Dear Friends,

One of the most exciting journeys you will make in your lifetime is exploring the countless possibilities of available careers. For some of you, the journey is relatively short — you have known from an early age what you want to do. But for most, career exploration is a lifelong journey that begins with discovering your skills and talents, and then investigating various occupational pathways that showcase your strengths and abilities.

For 25 years, Career Choices in North Carolina has been a tool that has helped guide thousands of North Carolinians down the right path to interesting and satisfying careers.

As both a former public school teacher and a health care administrator, I believe we never stop learning and that many of us will experience several career changes throughout the course of our lives. Whether you are a student, a recent graduate or someone who is considering switching careers, Career Choices in North Carolina can help you find the career that is right for you.

With kindest regards, I remain

Sincerely yours,

Bev Perdue

Office of the Governor • Phone: (919)733-4240 • Fax: (919)733-2120 • Email: governor.office@nc.gov

Each year for the past 25 years, the Career Choices in North Carolina tabloid has become the tool of choice for career counselors, teachers, students and others across the state in exploring career possibilities.

Career counselors use the tabloid’s self-assessment section to assist individuals in first learning about themselves before pursuing their dream jobs. Teachers consult the listing of career briefs to gauge which occupations will be in demand during the next 10 years so they can guide their students accordingly. And, students depend on information gleaned from the tabloid’s various features — from budgeting income to profiles of people who are working in today’s hot jobs.

The release of this 2009 edition is not only special because it’s the 25th anniversary issue, but because of the economic climate that is in place. With daily headlines tallying the latest unemployment figures and job layoffs, the career information within Career Choices is more significant than ever. It reminds North Carolinians of the hope and bright future that lies ahead, especially with careers in education, health care and in “green” industries.

As our economy begins to regain strength and momentum, so will the career opportunities. What better way to prepare than by utilizing the self-awareness, career exploration and job search strategies available in Career Choices in North Carolina?

Let Career Choices help you be ready when opportunity comes your way.

Wishing you the best,

Moses Carey

Chairman, Employment Security Commission of North Carolina
Career Planning & Management

Career management is planning for a lifetime of change in the world of work as well as changes within yourself. Career management requires learning how to adjust to change, resolve difficulties and seize the challenges and opportunities that come our way. Managing our careers involves managing our lives, taking risks, learning new skills and adapting to new work environments, occupational demands and technological advances.

Equipping yourself with career management skills will allow you to make effective career choices throughout your lifetime. You will need to learn ways to cope with ongoing change while finding work you enjoy that provides you with monetary and personal satisfaction. The cornerstones of career management are the following “High Five” principles from The Real Game Series™:

- Know yourself, believe in yourself and follow your heart.
- Focus on the journey, not the destination. Be a good traveler.
- Access your allies and be a good ally. You are not alone.
- Change is constant and brings with it new opportunities.
- Learning is lifelong. Learning opens the doors to future opportunities.

Keep the “High Five” principles in mind as you plan your career:

1. **Self-Assessment** - Know yourself and what makes you unique. What do you have to offer a business, organization, agency or society? Ask yourself:
   - What do you like to do?
   - What skills do you have or wish to develop?
   - What is important for you to accomplish in your career and lifetime?
   - What element(s) of your personal style, values, temperament or other characteristics may determine a good occupational fit for you?

   The key to self-assessment is learning how to build and maintain a healthy self-image. This includes learning how to interact positively and effectively with others and looking for ways to change, grow and develop throughout your life.

2. **Career Exploration** - Investigate occupational pathways that are available currently or are projected to have a high demand in the future. Consider all possible occupations:
   - Attend career fairs at your school or in your community.
   - Ask everyone you know what they do, then ask yourself if that work is of interest to you.
   - Research occupations on the Internet, in career centers and libraries. Notice the trends and find occupations’ outlook for growth. Identify what training and education are needed to enter fields of interest.

   Career exploration encompasses understanding the relationship between work and society. Good career explorers know how to research, locate and use career information to make good career decisions throughout their lives.

3. **Job Search** - Apply to training programs and educational settings required for the occupations of your choosing, and begin your job search strategy. Job search skills include how to:
   - Network to learn where opportunities are available.
   - Write effective résumés and cover letters that get results.
   - Complete job applications accurately.
   - Interview with confidence and determination.

   Job search strategies involve learning how to find work and obtaining the education and training needed to be considered for specific occupations. Today’s and tomorrow’s workers need to participate in lifelong learning to continue to be employed. Sometimes workers may find that periods of unemployment provide time to update their job-seeking skills and to obtain additional education.

Contributed by Barbara Efird, MEd., NCC, LPC
Director of Career Services
Peace College, Raleigh, NC

Adapted from The Real Game Series™ by William Barry
Self-assessment is the ongoing process of evaluating specific types of information about yourself. Knowing who you are and what makes you tick will help you find a career that suits you. Examine the following areas:

**Interests** - Who am I, and what do I love to do? What am I passionate/excited/curious about? What occupations will allow me to pursue and express my interests?

**Skills** - What are my special skills and talents? What abilities do I have naturally? What kinds of things seem easy for me to learn or do? What occupations will allow me to use and expand these abilities?

**Personality** - Where do I fit in this world? How do I relate to other people? Do I prefer to work with a team or independently? What occupations offer the type of work environment in which I could be successful? What products and/or services are needed in the marketplace that connect with who I am?

**Values** - What motivates me? What do I care about? What do I see as my role and purpose in life? What occupations will help me reach career and life goals that match my values?

Assessing your unique personal qualities will help you determine which occupations will challenge you to grow and develop successfully, creating new possibilities for you throughout your lifetime. Because people change over time, it is important for everyone to re-assess themselves periodically in relation to their career choices. To learn more about self-assessment, visit [www.ncsoicc.org](http://www.ncsoicc.org).

The following tools can help you discover more about yourself.

### People, Data, Things and Ideas

Occupations with similar work tasks are often grouped together. Like the Holland Code, most occupations usually encompass more than one type of work or task. However, you can classify occupations according to workers’ primary responsibilities, then determine their second and third most important work tasks.

Another method of classifying occupations is to look at whether workers deal primarily with **people**, **data**, **things** or **ideas**.

People and careers often fall into more than one category. You are probably suited for two or three categories. Use the Holland system to expand your options, then look for related occupations in the Career Briefs section of this publication.

#### People
- Working for the betterment of others and/or society. This includes teachers, social workers, child-care workers and law enforcement agents.

#### Data
- Working with numbers, information processing, policies and procedures. This includes accountants, computer scientists and customer service representatives.

#### Things
- Working with tools, equipment and machines. This includes chefs, hair stylists, carpenters and heavy equipment operators.

#### Ideas
- Working with concepts, themes or inventions. This includes musicians, writers, composers, artists, photographers and other artistic careers.

### Your Holland Code

The Holland Code was developed by Dr. John Holland and is widely used by career counselors and individuals. The theory explores six distinct personality types and six distinct work environments that relate to those personality types. Read the descriptions on the next page and see which types describe you.

First, choose which personality type defines you the best. Next, choose which would be second most like you and then third. Take the first letter of each category — R, I, A, S, E, C — to form your Holland Code. Write the letters in the spaces below:

You can now start exploring careers that have the same or similar codes. Look at careers that contain the same letters as your Holland Code, even if they are in a different order than yours.

In the Career Briefs section (pages 10-31), there is a column labeled "HC." Look in this column to see what occupations match your Holland Code.

The RIASEC model of occupations is the copyrighted work of Dr. John L. Holland and his publisher, Psychological Assessment Resources Inc. (PAR).

Source: ACT (American College Testing)
### Self-Assessment

#### Realistic (R)

Realistic People like to work with machines, and they often like to work with their hands to build things. Their skills include having mechanical know-how, stamina to work outdoors and the ability to operate machinery. They are often practical, love nature and are good problem solvers. They like working with things and in occupations such as civil engineer, broadcast technician, landscape worker or barber.

- Do you like to work outdoors?
- Do you like to work on machinery/equipment?
- Do you have mechanical abilities?
- Are you considered a practical person?

#### Investigative (I)

Investigative People like to explore ideas and analyze data. They have skills in math and science. Inquisitive, precise and sometimes abstract thinking are characteristics of their personality. They usually like working with data and ideas in occupational fields such as medicine, computer programming and science technologies.

- Do you like math and science classes?
- Do you like to solve technical problems?
- Are you competent with computer applications or programming?
- Are you inquisitive and curious by nature?

#### Artistic (A)

Artistic People like to create, sing, dance or write and prefer an unstructured work environment. They have skills in music, art and/or communication. They value aesthetic qualities and are more likely to relate by indirect means through their medium. They like working with ideas in occupations such as technical writer, musician, interior designer or architect.

- Do you like music, drama or art classes?
- Can you play a musical instrument?
- Are you a talented actor?
- Are you a creative person?

#### Enterprising (E)

Enterprising People like to persuade and influence others in areas of business or politics. They perceive themselves as popular, self-confident and social. They are skilled in public speaking and leadership. Enterprising types like working with people and data in occupations such as compensation and benefits specialist, interpreter/translator, judge or attorney.

- Do you like competitive events or challenges?
- Do you like to influence others?
- Do you have the ability to sell products or services?
- Are you results oriented?

#### Social (S)

Social People enjoy helping others and the community. They have skills in teaching, counseling and getting along with others and are sensitive to others’ needs. They are cheerful, scholarly and verbally oriented. They like working with people in occupations such as teacher, home health aide or security guard.

- Do you like to teach children or adults?
- Do you like to help others solve problems?
- Are you interested in community service?
- Are you an understanding and sympathetic person?

#### Conventional (C)

Conventional People like an organized and detail-oriented work place. They are often skilled in finance, mathematics and keyboarding and see themselves as conforming, organized and practical. They like working with data in occupations such as accountant, bank teller, computer support specialist or administrative assistant.

- Do you like working with numbers or data?
- Do you like word processing or data input?
- Are you accurate with numbers, data and information?
- Do you like to reconcile bank statements?
- Do you have the ability to handle details?

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**Realistic Careers**
- Surgical Technologist
- Fire Fighter
- Correctional Officer
- Machinist
- Lineman
- Automobile Mechanic
- Heavy Truck Driver
- Pest Control Worker
- Carpenter

**Investigative Careers**
- Conservation Scientist
- Fire Fighter
- Chemist
- Computer Programmer
- Biomedical Engineer
- Microbiologist
- Food Scientist
- Forensic Science Tech.
- Veterinarian
- Pharmacist
- Management Analyst

**Artistic Careers**
- Commercial Designer
- Cosmetologist
- Reporter
- Editor
- Composer
- Architect
- Graphic Designer
- Author
- Film Editor
- Photographer

**Enterprising Careers**
- Travel Agent
- Farm Manager
- Real Estate Sales Agent
- Dir., Religious Education
- Sales Manager
- Lawyer
- Marketing Manager
- Construction Manager
- Optician
- Loan Counselor

**Social Careers**
- Nurse
- Rehabilitation Counselor
- Personal Aide
- Aerobics Instructor
- Physical Therapist
- Pre-school Administrator
- Teacher Assistant
- Special Ed. Teacher
- Dental Hygienist
- Paramedic

**Conventional Careers**
- Auditor
- Dispatcher
- Statistician
- Dr. Paralegal
- Doctor
- Cashier
- Bill Collector
- Library Assistant
- Real Estate Appraiser
- Medical Records Tech.
- Receptionist
Work-Based Learning

Now that you’ve identified occupations that may fit your characteristics and abilities, it’s time to explore the possibilities. Gather information about many occupations. Compare your interests, skills, personality and values with those in occupations that interest you. Consider work-based learning such as an apprenticeship to gain more knowledge about your career options.

Explore and Get Valuable Experience Through Work-Based Learning

Getting experience, while exploring career options, will give you a head start on your future career. Take advantage of opportunities to “try out” a career through work-based learning programs, summer or part-time jobs or as a community volunteer. Your local school or college will offer some or all of the programs noted here. You’ll find others by searching the Internet and by contacting community businesses and organizations.

Work-based learning is also appropriate if you want or need to change careers. For example, volunteering activities can help you connect with others in your community. You get a sense of accomplishment and fulfillment while also gaining or using your skills and building your job search network. You may be surprised at who you’ll meet and the opportunities that can arise from being a volunteer.

Here are a few ways you can get involved in work-based learning:

• **Job Shadowing** programs usually involve going to work for one or several days with someone whose career interests you. You can observe tasks and skills required for the job, experience the work environment and interact with people who currently work in your potential career field.

• **Internships** usually last for a couple of weeks to several months. You not only observe individuals in your career field of interest, but also get a chance to perform some of the job tasks and duties. Internships may officially, or unofficially, incorporate mentoring by an experienced career professional who can support your career decisions and goals. Internships can be paid or unpaid and may be eligible for academic credit at a high school or college.

• **Cooperative Education and School-Based Enterprises** can easily become part of your high school and/or college program by integrating academics and vocational curricula and providing work-related experiences, often at an employer’s job site.

• **Apprenticeships** offer a combination of academic instruction, structured vocational training and paid work experience, usually lasting one to two years. These programs are offered through employers in collaboration with the N.C. Department of Labor and the N.C. Department of Public Instruction. **Important Note for Military Veterans:** Some veterans and certain members of the Reserve/National Guard may be eligible for educational assistance for state-approved apprenticeship training in addition to their VA benefits. To determine if you are eligible for GI benefits, contact the Department of Veterans Affairs at 1-888-GIBILL-1 (1-800-442-4551) or visit [http://www.gibill.va.gov](http://www.gibill.va.gov).

• **Volunteering** is an excellent way to learn about a career possibility while developing new skills or applying existing skills. Volunteer opportunities are available everywhere—schools, businesses, hospitals, government agencies and community and nonprofit organizations.

Participating in work-based learning opportunities will give you the edge when applying for new jobs. Not only will you gain valuable work experience, but it also offers a world of networking opportunities—the best way to meet potential employers and other people who can provide job referrals. Get to work and start building your résumé today!

Profile: Volunteer Career Advisor

Sometimes people find their true professional calling while working in a different career. For instance, a customer service manager for a company might realize that what she enjoys most about her job is the hiring process, a work-based revelation that results in deciding to become a recruiter.

Likewise, sometimes a person who has found her vocation chooses to volunteer her professional skills to help others in her community. Finding a fulfilling position as a recruiter might lead an individual to volunteer to help others gain the job search skills they need.

In this case, Candace Aldridge has managed to do both.

For the past two years, Aldridge has been recruiting candidates for available positions at Southern Community Bank and Trust in Winston-Salem. As a recruiter, Aldridge finds viable candidates through Internet searches, job boards, networking, job fairs and résumés that she has received from job postings. She also interviews candidates, conducts background checks and assessments and negotiates offers of employment.

The road to becoming a recruiter began in 1996 for Aldridge when she returned to school at the University of North Carolina at Greensboro and earned her bachelor’s degree in psychology. “Psychology has been very useful in identifying the best candidate for a job, and in gaining insight into what makes people tick and what personalities excel in different occupations,” Aldridge said.

From there, Aldridge worked as an entry-level recruiter for two years and then earned her Certified Personnel Consultant designation. Although it’s not necessary to become certified, Aldridge said more employers are choosing to work only with certified recruiters because they are better versed in employment law, best practices, procedures and ethics, which are essential in this line of work.

Away from work, Aldridge frequently volunteers at the Triad Job Search Network ([http://www.tjsn.net](http://www.tjsn.net)) in Winston-Salem, where she advises job seekers on résumé preparation, interviewing and networking skills. She also gives presentations and workshops to help participants with their job search plans.

“I get personal satisfaction from knowing that my knowledge and networking skills have helped many who have lost their jobs find new jobs,” said Aldridge. “There have been so many who have been impacted by the downturn of the economy. If my efforts result in employment for an individual, then I have made a difference and that feels good.”

Aldridge advises job seekers to take personal development courses or self assessments to learn about themselves and how to relate to people. She also suggests developing communication skills — both verbal and written. “In today’s competitive job market, presenting a professional demeanor and having great human relations and communication skills may make or break a person’s chances of landing the job of their dreams,” Aldridge said.
No matter how much — or how little — money you make in your chosen career, you’ll need to know how to manage your finances. Knowing how to set priorities on spending will help you live the kind of lifestyle you desire, regardless of income level. In fact, budgeting is an important life skill that everyone needs to learn.

The Cost of Living

The cost of living determines how much buying power your salary has, and it can vary widely across the state and across the country. Keep this in mind when job hunting: Where you live can make a big difference in how you live.

For example, if you want to rent a two-bedroom, unfurnished apartment in Raleigh, it will cost you about $573 a month. That same apartment in Asheville will cost $791—a $218 difference. The chart on the right compares costs of other common items in different areas of North Carolina and other parts of the country.

```
<table>
<thead>
<tr>
<th></th>
<th>Asheville</th>
<th>Charlotte</th>
<th>Fayetteville</th>
<th>Raleigh</th>
<th>Wilmington</th>
<th>Atlanta</th>
<th>New York</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apartment Rent</td>
<td>$791</td>
<td>$769</td>
<td>$711</td>
<td>$573</td>
<td>$608</td>
<td>$784</td>
<td>$3,424</td>
</tr>
<tr>
<td>House Price</td>
<td>$312,540</td>
<td>$221,000</td>
<td>$240,606</td>
<td>$223,814</td>
<td>$272,812</td>
<td>$279,543</td>
<td>$1,099,399</td>
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<tr>
<td>Hamburger</td>
<td>$2.29</td>
<td>$2.43</td>
<td>$2.29</td>
<td>$2.37</td>
<td>$2.40</td>
<td>$2.48</td>
<td>$3.23</td>
</tr>
<tr>
<td>Movie Ticket</td>
<td>$7.85</td>
<td>$8.50</td>
<td>$7.92</td>
<td>$7.65</td>
<td>$7.00</td>
<td>$8.33</td>
<td>$10.42</td>
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<tr>
<td>2-Liter Coke</td>
<td>$1.16</td>
<td>$1.19</td>
<td>$1.39</td>
<td>$1.09</td>
<td>$1.17</td>
<td>$1.44</td>
<td>$1.59</td>
</tr>
</tbody>
</table>
```

“Budget” Is Not a Four-Letter Word

What can you afford to spend on an apartment? Can you afford to buy a new car? How can you save enough money to go to the beach next summer? The simplest way to find out is to make—and stick to—a budget.

A budget is a money plan. With it you can organize and control your finances, plan for future expenses or determine how much rent you can afford to pay each month. First, figure out what your yearly essential financial needs are and divide that number by 12. Next, set up a bank account. If you have money left over at the end of the month, try to put most of the remainder into your account—you may need it next month. You’ll also need an emergency fund to cover the unexpected costs that will inevitably come your way.

A successful budget will include categories that reflect the way you spend money. Think about your spending habits (buying a cup of coffee every day) to identify expense categories. The idea is to become more aware of where your money goes so you can make conscious decisions about spending.

The sample budget below is typical of a recent college graduate, earning $26,400 per year and sharing an apartment with a roommate to save money.

```
I. Gross Monthly Income $2,298
II. Payroll Deductions
   Taxes (Federal, State, Social Security) - $460
   Retirement Plan (6%) - $138
   Other (medical, etc.) - $46
   Total Deductions - $644
III. Monthly Take-Home Pay (Net) $1,654
IV. Expenses
    Housing (shared rent) - $331
    Food (groceries & eating out) - $215
    Utilities (electricity, gas, cable, etc.) - $132
    Clothing - $83
    Transportation (car payment, gas, etc.) - $314
    Savings (at least 5%) - $116
    Debt repayment (credit card, school loan, etc.) - $215
    Misc. (insurance, entertainment, etc.) - $215
    Total Expenses - $1,621
```

Learn More to Earn More

The fastest-growing and highest-paying jobs usually require some kind of post-secondary education or skills training for entry and additional training throughout your career. Recent trends also suggest a connection between your level of education and your earning power. Even so, pay can vary widely between and within occupations.

The chart below shows the median—not entry level—salary you can expect to earn in North Carolina based on your education and gender. The key is to decide what you want to do and then get the education or training that will best prepare you for that type of work. Proper planning makes reaching your goals much easier.

`Image of chart showing salary by gender and education level.`

Source: U.S. Census Bureau American Community Survey 2008

Source: ACCRA Cost of Living Index 2008
Understanding the labor market can help you direct your job search to where the jobs are. Labor market projections for 2006 - 2016 show that job growth in Service industries will continue to outpace that of all other industries in North Carolina, representing an ongoing transition from agriculture and our traditional manufacturing-based economy.

**Labor Market Projections**

Labor market projections of expected job growth, job openings and other statistics are compiled every two years at the national and state levels. Labor market information helps you identify where jobs are currently and where they are expected to be in the future.

Projections data include individual occupations as well as entire industries.

**Industry versus Occupation**

Industries are divided into two broad categories: those providing services and those producing tangible goods. An industry can employ workers in many different types of occupations. For example, hospitals (within the HealthServices industry) not only employ doctors and nurses, they also employ administrative assistants, accountants, human resource managers, computer support specialists, housekeeping workers, cooks, and a host of others.

When considering an occupation, also consider different industries and settings in which it can be found. Growing industries are more likely to employ workers in many occupations.

**Service Industries Continue to Grow**

North Carolina’s primary employment growth over the next several years will be in service-providing industries.

Overall growth in this category is expected to increase by 20.7 percent over the next 10 years, adding 655,330 jobs to the state’s economy for total employment of 3,821,770 by 2016.

During this same span of time, goods-producing industries will experience negative growth, losing .8 percent of jobs over 10 years for a total loss of 13,580 jobs. With a projected employment of 819,520 jobs, positions will still be available to replace existing workers due to retirement, turnover or other reasons.

<table>
<thead>
<tr>
<th>Industry</th>
<th>Annual Growth Rate (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional &amp; Business Services</td>
<td>2.6</td>
</tr>
<tr>
<td>Educational &amp; Health Services</td>
<td>2.6</td>
</tr>
<tr>
<td>Construction</td>
<td>2.3</td>
</tr>
<tr>
<td>Leisure &amp; Hospitality</td>
<td>2.1</td>
</tr>
<tr>
<td>Other Services Except Government</td>
<td>1.8</td>
</tr>
<tr>
<td>Financial Activities</td>
<td>1.6</td>
</tr>
<tr>
<td>Government</td>
<td>1.2</td>
</tr>
<tr>
<td>Trade, Transportation &amp; Utilities</td>
<td>1.1</td>
</tr>
<tr>
<td>Self-Employed Workers, Primary Job</td>
<td>0.9</td>
</tr>
<tr>
<td>Information</td>
<td>0.5</td>
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<tr>
<td>Manufacturing</td>
<td>-1.2</td>
</tr>
<tr>
<td>Natural Resources &amp; Mining</td>
<td>-2.2</td>
</tr>
<tr>
<td>Unpaid Family Workers, Primary Job</td>
<td>-4.1</td>
</tr>
</tbody>
</table>

**Fastest Growing Jobs**

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Total Annual Openings</th>
<th>Annual Growth Rate (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal &amp; Home Care Aides</td>
<td>1,701</td>
<td>5.8</td>
</tr>
<tr>
<td>Social &amp; Human Service Assistants</td>
<td>978</td>
<td>5.22</td>
</tr>
<tr>
<td>Mental Health Counselors</td>
<td>150</td>
<td>4.35</td>
</tr>
<tr>
<td>Mental Health &amp; Substance Abuse Social Workers</td>
<td>256</td>
<td>4.34</td>
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<tr>
<td>Network Systems &amp; Data Commun. Analysts</td>
<td>506</td>
<td>4.17</td>
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<tr>
<td>Medical Assistants</td>
<td>581</td>
<td>4.08</td>
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<tr>
<td>Substance Abuse &amp; Behavioral Disorder Counselors</td>
<td>79</td>
<td>3.99</td>
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<tr>
<td>Physical Therapist Assistants</td>
<td>122</td>
<td>3.97</td>
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<tr>
<td>Veterinary Technologists &amp; Technicians</td>
<td>167</td>
<td>3.93</td>
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<tr>
<td>Skin Care Specialists</td>
<td>45</td>
<td>3.91</td>
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<tr>
<td>Computer Software Engineers, Applications</td>
<td>696</td>
<td>3.9</td>
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<tr>
<td>Manicurists &amp; Pedicurists</td>
<td>41</td>
<td>3.78</td>
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<tr>
<td>Medical Scientists, Except Epidemiologists</td>
<td>197</td>
<td>3.67</td>
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<tr>
<td>Pharmacy Technicians</td>
<td>704</td>
<td>3.57</td>
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<tr>
<td>Marriage &amp; Family Therapists</td>
<td>12</td>
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<tr>
<td>Physician Assistants</td>
<td>164</td>
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<td>Veterinarians</td>
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<td>Psychiatric Aides</td>
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<td>Medical &amp; Public Health Social Workers</td>
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<td>Social &amp; Community Service Managers</td>
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<td>Home Health Aides</td>
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<td>Physical Therapists</td>
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<td>Biomedical Engineers</td>
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<td>Paralegals &amp; Legal Assistants</td>
<td>402</td>
<td>3.28</td>
</tr>
</tbody>
</table>

**Where The Jobs Are**

**Job Growth versus Job Openings**

There is a difference between job growth and job openings. Job growth is the percentage of increase or decrease expected. An occupation can have a high projected rate of growth, but actually offer relatively few job openings per year. For example, jobs for Certified Marriage and Family Therapists are projected to grow by 3.5 percent annually — well above average; however, only about 12 openings are likely to be available each year in our state. When the existing number of jobs in an occupation is small, it only takes a small number of additional jobs to show a large percentage increase.

