



CT CAREER PATHS



A guide to career strategies, job advice, education, training, wages,
job descriptions and local, statewide and online resources



PUBLISHED BY THE CONNECTICUT CAREER RESOURCE NETWORK, DEPARTMENT OF LABOR





ABOUT US

Connecticut Career Resource Network (CCRN) is a program administered by the Connecticut Department of Labor (DOL).

CCRN is dedicated to supplying career information to educators, counselors, and job seekers.

Connecticut's Department of Labor is proud to publish

CONNECTICUT CAREER PATHS

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CONNECTICUT CAREER PATHS is also available online at www1.ctdol.state.ct.us/lmi/careerpaths.asp

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A Message from the Commissioner

Dear Reader:

Welcome to the Connecticut Career Paths, your personal guide to career decision-making. This publication was created to provide you the information about the skills and training to prepare yourself for a successful career in one of the many occupations available in Connecticut's workplace. Here you will find much of the information you need to make an informed career decision and develop a plan to reach your goals.

Choosing a career is one of the most important decisions we make in life. Our state offers a wide array of opportunities for those who are just starting out in their careers as well as for those who are thinking of making a change. Being aware of what jobs are in demand is key in today's world. Taking the time to do a little research can go a long way toward ensuring a satisfying career.

The occupations in Connecticut Career Paths have been reorganized to reflect the 16 national career clusters adopted by the Connecticut State Department of Education for its Career Pathways Initiative which offers students opportunities to connect their classroom learning to possible careers, preparing them to make more informed decisions regarding secondary academic and elective course enrollment, postsecondary plans, and eventually, careers.

For each of the occupations included in the Career Table, information is provided on how many jobs will likely be available in the near future, education and training requirements, and the earning potential for your chosen field. This edition has added information on some of the basic skills, interest codes, fundamental skills and knowledge that employers often look for in the candidates. Also, each occupation has been assigned to one of six growth ranks, from growing much faster than average to declining, based on its ten-year growth rate.

The publication also contains articles on how to finance your education, how apprenticeship can prepare you to enter specialized fields, information on obtaining a required license, and earning a credential certificate to show your specific skills and knowledge. Information is included on over 240 occupations in the state with narrative descriptions, number employed, job openings, salary information, training required and education and training sites.

The Connecticut Department of Labor is ready and willing to help, support and guide you through this important phase of your career planning. In today's fast-moving global economy, the more you keep your skills and education up-to-date, the better your chances are for a successful and profitable future. We hope this publication will assist you in achieving your goals.

We wish you well as you begin the journey to your future, and we are certain that the Connecticut Career Paths will provide you with valuable insight to help plan a road map to your most rewarding career.

Very Best Regards,

Sharon M. Palmer

Commissioner, Connecticut Department of Labor

STATE OF CONNECTICUT DOL OFFICE OF RESEARCH PRODUCTS

The Connecticut Department of Labor's Office of Research gathers, analyzes, and disseminates information on the economy, workforce and careers that is used to evaluate the economic health of Connecticut, to support and promote state workforce development activities, and to assist students and job seekers in making career choices.

We recognize that the employment, occupational, and other data we collect, develop and transform into useful information, commonly referred to as Labor Market Information, are essential for career decision-making and for establishing workforce-training opportunities. We are committed to providing the highest quality, accessible and relevant information about the economy, workforce and careers in Connecticut to aid the State's businesses, workers, students, policy makers and others in making informed decisions about their future and the future of Connecticut.

This information on our State's labor markets also influences decisions related to business investment, government spending, course offerings at academic institutions, and the evaluation of the quality of life in our State. We, therefore, strive to produce timely reliable Labor Market Information that can be used for all of these purposes. In support of the State's comprehensive workforce development initiative, the Office of Research continues to improve the quality and quantity of LMI products available on the Internet and has developed a number of Web-based tools to support the State's workforce development system.

1 Connecticut Job and Career Connection

www1.ctdol.state.ct.us/jcc

Intended for use by students, teachers, counselors, job developers, job seekers, and anyone else in need of information on jobs and careers. The Job & Career ConneCTion helps you identify occupations that may be a good match for your skills, interests, and personality, and provides you with detailed information on these occupations. It will help you find appropriate education and training opportunities and identify employers who may hire people for those occupations.

4 Connecticut Education & Training Connection

www1.ctdol.state.ct.us/etc

Intended for use by students, teachers, counselors, job seekers, job developers, and others in need of information on education and training. It offers several search options to explore the world of education and training in Connecticut, find providers in your area that offer the program or course you are interested in, or find out which programs or courses are related to the occupation you are interested in.

Architecture and Construction

careers in this group range from cost estimators and electricians to civil engineers

Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

Advanced Algebra; Calculus; Computer-Aided Drafting/Applications; Design & Construction; Geometry; Industrial Arts; Safety, Health & the Workplace Environment; Woodworking

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
1 Architects, Except Landscape and Naval - Plan and design structures, such as private residences, office buildings, theaters, factories, and other structural property. [17-1011]	1,228	2 45	Faster Than Average	3 \$82,740 \$39.78	4 Bachelor, Internship/ Residency 332, 337	RC, J, S, CPS, AL, CT (A, I, E, R)

2 State of Connecticut Occupational Projections

www1.ctdol.state.ct.us/lmi/projections.asp

The State of Connecticut's Department of Labor Office of Research economists create ten year industry employment forecasts. We examine historical trends and other forecasts to help project Connecticut's employment changes between 2012 and 2022. These forecasts are used in conjunction with occupational forecasts to help students decide on careers, schools decide on training programs, businesses decide on strategic plans, and governments decide on budgets and services.

3 Connecticut Occupational Employment & Wages

www1.ctdol.state.ct.us/lmi/wages/

OES provides accurate and meaningful wage information to employers, job seekers, counselors, students, planners of vocational education programs, economic developers, Regional Workforce Development Boards, and others. Employers may find the data useful as a guide in analyzing pay scales; job seekers and students could utilize the information in making employment and career decisions; program planners can use the employment and wage levels in determining training programs to be offered.

Search for State of Connecticut Employers

www1.ctdol.state.ct.us/lmi/empsearch.asp

Find contact information for more than 140,000 employers in Connecticut. Search by Geographic Region, Industry, Occupation Commonly Employed, Company Name, or find the largest employers by geographic region.

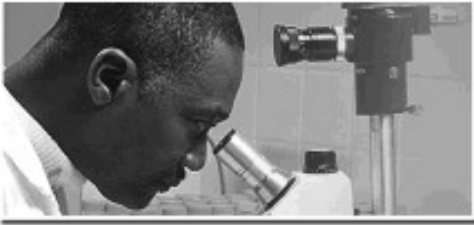


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FINANCING YOUR EDUCATION

The U.S. Department of Education at <https://studentaid.ed.gov/sa/> provides information on preparing for and funding education beyond high school with details on the federal aid programs. Another source of information on financial assistance is www.finaid.org. Both sites offer calculators to help you determine how much school will cost, how much you need to save, and how much aid you will need.

Paying for College 101

Many state governments have created 529 plans that make it easier for families to save for their child's education. These plans, which can be sponsored by states or institutions of higher learning, encourage saving for future college costs, and the earnings grow tax-free. There are two main types: "pre-paid tuition plans" and "college savings plans." Pre-paid plans allow you to pay for your child's college tuition based on today's costs, and then pay out at the future (higher) cost once your child is in college. College savings plans allow you to invest money in several investment funds, ranging in risk level, to pay for your child's college education. For more about Connecticut's plans, see www.aboutchet.com and the plans available in each state, visit collegesavings.org.

Other helpful college planning tips:

- Pay close attention to state and federal financial aid deadlines. You'll want to file well before the deadline though, so you can receive aid before funds run out.
- Check the Department of Education's student budget calculator. You can plug in tuition costs, room and board and other expenses, in addition to how much money you have in student loans or grants, to get an idea of where you stand financially.
- Make sure your college bound child gets involved in the process. Point them to College.gov where they can learn to manage their money in college and avoid common scams that target students.

Student Financial Aid

Student Financial Aid is available from a wide variety of sources including the federal government, individual states, directly from colleges and universities, as well as from numerous other public and private agencies and organizations. Whatever the source, all forms of college aid fall into four basic categories:

- Grants: Gift aid from grants does not have to be repaid and is generally awarded based at least partially on financial need.
- Work Study: The Federal Work-Study Program (FWS) is a federally funded source of financial assistance used to offset financial education costs. Students earn money by working and attending school. The money does not have to be repaid.
- Loans: Funds that are borrowed and must be repaid with interest are loans. As a general rule, educational loans have far more favorable terms and interest rates than traditional consumer loans.
- Scholarships: Offered by schools, local/community organizations, private institutions and trusts, scholarships do not have to be repaid and are generally awarded based on some specific criteria.

Federal Student Aid Information Center

The Federal Student Aid Information Center (FSAIC) can answer your federal student financial aid questions and can give you all the help you need for free. You can also use the FSAIC automated response system to find out whether your Free Application for Federal Student Aid (FAFSA) application has been processed and to request a copy of your Student Aid Report (SAR).

Federal Loan Program Repayment Information

Public Service Loan Forgiveness Program offers forgiveness for outstanding federal loans for individuals working full time in public service jobs. Income-Based Repayment Plan helps to make repaying education loans more affordable for low-income borrowers. Both programs offer generous benefits, but the rules may seem complex, so it is important to get all of the details.

Comparing Student Loans

The Consumer Financial Protection Bureau (CFPB) has a Know Before You Owe Student Loan website, developed in partnership with the Department of Education. It provides financial aid shopping sheets that help schools communicate the financial aid options available to students.

CONNECTICUT'S CAREER PATHWAYS

CONNECTICUT'S SIXTEEN CAREER CLUSTERS:

Agriculture, Food and Natural Resources - careers in the production, processing, marketing, distribution, financing, and development of agricultural commodities and resources.

Architecture and Construction - careers in computer aided drafting and design, planning, managing, building and maintaining the physical infrastructure environment, e.g. buildings, homes, parks, bridges, roads and highways, etc.

Arts, A/V Technology and Communications - careers in designing, producing, exhibiting, performing, writing, and publishing multimedia content, e.g. visual and performing arts and design, journalism, etc.

Business, Management and Administration - careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

Education and Training - careers in planning, managing and providing education and training services, and related learning support services.

Finance - careers in services for financial and investment planning, banking, insurance, and business financial management.

Government and Public Administration - careers unique to government including governance, national security, regulation, and management and administration at the local, state, and federal levels.

Health Sciences - careers in planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

Hospitality and Tourism - careers in the management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events and travel related services.

Human Services - careers that prepare individuals for employment that relates to families and human needs.

Information Technology - entry level, technical, and professional careers related to the design, development, support and management of hardware, software, multimedia, and systems integration services.

Law, Public Safety, Corrections and Security - careers in planning, managing, and providing legal aid, public safety, protective services and homeland security, including professional and technical support services.

Manufacturing - careers in planning, managing and performing the processing of materials into intermediate or final products, and related professional and technical support activities.

Marketing, Sales and Service - careers in planning, managing, and performing marketing activities to reach organizational objectives.

Science, Technology, Engineering and Mathematics (STEM) - careers in planning, managing, and providing scientific research and professional/technical services, including research and development services.

Transportation, Distribution and Logistics - careers in the planning, management, and movement of people, materials, and goods by road, pipeline, air, rail and water, and related professional/technical support services.

**For more information regarding the Connecticut Career Pathways Initiative, go to
CT State Department of Education's website at: www.sde.ct.gov**

CONNECTICUT CAREER TABLE

Related Courses and Subjects: Taking courses and electives in a career cluster of interest is a great way to explore career paths.

Occupational Title, Job Description, and SOC Code: This column indicates the title and duties of each occupation. The Standard Occupational Classification (SOC) System classifies occupations based upon work performed and on required skills, education, training, and credentials. The duties performed will depend upon the employer, training, and experience. Each occupation is identified by a code that can be used to find more detailed information about that occupation.

Job Outlook: Number Employed, Annual Openings and Growth Rank based on Connecticut 2012-22 Employment Projections.

Average Annual/Hourly Wages: Connecticut OES wage data (1st Quarter 2015)

Education and Training Routes: Typical requirements to work in the profession are listed with the abbreviations below:

OJT	On-the-Job training by the employer
Appren	Apprenticeship training from two to four years in length, depending upon the trade
HS	High School or Technical High School diploma or equivalent
Cert	Up to two years of post-secondary training resulting in a diploma, certificate or license
Assoc	Associate's degree program requiring two years of college
Bach	Bachelor's degree program requiring four or more years of college
MA/MS	Master's degree program requiring one to two years of college beyond the Bachelor's level
MBA	Master's degree program in business administration
Ph.D.	Doctorate degree program requiring four to five years beyond the Bachelor's level
Military	Training available through the military

Education and Training Site Codes: The three-digit codes correspond to Connecticut schools that offer applicable or related education or training. For the most current information on programs offered by schools, contact them directly.

Basic Skills and Interests: These columns indicate some of the fundamental skills and knowledge that employers often look for in job candidates and the occupation's typical work environment.

Skills: Developed capacities that facilitate learning or the more rapid acquisition of knowledge.

AL	Active Listening	Ma	Mathematics	S	Speaking
ALearn	Active Learning	MFR	Management of Financial Resources	SA	Systems Analysis
Co	Coordination	MPR	Management of Personnel Resources	Sci	Science
CPS	Complex Problem Solving	N	Negotiation	SE	Systems Evaluation
CT	Critical Thinking	OA	Operations Analysis	SO	Service Orientation
EM	Equipment Maintenance	OC	Operation and Control	SP	Social Perceptiveness
ES	Equipment Selection	OM	Operation Monitoring	T	Troubleshooting
I	Instructing	P	Programming	TM	Time Management
Instal	Installation	Pers	Persuasion	W	Writing
J	Judgment and Decision Making	QCA	Quality Control Analysis		
LS	Learning Strategies	RC	Reading Comprehension		
M	Monitoring	Rpr	Repairing		

Source: O*Net basic skills classification system - onetonline.org

Interests: Preferences for work environments.

R	Realistic occupations involve work activities that include practical hands-on problems and solutions.
I	Investigative occupations involve working with ideas, and require an extensive amount of thinking and searching for facts.
A	Artistic occupations involve working with forms, designs and patterns without a clear set of rules; requires self-expression.
S	Social occupations involve working and communicating with people; helping, teaching, or providing services to others.
E	Enterprising occupations involve starting up and carrying out projects, often leading people to make (business) decisions.
C	Conventional occupations involve following set procedures and routines, working with details and data more than with ideas.

To find an occupation or employment data not included in the Career Table or to look up the very latest salary and wage data, visit the Connecticut Department of Labor website at: www1.ctdol.state.ct.us/lmi and select the "Occupational Wages" link from the Data drop-down list, or contact the Office of Research at (860) 263-6285.

Agriculture, Food & Natural Resources

careers in this group range from butchers and landscape architects to environmental engineers

Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

Agricultural Science, Animal Anatomy/Physiology, Animal Science, Biological Science, Biology, Botany, Chemistry, Earth/Environmental Science, Horticulture, Livestock Management, Natural Resources and Management.

