Representative	Telemarketer

### Sources for additional information:

American Association of Advertising Agencies: [www.aaaa.org](http://www.aaaa.org)  
Industrial Distribution Association: [www.ida-assoc.org](http://www.ida-assoc.org)  
National Retail Federation: [www.nrf.com](http://www.nrf.com)  
Sales and Marketing Executives International: [www.smei.org](http://www.smei.org)



# Financial Aid . . .

**WHAT IS FINANCIAL AID?** Money to help meet college expenses.

**WHERE DOES IT COME FROM?** Federal and state governments, banks, the schools themselves, private donors, or other resources.

**HOW MUCH CAN YOU GET?** Based on your financial need and the kinds of aid available at the school you attend.

**WHAT TYPES ARE THERE?**

**Grants:** Do not require repayment.

**Loans:** Typically repaid after you leave school at much lower interest rates than regular bank loans. Sometimes repaid through service.

**Scholarships:** Generally on the basis of achievement.

**Work Study:** Money to create jobs for students, usually on campus.

**Private Aid Programs:** Aid offered by private organizations.

**Special Aid Programs:** Aid for special groups of students.

**Aid for Military Personnel:** Financial aid opportunities that come with joining military.

## Financial Aid Programs

Financial aid comes in the form of grants, loans, and employment aid. Both full-time and part-time students are eligible for most financial aid; however, part-time students receive proportionally smaller amounts.

Some scholarships are not based on financial need. Those scholarships go to students who do well academically or who meet other criteria such as religious affiliation, specific hobbies, specific interests, artistic ability, athletic ability, or career plans. These scholarships are available from groups such as businesses, unions, service organizations, community groups, and post-secondary institutions. Contact your high school counselor and the campus financial aid office for more information about scholarships.

## Financial Aid Planning Calendar

### SEPTEMBER

Make a final list of the schools that you are interested in attending. Review the financial aid and admissions filing deadlines for each school. Start investigating federal, state, institutional, and local financial aid opportunities. Information on federal programs and state-based financial aid is available from your high school guidance counselor.

### OCTOBER/NOVEMBER

Apply for independent scholarships and private grant programs. Your high school guidance counselor, local public library, and civic and professional organizations can provide information. Information is also available on the World Wide Web in the places such as Peterson's Education Center, <http://www.petersons.com> and College View, <http://www.collegeview.com>.

### JANUARY

File the need analysis form required by your prospective college(s) as soon as possible. Financial aid deadlines vary for different schools and can differ from admissions deadlines. File for financial aid in time to meet each school's deadline. To avoid delays, make sure all forms are filled out correctly. A financial aid officer can answer any questions you might have.

### MARCH

Receive an acknowledgment of the need analysis report for each financial aid form filed. The acknowledgment contains all information that is provided to the school, including your Estimated Family Contribution (EFC) and a Student Aid Report (SAR) indicating your eligibility for a Pell Grant. The Pell Grant is a federal grant to help



undergraduate students who demonstrate extreme financial need. Students must be enrolled at least half-time at eligible colleges and proprietary or vocational institutions.

Review the acknowledgment, make any necessary changes, and return the corrected form to the processor.

If no corrections are necessary, send a signed copy of the SAR, along with documentation for any state or private scholarships that you've been awarded, to the school's financial aid office.

### MAY/JUNE

Receive an award letter from your school's financial aid administrator. Although your school will attempt to meet all of your family's financial needs, you may not receive the total amount of aid for which you were determined eligible.

The responsibility for financing post-secondary education rests primarily with you and your family. If you are not eligible for federally sponsored loan programs and must borrow money to meet the cost of your education, investigate credit-based loan products available through your bank or credit union.

## Financial Aid for College via Service to America

AmeriCorps is a national initiative that involves people of all ages and backgrounds in strengthening America's communities through service. Currently, over 20,000 AmeriCorps members serve full- or part-time in more than 350 AmeriCorps programs nationwide. In exchange for service, members receive education awards. AmeriCorps members focus their service on the environment, education, public safety, unmet human needs, and disaster relief assistance.

AmeriCorps members receive a modest living allowance and health coverage. After completing a year of service (from 10 to 12 months), they receive an education voucher worth \$4,725, which can be used to cover future costs of college or vocational school or to pay back student loans. AmeriCorps members must be citizens or permanent residents of the U.S. and at least 17 years of age. For more information call 1-800-942-2677 or visit their Web site at [www.AmeriCorps.org](http://www.AmeriCorps.org).



# Defining Work



Just about anybody can rattle off a bunch of descriptions about work. Work is this. Work is that. Work is important. Work is boring. But while work frequently gets described, it rarely gets defined. So what exactly is work? What makes what people do at work different from all the other things they do during the day?

One way to define "work" would be *human efforts to alter the natural world in order to meet people's needs*. In many respects, work distinguishes us from other species. Unlike animals, we have the ability to deliberately and consciously act upon the existing world and re-work it into something new. How would YOU define work?

**Some people argue that, where work and life are concerned, one ends when the other begins.** But, actually, you are working long before you will ever work at a job. In fact, you are working all the time. After all, learning is work.

Sustaining friendships and relationships is work. (Breaking them off can be work, too.) Caring for others is work. Resisting peer pressure is work. Sure, the workplace has a specific set of expectations and obligations—your employer needs people capable of making sure that the company continues to turn a profit and fulfills its organizational mission—but work is not separate from life.

**We are often so caught up in getting by day by day that we forget that our lives and the things we do with them will become a part of history.** It may seem as if we are just spectators, but our work—whether it's intellectual, physical, artistic, or however you choose to label it—contributes to producing and reproducing society. Taken together, the actions of the members of a society create that society—they build its homes, repair its bridges, program its software, teach its

children, answer its phones, write its stories, and dream about its tomorrows.

**So it's not a question of whether you influence the world: you DO**—as students; as workers; as members of various communities; and as individuals with unique abilities, insights, and imaginations. Nevertheless, as important as understanding the world of work is, the goal is not simply to understand the world, but to change it.

**As a rising generation of workers, your actions and efforts will produce a particular future.** What will be the features of that future: diversity or conformity; environmental degradation or environmental preservation; urban blight or urban revival; racial harmony or racial polarization; widespread prosperity or widespread poverty; more opportunities or more obstacles to achievement?



## Why is Education Important?

We often hear the advice to “stay in school.” Today, that advice is more important than ever.

More education equals more pay and less chance of unemployment.

Earnings go up with every year of school completed and get an extra boost when a degree program is completed.

Education pays off because better-educated workers learn tasks more easily and are usually more organized.

Remember that differences in earnings can occur within academic disciplines and that the education you receive will make a definite difference in your earning capacity.

### Education Attainment

Annual Average Earnings (U.S.)   Unemployment Rate 2001 (U.S.)

**Not a high school graduate**  
\$20,220   7.3%

**High school only**  
\$27,128   4.2%

**Some college, including vocational/technical**  
\$32,177   3.5%

**Associate's degree**  
\$35,099   2.9%

**Bachelor's degree or higher**  
\$48,155   2.3%

Source: U.S. Department of Commerce, Bureau of Census. *Current Population Surveys* (various years) and *Digest of Education Statistics 2000*.



# Training After High School

After graduating from high school, an individual can enter the job market immediately or may want to consider some alternatives which can help make the transition from school to work easier. Remember, the more training a person receives to build skills, the more competitive that person will be in the open job market.

## Apprenticeship Training

Apprenticeship is the oldest form of crafts training in the Western world. Many years ago in Europe, young people were assigned to master craftsmen for a specific number of years to learn a particular trade.

Today men and women apprentices are trained on the job in more than 800 different apprenticeship occupations. These special trainees are paid salaries that increase on a regular basis throughout the training period. In addition to on-the-job training, the apprentice attends classes one or two nights a week for the duration of the apprenticeship.

At the end of the training period, the apprentice receives a certificate as a journey worker in the trade. This certification is recognized throughout the United States.

For area information about apprenticeship training, call:

District of Columbia	202-724-7246
Maryland	410-962-2676
North Carolina	919-790-2801
Virginia	804-786-2381
West Virginia	304-347-5794

## Tech-Prep Programs

Tech-prep programs may mean great opportunities in good paying, high-tech jobs with unlimited possibilities, in areas such as engineering design technology, information processing, electronics/electromechanical technology, automated manufacturing, aviation technology/pilot training, or hotel/motel marketing. These are but a few of the exciting possibilities in new programs that combine two years of high school education with two years at the community college level into one integrated program leading to highly specialized technology training. Other programs, such as law enforcement and nursing, have been expanded to include an additional two years at a senior college, leading to a four-year or baccalaureate degree. Often because the curriculum is very carefully designed and because of advanced placement possibilities, the entire program can be completed in less than four years, leading to early graduation and thus early employment. Think of tech-prep as an escalator, moving from one level to another with no breaks in the action, and the only way is up!

