

## The Basics

Technical skills and requirements vary greatly from one occupation to another. But success in just about any field depends on some fundamental abilities. Generally, these are

- **Communication Skills:** listening, speaking, reading, writing, interpreting, negotiating, persuading
- **Organizational Skills:** planning, managing time, using resources efficiently, understanding systems, monitoring and evaluating data to improve performance
- **Thinking Skills:** problem-solving, decision-making, creative thinking, learning, analyzing, mathematics
- **Working Skills:** self-management, team concept, responsibility flexibility, leadership, acceptance of diversity
- **Technology Skills:** computer literacy, ability to select and apply appropriate equipment and procedures, ability to interpret and use data generated by technological devices

These are the general skills that you'll need to bring to the job market. Just as important is the way you approach that market and show employers who you are and what you can do. Here's a basic set of skills for doing that effectively:

1. Recognizing and making career decisions
2. Using available information (like this brochure) about the labor market
3. Preparing an effective résumé
4. Filling out applications
5. Interviewing
6. Being consistently punctual
7. Maintaining regular attendance
8. Showing a positive attitude
9. Presenting appropriate appearance
10. Showing good interpersonal relations
11. Completing tasks thoroughly and efficiently

## The Road Starts Here

Wherever you are-going to school, working, or somewhere in between, it's important to start thinking about creating a career path for yourself. The best (and only) place to start is right where you are now:

- Learn about yourself-what are your talents and interests?
- Get some help to learn the best ways to develop your talents through training, education, and practical experience.
- Consider how to make those talents and skills productive for yourself and your prospective employer. (After all, what kind of person would you want working for you?)

Colorado Career Network  
1515 Arapahoe, Tower 2., Suite 300  
Denver, CO 80202  
M270701015

(303) 318-8903  
[www.coloradocareer.net](http://www.coloradocareer.net)

# A Planning Guide for Colorado Careers

2002 EDITION

This brochure lists one hundred occupations which are expected to have good employment potential in Colorado, now and over the next several years. Find those in the list that match your interests and aptitudes, then compare them in terms of salary and required education. Consider whether the salary justifies the cost of education (in most cases it will).

As you browse this list, if some occupations start to seem more interesting and promising than others, you're already making progress in choosing a career path that's right for you. We have organized the information into 16 broad Career Clusters that reflect a new direction for education. Each cluster consists of occupations in a broad industry area. If you don't find what you're looking for on this list, though, don't stop here. We have information on many more careers. **Take a look at <http://www.coloradocareer.net>**