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Butchers and Meat Cutters - Cut, trim, or prepare consumer-sized portions of meat for use or sale in retail establishments. [51-3021]	744	24	Average	\$42,667 \$20.52	OJT	SO, S, SP, Pers, CT, L, M (R, C, E)
Earth Drillers, Except Oil and Gas - Operate a variety of drills such as rotary, churn, and pneumatic to tap sub-surface water and salt deposits, to remove core samples during mineral exploration or soil testing, and to facilitate the use of explosives in mining or construction. May use explosives. Includes horizontal and earth boring machine operators. [47-5021]	232	14	Much Faster Than Average	\$44,274 \$21.29	HS, OJT	M, OM, OC (R, I, C)
Environmental Engineers - Research, design, plan, or perform engineering duties in the prevention, control, and remediation of environmental hazards using various engineering disciplines. Work may include waste treatment, site remediation, or pollution control technology. [17-2081]	469	18	Much Faster Than Average	\$89,797 \$43.17	Bach 331, 332, 333, 337	ALearn, AL, CPS, CT, RC (I, R, C)
Farmworkers and Laborers, Crop, Nursery, and Greenhouse - Manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, and field crops. Use hand tools, such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; or cleaning, grading, sorting, packing, and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities. [45-2092]	2,717	102	Average	\$25,020 \$12.03	OJT	SP, OC, OM, AL, Co, CT (R)
First-Line Supervisors of Landscaping, Lawn Service, and Groundskeeping Workers - Directly supervise and coordinate activities of workers engaged in landscaping or groundskeeping activities. Work may involve reviewing contracts to ascertain service, machine, and workforce requirements; answering inquiries from potential customers regarding methods, material, and price ranges; and preparing estimates according to labor, material, and machine costs. [37-1012]	3,937	86	Faster Than Average	\$58,623 \$28.18	HS	TM, CT, M, Co, MPR, S, AL (E, R, C)
Landscaping and Groundskeeping Workers - Landscape or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, and installation of mortarless segmental concrete masonry wall units. [37-3011]	17,516	620	Faster Than Average	\$33,016 \$15.87	OJT	OM, TM, S, CT, AL, OC (R, C)
Nonfarm Animal Caretakers - Feed, water, groom, bathe, exercise, or otherwise care for pets and other nonfarm animals, such as dogs, cats, ornamental fish or birds, zoo animals, and mice. Work in settings such as kennels, animal shelters, zoos, circuses, and aquariums. May keep records of feedings, treatments, and animals received or discharged. May clean, disinfect, and repair cages, pens, or fish tanks. [39-2021]	2,674	66	Faster Than Average	\$24,289 \$11.68	OJT	S, RC, J, M, AL, SO (R, C)
Refuse and Recyclable Material Collectors - Collect and dump refuse or recyclable materials from containers into truck. May drive truck. [53-7081]	1,023	41	Much Faster Than Average	\$40,810 \$19.62	OJT	EM, OM, Co, CT, S, OC (R, C)
Water and Wastewater Treatment Plant and System Operators - Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or wastewater. [51-8031]	1,140	46	Average	\$60,846 \$29.25	HS, OJT 222, 225, 227, 231	QCA, M, OC, OM (R, C)

Architecture and Construction

careers in this group range from glaziers, cost estimators and electricians to civil engineers

Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

Advanced Algebra, Calculus, Computer-Aided Drafting/Applications, Design & Construction, Geometry, Industrial Arts, Safety, Health & the Workplace Environment, Woodworking

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Architects, Except Landscape and Naval - Plan and design structures, such as private residences, office buildings, theaters, factories, and other structural property. [17-1011]	1,228	45	Faster Than Average	\$82,740 \$39.78	Bach, Internship/ Residency 332, 337	RC, J, S, CPS, AL, CT (A, I, E, R)
Architectural and Engineering Managers - Plan, direct, or coordinate activities in such fields as architecture and engineering or research and development in these fields. [11-9041]	3,489	117	Average	\$136,997 \$65.87	Bach 221-232, 266, 305, 308, 310, 315, 319, 321, 327, 330-333, 337, 339	CPS, S, J, Co, TM, AL, CT, RC (E, I, R, C)
Brickmasons and Blockmasons - Lay and bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, and terra-cotta block, with mortar and other substances to construct or repair walls, partitions, arches, sewers, and other structures. [47-2021]	683	22	Much Faster Than Average	\$63,954 \$30.75	HS, Appren	J, Co, TM, QCA, M, CT (R, C, I)
Carpenters - Construct, erect, install, or repair structures and fixtures made of wood, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation. Includes brattice builders who build doors or brattices (ventilation walls or partitions) in underground passageways. [47-2031]	9,350	268	Much Faster Than Average	\$51,257 \$24.65	HS, Appren	AL, M, S, Alearn, CPS, J (R, C, I)
Cement Masons and Concrete Finishers - Smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; and use saws to cut expansion joints. [47-2051]	609	17	Much Faster Than Average	\$49,828 \$23.96	OJT	QCA, S, TM, CT, J, AL, Co, M (R, E)
Construction and Building Inspectors - Inspect structures using engineering skills to determine structural soundness and compliance with specifications, building codes, and other regulations. Inspections may be general in nature or may be limited to a specific area, such as electrical systems or plumbing. [47-4011]	908	29	Average	\$66,680 \$32.06	HS, OJT	W, QCA, J, CPS, S, CT, AL, RC (R, C, I)
Construction Laborers - Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris and other waste materials. May assist other craft workers. [47-2061]	7,466	298	Much Faster Than Average	\$44,264 \$21.28	OJT	CPS, CT, OC, OM, Co, SP, RC, S, AL (R, C)
Construction Managers - Plan, direct, or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, budgeting, and implementation. Includes managers in specialized construction fields, such as carpentry or plumbing. [11-9021]	5,031	146	Faster Than Average	\$110,918 \$53.32	Bach, OJT 221-232, 301, 305, 307, 308, 310, 315, 320-323, 326, 330, 331-333, 335-337, 339, 347	RC, CPS, TM, Co, MPR, CT, S, AL (E, R, C)
Cost Estimators - Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service. May specialize according to particular service performed or type of product manufactured. [13-1051]	2,149	110	Much Faster Than Average	\$75,622 \$36.36	Bach 221-232, 301, 305, 307, 308, 310, 315, 320-323, 326, 330-333, 335-337, 339, 347	RC, MFR, J, AL, S, CT, Ma (C, E)

Architecture and Construction

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Electrical Power - Line Installers and Repairers - Install or repair cables or wires used in electrical power or distribution systems. May erect poles and light or heavy duty transmission towers. [49-9051]	965	62	Much Faster Than Average	\$83,207 \$40.01	HS, OJT	T, OM, CT, M, AL (R, I, C)
Electricians - Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. [47-2111]	6,001	241	Much Faster Than Average	\$57,337 \$27.56	HS, Internship/ 029, 077, 087, 410, 476	AL, CT, J, Rpr, T (R, C, I)
First-Line Supervisors of Construction Trades and Extraction Workers - Directly supervise and coordinate activities of construction or extraction workers. [47-1011]	4,861	153	Much Faster Than Average	\$73,531 \$35.36	HS 029, 077, 087, 410, 476	TM, MPR, RC, S, CT, AL, Co (E, R, C)
Glaziers - Install glass in windows, skylights, store fronts, and display cases, or on surfaces, such as building fronts, interior walls, ceilings, and tabletops. [47-2121]	649	20	Average	\$49,838 \$23.97	HS, Appren	OC, Co, AL, CT, S, RC (R, C)
Hazardous Materials Removal Workers - Identify, remove, pack, transport, or dispose of hazardous materials, including asbestos, lead-based paint, waste oil, fuel, transmission fluid, radioactive materials, or contaminated soil. Specialized training and certification in hazardous materials handling or a confined entry permit are generally required. May operate earth-moving equipment or trucks. [47-4041]	716	34	Much Faster Than Average	\$40,555 \$19.50	HS, OJT	AL, Co, OM, OC, M, CT (R, C)
Heating, Air Conditioning, and Refrigeration Mechanics and Installers - Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves. [49-9021]	3,344	129	Faster Than Average	\$55,106 \$26.49	Cert, OJT 029, 077, 087, 266, 410, 476	EM, I, QCA, T, OM, Rpr (R, C, I)
Operating Engineers and Other Construction Equipment Operators - Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement. May repair and maintain equipment in addition to other duties. [47-2073]	2,598	106	Much Faster Than Average	\$63,275 \$30.42	HS, OJT	M, OM, OC (R, C, I)
Painters, Construction and Maintenance - Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency. [47-2141]	2,592	69	Faster Than Average	\$43,626 \$20.98	OJT	S, M, Co, J, TM, RC, CT, SP, AL (R, C)
Plumbers, Pipefitters, and Steamfitters - Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems. Includes sprinklerfitters. [47-2152]	3,904	150	Much Faster Than Average	\$60,580 \$29.12	HS, Appren 410	AL, CT, RC, J, S, TM (R, C, I)
Security and Fire Alarm Systems Installers - Install, program, maintain, or repair security or fire alarm wiring and equipment. Ensure that work is in accordance with relevant codes. [49-2098]	840	29	Faster Than Average	\$52,398 \$25.19	HS, OJT 029, 077, 087, 410, 476, 622	RC, S, M, Instal, QCA, M, CT, AL (R, C)
Sheet Metal Workers - Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings. Work may involve any of the following: setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using hammer; operating soldering and welding equipment to join sheet metal parts; or inspecting, assembling, and smoothing seams and joints of burred surfaces. Includes sheet metal duct installers who install prefabricated sheet metal ducts used for heating, air conditioning, or other purposes. [47-2211]	1,745	54	Faster Than Average	\$49,149 \$23.63	HS, Appren	Ma, CT, J, TM (R)

Arts, A-V Technology & Communications

careers in this group range from community theatre actors to graphic designers

Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

Art/A-V Technology & Communications, Band/Choir, English Composition, Fashion/Interior Design, Graphic Design, History, Information Technology, Journalism, Literature, Music Theory, Performing Arts, Photography, Speech/Communication, Technical Writing, Theater & Playwriting

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Actors - Play parts in stage, television, radio, video, motion picture productions, or other settings for entertainment, information, or instruction. Interpret serious or comic role by speech, gesture, and body movement to entertain or inform audience. May dance and sing. [27-2011]	560	25	Faster Than Average	\$26.79	HS, OJT, 223 305-308, 321, 323, 327, 331, 332, 334, 335, 337	SP, AL, RC, S (A, E)
Art, Drama, and Music Teachers, Postsecondary - Teach courses in drama, music, and the arts including fine and applied art, such as painting and sculpture, or design and crafts. Includes both teachers primarily engaged in teaching and those who do a combination of teaching and research. [25-1121]	913	28	Much Faster Than Average	\$85,650	MA/MS 222-232, 301, 305-308, 319, 321-323, 326, 327, 330-335, 337, 346	LS, AL, e-arn, RC, AL, TM, I, S (S, A)
Audio and Video Equipment Technicians - Set up, or set up and operate audio and video equipment including microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards, and related electronic equipment for concerts, sports events, meetings and conventions, presentations, and news conferences. May also set up and operate associated spotlights and other custom lighting systems. [27-4011]	1,123	38	Much Faster Than Average	\$46,805 \$22.50	Cert, OJT 319	S, W, AL, RC, CT, M, OM (R, I, C)
Broadcast Technicians - Set up, operate, and maintain the electronic equipment used to transmit radio and television programs. Control audio equipment to regulate volume level and quality of sound during radio and television broadcasts. Operate transmitter to broadcast radio or television programs. [27-4012]	454	14	Faster Than Average	\$44,574 \$21.44	Assoc, OJT 226, 304	S, M, AL, OM, CT (R, C, I)
Camera Operators, Television, Video, and Motion Picture - Operate television, video, or motion picture camera to record images or scenes for various purposes, such as TV broadcasts, advertising, video production, or motion pictures. [27-4031]	431	10	Much Faster Than Average		Bach 226, 304, 321, 322, 334	OC, CT, S, Co, AL (R, A)
Choreographers - Create new dance routines. Rehearse performance of routines. May direct and stage presentations. [27-2032]	199	9	Much Faster Than Average	\$60,737 \$29.20	HS, OJT, 306, 332, 334, 335	M, TM, Co, I, AL, S (A, S, E)
Commercial and Industrial Designers - Develop and design manufactured products, such as cars, home appliances, and children's toys. Combine artistic talent with research on product use, marketing, and materials to create the most functional and appealing product design. [27-1021]	416	15	Average	\$68,980 \$33.17	Bach, 221, 223-225, 227-229, 232, 305, 310, 315, 319, 330, 333	CPS, RC, S, AL, CT (A, E, R)
Film and Video Editors - Edit moving images on film, video, or other media. May edit or synchronize soundtracks with images. [27-4032]	216	6	Much Faster Than Average		Bach, 224, 226, 229, 304, 321, 322, 334	J, S, TM, RC, CT, AL (A, E, I)
Fine Artists, Including Painters, Sculptors, and Illustrators - Create original artwork using any of a wide variety of media and techniques. [27-1013]	557	17	Average	\$71,049 \$34.16	HS, OJT 222-232, 301, 305-308, 319, 322, 323, 327, 331-335, 337, 346	CT, AL, J, ALearn (A, R)

Arts, A-V Technology & Communications

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Multimedia Artists and Animators - Create special effects, animation, or other visual images using film, video, computers, or other electronic tools and media for use in products or creations, such as computer games, movies, music videos, and commercials. [27-1014]	2,883	105	Faster Than Average		Bach, OJT 221-225, 227-231, 305, 319, 321, 330-332, 346	J, S, Co, TM, CT, RC, AL (A, I)
Producers and Directors - Produce or direct stage, television, radio, video, or motion picture productions for entertainment, information, or instruction. Responsible for creative decisions, such as interpretation of script, choice of actors or guests, set design, sound, special effects, and choreography. [27-2012]	1,974	98	Much Faster Than Average		Bach 223, 224, 229, 305-308, 321-323, 327, 331-335, 337	CT, J, RC, S, Alearn (E, C, A)
Sound Engineering Technicians - Operate machines and equipment to record, synchronize, mix, or reproduce music, voices, or sound effects in sporting arenas, theater productions, recording studios, or movie and video productions. [27-4014]	330	10	Faster Than Average	\$60,189 \$28.94	Cert, OJT 226	M, CT, RC, S, AL (R, A)
Technical Writers - Write technical materials, such as equipment manuals, appendices, or operating and maintenance instructions. May assist in layout work. [27-3042]	1,074	48	Faster Than Average	\$82,466 \$39.65	Bach, OJT 225, 227, 332, 335	CT, AL, S, RC, W (A, I, C)

DOES THE OCCUPATION YOU'RE INTERESTED IN REQUIRE A LICENSE?

Some occupations require workers to obtain a license in order to hold a job in that field. It's worth researching whether a field you're interested in may require a license.

Examples of fields that often require licenses are:

- Health care careers such as dental assistants and emergency medical technicians (EMT)
- Jobs that provide personal care such as barbers and cosmetologists

Rules for occupational licenses are set by states, and they are different in each state. Learn about licensing requirements in your state at CareerOneStop's License Finder www.careeronestop.org/toolkit/training/find-licenses.aspx.

EARNING A CERTIFICATION CAN HELP YOU ENTER OR ADVANCE IN MANY CAREERS.

What's a certification? A certification is a credential that you earn to show that you have specific skills or knowledge. They are usually tied to an occupation, technology, or industry. Certifications are usually offered by a professional organization or a company that specializes in a particular field or technology.

How can I earn a certification? Generally, you need to pass a test to earn a certification. Some organizations that offer a certification exam also provide related training. Or you may find certification preparation training at a local community college.

Why would I want a certification? Some employers require a certification in order to apply for a job. Many people earn specialty certifications to help them advance in their careers.

Earning a certification can give you a big leg up in the job market. It's a key item that hiring employers look for on resumes. Some employers may also require workers to have certain certifications. This can be true especially in health care or financial fields.

How do I find out about certifications in my field? Get started at CareerOneStop's Certification Finder www.careeronestop.org/toolkit/training/find-certifications.aspx.

Business, Management & Administration

careers in this group range from accountants and receptionists to general managers

Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

Accounting, Advertising, Algebra, Business Law, Business Management, Calculus, Computer Applications, Economics, English Literature/Composition, Finance, Geometry, Office Technologies, Physics, Speech/Communication, Statistics, Technical Writing, World Issues, World Languages

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Opening	Growth Rank			
Accountants and Auditors - Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data. [13-2011]	16,185	663	Faster Than Average	\$78,096 \$37.55	Bach, 224, 301, 305, 307, 308, 315, 320-322, 326, 330-333, 335	AL, Ma, RC, W, CT (C, E)
Administrative Services Managers - Plan, direct, or coordinate one or more administrative services of an organization, such as records and information management, mail distribution, facilities planning and maintenance, custodial operations, and other office support services. [11-3011]	4,337	110	Average	\$103,050 \$49.54	Bach 221-232, 301, 305, 307, 308, 310, 315, 320-323, 326, 330-333, 335-337, 339, 347	TM, RC, W, Co, AL, S (E, C)
Billing and Posting Clerks - Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods. [43-3021]	6,334	212	Faster Than Average	\$42,145 \$20.27	HS, OJT	AL, RC, CT, S, SO, Co (C, E, S)
Bookkeeping, Accounting, and Auditing Clerks - Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. [43-3031]	21,294	405	Average	\$43,941 \$21.13	HS, OJT 079, 221-227, 229-232, 304, 321	SP, W, TM, M, CT, Ma, RC, AL, S (C, E)
Budget Analysts - Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports. [13-2031]	1,009	48	Average	\$79,617 \$38.28	Bach, 225, 232, 301, 305, 307, 308, 315, 320-322, 326, 330-333, 335	Ma, CPS, J, CT, S, RC, AL (C, E, I)
Chief Executives - Determine and formulate policies and provide overall direction of companies or private and public sector organizations within guidelines set up by a board of directors or similar governing body. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers. [11-1011]	2,297	57	Slower Than Average	\$220,021 \$105.78	Bach 221-232, 301, 305, 307, 308, 310, 315, 320-323, 326, 330-333, 335-339, 347	AL, RC, S, CT, J, CPS (E, C, S)
Customer Service Representatives - Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints. [43-4051]	28,888	1,003	Average	\$40,095 \$19.27	HS, OJT	RC, SO, AL, S (E, C, S)
First-Line Supervisors of Office and Administrative Support Workers Directly supervise and coordinate the activities of clerical and administrative support workers. [43-1011]	26,358	879	Average	\$60,909 \$29.29	HS 226-229, 232	MPR, CT, Co, SP, S, AL (E, C, S)
General and Operations Managers - Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services. [11-1021]	31,160	909	Faster Than Average	\$143,730 \$69.10	Bach 221-232, 301, 305, 307, 308, 310, 315, 320-323, 326, 330-333, 335-339, 347	M, CT, RC, AL, S (E, C, S)