Job openings are the number of available positions expected. An occupation can have a relatively low rate of growth—or even be in decline—and still have a significant number of job openings available. For example, jobs for Cashiers are projected to have a below average annual growth rate of .41 percent, but will average 5,187 jobs each year—of which 4,767 are to replace existing workers due to retirement, turnover or other reasons.

**Occupations Projected To Lose the Most Jobs**

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Annual Growth Rate (%)</th>
<th>Total Net Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sewing Machine Operators</td>
<td>-5</td>
<td>-5,703</td>
</tr>
<tr>
<td>Textile Knitting &amp; Weaving Machine Setters, Operators &amp; Tenders</td>
<td>-5.89</td>
<td>-4,342</td>
</tr>
<tr>
<td>Textile Winding, Twisting &amp; Drawing Out Machine Setters, Operators &amp; Tenders</td>
<td>-5.38</td>
<td>-4,260</td>
</tr>
<tr>
<td>Upholsterers</td>
<td>-5.98</td>
<td>-3,816</td>
</tr>
<tr>
<td>Packers &amp; Package Makers, Hand</td>
<td>-0.86</td>
<td>-2,482</td>
</tr>
<tr>
<td>Inspectors, Testers, Sorters, Samplers &amp; Weighters</td>
<td>-1.21</td>
<td>-2,398</td>
</tr>
<tr>
<td>First Line Supervisors-Managers of Production &amp; Operating Workers</td>
<td>-0.74</td>
<td>-1,987</td>
</tr>
<tr>
<td>Stock Clerks &amp; Other Filers</td>
<td>-0.42</td>
<td>-1,974</td>
</tr>
<tr>
<td>Textile Bleaching &amp; Dyeing Machine Operators &amp; Tenders</td>
<td>-4.88</td>
<td>-1,879</td>
</tr>
<tr>
<td>Cabinetmakers &amp; Bench Carpenters</td>
<td>-3.41</td>
<td>-1,871</td>
</tr>
<tr>
<td>Farmworkers, Laborers, Crop, Nursery &amp; Greenhouse</td>
<td>-1.51</td>
<td>-1,774</td>
</tr>
<tr>
<td>Order Clerks</td>
<td>-3.26</td>
<td>-1,633</td>
</tr>
<tr>
<td>Electrical &amp; Electronic Equipment Assemblers</td>
<td>-2.4</td>
<td>-1,344</td>
</tr>
<tr>
<td>Furniture Finishers</td>
<td>-4.55</td>
<td>-1,324</td>
</tr>
<tr>
<td>Machine Feeders &amp; Ofbearers</td>
<td>-1.74</td>
<td>-1,134</td>
</tr>
<tr>
<td>File Clerks</td>
<td>-4.33</td>
<td>-1,125</td>
</tr>
</tbody>
</table>

**Jobs With Most Annual Openings**

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Annual Growth Rate (%)</th>
<th>Total Annual Openings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail Salespersons</td>
<td>1.62</td>
<td>6,512</td>
</tr>
<tr>
<td>Waiters &amp; Waitresses</td>
<td>2.11</td>
<td>5,307</td>
</tr>
<tr>
<td>Cashiers</td>
<td>0.41</td>
<td>5,187</td>
</tr>
<tr>
<td>Combined Food Prep. &amp; Serving Workers</td>
<td>2.36</td>
<td>4,466</td>
</tr>
<tr>
<td>Customer Service Representatives</td>
<td>2.48</td>
<td>3,891</td>
</tr>
<tr>
<td>Registered Nurses</td>
<td>2.79</td>
<td>3,820</td>
</tr>
<tr>
<td>Home Health Aides</td>
<td>3.32</td>
<td>3,432</td>
</tr>
<tr>
<td>Laborers &amp; Freight, Stock &amp; Material Moves, Hand</td>
<td>0.73</td>
<td>3,202</td>
</tr>
<tr>
<td>Office Clerks, General</td>
<td>1.48</td>
<td>2,950</td>
</tr>
<tr>
<td>First Line Sup./Mgrs. of Retail Sales Workers</td>
<td>0.94</td>
<td>2,189</td>
</tr>
<tr>
<td>Postsecondary Teachers (all subjects)</td>
<td>2.96</td>
<td>2,063</td>
</tr>
<tr>
<td>Janitors &amp; Cleaners</td>
<td>1.83</td>
<td>2,022</td>
</tr>
<tr>
<td>Executive Secretaries &amp; Admin. Assistants</td>
<td>1.86</td>
<td>1,977</td>
</tr>
<tr>
<td>Food Preparation Workers</td>
<td>2.2</td>
<td>1,819</td>
</tr>
<tr>
<td>Bookkeeping, Accounting &amp; Auditing Clerks</td>
<td>1.48</td>
<td>1,817</td>
</tr>
<tr>
<td>Team Assemblers</td>
<td>0.79</td>
<td>1,738</td>
</tr>
<tr>
<td>Truck Drivers, Heavy &amp; Tractor-Trailer</td>
<td>1.17</td>
<td>1,728</td>
</tr>
<tr>
<td>Personal &amp; Home Care Aides</td>
<td>5.8</td>
<td>1,701</td>
</tr>
<tr>
<td>Elementary School Teachers**</td>
<td>2.17</td>
<td>1,676</td>
</tr>
<tr>
<td>Receptionists &amp; Information Clerks</td>
<td>2.38</td>
<td>1,605</td>
</tr>
<tr>
<td>General &amp; Operations Manager</td>
<td>0.42</td>
<td>1,572</td>
</tr>
<tr>
<td>Sales Rep., Wholesale &amp; Manufacturing**</td>
<td>1.31</td>
<td>1,562</td>
</tr>
</tbody>
</table>

* Except Maids & Housekeeping Cleaners
** Except Special Education
*** Except Technical & Scientific Products
Connecting Your Talents With Industry Trends

Knowing which industries are likely to grow helps us all. The more information we have, the better our chances of finding a job that’s secure and meets our needs. But how do these trends connect with your own career future?

If you have a clear idea of what you’re good at, like to do and have experience in, you’re ready to explore industry trends. Next, you’ll want to think about the kind of setting in which you’d like to work.

For example, perhaps you’re interested in working for the government, but can’t imagine enjoying a desk job. Or maybe you’re concerned because overall government job growth is likely to be just average. How can you find out if any public service occupations match your skills, interests and needs?

One way to connect your talents with industry trends is to explore the Where column on the Career Briefs pages. Scan the column looking for the word government. You may discover an unexpected variety of career options such as those in the graphic to the right.

Interested in a different industry or setting? Look for it in the Where column in Career Briefs.

It’s Rewarding Being Green

Whether your notion of green-ness is recycling plastic bags, using a solar water heater or manufacturing wiring for solar panels, most of us see an ultimate reward in making the environment healthy. Whenever society values something, chances are also good that employment connected with that concept will grow.

Green is everywhere now: green jobs, green economy, green-collar employment, green industry. But when it comes to the working world, just what does this green trend mean?

At this point, it depends upon whom you ask. In general though, you might think of green occupations as those that manage, clean or restore the environment as well as produce and distribute energy in a fashion that does not harm the environment.

To think about where these jobs are (or will be), apply the above definition to occupations within specific industries. For example, workers in the construction industry may move toward creating LEED* certified buildings. Or they may weatherize older houses to make them more energy efficient. The manufacturing industry may shift toward creating parts for new energy products, such as reformulating composite materials to make more efficient wind turbine blades. Education will have a major role in training workers to learn new skills or transfer their expertise to green products and services. All industries will include some green occupations.

If green is a concept you find meaningful, but doesn’t seem obviously connected to your training or experience, keep in mind that green businesses have the same needs as traditional ones. They need administrators, accountants, building and grounds workers, human resource professionals, marketers and many other types of employees. No doubt about it, green employment can be rewarding!

Change: It’s Trend-y

Most of us don’t find tea leaves or Ouija boards very helpful when we’re trying to make career plans. We need labor market information to help us predict job and industry growth. Additionally, we can teach ourselves to anticipate some workplace trends.

The process: Pay attention to what’s changing, ask analytical questions and imagine what employment and workplace adjustments might occur. Look at the following examples and think about which jobs may increase or be created and which jobs may decrease.

Graying of America: The balance of the U.S. population is tipping toward the older end of the scale. What services and products will this growing population need? As more people approach retirement, what is likely to happen in the workplace?

Economic changes: We live in very changeable economic times. Home ownership, retirement funds and financial uncertainty from job loss are just a few of our challenges. What kinds of jobs might result from economic changes?

Technology’s impact: Being able to use technology is a requirement for a growing number of occupations. While software can make some complex tasks easier, workers who have not had to use technology before discover that they must learn a new set of skills. What will these workers need? How will technological changes affect each industry?

Got the idea? Then give this process a try. You’ll be learning to manage your career while also practicing skills that employers greatly value: research, analysis and creativity.

* Leadership in Energy and Environmental Design
This section outlines 292 occupations — only a sample of those available in N.C. Occupations are selected based on their projected growth, the number of jobs available and to encompass the full range of educational requirements. NOTE: An asterisk (*) anywhere means data are unavailable, under research or unreleasable for confidentiality reasons. The following information is included:

**Occupation** — Titles and definitions are from O*NET.

**Sections** — Occupations grouped by traditional N.C. Pathway.

**Holland Code (HC)** — Holland personality types (3-letter codes) corresponding to work environments, taken from O*NET Interest codes. With O*NET research ongoing, some occupations have only one or two codes, others have no code assigned yet and others have multiple codes.

**Work Description** — The nature of the duties performed in the occupation, taken from O*NET.

**Education** — Includes an Educational Attainment Cluster from the U.S. Bureau of Labor Statistics. The minimum level of education or training suggested to enter and perform the job effectively appears in bold.

**Codes Used:**
- Apprentice — Apprenticeable occupation

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#### Occupational Sections

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<td>Commercial &amp; Artistic Production Occupations</td>
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<td>Construction Technologies Occupations</td>
<td>19-21</td>
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#### Occupations

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<td>Industrial Technologies Occupations</td>
<td>24-26</td>
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<td>Public Service Technologies Occupations</td>
<td>26-28</td>
</tr>
<tr>
<td>Transport Systems Technologies Occupations</td>
<td>29</td>
</tr>
</tbody>
</table>

### Agricultural & Natural Resources Occupations

These occupations deal with sales and marketing of agricultural products; agricultural economics; conservation and protection of our natural resources; forest and forest machinery management; production of plants, trees and shrubs for home and business use; horticultural business management; crop, poultry and livestock production and management; animal health care; and providing supplies and services for all these areas. People in these occupations are interested primarily in “things,” with some interest in “data” and/or “ideas.”

<table>
<thead>
<tr>
<th>Occupation</th>
<th>HC</th>
<th>Work Description</th>
<th>Education</th>
<th>Lic.</th>
<th>Where</th>
<th>Salary</th>
<th>Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural Food Science Technicians</td>
<td>RIC</td>
<td>Work with agricultural scientists in food, fiber &amp; animal research, production &amp;</td>
<td>HS/SC/C</td>
<td>Assoc.</td>
<td>Agricultural &amp; food production service</td>
<td>$25,319e</td>
<td>Average</td>
</tr>
<tr>
<td></td>
<td></td>
<td>processing; assist with animal breeding &amp; nutrition; conduct tests to improve crop</td>
<td></td>
<td></td>
<td></td>
<td>$40,093</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>yield, quality &amp; resistance to disease.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agricultural Inspectors</td>
<td>RIC</td>
<td>Inspect agricultural commodities, processing equipment &amp; facilities, fish &amp; logging</td>
<td>HS/SC/C</td>
<td>Wk. Exp.</td>
<td>Agricultural services; government agencies</td>
<td>$28,786e</td>
<td>Below</td>
</tr>
<tr>
<td></td>
<td></td>
<td>operations, to ensure compliance with regulations &amp; laws governing health, quality &amp;</td>
<td></td>
<td></td>
<td></td>
<td>$42,194</td>
<td>Average</td>
</tr>
<tr>
<td></td>
<td></td>
<td>safety.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conservation Scientists</td>
<td>IRC</td>
<td>Manage, improve &amp; protect natural resources to maximize their use without damag</td>
<td>Apprentice.</td>
<td></td>
<td>Agricultural production services; government agencies, parks, forests &amp; wildlife preserves</td>
<td>$34,281e</td>
<td>Average</td>
</tr>
<tr>
<td></td>
<td>IR</td>
<td>ing the environment.</td>
<td>C</td>
<td></td>
<td></td>
<td>$62,141</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SRI</td>
<td></td>
<td>Bach.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Farm &amp; Home Management Advisors</td>
<td>SRE</td>
<td>Advise, instruct &amp; assist individuals &amp; families engaged in agriculture or related</td>
<td>C</td>
<td></td>
<td>State &amp; county agricultural agencies</td>
<td>$28,086e</td>
<td>Below</td>
</tr>
<tr>
<td></td>
<td>SRC</td>
<td>processes or home economics activities.</td>
<td>Bach.</td>
<td></td>
<td></td>
<td>$53,607</td>
<td>Average</td>
</tr>
</tbody>
</table>

**Did You Know?**

O*NET, the nation’s occupational information network, is the primary source of occupational information in the United States. The O*NET database contains information on hundreds of occupations and is updated twice a year. The National Center for O*NET Development is housed within the Employment Security Commission of North Carolina.
## Career Briefs

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<th>Required Education</th>
<th>Career Summary</th>
<th>Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Farm Equipment Mechanics</strong></td>
<td>R</td>
<td>Diagnose, adjust, repair or overhaul farm machinery &amp; vehicles, such as tractors, harvesters, etc.</td>
<td>Apprent.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ST OJT</td>
</tr>
<tr>
<td><strong>Farm, Ranch &amp; Other Agricultural Managers</strong></td>
<td>ERC</td>
<td>Manage farms, ranches, aquacultural operations, greenhouses or other agricultural establishments. May perform physical work &amp; operate machinery.</td>
<td>HS/SC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bach. +</td>
</tr>
<tr>
<td><strong>Farmworkers &amp; Laborers, Crop, Nursery &amp; Greenhouse</strong></td>
<td>R/RE</td>
<td>Plant, cultivate &amp; harvest vegetables, fruits, nuts, horticultural specialties &amp; field crops. May include tilling soil, transplanting, weeding &amp; fertilizing crops; applying pesticides; sorting &amp; packing harvested products.</td>
<td>HS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ST OJT</td>
</tr>
<tr>
<td><strong>Farmworkers, Farm &amp; Ranch Animals</strong></td>
<td>RCI</td>
<td>Attend to animals including cattle, sheep, swine, goats, horses, poultry, fish, shellfish &amp; bees for animal products (meat, fur, etc.) &amp; byproducts (eggs, milk, honey, etc.).</td>
<td>Apprent.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HS</td>
</tr>
<tr>
<td><strong>First-Line Sup./Mgrs of Landscaping, Lawn Service &amp; Grounds</strong></td>
<td>ERC/RE</td>
<td>Plan, organize, direct or coordinate activities of workers engaged in landscaping or groundskeeping activities. May review contracts, answer inquiries &amp; prepare estimates.</td>
<td>HS/SC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wk. Exp.</td>
</tr>
<tr>
<td><strong>Forest &amp; Conservation Technicians</strong></td>
<td>*</td>
<td>Compile data pertaining to size, content, condition &amp; other characteristics of forest tracts, under direction of foresters; train &amp; lead forest workers in forest propagation &amp; fire prevention. May assist in managing natural resources.</td>
<td>HS/SC/C/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Assoc.</td>
</tr>
<tr>
<td><strong>Geoscientists, Except Hydrologists &amp; Geographers</strong></td>
<td>IRC</td>
<td>Study the composition, structure &amp; other physical aspects of the earth. May use knowledge to explore for oil, gas, minerals or underground water; or in waste disposal, land reclamation or other environmental problems. May study the earth's internal composition, atmospheres, oceans &amp; its magnetic, electrical &amp; gravitational forces.</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Master's</td>
</tr>
<tr>
<td><strong>Graders &amp; Sorters, Agricultural Products</strong></td>
<td>RC</td>
<td>Grade, sort or classify unprocessed food &amp; other agricultural products by size, weight, color or condition.</td>
<td>HS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Wk. Exp.</td>
</tr>
<tr>
<td><strong>Landscape Architects</strong></td>
<td>ARI</td>
<td>Plan &amp; design land areas as parks &amp; recreational facilities, airports, highways, hospitals, schools, land subdivisions &amp; commercial, industrial &amp; residential sites.</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bach.</td>
</tr>
<tr>
<td><strong>Landscaping &amp; Groundskeeping Workers</strong></td>
<td>R</td>
<td>Landscape or maintain grounds of property using hand or power tools or equipment. Tasks include laying sod, mowing, trimming, planting, watering, fertilizing &amp; installing sprinklers.</td>
<td>Apprent.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HS</td>
</tr>
<tr>
<td><strong>Logging Equipment Operators</strong></td>
<td>R</td>
<td>Drive logging tractors or vehicles to fell trees; to skid, load, unload, or stack logs; or to pull stamps or clear brush.</td>
<td>HS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MT OJT</td>
</tr>
<tr>
<td><strong>Natural Sciences Managers</strong></td>
<td>IER</td>
<td>Plan, direct or coordinate activities in such fields as life sciences, physical sciences, mathematics, statistics &amp; research &amp; development in these fields.</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bach. +</td>
</tr>
<tr>
<td><strong>Pest Control Workers</strong></td>
<td>RC</td>
<td>Spray or release chemical solutions or toxic gases &amp; set traps to kill pests such as mice, termites &amp; roaches.</td>
<td>Apprent.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>HS/SC</td>
</tr>
<tr>
<td><strong>Soil &amp; Plant Scientists</strong></td>
<td>IRC/IR</td>
<td>Conduct research in breeding, physiology, production, yield &amp; management of crops &amp; agricultural plants, their growth &amp; control of pests; study chemical, physical, biological &amp; mineralogical composition of soils.</td>
<td>Apprent.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SC/C</td>
</tr>
<tr>
<td><strong>Zoologists &amp; Wildlife Biologists</strong></td>
<td>IR</td>
<td>Study the origins, behavior, diseases, genetics &amp; life processes of animals &amp; wildlife.</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bach.</td>
</tr>
</tbody>
</table>

### Wages

- **Below Average:** $16,679e - $26,047e
- **Average:** $26,125 - $37,115
- **Above Average:** $40,219e - $57,344

### Industries

- Agriculture production companies; government agencies; self-employed
- Farms & agricultural (crop) production services; nurseries
- Farms; agricultural & food production services
- Landscaping companies; amusement & recreation services; local government agencies; real estate developers; educational services
- Government agencies; environmental research & testing services; pulp & paper companies
- Architectural services; landscaping companies; agricultural services; self-employed
- Landscaping companies; amusement & recreation services; business & local government agencies; real estate developers; educational services
- Lumber & logging companies; paper companies
- Scientific research & development companies; pharmaceutical companies; federal government agencies
- Pest control companies; building services; self-employed
- Agricultural services; government agencies
- Government agencies; zoological & biological research companies; wildlife preserves & zoos
## Arts & Sciences Occupations

These occupations pertain to the natural sciences, social sciences, arts and humanities. People in these occupations are creative thinkers who generally have interests in “people” and “ideas.”

<table>
<thead>
<tr>
<th>Occupation</th>
<th>HC</th>
<th>Work Description</th>
<th>Education</th>
<th>Lic.</th>
<th>Where</th>
<th>Salary</th>
<th>Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletes &amp; Sports Competitors</td>
<td>ERS</td>
<td>Compete in athletic events.</td>
<td>SC/C</td>
<td>LT OJT</td>
<td>Commercial sports; educational services</td>
<td>$16,519e</td>
<td>Above</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$139,149</td>
<td>Average</td>
</tr>
<tr>
<td>Coaches &amp; Scouts</td>
<td>ERS</td>
<td>Instruct or coach groups or individuals in sports.</td>
<td>SC/C</td>
<td>LT OJT</td>
<td>Commercial sports; educational services; amusement &amp; recreational services; self-employed; civic &amp; social associations</td>
<td>$18,515e</td>
<td>Above</td>
</tr>
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<td></td>
<td></td>
<td>$42,600</td>
<td>Average</td>
</tr>
<tr>
<td>Editors</td>
<td>AES</td>
<td>Perform editorial duties such as laying out, indexing &amp; revising content of written materials in preparation for final publication.</td>
<td>C</td>
<td>Bach.</td>
<td>Printing &amp; publishing companies; radio &amp; TV broadcasters; computer companies; business &amp; professional services</td>
<td>$28,667e</td>
<td>Average</td>
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<td>$60,079</td>
<td>Average</td>
</tr>
<tr>
<td>Floral Designers</td>
<td>ARE</td>
<td>Design, cut &amp; arrange live, dried or artificial flowers &amp; foliage.</td>
<td>Apprent.</td>
<td>SC/C</td>
<td>Florists, food &amp; other retail stores; wholesale companies selling to grocery &amp; home furnishings; self-employed</td>
<td>$15,657e</td>
<td>Below</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>MT OJT</td>
<td></td>
<td></td>
<td>$26,075</td>
<td>Average</td>
</tr>
<tr>
<td>Graphic Designers</td>
<td>AER</td>
<td>Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays or logos.</td>
<td>Apprent.</td>
<td>SC/C</td>
<td>Printing, publishing, media &amp; communications companies; advertising &amp; PR firms; business services; self-employed</td>
<td>$25,692e</td>
<td>Below</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Bach.</td>
<td></td>
<td></td>
<td>$46,944</td>
<td>Average</td>
</tr>
<tr>
<td>Interior Designers</td>
<td>AER</td>
<td>Plan, design &amp; furnish interiors of residential, commercial or industrial buildings.</td>
<td>Apprent.</td>
<td>SC/C</td>
<td>Design consulting businesses; architectural, residential &amp; business design services; building material &amp; supplies dealers; furniture stores; self-employed</td>
<td>$27,525e</td>
<td>Average</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Assoc.</td>
<td></td>
<td></td>
<td>$50,891</td>
<td>Average</td>
</tr>
<tr>
<td>Merchandise Displayers &amp; Window Trimmers</td>
<td>ARE</td>
<td>Plan &amp; erect commercial displays in windows &amp; interiors of retail stores &amp; at trade exhibitions.</td>
<td>SC/C</td>
<td>MT OJT</td>
<td>Department &amp; retail stores; trade show services</td>
<td>$16,251e</td>
<td>Average</td>
</tr>
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<td>$30,669</td>
<td>Average</td>
</tr>
<tr>
<td>Multi-Media Artists &amp; Animators</td>
<td>*</td>
<td>Create special effects, animation or other visual images using film, video, computers or other electronic tools &amp; media for use in products or creations, such as computer games, movies, music videos &amp; commercials.</td>
<td>SC/C</td>
<td>Bach.</td>
<td>Business services; computer &amp; other tech companies; advertising agencies; self-employed; printing &amp; motion picture companies</td>
<td>$32,261e</td>
<td>Above</td>
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<td></td>
<td></td>
<td>$62,011</td>
<td>Average</td>
</tr>
<tr>
<td>Producers &amp; Directors</td>
<td>AES/EAC/EAS/RAE</td>
<td>Produce or direct stage, television, radio, video or motion picture productions for entertainment, information or instruction.</td>
<td>Apprent.</td>
<td>SC/C</td>
<td>Broadcast communications &amp; motion picture production companies; theater companies</td>
<td>$24,288e</td>
<td>Below</td>
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<td></td>
<td></td>
<td>Bach. +</td>
<td></td>
<td></td>
<td>$61,029</td>
<td>Average</td>
</tr>
<tr>
<td>Reporters &amp; Correspondents</td>
<td>AIE</td>
<td>Collect &amp; analyze facts about newsworthy events. Report &amp; write stories for newspaper, news magazine, radio or television.</td>
<td>C</td>
<td>Bach. +</td>
<td>Newspapers, magazines &amp; media companies; radio &amp; TV broadcasters</td>
<td>$22,092e</td>
<td>Below</td>
</tr>
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<td></td>
<td></td>
<td>$40,160</td>
<td>Average</td>
</tr>
<tr>
<td>Statisticians</td>
<td>IC</td>
<td>Develop mathematical theory or apply statistical theory &amp; methods to collect, organize, interpret &amp; summarize numerical data to provide usable information.</td>
<td>C</td>
<td>Master’s</td>
<td>Government agencies; research &amp; testing services; research &amp; development companies</td>
<td>$46,235e</td>
<td>Above</td>
</tr>
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<td></td>
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<td></td>
<td></td>
<td>$82,755</td>
<td>Average</td>
</tr>
<tr>
<td>Technical Writers</td>
<td>AI</td>
<td>Write technical materials such as equipment manuals, appendices or operating &amp; maintenance instructions.</td>
<td>SC/C</td>
<td>Bach.</td>
<td>Business &amp; professional services; communications firms; computer, engineering &amp; other technology firms; technical consulting services</td>
<td>$38,544e</td>
<td>Above</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>$69,816</td>
<td>Average</td>
</tr>
<tr>
<td>Writers &amp; Authors</td>
<td>AIA/ACS/AES</td>
<td>Originate &amp; prepare written material such as scripts, stories &amp; advertisements.</td>
<td>C</td>
<td>Bach.</td>
<td>Printing, publishing, media &amp; communications companies; newspapers; self-employed; advertising &amp; public relations companies; educational services</td>
<td>$29,338e</td>
<td>Average</td>
</tr>
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<td>$58,661</td>
<td>Average</td>
</tr>
</tbody>
</table>
## Biological & Chemical Occupations

These occupations are involved in food science, nutrition, agriscience and environmental science activities. This section is concerned with food production, packaging and distribution; quality control, processing and development of food products; food sales and research; research laboratory environments; care for and testing of experimental plants and living cells; conservation and improvement of environmental resources; managing forest crops and forest equipment. People in these occupations often have interests and skills in “ideas” and/or “things.”

