Advancement, Empl billities, Securit Advancemen lge, Abilitie s, Training ses, Know oubs, Skills imployment, S ge, Abilities, Securit Training, Advancemen s, Knowledge, Abilitie Jobs, Skills, Training ment, Success, Knowl y, Future, Jobs, Skills ement, Employment, S

INTRODUCTION

"What's the use of running if you're not on the right road?"

—German proverb

Preparing for the job hunt

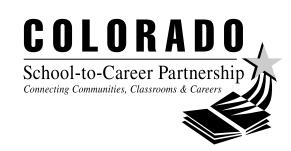
Going to school takes time and energy. Getting a job also takes time and energy. With enough persistence almost anyone can find a job. Do you want just a job or do you want something that may lead you more in the direction of a career? A career is your life work that includes many parts of your personality and experience—your education, interests, and abilities.

Whether you realize it or not, you are constantly making choices that will affect your career decisions a few years from now, so today is not too early to begin planning. How can you go about choosing a career that is "right" for you? The answer is, first, you must know your interests, goals, abilities, and values.

Let's start now. So you want a job or think you will soon? Wouldn't it be nice to have a job that really fits, that was an exciting rather than a boring part of your life? Your job should be interesting, challenging, and give you room to grow. It should be a job in which you can use your training, skills, and experience, and allows you to live in a place you like, and be paid enough to meet more than your basic needs.



Larry Dreller, Editor Revised March 1997



CAREER QUIZ

Are you prepared for today's job market? Take this quiz and find out if you can cope.

Part I: True or False

- 1. By the year 2000, almost one third of all jobs will require a college degree. T F
- 2. Most people find their jobs through the Classifieds. TF
- 3. There is only one right job for you in terms of you abilities. T F
- 4. The best way to get a job is to wait until the right opportunity comes along. TF
- 5. Generally speaking, the more education you have the more likely you will find a job. T F
- 6. Most jobs in high-tech electronics and computer companies require an electrical engineering background. T F
- 7. Mailing resumes is the best way to contact a large number of employers. T F
- 8. Except for the income it provides, your job has little influence on your way of life. TF

Part II: Multiple Choice

- 9. Which will probably describe the job opportunities ten years from now?
 - a. Most jobs will require four or more years of college.
 - b. There will be a greater number of jobs for unskilled workers.
 - c. There will be a greater number of jobs for those with technical skills acquired beyond high school.
- 10. Which is the best way to begin planning your career?
 - a. Decide what you think is most important.
 - b. Look at what is available in the job market.
 - c. Take tests to find out what you should do.
- 11. If you cannot make up your mind about what occupation to go into, first you should:
 - a. Try out as many jobs as you can.
 - b. Find out more about what different occupations are like.
 - c. Try one and if you like it, stick with it.
 - d. Find out if they have any jobs in Iowa.

0-3 Find the Guidance Counselor's Office

3-7 Fair

IMOM I I-L

200163

1.T, 2.F, 3.F, 4.F, 5.T, 6.T, 7.T, 8.F, 9.C, 10.C, 11.B

Answer Key

YOUR SELF INVENTORY

Make an inventory of your interests. Check the activities or career fields that interest you, whether you know much about them or not. Have someone who knows you well add their opinion about you, too, as a guide.

1	_ Work on a farm or help save a rain forest	36 Keyboard documents into computers							
2	_ Solve complicated math problems	37 Build a jet aircraft model							
3	_ Act in a movie or play	38 Use an electronic microscope or a high-							
4	_ Study social groups in society	tech medical instrument							
5	_ Interview strangers for the TV news	39 Design a line of clothes							
6	Learn about and study the economy	40 Read and discuss literature							
7	_ Study "how-to" mechanics manuals	41 Debate political and social issues on TV							
8	Perform science lab experiments	42 Keep accurate records of a business							
9	Manage an art gallery	43 Repair a car engine							
10	_ Conduct a religious service	44 Identify constellations of stars							
11	Bargain at a flea market	45 Take pottery classes							
12	_ Write up graphs of charts with statistics	46 Work with senior citizens							
13	_ Build cabinets or furniture	47 Sell products on commission							
14	_ Study nature or trace the effects of pollution on the environment	48 Set up a budget for running a large company or government agency							
15	_ Write a movie screenplay								
16	_ Lead a club or scout troop	Below, circle every number you check off. For example, if you checked "Work on a farm," circle							
17	_ Buy merchandise for a store	number 1.							
18	_ Work nine to five in a corporate office	A. 1 7 13 19 25 31 37 43							
19	_ Operate heavy machines	B. 2 8 14 20 26 32 38 44							
20	_ Play chess	C. 3 9 15 21 27 33 39 45							
21	_ Work on art or music magazine	D. 4 10 16 22 28 34 40 46							
22	 Get involved in a charity or community organization 	E. 5 11 17 23 29 35 41 47 F. 6 12 18 24 30 36 42 48							
23	_ Do fast-paced, high-pressure sales work								
24	_ Design computer games and programs	Evaluate yourself							
25	_ Work outside in a national park	Next, transfer your total for each line above to the proper spaces below. For example, if your total for							
26	Research a law case	line A is 4 items circled, write the number 4 on							
27	_ Play a musical instrument	line A below.							
28	_ Work with babies or children	A. DOERSB. INVESTIGATORS							
29	_ Run for class office	C. ARTISTSD. HELPERS E. ENTERPRISERS F. DETAILERS							
30	_ Work after school to save money	In what two personality types did you score in the							
31	_ Set up a stereo system	highest? Write their names in the blank spaces							
32	_ Read science fiction	below, then go to the next page.							
33	_ Write a short story, play or novel								
34	_ Entertain at a party								
35	_ Work in a politician's office								

WHAT CAREER COULD BE FOR YOU?

Are you confused about your future? A job now? You're not alone; you are one of millions contemplating what to do now and after graduation. There are many options to explore before deciding which way to go.

Good job/career planning begins with self-knowledge. Consider what you like to do—your interests, values, abilities, skills and personality.

The Self Inventory quiz you just took should give you a glimmer, especially once you identify things that you naturally enjoy, and perhaps you can relate them to one of the six "career interest" categories below.

Don't worry if your interest lies with more than one career type. Many jobs offer a mix of activities.

Read each statement and decide whether the activity is one you think you would like or dislike, even if you lack the skills to do the activity. **BE HONEST WITH YOURSELF**, this interest inventory will help you to determine a potential career direction.



1. DOERS

If you enjoy working with your hands, especially in projects which allow you to be physically active, you may be a doer. Doers are often classified as being practical, stable, self-controlled and independent. Typically, people with these characteristics can often operate tools and machinery, solve electrical problems and build things.

Career Possibilities

Landscape Architect
Forester
Vocational/Agricultural Teacher
Aircraft Mechanic
Fish and Game Warden
Dental Technician
Electrician
Drafter
Cartographer

Cartographer Athletic Trainer Machinist Carpenter Engineer

Licensed Practical Nurse

Surveyor

Air Traffic Controller

Archaeologist Farm Manager Police Officer

Recreation Administrators

Military Officer Repair Manager Mechanic Hairdresser Physical Therapist Construction Work

Construction Worker Truck Driver

Dressmaker Firefighter Locksmith

Computer Repairs/Specialist

Chefs Caterer Plumber X-Ray Teo

X-Ray Technician

Educational Programs

Agricultural Mechanics Building Trades Electronic Equipment Repair Small Engine Repair Welding

Licensed Practical Nurse Machine Tooling

Heating and Air Conditioning

Metal Fabrication

Metal Fabrication Drafting

Truck Driving
Food Service

Plumbing, Pipefitting and

Steamfitting

Large Equipment Operation

Agriculture Horticulture Fisheries and Wildlife

Fisheries and Wildlife Industrial Management

Industrial Arts Geography

Mechanical/Civil Engineering

Forestry

Physical Education

Recreation, Parks Admissions

and Tourism Archaeology

2. INVESTIGATORS

Investigators are observant and curious about things around them. Typically they are inquisitive and intellectually self-confident as well as quite logical. Due to their fiercely independent thinking, some investigators choose to work alone rather than with others.