Business, Management & Administration

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Opening	Growth Rank			
Human Resources Managers - Plan, direct, or coordinate human resources activities and staff of an organization. [11-3121]	2,054	77	Faster Than Average	\$132,810 \$63.85	Bach 308, 320, 330, 331, 333	RC, Co, CT, MPR, SP, S, AL (E, S, C)
Human Resources Specialists - Perform activities in the human resource area. Includes employment specialists who screen, recruit, interview, and place workers. [13-1071]	5,208	147	Average	\$68,230 \$32.80	Bach 301, 307, 308, 320, 321, 330- 333, 347	Co, W, CT, RC, S, AL (E, S, C)
Management Analysts - Conduct organizational studies and evaluations, design systems and procedures, conduct work simplification and measurement studies, and prepare operations and procedures manuals to assist management in operating more efficiently and effectively. Includes program analysts and management consultants. [13-1111]	11,550	319	Faster Than Average	\$95,191 \$45.76	Bach 221-232, 301, 305, 307, 308, 310, 315, 320-323, 326, 330-333, 335-337, 339, 347	J, W, CPS, CT, RC, AL, S (I, E, C)
Operations Research Analysts - Formulate and apply mathematical modeling and other optimizing methods to develop and interpret information that assists management with decision making, policy formulation, or other managerial functions. May collect and analyze data and develop decision support software, service, or products. May develop and supply optimal time, cost, or logistics networks for program evaluation, review, or implementation. [15-2031]	1,053	44	Much Faster Than Average	\$96,428 \$46.36	Bach 321, 331, 338, 339	AL, W, J, SE, RC, CT, CPS, Ma (I, C, E)
Payroll and Timekeeping Clerks - Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions, or prepare paychecks. [43-3051]	2,113	66	Average	\$46,499 \$22.36	HS, OJT 079, 221-227, 229-232, 304, 321	M, W, TM, S, RC, AL (C, E)
Public Relations and Fundraising Managers - Plan, direct, or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for their organization or client; or if engaged in fundraising, plan, direct, or coordinate activities to solicit and maintain funds for special projects or nonprofit organizations. [11-2031]	1,089	33	Average	\$117,174 \$56.34	Bach 305, 321, 322	RC, W, SP, AL, S (E, A, C, S)
Public Relations Specialists - Engage in promoting or creating an intended public image for individuals, groups, or organizations. May write or select material for release to various communications media. [27-3031]	1,602	37	Average	\$68,098 \$32.74	Bach, 221, 222, 226, 229, 232, 301, 305, 307, 308, 320-323, 330-333, 335	W, RC, AL, CT, S (E, A, S)
Receptionists and Information Clerks - Answer inquiries and provide information to the general public, customers, visitors, and other interested parties regarding activities conducted at establishment and location of departments, offices, and employees within the organization. [43-4171]	12,808	479	Faster Than Average	\$32,981 \$15.85	HS, OJT	Co, SP, RC, AL, SO, S (C, E, S)
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive - Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing, maintaining paper and electronic files, providing information to callers. [43-6014]	34,526	828	Faster Than Average	\$40,826 \$19.63	HS, OJT 221-225, 229-232	SO, RC, AL, S, TM, W (C, E)
Tax Preparers - Prepare tax returns for individuals or small businesses. [13-2082]	955	27	Average	\$50,962 \$24.50	HS, OJT 079, 221- 232, 304, 308, 321, 332, 333	S, CT, RC, AL (C, E)
Training and Development Specialists - Design and conduct training and development programs to improve individual and organizational performance. May analyze training needs. [13-1151]	2,926	84	Faster Than Average	\$70,420 \$33.86	Bach 308, 320, 322, 330, 331, 333	M, AL, LS, I, RC, S (S, C, A, E)

Education & Training

careers in this group range from fitness trainers & aerobics instructors to library assistants

Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

American Literature, Biology, Child Development, English Composition, Foreign Languages, History, Home Economics, Industrial Arts, Psychology, Public Speaking, Social Studies, Sociology

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Biological Science Teachers, Postsecondary - Teach courses in biological sciences. Includes both teachers primarily engaged in teaching and those who do a combination of teaching and research. [25-1042]	1,009	34	Much Faster Than Average	\$93,042	Ph.D., 226, 301, 305-308, 315, 320-323, 326, 327, 330-335, 337	Sci, AL, I, W, LS, RC, S (S, I)
Business Teachers, Postsecondary - Teach courses in business administration and management, such as accounting, finance, human resources, labor and industrial relations, marketing, and operations research. Includes both teachers primarily engaged in teaching and those who do a combination of teaching and research. [25-1011]	2,015	60	Faster Than Average	\$124,850	Ph. D., 221-232, 301, 305, 307, 308, 310, 315, 320-323, 326, 330-333, 335-339, 347	W, AL, LS, CT, I, RC, S (S, E, I)
Career/Technical Education Teachers, Secondary School - Teach occupational, career and technical, or vocational subjects at the secondary school level in public or private schools. [25-2032]	1,947	67	Average	\$73,969	Bach. Intern/ residency 305, 331	M, S, RC, AL, W, I (S)
Coaches and Scouts - Instruct or coach groups or individuals in the fundamentals of sports. Demonstrate techniques and methods of participation. May evaluate athletes' strengths and weaknesses as possible recruits or to improve the athletes' technique to prepare them for competition. Those required to hold teaching degrees should be reported in the appropriate teaching category. [27-2022]	5,011	206	Faster Than Average	\$45,547	Bach, 224, 225, 227, 231, 301, 305, 307, 315, 320, 323, 331, 333	M, MPR, S, I (S, E, R)
Education Administrators, Elementary and Secondary School - Plan, direct, or coordinate the academic, administrative, or auxiliary activities of public or private elementary or secondary level schools. [11-9032]	2,774	95	Average	\$119,598	MA/MS, 305, 308, 321-323, 330-333, 335	W, CT, RC, AL, S (E, S, C)
Education Administrators, Postsecondary - Plan, direct, or coordinate research, instructional, student administration and services, and other educational activities at postsecondary institutions, including universities, colleges, and junior and community colleges. [11-9033]	2,049	82	Faster Than Average	\$116,941 \$56.22	MA/MS 305, 308, 321, 323, 330-333, 335	W, J, M, AL, RC, S, CT (E, C, S)
Education Administrators, Preschool and Childcare Center/Program - Plan, direct, or coordinate the academic and nonacademic activities of preschool and childcare centers or programs. [11-9031]	1,177	47	Faster Than Average	\$54,815 \$26.35	Bach, 305, 308, 321, 323, 330-333, 335	SP, Co, TM, RC, CT, AL, S, M (E, S, C)
Education Teachers, Postsecondary - Teach courses pertaining to education, such as counseling, curriculum, guidance, instruction, teacher education, and teaching English as a second language. Includes both teachers primarily engaged in teaching and those who do a combination of teaching and research. [25-1081]	842	25	Faster Than Average	\$71,840	Ph. D., 223-225, 227, 230, 232, 301, 305-308, 320-323, 326, 330-335	AL, ALearn, LS, I, W, RC, S (S, A, I)
Educational, Guidance, School, and Vocational Counselors - Counsel individuals, provide group educational and vocational guidance services. [21-1012]	3,849	133	Faster Than Average	\$55,849 \$26.85	MA/MS 305, 308, 323, 326, 330-332, 335	W, CT, SP, RC, AL, S (S, E, A)
Elementary School Teachers, Except Special Education - Teach students basic academic, social, and other formative skills in public or private schools at the elementary level. [25-2021]	14,739	542	Faster Than Average	\$71,809	Bach. Intern/ residency, 305, 307, 308, 315, 321, 323, 330-332, 335	AL, LS, I, S (S, A, C)
English Language and Literature Teachers, Postsecondary - Teach courses in English language and literature, including linguistics and comparative literature. Includes both teachers primarily engaged in teaching and those who do a combination of teaching and research. [25-1123]	974	28	Faster Than Average	\$77,051	Ph. D., 225, 227, 301, 305-308, 321-323, 326, 327, 330-335, 337	LS, AL, W, S, I, RC (S, A, I)
Health Specialties Teachers, Postsecondary - Teach courses in health specialties, in fields such as dentistry, laboratory technology, medicine, pharmacy, public health, therapy, and veterinary medicine. [25-1071]	2,808	138	Much Faster Than Average		Ph. D., 015, 023, 029, 062, 079, 080, 087, 222-226, 228, 229, 231, 232, 260, 264, 280, 301, 304, 305, 321-323, 326, 330-333, 335, 337, 347, 352, 420, 463, 490, 605, 642, 646	W, AL, CT, ALearn, LS, I, RC, S (S, I)

Education & Training

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Kindergarten Teachers, Except Special Education - Teach elemental natural and social science, personal hygiene, music, art, and literature to kindergarten students. Promote physical, mental, and social development. May be required to hold State certification. [25-2012]	1,853	80	Faster Than Average	\$71,465	Bach, Intern/ residency 221-226, 228-231, 305, 307, 308, 315, 323, 332	AL, SP, S, I (S, A)
Library Assistants, Clerical - Compile records, sort, shelve, issue, and receive library materials such as books, electronic media, pictures, cards, slides and microfilm. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. Register patrons to permit them to borrow books, periodicals, and other library materials. [43-4121]	1,505	79	Average	\$30,049 \$14.44	HS, OJT	SP, S, Co, RC, AL, SO (C, R, S)
Middle School Teachers, Except Special and Career/Technical Education - Teach students in one or more subjects in public or private schools at the middle, intermediate, or junior high level, which falls between elementary and senior high school as defined by applicable laws and regulations. [25-2022]	9,150	336	Faster Than Average	\$72,691	Bach, Intern/ residency 225, 301, 305-308, 321-323, 330-332, 335	W, SP, LS, RC, AL, I, S (S, A)
Nursing Instructors and Teachers, Postsecondary - Demonstrate and teach patient care in classroom and clinical units to nursing students. Includes both teachers primarily engaged in teaching and those who do a combination of teaching and research. [25-1072]	701	34	Much Faster Than Average	\$83,298	MA/MS, 222, 223, 225, 227-229, 231, 304, 305, 308, 321-323, 326, 331, 332, 335, 337, 347, 352, 642	RC, AL, CT, ALearn, LS, W, I, S (S, I)
Preschool Teachers, Except Special Education - Instruct preschool-aged children in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification. [25-2011]	6,847	290	Faster Than Average	\$36,625 \$17.60	Assoc 221-232, 304, 305, 307, 308, 315, 320, 323, 332, 338	CT, AL, Co, SP, I, LS, S (S, A)
Secondary School Teachers, Except Special and Career/Technical Education - Teach students in one or more subjects, such as English, mathematics, or social studies at the secondary level in public or private schools. May be designated according to subject matter specialty. [25-2031]	13,228	462	Average	\$71,221	Bach, Intern/ residency 223-226, 228, 230, 301, 305-308, 312, 319-323, 326, 327, 330-335, 337	AL, S, I, LS (S, A, E)
Self-Enrichment Education Teachers - Teach or instruct courses other than those that normally lead to an occupational objective or degree. Courses may include self-improvement, nonvocational, and nonacademic subjects. Teaching may or may not take place in a traditional educational institution. [25-3021]	3,158	82	Average	\$45,304 \$21.78	HS 331	M, RC, LS, I, SP, AL, S (S, A, E)
Special Education Teachers, Kindergarten and Elementary School Teach elementary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired. [25-2052]	2,518	63	Average	\$71,708	Bach, Intern/ residency 305, 308, 323, 326, 331, 332	I, SP, LS, AL, Co (S, A)
Special Education Teachers, Middle School - Teach middle school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired. [25-2053]	1,272	31	Average	\$74,547	Bach, Intern/ residency 305, 308, 323, 326, 331, 332	RC, AL, S, I (S, A)
Special Education Teachers, Secondary School - Teach secondary school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally impaired. [25-2054]	1,998	49	Average	\$73,107	Bach, Internship/ residency 305, 308, 323, 326, 331, 332	SO, M, S, AL, LS, I (S, I, A)
Teacher Assistants - Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services. [25-9041]	19,690	629	Average	\$30,054	HS 338, 347	SO, I, CT, SP, AL, S (S, C)

Finance

careers in this group range from tellers and bill collectors to financial managers

Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

Accounting, Algebra, Business Management, Calculus, Computer Courses, Economics, Geometry, Office Technology, Research/Market Research, Statistics, Technical Writing

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Actuaries - Analyze statistical data, such as mortality, accident, sickness, disability, and retirement rates and construct probability tables to forecast risk and liability for payment of future benefits. May ascertain insurance rates required and cash reserves necessary to ensure payment of future benefits. [15-2011]	1,431	65	Much Faster Than Average	\$117,499 \$56.49	Bach, OJT 305, 331, 333, 337	S, AL, SE, SA, RC, CPS, J, CT, Ma (C, I, E)
Bill and Account Collectors - Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Duties include receiving payment and posting amount to customer's account; preparing statements to credit department if customer fails to respond; initiating repossession proceedings or service disconnection; and keeping records of collection and status of accounts. [43-3011]	3,706	144	Faster Than Average	\$42,409 \$20.39	HS, OJT, 223, 226, 227	CT, N, RC, Pers, SP, S, AL (C, E)
Brokerage Clerks - Perform duties related to the purchase, sale or holding of securities. Duties include writing orders for stock purchases or sales, computing transfer taxes, verifying stock transactions, accepting and delivering securities, tracking stock price fluctuations, computing equity, distributing dividends, and keeping records of daily transactions and holdings. [43-4011]	1,400	43	Average	\$62,847 \$30.21	HS, OJT, 079, 221-227, 229-232, 304, 321	CT, TM, S, RC, AL (C, E)
Credit Analysts - Analyze credit data and financial statements of individuals or firms to determine the degree of risk involved in extending credit or lending money. Prepare reports with credit information for use in decision making. [13-2041]	1,289	42	Average	\$96,631 \$46.46	Bach, 225, 232, 301, 305, 307, 308, 315, 320-322, 326, 330-333, 335	Ma, RC, AL, S, J, ALearn, CT (C, E)
Financial Analysts - Conduct quantitative analyses of information affecting investment programs of public or private institutions. [13-2051]	6,392	267	Much Faster Than Average	\$101,174 \$48.64	Bach, 225, 232, 305, 307, 308, 320-322, 330-333, 335	Ma, J, CPS, AL, S, RC, W, CT (C, I, E)
Financial Managers - Plan, direct, or coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment. [11-3031]	13,948	347	Average	\$142,949 \$68.73	Bach, 225, 232, 305, 307, 308, 320-322, 330-333, 335	CT, J, CPS, MFR, RC, AL (C, E)
Insurance Sales Agents - Sell life, property, casualty, health, automotive, or other types of insurance. May refer clients to independent brokers, work as an independent broker, or be employed by an insurance company. [41-3021]	6,209	151	Slower Than Average	\$73,505 \$35.34	HS, OJT, 332	TM, SO, Pers, CT, W, S, RC, AL (E, C, S)
Loan Interviewers and Clerks - Interview loan applicants to elicit information; investigate applicants' backgrounds and verify references; prepare loan request papers; and forward findings, reports, and documents to appraisal department. Review loan papers to ensure completeness, and complete transactions between loan establishment, borrowers, and sellers upon approval of loan. [43-4131]	1,501	13	Slower Than Average	\$39,375 \$18.93	HS, OJT 223, 226, 227	SP, W, CT, RC, S, AL (C, E)
Personal Financial Advisors - Advise clients on financial plans using knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate. Duties include assessing clients' assets, liabilities, cash flow, insurance coverage, tax status, and financial objectives. [13-2052]	4,924	212	Much Faster Than Average	\$136,450 \$65.60	Bach, 222, 224, 225, 229, 232, 305, 307, 308, 320-322, 330-333, 335	SO, S, RC, AL, CT, J (E, C, S)
Securities, Commodities, and Financial Services Sales Agents - Buy and sell securities or commodities in investment and trading firms, or provide financial services to businesses and individuals. May advise customers about stocks, bonds, mutual funds, commodities, and market conditions. [41-3031]	6,759	234	Faster Than Average	\$148,655 \$71.47	Bach, OJT 222, 224, 229, 331	AL, CT, Pers, RC, S (E, C)

Government & Public Administration

careers in this group range from court clerks to legislators

Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

American Government/History, Civics, Civil Law, Criminology, Foreign Languages, Psychology, Public Speaking, Sociology, Speech/Debate, Writing/Composition

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Compliance Officers - Examine, evaluate, and investigate eligibility for or conformity with laws and regulations governing contract compliance of licenses and permits, and perform other compliance and enforcement inspection and analysis activities not classified elsewhere. [13-1041]	3,182	75	Average	\$80,986 \$38.94	Bach, OJT	AL, CT, RC, S, Alearn, SP (C, I, R)
Court, Municipal, and License Clerks - Perform clerical duties for courts of law, municipalities, or governmental licensing agencies and bureaus. May prepare docket of cases to be called; secure information for judges and court; prepare draft agendas or bylaws for town or city council; answer official correspondence; keep fiscal records and accounts; issue licenses or permits; and record data, administer tests, or collect fees. [43-4031]	1,106	28	Faster Than Average	\$46,407 \$22.31	HS, OJT	AL, S, RC, W, TM (C, E, R)
Legislators - Develop, introduce or enact laws and statutes at the local, tribal, State, or Federal level. Includes only workers in elected positions. [11-1031]	380	10	Average	\$38,166	Bach 308, 320, 326, 327, 331, 333	(E, S)
Social and Community Service Managers - Plan, direct, or coordinate the activities of a social service program or community outreach organization. Oversee the program or organization's budget and policies regarding participant involvement, program requirements, and benefits. Work may involve directing social workers, counselors, or probation officers. [11-9151]	3,743	141	Much Faster Than Average	\$68,534 \$32.95	Bach 221- 232, 301, 304, 305, 307, 308, 310, 315, 320-323, 326, 330-333, 335-337, 339, 347	CT, SP, Co, J, MPR, S, TM, AL (E, S)
Tax Examiners and Collectors, and Revenue Agents - Determine tax liability or collect taxes from individuals or business firms according to prescribed laws and regulations. [13-2081]	841	32	Slower Than Average	\$79,110 \$38.03	Bach, OJT 224, 301, 305, 307, 308, 315, 320-322, 326, 330-333, 335	W, S, CT, AL, RC (C, E)
Urban and Regional Planners - Develop comprehensive plans and programs for use of land and physical facilities of jurisdictions, such as towns, cities, counties, and metropolitan areas. [19-3051]	308	16	Average	\$82,943 \$39.88	MA/MS 306, 323, 327, 331	SA, J, CT, RC, S, AL (I, E, A)

APPRENTICESHIPS COMBINE A FULL-TIME JOB WITH TRAINING AND PREPARE YOU TO ENTER SPECIALIZED FIELDS.