<table>
<thead>
<tr>
<th>Occupation</th>
<th>HC</th>
<th>Work Description</th>
<th>Education</th>
<th>Lic.</th>
<th>Where</th>
<th>Salary</th>
<th>Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biochemists &amp; Biophysicists</td>
<td>IR'</td>
<td>Study the chemical composition &amp; physical principles of living cells &amp; organisms, their electrical &amp; mechanical energy &amp; related phenomena. May research complex chemical combinations &amp; reactions involved in metabolism, reproduction, growth &amp; heredity. May determine effects of foods, drugs, serums, hormones &amp; other substances on living organisms.</td>
<td>C</td>
<td>Ph.D.</td>
<td>Pharmaceutical companies; pesticide, fertilizer &amp; other agricultural chemical manufacturers; scientific research, development &amp; consulting services</td>
<td>$44,937e</td>
<td>Above</td>
</tr>
<tr>
<td></td>
<td>IRC</td>
<td></td>
<td></td>
<td></td>
<td>Scientiﬁc research &amp; testing services; chemical, food companies; government agencies; medical &amp; dental labs</td>
<td>$84,107</td>
<td>Average</td>
</tr>
<tr>
<td>Biological Technicians</td>
<td>RIC</td>
<td>Assist biological &amp; medical scientists in laboratories. Set up, operate &amp; maintain laboratory instruments &amp; equipment, monitor experiments, make observations &amp; calculate &amp; record results. May analyze organic substances, such as blood, food &amp; drugs.</td>
<td>Apprent.</td>
<td>HS/SC/C</td>
<td>Scientific research &amp; testing services; chemical, food companies; government agencies; medical &amp; dental labs</td>
<td>$28,472e</td>
<td>Above</td>
</tr>
<tr>
<td>Biomedical Engineers</td>
<td>*</td>
<td>Apply knowledge of engineering, biology &amp; biomechanical principles to the design, development &amp; evaluation of biological &amp; health systems &amp; products, such as artificial organs, prostheses, instrumentation, medical information systems &amp; health management &amp; care delivery systems.</td>
<td>SC/C</td>
<td>Bach.</td>
<td>Hospitals; chemical companies; pharmaceutical companies; scientific &amp; technical consulting services</td>
<td>$50,489e</td>
<td>Above</td>
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<td></td>
<td>$87,016</td>
<td>Average</td>
</tr>
<tr>
<td>Chemical Engineers</td>
<td>IR</td>
<td>Design chemical plant equipment &amp; devise processes for manufacturing chemicals &amp; products, such as gasoline, synthetic rubber, plastics, detergents, cement, paper &amp; pulp, by applying principles &amp; technology of chemistry, physics &amp; engineering.</td>
<td>C</td>
<td>Bach.</td>
<td>Chemical companies; engineering services; plastic materials &amp; synthetic manufacturers; research &amp; testing services; paper mills</td>
<td>$57,752e</td>
<td>Below</td>
</tr>
<tr>
<td>Chemical Technicians</td>
<td>RIC</td>
<td>Conduct lab tests to assist in making qualitative &amp; quantitative analyses of solids, liquids &amp; gaseous materials for research &amp; development of new products or processes, quality control, maintenance of environmental standards &amp; other work involving chemistry &amp; related sciences.</td>
<td>Apprent.</td>
<td>HS/SC/C</td>
<td>Scientific research &amp; testing services; chemical, food companies; government agencies</td>
<td>$28,148e</td>
<td>Below</td>
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<td></td>
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<td></td>
<td>Assoc.</td>
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<td>$43,762</td>
<td>Average</td>
</tr>
<tr>
<td>Chemists</td>
<td>IRC</td>
<td>Conduct qualitative &amp; quantitative chemical analyses or chemical experiments in laboratories for quality or process control or to develop new products or knowledge.</td>
<td>C</td>
<td>Bach.</td>
<td>Chemical manufacturers; research &amp; testing services; tobacco companies; government agencies</td>
<td>$40,973e</td>
<td>Average</td>
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<tr>
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<td>$75,437</td>
<td>Average</td>
</tr>
<tr>
<td>Environmental Engineering Technicians</td>
<td>*</td>
<td>Apply theory &amp; principles of environmental engineering to modify, test &amp; operate equipment &amp; devices used in prevention, control &amp; remediation of environmental pollution.</td>
<td>HS/SC</td>
<td>Assoc.</td>
<td>Engineering &amp; architectural firms; government agencies; utilities &amp; sanitary services; chemical companies; research &amp; testing services; manufacturers</td>
<td>$30,106e</td>
<td>Average</td>
</tr>
<tr>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td>$45,352</td>
<td>Average</td>
</tr>
<tr>
<td>Environmental Engineers</td>
<td>*</td>
<td>Design, plan or perform engineering duties in the prevention, control &amp; remediation of environmental health hazards using engineering disciplines. May include waste treatment, site remediation or pollution control technology.</td>
<td>C</td>
<td>Bach.</td>
<td>Engineering &amp; architectural firms; government; utilities &amp; sanitary services; chemical companies; research &amp; testing services; manufacturers</td>
<td>$49,917e</td>
<td>Above</td>
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<td>$81,778</td>
<td>Average</td>
</tr>
<tr>
<td>Environmental Science &amp; Protection Technicians, Including Health</td>
<td>IR</td>
<td>Perform laboratory &amp; field tests to monitor the environment &amp; investigate sources of pollution, including those that affect health. May collect samples of gases, soil, water &amp; other materials for testing &amp; take corrective actions as assigned.</td>
<td>Apprent.</td>
<td>HS/SC/C</td>
<td>Government agencies; research &amp; testing services; engineering, architectural &amp; utilities services; chemical companies</td>
<td>$28,334e</td>
<td>Average</td>
</tr>
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<td></td>
<td></td>
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<td>Assoc.</td>
<td></td>
<td>$45,883</td>
<td>Average</td>
</tr>
<tr>
<td>Environmental Scientists &amp; Specialists, Including Health</td>
<td>IR</td>
<td>Conduct research to identify, abate or eliminate sources of pollutants or environmental hazards. May collect, synthesize, study, report &amp; take action based on data derived from measurements or observations of air, food, soil, water &amp; other sources.</td>
<td>Apprent.</td>
<td>C</td>
<td>Government; private consulting firms; architectural &amp; engineering companies</td>
<td>$36,266e</td>
<td>Above</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Master's</td>
<td></td>
<td>$62,396</td>
<td>Average</td>
</tr>
<tr>
<td>Medical &amp; Clinical Laboratory Technicians</td>
<td>RIC</td>
<td>Perform routine medical laboratory tests for the diagnosis, treatment &amp; prevention of disease. May work under supervision of a medical technologist.</td>
<td>Apprent.</td>
<td>SC/C</td>
<td>Hospitals; medical &amp; dental laboratories; offices &amp; clinics of medical doctors; government agencies</td>
<td>$26,288e</td>
<td>Average</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Assoc.</td>
<td></td>
<td>$39,729</td>
<td>Average</td>
</tr>
</tbody>
</table>
Business Technologies Occupations

These careers pertain to all areas of business, including: accounting and finance for businesses and individuals; business administration and management; small business management; entrepreneurship; planning, promoting, merchandising and selling fashion apparel; processing, managing and communicating information by computers; directing the transfer of goods and services from producer to consumer; office, project and human resource management; office administration; sales; and marketing of travel, tourism and recreation activities. People in these occupations usually have interests in "data" and/or "people."

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Work Description</th>
<th>Education</th>
<th>Lic.</th>
<th>Where</th>
<th>Salary</th>
<th>Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting, Auditors</td>
<td>Examine, analyze &amp; interpret accounting records for the purpose of giving advice</td>
<td>SC/C</td>
<td>L</td>
<td>Accounting, management &amp; business services; government agencies; self-</td>
<td>$39,061e</td>
<td>Average</td>
</tr>
<tr>
<td>Advertising Sales Agents</td>
<td>Sell or solicit advertising, including graphic art, advertising space in publications, custom-made signs or TV &amp; radio advertising time.</td>
<td>SC/C</td>
<td>MT OJT</td>
<td>Newspapers, magazines &amp; media companies; radio &amp; TV broadcasters</td>
<td>$24,097e</td>
<td>Above</td>
</tr>
<tr>
<td>Appraisers &amp; Assessors of Real Estate</td>
<td>Appraise real property to determine its fair value. May assess taxes in accordance with prescribed schedules.</td>
<td>SC/C</td>
<td>Ps Voc</td>
<td>Realty companies; financial institutions; self-employed</td>
<td>$29,659e</td>
<td>Average</td>
</tr>
<tr>
<td>Bill &amp; Account Collectors</td>
<td>Locate &amp; notify customers of delinquent accounts to solicit payment. Duties include receiving payment &amp; posting amount to customer’s account; preparing statements to credit department; initiating repossession proceedings or service disconnection; keeping records of collection &amp; status of accounts.</td>
<td>HS/SC</td>
<td>ST OJT</td>
<td>Personal credit institutions; hospitals &amp; medical offices; credit collections agencies; banks &amp; business services; variety of businesses</td>
<td>$21,692e</td>
<td>Above</td>
</tr>
<tr>
<td>Bookkeeping, Accounting &amp; Auditing Clerks</td>
<td>Compute, classify &amp; record numerical data to keep financial records complete &amp; up to date.</td>
<td>Apprent.</td>
<td>HS/SC</td>
<td>Variety of companies &amp; businesses; banks; government agencies; auto dealers; hospitals &amp; medical offices</td>
<td>$22,002e</td>
<td>Average</td>
</tr>
<tr>
<td>Cashiers</td>
<td>Receive &amp; disburse money in establishments other than financial institutions. Often involved in processing credit or debit card transactions &amp; validating checks.</td>
<td>HS/SC</td>
<td>ST OJT</td>
<td>Retail stores; eating &amp; drinking places</td>
<td>$14,137e</td>
<td>Below</td>
</tr>
<tr>
<td>Claims Adjusters, Examiners &amp; Investigators</td>
<td>Investigate, analyze &amp; determine the extent of insurance company’s liability concerning personal, casualty or property loss or damages, &amp; attempt to effect settlement with claimants.</td>
<td>HS/SC/C</td>
<td>LT OJT</td>
<td>Insurance agents, brokers &amp; companies; government, business &amp; health services</td>
<td>$33,281e</td>
<td>Average</td>
</tr>
<tr>
<td>Compensation &amp; Benefits Managers</td>
<td>Plan, direct or coordinate compensation &amp; benefits activities &amp; staff of an organization.</td>
<td>SC/C</td>
<td>Bach. +</td>
<td>Business services; variety of wholesale, retail &amp; private-sector businesses; government agencies</td>
<td>$57,091e</td>
<td>Average</td>
</tr>
<tr>
<td>Compensation, Benefits &amp; Job Analysis Specialists</td>
<td>Conduct programs of compensation &amp; benefits &amp; job analysis for employer. May conduct position classification &amp; pension programs.</td>
<td>SC/C</td>
<td>Bach.</td>
<td>Variety of businesses; government agencies; colleges; employment service agencies</td>
<td>$36,155e</td>
<td>Above</td>
</tr>
<tr>
<td>Computer &amp; Information Scientists, Research</td>
<td>Conduct research into fundamental computer &amp; information science as theorists, designers or inventors. Solve or develop solutions to problems in the field of computer hardware &amp; software.</td>
<td>SC/C</td>
<td>Ph.D.</td>
<td>Research &amp; development companies; information services; government agencies</td>
<td>$52,412e</td>
<td>Above</td>
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<tr>
<td>Career Briefs</td>
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</tr>
<tr>
<td><strong>Computer &amp; Information Systems Managers</strong></td>
<td>ECI/ ECR</td>
<td>Plan, direct or coordinate activities in such fields as electronic data processing, information systems, systems analysis &amp; computer programming.</td>
<td>SC/C</td>
<td>SC/C</td>
<td>Computer &amp; data processing services; banks; educational services; research &amp; testing firms; hospitals; government agencies; variety of businesses</td>
<td>$74,308e</td>
</tr>
<tr>
<td><strong>Computer Programmers</strong></td>
<td>IRC</td>
<td>Convert project specifications &amp; statements of problems &amp; procedures to detailed logical flow charts for coding into computer language. Develop &amp; write computer programs &amp; develop web sites.</td>
<td>SC/C</td>
<td>SC/C</td>
<td>Software development companies; computer &amp; data processing services; Internet service providers &amp; website development services</td>
<td>$46,104e</td>
</tr>
<tr>
<td><strong>Computer Software Engineers, Applications</strong></td>
<td>IRC</td>
<td>Develop, create &amp; modify general computer applications software or specialized utility programs. Analyze user needs &amp; develop software solutions. Design or customize software for client use. May analyze &amp; design databases.</td>
<td>Apprent. C</td>
<td>Apprent. C</td>
<td>Software development companies; computer &amp; data processing services; electronics manufacturers; banks; management &amp; business services; government agencies</td>
<td>$58,056e</td>
</tr>
<tr>
<td><strong>Computer Software Engineers, Systems Software</strong></td>
<td>IRC</td>
<td>Research, design, develop &amp; test operating systems-level software, compilers &amp; network distribution software for medical, industrial, military, communications, aerospace, business, scientific &amp; general computing applications. Set specifications, formulate &amp; analyze software requirements.</td>
<td>C</td>
<td>C</td>
<td>Computer systems design companies; software development companies; variety of technology companies</td>
<td>$62,671e</td>
</tr>
<tr>
<td><strong>Computer Support Specialists</strong></td>
<td>CIR</td>
<td>Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients.</td>
<td>Apprent. SC/C</td>
<td>Apprent. SC/C</td>
<td>Computer &amp; data processing services; banks &amp; business services; educational services; variety of companies; government agencies; hospitals</td>
<td>$29,442e</td>
</tr>
<tr>
<td><strong>Computer Systems Analysts</strong></td>
<td>ICR</td>
<td>Analyze science, engineering, business &amp; other data processing problems for application to electronic data processing systems. Analyze user requirements, procedures &amp; problems to automate or improve existing systems.</td>
<td>Apprent. SC/C</td>
<td>Apprent. SC/C</td>
<td>Computer &amp; data processing services; banks &amp; manufacturers; hospitals; government agencies; utilities services; variety of businesses &amp; business services</td>
<td>$49,510e</td>
</tr>
<tr>
<td><strong>Cost Estimators</strong></td>
<td>CE</td>
<td>Prepare cost estimates for product manufacturing, construction projects or services to aid management in bidding on or determining price of product or service.</td>
<td>HS/SC/C Wk. Exp.</td>
<td>HS/SC/C Wk. Exp.</td>
<td>Manufacturers; building &amp; trade contractors; plumbing, heating, air-conditioning &amp; electrical contractors</td>
<td>$36,883e</td>
</tr>
<tr>
<td><strong>Counter &amp; Rental Clerks</strong></td>
<td>CER</td>
<td>Receive orders for repairs, rentals &amp; services. May describe options, compute cost &amp; accept payment.</td>
<td>HS/SC ST OJT</td>
<td>HS/SC ST OJT</td>
<td>Automobile rental companies; automotive dealers &amp; repair shops; automobile services</td>
<td>$14,807e</td>
</tr>
<tr>
<td><strong>Customer Service Representatives</strong></td>
<td>*</td>
<td>Interact with customers in response to inquiries about products &amp; services &amp; to handle &amp; resolve complaints.</td>
<td>HS/SC/C MT OJT</td>
<td>HS/SC/C MT OJT</td>
<td>Banks; telephone &amp; communication companies; insurance companies; utilities services; variety of companies</td>
<td>$20,674e</td>
</tr>
<tr>
<td><strong>Database Administrators</strong></td>
<td>ICR</td>
<td>Coordinate changes to computer databases, test &amp; implement the database applying knowledge of database management systems. May plan, coordinate &amp; implement security measures to safeguard computer databases.</td>
<td>Apprent. C</td>
<td>Apprent. C</td>
<td>Computer &amp; data processing services; communications &amp; business services; banks; hospitals; health, education &amp; government services</td>
<td>$46,636e</td>
</tr>
<tr>
<td><strong>Demonstrators &amp; Product Promoters</strong></td>
<td>ERS</td>
<td>Demonstrate merchandise &amp; answer questions for the purpose of creating public interest in buying the product.</td>
<td>HS/SC/C MT OJT</td>
<td>HS/SC/C MT OJT</td>
<td>Advertising &amp; public relations services; retail &amp; wholesale businesses</td>
<td>$17,010e</td>
</tr>
<tr>
<td><strong>Employment, Recruitment &amp; Placement Specialists</strong></td>
<td>SEC/ ES</td>
<td>Recruit &amp; place workers.</td>
<td>Apprent. SC/C</td>
<td>Apprent. SC/C</td>
<td>Employment agencies; government services; business &amp; management services</td>
<td>$28,085e</td>
</tr>
<tr>
<td><strong>Executive Secretaries &amp; Administrative Assistants</strong></td>
<td>CE</td>
<td>Provide high-level administrative support by conducting research, preparing reports, handling information requests &amp; preparing correspondence, receiving visitors, arranging conference calls &amp; scheduling meetings.</td>
<td>Apprent. HS/SC MT OJT</td>
<td>Apprent. HS/SC MT OJT</td>
<td>Variety of companies; religious organizations; banks; government; manufacturers; hospitals; education services</td>
<td>$26,599e</td>
</tr>
<tr>
<td><strong>Financial Analysts</strong></td>
<td>ICE</td>
<td>Conduct quantitative analyses of information affecting investment programs of public or private institutions.</td>
<td>C</td>
<td>C</td>
<td>Security &amp; commodity brokers &amp; services; banks &amp; financial services institutions; insurance services</td>
<td>$49,420e</td>
</tr>
</tbody>
</table>

**Notes:**
- **Above Average:** Costs are higher than average.
- **Below Average:** Costs are lower than average.
- **Average:** Costs are close to the average.
- **MT:** Master's degree
- **OJT:** On-the-job training
- **SC:** Bachelor's degree
- **Bach.:** Bachelor's degree
- **ST:** Bachelor's degree
- **Wk. Exp.:** Work experience
- **E:** Expected earnings
- **Average:** Average earnings
| Career Briefs |
|------------------|------------------|------------------|
| **Financial Managers** | EC/ ECS | Plan, direct & coordinate accounting, investing, banking, insurance, securities & other financial activities of a branch, office or department of an establishment. |
|  | SC/C | Commercial banks; savings & credit institutions; business & health services; variety of businesses |
|  | Bach. + |  |
|  |  | $59,385e | $120,374 | Average |
| **General & Operations Managers** | * | Plan, direct or coordinate the operations of companies or public & private sector organizations. Includes formulating policies, managing daily operations & planning use of materials & human resources. |
|  | HS/SC/C | Variety of public & private companies; business & professional services; manufacturers; wholesale & retail trade companies; government agencies |
|  | Bach. + |  |
|  |  | $55,777e | $134,595 | Below |
| **Insurance Sales Agents** | ESC | Sell life, property, casualty, health, automotive or other types of insurance. May refer clients to independent brokers, work as independent broker or be employed by an insurance company. |
|  | HS/SC/C | Insurance agencies; self-employed |
|  | Bach. |  |
|  | L |  |
|  |  | $23,170e | $65,207 | Average |
| **Interviewers, Except Eligibility & Loan** | CSE | Interview by telephone, mail, in person or by other means for the purpose of completing forms, applications or questionnaires. Ask specific questions, record answers & assist persons with completing forms. May sort, classify & file forms. |
|  | HS/SC | Hospitals; business & research services; management & public relations firms; medical offices & clinics |
|  | ST OJT |  |
|  |  | $20,013e | $29,013 | Average |
| **Legal Secretaries** | CE | Perform secretarial duties using legal terminology, procedures & documents. Prepare legal papers & correspondence & assist with legal research. |
|  | Apprent. HS/SC | Legal firms & services |
|  | PS Voc. |  |
|  |  | $23,409e | $40,190 | Above |
| **Loan Officers** | ESC | Evaluate, authorize or recommend approval of commercial, real estate or credit loans. Advise borrowers on financial status & methods of payments. |
|  | SC/C | Commercial banks; credit & savings institutions; mortgage bankers & brokers |
|  | Bach. |  |
|  | L |  |
|  |  | $33,561e | $61,776 | Average |
| **Management Analysts** | CEI | Conduct organizational studies & evaluations, design systems & procedures, conduct work simplifications & measurement studies & prepare operations & procedures manuals to improve operations. |
|  | C | Self-employed; banks, business & professional services; computer & data processing services |
|  | Bach. + |  |
|  |  | $47,056e | $93,747 | Average |
| **Marketing Managers** | EC | Determine demand for products & services offered by a firm & its competitors & identify potential customers. Develop pricing strategies, oversee product development or monitor trends indicating new products & services. |
|  | SC/C | Business & professional services; product development companies; public relations & advertising agencies; manufacturers; wholesale & retail trade companies |
|  | Bach. + |  |
|  |  | $62,995e | $128,384 | Average |
| **Network & Computer Systems Administrators** | * | Install, configure & support an organization's local area network (LAN), wide area network (WAN) & Internet system or a segment of a network system. Maintain network hardware & software & monitor to ensure network availability & security. |
|  | Apprent. SC/C | Computer & data processing services; educational services; communications, financial & business services; government agencies; hospitals; variety of companies |
|  | Bach. |  |
|  |  | $42,798e | $75,701 | Above |
| **Network Systems & Data Communications Analysts** | IR | Analyze, design, test & evaluate network systems, such as local area networks (LAN), wide area networks (WAN), Internet, intranet & other data communications systems. |
|  | Apprent. SC/C | Computer & data processing services; banks; communications & business services; hospitals, health services; variety of companies |
|  | Bach. |  |
|  |  | $43,149e | $79,078 | Above |
| **Office Clerks, General** | C | Varied duties, requiring limited knowledge of office management systems & procedures. Duties may include answering telephones, bookkeeping, typing or word processing, stenography, office machine operation & filing. |
|  | Apprent. HS/SC | Financial & business services |
|  | ST OJT |  |
|  |  | $16,600e | $27,970 | Average |
| **Payroll & Timekeeping Clerks** | CE | Compile & post employee time & payroll data. May compute employees’ time worked, production & commission. May compute wages & prepare paychecks. |
|  | HS/SC | Variety of companies; manufacturers; government agencies |
|  | MT OJT |  |
|  |  | $23,276e | $35,770 | Below |
| **Personal Financial Advisors** | SEC | Advise clients on financial plans; uses expertise in tax & investment strategies, securities, insurance, pension plans & real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage, tax status & financial objectives. |
|  | C | Banks, security brokers, dealers & financial services; insurance companies & services |
|  | Bach. |  |
|  |  | $40,976e | $80,124 | Above |
| **Postal Service Mail Sorters, Processors & Processing Machine Operators** | * | Prepare incoming & outgoing mail for distribution. Examine, sort & route mail. Load, operate & repair mail processing machinery. Must complete a competitive exam. |
|  | HS/SC | US Postal Service |
|  | ST OJT |  |
|  |  | $29,432e | $45,111 | Below |
## Career Briefs