Careers that offer clearly defined procedures, research and the chance to explore a wide range of ideas are the best choices for investigating people.

Career Possibilities

Medical Lab Assistant

Pharmacist

Ecologist

Nurse

Biologist

Math Teacher

Medical Technologist

Research Analyst

Surgeon

Dietician

Physician

Police Detective

Veterinarian

Meteorologist

Horticulturist

Dentist

Computer Analyst

Science Teacher

Technical Writer

Science Lab Technician

Computer System Analyst

Engineer

Paralegal

Librarian

Reporter

Military Analyst

College Professor

Lawver

Consumer Researcher

Astronomer

Computer Security Specialist

Educational Programs

Practical Nursing

Horticulture

Emergency Medical Technology

Respiratory Therapy Surgical Technology

Dental Assistant

Water and Waste Technology

Computer Languages Computer Sciences

Economics

Biochemistry

Geology

Food Sciences Sociology

Business Logistics Medical Technology

Geography History

Physics **Statistics**

Speech Pathology Speech Audiology

Science Education

Engineering

Atmospheric Science

3. ARTISTS

Artistic people value creative self expression. Artists tend to be innovative, imaginative and unconventional. They love working freely and often put their emotions into their work. If you are a nonconformist who enjoys creating with words, music, dance, images or ambiguous ideas you may fall into this category.

Career Possibilities

Artist

English Teacher

Drama Coach

Music Teacher

Graphic Designer

Advertising Manager

Fashion Illustrator

Interior Decorator

Photographer

Iournalist

Reporter

Cosmetologist

Librarian

Museum Curator

Cartographer

Dance Instructor

Entertainer

Performer

Architect

Musician

Painter

Florist Illustrator

Landscaper

Recording Technician **Lighting Specialist**

Educational Programs

Printing

Marketing Education

Distribution Education

Cosmetology

Commercial Art

Floral Design Drafting

Architectural Design

Broadcasting

Photography

Journalism

Art Education

Clothing and Textiles

Advertising

Fine Arts

Housing and Interior Design

Foreign Language Education

Speech Communications

Theater **Graphic Arts**

Music Education

4. HELPERS

Helpers enjoy jobs that let them interact with people. This may include teaching new skills or helping with personal problems. Helpers are good communicators that love to listen as well as talk. They work well in groups and like to interact with all types of people.

Career Possibilities

Youth Services Worker Recreation Director Physical Therapist Occupational Therapist **Extension Agent Therapist** Counselor Teacher Personnel Director **Funeral Director** Minister Chamber of Commerce Executive Athletic Coach Claims Adjuster Parole Officer Attorney Sales Representative Fitness Instructor Cosmetologist **Paramedic** Mental Health Specialist Social Worker Nurse Dietician Information Clerk Child Care Worker Travel Agent Airline Personnel Receptionist Waiter/Waitress Office Worker

Home Health Aide

Career Counselor

Educational Programs

Cooperative Education
Child Care Aide
Criminal Justice Technology
Child Care Management
Funeral Services
Vocational Home Economics
Nursing
Elementary Education
Secondary Education
Counseling

Psychology
Sociology
Social Work
Speech Pathology
Child Development
Family Development
Personnel Management
Public Administration
Physical Therapy
Occupational Therapy

5. ENTERPRISERS

Enterprisers are most often self-confident, sociable and adventurous people. They enjoy decision making, selling products, leading groups and politics. This type is generally extroverted and will often initiate projects involving many people. If you are good at convincing people to do things your way, consider a career in this category.

Career Possibilities

Banker
Real Estate Appraiser
Florist
Lawyer
TV/Radio Announcer
Branch Manager
Lobbyist
Insurance Manager
Personnel Recruiter
Office Manager
Travel Agent
Advertising Agent
Advertising Executive
Politician
Business Manager

Educational ProgramsFood Service Management

Marketing Education

Distributive Education Cooperative Education Medical Record Administration Institutional Home Management Office Supervision **Funeral Services General Business** Advertising **Political Science** Finance and Banking Real Estate **Economics Public Administration Iournalism Health Service Management** Park Administration Hotel Management **Business Administration** Speech/Communications Tourism Marketing

6. DETAILERS

Detailers are conventional people who enjoy collecting and organizing. They work well within a system and are efficient and practical. Detailers often like being part of large companies though not necessarily in leadership positions. They enjoy steady routines and following clearly defined procedures.

Career Possibilities

Accountant **Business Teacher** Bookkeeper Personnel Clerk

Actuary Secretary Librarian **Proof Reader**

Administrative Assistant

Credit Manager Estimator **CAD Operator** Reservations Agent Bank Manager Cartographer Cost Analyst **Court Reporter** Medical Secretary **Auditor Statistician** Financial Analyst Safety Inspector

Tax Consultant **Insurance Underwriter Corrections Officer Computer Operator**

Paralegal

Medical Lab Technologist

Cashier Hotel Clerk

Educational Programs

Accounting Bookkeeping **Typing** General Office **Data Processing** Computer Aided Design Secretarial Training **Computer Operations**

Food Services

Medical Records Management

Paralegal Training

Vocational Business Education

Banking Finance

Information Science Actuarial Science

Statistics

Risk and Insurance **Business Logistics**

COME UP WITH ANY IDEAS?

1.	 	
2.		
3.		

JOB PROSPECTS WITH A FUTURE

Occupations generally requiring a high school diploma

At entry level, these occupations usually can be filled by persons with a high school diploma, with some on-the-job training. However, employers may give preference to those with some formal postsecondary training or work experience.

Home Health Aide Baker: Breads and Pastry **Correction Officer**

Gardener and Groundskeeper Travel Agent Truck Driver

Bookkeeper and Accounting Clerk Postal Mail Carrier

Occupations requiring postsecondary training

At entry level, these occupations require formal postsecondary training up to and including two-year degrees. Careers marked with an asterisk can also be entered through a four-year program

General Secretary Respiratory Therapist* Child Care Worker

Medical Records Technician Registered Nurse* **Automotive Mechanic**

Medical Secretary Hairdresser and Cosmetologist

Occupations requiring a college degree

At entry or intermediate levels, these occupations generally require a four-year degree.

Accountant and Auditor Social Worker Physical Therapist

Registered Nurse Elementary Teacher Mechanical/Electrical Engineer **Computer Systems Analyst Financial Analyst**

WHERE THE JOBS ARE

Between the fourth quarters of 1991 and 1992 only the services industry and government had substantial employment gains over the year, and even in these areas job growth was much slower than during most of the late 1980s.

The rapidly growing services division will add over 13 million iobs between 1993 and 2005.

Health occupations, business education and engineering and management services will account for about two-thirds of the growth in the services industry division. Social services, legal services, and engineering and management services will be the fastest growing industries in the services division.

Source: U.S. Department of Labor

Fastest-Growing Occupations, 1990-2000

Occupation

Paralegals Medical Assistants Home Health Aides Radiologic Technologists and **Technicians Data Processing Equipment** Repairers Medical Records Technicians **Medical Secretaries** Physical Therapists Surgical Technologists

Operations Research Analysts Securities and Financial Services Sales Agents

Travel Agents

Computer Systems Analysts Physical and Corrective Therapv Assistants

Social Welfare Service Aides Occupational Therapists Computer Programmers **Human Services Workers**

Women

Nontraditional Careers for

Police Officer Scientist Architect

Office Equipment Repairer **Construction Worker**

Carpenter Mechanic Greenskeeper Engineer Firefighter Surveyor Welder

Nontraditional Careers for Men

Cosmetologist Elementary School Teacher Secretary Dietician Kindergarten Teacher Registered Nurse Child Care Worker Flight Attendant Stenographer Librarian **Therapist** Dental Assistant

7

GATHERING INFORMATION FOR YOUR CAREER (JOB) PLAN

Here are some suggestions you can use to help develop your career plan:

High School Career Education Classes

Some high schools are offering credit courses in career planning. In these classes you can learn about yourself, where you want to work, your interests, your abilities, planning your career and how to get a job. Check with your school counselor or principal to find out where and when these courses are offered.