Apprenticeships are a great way to enter a number of well-paying occupations in the manufacturing, construction, health care and transportation industries, among others.

An apprentice gains hands-on work experience in an occupation, while also taking classroom instruction. Apprenticeship programs are sponsored by employers, labor unions and associations. Programs last between one and six years and provide wage increases as you gain work experience. Minimum qualifications must be met to apply.

The Registered Apprenticeship program is a way to enter about one thousand careers, including these top occupations:

- Automobile Mechanic
- Carpentry
- Electrician
- Pipefitter

Learn more about apprenticeship at www.careeronestop.org/findtraining/types/apprenticeships.aspx or www.dol.gov/apprenticeship

Health Sciences

careers in this group range from home health aides and dental assistants to chiropractors

Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

Advanced/Technical Algebra, Anatomy/Physiology, Biology, Calculus, Chemistry, Dietetics/Nutrition, Psychology, Research Methods, Research/Technical Writing, Sociology, Statistics

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Dental Assistants - Assist dentist, set up equipment, prepare patient for treatment, and keep records. [31-9091]	4,181	122	Average	\$41,681 \$20.04	Cert, 029, 062, 079, 087, 224, 232, 260, 280, 304	SO, CT, RC, S, AL (C, R, S)
Dental Hygienists - Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop x rays, or apply fluoride or sealants. [29-2021]	3,827	157	Much Faster Than Average	\$81,290 \$39.08	Assoc 232, 304, 330, 333, 347	CT, AL, S (S, R, C)
Emergency Medical Technicians and Paramedics - Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities. [29-2041]	3,193	185	Much Faster Than Average	\$42,982 \$20.66	Cert 222, 333, 347	SP, SO, Co, S, AL, CT (S, I, R, E)
Family and General Practitioners - Physicians who diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population. May refer patients to specialists when needed for further diagnosis or treatment. [29-1062]	1,390	52	Faster Than Average	\$180,395 \$86.72	Ph. D, Internship/ residency 321, 331, 337	W, RC, J, AL, CT (I, S)
Home Health Aides - Provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home or in a care facility. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient. [31-1011]	8,251	477	Much Faster Than Average	\$28,734 \$13.82	OJT	S, M, SP, CT, SO, AL (S, R)
Internists, General - Physicians who diagnose and provide non-surgical treatment of diseases and injuries of internal organ systems. Provide care mainly for adults who have a wide range of problems associated with the internal organs. [29-1063]	1,202	44	Faster Than Average	\$180,639 \$86.85	Ph. D, Internship/ residency	RC, AL, W, J, CT, S, CPS, Sci (I, S, R)
Licensed Practical and Licensed Vocational Nurses - Care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required. [29-2061]	8,845	374	Much Faster Than Average	\$55,941 \$26.90	Cert, 001, 029, 077, 087, 260, 261, 264, 272, 276, 278, 622, 631	CT, Co, S, SP, TM, M, AL, RC, SO (S, R)
Massage Therapists - Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans. [31-9011]	1,511	44	Much Faster Than Average	\$49,713 \$23.90	Cert, 015, 023, 079, 080, 420, 463, 490, 605	SP, SO, CT, AL, S (S, R)
Medical and Clinical Laboratory Technicians - Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist. [29-2012]	1,500	73	Much Faster Than Average	\$50,415 \$24.24	Assoc 321, 347, 352	OM, S, CT, RC, Sci, AL (I, R, C, S)
Medical and Clinical Laboratory Technologists - Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff. [29-2011]	2,357	76	Average	\$71,069 \$34.17	Bach, 321, 330-332, 335	OM, Sci, RC, AL, CT, (I, R, C)
Medical and Health Services Managers - Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations. [11-9111]	4,998	218	Much Faster Than Average	\$119,324 \$57.37	Bach, 224, 230, 304, 308, 321-323, 326, 331-333, 335, 337, 338, 352	AL, CT, J, S, RC (E, C, S)

Health Sciences

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Medical Assistants - Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician. [31-9092]	7,312	340	Much Faster Than Average	\$36,133 \$17.37	Cert, 001, 015, 029, 039, 062, 077, 079, 080, 087, 222, 224, 226, 228-230, 304, 321, 338, 347, 352, 463, 490, 622, 631	CT, M, SP, AL, RC, S (C, S, R)
Medical Records and Health Information Technicians - Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system. [29-2071]	1,400	62	Much Faster Than Average	\$44,767 \$21.53	Cert, 015, 222, 224, 226, 228, 230-232, 304, 338, 347, 352, 463, 490	TM, J, M, S, W, AL, CT, RC (C, E)
Medical Secretaries - Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence. [43-6013]	4,381	188	Much Faster Than Average	\$39,131 \$18.81	HS, OJT 001, 039, 062, 079, 080, 087, 229, 304, 321, 347, 352	RC, SO, AL, S (C, S)
Nurse Practitioners - Diagnose and treat acute, episodic, or chronic illness, independently or as part of a healthcare team. May focus on health promotion and disease prevention. May order, perform, or interpret diagnostic tests such as lab work and x rays. May prescribe medication. Must be registered nurses who have specialized graduate education. [29-1171]	2,659	129	Much Faster Than Average	\$100,565 \$48.35	MA/MS 308, 321-323, 326, 331, 335, 337	CT, M, SP, RC, S, Sci, AL (S, I, R)
Nursing Assistants - Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants. [31-1014]	22,781	547	Average	\$32,638 \$15.70	Cert 001, 039, 338, 631	Co, M, S, AL, SP, SO (S,C,R)
Occupational Therapists - Assess, plan, organize, and participate in rehabilitative programs that help build or restore vocational, homemaking, and daily living skills, as well as general independence, to persons with disabilities or developmental delays. [29-1122]	1,819	62	Much Faster Than Average	\$86,096 \$41.39	MA/MS 321, 322	SP, CT, SO, AL, S, RC (S, I)
Pharmacists - Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications. [29-1051]	3,027	103	Faster Than Average	\$121,088 \$58.21	Ph. D. 326, 331	W, SO, I, S, CT, M, AL, RC (I, C, S)
Pharmacy Technicians - Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders. [29-2052]	3,457	89	Much Faster Than Average	\$32,903 \$15.82	HS, OJT 352	CT, S, RC, AL (C, R)
Physical Therapists - Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and improve or correct disabling conditions resulting from disease or injury. [29-1123]	3,919	214	Much Faster Than Average	\$88,367 \$42.49	Ph. D. 321, 322, 331, 332	SO, SP, M, AL, S, CT, RC (S, I, R)
Physician Assistants - Provide healthcare services typically performed by a physician, under the supervision of a physician. Conduct complete physicals, provide treatment, and counsel patients. May, in some cases, prescribe medication. Must graduate from an accredited educational program for physician assistants. [29-1071]	1,716	86	Much Faster Than Average	\$108,251 \$52.05	MA/MS 321, 330, 337	SP, J, M, RC, CT, AL, S (S, I, R)

Health Sciences ~ continued

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Psychiatrists - Physicians who diagnose, treat, and help prevent disorders of the mind. [29-1066]	981	38	Faster Than Average	\$192,522 \$92.57	Ph. D., Internship/ residency	RC, W, T, S, AL, SP (I, S, A)
Radiologic Technologists - Take x rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes. Includes technologists who specialize in other scanning modalities. [29-2034]	2,561	78	Much Faster Than Average	\$64,833 \$31.17	Assoc, 222, 224- 226, 231, 321, 332, 352, 646	SP, W, RC, S, AL (R, S)
Registered Nurses - Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. [29-1141]	35,985	1,223	Faster Than Average	\$77,437 \$37.22	Assoc 222, 223, 225, 227- 229, 231, 304, 305, 308, 321- 323, 326, 331, 332, 335, 337, 347, 352, 642	RC, Co, CT, SO, S, AL, SP (S, I, C)
Respiratory Therapists - Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment. [29-1126]	1,236	36	Faster Than Average	\$67,216 \$32.32	Assoc 224, 225, 229, 332, 347	RC, ALearn, SP, SO, S, M, CT, AL (S, I, R)
Speech-Language Pathologists - Assess and treat persons with speech, language, voice, and fluency disorders. May select alternative communication systems and teach their use. May perform research related to speech and language problems. [29-1127]	1,758	53	Much Faster Than Average	\$83,602 \$40.19	MA/MS 322, 323, 331	LS, SP, CT, S, RC, AL (S, I, A)
Surgeons - Physicians who treat diseases, injuries, and deformities by invasive, minimally-invasive, or non-invasive surgical methods, such as using instruments, appliances, or by manual manipulation. [29-1067]	835	38	Much Faster Than Average	\$209,537 \$100.74	Ph. D., Internship/ residency	RC, S, AL, CT, CPS, J (I, R, S)
Surgical Technologists - Assist in operations, under the supervision of surgeons, registered nurses, or other surgical personnel. May help set up operating room, prepare and transport patients for surgery, adjust lights and equipment, pass instruments and other supplies to surgeons and surgeon's assistants, hold retractors, cut sutures, and help count sponges, needles, supplies, and instruments. [29-2055]	1,153	41	Much Faster Than Average	\$55,424 \$26.65	Cert 224, 260, 264, 352, 642	TM, CT, S, Co, OM, AL, M (R, S, C)
Veterinary Technologists and Technicians - Perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. Prepare vaccines and serums for prevention of diseases. Prepare tissue samples, take blood samples, and execute laboratory tests, such as urinalysis and blood counts. Clean and sterilize instruments and materials and maintain equipment and machines. May assist a veterinarian during surgery. [29-2056]	1,277	50	Much Faster Than Average	\$39,139 \$18.82	Assoc 226, 228, 229	M, S, RC, AL, CT (R, I)

WHERE TO GET INFORMATION ABOUT EMPLOYERS

Company Websites:

Many companies have a website and/or social media profile(s) such as LinkedIn, Twitter, Facebook or YouTube. You can find company websites by using search engines such as Google.

Networking Contacts:

People working in your area of interest can provide information.

Professional/Trade Associations:

Almost every field or industry has a trade association affiliation.

Top 10 Employer Expectations Job Seekers Need to Know

JOB SEARCH

1. Employee referrals are the #1 way employers hire. Some companies don't even post positions due to effectiveness of referrals. Job seekers should tap into their network and let their connections know they are seeking employment.
2. Employers and recruiters mine LinkedIn for talent. Job seekers should ensure their LinkedIn profile is up-to-date, even if they are not actively searching for work. Customized invitation requests increase the likelihood of acceptance.
3. Always conduct employer research. The Internet has made research so easy there is no reason not to do it. Employers expect a job seeker to explain why they want to work for their company during an interview.

RESUME

4. Always customize your resume. Generic resumes that don't correspond to the position continue to frustrate employers and slow down the hiring process.
5. Address employment gaps on the resume. Employers are more understanding when a gap is explained rather than ignored. Focus on skills gained during this time or briefly list the reason for the gap (ex. stay at home parent).
6. Consider adding hobbies to your resume. They can offer transferable skills such as teamwork and potentially show cultural fit.

INTERVIEW

7. Don't forget to send a thank you letter! Employers expect thank you letters (or emails) and they may impact the hiring decision. Keep in mind, errors in the letter can eliminate a candidate, so make sure to proof read before sending.
8. Candidates should practice before the interview. Participate in a mock interview and practice paraphrasing to convey skills without talking for too long.
9. The interviewee should try to make a connection with the interviewer. Depending on the atmosphere of the interview, the candidate should ask questions such as, "What do you like best about working here?" This can build rapport and reveal unique information about the company.
10. Prepare for Skype interviews. Perform a mock session with a friend to ensure lighting is appropriate and there are no background distractions.

Hospitality & Tourism

careers in this group range from bakers, cooks, and chefs to umpires and referees

Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

Anatomy/Physiology/Kinesiology, Biology, Business/Hospitality Management, Communications, Culinary Arts, History, Home Economics, Public Speaking, Social Studies, Sports, Statistics

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Amusement and Recreation Attendants - Perform variety of attending duties at amusement or recreation facility. May schedule use of recreation facilities, maintain and provide equipment to participants of sporting events or recreational pursuits, or operate amusement concessions and rides. [39-3091]	1,812	117	Faster Than Average	\$25,301 \$12.17	OJT	SO, SP, AL, S (E, C, R)
Bakers - Mix and bake ingredients to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods. [51-3011]	1,546	48	Average	\$27,105 \$13.03	OJT 224, 231, 472	RC, Co, CT, S, SP, M, AL (R, C)
Bartenders - Mix and serve drinks to patrons, directly or through waitstaff. [35-3011]	7,219	355	Faster Than Average	\$23,462 \$11.28	OJT	CT, S, SP, SO, AL (C, E, R)
Chefs and Head Cooks - Direct and may participate in the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts. [35-1011]	2,365	49	Slower Than Average	\$56,151 \$27.00	HS 224, 225, 229, 231, 266, 472, 622	SP, TM, MPR, S, Co, M (E, R, A)
Combined Food Preparation and Serving Workers, Including Fast Food - Perform duties which combine preparing and serving food and nonalcoholic beverages. [35-3021]	26,728	1,422	Faster Than Average	\$22,716 \$10.92	OJT	I, Co, SP, M, S, SO, AL (C, R, E)
Cooks, Institution and Cafeteria - Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias. [35-2012]	3,848	111	Average	\$34,120 \$16.40	OJT 225, 266, 304	J, QCA, OM, SO, S, RC, M, TM (R, C)
Cooks, Restaurant - Prepare, season, and cook dishes such as soups, meats, vegetables, or desserts in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu. [35-2014]	9,574	332	Faster Than Average	\$27,794 \$13.37	OJT 224, 225, 229, 231, 266, 472, 622	S, CT, QCA, J, AL, Co, M (R, E)
Dishwashers - Clean dishes, kitchen, food preparation equipment, or utensils. [35-9021]	6,059	299	Average	\$22,052 \$10.60	OJT	CT, SP, OM, OC, QCA, AL, M, Co, TM (R, C)
First-Line Supervisors of Food Preparation and Serving Workers - Directly supervise and coordinate activities of workers engaged in preparing and serving food. [35-1012]	8,477	349	Faster Than Average	\$37,757 \$18.15	HS 224, 225, 229, 231, 266, 304, 472, 622	M, MPR, Co, AL, SO, S (E, C, R)
First-Line Supervisors of Housekeeping and Janitorial Workers - Directly supervise and coordinate work activities of cleaning personnel in hotels, hospitals, offices, and other establishments. [37-1011]	3,201	104	Average	\$48,722 \$23.42	HS	Co, TM, S, M, SP, MPR (E, C, R)
Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop - Welcome patrons, seat them at tables or in lounge, and help ensure quality of facilities and service. [35-9031]	3,611	294	Average	\$21,653 \$10.41	OJT	SP, SO, S, AL (E, S)

Hospitality & Tourism

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Hotel, Motel, and Resort Desk Clerks - Accommodate hotel, motel, and resort patrons by registering and assigning rooms to guests, issuing room keys or cards, transmitting and receiving messages, keeping records of occupied rooms and guests' accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests. [43-4081]	1,617	95	Faster Than Average	\$23,716 \$11.41	HS, OJT	Co, AL, S, SO, SP (C, E, S)
Janitors and Cleaners, Except Maids and Housekeeping Cleaners - Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk. [37-2011]	28,848	780	Average	\$30,727 \$14.77	OJT	M, SO, S, SP, TM, AL, Co, CT (R, C)
Laundry and Dry-Cleaning Workers - 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, linens, rugs, and carpets. Includes spotters and dyers of these articles. [51-6011]	1,897	70	Average	\$26,026 \$12.51	OJT	OC, S, M, CT, AL (R, C)
Maids and Housekeeping Cleaners - Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels and hospitals, in a clean and orderly manner. Duties may include making beds, replenishing linens, cleaning rooms and halls, and vacuuming. [37-2012]	17,804	628	Much Faster Than Average	\$25,107 \$12.07	OJT	CT, TM, SP, AL, S, M, Co, SO (R, C)
Meeting, Convention, and Event Planners - Coordinate activities of staff, convention personnel, or clients to make arrangements for group meetings, events, or conventions. [13-1121]	801	35	Much Faster Than Average	\$62,491 \$30.04	Bach 231	SO, SP, Co, TM, RC, CT, S, AL (E, C, S)
Recreation Workers - Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members. [39-9032]	5,911	132	Faster Than Average	\$31,412 \$15.10	Bach	M, SO, Co, SP, S, AL (S, E, A)
Waiters and Waitresses - Take orders and serve food and beverages to patrons at tables in dining establishment. [35-3031]	26,237	1,425	Average	\$22,716 \$10.92	OJT	Co, S, SP, SO, AL (S, E, C, R)

LOOKING TO GAIN SOME PROFESSIONAL EXPERIENCE?