<table>
<thead>
<tr>
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<th>Lic.</th>
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<th>Salary</th>
<th>Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archivists</td>
<td>IC</td>
<td>Appraise, edit &amp; direct safekeeping of permanent records &amp; historically valuable documents. Participate in research activities based on archival materials.</td>
<td>C</td>
<td>Master’s</td>
<td>Colleges; museums; government</td>
<td>$27,073e</td>
<td>Average</td>
</tr>
<tr>
<td>Audio &amp; Video Equipment Technicians</td>
<td>CS</td>
<td>Set up &amp;/or operate audio &amp; video equipment &amp; related electronic equipment for concerts, sports events, meetings &amp; conventions, presentations &amp; news conferences.</td>
<td>Apprent.</td>
<td>HS/SC/C LT OJT</td>
<td>Motion picture production companies; radio &amp; TV broadcasters</td>
<td>$23,799e</td>
<td>Above</td>
</tr>
</tbody>
</table>

### Commercial & Artistic Production Occupations

These occupations involve using state-of-the-art equipment to design and produce newspapers, magazines, reports, advertising information and other graphic images. Also included in this section are careers intended to enhance the beauty or aesthetic qualities of interior spaces. People in these careers often have interests in “ideas” and/or “things,” and sometimes “people.”
<table>
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<th>Salary</th>
<th>Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Broadcast Technicians</td>
<td>RA</td>
<td>Set up, operate &amp; maintain electronic equipment used to transmit radio &amp; television programs.</td>
<td></td>
<td></td>
<td>Radio &amp; TV broadcasters</td>
<td>$19,726e</td>
<td>Below</td>
</tr>
<tr>
<td>Camera Operators,</td>
<td>AR</td>
<td>Operate television, video or motion picture camera to photograph images or scenes for TV broadcasts, advertising, video production, motion pictures, etc.</td>
<td></td>
<td></td>
<td>Film, television &amp; motion picture production companies</td>
<td>$20,951e</td>
<td>Below</td>
</tr>
<tr>
<td>Television, Video &amp; Motion Picture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$41,948</td>
<td>Average</td>
</tr>
<tr>
<td>Etchers &amp; Engravers</td>
<td>R/R</td>
<td>Engrave or etch metal, wood, rubber or other materials for identification or decorative purposes.</td>
<td></td>
<td></td>
<td>Manufacturing</td>
<td>$19,719e</td>
<td>Below</td>
</tr>
<tr>
<td>Film &amp; Video Editors</td>
<td>AE</td>
<td>Edit motion picture soundtracks, film &amp; video.</td>
<td></td>
<td></td>
<td></td>
<td>$26,706e</td>
<td>Average</td>
</tr>
<tr>
<td>Jewelers &amp; Precious Stone &amp; Metal Workers</td>
<td>REC/R</td>
<td>Design, fabricate, adjust, repair or appraise jewelry, gold, silver, other precious metals or gems.</td>
<td></td>
<td></td>
<td>Jewelry stores; self-employed</td>
<td>$21,260e</td>
<td>Below</td>
</tr>
<tr>
<td>Job Printers</td>
<td>RC</td>
<td>Set type according to copy, operate press to print job order, read proof for errors &amp; clarity of impression &amp; correct imperfections.</td>
<td></td>
<td></td>
<td>Code &amp; publishing companies; duplication services</td>
<td>$23,013e</td>
<td>Below</td>
</tr>
<tr>
<td>Museum Technicians &amp; Conservators</td>
<td>ARI</td>
<td>Prepare specimens, such as fossils, skeletal parts, lace &amp; textiles, for museum collection &amp; exhibits. May restore documents or install, arrange &amp; exhibit materials.</td>
<td></td>
<td></td>
<td>Colleges; museums; government</td>
<td>$26,742e</td>
<td>Below</td>
</tr>
<tr>
<td>Painting, Coating &amp; Decorating Workers</td>
<td>R</td>
<td>Paint, coat or decorate articles, such as furniture, glass, plateware, pottery, jewelry, cakes, toys, books or leather.</td>
<td></td>
<td></td>
<td>Manufacturing</td>
<td>$16,898e</td>
<td>Below</td>
</tr>
<tr>
<td>Photographers</td>
<td>ARE/</td>
<td>Photograph people, subjects, merchandise or other commercial products. May develop negatives &amp; produce finished prints.</td>
<td></td>
<td></td>
<td>Printing &amp; publishing companies, including newspapers, magazines &amp; books; broadcasting companies; self-employed</td>
<td>$18,460e</td>
<td>Average</td>
</tr>
<tr>
<td>Prepress Technicians &amp; Workers</td>
<td>RC/</td>
<td>Set up &amp; prepare material for printing presses.</td>
<td></td>
<td></td>
<td>Printing &amp; publishing companies; duplication services</td>
<td>$22,746e</td>
<td>Below</td>
</tr>
<tr>
<td>Printing Machine Operators</td>
<td>RC/R</td>
<td>Set up or operate various types of printing machines, such as offset, letterset, intaglio or gravure presses or screen printers to produce print on paper or other materials.</td>
<td></td>
<td></td>
<td>Printing &amp; publishing companies; paper &amp; paperboard companies; textiles &amp; apparel manufacturers.</td>
<td>$19,971e</td>
<td>Below</td>
</tr>
</tbody>
</table>

### Construction Technologies Occupations

These occupations involve a wide variety of construction activities, including general carpentry work; cabinetmaking and installation; framing and hanging of walls, doors and windows; furniture design and production; installation, repair and maintenance of electrical systems for buildings and equipment; and building walls, doors, fireplaces and other structures using a variety of masonry materials and techniques. People in these careers typically have interests in “things” and sometimes “ideas.”

<table>
<thead>
<tr>
<th>Occupation</th>
<th>HC</th>
<th>Work Description</th>
<th>Education</th>
<th>Lic.</th>
<th>Where</th>
<th>Salary</th>
<th>Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brickmasons &amp; Blockmasons</td>
<td>R</td>
<td>Lay &amp; bind building materials, such as brick, to construct or repair walls, partitions, arches, sewers &amp; other structures.</td>
<td></td>
<td></td>
<td>Masonry, stonework &amp; plastering contractors; building &amp; special trades contractors; self-employed</td>
<td>$25,243e</td>
<td>Average</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$40,350</td>
<td></td>
</tr>
<tr>
<td>Carpenters</td>
<td>R/RC</td>
<td>Construct, erect, install or repair structures &amp; fixtures made of wood. May also install cabinets, siding, drywall &amp; batt or roll insulation.</td>
<td></td>
<td></td>
<td>Residential &amp; commercial building contractors; self-employed; lumber &amp; wood products companies</td>
<td>$24,025e</td>
<td>Average</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$34,979</td>
<td></td>
</tr>
<tr>
<td>Cement Masons &amp; Concrete Finishers</td>
<td>R</td>
<td>Smooth &amp; finish surfaces of poured concrete, such as floors, walls, sidewalks, roads or curbs.</td>
<td></td>
<td></td>
<td>Building &amp; highway contractors; concrete product manufacturers</td>
<td>$21,215e</td>
<td>Above</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$31,101</td>
<td>Average</td>
</tr>
</tbody>
</table>
### Construction & Building Inspectors
- **CRI/CRE**
- Inspect structures using engineering skills to determine structural soundness & compliance with specifications, building codes & other regulations. Inspections may be general in nature or may be limited to a specific area, such as electrical systems or plumbing. 
- **Apprent. HS/SC/C Wk. Exp.**
- **Local & state government; engineering & architectural firms; research & testing services**
- **$33,449**e $51,073 **Average**

### Construction Laborers
- **RC**
- Perform physical labor at building, highway & heavy construction projects, tunnel & shaft excavations & demolition sites. May clean & prepare sites, erect scaffolding, clean up rubble & debris & remove hazardous waste materials. 
- **Apprent. HS MT OJT**
- **Commercial & residential building contractors; highway construction contractors**
- **$18,170**e $27,497 **Above Average**

### Construction Managers
- **ERC**
- Plan, direct, coordinate or budget activities concerned with the construction & maintenance of structures, facilities & systems. Participate in the conceptual development of a construction project & oversee its organization, scheduling & implementation. 
- **HS/SC/C Bach. L**
- **Building & highway construction contractors; special trades; masonry, stonework, carpentry, flooring, other construction projects**
- **$55,868**e $89,849 **Average**

### Drywall & Ceiling Tile Installers
- **R**
- Apply plasterboard or other wallboard to ceilings or interior walls of buildings. Apply or mount acoustical tiles or blocks, strips or sheets of shock-absorbing materials to reduce or reflect sound. 
- **Apprent. HS MT OJT**
- **Masonry, stonework & plastering companies; residential & commercial building contractors; self-employed**
- **$22,825**e $31,906 **Average**

### Electrical Power-Line Installers & Repairers
- **RC**
- Install or repair cables or wires used in electrical power or distribution systems. May erect poles & light or heavy duty transmission towers. 
- **Apprent. HS/SC LT OJT**
- **Utility companies**
- **$32,439**e $51,515 **Average**

### Electricians
- **RI**
- Install, maintain & repair electrical wiring, equipment & fixtures. Ensure work is in accordance with relevant codes. 
- **Apprent. HS/SC LT OJT**
- **Building contractors; manufacturers; utilities services; self-employed**
- **$27,306**e $40,155 **Average**

### Fence Erectors
- **R**
- Erect & repair metal & wooden fences & fence gates around highways, industrial establishments, residences or farms, using hand & power tools. 
- **Apprent. HS MT OJT**
- **Building contractors; fencing installation services**
- **$20,253**e $26,400 **Above Average**

### First-Line Sup./Mgrs of Construction Trades & Extraction Workers
- **ERC**
- Directly supervise & coordinate activities of construction or extraction workers. 
- **HS/SC Wk. Exp.**
- **Building & highway contractors**
- **$34,845**e $55,694 **Above Average**

### Heating, Air Conditioning & Refrigeration Mechanics & Installers
- **RC**
- Install or repair heating, central air conditioning or refrigeration systems. 
- **Apprent. HS/SC LT OJT**
- **Plumbing, heating, air conditioning businesses; wholesale companies selling plumbing & heating equipment**
- **$27,287**e $42,598 **Above Average**

### Help-Brickmasons, Blockmasons, Stonemasons & Tile & Marble Setters
- **RC**
- Help brickmasons, blockmasons, stonemasons or tile & marble setters by performing duties of lesser skill. Use, supply or hold materials or tools; clean work area & equipment. 
- **Apprent. HS ST OJT**
- **Commercial & residential building contractors**
- **$17,764**e $24,179 **Average**

### Help-Carpenters
- **RC**
- Help carpenters by performing duties of lesser skill. Duties include using, supplying or holding materials or tools & cleaning work area & equipment. 
- **Apprent. HS ST OJT**
- **Commercial & residential building contractors**
- **$17,587**e $25,021 **Above Average**

### Help-Electricians
- **RC**
- Help electricians by performing duties of lesser skill. Duties include using, supplying or holding materials or tools & cleaning work area & equipment. 
- **HS ST OJT**
- **Electrical & residential building contractors; plumbing, heating, air conditioning & utilities services; self-employed**
- **$19,700**e $27,131 **Above Average**

### Help-Pipelayers, Plumbers, Pipefitters & Steamfitters
- **RC**
- Help plumbers, pipefitters, steamfitters or pipelayers by performing duties of lesser skill. Duties include using, supplying or holding materials or tools & cleaning work area & equipment. 
- **HS ST OJT**
- **Plumbing, heating & air conditioning contractors; heavy construction & special trades contractors**
- **$19,424**e $27,793 **Above Average**

### Operating Engineers & Other Construction Equipment Operators
- **RC/RI**
- Operate power construction equipment such as motor graders, bulldozers, etc., to excavate, move & grade earth, erect structures or pour concrete or other surface pavement. 
- **Apprent. HS/SC MT OJT**
- **Building & highway contractors; utility companies; government**
- **$25,026**e $34,990 **Above Average**

### Painters, Construction & Maintenance
- **R**
- Paint walls, equipment, buildings, bridges & other structural surfaces. May prepare surface prior to painting. May mix colors or oils to obtain desired color/consistency. 
- **Apprent. HS MT OJT**
- **Painting companies; self-employed; building contractors**
- **$21,852**e $31,397 **Above Average**
have interests in “things” and/or “ideas.”

Industrial engineers; and use computers to generate charts, 3-D graphics and animations used in engineering, architecture and science. People in these careers typically design, build, install and repair
equipment to aircraft design & manufacture. May conduct basic & applied research to evaluate adaptability of materials &
channels, dams, pipelines, power plants, water & sewage systems & facilities under the direction of engineering staff or physical
that carry water, steam, air, or other liquids or gases. May install
heating & cooling equipment & mechanical control systems. These occupations involve using computer-aided design (CAD) and other complex tools and software to design, draw and produce computer-generated drawings of environmental and structural models and to control machines used in design and manufacturing. Workers in these occupations also design, build, install and repair
developmental and production electronic systems and equipment; produce, process and market plants, trees and shrubs for home and commercial use; manage and maintain
tenants & waste disposal units.

**Career Briefs**

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<tbody>
<tr>
<td>Aerospace Engineers</td>
<td>IRC</td>
<td>Perform a variety of engineering work in designing, constructing &amp; testing aircraft, missiles &amp; spacecraft. May conduct basic &amp; applied research to evaluate adaptability of materials &amp; equipment to aircraft design &amp; manufacture.</td>
<td>C</td>
<td>Bach.</td>
<td>Aerospace product &amp; parts manufacturing; government agencies; technical consulting services</td>
<td>$59,130e</td>
<td>Above</td>
</tr>
<tr>
<td>Architects, Except Landscape &amp; Naval</td>
<td>AIR/AIE</td>
<td>Plan &amp; design structures, such as private residences, office buildings, theaters, factories &amp; other structural property.</td>
<td>C</td>
<td>Bach.</td>
<td>Self-employed; engineering &amp; architectural firms</td>
<td>$45,866e</td>
<td>Average</td>
</tr>
<tr>
<td>Civil Engineering Technicians</td>
<td>RIC</td>
<td>Apply theory &amp; principles of civil engineering in planning, designing &amp; overseeing construction &amp; maintenance of structures &amp; facilities under the direction of engineering staff or physical scientists.</td>
<td>HS/SC</td>
<td>Assoc.</td>
<td>Engineering &amp; architectural services; business &amp; professional services; technical consulting services</td>
<td>$29,685e</td>
<td>Below</td>
</tr>
<tr>
<td>Civil Engineers</td>
<td>RIC</td>
<td>Plan, design &amp; oversee construction &amp; maintenance of buildings &amp; facilities such as roads, railroad, airports, bridges, harbors, channels, dams, pipelines, power plants, water &amp; sewage systems &amp; waste disposal units.</td>
<td>C</td>
<td>Bach.</td>
<td>Engineering &amp; architectural firms; government agencies; construction contractors</td>
<td>$48,070e</td>
<td>Average</td>
</tr>
<tr>
<td>Computer Hardware Engineers</td>
<td>IRC</td>
<td>Research, design, develop &amp; test computer or computer-related equipment for commercial, industrial, military or scientific use. May supervise the manufacturing &amp; installation of computer or computer-related equipment &amp; components.</td>
<td>SC/C</td>
<td>Bach.</td>
<td>Computer manufacturers</td>
<td>$59,639e</td>
<td>Average</td>
</tr>
</tbody>
</table>

| Plumbing, Pipefitters & Steamfitters           | R  | Assemble, install, alter & repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating & cooling equipment & mechanical control systems. | Appren. HS/SC | MT OJT | Plumbing, heating & air conditioning contractors; heavy construction & special trades contractors | $26,506e       | Average |
| Roofer                                         | R  | Cover roofs of structures with shingles, slate, asphalt, aluminum, wood & related materials. May bind, seal, insulate or soundproof sections of structures. | Appren. HS    | MT OJT | Roofing, siding & sheet metal contractors; self-employed; building contractors | $20,823e       | Above   |
| Security & Fire Alarm Systems Installers      | *  | Install, program, maintain & repair security & fire alarm wiring & equipment according to relevant codes. | HS/SC PS Voc. | L      | Building equipment contractors; investigation & security services | $26,748e       | Average |
| Sheet Metal Workers                            | R  | Fabricate, assemble, install & repair sheet metal products & equipment, such as ducts, control boxes, drainpipes & furnace casings. May involve setting up & operating fabricating machines; shaping metal over anvils, blocks or other forms. | Appren. HS/SC | LT OJT | Building contractors; roofing, siding & sheet metal work contractors; fabricated metal, structural metal & industrial machinery manufacturers | $23,261e       | Above   |
| Telecommunications Line Installers & Repairers| R  | String & repair telephone & television cable, including fiber optics & other equipment for transmitting messages or television programming. | Appren. HS/SC | LT OJT | Communications & heavy construction companies; electrical contractors | $27,137e       | Average |
| Tile & Marble Setters                          | RC | Apply hard tile, marble & wood tile to walls, floors, ceilings & roof decks. | Appren. HS/SC | MT OJT | Commercial & residential building contractors; self-employed | $21,790e       | Average |

**Engineering Technologies Occupations**

These occupations involve using computer-aided design (CAD) and other complex tools and software to design, draw and produce computer-generated drawings of environmental and structural models and to control machines used in design and manufacturing. Workers in these occupations also design, build, install and repair developmental and production electronic systems and equipment; produce, process and market plants, trees and shrubs for home and commercial use; manage and maintain horticultural businesses; and use computers to generate charts, 3-D graphics and animations used in engineering, architecture and science. People in these careers typically have interests in “things” and/or “ideas.”
### Career Briefs

<table>
<thead>
<tr>
<th>Occupation</th>
<th>HC</th>
<th>Work Description</th>
<th>Education</th>
<th>Lic.</th>
<th>Where</th>
<th>Salary</th>
<th>Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical &amp; Electronic</td>
<td>RIC/RI</td>
<td>Apply electrical &amp; electronic theory &amp; related knowledge to design, build, repair,</td>
<td>Apprent.</td>
<td>HS/SC</td>
<td>Communications, machinery &amp; electronics equipment manufacturers;</td>
<td>$35,961e</td>
<td>Below</td>
</tr>
<tr>
<td>Engineering Technicians</td>
<td></td>
<td>calibrate &amp; modify electrical components, circuitry, controls &amp; machinery for</td>
<td>Assoc.</td>
<td></td>
<td>engineering &amp; architectural firms; government agencies; utilities;</td>
<td>$36,538</td>
<td>Average</td>
</tr>
<tr>
<td></td>
<td></td>
<td>subsequent evaluation &amp; use by engineering staff in making engineering design</td>
<td></td>
<td></td>
<td>technical consulting services</td>
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<td></td>
<td></td>
<td>decisions.</td>
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</tr>
<tr>
<td>Electrical Engineers</td>
<td>IR</td>
<td>Design, develop, test or supervise the manufacturing &amp; installation of</td>
<td>C.</td>
<td>Bach.</td>
<td>Industrial machinery &amp; equipment companies; computer, electronics &amp;</td>
<td>$49,952e</td>
<td>Below</td>
</tr>
<tr>
<td></td>
<td></td>
<td>electrical equipment, components or systems for commercial, industrial, military</td>
<td></td>
<td></td>
<td>communications equipment companies; business services; engineering</td>
<td>$87,961</td>
<td>Average</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or scientific use.</td>
<td></td>
<td></td>
<td>services</td>
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<td></td>
</tr>
<tr>
<td>Electronics Engineers, Except</td>
<td>IR</td>
<td>Research, design, develop &amp; test electronic components &amp; systems for</td>
<td>C.</td>
<td>Bach.</td>
<td>Electronic, electrical equipment &amp; industrial machinery manufacturers;</td>
<td>$57,227e</td>
<td>Below</td>
</tr>
<tr>
<td>Computer</td>
<td></td>
<td>commercial, industrial, military or scientific use utilizing knowledge of</td>
<td></td>
<td></td>
<td>communication companies; engineering &amp; architectural firms</td>
<td>$92,833</td>
<td>Average</td>
</tr>
<tr>
<td>Health &amp; Safety Engineers, Except</td>
<td>IEC/IEC</td>
<td>Promote worksite or product safety by applying knowledge of industrial</td>
<td>SC/C</td>
<td>Bach.</td>
<td>Government agencies; wholesale manufacturers</td>
<td>$47,798e</td>
<td>Below</td>
</tr>
<tr>
<td>Mining Safety</td>
<td>IER/IER</td>
<td>processes, mechanics, chemistry, psychology &amp; industrial health &amp; safety laws.</td>
<td></td>
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<td></td>
<td>$75,636</td>
<td>Average</td>
</tr>
<tr>
<td>Engineers &amp; Inspectors</td>
<td>IEN/EC</td>
<td>Design electronic circuits &amp; components.</td>
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<tr>
<td>Industrial Engineering</td>
<td>IC</td>
<td>Apply engineering theory &amp; principles to problems of industrial layout or</td>
<td>Apprent.</td>
<td>HS/SC</td>
<td>Product development companies; wholesale manufacturers</td>
<td>$33,587e</td>
<td>Average</td>
</tr>
<tr>
<td>Technicians</td>
<td></td>
<td>manufacturing production. May study &amp; record time, motion, method &amp; speed of</td>
<td>Assoc.</td>
<td></td>
<td></td>
<td>$59,172</td>
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<td></td>
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<td>production &amp; other worker operations to improve efficiency.</td>
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<tr>
<td>Industrial Engineers</td>
<td>EIR/EIC</td>
<td>Design, develop &amp; evaluate integrated systems for managing industrial</td>
<td>Apprent.</td>
<td>SC/C</td>
<td>Product development companies; wholesale manufacturers; technical</td>
<td>$48,182e</td>
<td>Average</td>
</tr>
<tr>
<td></td>
<td></td>
<td>production processes including human work factors, quality control, inventory</td>
<td>Assoc.</td>
<td>Bach.</td>
<td>consulting services</td>
<td>$77,605</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>control, logistics &amp; material flow, cost analysis &amp; production coordination.</td>
<td></td>
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</tr>
<tr>
<td>Mechanical Engineering</td>
<td>RI</td>
<td>Apply theory &amp; principles of mechanical engineering to modify, develop &amp; test</td>
<td>Apprent.</td>
<td>HS/SC</td>
<td>Engineering, management &amp; architectural services; business &amp;</td>
<td>$33,779e</td>
<td>Average</td>
</tr>
<tr>
<td>Technicians</td>
<td></td>
<td>machinery &amp; equipment under direction of engineering staff or physical</td>
<td>Assoc.</td>
<td></td>
<td>professional services; industrial machinery, electronic &amp; electric</td>
<td>$60,604</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>scientists.</td>
<td></td>
<td></td>
<td>equipment manufacturers; fabricated metal-producers; technical</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>consulting services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical Engineers</td>
<td>RI</td>
<td>Perform engineering duties in planning &amp; designing tools, engines, machines &amp;</td>
<td>Apprent.</td>
<td>C.</td>
<td>Engineering services; industrial machinery, electronics &amp;</td>
<td>$49,338e</td>
<td>Below</td>
</tr>
<tr>
<td></td>
<td></td>
<td>other mechanically functioning equipment. Oversee installation, operation,</td>
<td>Bach.</td>
<td></td>
<td>transportation equipment manufacturers; business services;</td>
<td>$76,170</td>
<td>Average</td>
</tr>
<tr>
<td></td>
<td></td>
<td>maintenance &amp; repair of such equipment as centralized heat, gas, water &amp; steam</td>
<td></td>
<td></td>
<td>technical consulting services</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>systems.</td>
<td></td>
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</tr>
<tr>
<td>Surveying &amp; Mapping</td>
<td>RCI/CR</td>
<td>Perform surveying &amp; mapping duties to obtain data used for construction,</td>
<td>Apprent.</td>
<td>HS/SC</td>
<td>Engineering, management &amp; architectural services; government</td>
<td>$23,133e</td>
<td>Average</td>
</tr>
<tr>
<td>Technicians</td>
<td></td>
<td>mapmaking, boundary location, mining or other purposes. May calculate</td>
<td>MT OJT</td>
<td></td>
<td>agencies; business services; technical consulting services</td>
<td>$37,069</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>mapmaking information, create maps &amp; verify accuracy &amp; completeness of maps.</td>
<td></td>
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</tr>
<tr>
<td>Surveyors</td>
<td>IER/IEC</td>
<td>Make exact measurements &amp; determine property boundaries. Provide data</td>
<td>C.</td>
<td>L.</td>
<td>Architectural &amp; engineering firms; government; construction</td>
<td>$37,490e</td>
<td>Below</td>
</tr>
<tr>
<td></td>
<td></td>
<td>regarding shape, contour, gravitation, location, elevation or dimension of</td>
<td></td>
<td></td>
<td>companies</td>
<td>$64,496</td>
<td>Average</td>
</tr>
<tr>
<td></td>
<td></td>
<td>land &amp; features on or near the earth’s surface for engineering, mapmaking,</td>
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<tr>
<td></td>
<td></td>
<td>mining, construction &amp; other purposes.</td>
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</tr>
</tbody>
</table>

### Health Sciences Occupations

These occupations pertain to providing health care services to individual patients, clients or groups. Workers gather information to form diagnoses, develop treatment and care regimens to maintain or improve health; document client/patient care; provide safe and healthy surroundings for the delivery of health care/maintenance; and provide the community with wellness information, resource management and health education. People in these occupations have interests and skills primarily in “people” and/or “ideas,” and sometimes “data.”