High School and Community College Counselors and Teachers

School counselors and teachers have information about careers. They can assist you in your search by offering interest surveys, career guidance and occupational information you need to make decisions about your career choices.

Interest Surveys

Most schools have interest surveys available to students who are trying to determine their career interests. These surveys are designed to help you understand your work interests in a general way, and to show you some kinds of work you might be comfortable in. They do not test your abilities; they show how much your interests are like those typical of people in a variety of occupations. Check with your guidance counselor for the availability of these surveys in your school.

Career Resources Centers

Career Resource Centers are libraries of career information: books, filmstrips, interest tests, etc. Usually career resource centers are part of the school library or counselor office. The Career Resource Center supervisor, school counselor or librarian will assist you with the career materials available in these centers.

Occupational Outlook Handbook

The Occupational Outlook Handbook contains outlines for 700 occupations. Each occupation is outlined according to: its future, nature of work, training required, earnings, and working conditions.

Beware of the word "outlook." A good outlook usually means there will be little competition for openings. A poor outlook usually means there is a lot of competition for openings. If you really want to work at a certain job, don't let the competition scare you.

People on the Job

One of the best ways to learn about a career is to talk to someone who is working in that field. Local people enjoy talking about their jobs and can give you information not found in books or other resources. Some ways to locate these people are through talking to counselors, teachers, librarians, etc., or looking in the Yellow Pages for a place where they might work. Once you have located the person, arrange to meet them. Interview and observe them on the job. You will get new ideas about their career and have many questions answered.

Aptitude Tests

Aptitude tests measure how quickly and easily you can learn to do something. There are many kinds of aptitudes. For example, some can help you understand directions or facts, work with your hands, or see differences in size and shape, others help you to work quickly and accurately. Knowing your aptitudes can help you when you are exploring and planning your career. Check with your guidance counselor or local employment office for the availability of these tests.

JOB SEARCH

Where to learn about job openings ...

State Employment Service Offices

Civil Service Announcements

Classified Ads—local and out of town newspapers

Professional Journals and Trade Magazines

Labor Unions

Professional Associations

Libraries and Community Centers

Women's Counseling and Employment Programs

Youth Programs

School or College Placement Services

Private Employment Agencies and Career Consultants

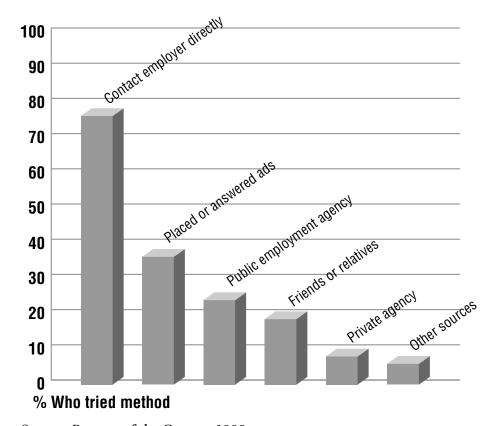
Employers

Parents, Friends and Neighbors

Yellow Pages

There are also agencies to help handicapped, blind and minorities.

MOST USED JOB SEARCH METHODS



Source: Bureau of the Census, 1993

RESUME BASICS

The resume is a very effective job hunting tool. As the primary function of the resume is to secure an interview, it can be considered a sales promotion piece. Therefore, careful preparation is extremely important.

RESUME REQUIRED

Professional, technical, administrative and managerial jobs. Sales positions.

Secretarial, clerical, and other office jobs.

RESUME SOMETIMES REQUIRED

Skilled jobs (EXAMPLES: Baker, Hotel Clerk, Electrician, Drafter, Welder)

Semi-skilled jobs (Security Guard, Electronic Assembler, Janitor, etc.).

RESUME NOT REQUIRED

Unskilled, quick turnover jobs (Fast Food Server, Laborers, Machine Loader.

TWO TYPES OF RESUMES:

Reverse chronological resumes list jobs you've had. Your most recent job is listed first, your job before that is listed second, and so on. Each job has employment dates and job duties.

Functional Resumes describe your skills, abilities and accomplishments that relate to the job you're applying for. Employment history is less detailed than chronological resumes.

10 TIPS FOR THE EFFECTIVE RESUME

The following rules apply to all resumes:

- 1. Type your resume (or print it on a computer printer). Use $8\frac{1}{2}$ "x 11" quality white bond paper.
- 2. Do not include irrelevant personal information (age, weight, height, marital status, etc.).
- 3. Do not include salary and wages.
- 4. Don't use abbreviations.
- 5. Be positive. Identify accomplishments.
- 6. Use action verbs.
- 7. Be specific. Use concise sentences. Keep it short (one page is best).
- 8. Make sure your resume "looks good" (neat and readable).
- 9. Proofread the master copy carefully. Have someone else proofread the master copy carefully.
- 10. Inspect photocopies for clarity, smudges and marks.

RESUME

Directions: Fill in the information below ... you're on your way to having a resume!

Nar	ne:
Add	lress:
Pho	one Number:
	OBJECTIVE OR GOAL: What would you like to get out of a job?
	EXPERIENCE: Any jobs you have held; include dates, titles, responsibilities.
	EDUCATION: Where you go to school, what grade you are in, what classes you are especially interested in or good at, and your grade point average.
	EXTRACURRICULAR ACTIVITIES: Any clubs, team, or organizations of which you are a member.
	PERSONAL: Special interests or any other important information that you want to include that didn't fit into the other categories.
	REFERENCES AVAILABLE UPON REQUEST

SAMPLE RESUME

Daryl deBeck

27 Costa Mesa Circle Castillo, CO 80023 (390) 246-31111

Employment Objective: Seeking an entry-level, on-the-job training position in computer programming.

Education: El Castillo High School, Castillo, Colorado High School Diploma, June 1994.

Skills and Abilities: Member, two years of National Honorary Society in mathematics and science. Editor of yearbook.

Track and field team, three years.

Work Experience: Summers, 1992–1994, fulltime, Assistant Manager of Paradise Drive-in; all duties of Manager and Assistant Manager of high-volume fast-food establishment.

Personal Information: Accomplished 35mm photographer.
Assistant coach of Castillo boys' softball team.
Published writer of short stories and essays.
Eagle Scout.

References: Furnished upon request.

What doesn't go into a resume

- Age and sex
- Marital status
- Height and weight
- ► Race or religion

REFERENCES: You should have at least three personal references—people who know your character and your work. An excellent way to make your references work for you is to have them write letters of recommendation.

JOB APPLICATION "POINTERS"

Remember, when filling out a job application you are selling yourself. You are the product and even a fine product can be poorly displayed, poorly packaged and remain on the self. To better sell yourself on application, use the following suggestions:

Read over the entire application before you begin writing! This helps eliminate errors and gives you an overview of what is asked for on the application.

2 Fill out the application in ink, or use a typewriter. Never use a pencil or mix ink colors—stick to blue or black.

3 Some employers will allow you to complete the application at home. If you do take it with you, be prompt in returning your completed application. Don't have someone else deliver your application for you. Return it personally, and when you do, be prepared for a possible on-the-spot interview.

Answer every question that applies to you. If a question does not apply, use "N/A" which means not applicable. If a section of the application does not apply to you, using one "N/A" in the first question of that section will get your point across. Don't overuse N/A, but don't leave any important questions unanswered, either.

5 You can do a better job of completing your application by **first** writing your answers out on a blank sheet of paper or an extra application form. Be sure to ask or call someone if you don't understand a question on the form.

6 Spell correctly. If you don't know how to spell a word, use another one that means the same thing. Your resume can help when spelling names and words you are not sure of.

When asked "job preference" or "position applied for" do not answer "anything" no matter how desperate you may be. An employer may feel you are unsure of yourself or your goals. Be as specific as you can about the type of work you want. If you have two choices, write them both. If you are willing to start "at the bottom" answer "entry-level job."