An internship is a short-term job that gives students and other adults hands-on work experience.

Internships are available in a wide variety of fields in government, private business and non-profit organizations. In general, an internship:

- Is an agreement between a student (high school, college, or graduate) or adult, and an organization or business.
- Allows a student or emerging professional to gain skills and experience in a short-term, real-world work environment.
- Can be paid or unpaid.
- Has to follow certain regulations of the Fair Labor Standards Act.

Search for an internship on usajobs.gov.

Human Services

careers in this group range from child care workers and home care aides to probation officers

Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

Biology, Child Development, Health/Nutrition, Home Economics, Psychology, Public Speaking, Sociology, Theology

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Barbers - Provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves. [39-5011]	1,240	40	Average	\$26,200 \$12.60	Cert 008, 134, 135, 161, 613	SO, M, SP, S, AL (R, C, E)
Child, Family, and School Social Workers - Provide social services and assistance to improve the social and psychological functioning of children and their families and to maximize the family well-being and the academic functioning of children. May assist parents, arrange adoptions, and find foster homes for abandoned or abused children. In schools, they address such problems as teenage pregnancy, misbehavior, and truancy. May also advise teachers. [21-1021]	5,231	181	Faster Than Average	\$63,900 \$30.72	Bach 222, 224, 231, 305, 307, 321- 323, 326, 331, 335, 347	SO, M, CT, SP, RC, S, AL (S, E)
Childcare Workers - Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play. [39-9011]	18,300	825	Much Faster Than Average	\$23,717 \$11.40	HS, OJT 221-224, 226, 228- 231, 338, 347	Co, AL, J, SP, CT, SO, M, S (S, A)
Clergy - Conduct religious worship and perform other spiritual functions associated with beliefs and practices of religious faith or denomination. Provide spiritual and moral guidance and assistance to members. [21-2011]	1,455	45	Faster Than Average	\$57,046 \$27.43	Bach OJT 311, 312, 337	RC, I, S, AL, SP, SO (S, E, A)
Clinical, Counseling, and School Psychologists - Diagnose and treat mental disorders; learning disabilities; and cognitive, behavioral, and emotional problems, using individual, child, family, and group therapies. May design and implement behavior modification programs. [19-3031]	2,244	79	Average	\$87,323 \$41.98	Ph. D, Internship/ residency 301, 305- 308, 315, 320-323, 326, 327, 330-335, 337	AL, RC, SP, S, CPS, W (I, S, A)
Eligibility Interviewers, Government Programs - Determine eligibility of persons applying to receive assistance from government programs and agency resources, such as welfare, unemployment benefits, social security, and public housing. [43-4061]	853	35	Much Faster Than Average	\$52,324 \$25.16	HS, OJT 224, 301, 332	W, SO, SP, CT, RC, AL, S (S, C, E)
First-Line Supervisors of Personal Service Workers - Directly supervise and coordinate activities of personal service workers, such as flight attendants, hairdressers, or caddies. [39-1021]	5,369	142	Average	\$44,992 \$21.63	HS	Co, CT, S, SP, AL (E, C, S)
Fitness Trainers and Aerobics Instructors - Instruct or coach groups or individuals in exercise activities. Demonstrate techniques and form, observe participants, and explain to them corrective measures necessary to improve their skills. [39-9031]	4,454	117	Faster Than Average	\$49,253 \$23.68	HS, OJT 224, 225, 227, 231, 301, 305, 307, 315, 320, 323, 331, 333	SP, M, LS, AL, S, SO, I (S, R, E)
Hairdressers, Hairstylists, and Cosmetologists - Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services. [39-5012]	10,033	289	Average	\$29,623 \$14.24	Cert 008, 129, 132, 135, 140, 154, 156, 161, 166, 457, 613, 615, 619	J, ALearn, SP, CT, S, SO, AL (A, E, S, R)
Healthcare Social Workers - Provide individuals, families, and groups with the psychosocial support needed to cope with chronic, acute, or terminal illnesses. Services include advising family care givers, providing patient education and counseling, and making referrals for other services. May also provide care and case management or interventions designed to promote health, prevent disease, and address barriers to access to healthcare. [21-1022]	2,250	83	Much Faster Than Average	\$65,442 \$31.46	MA/MS 222, 224, 305, 307, 315, 321- 323, 326, 331, 335, 347	RC, SO, SP, S, AL (S, I)

Human Services

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Interpreters and Translators - Interpret oral or sign language, or translate written text from one language into another. [27-3091]	457	26	Much Faster Than Average	\$49,624 \$23.86	Bach, OJT 228, 301, 305-308, 321-323, 326, 327, 331, 332, 334, 335, 337	M, CT, W, RC, S, AL (A, S, C)
Manicurists and Pedicurists - Clean and shape customers' fingernails and toenails. May polish or decorate nails. [39-5092]	2,304	34	Average	\$22,195 \$10.67	Cert 008, 129, 132, 135, 140, 154, 156, 166, 457, 613, 615, 619	M, Co, SO, S, AL, SP (R, E, C, S)
Mental Health and Substance Abuse Social Workers - Assess and treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education. [21-1023]	2,178	88	Much Faster Than Average	\$60,128 \$28.91	Bach 222, 224, 305, 307, 315, 321- 323, 326, 331, 335, 347	RC, SP, S, AL (S, I, A)
Mental Health Counselors - Counsel with emphasis on prevention. Work with individuals and groups to promote optimum mental and emotional health. May help individuals deal with issues associated with addictions and substance abuse; family, parenting, and marital problems; stress management; self-esteem; and aging. [21-1014]	1,847	90	Much Faster Than Average	\$45,679 \$21.96	MA/MS, Intern/ residency 224-226, 231, 232, 301, 308, 315, 320	S, SO, SP, AL (S, I, A)
Personal Care Aides - Assist the elderly, convalescents, or persons with disabilities with daily living activities at the person's home or in a care facility. Duties performed at a place of residence may include keeping house (making beds, doing laundry, washing dishes) and preparing meals. May provide assistance at non-residential care facilities. May advise families, the elderly, convalescents, and persons with disabilities regarding such things as nutrition, cleanliness, and household activities. [39-9021]	23,244	1,051	Much Faster Than Average	\$26,251 \$12.62	OJT	M, CT, S, SP, AL, SO (S, R, C)
Rehabilitation Counselors - Counsel individuals to maximize the independence and employability of persons coping with personal, social, and vocational difficulties that result from birth defects, illness, disease, accidents, or the stress of daily life. Coordinate activities for residents of care and treatment facilities. Assess client needs and design and implement rehabilitation programs that may include personal and vocational counseling, training, and job placement. [21-1015]	2,711	115	Much Faster Than Average	\$44,706 \$21.50	MA/MS	CT, M, S, SP, AL (S, I)
Residential Advisors - Coordinate activities in residential facilities in secondary and college dormitories, group homes, or similar establishments. Order supplies and determine need for maintenance, repairs, and furnishings. May maintain household records and assign rooms. May assist residents with problem solving or refer them to counseling resources. [39-9041]	2,189	135	Much Faster Than Average	\$32,076 \$15.42	HS, OJT	TM, N, Co, CT, M, S, AL, SP (S, E, C)
Skincare Specialists - Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists. [39-5094]	764	29	Much Faster Than Average	\$42,274 \$20.32	Cert 008, 129, 132, 135, 140, 154, 156, 166, 457, 613, 615, 619	AL, SO, S (E, S, R)
Social and Human Service Assistants - Assist in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care. [21-1093]	9,048	415	Much Faster Than Average	\$39,372 \$18.93	HS, OJT 223-225, 301, 304, 320, 330, 347	RC, M, W, SP, SO, S, AL (C, S, E)
Substance Abuse and Behavioral Disorder Counselors - Counsel and advise individuals with alcohol, tobacco, drug, or other problems, such as gambling and eating disorders. May counsel individuals, families, or groups or engage in prevention programs. [21-1011]	2,360	115	Much Faster Than Average	\$47,342 \$22.76	HS, OJT 224-226, 231, 232, 301, 308, 315, 320	RC, W, SO, M, CT, S, AL, SP (S, A, I)

Information Technology

careers in this group range from computer programmers and database admins to web developers

Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

Advanced Algebra, Biology, Calculus, Chemistry, Computers/Computer Design, Drafting, Economics, Geometry, Industrial Arts, Physics, Trigonometry

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Computer and Information Systems Managers - Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming. [11-3021]	7,146	214	Much Faster Than Average	\$139,573 \$67.10	Bach. 079, 080, 221-227, 229, 231, 232, 301, 305-308, 310, 315, 320-323, 327, 330-335, 337, 338, 347	S, Co, W, M, CPS, CT, AL, RC (E, C, I, R)
Computer Network Architects - Design and implement computer and information networks, such as local area networks (LAN), wide area networks (WAN), intranets, extranets, and other data communications networks. Perform network modeling, analysis, and planning. May also design network and computer security measures. May research and recommend network and data communications hardware and software. [15-1143]	1,193	24	Slower Than Average	\$107,552 \$51.71	Bach. 079, 080, 222, 224-227, 229-232, 305, 307, 308, 310, 315, 321-323, 327, 330-333, 335, 337, 338, 472	SE, CT, S, ALearn, CPS, SA, AL, OA (I, C, R)
Computer Programmers - Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals. May assist software developers by analyzing user needs and designing software solutions. May develop and write computer programs to store, locate, and retrieve specific documents, data, and information. [15-1131]	3,915	131	Average	\$87,668 \$42.15	Bach. 221-229, 231, 232, 301, 305, 306, 308, 310, 320, 330, 331, 333-335, 337	QCA, AL, CPS, CT, RC, P (I, C)
Computer Systems Analysts - Analyze science, engineering, business, and other data processing problems to implement and improve computer systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software. [15-1121]	8,579	337	Much Faster Than Average	\$95,303 \$45.82	Bach. 079, 080, 222, 224-227, 229-232, 305, 307, 308, 310, 315, 321-323, 327, 332, 333, 335, 337, 472	SA, AL, S, RC, CT (C, I, R)
Computer User Support Specialists - Provide technical assistance to computer users. Answer questions or resolve computer problems for clients in person, or via telephone or electronically. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. [15-1151]	8,077	283	Much Faster Than Average	\$58,739 \$28.24	HS OJT 222, 226, 230, 231	CPS, W, CT, RC, S, AL (R, C, I, S)
Database Administrators - Administer, test, and implement computer databases, applying knowledge of database management systems. Coordinate changes to computer databases. May plan, coordinate, and implement security measures to safeguard computer databases. [15-1141]	1,545	44	Average	\$89,432 \$42.99	Bach. 229, 305, 307, 308, 310, 315, 321-323, 327, 332, 333, 335, 337, 338	RC, AL, ALearn, CPS, M, CT (C, I)
Information Security Analysts - Plan, implement, upgrade, or monitor security measures for the protection of computer networks and information. May ensure appropriate security controls are in place that will safeguard digital files and vital electronic infrastructure. May respond to computer security breaches and viruses. [15-1122]	731	26	Much Faster Than Average	\$93,204 \$44.81	Bach. 079, 080, 222, 224-227, 229-232, 305, 306, 310, 322, 330, 331, 333, 334, 338, 472	AL, W, S, CPS, RC, CT (C, I, R)
Network and Computer Systems Administrators - Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet systems or a segment of a network system. Monitor network to ensure network availability to all system users and may perform necessary maintenance to support network availability. May monitor and test Web site performance to ensure Web sites operate correctly and without interruption. May assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software. May supervise computer user support specialists and computer network support specialists. May administer network security measures. [15-1142]	3,670	91	Average	\$87,445 \$42.04	Bach 229, 305, 307, 308, 310, 315, 321-323, 327, 332, 333, 335, 337, 338	M, SE, J, CPS, CT, SA, RC (I, R, C)
Software Developers, Applications - Develop, create, and modify general computer applications software or specialized utility programs. Analyze user needs and develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. [15-1132]	7,667	255	Much Faster Than Average	\$97,716 \$46.98	Bach. 079, 080, 222, 224, 225, 228, 229, 231, 232, 305, 306, 308, 310, 321, 327, 330-334, 337	CT, OA, J, SE, SA, CPS, P (I, R, C)

Software Developers, Systems Software - Research, design, develop, and test operating systems-level software, compilers, and network distribution software for medical, industrial, military, communications, aerospace, business, scientific, and general computing applications. Set operational specifications and formulate and analyze software requirements. May design embedded systems software. Apply principles and techniques of computer science, engineering, and mathematical analysis. [15-1133]	4,057	159	Much Faster Than Average	\$96,489 \$46.39	Bach, 079, 080, 222, 224, 225, 228, 229, 231, 232, 305-308, 310, 321, 327, 330-334, 337	CT, AL, RC (I, C, R)
Web Developers - Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content. [15-1134]	1,998	62	Much Faster Than Average	\$69,670 \$33.49	Assoc 221-225, 227-232, 305, 306, 310, 321, 330, 331, 333, 334	AL, CPS, RC, OA, CT, P (C, I, R, A)

Law, Public Safety, Corrections & Security

careers in this group range from paralegals and fire fighters to animal control workers

Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

American Government, Civics, Civil Law, Communications, Criminology, Debate/Speech, Foreign Languages, Political Science, Psychology, Public Speaking, Sociology

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Correctional Officers and Jailers - Guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other point. Includes deputy sheriffs and police who spend the majority of their time guarding prisoners in correctional institutions. [33-3012]	3,000	103	Average	\$52,002 \$25.00	HS, OJT 223, 224, 326, 333	Co, CT, M, AL, SP, S (R, E, C)
Court Reporters - Use verbatim methods and equipment to capture, store, retrieve, and transcribe pretrial and trial proceedings or other information. Includes stenocaptioners who operate computerized stenographic captioning equipment to provide captions of live or prerecorded broadcasts for hearing-impaired viewers. [23-2091]	190	5	Average	\$56,002 \$26.92	Cert, OJT	S, M, TM, RC, W, AL (C, E)
Detectives and Criminal Investigators - Conduct investigations related to suspected violations of Federal, State, or local laws to prevent or solve crimes. [33-3021]	789	20	Slower Than Average	\$82,995 \$39.90	HS, OJT 221-230, 232, 322, 332, 333, 335	AL, RC, SP, S, CPS, W (I, S, A)
Lawyers - Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, or manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law. [23-1011]	9,392	219	Average	\$141,996 \$68.26	Ph. D. 321, 331, 337	J, CPS, W, CT, RC, S, AL (E, I, A)
Paralegals and Legal Assistants - Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action. [23-2011]	4,747	150	Much Faster Than Average	\$53,284 \$25.62	Assoc, 015, 224, 225, 229, 304, 320, 332, 333, 338, 463, 490	CT, S, W, AL, RC (C, I, E)
Police and Sheriff's Patrol Officers - Maintain order and protect life and property by enforcing local, tribal, State, or Federal laws and ordinances. Perform a combination of the following duties: patrol a specific area; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts. [33-3051]	6,593	237	Slower Than Average	\$66,206 \$31.83	HS, OJT 221-230, 232, 332, 333, 335	AL, CT, M, J, SP, S (R, E, C)
Police, Fire, and Ambulance Dispatchers - Operate radio, telephone, or computer equipment at emergency response centers. Receive reports from the public of crimes, disturbances, fires, and medical or police emergencies. Relay information to law enforcement and emergency response personnel. May maintain contact with caller until responders arrive. [43-5031]	1,373	50	Average	\$49,503 \$23.80	HS, OJT	Co, CT, SP, SO, S, AL (C, R, E)
Private Detectives and Investigators - Gather, analyze, compile and report information regarding individuals or organizations to clients, or detect occurrences of unlawful acts or infractions of rules in private establishment. [33-9021]	277	10	Average	\$53,259 \$25.61	HS, OJT 221-230, 232, 322, 332, 333, 335	J, W, RC, SP, CPS, S, CT, AL (E, C)
Security Guards - Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. May operate x-ray and metal detector equipment. [33-9032]	11,803	262	Average	\$30,686 \$14.76	HS, OJT	SP, M, Co, RC, SO, CT, S, AL (R, C, E)