<table>
<thead>
<tr>
<th>Occupation</th>
<th>HC</th>
<th>Work Description</th>
<th>Education</th>
<th>Lic.</th>
<th>Where</th>
<th>Salary</th>
<th>Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chiropractors</td>
<td>IRS/IRA/IRE</td>
<td>Adjust spinal column &amp; other articulations of the body to correct abnormalities of the human body believed to be caused by interference with the nervous system. Examine patient to determine nature &amp; extent of disorder. Manipulate spine or other involved area. May utilize supplementary measures.</td>
<td>C.</td>
<td>L.</td>
<td>Health services; private practice offices; physical rehabilitation facilities</td>
<td>$61,390e</td>
<td>Above</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1st Prof.</td>
<td></td>
<td></td>
<td>$134,891</td>
<td>Average</td>
</tr>
</tbody>
</table>

21
<table>
<thead>
<tr>
<th>Career Briefs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical, Counseling &amp; School Psychologists</td>
</tr>
<tr>
<td>Dental Assistants</td>
</tr>
<tr>
<td>Dental Hygienists</td>
</tr>
<tr>
<td>Diagnostic Medical Sonographers *</td>
</tr>
<tr>
<td>Emergency Medical Technicians &amp; Paramedics</td>
</tr>
<tr>
<td>Family &amp; General Practitioners</td>
</tr>
<tr>
<td>Home Health Aides SR</td>
</tr>
<tr>
<td>Licensed Practitional &amp; Licensed Vocational Nurses</td>
</tr>
<tr>
<td>Massage Therapists *</td>
</tr>
<tr>
<td>Medical &amp; Health Services Managers</td>
</tr>
<tr>
<td>Medical &amp; Public Health Social Workers</td>
</tr>
<tr>
<td>Medical Assistants</td>
</tr>
<tr>
<td>Medical Records &amp; Health Information Technicians</td>
</tr>
<tr>
<td>Medical Scientists, Except Epidemiologists</td>
</tr>
<tr>
<td>Medical Transcriptionists *</td>
</tr>
<tr>
<td>Mental Health &amp; Substance Abuse Social Workers</td>
</tr>
<tr>
<td>Career Briefs</td>
</tr>
<tr>
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</tr>
<tr>
<td><strong>Mental Health Counselors</strong> SIA</td>
</tr>
<tr>
<td><strong>Nursing Aides, Orderlies &amp; Attendants</strong> SRE</td>
</tr>
<tr>
<td><strong>Occupational Therapist Assistants</strong> SR</td>
</tr>
<tr>
<td><strong>Occupational Therapists</strong> SRI/ SRA</td>
</tr>
<tr>
<td><strong>Pharmacists</strong> ICR/ ICE</td>
</tr>
<tr>
<td><strong>Pharmacy Technicians</strong> CRI</td>
</tr>
<tr>
<td><strong>Physical Therapist Assistants</strong> SR</td>
</tr>
<tr>
<td><strong>Physical Therapists</strong> SRI</td>
</tr>
<tr>
<td><strong>Physician Assistants</strong> ISA/ ISR</td>
</tr>
<tr>
<td><strong>Psychiatric Technicians</strong> SR</td>
</tr>
<tr>
<td><strong>Radiologic Technologists &amp; Technicians</strong> RIS/ RCI</td>
</tr>
<tr>
<td><strong>Registered Nurses</strong> SIR</td>
</tr>
<tr>
<td><strong>Respiratory Therapists</strong> IRS/ IRA</td>
</tr>
<tr>
<td><strong>Respiratory Therapy Technicians</strong> SRI</td>
</tr>
</tbody>
</table>
These occupations pertain to installation, maintenance and/or servicing of electrical, mechanical, hydraulic and plumbing systems; design, manufacture and marketing of fabrics; and fabrication and repair of metal products using metal working and welding processes. People in these occupations usually have interests and skills in “things.”

### Industrial Technologies Occupations

<table>
<thead>
<tr>
<th>Occupation</th>
<th>HC</th>
<th>Work Description</th>
<th>Education</th>
<th>Lic.</th>
<th>Where</th>
<th>Salary</th>
<th>Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural &amp; Civil Drafters</td>
<td>RAC/RC</td>
<td>Prepare detailed drawings of architectural &amp; structural features of buildings or drawings &amp; topographical relief maps used in civil engineering projects such as highways, bridges &amp; public works.</td>
<td>Apprent.</td>
<td>SC/C</td>
<td>Engineering &amp; architectural services; business &amp; professional services; technical consulting services</td>
<td>$31,695e $50,240</td>
<td>Below Average</td>
</tr>
<tr>
<td>Cabinetmakers &amp; Bench Carpenters</td>
<td>R</td>
<td>Cut, shape &amp; assemble wooden articles or set up &amp; operate woodworking machines such as power saws, jointers &amp; mortisers to surface, cut or shape lumber or to fabricate parts for wood products.</td>
<td>Apprent.</td>
<td>HS/SC</td>
<td>Furniture &amp; cabinet manufacturers</td>
<td>$19,093e $31,215</td>
<td>Below Average</td>
</tr>
<tr>
<td>Coating, Painting &amp; Spraying Machine Setters, Operators &amp; Tenders</td>
<td>RC</td>
<td>Set up, operate or tend machines to coat or paint food, glassware, cloth, ceramics, metal, plastic, paper or wood with lacquer, silver, copper, rubber, varnish, glaze, enamel, oil or rust-proofing materials.</td>
<td>Apprent.</td>
<td>HS</td>
<td>Manufacturing</td>
<td>$21,073e $31,812</td>
<td>Below Average</td>
</tr>
<tr>
<td>Computer, Automated Teller &amp; Office Machine Repairers</td>
<td>RCE/RC/RC</td>
<td>Repair, maintain or install computers, word processing systems, automated teller machines &amp; electronic office machines, such as duplicating &amp; fax machines.</td>
<td>Apprent.</td>
<td>HS/SC/C</td>
<td>Wholesale companies; computer &amp; data processing services; furniture &amp; electrical repair shops; industrial machinery &amp; equipment manufacturers</td>
<td>$26,086e $44,305</td>
<td>Below Average</td>
</tr>
<tr>
<td>Computer-Controlled Machine Tool Operators, Metal &amp; Plastic</td>
<td>RC</td>
<td>Operate computer-controlled machines or robots to perform one or more machine functions on metal or plastic work pieces.</td>
<td>Apprent.</td>
<td>HS/SC</td>
<td>Industrial machinery, electronics equipment &amp; fabricated metal products manufacturers</td>
<td>$25,432e $35,986</td>
<td>Average</td>
</tr>
<tr>
<td>Cutting, Punching &amp; Press Machine Setters, Operators &amp; Tenders, Metal &amp; Plastic</td>
<td>RC</td>
<td>Set up, operate or tend machines to saw, cut, shear, slit, punch, crimp, notch, bend or straighten metal or plastic material.</td>
<td>Apprent.</td>
<td>HS/SC</td>
<td>Fabricated metal products &amp; industrial machinery &amp; equipment manufacturers</td>
<td>$17,709e $30,498</td>
<td>Below Average</td>
</tr>
<tr>
<td>Electrical &amp; Electronic Equipment Assemblers</td>
<td>RC</td>
<td>Assemble or modify electrical or electronic equipment, such as computers, test equipment telemetering systems, electric motors &amp; batteries.</td>
<td>Apprent.</td>
<td>HS/SC</td>
<td>Electronics equipment, industrial machinery &amp; transportation equipment manufacturers</td>
<td>$20,637e $34,525</td>
<td>Below Average</td>
</tr>
<tr>
<td>Electrical &amp; Electronics Repairers, Commercial &amp; Industrial Equipment</td>
<td>RIC</td>
<td>Repair, test, adjust or install electronic equipment, such as industrial controls, transmitters &amp; antennas.</td>
<td>Apprent.</td>
<td>HS/SC</td>
<td>Electronic equipment repair &amp; maintenance businesses; manufacturers; wireless telecommunications carriers</td>
<td>$32,689e $52,648</td>
<td>Below Average</td>
</tr>
<tr>
<td>Career Briefs</td>
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</tr>
<tr>
<td><strong>Electrical &amp; Electronics Repairers, Powerhouse, Substation &amp; Relay</strong></td>
<td><strong>RCI</strong></td>
<td>Inspect, test, repair or maintain electrical equipment in generating stations, substations &amp; in-service relays.</td>
<td>Apprent. HS/SC</td>
<td>Utility companies</td>
<td>$39,931e</td>
<td>Below</td>
<td></td>
</tr>
<tr>
<td><strong>Electronic Home Entertainment Equipment Installers &amp; Repairers</strong></td>
<td><strong>RC</strong></td>
<td>Repair, adjust or install audio or television receivers, stereo systems, camcorders, video systems or other electronic home entertainment equipment.</td>
<td>Apprent. HS/SC</td>
<td>Home entertainment &amp; electronics retail stores; department stores</td>
<td>$21,389e</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td><strong>Extruding &amp; Drawing Machine Setters, Operators &amp; Tenders, Metal &amp; Plastic</strong></td>
<td><strong>RC</strong></td>
<td>Set up, operate or tend machines to extrude or draw thermoplastic or metal materials into tubes, rods, hoses, wire, bars or structural shapes.</td>
<td>Apprent. HS/SC MT OJT</td>
<td>Primary metals industries; rubber, plastics &amp; fabricated metal products manufacturers; industrial machinery, equipment, electrical &amp; electronic &amp; transportation equipment manufacturers</td>
<td>$21,424e</td>
<td>Below</td>
<td></td>
</tr>
<tr>
<td><strong>Fiberglass Laminators &amp; Fabricators</strong></td>
<td>*</td>
<td>Laminate layers of fiberglass on molds to form boat decks &amp; hulls, bodies for golf carts, automobiles or other products.</td>
<td>Apprent. HS/SC MT OJT</td>
<td>Automobile, recreational vehicle &amp; boat manufacturing</td>
<td>$19,611e</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td><strong>First-Line Sup./Mgrs of Mechanics, Installers &amp; Repairers</strong></td>
<td><strong>ERC</strong></td>
<td>Supervise &amp; coordinate the activities of mechanics, installers &amp; repairers.</td>
<td>HS/SC Wk. Exp.</td>
<td>Automotive repair &amp; maintenance shops; building equipment contractors; auto dealer-ships; automotive parts stores; government</td>
<td>$37,390e</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td><strong>First-Line Sup./Mgrs of Production &amp; Operating Workers</strong></td>
<td><strong>ERC</strong></td>
<td>Supervise &amp; coordinate activities of production &amp; operating workers such as inspectors, precision workers, machine setters &amp; operators, assemblers, fabricators &amp; plant &amp; system operators.</td>
<td>HS/SC Wk. Exp.</td>
<td>Manufacturers; printing companies</td>
<td>$31,573e</td>
<td>Below</td>
<td></td>
</tr>
<tr>
<td><strong>Helpers--Installation, Maintenance &amp; Repair Workers</strong></td>
<td><strong>RC</strong></td>
<td>Help installation, maintenance &amp; repair workers in maintenance, parts replacement &amp; repair of vehicles, industrial machinery &amp; electrical &amp; electronic equipment.</td>
<td>Apprent. HS/SC ST OJT</td>
<td>Automobile dealerships; government; auto parts stores; auto repair &amp; maintenance businesses; freight trucking companies</td>
<td>$16,637e</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td><strong>Helpers--Production Workers</strong></td>
<td><strong>R</strong></td>
<td>Help production workers by performing duties of lesser skill. Duties include supplying or holding materials or tools &amp; cleaning work area &amp; equipment.</td>
<td>HS ST OJT</td>
<td>Manufacturing &amp; industrial processing plants</td>
<td>$16,785e</td>
<td>Below</td>
<td></td>
</tr>
<tr>
<td><strong>Industrial Machinery Mechanics</strong></td>
<td><strong>R</strong></td>
<td>Repair, install, adjust or maintain industrial production &amp; processing machinery or refinery &amp; pipeline distribution systems.</td>
<td>Apprent. HS/SC/C Wk. Exp.</td>
<td>Business services; engineering services; manufacturers</td>
<td>$50,846e</td>
<td>Below</td>
<td></td>
</tr>
<tr>
<td><strong>Industrial Production Managers</strong></td>
<td><strong>EC</strong></td>
<td>Plan, direct or coordinate work activities &amp; resources necessary for manufacturing products according to cost, quality &amp; quantity specifications.</td>
<td>Apprent. HS/SC/C Wk. Exp.</td>
<td>Business services; engineering services; manufacturers</td>
<td>$50,846e</td>
<td>Below</td>
<td></td>
</tr>
<tr>
<td><strong>Inspectors, Testers, Sorters, Samplers &amp; Weighers</strong></td>
<td><strong>RCI</strong></td>
<td>Inspect, test, sort, sample or weigh nonagricultural raw materials or processed, manufactured or assembled parts or products for defects, wear &amp; deviations from specifications.</td>
<td>Apprent. HS SC MT OJT</td>
<td>Manufacturing</td>
<td>$19,394e</td>
<td>Below</td>
<td></td>
</tr>
<tr>
<td><strong>Laundry &amp; Dry-Cleaning Workers</strong></td>
<td><strong>RCI</strong></td>
<td>Operate or tend washing or dry-cleaning machines to wash or dry-clean industrial or household articles, such as cloth garments, suede, leather, furs, blankets, draperies, fine linens, rugs &amp; carpets.</td>
<td>Apprent. HS MT OJT</td>
<td>Laundry &amp; dry cleaning businesses; hotels &amp; motels; nursing, personal care &amp; residential care facilities; hospitals</td>
<td>$14,380e</td>
<td>Below</td>
<td></td>
</tr>
<tr>
<td><strong>Machine Feeders &amp; Offbearers</strong></td>
<td><strong>RC</strong></td>
<td>Feed materials into or remove materials from machines or equipment that is automatic or tended by other workers.</td>
<td>HS ST OJT</td>
<td>Manufacturing</td>
<td>$17,402e</td>
<td>Below</td>
<td></td>
</tr>
<tr>
<td><strong>Machinists</strong></td>
<td><strong>RIC</strong></td>
<td>Set up &amp; operate machine tools to produce precision parts &amp; instruments. May fabricate, modify or repair mechanical instruments or parts.</td>
<td>Apprent. HS/SC LT OJT</td>
<td>Fabricated metal products, industrial machinery &amp; electronics equipment manufacturers; transportation equipment companies</td>
<td>$22,598e</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td><strong>Maintenance &amp; Repair Workers, General</strong></td>
<td><strong>RC</strong></td>
<td>Keep machines, mechanical equipment or the structure of an establishment in repair. May involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning &amp; balancing new equipment &amp; making building repairs.</td>
<td>Apprent. HS/SC MT OJT</td>
<td>Manufacturers; government agencies; hotels &amp; motels; variety of businesses &amp; industries</td>
<td>$23,115e</td>
<td>Below</td>
<td></td>
</tr>
</tbody>
</table>
### Career Briefs

**Mechanical Drafters**
- **RCI** Prepare detailed working diagrams of machinery & mechanical devices, including dimensions, fastening methods & other engineering information.
- **Apprent.**
  - SC/C
  - PS Voc.
- **Education:**
  - Manufacturers & processing plants
- **Salary:** $33,818e
- **Outlook:** Average

**Millwrights**
- **RI** Install, dismantle or move machinery & heavy equipment according to layout plans, blueprints or other drawings.
- **Apprent.**
  - HS/SC
- **Education:**
  - Manufacturers & processing plants
- **Salary:** $27,887e
- **Outlook:** Average

**Mixing & Blending Machine Setters, Operators & Tenders**
- **RC** Set up, operate, or tend machines to mix or blend materials, such as chemicals, tobacco, liquids, color pigments, or explosive ingredients.
- **Apprent.**
  - HS/SC
  - MT OJT
- **Education:**
  - Chemical & industrial processing plants
- **Salary:** $21,128e
- **Outlook:** Average

**Multiple Machine Tool Setters, Operators & Tenders, Metal & Plastic**
- **RC** Set up, operate or tend more than one type of cutting or forming machine tool or robot.
- **Apprent.**
  - HS/SC
  - MT OJT
- **Education:**
  - Industrial machinery, electronic, electrical equipment manufacturers
- **Salary:** $23,828e
- **Outlook:** Above

**Outdoor Power Equipment & Other Small Engine Mechanics**
- **RC** Diagnose, adjust, repair or overhaul small engines used to power lawn mowers, chain saws & related equipment.
- **Apprent.**
  - HS/SC
  - MT OJT
- **Education:**
  - Engine repair companies; self-employed
- **Salary:** $21,627e
- **Outlook:** Average

**Packaging & Filling Machine Operators & Tenders**
- **RC** Operate or tend machines to prepare industrial or consumer products for storage or shipment. Includes canny workers who pack food products.
- **HS**
  - ST OJT
- **Education:**
  - Manufacturers
- **Salary:** $16,607e
- **Outlook:** Below

**Packers & Packagers, Hand**
- **RC** Pack or package by hand a wide variety of products & materials.
- **HS**
  - ST OJT
- **Education:**
  - Grocery stores; mills manufacturers of plastics products, furniture & paper products
- **Salary:** $14,642e
- **Outlook:** Below

**Paper Goods Machine Setters, Operators & Tenders**
- **RC** Set up, operate or tend paper goods machines that convert, saw, corrugate, band, wrap, box, stitch, form or seal paper or paperboard sheets into products.
- **Apprent.**
  - HS/SC
  - MT OJT
- **Education:**
  - Pulp & paper processing & products companies
- **Salary:** $19,343e
- **Outlook:** Below

**Team Assemblers**
- **RC** Work as part of a team responsible for assembling an entire product or component of a product. Assemblers can perform all tasks conducted by the team & rotate through them rather than being assigned a specific task on a permanent basis.
- **Apprent.**
  - HS/SC
  - MT OJT
- **Education:**
  - Manufacturers
- **Salary:** $17,902e
- **Outlook:** Below

**Telecommunications Equipment Installers & Repairers, Except Line Installation**
- **RC**
  - RC/C
  - MT OJT
- **Education:**
  - Telephone & telecommunications companies
- **Salary:** $38,866e
- **Outlook:** Below

**Tool & Die Makers**
- **RC** Analyze specifications, lay out metal stock, set up & operate machine tools & fit & assemble parts to make & repair dies, cutting tools, jigs, fixtures, gauges & machinists' hand tools.
- **Apprent.**
  - HS/SC
  - LT OJT
- **Education:**
  - Fabricated metal products & industrial machinery manufacturers
- **Salary:** $29,840e
- **Outlook:** Below

**Welders, Cutters, Solderers & Brazers**
- **R/R** Use hand-welding, flame-cutting, hand soldering or brazing equipment to weld or join metal components or to fill holes, indentations or seams of fabricated metal products.
- **Apprent.**
  - HS/SC
  - LT OJT
- **Education:**
  - Industrial machinery & equipment manufacturers; fabricated metal products & transportation equipment manufacturers; plumbing, heating, air conditioning contractors
- **Salary:** $24,327e
- **Outlook:** Average

**Woodworking Machine Setters, Operators & Tenders, Except Sawing**
- **R/RC** Set up, operate or tend woodworking machines, such as drill presses, lathes, shapers, routers, sanders, planers & wood nailing machines.
- **Apprent.**
  - HS
  - MT OJT
- **Education:**
  - Wood product & furniture manufacturers
- **Salary:** $18,884e
- **Outlook:** Below

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### Public Service Technologies Occupations

These occupations include work in cosmetology, food service production, food service management and sales and early childhood education. People in these occupations usually have interests in “people” and/or “ideas,” and sometimes in “data.”

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Work Description</th>
<th>Education</th>
<th>Lic.</th>
<th>Where</th>
<th>Salary</th>
<th>Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Literacy, Remedial Education &amp; GED Teachers &amp; Instructors</td>
<td>Teach or instruct out-of-school youths &amp; adults in remedial education classes, preparatory classes for the General Educational Development test, literacy or English as a Second Language. May not take place in a traditional educational institution.</td>
<td>SC/C</td>
<td>L</td>
<td>Educational services; self-employed</td>
<td>$29,283e</td>
<td>Average</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bach.</td>
<td></td>
<td></td>
<td>$43,685</td>
<td></td>
</tr>
</tbody>
</table>
## Career Briefs