Be as neat as possible. Avoid erasures, and if you have to erase, do it very neatly so it won't be the first thing the employer will notice on your application form.

Before you use people as references, ask their permission. Be prepared to give information about at least three references on the job application. You will need to know their complete name, address and occupation. Incomplete reference information has sent applications to the top ... of the rejection pile.

 $10^{\text{Double-check your application}} \text{ before giving it to the employer.} \\$ If you have taken it home, have someone you know check it over.}

1 Try to always leave your application with the person who does the hiring. Ask when they will be making their decision and/or when you may call or come in for an interview.

WORDS THAT CAN APPEAR ON APPLICATION FORMS

People sometimes have trouble with the words below when they try to fill out application forms. Study these words until you know the meaning of each. Later you can use this list if you forget the meaning of a word.

Likely to appear in the personal information section of an application form are:

arrested: Seized by police officers for breaking the law; taken to jail.

citizen: A person who is a member of a nation; as in, "Are you a citizen of the United States?"

convicted: Proven or declared guilty; as in, "Have you been convicted of a crime?" The correct answer to this question is "no" if a person has been arrested but never found guilty.

dependent: Someone who needs another person for financial support; as "How many dependents do you have?"

felony: A serious crime, one for which the punishment may be imprisonment for more than one year; as in, "Please explain any felony convictions you have had."

marital status: Whether you are married, single, widowed, separated, or divorced; as in, "What is your marital status?"

misdemeanor: A less serious crime than a felony; as in, "Have you ever been convicted of a misdemeanor?"

previous address: Where you used to live.

present address: Where you live now.

SS. no.: Social Security number; as in "What is your Social Security number?"

Selective Service classification: How the government classifies young men to tell if they have been in the armed forces or if they may be in the future; as in, "My Selective Service Classification is 1C."

discharge: To be let go or dismissed; as in, "What kind of military discharge do you have?" or "Have you ever been discharged or dismissed from a job?"

references: References are people who can tell an employer what kind of person you are and what kind of a worker you will be; as in give three personal references such as a guidance counselor, teacher or minister."

In the section on your education, you may find such words as:

certificate: A document proving that you have completed training in a certain skill or trade; as in, "I received a certificate after I took an auto mechanics course."

degree: A title you earn when you graduate from a college or school; as in, "I have a college degree in speech therapy."

extracurricular activities: Hobbies and clubs you are a member of; as in, "My extracurricular activities are sewing and needlepoint, and I am the captain of the volleyball team."

The section on your work experience might contain such words as:

bonded: When an employer has insurance against stealing from the company; as in, "Have you ever been bonded?". This question is asked to find out if you have been trusted with valuable things in a previous job.

previous employers: The people or companies you have worked for in the past; as in, "I worked for the city last summer, it is my previous employer." Use a person's name only if there was no company name.

prior work: All the jobs you have ever had, your work experience; as in, "Do you have any prior work experience?"

supervisor: Your boss, the person you are directly responsible to at work; as in, "Ms. Jones was my supervisor at the tax office."

In the section on your health, you may find the words:

disabilities: Parts of the body that you lack full use of, such as a crippled arm or deaf ear.

Permanent illnesses and disabilities that may affect your job performance, such as ulcers or a paralyzed leg.

workmen's compensation: Money given to a worker who was hurt on the job; as in, "Have you ever received workmen's compensation?"

The section on the job you want might contain these words:

minimum: The smallest amount; as in, "What is the minimum pay you will accept?"

rate of pay: The amount you are paid and how often, such as hourly, weekly, or monthly; as in, "What was your rate of pay at your last job?" or "\$2.25 per hour is the rate of pay for this job."

salary: The money you receive for your work; as in, "state the salary you expect."

A few other words you should know include:

authorize: To approve or permit; as in, "I authorize my employer to check my personal references."

falsification: Lies or false statements; as in, "Any falsification on this application will mean that you won't get the job."

vocational goal: The kind of work you hope to be doing in a few years; as in, "What is your vocational goal?"

SAMPLE JOB APPLICATION

OR ORDINANCE?

IF YES, EXPLAIN: _____

Use this form as a reference when you need to fill out the real thing

XYZ COMPANY EMPLOYMENT APPLICATION Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, or veteran status, or the presence of a non-job related condition or handicap. This application must be completed in INK and in your own handwriting. Please answer all questions. If a question is not applicable, so indicate with "NA" or "NONE". DATE: POSITION APPLYING FOR: _____ BY: REFERRED TO **PERSONAL** ADDRESS: NUMBER STREET CITY ZIP CODE PHONE NO. () _ AREA CODE S.S. NO. _____ INCASE OF EMERGENCY, WHO SHOULD BE NOTIFIED? NAME: RELATIONSHIP: ADDRESS: HOME PHONE: WORK PHONE: HAVE YOU PREVIOUSLY FILED AN APPLICATION WITH XYZ COMPANY? NO \square LOCATION: HAVE YOU PREVIOUSLY BEEN EMPLOYED BY XYZ COMPANY? YES □ NO \square LOCATION: POSITION HELD: ____ LIST RELATIVES, IF ANY, CURRENTLY EMPLOYED BY XYZ COMPANY _____ DO YOU HAVE ANY DISABILITIES THAT WOULD PREVENT YOU FROM PERFORMING THE DUTIES OF THE POSITION YOU ARE APPLYING FOR? YES □ NO \square ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? NO \square YES 🗆 WHEN WILL YOU BE AVAILABLE TO BEGIN WORK? ___ PART TIME ARE YOU AVAILABLE TO WORK? FULL TIME SHIFT WORK CAN YOU WORK OVERTIME WHEN NECESSARY? YES 🗆 NO \square ARE YOU A LICENSED DRIVER? YES □ ΝОП GIVE LICENSE NUMBER, STATE REGISTERED AND EXPIRATION DATE: IF APPLYING FOR A POSITION THAT MAY REQUIRE YOU TO DRIVE A COMPANY VEHICLE, PLEASE GIVE DETAILS AND DATES OF ANY ACCIDENTS, MOVING VIOLATIONS OR TICKETS RECEIVED IN THE LAST 3 YEARS HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATION OF FEDERAL, STATE, COUNTY OR MUNICIPAL LAW, REGULATION

(OVER)

 \square

YES 🗆

EDUCATION AND TRAINING NO. OF SCHOOL NAME & LOCATION OF SCHOOL COURSE YEARS DID YOU DEGREE COMPLETED OR DIPLOMA OF STUDY GRADUATE? HIGH COLLEGE OTHER SPECIAL TRAINING OR SKILLS (LANGUAGE, MACHINE OPERATION, ETC.) SHORTHAND: _____WPM WPM CRT: KSPH OTHER SKILLS: **EDUCATION AND TRAINING** (BEGIN WITH MOST RECENT POSITION, GIVE EXACT DATES) DATE EMPLOYED, FROM ____/___TO___/___ COMPANY: SALARY, STARTING: _____ ENDING: ____ ADDRESS: PHONE NUMBER: _____ POSITION HELD: SUPERVISOR: _____ DUTIES AND RESPONSIBILITIES: REASON FOR LEAVING: _____ DATE EMPLOYED, FROM ___/____TO___/___ COMPANY: _____ SALARY, STARTING: _____ ENDING: ____ ADDRESS: PHONE NUMBER: _____ POSITION HELD: SUPERVISOR: DUTIES AND RESPONSIBILITIES: REASON FOR LEAVING: _____ COMPANY: _____ DATE EMPLOYED, FROM ___/___/__TO___/___ ADDRESS: __ _____ SALARY, STARTING: _____ ENDING: ____ PHONE NUMBER: _____ POSITION HELD: __ SUPERVISOR: ___ DUTIES AND RESPONSIBILITIES: _____ REASON FOR LEAVING: **REFERENCES** NAME COMPANY TITLE PHONE NUMBER 1. 2. **ACTIVITIES AND INTERESTS** WHAT HOBBIES DO YOU ENJOY? IN WHAT PROFESSIONAL ASSOCIATIONS ARE YOU A MEMBER?