Manufacturing

careers in this group range from cabinetmakers to dental lab technicians

Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

Advanced Algebra, Auto Mechanics, Calculus, Chemistry, Computers, Drafting, Electronics, Geometry, Home Economics, Industrial Arts, Physics, Woodworking

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Cabinetmakers and Bench Carpenters - Cut, shape, and assemble wooden articles or set up and operate a variety of woodworking machines, such as power saws, jointers, and mortisers to surface, cut, or shape lumber or to fabricate parts for wood products. [51-7011]	929	14	Average	\$45,924 \$22.08	HS, OJT	T, ES, OC, M, QCA, OM (R, C)
Chemical Equipment Operators and Tenders - Operate or tend equipment to control chemical changes or reactions in the processing of industrial or consumer products. Equipment used includes devulcanizers, steam-jacketed kettles, and reactor vessels. [51-9011]	531	25	Faster Than Average	\$43,594 \$20.96	HS, OJT	J, RC, AL, CT, M, OC, OM (R, C)
Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic - Develop programs to control machining or processing of metal or plastic parts by automatic machine tools, equipment, or systems. [51-4012]	709	42	Much Faster Than Average	\$53,100 \$25.53	HS, OJT 221, 223, 225, 226, 230	CT, OM, M, CPS, P (C, I, R)
Computer-Controlled Machine Tool Operators, Metal and Plastic - Operate computer-controlled machines or robots to perform one or more machine functions on metal or plastic work pieces. [51-4011]	2,557	114	Much Faster Than Average	\$44,316 \$21.30	HS, OJT 221, 223, 225, 226, 230	OC, CT, QCA, M, OM (R, C)
Electrical and Electronics Repairers, Commercial and Industrial Equipment - Repair, test, adjust, or install electronic equipment, such as industrial controls, transmitters, and antennas. [49-2094]	666	19	Average	\$61,880 \$29.75	Cert, OJT 029, 087, 223	CT, EM, OM, T, QCA, Rpr (R, I, C)
Extruding, Forming, Pressing, and Compacting Machine Setters, Operators, and Tenders - Set up, operate, or tend machines, such as glass forming machines, plodder machines, and tuber machines, to shape and form products, such as glassware, food, rubber, soap, brick, tile, clay, wax, tobacco, or cosmetics. [51-9041]	458	17	Faster Than Average	\$39,217 \$18.86	HS, OJT	AL, M, OC, OM (R, C, I)
First-Line Supervisors of Mechanics, Installers, and Repairers - Directly supervise and coordinate the activities of mechanics, installers, and repairers. [49-1011]	5,065	182	Average	\$70,135 \$33.72	HS 221, 305, 310, 330, 333, 347	CT, M, MPR (E, C, R)
Industrial Machinery Mechanics - Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems. [49-9041]	2,016	104	Much Faster Than Average	\$54,974 \$26.43	HS, OJT	OC, QCA, T, OM, EM, Rpr (R, I, C)
Inspectors, Testers, Sorters, Samplers, and Weighers - Inspect, test, sort, sample, or weigh nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications. May use precision measuring instruments and complex test equipment. [51-9061]	7,841	243	Average	\$45,446 \$21.85	HS, OJT 221, 225, 227, 230, 231, 232, 305, 347	S, CT, M, RC, AL, QCA (C, R, I)
Machinists - Set up and operate a variety of machine tools to produce precision parts and instruments. Includes precision instrument makers who fabricate, modify, or repair mechanical instruments. May also fabricate and modify parts to make or repair machine tools or maintain industrial machines, applying knowledge of mechanics, mathematics, metal properties, layout, and machining procedures. [51-4041]	8,900	290	Average	\$45,558 \$21.90	HS, OJT	M, Co, AL, RC, CT, OC, OM (R, C, I)
Maintenance and Repair Workers, General - Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; repairing electrical or mechanical equipment; installing, aligning, and balancing new equipment; and repairing buildings, floors, or stairs. [49-9071]	11,108	297	Average	\$44,732 \$21.50	HS, OJT	CT, T, EM, Rpr (R, C, I)

Manufacturing

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Maintenance Workers, Machinery - Lubricate machinery, change parts, or perform other routine machinery maintenance. [49-9043]	816	19	Faster Than Average	\$47,551 \$22.86	HS, OJT	QCA, OC, T, Rpr, OM, EM (R, C, I)
Mechanical Engineering Technicians - Apply theory and principles of mechanical engineering to modify, develop, test, or calibrate machinery and equipment under direction of engineering staff or physical scientists. [17-3027]	969	27	Average	\$66,729 \$32.08	Assoc 227, 231, 305, 332	S, OM, CT, AL, RC (I, R, C)
Medical Equipment Repairers - Test, adjust, or repair biomedical or electromedical equipment. [49-9062]	294	15	Much Faster Than Average	\$52,338 \$25.16	Assoc, OJT 231	QCA, OM, EM, T, Rpr (R, I, C)
Millwrights - Install, dismantle, or move machinery and heavy equipment according to layout plans, blueprints, or other drawings. [49-9044]	305	10	Much Faster Than Average	\$50,401 \$24.23	HS, Appren	EM, OM, Instal (R, C, I)
Packers and Packers, Hand - Pack or package by hand a wide variety of products and materials. [53-7064]	7,406	265	Average	\$28,335 \$13.62	OJT	S, AL, CT, Co, M (R, C)
Painters, Transportation Equipment - Operate or tend painting machines to paint surfaces of transportation equipment, such as automobiles, buses, trucks, trains, boats, and airplanes. Includes painters in auto body repair facilities. [51-9122]	620	17	Faster Than Average	\$54,779 \$26.34	HS, OJT 476	CT, QCA, J, Co, OM, AL, S, M, OC (R, C)
Tool and Die Makers - Analyze specifications, lay out metal stock, set up and operate machine tools, and fit and assemble parts to make and repair dies, cutting tools, jigs, fixtures, gauges, and machinists' hand tools. [51-4111]	1,895	21	Average	\$57,884 \$27.83	HS, OJT	ES, J, AL, QCA, CT, OM, OC (R, I, C)
Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders - Set up, operate, or tend welding, soldering, or brazing machines or robots that weld, braze, solder, or heat treat metal products, components, or assemblies. Includes workers who operate laser cutters or laser-beam machines. [51-4122]	455	20	Much Faster Than Average	\$40,540 \$19.49	HS, OJT 266, 476	S, CT, M, OC, AL, OM (R, C)

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Marketing, Sales and Service

careers in this group range from cashiers and hairdressers to real estate brokers

Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

Accounting, Advertising, Algebra, Business Management, Business and Technical Writing, Calculus, Computers, Foreign Languages, Geometry, Marketing, Office Technology, Research Methods, Statistics

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Advertising and Promotions Managers - Plan, direct, or coordinate advertising policies and programs or produce collateral materials, such as posters, contests, coupons, or give-aways, to create extra interest in the purchase of a product or service for a department, an entire organization, or on an account basis. [11-2011]	564	19	Slower Than Average	\$125,479 \$60.33	Bach 221, 224- 228, 232, 305, 308, 320-322, 330, 331, 333, 335	W, RC, CT, J, TM, SP, S, AL (E, A, C)
Automotive and Watercraft Service Attendants - Service automobiles, buses, trucks, boats, and other automotive or marine vehicles with fuel, lubricants, and accessories. Collect payment for services and supplies. May lubricate vehicle, change motor oil, install antifreeze, or replace lights or other accessories, such as windshield wiper blades or fan belts. May repair or replace tires. [53-6031]	1,054	46	Much Faster Than Average	\$23,007 \$11.06	OJT	OC, AL, S, SO (R, C)
Cashiers - Receive and disburse money in establishments other than financial institutions. May use electronic scanners, cash registers, or related equipment. May process credit or debit card transactions and validate checks. [41-2011]	38,509	1,755	Slower Than Average	\$23,471 \$11.29	OJT	CT, SP, Ma, S, SO, AL (C, E)
Counter and Rental Clerks - Receive orders, generally in person, for repairs, rentals, and services. May describe available options, compute costs, and accept payment. [41-2021]	4,543	153	Average	\$30,754 \$14.78	OJT	CT, Co, RC, SP, S, SO, AL (C, E)
Demonstrators and Product Promoters - Demonstrate merchandise and answer questions for the purpose of creating public interest in buying the product. May sell demonstrated merchandise. [41-9011]	1,269	60	Much Faster Than Average	\$34,840 \$16.74	HS, OJT, 225	RC, M, CT, Pers, S, AL (E, C, R)
Driver/Sales Workers - Drive truck or other vehicle over established routes or within an established territory and sell or deliver goods, such as food products, including restaurant take-out items, or pick up or deliver items such as commercial laundry. May also take orders, collect payment, or stock merchandise at point of delivery. Includes newspaper delivery drivers. [53-3031]	3,956	100	Average	\$31,070 \$14.94	HS, OJT	Pers, CT, SP, SO, AL, S (R, E, C)
Interior Designers - Plan, design, and furnish interiors of residential, commercial, or industrial buildings. Formulate design which is practical, aesthetic, and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style. May specialize in a particular field, style, or phase of interior design. [27-1025]	1,278	45	Average	\$64,985 \$31.24	Bach 229, 319, 330, 333	SO, SP, RC, S, AL (A, E)
Market Research Analysts and Marketing Specialists - Research market conditions in local, regional, or national areas, or gather information to determine potential sales of a product or service, or create a marketing campaign. May gather information on competitors, prices, sales, and methods of marketing and distribution. [13-1161]	6,589	275	Much Faster Than Average	\$69,619 \$33.47	Bach 221, 224- 228, 232, 305, 308, 320, 322, 330, 331, 333, 335	CT, J, W, S, CPS, AL, RC (I, E, C)
Marketing Managers - Plan, direct, or coordinate marketing policies and programs, such as determining the demand for products and services offered by a firm and its competitors, and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services. [11-2021]	5,604	196	Faster Than Average	\$142,280 \$68.40	Bach 221, 224- 228, 232, 305, 308, 320-322, 330, 331, 333, 335	M, J, SP, Pers, S, AL, CT (E, C, A)
Property, Real Estate, and Community Association Managers - Plan, direct, or coordinate the selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties. Includes managers of homeowner and condominium associations, rented or leased housing units, buildings, or land (including rights-of-way). [11-9141]	3,826	116	Average	\$75,054 \$36.09	HS 223, 331	N, RC, AL, Co, S (E, C, S)

Marketing, Sales and Service

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Real Estate Sales Agents - Rent, buy, or sell property for clients. Perform duties, such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts. Includes agents who represent buyer. [41-9022]	1,684	28	Average	\$56,069 \$26.95	HS, OJT, 223, 331	Co, SP, AL, S, Pers, N (E, C)
Retail Salespersons - Sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers. [41-2031]	53,799	2,187	Average	\$28,532 \$13.72	OJT	RC, SP, N, SO, S, AL, Pers (E, C, S)
Sales Managers - Plan, direct, or coordinate the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers. [11-2022]	7,511	217	Average	\$144,845 \$69.64	Bach 221-232, 301, 305, 307, 308, 310, 315, 320-323, 326, 330-333, 335-337, 339, 347	SO, CT, M, Co, Pers, AL, SP, S (E, C)
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products - Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold. [41-4012]	14,738	409	Average	\$77,727 \$37.37	HS, OJT, 227, 231, 232, 304, 321, 326, 330, 332	CT, N, SP, Pers, S, AL (C, E, R)
Survey Researchers - Plan, develop, or conduct surveys. May analyze and interpret the meaning of survey data, determine survey objectives, or suggest or test question wording. Includes social scientists who primarily design questionnaires or supervise survey teams. [19-3022]	825	23	Faster Than Average	\$74,689 \$35.90	MA/MS 301, 305-308, 321-323, 327, 331-335, 337	CPS, CT, AL, W, S, RC (I, C, E)
Telemarketers - Solicit donations or orders for goods or services over the telephone. [41-9041]	2,065	49	Slower Than Average	\$39,702 \$19.09	OJT	RC, SP, SO, AL, Pers, S (E, C)
Wholesale and Retail Buyers, Except Farm Products - Buy merchandise or commodities, other than farm products, for resale to consumers at the wholesale or retail level, including both durable and nondurable goods. Analyze past buying trends, sales records, price, and quality of merchandise to determine value and yield. Select, order, and authorize payment for merchandise according to contractual agreements. May conduct meetings with sales personnel and introduce new products. Includes assistant wholesale and retail buyers of nonfarm products. [13-1022]	1,198	39	Average	\$62,501 \$30.04	HS, OJT, 227, 231, 232, 304, 321, 326, 330, 332	CT, S, AL, N, Pers (E, C)

SEARCH FOR STATE OF CONNECTICUT EMPLOYERS

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Find contact information for more than 140,000 employers in Connecticut. Search by

- Geographic region (e.g: county, town, workforce investment area)
- Industry (e.g: architecture, engineering, home health care service)
- Occupation commonly employed (e.g: computer programmer, registered nurse)
- Company name
- Find the largest employers by geographic region

STEM: Science, Technology, Engineering & Mathematics

careers in this group range from biological technicians and chemists to mechanical engineers

Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

Advanced Algebra, Biology, Calculus, Chemistry, Computer Design, Computers, Drafting, Economics, Geometry, Industrial Arts, Physics, Trigonometry

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Aerospace Engineers - Perform engineering duties in designing, constructing, and testing aircraft, missiles, and spacecraft. May conduct basic and applied research to evaluate adaptability of materials and equipment to aircraft design and manufacture. May recommend improvements in testing equipment and techniques. [17-2011]	2,985	91	Average	\$102,309 \$49.19	Bach, 305, 308, 310, 321, 330-333, 337, 339	S, AL, CPS, OA, RC, CT (I, R)
Biochemists and Biophysicists - Study the chemical composition or physical principles of living cells and organisms, their electrical and mechanical energy, and related phenomena. May conduct research to further understanding of the complex chemical combinations and reactions involved in metabolism, reproduction, growth, and heredity. May determine the effects of foods, drugs, serums, hormones, and other substances on tissues and vital processes of living organisms. [19-1021]	345	18	Much Faster Than Average	\$106,923 \$51.41	Ph. D. 305-308, 321, 326, 327, 331, 333, 334, 337	S, W, AL, ALearn, RC, CT, Sci (I, A, R)
Biological Technicians - Assist biological and medical scientists in laboratories. Set up, operate, and maintain laboratory instruments and equipment, monitor experiments, make observations, and calculate and record results. May analyze organic substances, such as blood, food, and drugs. [19-4021]	859	36	Faster Than Average	\$54,622 \$26.26	Bach, 333	CPS, AL, CT, Sci, RC (R, I, C)
Chemical Engineers - Design chemical plant equipment and devise processes for manufacturing chemicals and products, such as gasoline, synthetic rubber, plastics, detergents, cement, paper, and pulp, by applying principles and technology of chemistry, physics, and engineering. [17-2041]	349	13	Faster Than Average	\$98,061 \$47.15	Bach, 331, 333, 337	Ma, J, SA, CPS, CT, Sci (I, R)
Chemical Technicians - Conduct chemical and physical laboratory tests to assist scientists in making qualitative and quantitative analyses of solids, liquids, and gaseous materials for research and development of new products or processes, quality control, maintenance of environmental standards, and other work involving experimental, theoretical, or practical application of chemistry and related sciences. [19-4031]	915	40	Much Faster Than Average	\$50,212 \$24.14	Assoc, OJT	AL, M, CT, W, RC, Sci (I, R, C)
Chemists - Conduct qualitative and quantitative chemical analyses or experiments in laboratories for quality or process control or to develop new products or knowledge. [19-2031]	1,474	59	Faster Than Average	\$85,224 \$40.97	Bach, 301, 305, 306, 308, 321, 322, 323, 326, 327, 331- 335, 337	CPS, AL, Ma, RC, CT, Sci (I, R, C)
Civil Engineers - Perform engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, and water and sewage systems. [17-2051]	3,169	138	Much Faster Than Average	\$87,536 \$42.08	Bach, 305, 321, 331-333, 339	AL, S, OA, RC, Ma, J, CPS, CT (R, I, C)
Electrical Engineers - Research, design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use. [17-2071]	2,091	58	Average	\$91,673 \$44.07	Bach, 266, 308, 310, 327, 330-333, 337, 339	W, CPS, AL, CT, RC (I, R, C)
Environmental Scientists and Specialists, Including Health - Conduct research or perform investigation for the purpose of identifying, abating, or eliminating sources of pollutants or hazards that affect either the environment or the health of the population. Using knowledge of various scientific disciplines, may collect, synthesize, study, report, and recommend action based on data derived from measurements or observations of air, food, soil, water, and other sources. [19-2041]	735	34	Much Faster Than Average	\$74,973 \$36.05	Bach, 224, 226, 228, 231, 305, 315, 320, 327, 331, 333, 334, 337, 347	S, Sci, W, CT, AL, RC (I, R, C)