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Code</th>
<th>Description</th>
<th>Educational Requirements</th>
<th>Salary</th>
<th>Location</th>
<th>Average</th>
<th>Above</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amusement &amp; Recreation Attendants</td>
<td>RCE</td>
<td>Perform attending duties at amusement or recreation facilities. May schedule use of facilities, maintain &amp; provide equipment or operate amusement concessions &amp; rides.</td>
<td>HS/SC/C</td>
<td>Amusement &amp; recreation services; commercial sports</td>
<td>$14,152</td>
<td>Above</td>
<td></td>
</tr>
<tr>
<td>Animal Control Workers</td>
<td>SR</td>
<td>Handle animals for the purpose of investigations of mistreatment or control of abandoned, dangerous or unwanted animals.</td>
<td>HS/SC</td>
<td>Government agencies</td>
<td>$20,108</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>Chefs &amp; Head Cooks</td>
<td>ER</td>
<td>Direct the preparation, seasoning &amp; cooking of foods. May plan &amp; price menu items, order supplies &amp; keep records &amp; accounts. May participate in cooking.</td>
<td>Apprent. HS/SC Wk. Exp.</td>
<td>Eating &amp; drinking places; hotels &amp; motels; recreation services</td>
<td>$22,152</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>Child Care Workers</td>
<td>SA</td>
<td>Attend to children at schools, businesses, private homes &amp; child care institutions. May include dressing, feeding, bathing &amp; overseeing play.</td>
<td>Apprent. HS/SC ST OJT</td>
<td>Child care services; religious organizations; self-employed; amusement &amp; recreational services; hospitals; residential care facilities; government &amp; social service agencies</td>
<td>$14,420</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>Child, Family &amp; School Social Workers</td>
<td>SAE</td>
<td>Provide social services &amp; assistance to improve the social &amp; psychological functioning of children &amp; their families &amp; to maximize the family well-being &amp; the academic functioning of children. May assist single parents, arrange adoptions &amp; find foster homes for children. May address teenage pregnancy, misbehavior &amp; truancy &amp; advise teachers.</td>
<td>C Bach.</td>
<td>Local government agencies; social service agencies; schools, colleges &amp; universities; residential care facilities; religious organizations</td>
<td>$31,200</td>
<td>Above</td>
<td></td>
</tr>
<tr>
<td>Clergy</td>
<td>SAE</td>
<td>Conduct religious worship &amp; perform spiritual functions associated with a religious faith or denomination. Provide spiritual &amp; moral guidance &amp; assistance.</td>
<td>C Master’s</td>
<td>Churches, synagogues, mosques &amp; religious organizations; hospitals, residential care facilities; government agencies</td>
<td>$32,897</td>
<td>Above</td>
<td></td>
</tr>
<tr>
<td>Combined Food Preparation &amp; Serving Workers, Including Fast Food</td>
<td>R</td>
<td>Perform duties which combine both food preparation &amp; food service.</td>
<td>HS/SC ST OJT</td>
<td>Eating &amp; drinking places; hotels &amp; motels; recreation services</td>
<td>$14,143</td>
<td>Above</td>
<td></td>
</tr>
<tr>
<td>Cooks, Restaurant</td>
<td>REA</td>
<td>Prepare, season &amp; cook foodstuffs in restaurants. May order supplies, keep records &amp; accounts, price items on menu or plan menu.</td>
<td>Apprent. HS LT OJT</td>
<td>Eating &amp; drinking places; recreational services; hotels &amp; motels; food stores</td>
<td>$15,316</td>
<td>Above</td>
<td></td>
</tr>
<tr>
<td>Correctional Officers &amp; Jailers</td>
<td>RS</td>
<td>Guard inmates in penal or rehabilitative institution according to regulations &amp; procedures. May guard prisoners in transit between jail, courtroom, prison or other point.</td>
<td>Apprent. HS/SC MT OJT</td>
<td>Government agencies &amp; police departments</td>
<td>$27,929</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>Detectives &amp; Criminal Investigators</td>
<td>ESI/EIS/ESC/CRS/CER/CEI</td>
<td>Conduct investigations related to suspected violations of Federal, State or local laws to prevent or solve crimes.</td>
<td>SC/C Wk. Exp.</td>
<td>Government agencies &amp; police departments</td>
<td>$33,270</td>
<td>Above</td>
<td></td>
</tr>
<tr>
<td>Directors, Religious Activities &amp; Education</td>
<td>SEA</td>
<td>Direct &amp; coordinate activities of a denominational group to meet religious needs of students. Plan, direct or coordinate church school programs to promote religious education. Provide counseling &amp; guidance related to marital, health, financial &amp; religious problems.</td>
<td>SC/C Bach.</td>
<td>Religious organizations</td>
<td>$33,311</td>
<td>Above</td>
<td></td>
</tr>
<tr>
<td>Education Administrators, Elementary &amp; Secondary School</td>
<td>SEI</td>
<td>Plan, direct or coordinate the academic, clerical or auxiliary activities of public or private elementary or secondary level schools.</td>
<td>C Bach.</td>
<td>State government; educational services; social services; religious organizations</td>
<td>$47,376</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>Education Administrators, Postsecondary</td>
<td>ECU/ECS</td>
<td>Plan, direct or coordinate research, instructional, student administration &amp; services &amp; other educational activities at universities, colleges &amp; junior &amp; community colleges.</td>
<td>C Bach.</td>
<td>Schools, public &amp; private colleges &amp; universities; private business &amp; trade schools; government agencies</td>
<td>$43,683</td>
<td>Above</td>
<td></td>
</tr>
<tr>
<td>Education Administrators, Preschool &amp; Child Care Center/Program</td>
<td>SEI</td>
<td>Plan, direct or coordinate the academic &amp; nonacademic activities of preschool &amp; child care centers or programs.</td>
<td>C Bach.</td>
<td>State government; educational services; social services; child day care centers; religious organizations; self-employed</td>
<td>$27,719</td>
<td>Above</td>
<td></td>
</tr>
<tr>
<td>Career Briefs</td>
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</tr>
<tr>
<td>Educational, Vocational &amp; School Counselors</td>
<td>SAC/SAE</td>
<td>Counsel individuals &amp; provide group educational &amp; vocational guidance services.</td>
<td>Apprent. C L</td>
<td>Schools, colleges &amp; universities; social services; government agencies; residential care facilities; job training services</td>
<td>$33,526e</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>Elementary School Teachers, Except Special Education</td>
<td>SAC/SAI</td>
<td>Teach pupils in public or private schools at the elementary level basic academic, social &amp; other formative skills.</td>
<td>C Bach. L</td>
<td>Public &amp; private elementary schools</td>
<td>$29,969e</td>
<td>Above Average</td>
<td></td>
</tr>
<tr>
<td>Fire Fighters</td>
<td>RS</td>
<td>Control &amp; extinguish fires or respond to emergency situations where life, property or the environment is at risk. May include fire prevention, emergency medical service, hazardous material response, search &amp; rescue &amp; disaster management.</td>
<td>Apprent. HS/SC/LT OJT</td>
<td>Fire departments; government agencies; business services</td>
<td>$22,428e</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>First-Line Sup./Mgs of Food Preparation &amp; Serving Workers</td>
<td>ERC</td>
<td>Supervise workers engaged in preparing &amp; serving food.</td>
<td>HS/SC Wk. Exp.</td>
<td>Eating &amp; drinking places; hotels &amp; motels</td>
<td>$19,494e</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>First-Line Sup./Mgs of Housekeeping &amp; Janitorial Workers</td>
<td>ECR/ERC</td>
<td>Supervise work activities of cleaning personnel in hotels, hospitals, offices &amp; other establishments.</td>
<td>Apprent. HS/SC Wk. Exp.</td>
<td>Building services; educational services; government agencies; hospitals; variety of businesses</td>
<td>$20,707e</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>Fitness Trainers &amp; Aerobics Instructors</td>
<td>SRE</td>
<td>Instruct or coach groups or individuals in exercise activities &amp; the fundamentals of sports. Demonstrate techniques &amp; methods of participation. Observe participants &amp; inform them of corrective measures needed to improve skills.</td>
<td>SC/C PS Voc.</td>
<td>Gymnasiums; amusement &amp; recreation services; hospitals; self-employed</td>
<td>$17,399e</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>Forensic Science Technicians</td>
<td>ICR</td>
<td>Collect, identify, classify &amp; analyze physical evidence related to criminal investigations. Perform tests on weapons or substances to determine significance to investigation. May testify as expert witnesses or serve as specialists in area of expertise.</td>
<td>Apprent. HS/SC/C Assoc.</td>
<td>Crime labs; scientific research &amp; testing services</td>
<td>$27,772e</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>Hairdressers, Hairstylists &amp; Cosmetologists</td>
<td>EAS</td>
<td>Provide beauty services such as shampooing, cutting, coloring &amp; styling hair &amp; massaging &amp; treating scalp. May also apply makeup, dress wigs, perform hair removal &amp; provide nail &amp; skin care services.</td>
<td>Apprent. HS/SC PS Voc.</td>
<td>Beauty shops; self-employed; department stores</td>
<td>$14,575e</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>Health Educators</td>
<td>SEI/SEA</td>
<td>Promote, maintain &amp; improve individual &amp; community health by assisting in adoption of healthy behaviors. Collect &amp; analyze data to identify community needs. May administer fiscal resources for health education programs.</td>
<td>SC/C Master’s</td>
<td>Government; medical research services; hospitals; private practice offices</td>
<td>$32,831e</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>Instructional Coordinators</td>
<td>SIA/SIE</td>
<td>Develop instructional material, coordinate educational content &amp; incorporate current technology in the development of curricula &amp; courseware.</td>
<td>C Master’s</td>
<td>Business, professional &amp; educational services; technical consulting services; training &amp; consulting services; variety of companies</td>
<td>$36,719e</td>
<td>Above Average</td>
<td></td>
</tr>
<tr>
<td>Interpreters &amp; Translators</td>
<td>ASI/ASC</td>
<td>Translate or interpret written, oral or sign language text into another language for others.</td>
<td>SC/C LT OJT</td>
<td>Educational, medical, legal &amp; community services; self-employed; government</td>
<td>$21,821e</td>
<td>Above Average</td>
<td></td>
</tr>
<tr>
<td>Janitors &amp; Cleaners, Except Maids &amp; Housekeeping Cleaners</td>
<td>R</td>
<td>Keep buildings in clean &amp; orderly condition. Involves cleaning floors &amp; carpets, washing walls &amp; glass &amp; removing rubbish. May include tending furnace &amp; boiler, performing routine maintenance activities &amp; cleaning debris from sidewalks.</td>
<td>Apprent. HS ST OJT</td>
<td>Building services; educational services; government agencies; hospitals; variety of businesses</td>
<td>$15,272e</td>
<td>Average</td>
<td></td>
</tr>
<tr>
<td>Kindergarten Teachers, Except Special Education</td>
<td>SAI</td>
<td>Teach elemental natural &amp; social science, personal hygiene, music, art &amp; literature to children from 4 to 6 years old. Promote physical, mental &amp; social development. May be required to hold State certification.</td>
<td>HS/SC/C Bach. L</td>
<td>Private day cares; elementary schools; individual &amp; family service organizations</td>
<td>$27,777e</td>
<td>Above Average</td>
<td></td>
</tr>
<tr>
<td>Lawyers</td>
<td>ECI/ECS</td>
<td>Represent clients in criminal &amp; civil litigation &amp; other legal proceedings, draw up legal documents &amp; manage or advise clients on legal transactions.</td>
<td>C 1st Prof. L</td>
<td>Law firms &amp; legal agencies; government agencies; self-employed; commercial banks &amp; business services</td>
<td>$50,699e</td>
<td>Above Average</td>
<td></td>
</tr>
<tr>
<td>Librarians</td>
<td>ACI</td>
<td>Administer libraries &amp; perform related library services. Select, acquire, catalogue, classify, circulate &amp; maintain library materials. Furnish reference, bibliographical &amp; readers’ advisory services. Perform research &amp; work with databases &amp; information systems.</td>
<td>C Master’s</td>
<td>Schools, colleges &amp; universities; government agencies &amp; libraries; legal services; hospitals</td>
<td>$35,524e</td>
<td>Average</td>
<td></td>
</tr>
</tbody>
</table>
## Career Briefs

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Level</th>
<th>Education</th>
<th>Experience</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifeguards, Ski Patrol &amp; Other Recreational Protective Service Workers</td>
<td>RS</td>
<td>HS/SC/C</td>
<td>ST OJT</td>
<td>$14,399e $18,940</td>
</tr>
<tr>
<td>Lodging Managers</td>
<td>ECS</td>
<td>HS/SC/C</td>
<td>Wk. Exp.</td>
<td>$29,148e $51,677</td>
</tr>
<tr>
<td>Middle School Teachers, Except Special &amp; Vocational Education</td>
<td>SAI</td>
<td>C</td>
<td>Bach.</td>
<td>$27,876e $44,647</td>
</tr>
<tr>
<td>Nonfarm Animal Caretakers</td>
<td>R</td>
<td>Appr.</td>
<td>HS/SC/ST OJT</td>
<td>$14,843e $22,035</td>
</tr>
<tr>
<td>Paralegals &amp; Legal Assistants</td>
<td>ECS</td>
<td>Appr.</td>
<td>SC/C/Assoc.</td>
<td>$27,121e $43,741</td>
</tr>
<tr>
<td>Personal &amp; Home Care Aides</td>
<td>SR</td>
<td>HS/SC/ST OJT</td>
<td></td>
<td>$15,756e $19,713</td>
</tr>
<tr>
<td>Police &amp; Sheriff’s Patrol Officers</td>
<td>RSE/</td>
<td>Appr.</td>
<td>SC/C/LT OJT</td>
<td>$29,287e $44,615</td>
</tr>
<tr>
<td>Postsecondary Teachers (all subjects)</td>
<td>IS/</td>
<td>C</td>
<td>Master’s</td>
<td>Junior colleges, colleges &amp; universities</td>
</tr>
<tr>
<td>Preschool Teachers, Except Special Education</td>
<td>SAC/</td>
<td>HS/SC/C</td>
<td>PS Voc.</td>
<td>$15,913e $23,803</td>
</tr>
<tr>
<td>Recreation Workers</td>
<td>SAR</td>
<td>SC/C</td>
<td>ST OJT</td>
<td>$15,579e $27,967</td>
</tr>
<tr>
<td>Refuse &amp; Recyclable Material Collectors</td>
<td>RC</td>
<td>HS</td>
<td>ST OJT</td>
<td>$16,583e $26,707</td>
</tr>
<tr>
<td>Rehabilitation Counselors</td>
<td>*</td>
<td>C</td>
<td>Master’s</td>
<td>$21,667e $36,913</td>
</tr>
<tr>
<td>Security Guards</td>
<td>SEC</td>
<td>Appr.</td>
<td>HS/SC/ST OJT</td>
<td>$16,132e $26,663</td>
</tr>
<tr>
<td>Self-Enrichment Education Teachers</td>
<td>SA</td>
<td>SC/C</td>
<td>Wk. Exp.</td>
<td>$21,988e $42,871</td>
</tr>
</tbody>
</table>

*Note: The above table provides a summary of various career fields, their levels, education requirements, experience levels, and average salaries. The data is rounded for simplicity, and the 'e' indicates an estimated figure.
**Career Briefs**

<table>
<thead>
<tr>
<th>Occupation</th>
<th>HC</th>
<th>Work Description</th>
<th>Education</th>
<th>Lic.</th>
<th>Where</th>
<th>Salary</th>
<th>Outlook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aircraft Mechanics &amp; Service Technicians</td>
<td>RI/RC</td>
<td>Diagnose, adjust, repair or overhaul aircraft engines &amp; assemblies, such as hydraulic &amp; pneumatic systems.</td>
<td>Apprent. HS/SC PS Voc.</td>
<td>L</td>
<td>Major airlines, airports &amp; flying services; government agencies</td>
<td>$30,862</td>
<td>Above</td>
</tr>
<tr>
<td>Automotive Body &amp; Related Repairers</td>
<td>RC</td>
<td>Repair &amp; refinish automotive vehicle bodies &amp; straighten vehicle frames.</td>
<td>Apprent. HS/SC PS Voc.</td>
<td>L</td>
<td>Auto repair shops; new &amp; used car dealers &amp; service stations; self-employed</td>
<td>$25,196</td>
<td>Average</td>
</tr>
<tr>
<td>Automotive Service Technicians &amp; Mechanics</td>
<td>RC</td>
<td>Diagnose, adjust, repair or overhaul automotive vehicles.</td>
<td>Apprent. HS/SC PS Voc.</td>
<td>L</td>
<td>Automotive dealers &amp; service stations; auto repair shops; commercial sports; automobile services</td>
<td>$22,901</td>
<td>Average</td>
</tr>
<tr>
<td>Bus &amp; Truck Mechanics &amp; Diesel Engine Specialists</td>
<td>RC</td>
<td>Diagnose, adjust, repair or overhaul trucks, buses &amp; all types of diesel engines.</td>
<td>Apprent. HS/SC PS Voc.</td>
<td>L</td>
<td>Trucking &amp; warehousing companies; education services; rentals &amp; repair shops; heavy construction contractors</td>
<td>$27,718</td>
<td>Average</td>
</tr>
</tbody>
</table>

These occupations include collision repair, rebuilding and refinishing of automobiles and maintenance and repair of all transportation vehicles. People in these occupations typically have interests in “things” and sometimes “data.”
### Career Briefs

<table>
<thead>
<tr>
<th>Role</th>
<th>Certification</th>
<th>Work Experience</th>
<th>Education</th>
<th>Industry</th>
<th>Salary Range</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bus Drivers, School</strong>&lt;br&gt;RS</td>
<td>Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules &amp; assist passengers in boarding or exiting.</td>
<td>HS/SC ST OJT</td>
<td>L</td>
<td>School systems</td>
<td>$18,582e $25,541</td>
<td>Average</td>
</tr>
<tr>
<td><strong>Bus Drivers, Transit &amp; Intercity</strong>&lt;br&gt;RSC</td>
<td>Drive bus or motor coach, including regular route operations, charters &amp; private carriage. May assist passengers with baggage &amp; collect fares or tickets.</td>
<td>HS/SC MT OJT</td>
<td>L</td>
<td>Local suburban, intercity &amp; rural bus transportation companies; local government; charter services</td>
<td>$18,002e $32,548</td>
<td>Average</td>
</tr>
<tr>
<td><strong>Driver/Sales Workers</strong>&lt;br&gt;ERS</td>
<td>Drive truck or other vehicle over established routes or within an established territory &amp; sell/pick up/deliver goods such as newspapers, food products or laundry. May also take orders &amp; collect payments.</td>
<td>HS/SC ST OJT</td>
<td>L</td>
<td>Trucking &amp; warehousing companies; wholesale companies; restaurants; airlines; food &amp; retail stores; building materials, garden supplies &amp; furniture stores</td>
<td>$14,139e $28,633</td>
<td>Below Average</td>
</tr>
<tr>
<td><strong>Excavating &amp; Loading Machine &amp; Dragline Operators</strong>&lt;br&gt;RC</td>
<td>Operate or tend machinery equipped with scoops, shovels or buckets, to excavate &amp; load loose materials.</td>
<td>Apprent. HS MT OJT</td>
<td>HS</td>
<td>Highway &amp; heavy construction companies; special trade contractors; stone companies</td>
<td>$23,853e $34,442</td>
<td>Average</td>
</tr>
<tr>
<td><strong>First-Line Sup./Mgrs of Helpers, Laborers &amp; Material Movers</strong>&lt;br&gt;ECR</td>
<td>Supervise &amp; coordinate the activities of helpers, laborers or material movers.</td>
<td>HS/SC Wk. Exp.</td>
<td></td>
<td>Airports, railroads, shipping &amp; exporting businesses</td>
<td>$26,746e $45,243</td>
<td>Average</td>
</tr>
<tr>
<td><strong>First-Line Sup./Mgrs of Transp. &amp; Material-Moving Machine &amp; Vehicle Operators</strong>&lt;br&gt;ERC</td>
<td>Directly supervise &amp; coordinate activities of transportation &amp; material-moving machine &amp; vehicle operators &amp; helpers.</td>
<td>HS/SC Wk. Exp.</td>
<td></td>
<td>Trucking &amp; freight companies; construction</td>
<td>$32,037e $54,056</td>
<td>Below Average</td>
</tr>
<tr>
<td><strong>Industrial Truck &amp; Tractor Operators</strong>&lt;br&gt;RC</td>
<td>Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site or similar location.</td>
<td>HS ST OJT</td>
<td></td>
<td>Warehouses; building material &amp; supplies companies; courier businesses; trucking companies</td>
<td>$20,008e $30,534</td>
<td>Below Average</td>
</tr>
<tr>
<td><strong>Laborers, Freight, Stock &amp; Material Movers, Hand</strong>&lt;br&gt;RC</td>
<td>Manually move freight, stock or other materials or perform other unskilled general labor.</td>
<td>HS/SC ST OJT</td>
<td></td>
<td>Temporary services; warehouses; grocery wholesalers; furniture manufacturers; government</td>
<td>$16,187e $25,315</td>
<td>Below Average</td>
</tr>
<tr>
<td><strong>Mobile Heavy Equipment Mechanics, Except Engines</strong>&lt;br&gt;R</td>
<td>Diagnose, adjust, repair or overhaul mobile mechanical, hydraulic &amp; pneumatic equipment, such as cranes, bulldozers, graders &amp; conveyors, used in construction, logging &amp; surface mining.</td>
<td>HS/SC PS Voc.</td>
<td>L</td>
<td>Wholesale companies; equipment rental companies; highway &amp; heavy construction contractors; lumber products manufacturers; government agencies</td>
<td>$29,357e $44,806</td>
<td>Average</td>
</tr>
<tr>
<td><strong>Taxi Drivers &amp; Chauffeurs</strong>&lt;br&gt;RE</td>
<td>Drive automobiles, vans or limousines to transport passengers or cargo.</td>
<td>HS/SC ST OJT</td>
<td>L</td>
<td>Taxi &amp; limousine services; self-employed</td>
<td>$15,997e $24,587</td>
<td>Average</td>
</tr>
<tr>
<td><strong>Tire Repairers &amp; Changers</strong>&lt;br&gt;R</td>
<td>Repair &amp; replace tires.</td>
<td>HS ST OJT</td>
<td></td>
<td>Automotive parts stores; auto repair &amp; maintenance businesses; automotive dealerships; service stations</td>
<td>$16,925e $25,613</td>
<td>Above Average</td>
</tr>
<tr>
<td><strong>Transportation, Storage &amp; Distribution Managers</strong>&lt;br&gt;EC/ECR</td>
<td>Plan, direct or coordinate transportation, storage or distribution activities in accordance with governmental policies &amp; regulations.</td>
<td>HS/SC/C Wk. Exp.</td>
<td></td>
<td>Trucking &amp; warehousing, transport services; wholesale companies; government; chemical, rubber products; furniture companies</td>
<td>$47,470e $90,555</td>
<td>Below Average</td>
</tr>
<tr>
<td><strong>Truck Drivers, Heavy &amp; Tractor- Trailer</strong>&lt;br&gt;R/RC</td>
<td>Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW, to transport &amp; deliver goods, livestock or materials in liquid, loose or packaged form. Requires commercial drivers' license.</td>
<td>Apprent. HS/SC MT OJT</td>
<td>L</td>
<td>Trucking &amp; warehousing services; wholesale &amp; retail companies; food stores; lumber products; building &amp; garden supplies</td>
<td>$25,605e $43,558</td>
<td>Average</td>
</tr>
<tr>
<td><strong>Truck Drivers, Light &amp; Delivery Services</strong>&lt;br&gt;RC</td>
<td>Drive a truck or van with a capacity of under 26,000 GVW, primarily to deliver or pick up merchandise or to deliver packages within a specified area. May load &amp; unload truck.</td>
<td>HS/SC ST OJT</td>
<td>L</td>
<td>Trucking &amp; warehousing services; wholesale companies; furniture, building materials &amp; garden supplies; retail stores</td>
<td>$19,278e $33,450</td>
<td>Average</td>
</tr>
</tbody>
</table>
Profile: Pre-School Administrator

People decide upon a career in various ways. Some read about occupations or interview people who are working in careers in which they have an interest; some peg their skills or talents to a specific occupation; and some are just lucky to know from an early age what their career path should be.

Amy Giles often thought about becoming a teacher as a young girl, but it wasn’t until her oldest child turned one-year old that she became serious about a career in education.

“Every child needs to be loved and nurtured, and as I watched my son grow and develop, I began to see how other children his age didn’t seem to have the same environment that we provided for our son,” she said. “It was then that I decided to pursue my interest in the Early Childhood Education field.”

As assistant director of the Harrisburg Ruckus House Learning Center, a Christian-based educational childcare facility for infants through kindergarten-aged children, Giles wears many hats. Primarily, she is responsible for ensuring that the center is in compliance with state regulations. However, she also oversees staff scheduling, facilitating daily routines and enrollment of the children and addressing parents’ questions and concerns.

Giles said she was drawn to Ruckus House by the staff members, whom she credits with providing a friendly and inviting atmosphere. “Our teachers instruct the children in their ABCs and 123s, but they also teach them about kindness and friendship. We want the children to leave our care with a strong mind, body and spirit,” she said. “Our teachers are more than just babysitters. They are truly early childhood professionals.”

In preparation for her career, Giles earned an associate’s degree in Early Childhood Education from Rowan Cabarrus Community College. She then completed the North Carolina Early Childhood Credential and North Carolina Early Childhood Administrative Credential Level II and was trained in SIDS, Basic School Age Care, CPR and First Aid.

Although the salary for an administrative position in Early Childhood Education depends on the child care center and its budget, Giles cites Ruckus House as compensating its employees very well. “Our company is growing, and I am so blessed to be a part of an organization that is full of such integrity,” she said.

Ruckus House is integrated into Giles’ long-range career goals. She expects to become a director of a center within the next few years and possibly secure a position at the corporate level as the company grows. However, Giles does not measure success in her profession in the form of money or promotions.

“Success comes in the form of big bear hugs in the morning, the first time a child accomplishes a goal he has been working on, or when a child you had two years ago care of and are taught all they need to know,” said Wachira.

The notion that being a lineman is dangerous is no longer valid, according to Wachira. Safety has improved tremendously and is in the forefront of every job that is undertaken. “Every Monday morning there is a safety meeting and every day before going to our first job, we have a safety briefing,” said Wachira. “Our equipment is tested and our rubber gloves are inspected daily for possible leaks and replaced when necessary. All of these safety measures have resulted in Progress Energy’s attainment of one of the highest safety records among power companies in the country.”

Although Wachira attests that no two days are alike, a “typical day” can best be described in this way: He arrives to work at 7 a.m. and receives his work orders for the day. After checking out the materials that he’ll need, he loads his truck and heads out to his first job site. His orders may include building power lines in a new neighborhood or fixing street lights.

Wachira’s work sometimes takes him away from Raleigh and even outside of North Carolina. Last September, he was one of 822 Progress Energy employees from the Carolinas and Florida asked to assist Texas utility companies in restoring power following an assault from Hurricane Ike. “There was so much devastation – no power anywhere. They didn’t have the necessary equipment to work with a higher voltage,” he said. “I ended up staying for 16 days.”

The expertise of Wachira and 159 other Progress Energy personnel from the Carolinas was gratefully received in Tulsa, Oklahoma in December 2007 when two inches of ice halted electric service. “There is something gratifying about seeing signs posted by customers that read ‘Thank you Progress Energy.’ The work may be exhausting at times, but it feels good to be able to help people,” said Wachira.
Profile: Veterinarian Technician

When children are asked what they want to be when they grow up, many invariably say a veterinarian. But as these students grow older, some realize the road to becoming a vet is more arduous than imagined. In addition to getting a bachelor’s degree, a vet student must earn a doctor of Veterinary Medicine degree from an accredited four-year college of veterinary medicine. They then must pass a national board exam, in addition to their state exam, to obtain a license to practice.