COVER LETTERS & LETTERS OF APPLICATION

(can be used for mail-in applications also)

Cover Letter

If you're applying for a job that requires a resume, you should write a cover letter to accompany the resume.

The purpose of these letters is to:

- ► tell how your job talents will benefit the company
- show why the employer should read your resume or application form
- ► ask for a job interview

Tips for writing cover letters include:

- ➤ Write a separate letter for each job application.
- Type letters on quality $8\frac{1}{2}$ "x 11" paper.
- Use proper sentence structure and correct spelling and punctuation.
- ➤ Convey personal warmth and enthusiasm.
- ► Keep your letter short and to the point.

Cover letters that work

A cover letter should accompany each resume. The cover letter should sum up what you have to offer and serve as an introduction to your resume. The following guidelines will help when writing a cover letter.

Sample Cover Letter

Mr. Clarence Brown, Supervisor

Norton Electronics 6543 Sunrise Ave. Anytown, US 04538

Dear Mr. Brown:

I am interested in the position of electronic assembler which you advertised recently in the *Anytown Oracle*.

The enclosed resume outlines my experience and skills in electronics and printed circuit board assembly. I am familiar with Norton Electronics and the quality products you produce.

I would like to meet with you to discuss how my skills would benefit Norton Electronics. I may be reached at 778-4321.

Sincerely,

Rhonda Ramirez 304 Park Street Anytown, US 04538

- Address the cover letter to a specific person when possible. If this is not possible, write, "To whom it may concern," "Dear Search Committee" or something similar that is general but appropriate to the situation. If you don't know, do not assume that the reader is male or female.
- ► Show interest in the firm by making a reference to something you know about it.
- ▶ Describe your skills and refer to your resume for further details.
- ➤ Suggest that you will telephone the firm for an interview.
- ▶ Let your letter reflect your individuality, but avoid appearing aggressive, familiar, cute or humorous. If well written, your cover letter will offer the reader insight into who you are and hat you can do. It can be an excellent selling tool.

WHERE TO GET SOME OF THE PAPERS YOU MAY NEED FOR A JOB INTERVIEW

YOU MAY NEED	When Needed	How & Where to Get It	Issued by
Social Security card	Before you apply for a job	Apply at your local Social Security office	U.S. Social Security administration (main office)
Birth certificate	If required by employer to prove age	Contact health department of county or state where you were born	Health department of county where you were born or your state's vital records depart- ment
Work permit (age certificate)	If you're under 18; if you're under 16 you'll need a job offer first	Go to principal's office and/ or county school board office or school counselor	Through local Junior/mid- dle/high schools
Driver license	If your job includes driving	If you're 16 or over, apply at your local driver license office (you must be 16)	Colorado Department of Revenue, Driver License Division
High school diploma	If required by employer	Pick up a copy at the high school from which you grad- uated or at the school board office in the county where you graduated	High schools
or General Equivalency Diploma (GED)	If required by employer	Call your county school board office to find out how to take the test	High schools, vocational/ technical schools, com- munity colleges
Training certificate	If required for the job	Received when you pass a training course (for example, training to be a dental assistant)	Sponsor of training program (for example, your school)
Occupational license	If required to practice your occupation (for example, as a barber or practical nurse)	When you meet the state requirements for your occupation	The licensing board for your occupation, usually through your state
Union card	Depends on the job; the employer will tell you. If you're a member, you may need to show proof that you're a member or that you've paid your dues.	Received when you join a union	Union you join
Student identification card (student ID)	If required to prove that you are a student	Ask in the school office	Your school

19 POINTS TO EDGE OUT THE COMPETITION

You have more skills than you think. Your natural abilities, know how, talent, AND special training are all skills. The trick is to realize what your skills are and how to express them.

2 Only a small fraction of job openings are advertised. Newspaper want ads are only one place where jobs are advertised, and one of the many places to look for jobs. Most jobs are found by personally contacting employers.

Jobs do not necessarily go to the best qualified people. Instead they go to the best qualified applicants. That is, people with the basic qualifications for the jobs who know how to get hired. So, aim at becoming a qualified applicant—someone who does a great job of presenting his qualifications to an employer.

Take credit for your work experience, even if you have never been employed in a business. Odd jobs, babysitting, chores and volunteer work are all examples of work experience that you should talk up in an interview and write up on a job application.

5 Look for seasonal jobs early. You will beat the crowd and impress a would-be employer by being savvy enough to start looking ahead of the competition.

6 Write a resume before you start filling out job applications everywhere in town. Your resume will impress employers and make filling out applications easier and faster.

7Fill out an application form completely by answering all the questions. Leaving information off an application makes employers think you are not serious about working for them.

Be persistent! By occasionally checking with an employer after completing an application you can increase your chances of a job offer.

9When starting a job, your first responsibility is to get to work on time. Your most important work trait to an employer is dependability.

10 The way you look counts. But this doesn't mean you have to run out and rent a tux or buy a new dress, or be great looking ... it does mean that whatever you do wear should be clean and pressed, and you should look well-scrubbed too. Brush your hair and give yourself a last minute straightening out before an interview.

A handshake should be a happy medium between limp and bruising. Practice it! Don't worry about sweaty palms. Everyone is nervous: it's okay.

12An interview is *not* an interrogation, *it is a conversation*. Speak up. Don't mumble or mutter under your breath, and don't give oneword answers either.

13Be enthusiastic and interested in the job ... ask questions. If you show a willingness to do more than your share, you're sure to get your share of job offers.

14 Mention school and leisure activities. It helps the job interview get underway and will help the interviewer get to know you.

15 If your grades are fair to good, say so. You don't have to be an "A" student to impress an employer. If your attendance record is good, say so. Most employers are more interested in your school attendance than your grades.

16 If you don't decide and say what you want, you are likely to end up somewhere else. Letting others make decisions for you often will result in an unhappy job or career choice. Employers know this and are looking for people who have directions. The people around you (parents friends, and teachers) can help, but you are the person who is in control of getting hired.

17 Mention your future plans, if appropriate. For instance, if you are looking for work experience because you think the job you are seeking may tie in to future career plans, say so. Most employers will look on that as proof that you have thought about their job and are ready to work at it.

18 Know about the Job. Have an idea of what it entails so that you can say why you want it and why you'd be good at it.

19 Look your interviewer squarely in the nose. Most people will tell you to look him/her in the eye, but that's nearly impossible. Look at the bridge of their nose, and they'll think you are looking in their eyes, which is close enough.

INTERVIEWING DOS AND DON'TS

DO

- 1. Be on time or a few minutes early.
- 2. Be prepared to ask as well as answer questions.
- 3. Know the name of the person interviewing you and shake hands in a firm, businesslike way.
- 4. Dress appropriately and conservatively.
- 5. Maintain eye contact with the job interviewer.
- 6. Speak clearly, using good grammar and a friendly tone.
- 7. Take time to collect your thoughts before answering the questions.
- 8. Be positive and enthusiastic during the interview and show your interest.
- 9. At the end of the interview, thank the interviewer, shake hands, and ask when you may hear from him/her.

DON'T

- 1. Be late for your appointment.
- 2. Smoke or chew anything.
- 3. Wear tight jeans, shorts, unusual jewelry or baseball caps.
- 4. Talk too much or ramble on about personal information.
- 5. Apologize for lack of experience; stress how quickly you learn.
- 6. Ask about salary, vacations, or promotions until you have been made an offer.
- 7. Hang around after the interview is over.
- 8. Be negative about former employers.
- 9. Take anyone with you to your interview.
- 10. Cross your legs, fold your arms, or touch your face. These body language signals indicate a negative attitude, boredom, or doubt.

JOB INTERVIEW QUESTIONS

Be prepared to ask some **questions of your own** during the interview. By asking questions and making comments, employers will be impressed with your interest in a nd feel for the job. Don't monopolize the interviewer's time with your questions, but at the same time, don't sit there and not ask anything. When you leave an interview, make sure you have a good understanding of the job and its benefits to you. Here are some questions you can ask.