For area information about tech-prep programs, call:

District of Columbia	202-442-5069
Maryland	410-767-0168
North Carolina	919-733-7054
Virginia	877-267-8227
West Virginia	304-558-2411

## Job Corps

Job Corps trains the whole person. Once admitted to the program, an individual will receive training at a selected Job Corps center. All students receive integrated academic, vocational, and social skills training. Advanced training is also possible. In addition to training that helps individuals get good entry-level jobs, Job Corps offers a variety of other benefits to keep trainees healthy and motivated, while providing resources to make their transition into the workplace easier.

To be eligible to join the Job Corps, you must be between the ages of 16 and 24, have a low family income, and be in need of training to obtain a job.

In the Job Corps, individuals actually get paid while they learn. The Job Corps offers these benefits:

- Cash spending allowance of up to \$100
- Free medical and dental care
- Clothing allowance of more than \$300 per year
- No charge for books, uniforms, and tools
- Up to \$2,400 for graduates to start out in their new job
- Free housing and meals
- Social activities and recreation
- Free transportation
- Money to send home for child care
- Job placement assistance

National Web site: [www.jobcorps.org](http://www.jobcorps.org)

For area information about Job Corps, call:

District of Columbia	202-574-5000
Maryland	800-962-2676
North Carolina	919-790-2801
Virginia	800-624-9191
West Virginia	304-344-4041

# Private Career Education

Private career institutions comprise the largest career training segment in the United States, accounting for over 50 percent of all post-secondary occupational/technical training. These schools have experienced a significant increase of enrollments in the past decade, due to major shifts in the economy and employment market. Private career schools were established in the 1800s, when independent schools responded to the increasing demand for skilled workers in factories and offices. Almost two centuries later, they are continuing the tradition of providing career education for today's changing employment needs.

Private career institutions produce the vast majority of computer technology graduates and electronics technicians in Virginia. Statewide, 69 percent of all electronics technicians and 86 percent of all computer technicians come from private career schools.

Accredited private career institutions report that 78 percent of their graduates are placed in a job within six months of graduation. Over 90 percent of these students find employment in a field directly related to their training.

Private career schools are successful because they offer short-term, intensive, practical education. This approach enables students to prepare quickly for entry-level employment. Classes are small, student-centered, and involve hands-on experience with business and technical equipment. Students attending private career schools have the opportunity to complete relevant career training programs and enter the employment market quickly.

For area information, call:

Maryland Association of Private Career Schools 410-974-4473

Virginia Career Colleges Association 804-346-2783

## Try On an Occupation

**H**ow can you find out more about a career that interests you? Try it on! Think about a career that interests you. Determine which suggestions below may best prepare you to sample a career. Talk with your family as well as your guidance counselor and teachers about your interests. They may be able to help you identify the best try-on option for you.

### Community Programs

Organizations such as 4-H Clubs, the YMCA, and the YWCA offer classes in, training for, and exposure to a variety of careers and hobbies. You may find that the hobby you explore in a YMCA class excites you enough to consider a related career.

### Cooperative Education Programs

Your school may have a work-study program that allows you to go to school in the morning and then go to a job in the afternoon. You are usually paid for your work on the job.

### Entrepreneurship

Students across the nation are discovering the responsibility and freedom of being entrepreneurs—individuals who assume the risks and rewards of a business enterprise.

### Internships

You will “earn while you learn” in an internship. For the most part, internships are offered to college students; however, some organizations offer internships to high school students to encourage them to consider careers in fields such as science and math.

### Networking

Establishing a network of friends and family members who know your career ambitions and are willing to keep an eye out for you is one of the best ways people learn about job opportunities.

### Occupation Interviews

Make arrangements to interview an individual who holds your dream job. By asking questions, you will obtain some answers which might aid your decision making.

### Part-time Jobs

Students often view part-time jobs as just a way to get pocket money. But a part-time job can help you determine the pluses and minuses of a particular career. Determine what type of career interests you have, and contact appropriate businesses or organizations. They may have a need for part-time help and will appreciate your desire to learn more about their business.

### School Clubs

Joining a school club that focuses on your career interests puts you in touch with other students with similar interests. Often, the club advisor can arrange for guest speakers, tours, and other career-learning opportunities. Depending on the club, its activities may give you hands-on experience as well.

### School-to-Work

School-to-Work initiatives assist students in moving from high school or college to work by combining classroom instruction with workplace experiences such as mentoring, job shadowing, and internships.

### Shadowing

Shadowing gives you the chance to observe someone on the job. For most of the day, you will watch, listen, ask questions, and learn as the person you are shadowing does his or her job. Shadowing experiences last only a day or two.

### Specialized Summer Camps/Schools

You can learn more about careers in data processing, the fine arts, mathematics, journalism, and other fields by attending specialized summer camps. Your day will be spent in classes, defining your skills, and learning more about your area of interest.

### Temporary Help Firms

A temporary help firm will test your skills and attempt to refer you to suitable short-term or temporary assignments. You can find out how much you enjoy using your secretarial, word processing, data processing, and other skills while getting paid. You will also get the insider's view of companies and organizations in your area.

### Volunteer Work

Volunteering your time to an organization allows you to learn more about a job while gaining some experience. Religious and political groups, community service organizations, charities, schools, hospitals, child care, and senior centers often need enthusiastic volunteers willing to give their time in exchange for work experience.

# Additional Training

## On-the-Job

Go to work for a company or business that offers training on-the-job. Ask about their programs for ongoing employee training.

## Community College

Considering possible technical programs? Community colleges offer a variety of vocational and technical programs that lead to certificates, diplomas or associate's degrees. They also offer two-year transfer programs and specialized training for industry. There are open admissions, with remedial and pre-tech courses available. Entrance requirements depend on the program.

## Four-Year College

There are many public and private colleges and universities in the Mid-Atlantic region. Information can be obtained from local libraries, school counseling offices, or career centers or by writing directly to the colleges you are considering, as well as checking their Web sites. Entrance requirements are based primarily on high school grades and college test scores.

## Military

Work for Uncle Sam and get training, pay, room and board, and benefits. Ask area military recruiters about the type of training available, qualifications for training, length of time commitment required, and pay and benefits. High school graduation is required.

- ✱ Air Force 800-423-8723
- ✱ Army 800-USA-ARMY
- ✱ Coast Guard 800-NOW-USCG
- ✱ Marines 800-MARINES
- ✱ Navy 800-372-NAVY

## Steps to a Successful Career Plan

You cannot be guaranteed to have success, but following these tips can greatly tip the odds in your favor.

**Define Your Goal:** What do you wish to accomplish? State this goal in general terms. Review the process below so that you know how each step relates to the others.

**Gather Information:** First, know yourself—your strengths, weaknesses, interests, skills, and other characteristics. Second, learn about occupations which appeal to you. Learn what workers in these occupations do; the skills, knowledge, education, and experience required; and the job outlook. Third, determine what education or training is needed for the occupations that interest you.

**List and Evaluate Options:** From your list of occupations, list those that fit your characteristics. For each, list the advantages and disadvantages. How do you feel about each option on the list?

**Select an Option AND an Alternative Option:** Using the analysis in the previous step, select a first-choice occupation, and also a second choice that you can fall back on if necessary.

**Carry Out Your Plan:** If you do not have it already, get the education or training you need. When appropriate, get experience that will prepare you. When you are ready to job hunt, prepare a quality résumé and cover letter and prepare for interviews by practicing alone or with a friend.

**Be Ready to Continue Planning:** Few jobs are permanent enough to last for your working career. Be flexible and ready to move up (or at least move on). Continue developing your skills; work hard to be successful in your job. Always aim to be the best you can!

# Issues to Consider in Career Decision Making

## Education Level

How much education do you have? How much are you willing to get? If your goal is to become a doctor, you will need to plan on at least eight years of college. If you are not willing to go to school that long, maybe you should consider something else.

## Work Site

Do you want to work inside all the time, outside all the time, or a combination of both inside and outside? If you work outside, you will need to be prepared to work in all kinds of weather conditions.

## Physical Demands

How much physical strength is needed to do the job? Sometimes it is necessary to use extra effort. Some jobs would require you to be able to lift items that weigh ten pounds or less and sit most of the time. Other jobs require very heavy physical exertion and handling loads of more than 50 pounds, sometimes even more than 100 pounds, on a regular basis. Be sure you are physically capable of performing the demands of the job.