From the time he can remember, Mike Lowe has always had an interest in animals and considered becoming a veterinarian, but he didn’t relish going to school for nearly a decade. That’s when he decided to become a veterinary technician, or vet tech.

In contrast, vet techs complete either a two-year associate degree from an American Veterinary Medical Association (AVMA)-accredited community college program in veterinary technology or a four-year bachelor’s degree. Vet techs take courses in clinical and laboratory settings using live animals.

A vet tech’s relationship to a vet is similar to a nurse’s relationship to a doctor. Vet techs are trained and licensed to assist vets in various ways including taking x-rays, blood tests, giving anesthesia and performing dental cleanings. Vet techs may also obtain and record patient case histories, perform lab procedures, and prepare animals, instruments and equipment for surgery.

Lowe is a surgical vet tech at N.C. State’s School of Veterinary Medicine in Raleigh, where he prepares animals for surgery and sometimes assists in surgical procedures. He received his associate degree in veterinary technology from Farmingdale State University of New York in 1986 and then worked at Amityville Animal Hospital. He and his wife, Diane, who is also a vet tech, moved to Raleigh in 1990.

Before joining the Vet School in 1992, Lowe worked for a couple of private vets, which he enjoyed, but working at the Vet School has allowed him to work among many different disciplines. “As a surgical vet tech, I work with neurology, oncology, dermatology and other departments with both large and small animals, so my days are varied as well as interesting,” said Lowe.

Lowe works the 4 p.m. to midnight shift Monday through Friday and two weekends a month, when he is on call from midnight to 7 a.m. When reporting to work, Lowe first finds out the cases on which he’ll be working. He prepares the surgical room and instruments and also preps the animals for surgery. During surgery, Lowe assists the surgeon, works in post-operative care, and may have contact with the animals’ owners concerning the condition of their pets.

Although Lowe prefers working with small animals, he has had to assist with surgeries on larger ones. ‘One year when the circus was in town, the ‘World’s Largest Horse’ had to have surgery. Lowe assists in surgery, which can take up to six hours. Lowe also provides anesthesia to the animals for surgery. During surgery, Lowe assists the surgeon, works in post-operative care, and may have contact with the animals’ owners concerning the condition of their pets.

Armed with years of experience and bachelor’s degrees in English and Dramatic Arts, Wicker accepted a position in July as master carpenter at the Phoenix Theatre, where she oversees the construction and maintenance of scenery for six full-scale musicals and two children’s shows each year. She also manages a scenic intern.

On most days, Wicker arrives to work at 9 a.m. ready to begin building anything from platforms, background set pieces to even oversized glasses of milk for a children’s stage production of “Give a Mouse a Cookie.” After a noon break for lunch, Wicker resumes work until 5 p.m. Wicker said she chose carpentry because she enjoys physical work, but there are other aspects of the job that are appealing. “The main reason I enjoy what I do so much is the people. You meet a lot of really interesting and varied people through theatre. I can be creative, hang out with friends and listen to music,” she said.

Wicker said the disadvantages of her job is that the pay isn’t great — starting between $20,000 and $30,000 a year — and that she definitely gets dirty and covered in sawdust and paint. Both things should improve, however, as her career progresses.

“I’m expecting to attend Yale Drama School in the fall for Technical Production in order to become a Technical Director (a position that manages all scenic drafting, planning and construction) or a Production Manager (manages all production aspects of a show including hiring),” she said.

After she earns her master’s degree, Wicker wants to continue working in theatre rather than branching into film. “I think there’s a magic in theatrical production that you lose a little in film. I’d also eventually like to teach technical classes at a college level.”

Wicker advises anyone interested in pursuing a career in theatre to get as much experience through school and the community as possible and to be prepared to work hard. “A career in theatre requires a huge time commitment as well as hard work, but I find my work extremely rewarding. There is rarely a day when I don’t enjoy what I am doing, which I think is key in finding your career path,” she said.
Education & Training Options After High School

On the job
Going to work for a company or business that will train you as you work helps you learn while you earn. Ask about programs for ongoing employee training.

Private business or trade school
Short-term training (one month to one year) is available for some occupations ranging from cosmetology to truck driving, usually with no special entrance requirements. Cost and length of programs vary. Purchase of special tools may increase costs.

Community college
Considering possible technical programs? The N.C. Community College System offers a variety of vocational and technical programs (one semester to two years) that lead to certificates, diplomas or associate degrees. They also offer two-year transfer programs and specialized training for industry. They have open admissions, with remedial and pre-tech courses available. Entrance requirements depend on the program. For more information, visit the community college system Web site at http://www.nccommunitycolleges.edu.

Apprenticeship
This is a three to four year training program that combines on-the-job training with related technical and educational instruction for skilled occupations, supervised by a master in the craft, trade, or occupational area. Apprenticeable occupations are registered with the Division of Apprenticeship, North Carolina Department of Labor. For more information, visit http://www.nclabor.com/appren/appindex.htm.

Four-year college
Many public and private colleges and universities are available in North Carolina. Your local library, school counseling office and career center are good sources of college information. Entrance requirements are based primarily on high school grades and college test scores. You can write directly to the colleges you are considering or visit College Foundation of North Carolina at http://www.cfnc.org.

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

Army: (800) USA-ARMY or http://www.army.mil
Navy: (800) USA-NAVY or http://www.navy.mil
Air Force: (800) 423-USAF or http://www.af.mil
Marines: (800) MARINES or http://www.usmc.mil
Coast Guard: (800) 424-8883 or http://www.uscg.mil
Army National Guard: (800) GO-GUARD or http://www.arng.army.mil

What if You Don’t Have a Diploma?

A high school diploma is required for most jobs. If you don’t have a diploma, the world of work can be difficult. With fewer careers to choose from and limited opportunities for career advancement, you may face an ongoing struggle for economic survival. Studies show that the more education you have, the more career choices you have. But what if you don’t have a diploma?

One option is to look for an occupation that will provide on-the-job training. Browse through the Career Briefs section of this publication to see the types of jobs that are available.

You may also choose to get the education you need. The N.C. Community College System offers Basic Skills programs that provide educational opportunities for adults 16 years or older who are out of school. The programs address the needs of adults who do not have a high school diploma or who lack the basic education skills to function effectively in society. Programs include:

Adult Basic Education (ABE): Designed for adults who need to improve their reading, writing, speaking, problem-solving or computation necessary to function effectively in society, on a job or in the family.

Adult High School (AHS): Consists of core courses required by the Department of Public Instruction and the local public school system. Electives are also offered. Meeting all graduation requirements means you can receive an Adult High School Diploma.

Compensatory Education (CED): Designed to compensate adults with intellectual disabilities who have not had an education or who have received an inadequate one.

English as a Second Language (ESL): Designed for adults who limited English proficient and whose primary language is not English.

General Educational Development (GED): Instruction to prepare you for a battery of five tests which, when passed, certifies you have high school equivalency academic skills. The GED Diploma is issued when a student has an average of 450 on each test and a total score of 2250.

Special Populations: Basic Skills training for specially designated groups such as the homeless, Workfirst clients, learning disabled individuals, institutionalized adults and others.

For further information, go to http://www.nccommunitycolleges.edu/Basic_Skills/index.html. This site will also allow you to locate Basic Skills programs near your community.

Source: North Carolina Community College System

Make the Most Of Educational Opportunities

Regardless of where you are in life, you can enhance your future through education and training. Lifelong learning is the key to making the most of your personal life as well as your career. In North Carolina, access to educational resources has never been greater. Here are ways to learn more to earn more.

• If you’re already working, take advantage of employer-sponsored training and workshops. They are usually free, and they can include coursework leading to certification or licensure.
• If your employer offers a tuition reimbursement program, use it! You may have to pay the money up front, but you’ll get your money back if you pass. Employers may also require that the area of study relate to your current occupation or career path.
• If you’re unemployed, you may be eligible for job training assistance. Contact your local JobLink Career Center, or visit http://www.nces.com/individual/Default.asp?init=true and view selections under Re-Employment Services & Benefits.
• Enroll in online courses through community colleges or through public or private colleges and universities. Some academic degree programs can be completed exclusively via distance education. For example, the University of North Carolina system has consolidated online course offerings from its 16 constituent universities in one convenient location. For more information and course listings, visit http://online.northcarolina.edu.
• Some coursework requires that you attend an actual classroom. In addition to traditional day and evening classes, some colleges and universities now offer classes on weekends, including Sundays.

As part of the Learn and Earn initiative, a number of high schools participate in the N.C. Virtual High School, whereby students can take courses online. For participating schools, visit http://www.ncpublicschools.org/learnandearnonline.

The Career Readiness Certificate: Another Way To Prove Your Skills

Getting a North Carolina Career Readiness Certificate (CRC) helps you show prospective employers that you have the basic skills they require. No matter how much education you’ve had, the CRC further shows that you can handle these kinds of tasks: finding information, reading instructions and directions, and working with numbers. You’ll find detailed information about this program at http://www.crcnc.org/info/JobSeekers.aspx. To talk with someone in your area about the CRC, go to http://www.crcnc.org/info/Contact.aspx and select the community college closest to you.
Finding Financial Aid

Many sources of financial aid are available to help you meet your school expenses—federal and state programs, college and university programs, local and other programs. North Carolina’s comprehensive financial information resource is the College Foundation. High quality information about ways to pay for college can be found at [http://www.cfnc.org/site/paying/info_paying_start.jsp](http://www.cfnc.org/site/paying/info_paying_start.jsp), including more detailed information about the following types of financial aid and examples of each:

**Scholarships or Grants:** Money that does not have to be repaid or earned; it is sometimes referred to as “free money.” Scholarships and grants are available based on the student’s financial need (need-based) or based on the student’s academic achievements or special talents (merit-based).

**Loans:** Funds that must be repaid either in cash, usually with interest, or through service. Loans made with a service option usually require that the student repay the loan after graduation by working a specified number of years in a specific field. Loans that must be repaid with cash usually begin repayment after the student is out of college.

**Federal:**
- Federal Pell Grant
- Federal Supplemental Grant (FSEOG)
- Academic Competitiveness Grant

**State:**
- EARN Scholarship
- Education Lottery Scholarship
- UNC System Need-Based Grant
- NC Community College System Grant and Loan
- NC Legislative Tuition Grant
- State Contractual Scholarship
- NC Student Incentive Grant

**Online Financial Aid Resources**

College Foundation of North Carolina ([www.cfnc.org](http://www.cfnc.org)) General information about all the major state and federal grant, scholarship and loan programs and many private programs.


Source: College Foundation of North Carolina

Choosing a College

Choosing a school or college can be confusing without a game plan. This outline may help you get started.

1. **Define your goals.** How much and what kind of training will you need after high school for the career in which you are interested? If you choose a postsecondary school, list considerations important to you — specific programs of study, location, costs, facilities, student life, etc.

2. **Survey the possibilities.** Visit your school career center, public library, JobLink Center, or search the Internet to gather information on schools and programs of interest. Look for schools or programs that meet your needs.

3. **Compare.** Compare schools or programs and weigh the differences. Gather all the information needed to narrow your choice: e.g., special curriculum, admission requirements, comprehensive costs and financial aid.

4. **Visit the school, preferably when classes are in session.** This is a great way to get a feel for the school. It also gives you an opportunity to discuss your questions directly with admissions and financial aid officers.

Free Online Learning

Finally, a resource that sounds too good to be true – but isn’t. Whether you want to learn to use Microsoft office software, manage your money better, plan your next career, or be a better employee, the Goodwill Community Foundation’s LearnFree website provides free lessons. To find out more, go to: [http://www.gcflearnfree.org](http://www.gcflearnfree.org)

Two New Federal Financial Aid Options

**Loan Forgiveness for Public Service Employees**

This new loan forgiveness program is for public service employees. Under this program, the amount forgiven is the remaining outstanding balance of principal and accrued interest on an eligible Direct Loan for a borrower who is not in default and who makes 120 monthly payments on the loan after October 1, 2007. The borrower must be employed full-time in a public service job during the same period in which the qualifying payments are made and at the time that the cancellation is granted. A detailed fact sheet about this program can be found at [http://studentaid.ed.gov/students/attachments/siteresources/LoanForgivenessv4.pdf](http://studentaid.ed.gov/students/attachments/siteresources/LoanForgivenessv4.pdf)

**TEACH Grant Program**

Congress created the Teacher Education Assistance for College and Higher Education (TEACH) Grant Program that provides grants of up to $4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. To learn more about the TEACH Grant Program, go to [http://studentaid.ed.gov/students/attachments/siteresources/4807Teach_FactSheet_v3.pdf](http://studentaid.ed.gov/students/attachments/siteresources/4807Teach_FactSheet_v3.pdf)

**GI Bill Education Programs For Eligible Veterans**

Are you a veteran who is eligible for GI Bill education benefits? A variety of programs may help you continue your education after your enlistment is over. Follow this link to find out program details and eligibility information: [http://www.gibill.va.gov/GI_Bill_Info/programs.htm#LAC](http://www.gibill.va.gov/GI_Bill_Info/programs.htm#LAC). Since these options can change, go back to this link from time to time to review the information. Vets who need further information may call the toll-free number 1-888-GI-BILL-1 (1-888-442-4551) to speak with a Veterans Benefits Counselor.

Current education programs include:

- IHL (Institutions of Higher Learning)
- NCD (Non-College Degree Programs)
- On-the-Job & Apprenticeship Training
- Flight Training
- Independent Training, Distance Learning & Internet Training
- Correspondence Training
- National Testing Program
- Licensing & Certification
- Entrepreneurship Training
- Work-Study Program
- Co-op Training
- Accelerated Payment
- Tuition Assistance Top-Up
- Tutorial Assistance Program
Private Four-Year Institutions

(75) Barton College
Wilson
800-345-4973
$20,648
http://www.barton.edu

(24) Belmont Abbey College
Beltmont
888-222-0110
$21,506
http://www.belmontabbeycollege.edu

(43) Bennett College
Greensboro
900-413-5323
$14,890
http://www.bennett.edu

(88) Brevard College
Brevard
800-527-9090
$20,900
http://www.brevard.edu

(35) Cabarrus College of Health Sciences
Concord
704-403-1555
$10,550
http://www.cabarrus.edu

(57) Campbell University
Buies Creek
800-970-5699
$21,440
http://www2.davidson.edu/index.asp

(60) Duke University
Durham
919-684-3214
$39,075
http://www.duke.edu

(48) Elon University
Elon
800-334-8484
$25,489
http://www.elon.edu/home

(17) Gardner-Webb University
Boiling Springs
800-253-6472
$21,170
http://www.gardner-webb.edu

(43) Greensboro College
Greensboro
800-385-8226
$23,350
http://www.greensboro.edu

(43) Guilford College
Greensboro
800-992-7759
$27,120
http://www.guilford.edu

(43) High Point University
High Point
800-345-6993
$24,500
http://www.highpoint.edu

(25) Johnson & Wales University
Charlotte
866-598-2427
$21,700
http://www.jwu.edu/charlotte/cont.htm

(40) JCSU
Dunn
800-297-6351
$23,200
http://www.jwu.edu/charlotte/cont.htm

(57) Heritage Bible College
Dunn
800-297-6351
$8,530
http://www.herbiblecollege.org

(43) John Wesley College
High Point
800-336-8992
$10,730
http://www.johnwesley.org

(43) Piedmont Baptist College
Winston-Salem
800-937-5097
$11,170
http://www.pbc.edu

(98) Mid Atlantic Christian University
Elizabethtown
252-334-2000
$9,700
http://www.maca.edu

(51) Southeastern Baptist Biblical Seminary
Winston-Salem
800-766-2100
$6,860
http://www.sebts.edu

Private Two-Year Institutions

(65) Louisburg College
Louisburg
800-775-2008
$13,915
http://www.louisburg.edu

Bible Colleges & Seminaries

(40) Carolina Christian College
Winston-Salem
336-744-0900
$4,100
http://www.carolina.edu

(57) Heritage Bible College
Dunn
800-297-6351
$8,530
http://www.herbiblecollege.org

(43) John Wesley College
High Point
800-336-8992
$10,730
http://www.johnwesley.org

(43) Piedmont Baptist College
Winston-Salem
800-937-5097
$11,170
http://www.pbc.edu

(98) Mid Atlantic Christian University
Elizabethtown
252-334-2000
$9,700
http://www.maca.edu

(51) Southeastern Baptist Biblical Seminary
Winston-Salem
800-766-2100
$6,860
http://www.sebts.edu

Private Business & Trade Schools, Hospitals

(43) Access Healthcare Institute
Greensboro
336-540-7651

(25) Amer. Acad. of Healthcare, LLC
Charlotte
704-525-3500

(91) Amer. Acad. of Magnetic Resonance Imaging
Morehead City
252-726-7705
http://www.aamri.com/director.html

(*) American Institute of Applied Science, Inc.
Youngsville
919-554-2500
http://www.aiasinc.com

(25) Art Institute of Charlotte
Charlotte
800-872-4417
http://www.artsinstitutes.edu

(25) Brookstone College of Business
Charlotte
704-547-8600
http://www.brookstone.edu

(40) Caduceus Nightingale Academy
Winston Salem
336-765-9925

(25) Caregivers Institute, Inc.
Charlotte
704-373-7165
http://caregiversinstitute.org

(59) Care One Health Training Institute, Inc.
Raleigh
919-733-7165
http://careonenuisning.com

(25) Carolina School of Broadcasting
Charlotte
704-395-9272
http://www.carolinaedu.com

(70) College of Wilmington
Wilmington
919-763-4418

(25) Dental Staff Institute
Matthews
704-582-2605
http://www.dentalstaffinstitute.com

(25) Divine Health Academy
Charlotte
704-582-2605
http://www.divinehealthacademy.com

(59) Eastern College
Raleigh
919-787-8779

(40) ECPI College of Technology
(25) Charlotte
704-399-1010

(35) Concord
704-971-3030

(43) Greensboro
336-665-4000

(59) Raleigh
919-571-0057

(56) Spring Lake
919-436-8044
http://www.ecpi.edu

(60) Geriatric Education and Training Center, Inc.
Durham
919-479-3000
http://www.geriatriccenter.com

(59) Healthcare Resource School
Raleigh
919-872-1178
http://www.healthcareresources.com

(56) Inovatech College of Business & Technology
Fayetteville
800-764-0434
http://www.inovatech.edu

(25) King's College
Charlotte
800-768-2255
http://www.kingscollegecharlotte.edu

(26) Lake Norman Dental Assisting School
Mooresville
704-663-5430
http://www.ncdentalassistingschool.com/index.html

(59) The Medical Arts School
Durham
919-508-2214
http://www.medicalartschool.com

(25) Miller-Motte College
Wilmington
888-800-3158
http://www.millermotte.edu

(25) More Than Conquerors College
Charlotte
704-602-6010
http://www.mtcc.edu

(59) MyComputerCareer.com
Raleigh
919-371-4820
http://www.mycomputercareer.com

(25) Myers Park School of Dental Assisting Inc.
Charlotte
704-376-1696
http://www.myschoolofdentalassisting.com

(26) Nascar Technical Institute
Mooresville
877-201-2597
http://www.nascar.com

(59) NC Dental U
Wake Forest
919-532-4444
http://www.ncdentalu.com

New Horizons Computer Learning Center
(25) Charlotte
866-452-0840
http://www.charlotte.com

(43) Greensboro
336-299-5022
http://www.newhorizons.com

(59) Mooresville
919-336-1000
http://www.nhrtp.com

North Carolina Dental Assistant Training School
(25) Charlotte
1-886-962-3287

(60) Durham
919-477-0337
http://www.ncdats.com

(25) Nurse Aide Institute of Excellence
Charlotte
704-509-4714
http://www.nurseaidinstitute.com

(60) Optimal Health Services, Inc.
Durham
919-596-6811
http://www.optimalhealthservices.net

(43) Piedmont Dental Assistants, Inc.
Pleasant Garden
336-676-1333
http://www.piedmontdentalassistants.com

(43) Priority Nursing Academy
Greensboro
1-866-522-9896
http://www.prioritynursingacademy.com

(50) Sandhills Dental Career Center, Inc.
Aberdeen
910-585-1902
http://www.sandhillsdentalcareercenter.com

School of Communication Arts of NC, Inc.
(59) Raleigh
1-800-288-7442

(40) Winston Salem
1-800-288-7442
http://www.higherdental.com

(25) Serenity Nurse Aide Academy
Charlotte
704-567-8000
http://serenitynurseaide.com

(10) South College-Ashville
Asheville
828-252-2486
http://www.southcollege.com

Sunrise School of Dental Assisting
(59) Raleigh
1-877-871-6002

(56) Fayetteville
1-877-871-6002
http://www.sunriseschoolofdentalschooling.com

Techskills
(25) Charlotte
1-800-639-7545

(59) Raleigh
1-800-639-7545

(43) High Point
1-800-639-7545
http://www.techskills.com

Thomas Health Care Institute, Inc.
(59) Raleigh
919-790-9084

(43) Greensboro
877-790-9088
http://www.thecareinstitute.com

(43) TRS Institute
Greensboro
1-877-235-8176
http://www.trs.edu

Legend
(*) = Correspondence School
( ) = Estimated tuition & fees for 2009-10
Private business & trade schools listed here are licensed by the N.C. State Board of Community Colleges. Their tuition & fees are not included because they vary depending on the program.

(37)
Résumé Formats

**Mark Jones**  
455 Main Street  
Winston-Salem, North Carolina  
(336) 000-0000  
mjones@gmail.com

**Objective:** Entry level Accounting position

**Education:** Forsyth Technical Community College, Winston Salem, North Carolina  
Associate Applied Science, Accounting, June, 2008  
G.P.A. 3.2

**Work Experience:**  
Belk Department Store  
Sales Associate  
• Answered customers’ questions and assisted with merchandise selection.  
• Handled cash and credit transactions with accuracy.  
• Took inventory and identified items to be re-ordered.  
• Stocked shelves and organized merchandise to increase visibility and sales.  
• Awarded sales person of the month, November, 2007.

Lowes Food Store  
Customer Services and Head Cashier  
• Balanced 15 cash registers daily and made bank deposits.  
• Scheduled employees’ work stations and moved employees to positions as needed to assure quick service at check-out stations.  
• Answered customers’ questions and provided information on procedures or policies.

**Community Service:**  
Habitat for Humanity, Volunteer, 2003 - 2005  
Building Together Ministries, Volunteer Tutor, 2002 - 2003

Adapted from Job Seeking Skills Handbook, ESC of N.C.

The Functional Format focuses on transferable skills—what you can do rather than when or where you learned to do it. It groups similar accomplishments under skill headings and ignores chronological order. It is a good format for career changers and those with a limited work history.

**Christine M. Smith**  
401 Valley Road  
Raleigh, North Carolina 27611  
csmith@e-mail.com

**Objective:** Position as a graphic designer using my skills in design and photography to market nonprofit organizations.

**DESIGN EXPERIENCE**  
• Created consumer packaging using PMS and four-color processing; prepared designs for photo shoots at Stallings Design.  
• Communicated corporate identity through design of logo and collateral for senior thesis project.  
• Created mechanicals; proofed blue lines and color keys at Jones and Associates.  
• Used a wide range of typography to appeal to specific audiences at Stallings Print and Design.

**PHOTOGRAPHY**  
• Photographed fashion and food compositions in studio settings (free lance project, 2006).  
• Developed portfolio of color landscape prints from across the U.S.  
• Exhibited photos in two Triangle locations.  
• Won award in black and white photo contest in regional and state competition.

**MARKETING**  
• Researched real estate development prospects for commercial real estate firm – Triangle Real Estate Associates.  
• Created new marketing plans and business development for Stalling Print and Design resulting in expanded markets and increased revenue for 2007.  
• Increased own business by 75% in one year – Jones and Associates.

**Work Experience**  
Smith and Associates, Owner/Designer  
2007 – present  
Triangle Real Estate Associates, Administrative Assistant, Marketing Dept.  
2004 – 2007  
Stallings Print and Design, Graphic Design Intern  
2006 – 2007

**Education**  
Forsyth Community College, Winston Salem, North Carolina  
Associate in Applied Science, May, 2005  
Graphic Arts and Image Technology
Résumé Basics

Since the purpose of a résumé is to showcase your talents and experience so that you can get an interview, tailor each résumé to a specific job for which you are applying. Emphasize those parts of your work history, educational background and personal experience that especially qualify you (and only you) for that particular position.