Do ask:

- 1. What are the responsibilities of the job?
- 2. What qualifications are you looking for in this job?
- 3. What type of person are you looking for in this position
- 4. Where would I work?
- 5. What type of work would I be doing?
- 6. Who would I be working with?
- 7. Are there any special clothes or tools required for this job?
- 8. What chance is there for advancement ... increase in responsibilities and benefits?
- 9. What are the fringe benefits?
- 10. If I am hired, when would I start?
- 11. Do you offer a training program?

Don't ask:

Here are a few questions we recommend not to ask in the first interview. You can find out the answer to these your first day of work.

- 1. When do I get a raise?
- 2. How long do I get for lunch?
- 3. How many breaks are there in a day?
- 4. How soon do I get a vacation?

These questions make it seem like you are only interested in what you will be getting—which won't be the job if that's the impression the employer gets.

Talking about wages

Wait for the interviewer to talk about wages. If he/she doesn't, bring it up at the end of the interview by asking, "How much does this job pay?". If the interviewer asks about salary, **don't say**, "Whatever you want to pay me." A better answer is, "I would like to start at the going wage of someone with my qualifications and experience," or give a salary range (\$135–\$150 per week) or an hourly range (\$4.25+ an hour) or what you would accept as a starting wage.

Closing the interview

You should try to close this interview with a positive statement like, "Thank you Mr./Mrs./Ms. ______ for the time you have spent with me. I feel I can do the job, and I hope you will consider me."

Always thank the interviewer, receptionist or secretary! It is a way of being courteous and a good way for them to remember you.

AFTER THE INTERVIEW

Make each interview a learning experience. After it is over, ask yourself these questions:

- ➤ What points did I make that seemed to interest the employer?
- ▶ Did I present my qualifications well? Did I overlook qualifications that were important for the job?
- ▶ Did I learn all I needed to know about the job?
- ▶ Did I ask questions I had about the job?
- ▶ Did I talk too much? Too little?
- ➤ Was I too tense? Too relaxed?
- ► Was I too aggressive? Not aggressive enough?
- ► Was I dressed appropriately?
- ➤ Did I effectively close the interview?

Make a list of specific ways you can improve your next interview. Remember, "practice makes perfect"—the more you interview the better you will get at it.

If you plan carefully and stay motivated, you can "market your job talents". You can get a job that uses your skills and pays you well if you do it right.

... And remember, a thank-you note to the employer or interviewer might sway them in your favor!

TIPS FOR AN EFFECTIVE JOB SEARCH

- ► Make a "To do" list every day. Outline daily activities to look for a job.
- Apply for jobs early in the day. This will make a good impression and give you time to complete applications, have interviews, take tests, etc.
- ➤ Call employers to find out the best times to apply. Some companies take applications only on certain days and at certain times during the week.
- ▶ Write down all employers you contact, the date of your contacts, people you talk to, and special notes about your contacts.
- ► Apply at several companies located in the same area, when possible. This saves time and money.
- ▶ Be prepared. Have a "master application" and resumes, pens, maps and job information with you all the time. Who knows when a "hot lead" will come your way?
- ► Follow up leads immediately. If you find out about a job late in the day, call right then! Don't wait until the next day.
- Network. Tell everyone you know that you are looking for a job. Stay in touch with friends and contacts. Follow up new leads immediately.
- ▶ Read pamphlets and books on how to get a job. The time you spend reading these materials will save you a lot of time in your job search.

HOW TO KEEP A JOB

Your first day on the job and all of the days thereafter require you to use many of the same skills and traits you have used to get the job—dependability, initiative, organization, honesty, and getting along with people. Here are a few more things to keep in mind after you are employed.

- ➤ When starting a job, your first responsibility is to get to work on time every day. You have agreed to be there and your employer is depending on you. Remember: to your employer, time is money.
- ➤ Your first job is the first rung on the ladder to your career goal. You can expect to run errands, empty garbage, chase after left-handed monkey wrenches, keys to locks. In short, you will probably be doing the jobs no one else will want to do. If you do these jobs to the best of your ability, you will move up the company ladder more quickly.
- ► In starting a new job, your first day may be difficult. You have to learn both the general routine and what is expected of you. Few people may have time to help you or talk long with you.
- From your first day on, listen carefully to instructions, and ask questions if you don't understand.
- ➤ Expect to work by the rules. Employers depend on you to do your job—if you don't, you could be fired. There are very few employers who are as tolerant as schools.
- ➤ Your attitude is the biggest single factor which affects your job performance.
- ➤ Learn to take criticism in stride. Everyone makes mistakes; it's natural when starting out. When you have made a mistake, don't try to hide it. Instead, admit you don't know everything and try to do better next time.
- ▶ Be polite and show your sense of humor. Work is easier when everyone is pleasant and cooperative.
- ➤ Show some initiative! Don't always wait to be asked to do something. Demonstrate your willingness to do a good job by asking for additional work or doing what needs to be done.
- ➤ For a day's pay, an employer deserves a good day's work. This means completing all the assigned tasks even the unpleasant ones.
- ► If you think your job is boring, first be certain you have done all of your assigned work, look around for other things to do and do it.
- ► Employers will appreciate a complete job. Always complete one task before going on to another.
- ► Learn company policies that affect you and your job.
- ➤ You are there first and foremost to get the job done, not to win friends or influence fellow employees.
- ► In getting the job done, a vital thing to remember is that your work may be interrupted by customers or the boss.
- ➤ Try to be good in your work. This means continually putting forth your best effort.

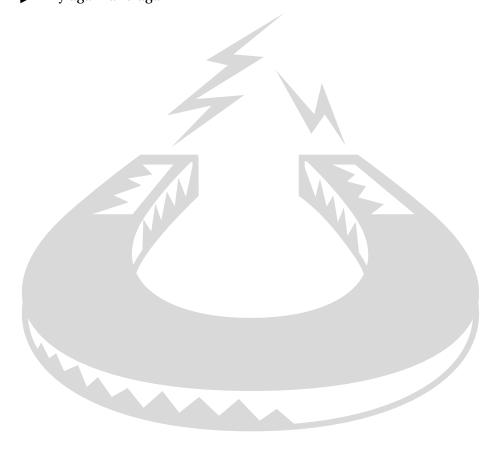
REMEMBER ... A POSITIVE ATTITUDE IS EVERYTHING!

Positive attitudes and negative attitudes are both magnets; they attract the same thing, *or*

positive attitudes invite positive results; negative attitudes invite negative results.

Points to remember

- ➤ Your attitude is the way you think
- ➤ Your attitude is like a magnet
- ➤ Your attitude could be the most important thing about you
- With a positive attitude, maybe you can do anything. (Keep trying until you achieve your goal.)
- ► Enthusiasm is a great attitude
- ► A good attitude can/will lead to success
- ➤ Your attitude can determine the direction in which your life goes
- ▶ Believe you can do it
- Try again and again



IN REVIEW:

Application tips

- ► Read instructions carefully.
- ▶ Take pen or pencil with you.
- ▶ Print and be neat.
- Watch spelling.
- ➤ When application asks for acceptable salary/wages, use either "minimum wage" or "negotiable" if not sure.
- ► When you put start date, make sure you intend to start on that date.
- ➤ Fill in as many blanks as possible; not applicable (N/A) can be written by you if it does not apply.

Questions they might ask you in a job interview

- ► Why did you apply for this job?
- ► What do you know about this company?
- ► Why should I hire you?
- ➤ Can I depend on you to be on time and here every work day?
- ► Do you have reliable transportation?
- ► What are your present and future goals?
- ▶ Do you have any questions?

Ask yourself

- ► Do I want to work here?
- ▶ What would a day on this job be like?
- ► Can I get here without a hassle?
- ➤ Are the pay and the hours of work right for me?

.

- Can I do it?
- ➤ Is this a safe place for me to work?