## Temperament

Temperament is defined as personal qualities that shape one's character or personality. People who find work that suits their temperament are more

likely to be satisfied with that work. For example, if you would rather work by yourself rather than having to deal with other people, you would probably not want to consider nursing as a career.

## Aptitude

Aptitude is a person's ability to learn different skills. Many tests are available to get an accurate measure of your aptitude. You may have taken aptitude tests in school or in the military. You may contact your local employment service office, community college, or university for further information.

## Earnings

Most people want to make a lot of money. However, money is only one of many factors considered in job satisfaction. If you try only for high-paying jobs, you may not be able to find something that suits your interests, abilities, or personality. Understand that sometimes you have to start out at a lower pay level and work your way up.

## Interests

What you like to do has a big impact on job choices. The more your interests match your work, the more satisfied you will be. Sometimes a person is able to turn a hobby or interest into a business or job.

## Future Outlook

Future outlook, a prediction of how many jobs there will be in the future, suggests whether there will be an increase in the demand for trained workers or whether the demand will stay the same or decline.

## Fields of Work

Fields of work represent broad, general areas of work activity. Occupations that involve similar types of work can be found in the same field.

## Hours of Work and Travel

Some jobs require travel or working hours which would affect your lifestyle. If you are not willing to consider working hours other than regular work hours (8 to 5 Monday through Friday), you may want to consider only occupations that conform to these hours.

## Environment

Environmental conditions refer to the physical environment of a work site. If you are unwilling to work in extreme heat, extreme cold, where it is damp or wet, where there is a lot of noise, dust, odors, vibrations, or where there might be risk of injury, you may want to consider occupations where such conditions do not exist.



## Professional Portfolio for the Job Search

The portfolio concept has become the cornerstone for helping people explore the development aspects of learning and career development. Documenting skills, abilities, and achievements through the use of a professional portfolio will help a person be more competitive when conducting a job search.

Portfolios can be collections of materials that help applicants organize their career development plans or samples that can be used to show what they have learned, produced, and accomplished. A portfolio might include samples from:

### *Educational course work taken*

- \* curriculum
- \* transcripts
- \* certificates and diplomas
- \* class papers and projects—what was done and what was learned
- \* letters of recommendation from teachers and professors

### *Clubs or organizations participation*

- \* vocational education clubs, 4-H, Scouts, and other youth groups
- \* civic, community, and church groups
- \* memberships in professional associations
- \* volunteer work done, such as at a hospital
- \* club projects—what was done and what was learned

### *Leisure time achievements*

- \* participation in sports or other competitive events
- \* hobbies or arts and crafts projects

### *Actual work done*

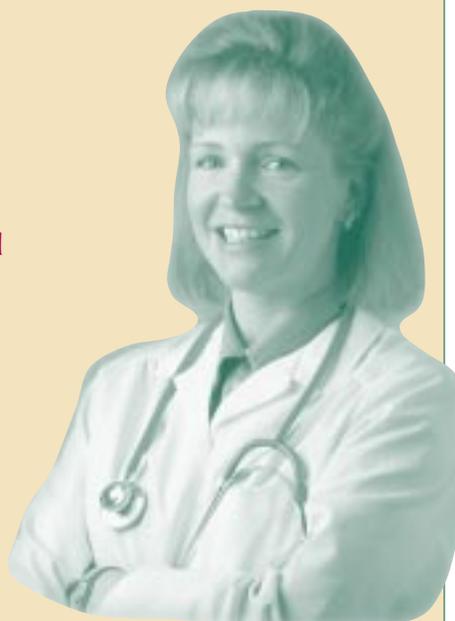
- \* papers written
- \* recording of speeches
- \* pictures of work, such as decorated cakes or flower arrangements
- \* videos of a project, such as re-building an engine

### *Credentials held*

- \* certificates of achievement such as first aid or CPR training
- \* licenses, such as driver's or occupational licenses
- \* certificates from national occupational associations

### *Any honors, awards, or special recognition earned*

- \* merit badges
- \* ribbons and trophies
- \* scholarships



## Disabilities and Employment

The Americans With Disabilities Act (ADA) is a law that requires both business and public facilities to be **handicap accessible**.

Some of the compliance procedures are physical and cost money, while others involve adopting new attitudes toward people with disabilities.

Some disabilities may require special accommodations. You will need to know what your limitations are and how your talents and skills fit with specific jobs. With a little research and effort, you will be on your way to gainful employment.

Get to know the job trends for the future to help determine what kinds of jobs will be available and how your particular disability fits with the future. Consult directories in your library's reference center or career guidance office for information. Check with your state rehabilitative services department. You can also contact the President's Committee on Employment of People With Disabilities, 1331 F Street, NW, 3rd Floor, Washington, D.C., 20004, or phone (toll-free) 1-800-638-6200; the Office of Disability Employment Policy's Job Accommodation Network (JAN) by phone at: 1-800-232-9675 or 526-7234; or visit the Department of Labor's Web site, [www.dol.gov](http://www.dol.gov).

## State Dislocated Worker Contact Numbers and Web Sites:



DC: 202-698-5845  
 TTY: 202-698-4817  
<http://does.ci.washington.dc.us>



MD: 410-767-2803  
 TTY: 1-800-735-2258  
[www.dllr.state.md.us](http://www.dllr.state.md.us)



NC: 919-661-6010  
 TTY: 1-800-735-2962  
[www.ncjoblink.com](http://www.ncjoblink.com)



VA: 804-786-3037  
 TTY: 1-800-828-1120  
[www.vec.state.va.us](http://www.vec.state.va.us)



WV: 1-800-252-5627  
 TTY: 1-304-558-1549  
[www.state.wv.us/bep](http://www.state.wv.us/bep)

# Just Laid Off?

## About to experience a layoff? There's help available . . .

### What services may be available to help get me back to work?

There are three types of services that are potentially available to you at no cost:

- All workers have access to core services through a local One-Stop Career Center. You may have received information about services available at these centers through your Rapid Response team if you were part of a larger layoff. Through the One-Stop Career Centers, you can obtain information on topics such as:
  - unemployment insurance
  - pension benefits
  - job search assistance
  - job referral
  - local area job openings
  - résumé assistance
  - job training
- If the core services do not produce results, you may be eligible for one-on-one assistance, group career workshops, and other services such as:
  - assessment of your skills and abilities
  - résumé writing classes
  - help in planning how to get back to work
  - stress and financial management workshops
  - one-on-one job counseling
- Training services may be available to help you get a good job. If you qualify for help, you will have access to a broad range of training services. Your One-Stop Career Center will have a list of training programs, descriptions, and costs to help guide you in the decision-making process, such as:
  - occupational skills training
  - on-the-job training
  - skills improvement
  - GED preparation
  - English as a Second Language (ESL)
  - math and reading training

Your local One-Stop Career Center can help you identify sources of financial assistance to help pay for training.

Some services for dislocated workers have eligibility requirements. Please check with your state Dislocated Worker Unit or One-Stop Career Center for details.

### Am I a dislocated worker?

You may be a dislocated worker if you have been permanently laid off or you have received a notice of layoff from employment.

Among those whom the dislocated program might serve are:

- \* workers with outdated skills
- \* those who have lost their jobs due to import competition or shift in productions outside this country
- \* farmers who have lost their farms
- \* self-employed individuals who are unemployed as a result of economic conditions in their area
- \* homemakers whose principal job has been homemaking, who have lost their main source of income
- \* workers who have been dislocated by a mass layoff and/or closure

### What is rapid response?

Rapid Response Services provide immediate aid to workers affected by announcements of plant closings and large layoffs. Typically the Rapid Response Services program is designed to respond to layoffs with more than 50 workers. Contact your state Dislocated Worker Unit for more information.

Your state Dislocated Worker Unit can get help to you quickly. For layoffs that meet state criteria, Dislocated Worker offices may send one or more representatives to your work site to coordinate the layoff before it occurs.

### Where can I go for help?

The best place to start is with your local One-Stop Career Center.

You can also contact your state Dislocated Worker Unit for information on specific services in your area, or call:

Toll Free: 1-877-US-2JOBS  
 TTY Number: 1-877-TTY-JOBS  
 or [www.servicelocator.org](http://www.servicelocator.org)

Source: U.S. Department of Labor/  
 Employment and Training Administration

**Out of Work?**

**You've Got Connections**

**Toll Free: 1-877-US-2JOBS**  
**TTY Number: 1-877-TTY-JOBS** or  
[www.servicelocator.org](http://www.servicelocator.org)

**America's Workforce Network Toll-Free Help Line**  
**1-877-US-2JOBS**

The America's Workforce Network (AWN) Toll-Free Help Line was created to help workers find jobs and job training in their community.