# COLORADO'S TOP GROWTH OCCUPATIONS • 2002 EDITION

Occupation	Openings	Entry Salary	Average Salary
<b><u>Agriculture &amp; Natural Resources</u></b>			
Laborers, Landscaping & Groundskeeping	1375	\$14,320	\$18,640
<b><u>Architecture and Construction</u></b>			
Carpenters	1496	\$20,790	\$32,150
Plumbers, Pipefitters & Steamfitters	867	\$22,760	\$34,550
Electricians	792	\$22,260	\$35,030
Painters & Paperhangers, Constr & Maint	645	\$19,890	\$27,680
Construction Managers	582	\$31,540	\$47,630
Drywall Installers	544	\$22,250	\$29,840
Heating/Air Cond/ Refrig Mechanics	507	\$23,100	\$33,570
Helpers, Carpenters	354	\$15,430	\$21,570
Roofers	343	\$18,340	\$25,000
<b><u>Manufacturing</u></b>			
Maintenance Repairers, General Utility	899	\$15,500	\$23,670
Automotive Mechanics	817	\$19,880	\$31,860
Engineer, Mathematical & Nat Sciences Manag	810	\$57,330	\$75,410
Telephone & Cable Tv Installers & Repairers	639	\$19,070	\$30,570
Civil Engineers, Including Traffic	390	\$38,000	\$54,430
Electrical/Electronic Tech& Technologists	320	\$25,960	\$37,600
<b><u>Transportation and Distribution</u></b>			
Truck Drivers-Lt, Include Del/Route Worker	1179	\$13,490	\$21,270
Truck Drivers, Heavy Or Tractor Trailer	1083	\$21,290	\$31,690
Automotive Mechanics	817	\$19,880	\$31,860
<b><u>Information Technology</u></b>			
Computer Support Specialists	2082	\$22,320	\$37,350
Systems Analysts	1637	\$40,120	\$60,750
Computer Programmers	1158	\$34,700	\$53,970
Electrical & Electronic Engineers	687	\$44,790	\$61,860
Data Base Administrators	311	\$33,780	\$52,180
<b><u>Wholesale/Retail Sales and Services</u></b>			
Salespersons, Retail	5578	\$13,130	\$19,800
Cashiers	3653	\$12,280	\$17,440
First Line Supervisors, Sales & Related	2298	\$19,920	\$35,900
News, Street Vendors & Phone Solicitors	1738	\$13,640	\$20,910
Counter & Rental Clerks	962	\$12,150	\$16,770
Sales Agents, Business Services	864	\$21,460	\$43,500
All Other Sales & Related	630	\$15,470	\$27,630
Stock Clerks, Sales Floor	577	\$13,350	\$20,070
Mail Carriers, Postal Service	533	\$27,700	\$33,500
Salespersons, Scientific Products & Services	510	\$34,420	\$63,280
Purchasing Agents	369	\$29,160	\$40,700
Driver/Sales Workers	339	\$11,330	\$18,050
Designers, Except Interior	309	\$16,580	\$31,580
<b><u>Finance</u></b>			
Accountants & Auditors	775	\$27,930	\$42,120
Financial Managers	586	\$36,560	\$62,210
Sales Agents, Insurance	532	\$25,450	\$45,980
Sales Agts, Securities/Commodities/Financial	459	\$25,060	\$52,490
Tellers	419	\$15,200	\$18,040
Loan Officers & Counselors	381	\$26,740	\$45,750
Bill & Account Collectors	313	\$17,260	\$23,410
<b><u>Hospitality and Tourism</u></b>			
Waiters & Waitresses	3317	\$11,470	\$12,720
Combined Food Prep & Service Workers	2440	\$11,460	\$13,680
Janitors & Cleaners	1594	\$12,270	\$16,520
Food Preparation Workers	1478	\$11,580	\$14,490
Cooks, Restaurant	1054	\$13,890	\$17,390
Maids & Housekeeping Cleaners	745	\$11,660	\$14,890