STEM: Science, Technology, Engineering & Mathematics

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Industrial Engineers - Design, develop, test, and evaluate integrated systems for managing industrial production processes, including human work factors, quality control, inventory control, logistics and material flow, cost analysis, and production coordination. [17-2112]	3,702	127	Average	\$86,735 \$41.70	Bach, 224, 308, 321, 331, 333	S, CPS, CT, W, AL, RC (I, C, E, R)
Marine Engineers and Naval Architects - Design, develop, and evaluate the operation of marine vessels, ship machinery, and related equipment, such as power supply and propulsion systems. [17-2121]	207	8	Faster Than Average		Bach, 339	CT, AL, Sci, J, RC, Ma (I, R)
Materials Engineers - Evaluate materials and develop machinery and processes to manufacture materials for use in products that must meet specialized design and performance specifications. Develop new uses for known materials. Includes those engineers working with composite materials or specializing in one type of material, such as graphite, metal and metal alloys, ceramics and glass, plastics and polymers, and naturally occurring materials. Includes metallurgists and metallurgical engineers, ceramic engineers, and welding engineers. [17-2131]	676	25	Average	\$95,587 \$45.95	Bach, 331	CPS, Sci, S, W, AL, CT, RC (I, R, E)
Mechanical Engineers - Perform engineering duties in planning and designing tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of equipment such as centralized heat, gas, water, and steam systems. [17-2141]	6,072	242	Average	\$85,467 \$41.09	Bach, 305, 308, 310, 321, 330-333, 337, 339	Sci, Ma, RC, AL, J, CT, CPS (I, R, C)
Medical Scientists, Except Epidemiologists - Conduct research dealing with the understanding of human diseases and the improvement of human health. Engage in clinical investigation, research and development, or other related activities. Includes physicians, dentists, public health specialists, pharmacologists, and medical pathologists who primarily conduct research. [19-1042]	2,233	99	Much Faster Than Average	\$112,834 \$54.25	Ph. D. 221, 222, 224, 225, 229, 231, 305-308, 321, 322, 326, 327, 331, 334, 335, 337	S, CPS, W, AL, RC, Sci, CT (I, A, R, S)
Natural Sciences Managers - Plan, direct, or coordinate activities in such fields as life sciences, physical sciences, mathematics, statistics, and research and development in these fields. [11-9121]	1,361	46	Faster Than Average	\$145,048 \$69.73	Bach 225, 226, 231, 301, 305-308, 315, 320- 323, 326, 327, 330- 335, 337, 339	W, AL, RC, CT, Sci, S (E, I)
Physicists - Conduct research into physical phenomena, develop theories on the basis of observation and experiments, and devise methods to apply physical laws and theories. [19-2012]	200	6	Average		Ph. D. 305, 306, 308, 323, 327, 331, 332, 334, 337	AL, RC, S, CPS, CT, Ma, Sci (I, R)
Statisticians - Develop or apply mathematical or statistical theory and methods to collect, organize, interpret, and summarize numerical data to provide usable information. May specialize in fields such as bio-statistics, agricultural statistics, business statistics, or economic statistics. Includes mathematical and survey statisticians. [15-2041]	417	26	Much Faster Than Average		MA/MS 301, 305-308, 321-323, 326, 327, 330-335, 337	ALearn, AL, CT, RC, Ma (C, I)
Surveying and Mapping Technicians - Perform surveying and mapping duties, usually under the direction of an engineer, surveyor, cartographer, or photogrammetrist to obtain data used for construction, mapmaking, boundary location, mining, or other purposes. May calculate mapmaking information and create maps from source data, such as surveying notes, aerial photography, satellite data, or other maps to show topographical features, political boundaries, and other features. May verify accuracy and completeness of maps. [17-3031]	309	12	Much Faster Than Average	\$52,818 \$25.40	HS, OJT, 227, 338	CT, AL, CPS, Ma, RC (R, C)

Transportation, Distribution and Logistics

careers in this group range from automotive repair and truck drivers to logisticians

Want To Take A Journey On This Career Path? Consider Taking Any Of These Courses:

Advanced Algebra, Biology, Calculus, Chemistry, Computer Design, Computers, Drafting, Economics, Geometry, Industrial Arts, Physics, Trigonometry

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Aircraft Structure, Surfaces, Rigging, and Systems Assemblers - Assemble, fit, fasten, and install parts of airplanes, space vehicles, or missiles, such as tails, wings, fuselage, bulkheads, stabilizers, landing gear, rigging and control equipment, or heating and ventilating systems. [51-2011]	2,185	65	Faster Than Average	\$50,393 \$24.22	HS, OJT, 223, 227, 230, 231, 270	OM, J, CPS, CT, ALearn, QCA (R, C)
Automotive Body and Related Repairers - Repair and refinish automotive vehicle bodies and straighten vehicle frames. [49-3021]	1,957	55	Average	\$46,405 \$22.31	HS, OJT, 476	AL, S, M, CPS, OC, Rpr (R)
Bus and Truck Mechanics and Diesel Engine Specialists - Diagnose, adjust, repair, or overhaul buses and trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines. [49-3031]	2,462	71	Average	\$55,126 \$26.51	HS, OJT, 476	QCA, CT, EM, OC, OM, Rpr, T (R, C)
Bus Drivers, School or Special Client - Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting. [53-3022]	8,799	261	Faster Than Average	\$34,445 \$16.56	HS, OJT, 076, 078	S, CT, M, J, OM, AL, SP, OC (R, C)
Bus Drivers, Transit and Intercity - Drive bus or motor coach, including regular route operations, charters, and private carriage. May assist passengers with baggage. May collect fares or tickets. [53-3021]	1,516	48	Faster Than Average	\$41,237 \$19.83	HS, OJT, 076, 078	S, CT, SO, SP, AL, TM, OM, OC (R, S, E)
Cargo and Freight Agents - Expedite and route movement of incoming and outgoing cargo and freight shipments in airline, train, and trucking terminals, and shipping docks. Take orders from customers and arrange pickup of freight and cargo for delivery to loading platform. Prepare and examine bills of lading to determine shipping charges and tariffs. [43-5011]	586	22	Faster Than Average	\$66,064 \$31.76	HS, OJT	M, SO, CT, AL, S (C, E, R)
Cleaners of Vehicles and Equipment - Wash or otherwise clean vehicles, machinery, and other equipment. Use such materials as water, cleaning agents, brushes, cloths, and hoses. [53-7061]	3,210	116	Average	\$26,169 \$12.59	OJT	S, M, TM, OM, QCA, OC (R, C)
Dispatchers, Except Police, Fire, and Ambulance - Schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers, or for normal installation, service, or emergency repairs rendered outside the place of business. Duties may include using radio, telephone, or computer to transmit assignments and compiling statistics and reports on work progress. [43-5032]	1,894	70	Average	\$43,840 \$21.08	HS, OJT	TM, M, RC, Co, S, AL (C, E, R)
Heavy and Tractor-Trailer Truck Drivers - Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license. [53-3032]	13,032	342	Faster Than Average	\$47,184 \$22.68	Cert, OJT, 076, 078	OM, OC (R, C)
Laborers and Freight, Stock, and Material Movers, Hand - Manually move freight, stock, or other materials or perform other general labor. Includes all manual laborers not elsewhere classified. [53-7062]	21,474	848	Average	\$31,090 \$14.95	OJT	OM, S, RC, AL, CT, Co, OC (R)
Logisticians - Analyze and coordinate the logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of resources. [13-1081]	1,062	36	Much Faster Than Average	\$73,868 \$35.52	Bach, 221, 305, 310, 330, 333, 347	S, TM, CPS, RC, M, AL, CT (E, C)
Mobile Heavy Equipment Mechanics, Except Engines - Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors, used in construction, logging, and surface mining. [49-3042]	613	27	Faster Than Average	\$56,434 \$27.14	HS, OJT	QCA, OC, OM, Rpr, EM, T (R, C)

Transportation, Distribution and Logistics

Occupation - Job Description (SOC Code)	Job Outlook: 2012 - 2022			Average Annual/ Hourly Wages	Education Training Routes Site Codes	Basic Skills Codes (interests)
	Number Employed	Annual Openings	Growth Rank			
Production, Planning, and Expediting Clerks - Coordinate and expedite the flow of work and materials within or between departments of an establishment according to production schedule. Duties include reviewing and distributing production, work, and shipment schedules; conferring with department supervisors to determine progress of work and completion dates; and compiling reports on progress of work, inventory levels, costs, and production problems. [43-5061]	3,864	117	Average	\$51,674 \$24.84	HS, OJT	W, CT, M, TM, S, AL, RC (C, E)
Railroad Conductors and Yardmasters - Coordinate activities of switch-engine crew within railroad yard, industrial plant, or similar location. Conductors coordinate activities of train crew on passenger or freight trains. Yardmasters review train schedules and switching orders and coordinate activities of workers engaged in railroad traffic operations, such as the makeup or breakup of trains and yard switching. [53-4031]	898	31	Average		HS, OJT	OM, TM, AL, J, CT, Co, M, S (E, R, C)
Taxi Drivers and Chauffeurs - Drive automobiles, vans, or limousines to transport passengers. May occasionally carry cargo. Includes hearse drivers. [53-3041]	4,897	152	Much Faster Than Average	\$30,673 \$14.75	OJT	TM, SP, OC, S, SO, AL (R, E)
Transportation, Storage, and Distribution Managers - Plan, direct, or coordinate transportation, storage, or distribution activities in accordance with organizational policies and applicable government laws or regulations. Includes logistics managers. [11-3071]	1,383	40	Average	\$113,402 \$54.52	HS 221-232, 301, 305, 307, 308, 310, 315, 320-323, 326, 330-333, 335-337, 339, 347	RC, S, AL, CT, M, J, TM (E, C)

CONNECTICUT LABOR MARKET INFORMATION

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PRIVATE OCCUPATIONAL SCHOOLS

Code	School Name	City	Phone
001	Stone Academy	Hamden	(203) 288-7474
003	Boston Bartenders School of America	Hamden	(203) 281-6499
005	American Institute of Healthcare & Technology, LLC	Stratford	(203) 870-8400
006	Allstate Commercial Driver Training School	Shelton	(203) 922-8252
007	Affordable CDL Training School	Colchester	(860) 537-8235
008	Belle Academy	Waterbury	(203) 479-9485
010	Bartenders Academy LLC	Waterbury	(203) 754-6000
014	Boston Bartenders School of America	Wethersfield	(860) 296-0141
015	Branford Hall Career Institute	Branford	(203) 488-2525
017	Butler Business School	Bridgeport	(203) 333-3601
022	Connecticut Center for Arts and Technology	New Haven	(203) 823-9823
023	Connecticut Center for Massage Therapy	Newington	(860) 667-1886
026	Connecticut K-9 Education Center	Newington	(860) 666-4646
027	CT School of Broadcasting	Farmington	(860) 677-7577
028	CT School of Broadcasting	Stratford	(203) 378-5155
029	Porter and Chester Institute of Branford	Branford	(203) 315-1060
030	Stat Training Center	Bridgeport	(203) 366-1140
035	Connecticut Training Center, Inc.	East Hartford	(860) 291-9898
038	Lincoln Technical Institute	East Windsor	(800) 243-4242
039	Stone Academy	Waterbury	(203) 756-5500
040	A. B. Training Center, LLC	Waterford	(860) 444-8099
041	Dent-Temp Careers LLC	Danbury	(203) 380-9858
042	Eastern CT Radio Academy	Willimantic	(860) 942-6551
043	Barbizon USA Southwest LLC	Windsor	(860) 285-8445
045	Accelerated Dental Training Institute of Connecticut, LLC	Manchester	(860) 646-1704
050	Institute of Aesthetic Arts & Sciences	Southbury	(203) 262-6070
060	Hartford Conservatory	Hartford	(860) 246-2588
062	Fox Institute of Business	West Hartford	(860) 947-2299
066	Institute of Children's Literature	West Redding	(800) 243-9645
070	John Casablanas Modeling & Career Center	Rocky Hill	(860) 563-5959
076	New England Tractor Trailer Training School	Bridgeport	(203) 368-9069
077	Lincoln Technical Institute	New Britain	(860) 225-8641
078	New England Tractor Trailer Training School of Connecticut	Somers	(860) 749-0711
079	Ridley-Lowell	New London	(860) 443-7441
080	Ridley-Lowell	Danbury	(877) 611-8607
085	Porter and Chester Institute	Enfield	(860) 741-2561
086	Porter and Chester Institute	Rocky Hill	(860) 529-2519
087	Porter and Chester Institute	Stratford	(203) 375-4463
088	Porter and Chester Institute	Watertown	(860) 274-9294
091	American Red Cross Vocational School	East Hartford	(860) 761-0249
092	Independent CT Petroleum Association/Tech Ed Center	Cromwell	(860) 613-2041
094	Institute of Healing Arts & Sciences, LLC	Bloomfield	(860) 286-5400
095	Training Direct, LLC	Bridgeport	(203) 372-8842
100	Westlawn Institute of Marine Technology	Mystic	(203) 572-9000
108	Connecticut Culinary Institute	Hartford	(860) 677-7869
109	Bartenders Academy LLC	Waterbury	(203) 754-6000
122	C.M.B. Center for Learning	North Haven	(203) 239-7720
133	SoNo Academy	South Norwalk	(203) 642-3600
170	Academy of Professional Education	Old Lyme	(860) 437-0222
173	American/International Communications Institute	Greenwich	(203) 550-7609
189	Northwest Conservation District	Torrington	(860) 626-7222

PRIVATE OCCUPATIONAL SCHOOLS

Code	School Name	City	Phone
193	Southwell Education	West Hartford	(860) 561-3120
304	Lincoln College of New England	Southington	(860) 628-4751
358	Sanford-Brown College	Farmington	(860) 882-1690
385	Career Development Training LLC	Orange	(203) 937-7279
386	CCIM Connecticut Chapter Inc	Woodbridge	(203) 797-0200
387	Charter Oak Learning	Danbury	(203) 778-9999
392	Enterprise Learning Centers	Waterbury	(203) 753-4822
396	Learn and Advance	Bridgeport	(203) 371-4622
397	Legal 1031 Exchanges Services, Inc.	Monroe	(877) 701-1031
410	Industrial Management & Training Institute	Waterbury	(203) 753-7910
415	Sawyer School, The	Hamden	(203) 865-2900
416	Robkat, Inc.	Norwalk	(203) 847-4950
420	CT Center for Massage Therapy	Westport	(203) 221-7325
424	Connecticut School of Bartending	Norwich	(860) 886-1955
426	New Haven Professional School	New Haven	(203) 562-3399
429	Walter G. Cady School/CJTS	Middletown	(860) 638-2400
431	CT Public Broadcasting, Inc. Institute for Advanced Media	Hartford	(860) 278-5310
433	Dorsey Training Direct, LLC	Bridgeport	(203) 372-8842
434	H & R Block Income Tax School	Southington	(860) 276-8031
435	H & R Block income Tax School (Branch)	Stratford	(203) 377-1431
436	Professional Business Institute	Hamden	(203) 230-2724
437	HBRA Educational Facility	Stratford	(203) 335-7008
439	Sawyer School, The	Hartford	(860) 247-4440
447	Educational Training of Wethersfield	Wethersfield	(860) 571-7666
448	ICPA Technical Education Center	Cromwell	(860) 613-2041
449	Ind CT Petroleum Assn Ed Found., Inc., d/b/a ENTECH Advanced Energy Training (Branch)	Stamford	(860) 893-0605
450	CT School of Professional Studies	Orange	(203) 795-4740
452	National Bartenders School	Fairfield	(203) 338-8221
453	Valley Medical Institute	Trumbull	(203) 378-2210
454	Valley Medical Institute	Bridgeport	(203) 873-0381
463	Branford Hall Career Institute	Windsor	(860) 683-4900
465	Valley Medical Institute	Waterbury	(203) 754-2161
469	Educational Training of Wethersfield at New London	New London	(860) 447-8673
471	Lincoln Technical Institute/Center for Culinary Arts	Cromwell	(860) 613-3350
472	Lincoln Technical Institute/Center for Culinary Arts	Hartford	(860) 677-7869
473	Lincoln Technical Institute	Hamden	(203) 287-7300
476	Lincoln Technical Institute	East Windsor	(860) 688-3353
490	Branford Hall Career Institute	Southington	(860) 276-0600
492	Learning Unlimited	Litchfield	(860) 567-9104
497	The Coding Academy, LLC	Branford	(203) 315-0379
502	Teamwork, LLC	Salem	(860) 887-9990
505	Dent-Temp Careers	Stratford	(203) 380-9858
510	New Horizons Computer Learning Center	Bloomfield	(860) 768-3777
512	American Red Cross Vocational School/University of Bridgeport	Bridgeport	(203) 338-0951
514	American Red Cross Vocational School/South Central	New Haven	(203) 787-6721
515	Atlantic Bartender School	Waterbury	(203) 754-6000
532	Dynamic Directions	Rockfall	(860) 722-3144
533	Eastern CT Association of Realtors	Norwich	(860) 892-2595
534	Greater Hartford Association of Realtors	West Hartford	(860) 561-1800
539	Mid-State Business & Real Estate Training Center	Wallingford	(203) 265-5768
541	Northeast Career Institute	Monroe	(203) 261-7474