Call the AWN Toll-Free Help Line to locate information about services that may be available to you such as:

- Assessment and counseling
- Job search and placement assistance
- Information about local education and training providers
- Access to computers, telephones and fax machines
- Financial planning workshops

So why wait? Get connected to your future now. Calling the AWN Toll-Free Help Line offers you:

- Fast, easy and free service
- Knowledgeable Customer Service Representatives
- Information available in over 140 languages

Hours: 8 am to 8 pm, Monday through Friday

## If I have a criminal record, what should I do?

Even though a criminal conviction seriously changes the lives of all involved, it seldom ends our lives unless we let it. The crisis can be turned into a positive opportunity—if it is viewed as a challenge and confronted with a strong heart.

**What type of job?** A criminal record may limit the type of job a person can look for and the companies to which an individual can apply. Success at finding a job will be strongly influenced by the seriousness of the charge(s), how much time has passed, and the relationship of the charges to the job for which the person is applying. An employer may be reluctant to hire an individual for a job where that individual may have the opportunity to commit the same type of offense again. For example, a person would probably not get a job as a child care worker with a record of sexual abuse, or as a bank teller with a bank fraud conviction. There's no sense in applying for unrealistic careers.

**Honesty.** It's always best to prepare to be honest and direct about a personal history. If a criminal history is disclosed, success will depend on how well a person presents himself and deals with his past. Lying on an application is grounds for an employer to fire an employee. Correctional personnel are often required by law to inform a potential employer of criminal backgrounds of applicants. If a person lies in order to get a job and later the boss finds out, the employee can be fired just because (s)he lied. It's not easy or without risk to disclose a criminal history, but it is better to be honest.

**Trust.** A criminal conviction is a warning sign for employers, and they must decide if an applicant is a good risk. It is up to the applicant to show the employer that (s)he is truly stable and trustworthy. One way to win trust is to develop a network of supporters. Positive activity in the community, such as volunteer work, education growth, and church participation, may also help. An applicant can carry a letter of reference or a list of references but needs to make sure that permission has been obtained from these individuals to give out their names. References may include a parole officer, former employers, and community contacts.

## What if I have a substance abuse problem?

**One positive drug test could ruin career hopes forever.**

It's estimated that the cost of employee drug and alcohol abuse is as high as \$100 billion each year. To fight this alcohol and drug problem, corporate America is taking a strong stand to provide a drug-free workplace. Applicant and employee drug testing, for example, are now standard practices. Many companies have established policies not to hire a person who presents positive test results indicating the use of drugs.

So what does all this mean to a job applicant? As time goes on, chances become greater and greater that applicants will be asked to take a drug test before being hired. Some employers include information about their drug policy on the application form. Others tell applicants in the first interview that drug testing is required. But no one should count on getting a warning. Some employers make no mention of drug testing in advance.

Drug testing should not be taken lightly. A positive test result, or answering "yes" to a question about drug use, may eliminate an applicant for employment. Different companies have different policies. Some may allow retesting if a test result is positive, or be more lenient towards someone who last used drugs over five years ago. But others will reject an applicant on the basis of one positive test.

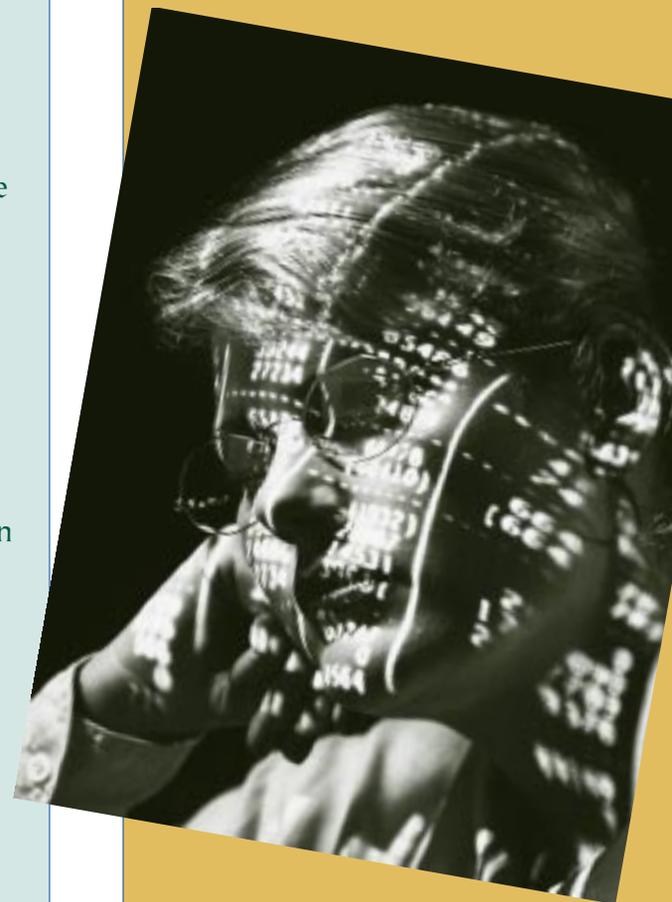
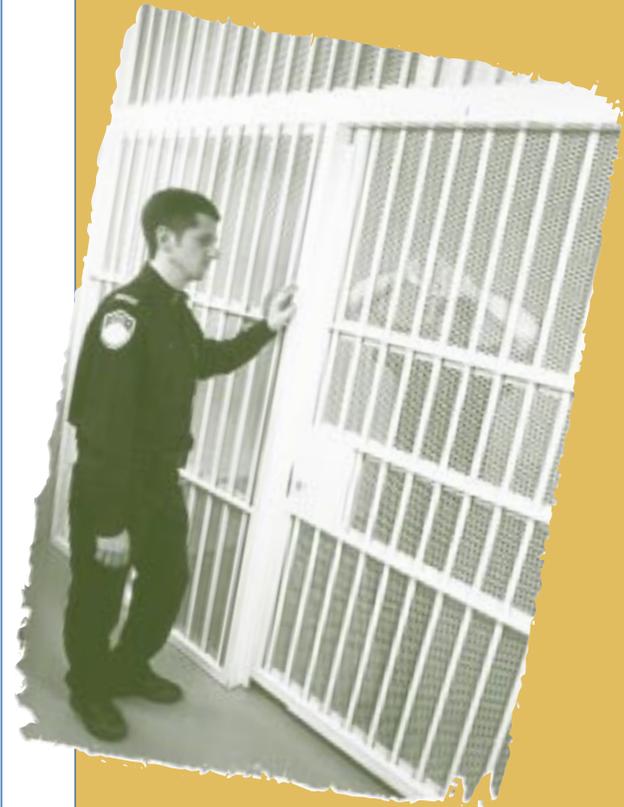
Employers conduct drug screening in various ways: by asking applicants about current and past drug use; by giving pencil-and-paper or polygraph (lie detector) tests; or by medical tests of urine, blood, or hair samples. The most commonly used test is a urinalysis, which is laboratory testing of a urine sample. Retention time (the length of time any substance remains in the body and can be detected in the urine) varies with the drug and the individual.

Current military policy is zero tolerance, meaning that all military personnel are subject to immediate discharge if a drug test has a confirmed positive result. Further, a Presidential Executive Order has authorized drug testing throughout the Federal Government.

Alcohol and drugs can destroy a person's work life. Substance abuse can lead to job loss and make it difficult to maintain a job. All drugs cause disorientation. The side effects of marijuana are memory loss and inability to concentrate. Cocaine users become anxious and paranoid. Alcohol causes irritability and depression, and reduces the ability to express oneself. Addicts often believe that alcohol or drugs make them feel more confident, but that feeling doesn't last. Addiction can lead to serious health problems or death if left untreated.

### What can I do?

- ✱ Don't use drugs!
- ✱ If you have a substance abuse problem, GET HELP!
- ✱ Ask if there is going to be a drug screening and why.
- ✱ Be sure that in having a drug test done, your rights to privacy and dignity are not invaded.
- ✱ Report any prescription drugs or medications taken before testing.
- ✱ Find out what type of laboratory testing is done to be sure fair and accurate procedures are in place.
- ✱ Know the company's policy on retesting.
- ✱ Ask for reasons for employment rejection.
- ✱ Be aware that not wanting to take a drug test may be interpreted as fear of a positive result.