Grooming hints

- ➤ Clean face, hands, nails?
- ► Clean hair, combed?
- Clean, pressed clothing?
- ➤ Teeth brushed?
- ▶ Breath fresh?
- Deodorant used?
- ➤ Shoes clean and appropriate?
- Sunglasses put away?
- ► Good posture?

Job interviewing do's

- ➤ Go alone.
- Know where you are going.
- ➤ Be on time—or a little early.
- ► Know something about the job.
- ► Know something about what the company/business does.
- Fill out the application neatly.
- ► Be friendly and smile.
- ► Listen closely.
- ► Ask questions if not sure.
- ► Thank employer for interview.

Don't forget that the employer or company is there to sell a product and to make money. They will want you if they see that you will assist them in making a profit.

THE BASIC SKILLS EMPLOYERS WANT

No matter what kind of job you're talking about, you can count on any employer looking for a basic list of abilities that are going to set you apart from the average employee. These things listed below are some of the crucial skills that make up an excellent employee. Consider them one by one. How do you think you rate?

Learning to learn

How well will you be able to take on a new environment? Be able to take on new demands, grasp the basics of a workplace and know what it takes for you to conform to it. Versatility is a commodity you can't do without.

Reading, Writing and Computation Skills

These are the basics that you've been picking up in school for years. If you thought up to this point that they don't have any real application, think again. People who are weak in this department tend to have trouble when it comes to taking on bigger responsibilities (and bigger paychecks).

Communication Skills

This is more than just talking and listening. It's *how* you talk and listen, and understanding how others do the same. Communicating effectively makes for a smoother ride at your job. Grasping what other people say helps do your job better.

Problem-solving and creative Thinking

Being a valuable employee means being able to handle peculiar problems when they arise—and they do arise. Can you use logic to follow a problem through, or come up with inventive approaches when other ways aren't working? Thinking your way around a problem, logically or creatively, makes you the kind of prospect that employers love to get their hands on.

Group Effectiveness Skills

If you're doing anything important on the job, you're going to be doing it around other people. Knowing how to work with others, negotiate your way around with fellow workers, and understand the needs of the people around you is crucial to being able to deal with a group. The person who can do this builds morale in the workplace and helps things run smoothly.

Personal Management Skills

Being a person who is self-motivated and confident in his or her own abilities makes for the best kind of employee. If you have faith in yourself, your employer will ultimately have faith in you. The better you manage yourself, the less others will need to try and manage you. People with these kinds of abilities make the best leaders.

Source: The American Society for Training and Development

FOR THE FUTURE:

Unlock your potential

Is there life after high school? You bet! During high school you should be thinking about what to do after you get that diploma. This means you need to start setting some goals, making plans, and exploring your options. If this sounds staggering, remember, you don't have to plan your whole life now. Just keep your options open and think realistically. Live life not as a survivor but as a winner. The quality of life after high school will rise in direct proportion to the amount of thought you put into it now.

Competing in the near future

Colorado, like most of the country, is undergoing rapid technological changes. We are fast becoming part of a global economy that relies more than ever before on information, creativity and innovation. The work force is also changing—75% of the work force in the year 2000 is already in the job market; the number of minorities in the work force is expected to increase; and Colorado's work force and population growth rates between now and 2010 will slow to almost half that of the 1970–1988 period.



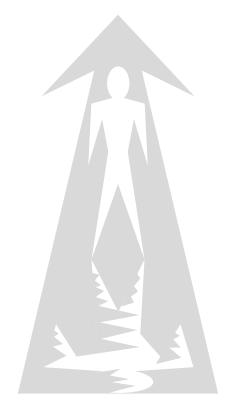
- ➤ Workers entering today's work force will face five to seven career changes in their lifetimes.
- ➤ 30% of today's jobs won't exist in 10 years.
- ► 50% of jobs today didn't exist 20 years ago.
- ➤ 20 years from now, 90% of the information a worker has to cope with in his job will be newly created.

Jobs of the future will require ...

- ► Higher skill levels than those of today. Presently, three out of four jobs will require some education or technical training beyond high school.
- ➤ Employees who are able to read, think and learn. Everyone who enters the work force is going to have to learn to do the same job seven or eight ways, or to do seven or eight different jobs in order to remain employable.

And ...

- ▶ More than 90% of new jobs across the country will be in managerial, administrative and sales occupations.
- ► The number of jobs expected to be created by the year 2000 will exceed the number of new entrants to the labor force.



COLORADO'S TOP 100 GROWTH OCCUPATIONS 1995–2005

Jobs Requiring a Master's Degree

		1995 Employ-	2005 Employ-	Annual Percent	Annual	Annual Open-	Avg. '95 Hourly
Rank	Occupational Title	ment	ment	Growth	Growth	ings	Wage
59	Teachers & Instructors, some areas	7,777	9,881	2.7%	210	275	\$10.66
76	Management Analysts	3,587	4,989	3.9%	140	188	\$24.52
Jobs	Requiring Work Experience Plus	a Bachel	or's Degi	ree or Hig	jher		
3	General Mgrs & Top Execs	53,307	68,374	2.8%	1,507	2,605	\$25.11
5	Managers & Administrators	38,929	51,590	3.3%	1,266	2,084	\$22.58
35	Engineering, Math, Nat Sci Mgrs	7,756	11,473	4.8%	372	532	\$29.93
42	Mrktg, Adver, Pub Rel Mgrs	6,901	9,984	4.5%	308	452	\$21.87
46	Financial Managers	9,723	12,592	3.0%	287	471	\$24.36
69	Education Administrators	6,706	8,235	2.3%	153	343	\$25.11
90	Sales Representatives, Science	6,053	7,317	2.1%	126	277	\$21.38
92	Artists & Commercial Artists	3,837	5,035	3.1%	120	194	\$12.59
Jobs	Requiring a Bachelor's Degree						
9	Systems Analysts	8,960	18,854	11.0%	989	1,076	\$21.65
14	Computer Engineers	6,810	14,380	11.1%	757	823	\$26.05
15	Prof, Paraprof, Technicians	13,045	20,507	5.7%	746	1,030	\$14.14
19	Teachers, Secondary School	19,388	25,663	3.2%	628	1,146	\$18.20
27	Computer Programmers	12,129	16,974	4.0%	485	828	\$18.90
28	Teachers, Elementary	21,003	25,547	2.2%	454	880	\$17.03
29	Accountants & Auditors	16,180	20,483	2.7%	430	746	\$16.47
51	Electrical & Electronics Engrs	8,333	10,773	2.9%	244	431	\$23.91
53	Teachers, Preschool & Kindergrtn	3,572	5,857	6.4%	229	293	\$6.13
54	Engineers, all other	5,127	7,334	4.3%	221	330	\$24.30
55	Management Support, all other	10,815	13,017	2.0%	220	424	\$17.28
57	Sales Agent, Business	4,751	6,935	4.6%	218	344	\$15.82
58	Teachers, Special Ed	3,821	5,929	5.5%	211	270	\$18.20
63	Residential Counselors	2,432	4,255	7.5%	182	231	\$8.26
67	Designers, Excl Interior Designers	3,787	5,451	4.4%	166	222	\$13.42
68	Persnnl, Trning, Labor Specialists	4,396	5,960	3.6%	156	241	\$17.74
73	Computer Scientists, all other	1,123	2,588	13.1%	147	158	\$19.50
82	Social Wrkrs, excluding Med & Psy	4,057	5,407	3.3%	135	213	\$14.54
84	Physical Therapists	2,120	3,437	6.2%	132	168	\$21.50
93	Mechanical Engineers	4,026	5,216	3.0%	119	210	\$22.81