Cooks, Fast Food	573	\$11,400	\$13,080
Bartenders	512	\$11,540	\$13,610
Counter Attend, Coffee Shop, Lunchroom, Caf	456	\$11,590	\$14,370
Hairdressers, Hairstylists & Cosmetologists	405	\$12,870	\$19,070
Food Service/Lodging Managers	401	\$17,160	\$30,150
Hosts & Hostesses, Lounge, Restaurant & Coffee Shop	352	\$11,490	\$14,690
Dining Room & Cafeteria Attendants,			
Bartender Help	327	\$11,450	\$13,180
<b><u>Business Administration</u></b>			
General Office Clerks	3326	\$14,530	\$21,490
General Managers & Top Executives	2480	\$34,920	\$69,280
First Line Supervisors, Clerical & Admin	1905	\$22,140	\$33,540
Receptionists & Information Clerks	1449	\$14,560	\$19,220
Bookkeeping, Accounting & Auditing Clerks	1316	\$16,830	\$24,490
Secretaries, Except Legal & Medical	1229	\$17,310	\$24,420
Brokers, Real Estate	936	\$0	\$0
Traffic, Shipping, & Receiving Clerks	730	\$15,670	\$24,500
First Line Supervisors, Mech/Installers/Repair	570	\$27,230	\$42,640
Marketing/Adv/Public Relations Managers	552	\$34,190	\$60,520
Adjustment Clerks	543	\$17,200	\$23,870
Stock Clerks, Stockrm, Warehouse or Storage Yd	531	\$14,990	\$22,040
Order Clerks, Materials, Merchandise & Service	476	\$16,660	\$22,050
First Line Supervisors, Production & Operating	447	\$24,130	\$38,070
Personnel, Training & Labor Relations Specialists	387	\$25,990	\$39,690
Administrative Managers	299	\$27,100	\$47,400
<b><u>Health Sciences</u></b>			
Registered Nurses	1177	\$33,080	\$42,340
Nursing Aides, Orderlies & Attendants	621	\$14,360	\$17,480
Home Health Aides	526	\$13,910	\$17,990
Human Services Workers	505	\$15,650	\$22,440
Medical Assistants	368	\$17,700	\$22,360
Physicians & Surgeons	344	\$63,760	\$102,930
Licensed Practical Nurses	321	\$22,250	\$28,060
<b><u>Human Services</u></b>			
Child Care Workers	769	\$11,640	\$14,480
Human Services Workers	505	\$15,650	\$22,440
Social Workers, Except Medical & Psychiatric	334	\$22,010	\$35,210
Clergy	306	\$0	\$0
Personal And Home Care Aides	304	\$11,970	\$14,430
<b><u>Arts, AV Technology and Communication</u></b>			
Artists & Related Workers	384	\$21,170	\$37,070
Writers & Editors	332	\$25,600	\$46,340
<b><u>Law and Public Safety</u></b>			
Guards & Watch Guards	902	\$14,250	\$19,590
Correction Officers & Jailers	450	\$22,760	\$31,270
Police Patrol Officers	299	\$30,980	\$41,450
<b><u>Scientific Research &amp; Engineering</u></b>			
Computer Engineers	1529	\$47,570	\$64,460
<b><u>Education and Training</u></b>			
Teachers, Secondary School	1414	\$25,300	\$36,400
Teachers, Elementary School	1086	\$25,650	\$35,700
Teachers' Aides & Assistants, Clerical	801	\$12,630	\$15,940
Instructors & Coaches, Sports & Physical Training	666	\$12,820	\$24,060
Teacher Aides, Paraprofessional	502	\$13,120	\$16,640
Teachers, Preschool & Kindergarten	375	\$0	\$0
Teachers, Special Education	334	\$26,340	\$36,850
Teachers, Preschool	305	\$14,760	\$19,210

## TIPS FOR BEGINNING YOUR CAREER SEARCH

### Finding *Your* Work

Finding work is not so hard. But it's something else to find "your work" -that is, a career that you enjoy, that you're good at, that pays well enough, and that takes your life in a positive direction. Doing that takes some thought, planning, effort, and-just as important- imagination.

### Take advantage of change

In the past, when most people planned a career, they just did it once. Then they stayed in the same job, or at least the same field, for a lifetime. Career advice used to be something like the sign on a rough and weather-worn dirt road: "Choose your rut carefully-you're going to be in it a long time." It doesn't often work that way anymore, and that's not all bad.

Knowing that your career direction will probably change many times can seem insecure, but it can also be exciting to realize that you don't have to get everything exactly right the first time. You can build your skills gradually and combine them in your own way as your goals and your understanding of available opportunities become clearer.

Understanding-and even anticipating-change is an important career-building skill. Like most of the others, it has a lot to do with attitude. The more of these skills you learn, the more control you'll have over the direction your life will take.

You can refine your search by using COCIS - check in products on our website. [www.coloradocareer.net](http://www.coloradocareer.net)

These data are based on work from the Colorado Department of Labor, Labor Market Information. The estimates are from estimates calculated from methods proscribed by the USDOL Bureau of Labor Statistics. The wage estimates were calculated by the Colorado Department of Labor LMI.

Similar information for more occupations are available from Labor Market Information, Colorado Department of Labor and Employment. Access to this data may be found at <http://lmi.cdle.state.co.us>