## Need Job Leads? Start Here.

### Community Agencies

A growing number of nonprofit organizations throughout the nation provide counseling, career development, and job placement services.

### Direct Employer Contacts

Most employers have personnel offices where you can fill out a job application.

### Job Service Offices

Job Service is the largest single source of job openings. Anyone can register, and the service is free at all employment service offices.

### Libraries

Most libraries have directories and trade publications useful in locating employers who could use your skills.

### Newspaper Ads

Classified ads are listed alphabetically; think of all the job titles related to the work you want to do.

### Other People

Most job leads are found through word-of-mouth from friends, relatives, and acquaintances.

### Private Employment Agencies

Private employment agencies work for companies with job vacancies. The fee is usually paid by the hiring company.

### Professional Associations

Listings of associations for various occupations can be found in a local library, or in the *Occupational Outlook Handbook*.

### School Placement Offices

Job hunting information and job leads are commonly available at high school, business school, and college placement offices.

### Trade Unions

Libraries have listings of local trade unions for carpenters, plumbers, electricians, etc.

### Yellow Pages of Telephone Directory

Companies are listed by the products they manufacture or the services they provide.

# The Complete Job Application

**E**mployers use job applications to screen for qualified persons to interview for their job openings. If a job application does not make a favorable impression, the applicant may never even get an interview with an employer. ● Applications should always be neat and complete. A typewriter should be used to fill out job applications whenever possible. If an application cannot be typewritten, then it should be neatly printed using black or dark blue ink. It is a good idea to use correction fluid to “white out” mistakes. ● All spaces need to be completed and accurate. If a question does not apply, then “N/A” for *not applicable* should be written in the blank. The names and titles of former supervisors and their addresses along with zip codes and current telephone numbers need to be included. People listed as references should be informed ahead of time. ● Even though space on most job applications is limited, all but the most common abbreviations need to be avoided—so potential employers will understand them. Correct spelling and use of proper English is essential. Writing skills are valued by employers. Misspellings and grammatically incorrect sentences give a poor impression of abilities. Action verbs should be used to describe experiences. Sentences should begin with verbs, not with “I.” ● This sample blank application can be used to prepare for most job applications. It can be cut out and taken to job interviews as a reference tool when completing an application.

## Sample Job Application

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
Street Address \_\_\_\_\_ Telephone \_\_\_\_\_  
City/County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email Address \_\_\_\_\_  
Valid Driver's License: Yes  No  State \_\_\_\_\_ License ID Number \_\_\_\_\_

### Education

Highest grade completed \_\_\_\_\_ Did you graduate? Yes  No  Year \_\_\_\_\_  
Name of High School \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Name of College/University/Vocational School/Other \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Years Attended \_\_\_\_\_ Did you graduate? Yes  No  Year \_\_\_\_\_  
Degree/Certificate Received \_\_\_\_\_

### Employment Experience

1. Job Title \_\_\_\_\_ Duties \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Employer/Supervisor's Name \_\_\_\_\_  
Salary (start) \_\_\_\_\_ Salary (finish) \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
2. Job Title \_\_\_\_\_ Duties \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Employer/Supervisor's Name \_\_\_\_\_  
Salary (start) \_\_\_\_\_ Salary (finish) \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

### References

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

# Help Wanted: Understanding the Classified Ads

Most jobs that sound almost too good to be true are just that—not true. When checking out this ad, ask questions and do not be pressured into any commitment. Notice no company name or location is given and you are not told what the company sells.

Temporary employment services can be a good way to get work experience. Consider only those for which the employer pays the fee. The employment agency will screen applicants for the employer. Be aware that some agencies expect the applicant to pay a fee when hired. Be aware that the employment agency's objective is to place people, not necessarily to find the job that is best for them.

Restricted hours for application can mean that promptness can be a way of beating the competition. Be there early, prepared to complete an application and dressed appropriately for work.

"Fee paid" means the recruiting employer will pay the usual 5-10 percent employment agency's recruiting fee.

This job will require you to work 40 hours per week. You must be able to type to get this job. People who have held receptionist jobs in the past will be considered more competitive. Pay for this job is between \$11,000 and \$15,000 per year. Be sure to find out what the "good benefits" are before accepting the job. Giving a box number hides the name of the employer. Newspaper blind boxholder names are well-protected information. There is no regulation requiring release of them.

Giving a box number hides the name of the employer. Often you will get no response.

Do not call on the telephone. Walk in at a time the establishment is less likely to be busy—such as first thing in the morning. Wear the appropriate dress for work when you apply, and be prepared to go to work right away.

## HELP WANTED, GENERAL

### MARKETING

Our average salesperson earns over \$45,000 a year. You can be earning this and more—it all depends on you! We also provide:

- \* Generous Benefits
- \* Free On-the-Job Training (no experience necessary)
- \* Company Car
- \* Expense Account

If you are ready for success, call Ms. I. C. Eugh at the Star Inn, 555-1943 on Wednesday, June 10.

### PERSONPOWER

Temporary Employment Service. Long- and short-term assignments. No fee.

Call for appointment 555-7491.

### Plumber's Helper

To install gasoline tanks and equipment. Apply June 13 between 9 a.m. and 3 p.m. at 715 Tammy Road.

No phone calls.

### Press Operator

5 color, to \$14+ /hr. Bindery Operator - to \$12/hr. Acme Employment Agency. All fees paid.

Call Ms. Connor at 555-8112.

### Receptionist

F/T; typing req'd.; exp. pref.; sal. - low teens; good benefits. Send résumé to Box 720 c/o of this paper by August 20.

### Sandwich Maker

Apply in person only. Mr. EATS, 821 Greci Road.

### Sales Opportunity

\$20,000 to \$25,000. Send résumé: P.O. Box 13, Annetown, N.C. 28644.

### TRAVEL CAREERS

The travel field will continue to grow throughout the next decade.

Thousands of jobs are expected to open up for those people who have the appropriate training. You too can have an exciting and glamorous career in the travel industry as a travel agent, flight attendant, or ticket agent. For more information, call Mr. Keeler at 555-1299.

Call Today for Your New Career.

This ad does not mention a specific job opening. Since it mentions training, it is probably an ad for a school looking for prospective students.

# Looking at the Classified Ads

Using newspaper classified ads to discover potential job opportunities is much like mining for gold. You have to understand the clues hidden in the ads to find the golden opportunities. Thousands of employers, particularly medium and small organizations, rely on classified ads to recruit most of their entry-level employees. If you learn to decode the classified ads, to read special abbreviations and to identify potential problems, you may find the type of job you are seeking. The tips listed on this page can help you sort out the gold from the "fool's gold" when reading the classified job ads.

Classified ads can be a gold mine of opportunities, but they can also yield fool's gold. On any given day, only about half of the classified ads represent job openings that are available and will be filled by competitive applicants.

There are many stories behind classified ads. Newspapers are paid to run ads and do not determine whether the person who places the ad actually has a job opening or another reason for placing the ad. So do not feel discouraged if you do not get a response, particularly if you answer a blind ad—one which does not list the employer's name.

# Why Do Employers Place Classified Ads?

An employer has a job opening and needs a skilled employee. Most employers would rather hire someone they know, or know of—that way the employer knows something about the potential employee. Often when employers run classified ads, it is because they cannot find qualified candidates for their jobs through their network of contacts.

If you can contact the employers before their job openings are advertised, they will have fewer candidates to choose from, and you will have a better chance of getting the job.

Employers do not like to run classified ads, because such ads do get lots of responses. That means the employer must spend time deciding whom to interview, interviewing, and selecting a new employee.

If the potential employer knows you are available for employment before advertising a job opening, you may stand a better chance of being hired, even if you do not have all the qualifications needed.

# What to Know About Cover Letters and Applications

A cover letter should accompany each résumé. The cover letter should sum up what an applicant has to offer and serve as an introduction to their résumé. The following guidelines will help when writing a cover letter.

- Address the cover letter to a specific person, when possible.
- Show interest in the firm by making a reference to something you know about it.
- Describe your skills and refer to your résumé for further details.
- Suggest that you will telephone the firm for an interview.
- Let your letter reflect your individuality, but avoid appearing aggressive, familiar, cute, or humorous.

If well written, your cover letter will offer the reader insight into who you are and what you can do. It can be an excellent selling tool.

Most employers will have you fill out a work application when applying for a job. Employers use this application to select people to interview for job openings. This application represents you and should be filled out very carefully.

Make sure you write clearly and neatly, giving correct information about your education and skills. Also, indicate the type of positions for which you are applying.