- Limit it to one page, if possible. Maximum: two pages.
- Appearance, grammar and spelling count.
- Each résumé should be customized for a specific job.
- Use a good quality standard 8-1/2 x 11-inch bond paper.
- Use a laser printer.
- White, cream or off-white paper are good choices of color.
- Be conservative. Do not use bright-colored paper or fancy fonts.
- Lead with your strengths.
- Be consistent in style.
- Use active words and measurable criteria.
- Proofread, proofread and proofread. Then get someone else to do it.

Adapted from Sandhills Community College Career Services web site.
Randal Foster, LPC, author.

Getting Your Foot in the Door: Strong Cover Letters Can Land an Interview

A cover letter has only one purpose: to “sell” an employer on the idea of reading your résumé and giving you an interview. Employers often reject generic cover letters — and the résumés that come with them.

A good cover letter should reflect your knowledge of the company you are applying to, and it should specifically address the skills and experience the employer is seeking. This means you’ll need to research the company before responding to a job opening.

Additionally your cover letter should:

**Explain why you are sending a résumé.** A cover letter always accompanies a résumé even when it is sent by e-mail. Be specific and tell the reader for what you are applying.

**Address the cover letter to someone.** If a name is given, address the cover letter to that person or find out who will be receiving the letter. If you cannot locate that information, address the cover letter to: Dear Hiring Professional, Dear Manager, Dear Director or Dear Human Resources Representative. Avoid addressing it to Sir/Madam or To Whom It May Concern.

**Tell specifically how you learned about the position or the organization.** A web site, someone who works at the organization or through a JobLink or career center. It is appropriate and advantageous to mention the name of someone who suggested that you apply.

**Convince the reader to look at your résumé.** The cover letter will be seen first; therefore, it must be very well written and targeted to that employer.

**Call attention to elements of your background.** Education, leadership, experience that are relevant to a position you are seeking. Be as specific as possible, using examples.

**Reflect your attitude.** Express your personality, motivation, enthusiasm and communication skills. Your letter should sound exciting to the reader and reflect your excitement.

**Provide or refer to any information specifically requested.** Use information in a job advertisement.

**Talk about them.** Look up their mission statement, vision or goals on their web site and mention it in the cover letter. Make a statement on how you’ll be able to help them achieve their goals.

Contributed by Barbara Efird, MEd., NCC, LPC

Electronic Résumés

More and more businesses are using computers to scan résumés, whether they are submitted on paper or electronically. Job hunters need to know that computers read résumés differently than people do. If you are sending a résumé that may be scanned by a computer, here are a few tips:

- Put your name as the first readable item on the page and then list your contact information. Include your e-mail address if you have one.
- Substitute a “Keyword Summary” for your career objective.
- Use nouns as your keywords.
- Do not include personal information, such as a social security number, that could expose you to identity theft.
- Use a non-serif font (e.g., Helvetica or Arial) and 10-14 point size, not decorative type.
- Use white (preferred) or light-colored paper, printed on one side.
- Avoid italics, underlining, shading, graphics and horizontal and vertical lines.

Date: January 10, 2009
From: Mary Smith (msmith@college.edu)
Subject: Account Executive Position
To: William Mathews@Autotech.com

Dear Mr. Mathews:

Please accept this cover letter and following resume in application for the Account Executive Position you posted on your web site. Autotech directly corresponds with my professional goals of working with an innovative company focused on retaining customer satisfaction while developing new markets.

My experience and education match your job requirements well. I have two years experience in retail sales and additional related work experience in a call center and outside sales. This experience has increased my ability to handle customers’ demands quickly. I also have excellent problem solving, communication and multi-taking abilities. As a recent graduate from Westland Community College with an Associates of Applied Science in Business Administration, I excelled in my business and marketing courses. I financed the majority of my tuition with scholarships, grants and part-time employment. While working and attending college, I received the Dean's Achievement Award for excellence in Business Administration. I know my educational background and work ethic will enable me to be a successful member of your team.

Autotech is an amazing new company in our area that has great potential to reach new markets. Your core values of providing excellent customer service and on-time delivery of your products and services distinctly parallel my skills and career goals.

I would appreciate the opportunity to further discuss my qualifications for this position. I can be reached at (111) 555-1122 or by e-mail, msmith@college.edu. I look forward to hearing from you soon. Thank you for your consideration.

Sincerely,
Mary Smith

What makes this good:

1. Job seeker uses a professional e-mail address with her name.
2. It is written directly to someone in the company.
3. It states the name of the position immediately and where she saw it advertised.
4. She matches her experience and education with their needs.
5. She talks about “them” and how she will fit in with their company.
6. She asks for an interview.
7. She thanks the reader.
Networking: A Strategy for Searching The Hidden Job Market

Statistics vary, but as many as 80 percent of all job openings are never advertised to the public. However, with persistence, focus and especially networking, these jobs can be found.

Networking is a systematic method of getting someone you know to introduce you to someone you don’t know. A true network also involves your willingness to do the same for other people.

Start by telling people you know about the type of job you want to pursue. Next, ask for the names of others who may be able to advise you. (If you feel shy about networking, begin by asking your family and friends for their suggestions. Later you’ll feel comfortable approaching others.) Ask your network’s contacts for an interview and set up appointments to meet and talk with them. Share your job interests and qualifications and ask if they know of any job openings or other contacts that could help. Do not ask for a job.

Investigate possible employers and make appointments to talk with them. This will involve research (e.g., annual reports, newspaper and magazine articles, Google search) to learn about the company and its products or services so you can prepare for an information interview.

Let as many key people as possible know about your accomplishments, employment needs and goals. Just be persistent, keep expanding your list and follow these networking steps:

1. Meet X number of people (per day, week or month).
2. Arrange informal meetings with an agenda.
3. Market yourself — describe your skills, experience and accomplishments.
4. Ask for advice, information and contacts — do NOT ask for a job.
5. Leave with at least two additional names and contact them pronto!

As you go through this process, remember to listen to what the other people in your network have to say. In the future, you may be able to help some of them as they search for a new career!

Use a Combination of Strategies to Find Your Job

Using a combination of methods is essential for a successful job search. Develop a strategy that works best for the occupation you are seeking, consider consulting with people in your field of interest or with a career counselor in your school or community and use these strategies to land the job that’s right for you:

- Develop your network of contacts; the more people who know you are looking for work, the better your chances of finding work.
- Use the Internet to view job search sites, as well as to view job postings on individual corporate Web sites, but don’t limit yourself to Internet searches only.
- Contact prospective employers directly. After researching the business, call and ask to speak with the hiring manager or other appropriate contact (such as a specific departmental manager), inquire about possible openings and ask to set up an appointment.
- Register for work with your local JobLink Career Center, Employment Security office or other employment placement agency. Be aware, however, that some private agencies may charge a fee for their service.
- Search job postings in newspapers, professional and trade journals and other publications.
- Read the business section of your local newspaper to learn about companies that are moving into the area, expanding their operations or have received patent approvals or other awards; these companies are likely to be hiring new workers.
- Attend job fairs in your area or at your school.
- Take advantage of state agency resources, particularly if you are a dislocated worker.
- Take a drive through nearby industrial parks, shopping centers and office complexes to note any suitable companies you can contact at a later date.

Applying Online

To minimize the risk of infecting their computer systems with harmful viruses, many companies no longer accept e-mailed résumés. Instead, they now may require that applicants submit their information using the company’s own proprietary online application form.

Even if you are allowed to upload your résumé from your computer to the employer’s database, you will need to check the information carefully to ensure that it is accurate. These automated programs will often translate your information incorrectly and that could exclude you from being considered for the job. In addition, these forms are almost always scanned by computer before a human being ever sees them, so it’s important that they contain appropriate keywords and no mistakes.

When completing an online application form, always:

- Follow instructions carefully.
- Complete all required fields.
- Proof your information carefully. Most online application forms allow you to edit the information if your résumé was not translated correctly.
- Print each page of the form for your records.
- Read disclosures and disclaimers so you know how your information will be used.
- Click the submit button only when you’re satisfied that everything is okay.

Job Seeking Checklist

I will do the following to help myself look for a job:

- Define my objective — know what kind of work I most enjoy and can perform the best.
- Ask employers, colleagues and other people who know about my skills for letters of introduction and recommendations and to serve as references for me.
- Talk with contacts in business and industry, friends and family and others to discuss potential employment contacts (network).
- Prepare or update a résumé.
- Register at my local JobLink Career Center.
- Plan how to get to employment interviews and job sites.
- Develop a telephone script for making initial inquiries.
- Call or send letters and résumés to potential employers.
- Prepare for interviews by finding out as much as possible about prospective employers.
- Practice interviewing with friends, family and other contacts.
- Follow up all employment contacts with thank you letters, phone calls and/or more information about myself.
- Maintain an active file on employment inquiry contacts.
Job Search During A Challenging Economy

This time it’s all about them — not you. Your correspondence, e-mail inquiries, cover letter and résumé must be about their needs and how you fit.

Good tips to land a job during difficult times:

1. **Sell your results along with your skills.** Does your résumé and cover letter jump out at the reader with enthusiasm about how you will add value to their organization? How will you assist them in achieving their mission and goals? Can you increase sales, decrease costs, expand their markets, create new programs or solve problems? Estimate in numbers, dollars or data results that can be applied to their present need.

2. **Be direct — target your job search and correspondence.** These are difficult times for many employers. They are probably overworked and understaffed. Tell them upfront what you can do for them. Do not expect them to read your cover letter and résumé and find something of interest to them. Target their needs, and write your correspondence directly to what they need.

3. **Be a futurist.** Leave your laundry list of all you have done in the past at home. Research your company and find out where they are headed. What have you accomplished that will be valuable to them?

*Contributed by Barbara Efird, MEd., NCC, LPC*

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Filling Out the Application

Many employers will ask you to complete an application form. Read the directions carefully, print neatly and fill in all the blanks. Be prepared to provide the following information. Having it all together on one paper or index card may be helpful.

- Address and telephone number where you can be contacted
- Names, addresses and telephone numbers of previous employers
- List of school programs and special skills or achievements that help qualify you for the position
- Names, addresses and telephone numbers of at least three references
- Driver’s license

Drug and Alcohol Testing

Some application forms will include questions or statements about alcohol or drug use. You may want to inquire about the company’s drug testing policies. You should also be prepared to submit to a drug test. To be hired for most jobs today, you must be able to pass a drug test. In addition, an employer may decide not to hire you if you have ever been arrested for or convicted of drug use or possession.

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How To Work a Job Fair

You are dressed for success, have plenty of résumés in hand and are about to enter a huge hall or gymnasium filled with tables, signs, job seekers and potential employers — it can be frightening at first. Here are some tips on how to make a job fair work for you.

**Before the Fair**

- Get a list of employers before the job fair; research the companies you want to see and learn as much as you can about them.
- Prepare a list of employers whom you definitely want to approach.
- Make sure your résumé is ready. You may want to bring different versions of your résumé to target the various companies that will be present.

**The Day of the Job Fair**

- Dress appropriately.
- Bring plenty of résumés.
- Strategically approach the employers and offer a handshake and introduction.
- Go early, before it gets too busy and crowded while the recruiters are fresh.
- Don’t wander around aimlessly — begin with your goal and list of employers whom you want to approach.
- Seek out recruiters at tables that are not crowded at first and watch for an opportune time to have their undivided attention.
- Don’t take up too much of their time. Begin with your introduction, engage in a conversation and conclude with a thank you and move on. If you are very interested and feel they are, too, follow up soon after the job fair for further discussion.
- Get business cards from recruiters you spoke with for follow-up. Jot down brief notes on the back of the cards to help with follow-up.
- Listen to their next step instructions: Did they ask you to come by their office or did they ask for further information by e-mail?

**After the Job Fair**

- Send thank you notes. E-mail is appropriate and quick. Inform them of your continued interest.
- If the recruiter gave you specific application instructions, be sure to follow through as directed.

*Contributed by Barbara Efird, MEd., NCC, LPC*

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Job Seeker, Beware

If you feel desperate about finding a job to pay your bills, stop for a moment and take a deep breath. Job scams have been increasing and unfortunately some dishonest people are willing to take advantage of you. How to tell the difference between frauds and legitimate job and business opportunities? Here are a few tips:

- If anything sounds too good to be true, it probably is.
- Do not pay an upfront fee for employment or franchise information without investigating the organization.
- Never respond to online or phone requests for your birth date, social security and bank account numbers. Real employers or business operators will not ask for this information in these ways.
- Be suspicious of any jobs that offer commissions for recruiting others rather than for selling goods or services.
- While some advertised work-at-home jobs are legitimate, make sure to verify that the advertising organization is authentic.

How to find out if a business is legitimate? While no one type of search is foolproof, here are some organizations that may have helpful information:

- Better Business Bureau lists organizations as accredited and posts complaints filed against them. [http://www.bbb.org](http://www.bbb.org)
- NC Secretary of State’s office has an online search for corporations. [http://www.secretary.state.nc.us/Corporations](http://www.secretary.state.nc.us/Corporations)

To report employment fraud, contact any of the following offices:

- NC State Attorney General’s office: 1-877-5-NO-SCAM
- Federal Trade Commission, 1-877-FTC-HELP.

For a comprehensive look at employment fraud, go to [http://www.rileyguide.com/scams.html](http://www.rileyguide.com/scams.html).
The interview is your opportunity to really sell yourself to an employer. Demonstrate through your poise, articulation, manner and enthusiasm that you are the best candidate for the job. Dress appropriately to make a winning impression.

Interview for Success

To market yourself well in an interview, you must be well-prepared. Getting the job can depend on how well you present yourself during the interview. Below are examples of what to do and what not to do before, during and after the interview.

DO:
• Research the company.
• Rehearse before the interview.
• Dress appropriately for the position for which you’re applying.
• Bring extra résumés.
• Bring a notepad and pen for note taking.
• Arrive early.
• Smile and offer a handshake.
• Maintain good eye contact.
• Be prepared to answer and ask questions.
• Emphasize your skills.
• Write a thank you note.

DON’T:
• Bring anyone with you.
• Slouch—sit up straight, but be relaxed.
• Ramble when unclear about a question—ask for clarification.
• Make negative comments about other employers.
• Start discussing salary and benefits.
• Leave without asking for the job if you want it.

Behavioral Questions

Interviewers may ask for examples of previous behaviors, such as how you handled a specific situation or a work task. Be prepared for these questions. Tell the interviewer a brief story about a work- or school-related situation that demonstrates a specific skill and how you used it effectively.

To practice, think about PAR:
P = What problem or situation have you had to face?
A = What action did you take to resolve the concern?
R = What was the result of the action?

Sample Behavioral Questions:
• Give me an example of your teamwork abilities.
• How do you handle multiple tasks all due at the same time?
• Describe a major problem you encountered and how you dealt with it.

Practice, Practice

The more experience you have with interviewing, the more confident and relaxed you’ll be. Ask a career counselor, teacher or Human Resources professional to do a mock interview with you and give you feedback on both your verbal responses and your body language. At the very least, practice responses in front of a mirror.

Questions to Expect During An Interview

Are you a little nervous about your upcoming interview? Do you want to build your confidence?

While you may not be able to read an interviewer’s mind, try writing down and practicing your responses to these frequently asked questions.

1. What jobs, including summer and part time, have interested you the most? Why?
2. How have your education and/or employment experiences prepared you for this job?
3. What are your career goals?
4. Where do you see yourself in five years?
5. Can you tell me about yourself and your background?
6. What do you consider your best qualities or strengths?
7. What do you consider your weaknesses?
8. What interests you about this job?
9. Why do you want to work for this company?
10. What did you like and dislike about your last job?
11. Which course(s) did you like best in school?
12. Last month, how many days of work or school did you miss?
13. Why should I hire you for this job?
14. How would your last supervisor or teacher describe you?
15. How would a friend describe you?
16. What motivates you to put forth your greatest effort?

Use the Interview to Get as Well As Give Information

By researching the company, you’ll not only be prepared to answer questions, but to ask them during the interview. Appropriate questions will give you the information you need to help decide whether the job and/or the company is a good fit for you. Focus your questions on job specifics, but do not ask about salary or benefits until you receive a job offer or the interviewer mentions the subject.

Here are some types of questions you can ask during a job interview:
• How would you describe a typical day in this position?
• What are the greatest challenges of this job?
• How many other people work in this department/unit?
• What other departments/staff would I be working closely with? Is it possible to meet them?
• How long have you worked with the company?
• What do you like most about working with this company? What do you like the least?
• Where would I be working? Is it possible to see the space?
• How do you foresee the company’s growth over the next few years?
• Do you anticipate expanding this department/unit?
• Does the job require travel? If so, what percentage or how often?
• Would I be working independently or with teams?
• What performance objectives would I be expected to meet during the first three to six months? After one year?
• What are the usual hours?

Dress Your Best for an Interview

Your appearance is the first impression you make and an interview is your opportunity to put your best foot forward. That means appearing polished and professional. While some workplaces may have a more liberal dress code, you will usually make a better impression if you wear conservative attire. Proper interview attire for men and women is usually a suit. However, exceptions exist, depending on the industry and the level of position for which you are applying. For example, for construction or manufacturing jobs, suitable clean attire —khaki or dark pants with a collared shirt or professional-looking blouse—is acceptable. As a rule, you should dress better for an interview than you would for a normal work day.

Also, the more administrative the position, the better the attire, regardless of industry. Research the company, its products, services and corporate culture to help determine what you should wear. In most cases, keep it dark and neutral (black, navy, dark gray). Wear minimal jewelry and accessories. Cover tattoos. Avoid using colognes or perfumes. Avoid smoking and eating foods such as garlic for several hours prior to the interview. Make sure your hair and nails are neat and clean.

The Telephone Interview

Many employers use an initial telephone interview as an efficient way to screen candidates before choosing which ones to interview in person. Since this is probably your first opportunity to market yourself with the organization and to be selected to interview in person, keep the following tips in mind:

Be prepared:
• Have your résumé, job description and questions to ask the employer in front of you during the interview.
• Be ready to give examples of your accomplishments and previous work experiences.
• Write down the names of the person (or persons) that are interviewing so you can refer to them by name, and also write a follow-up thank-you note.
• Have notes about the company handy so you can refer to them quickly if needed.
• Have your calendar ready.

Be present:
• Stand up! Your voice will project better.
• Be enthusiastic and smile — it will come through in your voice.
• Conduct your telephone interview in a quiet place. Be sure children and pets are not in the room. Do not answer another phone or the door bell, or have any other distractions during this time.
• Speak directly into the telephone. Land telephones are better than cell phones for clearer connections and less chance of being disconnected.
• Speak slowly and clearly. Remember your voice is all the interviewer has to distinguish you from other candidates.
• Ask for clarification when needed, especially if you are unsure of the question and need time to think or process the question and forthcoming answer.

Practice:
• Ask a career counselor or human resources professional to practice a telephone interview with you. Ask for feedback on your answers, your voice inflections and any habitual flaws in your speech like “um,” “er,” and “ah” of which you may not be aware.
• Sell yourself in every response.

How to Research A Prospective Employer

You’ve found a job opening that sounds great, but you know very little about the organization that is advertising the position. To write a customized résumé and cover letter, you must research the company. You need to understand the big picture: How does the position you’re interested in fit into the company? How do you find out more? Research. Research. Research.

Most companies have a Web site where you can find information such as annual reports and mission statements. If the organization has a Web site, you should be able to find it by using a search engine like Google. You can also call the company and ask for their Web site address. It is often listed in business journals, the yellow pages and on company brochures. If you do not have access to the Internet, you can use a computer at a public library and a JobLink or college career center.

You can also learn about the organization by asking questions of people who already work there. Remember that your network of contacts may also be able to provide you with names of people within the organization who could talk with you.

When you’ve learned answers to the following questions, you will be ready to design a cover letter and résumé for the specific job that you’re interested in.

So… what do you need to know?
• What does the company do?
• How did the organization get started?
• What are its products and services?
• What are the company’s plans?
• Does it appear to be in good financial shape?
• What are some of the industry trends that affect this organization?
• What are some of the organization’s greatest challenges?

Remember to Say “Thank You”

After your interview, you have another opportunity to sell yourself to the employer. The follow-up thank-you letter can be the icing on the cake that sets you apart from other candidates. In the letter, you can thank the person for the time spent with you, restate your interest and enthusiasm for the job and put your name in front of the decision makers again. Additionally, you can present relevant information that you forgot to mention during the meeting or that occurred to you after learning details about the position.

Acceptable formats include handwritten or typed letters and, in some situations, an e-mail message.

Mary Jones

25 Main Street
Yourtown, NC  27600
January 26, 2009

Ms. Debbie Bucher
Marketing Director
PPT Electric, Inc.
919 W. Main Street
Yourtown, NC  27603

Dear Ms. Bucher:

Thank you for the opportunity to interview with you and the members of your staff today for the position of Marketing Assistant. I was very impressed with the growth of PPT Electric Inc. and the amount of support your organization provides for our community.

After the interview, I felt extremely excited about working for PPT Electric. In addition to my relevant work experience, I am very knowledgeable of the new computer software you are implementing. I’m confident that I could “hit the ground running,” and I believe I could help your staff transition to using the new application. I’m sure that I would fit in well with the members of the Marketing Department.

Once again, I appreciate the opportunity to interview. If you need any additional information, please contact me at 555-5088. I look forward to the next steps of the selection process.

Sincerely,

Mary Jones
If Life Hands You Kudzu, Make...

Problem or opportunity? Ever had a time when your life was turned upside down? When something you’d hoped for or assumed fell apart?

North Carolinians have no farther to look than their own or their neighbors’ back yards, roadsides and fields to see the results of one plan gone wrong. More than 100 years ago, the United States started planting kudzu — a non-native plant — as forage for farm animals and to prevent soil erosion. People were even paid to plant the legume. It has no natural enemies in this country and grows a foot a day in the summer, covering crops, trees, buildings, signs, power poles — the list is endless. In 1972, the U.S. Department of Agriculture declared it a weed. What a destructive pest!

On the other hand, people are now using kudzu to make anything from soap to syrup to baskets. Some farmers substitute kudzu for more expensive livestock feed. Researchers are investigating its medicinal value. Others are advocating its use as a biofuel.

What does kudzu have to do with you? Are you facing the challenge of finding a job or new career path? If the jobs you’d hoped for don’t seem to be available, sometimes looking around your community for obvious problems can open your eyes to new opportunities.

First, what are the “weeds” in your community? Do people need transportation to medical appointments? Are your local arts beginning to disappear? Does your community lack affordable childcare? Are your roads full of potholes?

Next, where do your interests, skills and values intersect with these needs? Thinking about a career from this angle might lead you to think about working in organizations that you’d never before considered. Or you may discover your own “niche,” a service or product greatly needed that no one else provides.

Problems or opportunities? It depends on your perspective. Your career planning may well benefit from a bit of both.

Where to Find Help If You’ve Lost Your Job

Being laid off may require using state services that you’ve never accessed before. Although brief, the information below provides starting places for seeking assistance.

Am I eligible for unemployment insurance? If you have lost your job through no fault of your own, you may be eligible. Details at: http://www.ncesc.com/individual/UI/UiClaims2.asp

How do I file for unemployment insurance benefits? You have three options:

- **Online:** https://www.ncesc.com/individual/webInitialClaims/applyBegin.asp?init=true
- **By telephone:** 1-877-841-9617 (toll free, 24 hours a day, seven days a week)
- **In person:** Go to your nearest ESC office. Not sure where it is? Go to: http://www.ncesc1.com/locator/locatormain.asp

How do I start my search for a new job? While this newspaper provides lots of independent job-seeking ideas, your local ESC office and JobLink Career Center staff can help you locate new employment possibilities and prepare to apply for jobs. Nearest JobLink location: http://www.ncommerce.com/en/WorkforceServices/FindInformationForIndividuals/JobLinkCareerCenters

I need training to move into a new career, but how can I pay for training without a job? Look for opportunities within your community and explore these links:

- **Financial Aid:** www.cfnc.org
- **Service Obligation Loans:** http://www.cfnc.org/paying/scholar/info_career.jsp
- **Workforce Investment Act:** http://www.ncommerce.com/en/WorkforceServices/FindInformationForIndividuals/DislocatedWorkerToolkit/EmploymentTraining
- **Trade Adjustment Act:** http://www.ncesc.com/individual/training/TAA.asp
- **Apprenticeships:** http://www.nclabor.com/appren/appindex.htm
- **Free Online Training:** http://www.gcflearnfree.org, http://www.microsoft.com/ElevateAmerica

Planting Your Small Business Ideas in Fertile Ground

The links below provide resources for putting your ideas into action.

- **NC Small Business Center Network (http://www.sbcnnc.gov):** Community-based provider of small business training, counseling and resource information.
- **N.C. Center for Non-Profits (http://www.ncnonprofits.org):** In-depth information for starting and sustaining a non-profit.
- **NC REAL (http://www.ncreal.org):** Hands-on training for developing entrepreneurial skills and potential businesses.