Jobs Requiring an Associates's Degree

Rank	Occupational Title	1995 Employ- ment	2005 Employ- ment	Annual Percent Growth	Annual Growth	Annual Open- ings	Avg. '95 Hourly Wage	
30	Registered Nurses	26,369	30,515	1.6%	415	789	\$17.36	
56	Hlth Prof, Para, Tech, all other	5,226	7,426	4.2%	220	314	\$13.12	
95	Engineering Technons, all other	3,976	5,131	2.9%	116	187	\$16.68	
Jobs	Requiring Postsecondary Vocati	onal Traiı	nina					
11	Secretaries, excl Legal & Med	41,426	49,863	2.0%	844	1,561	\$10.12	
65	Hairdressers, Hairstylists	10,394	12,091	1.6%	170	412	\$6.62	
80	Licensed Practical Nurses	6,265	7,632	2.2%	137	255	\$10.74	
81	Electrical & Electronic Technons	6,915	8,276	2.0%	136	286	\$14.93	
Jobs	Requiring Work Experience in a	Related (Occupatio	n				
7	Marketing & Sales, Supervisors	43,728	54,887	2.6%	1,116	1,886	\$14.64	
10	Clerical Supervisors	27,447	36,297	3.2%	885	1,566	\$13.39	
20	Food Service & Lodging Mgrs	14,793	20,955	4.2%	616	921	\$10.90	
37	Service Supervisors, all other	13,146	16,693	2.7%	355	667	\$14.08	
71	Teachers, Vocational Education	4,756	6,271	3.2%	152	191	\$17.02	
86	Instructors, Adult (non-VocEd)	3,020	4,316	4.3%	130	155	\$13.01	
Jobs	Requiring Long-Term On-the-Jol	b Training	l					
21	Cooks, Restaurant	18,816	24,807	3.2%	599	1,096	\$6.00	
26	Maintenance Repairers, Gen Util	17,577	22,862	3.0%	529	882	\$9.30	
39	Instructors & Coaches, Sports	9,453	12,720	3.5%	327	405	\$8.73	
40	Automotive Mechanics	13,565	16,786	2.4%	322	687	\$12.76	
45	Correction Officers	5,047	8,005	5.9%	296	371	\$11.90	
49	Securities & Financial, Sales	4,601	7,221	5.7%	262	330	\$21.57	
72	Plant & System Oprs, all other	2,343	3,849	6.4%	151	202	\$16.37	
88	Police Patrol Officers	3,816	5,090	3.3%	127	285	\$17.10	
94	Carpenters	15,210	16,373	0.8%	116	390	\$12.54	
Jobs Requiring Moderate-Term On-the-Job Training								
38	Sales Representative, other	21,095	24,442	1.6%	335	860	\$15.06	
48	Human Service Workers	3,293	6,040	8.3%	275	355	\$8.68	
64	Sales & Related Workers, all other	5,357	7,116	3.3%	176	374	\$11.53	
79	Bus Drivers, excluding school	2,539	3,910	5.4%	137	181	\$7.56	
85	Bookkeeping, Acctng, Audit clerks	38,704	40,020	0.3%	132	728	\$9.66	
96	Painters & Paperhangers	7,704	8,858	1.5%	115	277	\$10.95	

Jobs Requiring Short-Term On-the-Job Training

		1995	2005	Annual		Annual	Avg. '95
		Employ-	Employ-	Percent	Annual	Open-	Hourly
Rank	Occupational Title	ment	ment	Growth	Growth	ings	Wage
1	Salespersons, Retail	77,535	96,463	2.4%	1,893	4,328	\$7.72
2	Waiters & Waitresses	40,266	56,164	4.0%	1,590	3,491	\$5.04
4	Janitors & Cleaners	31,509	46,373	4.7%	1,486	2,085	\$7.30
6	Guards	12,913	24,093	8.7%	1,118	1,361	\$8.44
8	Cashiers	37,800	48,192	2.8%	1,039	2,680	\$6.73
12	Receptionists & Infrmtion Clrks	19,941	28,224	4.2%	828	1,229	\$7.49
13	Child Care Workers	18,493	26,154	4.1%	766	962	\$5.65
14	Helpers, Laborers, all other	26,155	33,411	2.8%	726	1,367	\$8.27
17	General Office Clerks	50,319	57,525	1.4%	721	1,878	\$8.76
18	Truck Drivers, Light	22,574	29,276	3.0%	670	1,031	\$9.38
22	Amusement & Rec Attendants	6,323	12,233	9.4%	591	804	\$6.02
23	Maids & Housekeeping Cleaners	20,728	26,240	2.7%	551	879	\$5.86
24	Adjustment Clerks	8,487	13,977	6.5%	549	630	\$9.83
25	Telemrktrs, Door-to-Door Sales	11,439	16,741	4.6%	530	816	\$8.05
31	Truck Drivers, Heavy	19,842	23,933	2.1%	409	726	\$12.16
32	Food Preparation Workers	16,387	20,436	2.5%	405	602	\$5.88
33	Food Prep & Serv Wrks Fast Food	28,323	32,268	1.4%	395	735	\$5.49
34	Counter & Rental Clerks	7,911	11,725	4.8%	381	619	\$6.23
36	Teacher Aides & Education Assts	7,832	11,546	4.7%	371	479	\$6.34
41	Gardnrs & Grndskeepers, excl farm	7,723	10,942	4.2%	322	433	\$6.97
43	Teacher Aids, Paraprofessional	7,808	10,794	3.8%	299	407	\$6.90
44	Nursing Aides & Orderlies	12,926	15,897	2.3%	297	488	\$6.63
47	Hand Workers, all other	4,798	7,548	5.7%	275	400	\$8.18
50	Cooks, Fast Food	9,733	12,303	2.6%	257	514	\$5.50
52	Demonstrators, Promoters, Models	3,101	5,417	7.5%	232	347	\$7.80
60	Bill & Account Collectors	3,601	5,652	5.7%	205	238	\$10.81
61	Hand Packers & Packagers	12,241	14,235	1.6%	199	515	\$5.98
62	Personal & Home Care Aides	2,058	3,968	9.3%	191	241	\$5.49
66	Traffic, Shipping, & Recvng Clerks	12,314	13,989	1.4%	168	355	\$8.36
70	Assemblers, Fabricators, all other	11,147	12,675	1.4%	153	407	\$7.40
74	Driver/Sales Workers	7,285	8,745	2.0%	146	312	\$7.67
75	Hosts & Hostesses: Rest, Lounge	4,771	6,196	3.0%	143	286	\$5.56
77	Freight, Stock Movers, all other	9,014	10,399	1.5%	139	518	N/A
78	Home Health Aides	3,531	4,916	3.9%	139	191	\$6.84
79	Taxi Drivers & Chauffeurs	3,089	4,462	4.4%	137	171	\$8.72
84	Child Care Workers, Private	3,362	4,703	4.0%	134	266	N/A
85	Lawn Maintenance Workers	1,786	3,126	7.5%	134	160	\$6.66
89	Animal Caretakers, excluding farm	2,106	3,383	6.1%	128	179	\$6.62
91	Stock Clrks: Stockrm, Warehouse	9,675	10,948	1.3%	127	317	\$9.18
93	Prodction, Planning, & Expt Clrks	3,803	5,063	3.3%	126	197	\$11.66
99	Protective Srvice Occs, all other	2,482	3,631	4.6%	115	334	\$9.41
100	Switchboard Operators	3,965	5,098	2.9%	113	193	\$7.35

Source: Colorado Department of Labor & Employment, Labor Market Information, August 1996

EDUCATION.

It Pays For the Rest of Your Life.

Highest Level of Education Mean annual earnings for people Estimated earnings over work life age 18 and over, by highest (age 25 to 64) by highest level of education, 1994 level of education, 1994 Professional \$74,560 \$3,013,000 **Doctorate** \$54,904 \$2,142,000 Master's \$40,368 \$1,619,000 Bachelor's \$1,421,000 \$32,629 **Associate** \$24,398 \$1,062,000 Some College No Degree \$19,666 \$993,000 High School Only \$821,000 \$18,737 Not a High School I Graduate \$12,809 \$609,000

Source: U.S. Department of Labor, Bureau of Labor Statistics, 1996

NOTES/NOTES/NOTES

The amount of time you will spend working is a good reason to give careful consideration to your career. People who work full-time for 40 years, averaging 40 hours a week for 50 weeks a year, will spend 80,000 hours of their lives on the job. Compare that with the 17,000 hours you will have spent in school by the time you graduate from high school!

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