Usually an employer will require you to list the names of three people to serve as references regarding your education, skills, and character. Get permission from people before listing them as references. If possible, do not use the names of relatives. Instead, list teachers, former employers, and good friends. For each reference, give the

# Résumés

703 South Atwood Street  
Rothmyer, Maryland 21227

June 10, 2002

Mr. Kyle Bradley  
Hudson Computerized Builders  
703 South Atwood Street  
Rothmyer, Maryland 21227

Dear Mr. Bradley:

I am interested in applying for the position of lathe operator that was recently advertised in the *Times Dispatch*.

I have completed a program in carpentry and woodworking at the Tysinger School of Trade, which has given me the skills you are looking for in a lathe operator. Currently, I am employed by McIver Unlimited, Inc., as an Assistant Head Carpenter. While in high school, I participated in the Habitat for Humanity program, which taught me how to work with others and be a conscientious employee.

Enclosed is my résumé for your consideration. I will be happy to come for an interview at your convenience.

Yours truly,

Michael Baker  
Enclosure

## Sample Résumé

### CURTIS L. McIVER

12447 Reba Road • Clarksville, VA 23927 • (434) 555-6143  
● clmciver@anyaddress.com

#### OBJECTIVE

Seeking employment with an association as lobbyist or legal advisor.

#### EXPERIENCE

##### VIRGINIA TRADESMAN'S ASSOCIATION

Consultant, 1997 - present

- Advise association membership on legislative issues.
- Promote association's goals and objectives.
- Supervise staff of 25 researchers and 5 writers.
- Meet with elected officials on behalf of association.
- Serve as expert witness in legal cases.

##### MANUFACTURER'S UNITED

Legal Advisor, 1987 - 1997

- Advised union as to legal rights and practices.
- Represented clients in lawsuits and initiated legal action.
- Drew up legal documents.

#### EDUCATION

##### ST. KYLE'S UNIVERSITY

Juris Doctor Degree, Law, 1987  
Graduated Magna Cum Laude

##### GLENCOE UNIVERSITY

Master's Degree, Business Administration, 1985  
Graduated Summa Cum Laude

##### STIRLING POLYTECHNIC INSTITUTE

Bachelor's Degree, Business Administration, 1983  
Graduated Summa Cum Laude

#### OTHER INFORMATION

- Member of American Bar Association
- Member of Virginia Bar Association
- Certified Building Official

#### MEMBERSHIP/LICENSE

- Virginia Driver's License
- Virginia Bar Association Certification
- Member of the American Bar Association

#### SPECIAL AWARD

- Phi Beta Kappa

REFERENCES—Available upon request

Hundreds of résumés cross employers desks every working day. Each has about 10 seconds to make an impression on the employer. How can you make sure it is your résumé that catches the employer's attention?

A résumé is a concise summary of your qualifications and experiences targeted to a specific job or career goal. A résumé is your opportunity to create a first impression that highlights your strengths to an employer. From this first impression, the prospective employer will decide whether or not to interview you.

Be sure your résumé is:

- ✎ **Well-written.** No spelling or grammatical mistakes. Keep it clear and concise. Have someone proofread your résumé before you give it to an employer.
- ✎ **Proper Length.** One page.
- ✎ **Attractive.** Typed and professional in appearance. An employer should be able to glance over the résumé and read the main points.
- ✎ **Relevant.** Include only information having to do with the job you are seeking or your career goals.
- ✎ **Personalized.** There is no one correct way to write a résumé. Use the style and format that best reflects your needs and accomplishments.
- ✎ **Appropriate.** Information and format must conform to employer expectations. An artist, for example, may appropriately include graphics, while a banker probably should not.
- ✎ **Balanced.** Include only data that will help you get an interview. Eliminate any information that may not act in your favor such as age, religious affiliation, etc. Always ask yourself the question, Will this bit of data help get an interview? If not, do not use it.

Before the résumé is written, time should be taken to do a self-assessment on paper—an outline of skills and abilities as well as work experience and extracurricular/social activities. The assessment makes it easier to prepare a thorough résumé.

## The Contents of a Résumé

### Name, address, telephone, e-mail, Web site address

All of the contact information should go at the top of a résumé.

- ✎ Avoid nicknames.
- ✎ Use a permanent address—parent's address, a friend's address, or the address to be used after graduation if attending school, in the military, or relocating.
- ✎ Use a permanent telephone number and include the area code. Add an e-mail address. Many employers will find it useful.
- ✎ A Web site should be included if the Web page reflects a person's professional ambitions.

## Objective or Summary

An objective tells potential employers the sort of work a person is hoping to do.

- Be specific about the job wanted. For example: To obtain an entry-level position within a financial institution requiring strong analytical and organizational skills.
- Tailor the objective to each employer targeted/every job sought.

## Education

New graduates without a lot of work experience should list their education information first. Alumni can list it after the work experience section.

- The most recent education information is listed first.
- Degree (A.S., B.S., B.A., etc.), major, institution attended, minor/concentration should be included.
- Grade point average (GPA), if it is higher than 3.0, needs to be included.
- Academic honors should be mentioned.

## Work Experience

The employer should be given a brief overview of the work that has taught a person skills. Action words are used to describe job duties. Work experience is included in reverse chronological order—that is, putting the most recent job first and working backward to the first relevant job. Included are:

- Title of position
- Name of organization
- Location of work (town, state)
- Dates of employment
- Description of work responsibilities with emphasis on specific skills and achievements

## Other Information

Some additional information might include:

- Key or special skills or competencies
- Leadership experience in volunteer organizations
- Participation in sports

## References

Be sure to ask individuals if they would be willing to be a reference for you prior to mentioning their names to prospective employers. Names of individuals are not usually listed on the résumé, but a list of at least three references should be available at the interview. This list should include name, title, employer, address, business and home telephone number. A note may be made at the bottom of the résumé: "References furnished upon request."

## Résumé Checkup

Once the résumé has been written, it needs to be reviewed and critiqued by a career counselor or other knowledgeable person. Certain steps can be followed to ensure quality:

## Content

- Run a spell check on the computer before anyone sees the résumé.

- Have a friend (preferably an English major) review grammar.
- Have another friend proofread. The more people who see a résumé, the more likely that misspelled words and awkward phrases will be seen and corrected.
- Use white or off-white paper.
- Use 8½ x 11 inch paper.
- Print on one side of the paper.
- Use a font size of 10 to 14 points.
- Use nondecorative typefaces.
- Choose one typeface and stick to it.
- Avoid italics, script, and underlined words.
- Do not use horizontal or vertical lines, graphics, or shading.
- Do not fold or staple the résumé.
- If the résumé must be mailed, it should be put in a large envelope.

## Design

The following tips will make a résumé easier to read and/or scan into an employer's database:

## What's on the Web?

**NEVER** neglect the tried-and-true methods of job searching, résumé writing, cover letters, networking, and interview techniques that have helped millions of people find jobs over the years.

You can also find an incredible amount of employment-related information on the Internet.

**Remember, you have free access to the Internet at your public library and many job service offices. Search the Internet for:**

- Information on employers, industries, careers, and cities where you may want to live and work.
- Assessment tools that let you review interview questions, learn résumé and cover letter techniques, and even interact with a career counselor on-line.
- Information on colleges and universities you may want to attend.
- Job listings. Review different sites and decide which career centers best meet your needs.
- Places to post your résumé. Although many sites will let you post your résumé on-line, for maximum exposure, create your own home page and link it to your résumé.
- Government resources to help you find a suitable job.

Some Web sites offer personal search agents. A Web site's "personal search agent" is an interactive feature that lets you key in job criteria such as location, title, and salary, then e-mails you when a matching position is posted in the database.

With thousands of career-related sites on the Internet, finding a promising opening can be time-consuming and inefficient. Personal search agents can reduce the need for repeated visits to the databases.

Note: Narrowing your job criteria could work against you. "Every time you answer a question, you eliminate a possibility," says Richard Nelson Bolles, author of the 2002 edition of *What Color Is Your Parachute?* (Ten Speed Press). Also at [www.jobhuntersbible.com](http://www.jobhuntersbible.com).

Working with a personal search agent "on line" means having another set of eyes looking out for you.

Plugged-in job hunters can also tap professional associations for similar service. The Society for Human Resource Management in Alexandria, Virginia, for example, sends out weekly e-mails about openings across the country.

Even those who aren't actively hunting for jobs may find the sites with search agents worthwhile to keep tabs on the demand for their line of work or gather information on compensation to be ready for a raise request.

The list to the right on this page features some of the public and commercial Web sites that provide career, labor market information, and/or search assistance. Some of the sites contain large job databases and allow interested applicants to upload résumés. Job search advice and references to other related Web resources are also available.

The sites have been arranged by their information content and by the "type" of site.

**Personal Search** sites are interactive sites and have the capability to do searches based on the information you specify.

**Gateway** sites are valuable Web resources, as they not only display the many kinds of information and services available, but also provide links to other useful related Web site. Some have job listings as well as more general information.

Other sites are simply classified as career, education, financial aid, jobs, or labor market information sites, depending on the major type of information supplied.

# Jobs/Career/Labor Market Information Web Sites

## Personal Search

- Workindex  
[www.workindex.com](http://www.workindex.com)
- 4Work.com  
[www.4work.com](http://www.4work.com)
- Career Builder  
[www.careerbuilder.com](http://www.careerbuilder.com)
- Career Mart  
[www.careermart.com](http://www.careermart.com)
- IntelliMatch  
[www.careersite.com](http://www.careersite.com)
- JobOptions  
[www.joboptions.com](http://www.joboptions.com)
- The Monster Board  
[www.monster.com](http://www.monster.com)
- America's Job Bank  
[www.ajb.com](http://www.ajb.com)
- Best Jobs in the USA Today  
[www.bestjobsusa.com](http://www.bestjobsusa.com)
- Career Resource Center  
[www.careers.org](http://www.careers.org)
- Catapult  
[www.jobweb.org](http://www.jobweb.org)
- Job Hunt  
[www.job-hunt.org](http://www.job-hunt.org)
- The Riley Guide  
[www.rileyguide.com](http://www.rileyguide.com)

## Career Information

- America's Career Information Network  
[www.acinet.org](http://www.acinet.org)
- Career Magazine  
[www.careermag.com](http://www.careermag.com)
- Career Mosaic  
[www.headhunter.net](http://www.headhunter.net)
- Career Net  
[www.CareerNet.com](http://www.CareerNet.com)
- Lycos/Careers  
[www.lycos.com/careers](http://www.lycos.com/careers)

## Education Information

- College Board On-line  
[www.collegeboard.org](http://www.collegeboard.org)
- College View  
[www.collegeview.com](http://www.collegeview.com)
- Colleges & Career Center  
[www.usnews.com](http://www.usnews.com)
- FastWeb  
[www.fastweb.com](http://www.fastweb.com)
- Mapping Your Future  
[www.mapping-your-future.org](http://www.mapping-your-future.org)
- National Center for Educational Statistics  
[www.nces.ed.gov](http://www.nces.ed.gov)
- Peterson's Education Center  
[www.petersons.com](http://www.petersons.com)
- U.S. Department of Education  
[www.ed.gov](http://www.ed.gov)

## Financial Aid Information

- Financial Aid  
[www.ed.gov](http://www.ed.gov)
- Financial Aid Form Information Page  
[www.finaid.org](http://www.finaid.org)
- Financial Aid Form on the Web  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Free Scholarship Search  
[www.fastweb.com](http://www.fastweb.com)
- Information about Direct Loans  
[www.ed.gov](http://www.ed.gov)

## Jobs

- Federal Jobs Digest  
[www.jobsfed.com](http://www.jobsfed.com)
- Hot Jobs  
[www.hotjobs.com](http://www.hotjobs.com)
- Job Bank USA  
[www.jobbankusa.com](http://www.jobbankusa.com)
- Job Trak  
[www.jobtrak.com](http://www.jobtrak.com)

## Labor Market Information

- Bureau of Labor Statistics  
[www.bls.gov](http://www.bls.gov)
- America's Labor Market Information System  
[www.lmi-net.org](http://www.lmi-net.org)
- U.S. Census Bureau  
[www.census.gov](http://www.census.gov)
- U.S. Department of Labor  
[www.dol.gov](http://www.dol.gov)

# Interviewing

Although an interview may be a stressful experience, consider it a form of recognition and an opportunity to gain something valuable without risking anything but time. Leaving nothing to chance will be an important advantage!

## Before

### Prepare a job search kit

Collect a folder of things that may be needed. This is where a personal portfolio could come in very handy! Include:

- ★ Birth certificate.
- ★ Social Security card.
- ★ Work permit (if applicable).
- ★ Driver's license.
- ★ Diploma.
- ★ Personal data sheet with previous employment information.
- ★ Several copies of your résumé.
- ★ A copy of the job application. Make sure it is neat and complete.
- ★ Letter of introduction.
- ★ Letters of recommendation.
- ★ Samples of work, if appropriate.
- ★ A black pen in case forms need to be completed or a test is given.
- ★ Paper to take notes.

### Prepare for the interview

- ★ Attitude—Think positively and like a winner!
- ★ Outfit—Wear appropriate, pressed, and clean clothing.
- ★ Neatness—Have a comb, brush, and cosmetics to touch-up.
- ★ Body Scent—Smell good! Too much perfume or aftershave can be offensive.
- ★ Hair—Needs to be clean and combed.
- ★ Breath—Check breath before interview.

### Self-knowledge

- ★ How do your education, training, knowledge, skills, and abilities relate to the specific job?
- ★ What makes you different and better for the job than other people?
- ★ What are your goals and objectives, including what

you're looking for in a job and/or career?

- ★ What is your previous work experience?
- ★ What are the names of previous employers, addresses, kinds of businesses, and telephone numbers?
- ★ What are your dates of employment?
- ★ Who can give information about your performance?
- ★ What are the reasons you gave up or lost your previous positions?
- ★ What were the elements of your jobs you liked the best/least and why?

## During

### To do's

- ★ Prepare mentally (it's okay to be nervous).
- ★ Shake hands firmly.
- ★ Know the names of the persons conducting the interview.
- ★ Take time to collect your thoughts before answering the questions clearly, concisely, and honestly.
- ★ Maintain eye contact with the interviewer.
- ★ Give a good reason for hiring you.
- ★ Don't discuss your personal, domestic, or financial problems or criticize former employers.
- ★ Be positive and enthusiastic; show interest.
- ★ Thank the interviewers before leaving.

### What kind of questions will be asked?

Some typical questions and ways they might be answered:

- ★ **What can I do for you? What kind of work are you looking for?** These two questions should never come up if you walk right in, shake hands, introduce yourself, and tell something about the position you are looking for.
- ★ **Please tell me something about yourself.** Take a little time and think up a brief "me" commercial that includes your positive points and work history. Talk about your skills, abilities,

experience, background, and goals that you have accomplished—anything that qualifies you for the job opening. Don't discuss family, hobbies, or anything that is not directly related to the job.

- ★ **Can you provide good references?** Be sure to call your references to be sure that they will give you a very positive reference and also suggest some strengths that they could emphasize to the employer.
- ★ **What do you want to be doing five years from now?** Answer that you'd like to be working for their company in a position of responsibility.
- ★ **Why did you leave your last job?** You should always answer this question as positively as you can. Never say anything bad about your last employer. If you quit your job, why did you quit? Was it because of downsizing, trying something different, or a career change? You may have to be a little creative if there was personality conflict. Be careful in replying, because employers are hesitant to hire someone who cannot get along with others. A point to remember: some employers feel that someone who can discuss their former employer positively, even though they may have been fired, is worth hiring.
- ★ **What would your last employer say about you?** List all of your transferable skills that pertain to the position you're applying for.
- ★ **What are some of your strengths?** You should have your strengths in mind and provide some positive examples to prove them.
- ★ **What is your biggest weakness?** Never admit a weakness; turn a potential perceived weakness into a strength factor whenever possible.
- ★ **Why should I hire you when I've interviewed people with much more experience than you have?** You should answer that you can't speak for the other people interviewed, but

emphasize your strengths and that you really want to work for the company.

- ★ **What are you looking for in a starting salary?** You should ask what they pay for someone with your experience or what they pay someone in this position.

### What questions should I ask?

- ★ What are you looking for in the person you hire for the position?
- ★ What are the possibilities of advancement in this organization?
- ★ What are the job duties and responsibilities?
- ★ Is there anything else you need to know about me in order for me to be fully considered for the job?
- ★ When is a decision to be made?

## After

### What about a thank-you letter?

The day after the interview, write a thank-you letter expressing appreciation to the interviewer for taking the time to see you. Type neatly on your personal stationery.

If you don't hear from the interviewer within two weeks, call or write to politely remind him/her that you are still interested in the job. Ask when a hiring decision will be made.

### How do I decide on a job offer?

If you are among the fortunate to be offered a job, there is some information you may want to check before accepting it. Do not hesitate to ask for information to help make an intelligent decision as to whether to accept the job.

### Organization

- ★ Are the goals of the business or agency compatible with your beliefs?
- ★ Are the immediate future prospects of the business relatively secure and stable, or is bankruptcy or a merger possible?

- ★ Does the business fluctuate with the growth and decline in the economy?

### Work

- ★ Where is the job located?
- ★ What are the work hours?
- ★ How does the position fit into the overall operation of the organization?
- ★ Does it fully utilize my abilities and interests?
- ★ Is travel involved? If so, how much?
- ★ How much turnover of personnel is there in the organization?

### Opportunities

- ★ What are the training opportunities?
- ★ What are the opportunities for challenge and expansion of job duties?

### Salary and Benefits

- ★ What is the starting salary?
- ★ How often and under what circumstances can a raise be expected?

- ★ What is the complete package of benefits?
- ★ How financially secure is the retirement system?

### *How do I deal with rejection?*

Someone else got that job you really wanted. This is disappointing, but remember that most people receive many more noes than yeses when seeking a job. What is important is that you stay with your job search. You may feel discouraged, but don't quit until you succeed. And succeed you will!

Could it have been any of the following that caused you not to be hired?

- ★ Lack of clear career goals and purposes, or maybe you have chosen the wrong goal—your goal doesn't match your skills or the job market.

- ★ Inability to express information clearly.
- ★ Failure to look interviewer in the eye; no confidence or poise.
- ★ Poor personal appearance.
- ★ Asking uninformed questions about the job or the company.
- ★ Unwilling to start at the bottom.
- ★ Sloppy application form.
- ★ Arriving late for the interview.

### *How do I keep my new job?*

You now have a job. It may not be the perfect job, but you will be able to develop the skills and experience that lead to a better one. Keeping a job takes just as much, if not more, effort than getting one. Some hints:

- ★ **Do good work**
  - Learn your job and do it well, every day.
  - Make yourself invaluable.
  - Learn a skill that few people in your workplace know.
- ★ **Be dependable**
  - Be on time. If you say you'll be somewhere, be there. If you say you'll do something, do it.
  - If you must take a day off for family or personal reasons, arrange it ahead of time with your boss.
  - If you're too ill to work, call your boss and explain as soon as you know you can't come in.
- ★ **Keep a good attitude**
  - Don't always wait to be told what to do. Look around, see what needs to be done, and do it. Be willing to do more than you are asked to do.
  - Be polite and respectful to your co-workers, supervisors, and customers.
- ★ **Be helpful**
  - If a supervisor needs you to help a co-worker on a project, don't hesitate. Not only is it great to be known as a helpful

person, but you'll also learn a few things and become an even more valuable employee along the way!

- ★ **Be a team player**
  - Support your co-workers, encourage others to succeed, and use your strengths in the workplace.
- ★ **Dress for success**
  - Pay attention to how you look and dress. Keep your hair and general appearance neat and well groomed.
  - Wear clean and pressed clothing that is right for your job.
- ★ **Don't waste time or resources**
  - Limit your personal phone calls and conversations with co-workers.
  - Take your breaks at the scheduled times.
  - Act responsibly; treat equipment and supplies as if you had bought them yourself.
- ★ **Keep your emotions under control**
  - Out-of-control anger or over-the-top dramatics are not professional and could cost you your job.
- ★ **Be diplomatic**
  - Use tact when discussing problems with others and choose your timing when everyone is calm.
- ★ **Treat everyone with respect**
  - Be honest. Stay positive. Your co-workers are your teammates. Mutual respect is the key to a healthy working environment.

## Thank You Letter

Larry Bradley  
1234 November Lane  
Susan, Virginia 06013  
Telephone: (804) 555-4234  
lbradley@anyaddress.com

June 1, 2002

Ms. Erica Tysinger  
Accounting Department  
Wintergreen Insurance Company  
301 West Roethemeir Street  
Seymour, New York 01247

Dear Ms. Tysinger:

Thank you for the interview and tour of your company last week. I am impressed with the layout of the individual workstations for the claims clerks and work processors. During the interview, you stressed the necessity for accuracy in the computer programming process. It is obvious the design of your work area lends itself to this type of work. I know I could work efficiently in your environment.

Wintergreen Insurance Company will be the ideal company to launch my career as a computer programmer. I am available immediately to begin work with your firm. I hope to hear from you soon.

Sincerely,

Larry Bradley

# Create a Budget for Yourself

Before you make a final commitment on a job offer, be sure that you can support yourself (and anyone else dependent on your income) on the salary the prospective employer is offering you.

## Remember!

- ✱ Base your spending plan on realistic estimates of your own income and needs.
- ✱ Put some of your take-home pay aside to cover emergencies and unexpected expenses.
- ✱ Keep records of what you earn and spend.
- ✱ Periodically review and revise your budget plan to fit changing needs.

## BUDGET FORMULA

1. **Figure your income.** How much will you bring home each pay period after taxes and other deductions? Be sure to include supplementary income from part-time jobs, etc.
2. **Figure your expenses.** First, decide what costs you must cover: Rent, utilities, loans, insurance premiums, property taxes, etc., are generally fixed expenses. On items that are only paid annually or semi-annually, divide the total payment by the number of pay periods to determine how much you need to save out of each paycheck. Finally, calculate your day-to-day expenses.
3. **Subtract expenses from income.** Does your income cover all of your expenses? If not, you must either increase your income or reduce expenses. Start with non-essential items. You may need to reduce fixed items by moving to less expensive quarters or giving up an expensive automobile.
4. **Set up a budget.**

## BUDGETING

### How Big Is Your Paycheck?

You were successful in getting the job, and you'll have a paycheck coming to you. That's great news! Now you need to know "How much will I get?" and "How much will I be able to buy with it?"

It is not always easy to tell each worker to expect an exact amount of money in his or her paycheck. For example, if you were hired for a flat amount of money paid for work performed on an hourly or daily basis, you receive a **wage**. Employees working for wages may receive varying amounts of pay, making it difficult for them to budget their incomes. If you receive your money on a weekly, monthly, or yearly basis, you receive a **salary**. Salaried workers can anticipate how much they will be paid, making it easier for them to budget. Both wages and salaries can also be earned as tips, commissions, or piece rates.

The total amount of money you earn is called **gross earnings**. The amount you receive after deductions is called **net earnings**. **Deductions** are amounts of money the employer automatically takes out of your gross earnings. The deductions include Social Security, income taxes, and other agreed-upon expenses. You should also determine whether your earnings will include uniforms, meals, company housing, business expenses, or transportation.

There may be other types of payments from your employer that should be considered when you make a decision on a job offer. Money "in hand" should not be the only measure of financial rewards. You may also receive fringe benefits. Some of the **fringe benefits** employees often receive are retirement plans, health and life insurance, vacations, holidays, Worker's Compensation, sick leave, profit sharing, and unemployment compensation.



MONTHLY BUDGET PLAN	
<b>Income</b>	
Monthly earnings (gross)	\$
Payroll deductions	-\$
Take-home pay (net)	\$
<b>Expenses</b>	
Housing (rent, utilities, phone, etc.)	\$
Food (includes non-food items like shampoo, paper goods, etc.)	\$
Transportation (public transportation, car, insurance, licenses, etc.)	\$
Health Care (doctor's bills, prescriptions, etc., not covered by employee benefits)	\$
Savings (for trips, special purchases, education, etc.)	\$
Entertainment (hobbies, restaurants, etc.)	\$
<b>Total Expenses</b>	<b>-\$</b>
<b>Your Balance</b>	<b>\$</b>

### Sample Paycheck Stub



Check Number	Period Ended	Department	Employee Name	SSN			
18200173	11/30/2001	EIS/LMDA	Geneva Kelly	555-22-7777			
Standard Rate	Total Hours	Gross Taxable Pay	Total Deductions	YTD Gross	Net Pay		
10.00	80	800.00	169.70	17,600	630.30		
EARNINGS			DEDUCTIONS				
Earnings Type	Hours/Unit	Amount	State Exempt	Taxes/Deductions	Current	Year-to-Date	
Regular	80.0	800.00	MD2	FICA Federal Tax U.S. Bonds Parking	61.20 90.00 12.50 6.00	1,346.40 1,980.00 275.00 132.00	
Leave as of: 11/15/01			Beginning Balance	Earned	Used	End Balance	
			Annual	222.0	6.0	.0	228.0
			Sick	277.0	5.0	.0	282.0
			Overtime	.0	.0	.0	.0
			Compensatory	28.0	.0	16.0	12.0