554	CFA Floral Design School	Cromwell	(800) 352-6946
556	Connecticut Culinary Institute	Suffield	(860) 668-3500
558	Connecticut Computer Service, Inc.	Plantsville	(860) 276-1285
559	Connecticut Computer Service, Inc.	Milford	(203) 874-4546
561	Connecticut Computer Service, Inc.	East Hartford	(860) 289-0554
562	CT School of Integrative Manual Therapy	Bloomfield	(860) 243-5220
567	Institute of Environmental Management & Technology	Shelton	(203) 924-9544
572	CT Professional Business School, LLC	Waterbury	(203) 574-6639
581	YWCA of New Britain Adult Education & Training Center	New Britain	(860) 225-4681
588	American Red Cross Vocational School/Waterbury	Waterbury	(203) 575-9079
596	CTE, Inc. Adult Education & Training	Stamford	(203) 352-4876
599	CT Center for Universal Reflexology	Wolcott	(203) 879-5551
600	CT School of Dog Grooming	North Haven	(203) 234-1116
601	Danae's Training Center	New Haven	(203) 865-0000
604	Today's Tec	Wallingford	(203) 265-6351
605	CT Center for Massage Therapy	Groton	(860) 446-2299
609	Long Ridge Writers Group	West Redding	(800)624-1476
611	School of Interior Redesign	Milford	(203) 783-1556
612	New Horizons Computer Learning Center	Trumbull	(203) 375-3370
613	Academy DiCapelli	Wallingford	(203) 294-9496
617	Carlo & Company	Greenwich	(203) 869-2300
622	Lincoln Technical Institute	Shelton	(203) 929-0592
625	National Personal Training Institute	Norwalk	(800) 960-6294
627	Construction Education Center, Inc.	Rocky Hill	(860) 529-5886
629	ENVISION Business & Computer School, LLC	West Haven	(203) 934-6882
631	Stone Academy	East Hartford	(860) 569-0618

COSMETOLOGY SCHOOLS

Code	School Name	City	Phone
002	Allure International Training Academy	New London	(860) 440-3005
008	Belle Academy	Waterbury	(203) 528-0200
012	C.M.B. Center for Learning	North Haven	(203) 239-7720
101	Cadmarie Academy of Cosmetology	New London	(860) 442-0242
102	CEHJ Academy of Cosmetology & Barbering	Hamden	(860)233-5640
103	Contours School of Cosmetology	Bloomfield	(860) 243-0340
104	La Belle Chateau Salon and Spa	Unionville	(860) 673-6011
106	Legacy International School of Hair Design	East Hartford	(860) 569-2080
107	L. Fitzgerald Lester Institute of High End Groomer's	Hartford	(860) 970-7099
109	LMCZAR, LLC, DBA CT Institute of Hair Design	Wolcott	(203) 879-4247
110	Major League Barber Academy	West Haven	(203) 824-9038
111	Marinello School of Beauty	Enfield	(860) 741-0130
112	Millennium Academy of Hair	Bridgeport	(203) 650-9197
113	New Era Barber School	Naugatuck	(203) 645-2814
114	New London Institute of Cosmetology	New London	(860) 447-2527
115	Pawcatuck School of Hair Design	Pawcatuck	(860) 599-8100
116	Salon 21 Academy of Hairdressing	Stratford	(203) 331-0488
117	Servpro of Hartford County	Manchester	(860) 649-0836
118	Sistas Academy of Cosmetology	Meriden	(203) 530-9045
119	Studio 16 Salon and Academy	Ellington	(860) 875-0575
120	Studio Mac Salon Advanced Academy of Cosmetology	Windsor	(860) 688-9500
121	Body Secrets Cosmetology and Hairdressing School	South Windsor	(860) 870-8464
123	Hair Academy on Main	East Hartford	(860) 888-2500
124	Prestige Cosmetology and Barber Academy	Bridgeport	(203) 908-4200
125	Amisha Hair, Skin, and Nails	Thomaston	(860) 283-0902

COSMETOLOGY SCHOOLS

Code	School Name	City	Phone
126	CEHJ Academy of Cosmetology and Barbering	Hartford	(860) 233-5640
127	Head Quarters Barber Institute	Bridgeport	(203) 332-6871
129	Ace Cosmetology and Barber Training Center	Wolcott	(203) 879-9989
130	Brio Academy of Cosmetology	Torrington	(203) 237-6683
131	Final Cut Barber School	West Hartford	(860) 561-7530
132	Paul Mitchell The School	Danbury	(203) 744-0900
134	Connecticut Institute of Hair Design	Wolcott	(203) 879-4247
135	Brio Academy of Cosmetology	East Hartford	(860) 528-7178
136	Creative School of Hairdressing	Manchester	(860) 646-5960
137	Waterbury's Academy of Cosmetology	Waterbury	(203) 753-6888
138	European Touch Academy of Hair and Cosmetology	Branford	(203) 458-3334
139	Hair Methods Academy of Cosmetology	Newington	(860) 224-9421
140	North Haven Academy	North Haven	(203) 985-0222
141	Hair's Kay Academy of Cosmetology	New Haven	(203) 747-1431
142	Leon Institute of Hair Design	Bridgeport	(203) 335-0364
143	Hair Tech Beauty Academy	Norwalk	(203) 722-3907
144	Harris School of Business	Danbury	(203) 797-1461
145	Head Quarters Barbering Institute	Stratford	(203) 373-1150
146	Renasci Academy of Hair, Inc.	Milford	(203) 878-4900
147	Highlights The Beauty School	Woodstock	(860) 963-2347
148	Renasci Academy of Hair, Inc.	Norwalk	(203) 838-0753
149	International Instit of Cosmetology	Plainville	(860) 571-0330 x1
150	New England School of Hairdressing & Aesthetics	West Hartford	(860) 953-1777
151	'B' Beautiful Hair Institute	Stratford	(203) 375-2849
152	European Hair Design Salon & Academy	Hartford	(860) 296-1845
153	Hair Magic Academy	Colchester	(860) 537-9925
154	Brio Academy of Cosmetology	Meriden	(203) 237-6683
155	Hair's the Place School of Cosmetology & Hair Design	New London	(860) 448-6015
156	Oxford Academy of Hair Design	Seymour	(203) 888-9075
157	Shear Style School of Cosmetology & Hair Design, Inc.	Norwich	(860) 887-1364
158	Sistema Soño Beauty School	Stratford	(203) 378-2221
159	Torrington Beauty Academy	Torrington	(860) 482-4386
160	Susan & Susan School of Cosmetology	Southbury	(203) 264-0050
161	European Academy of Cosmetology, The	Guilford	(203) 458-3334
162	Tonsorial Academy of Cosmetology & Barbering	West Haven	(203) 937-8263
163	Brio Academy of Cosmetology	Willimantic	(860) 423-6339
164	Total Look Academy	Southport	(203) 255-4886
165	Visible Changes Salon & Academy	Old Greenwich	(203) 637-9154
166	Brio Academy of Cosmetology	Niantic	(860) 739-2466
167	Famous School of Barbering & Cosmetology	New London	(860) 625-8294
168	Brio Academy of Cosmetology	Fairfield	(203) 237-6683
169	Creative School of Hairdressing	Enfield	(860) 741-5562
194	The European Academy of Cosmetology	Guilford	(203) 458-3334
199	The Kur Hair Salon and Academy	West Hartford	(860) 232-0212
414	The Real Barbers Academy	Stratford	(203) 696-0330
418	Carmen's Academy of Nails	Middlebury	(203) 598-3444
423	Total Image Barber Academy	Stamford	(203) 276-0444
427	Treehugger Organic Salon Academy	New London	(860) 440-6452
428	Vangie's Hair Salon/School of Hairdressing	Stratford	(203) 377-7707
432	Dolce, LLC, The Academy	Waterbury	(203) 591-9447
455	Josie's Big Apple Beauty Academy	New Haven	(203) 562-2544

457	Ricci's Academy	Newtown	(203) 426-1138
474	Clinton Academy of Hairdressing	Clinton	(860) 669-8199
475	Fifth Avenue Academy	North Haven	(203) 234-7540
477	Nirvana Salon Academy	Glastonbury	(860) 529-2600
478	Vision Academy of Hairdressing	West Hartford	(860) 953-6333
521	DiLeo School of Cosmetology & Barbering	Naugatuck	(203) 509-4596
522	First Impression Academy of Advanced Cosmetology	Hartford	(860) 560-8839
525	Shear Brilliance Institute of Hair Design	West Haven	(203) 934-7983
614	Avant Garde Salon & Academy	Branford	(203) 481-8443
615	Branford Academy of Hair & Cosmetology	Branford	(203) 481-4101
616	Brio Academy of Cosmetology	Hamden	(800) 424-2746
619	International Institute of Cosmetology	Wethersfield	(860) 571-0330
620	Joseph Steele School of Cosmetology	East Lyme	(860) 739-4586
621	Simone's Hair Salon & Institute	Southington	(860) 621-5739

REAL ESTATE SCHOOLS

Code	School Name	City	Phone
009	Best Real Estate School of CT	Southington	(860) 276-1586
018	Colt Real Estate Academy	West Hartford	(860) 546-8559
019	Connecticut Association of Assessing Officers	Storrs/Mansfield	(860) 570-9282
021	Connecticut Association of Realtors Inc.	East Hartford	(860) 290-6601
174	Gateway Real Estate Academy	West Haven	(203) 931-0387
176	Anderson Group Real Estate School	Woodbury	(203) 264-7145
177	Connecticut Real Estate Institute	Branford	(203) 488-5760
178	Appraisal & Real Estate School of CT	Stamford	(203) 326-3315
181	Hall Institute School of Real Estate	Shelton	(800) 431-0571
182	Metropolitan Real Estate School	Stamford	(800) 544-3000
183	New Haven Real Estate School	North Haven	(203) 234-3938
188	Greater Waterbury Board of Realtors Institute of Real Estate	Waterbury	(203) 596-2240
190	Real Estate Knowledge Services, LLC	Rocky Hill	(860) 571-6987
192	Real Estate Institute of Learning	East Haven	(203) 467-1135
196	A Professional Valuation & Real Estate School	Clinton	(860) 669-6950
197	Real Estate School of CT, The	Shelton	(203) 929-6212
381	ABC Real Estate Academy	Bethel	(203) 448-0115
382	Ado Real Estate Services, LLC	Bridgeport	(203) 416-9037
383	Alliance Real Estate School	West Haven	(203) 937-1617
384	American Real Estate Training Company	Greenwich	(203) 733-7638
388	CT Association of Home Inspectors	West Hartford	(860) 233-6948
389	CRS Council of Residential Specialists (CT Chapter)	New Milford	(860) 354-6444
390	CT Real Estate School	Danbury	(203) 746-1199
391	CT Real Estate Training & Development	Newington	(860) 841-1972
393	Fox Real Estate & Appraisal School	Willington	(860) 429-9732
394	Greater Hartford Real Estate Career Academy	Rocky Hill	(860) 604-1981
395	Greater Hartford Real Estate School	Glastonbury	(860) 659-5797
398	New Canaan Board of Realtors	New Canaan	(203) 966-9526
399	Outreach School of Real Estate	Hamden	(203) 498-2031
400	Real Estate Education Center, The	Southington	(860) 302-7563
401	Academy of CT Residential Brokerage	Gales Ferry	(860) 464-6967
402	Academy of Real Estate	Stratford	(203) 375-0842
405	CT Trust for Historic Preservation Real Estate School	Hamden	(203) 563-6312
406	Creative Real Estate Instruction	Bristol	(860) 584-9256
408	Optimum Real Estate Training System	Bridgeport	(203) 345-9816
409	P.R.I.D.E. Real Estate University	Milford	(888) 602-0606
421	Tiger Group Inc.	Madison	(800) 328-4677

440	Real Estate Institute of CT, The	Hamden	(203) 230-9819
441	Real Estate Training & Education Center	Trumbull	(203) 445-0800
442	Real Estate University.com	Wilton	(203) 434-5533
443	Rick Dressler's Real Estate School	Unionville	(860) 324-2108
444	Stamford Real Estate Education Services	Stamford	(203) 327-1433
445	State Academy of Real Estate	Stratford	(203) 402-0762
446	Tri-County Board of Realtors Inc.	Manchester	(860) 646-2450
480	Andover Real Estate Institute	Ridgefield	(203) 470-5443
482	Middlesex Shoreline Real Estate School	Old Saybrook	(860) 395-0588
483	National Real Estate Institute	Middletown	(860) 344-8207
501	Greenwich Association of Realtors	Greenwich	(203) 869-0240
503	Northern Fairfield County Assn. of Realtors	Bethel	(203) 744-7255
504	Real Data Inc.	Southport	(203) 255-2732
507	Real Estate Consortium of CT Community Colleges	North Haven	(203) 254-4307
508	Mid-State Association of Realtors	Plainville	(860) 793-9414
511	New Haven Middlesex Real Estate School	North Haven	(203) 234-3938
517	Rubicon Crossings School of Business	East Hartford	(860) 558-2122
518	Sherwood & Associates Real Estate School	South Windsor	(866) 646-9983
519	Valley Academy of Real Estate	Derby	(203) 735-7815
520	Valley Center, LLC	Collinsville	(860) 352-8694
526	Appraisal Institute/CT Chapter	Torrington	(860) 482-9992
528	CT Association of Realtors	East Hartford	(860) 290-6601
529	CT Real Estate Academy	Middlebury	(203) 758-8144
531	CT Real Estate Institute, The	Stratford	(203) 385-1181
542	Northern Fairfield County Association of Realtors	Bethel	(203) 744-7255
545	Real Estate School of New England	Bridgeport	(203) 279-4287
546	Real Estate Training Education Services	Bridgeport	(203) 374-2150
550	Superior Real Estate Training	Fairfield	(203) 255-3353
571	Ambassador Real Estate School	Hamden	(203) 887-5895
574	Real Estate Development Center	Southington	(860) 378-1423
575	Real Estate School of New England	Branford	(203) 483-7710
576	Real Estate School of New England	Wethersfield	(860) 263-2121

HOSPITAL SCHOOLS

Code	School Name	City	Phone
044	Greater Hartford Orthodontic Assistant Training Academy	Wethersfield	(860) 529-9555
425	Med-Care Training	Brookfield	(203) 775-5699
430	Cook's Nurse Aide Training Program	Plymouth	(860) 283-8208
633	Danbury Nurses Aide Training Program	Danbury	(203) 797-1461
634	Medical Coding Academy, LLC	New Haven	(203) 848-0496
635	American Professional Educational Services	Norwich	(860) 886-1463
636	Precise Care, LLC	Bridgeport	(866) 840-1041
637	Newington Certificate Program	Newington	(860) 667-5304
638	LABCO School of Dental Assisting Plus, LLC	Derby	(203) 734-1626
641	Norwalk Hospital/School of Respiratory Care	Norwalk	(203) 852-2479
642	Bridgeport Hospital/School of Nursing	Bridgeport	(203) 384-3205
643	Hartford Hospital/School of Allied Health	Hartford	(860) 545-2611
644	Danbury Hospital/School of Medical Records	Danbury	(203) 797-7195
645	Stamford Hospital/School of Radiologic Technology	Stamford	(203) 276-7877
646	Windham Community Memorial Hosp./School of Radiologic Tech	Willimantic	(860) 456-6871
647	Yale-New Haven Hospital/School of Diagnostic Ultrasonography	New Haven	(203) 688-8227
648	CT Medical Training Academy	Windsor Locks	(860) 623-9937
649	EMS Institute/Stamford Hospital	Stamford	(203) 276-7164
650	New Haven Sponsor Hospital/Paramedic Program	New Haven	(203) 562-3320

651	Hospital of St. Raphael/School of Nurse Anesthesia	New Haven	(203) 789-3351
652	Yale-New Haven Hospital/Dietetic Internship	New Haven	(203) 688-2949
653	Danbury Hospital/School of Radiologic Technology	Danbury	(203) 797-7182
654	Danbury Hospital/School of Surgical Technology	Danbury	(203) 797-7724
655	Danbury Hospital/School of Medical Technology	Danbury	(203) 797-7804
656	Hospital of St. Raphael/Nurse's Aide Program	New Haven	(203) 789-3023
657	Bridgeport Hospital/EMS Department	Bridgeport	(203) 384-3911
658	Danbury Hospital/Emergency Training	Danbury	(800) 516-3658
659	Bristol Hospital EMS	Bristol	(860) 585-3679
660	New Britain School of Nurse Anesthesia	New Britain	(860) 224-5612
661	Bridgeport Hospital/Nurse Anesthesia Program	Bridgeport	(203) 384-3054
662	Saint Francis Hospital & Medical Center - Cardiac Ultrasound	Hartford	(860) 714-5698

TECHNICAL HIGH SCHOOLS

Code	School Name	City	Phone
260	A.I. Prince	Hartford	(860) 951-7112
261	Bullard-Havens	Bridgeport	(203) 579-6333
263	E.C. Goodwin	New Britain	(860) 827-7736
264	Eli Whitney	Hamden	(203) 397-4031
265	Emmett O'Brien	Ansonia	(203) 732-1800
266	Bristol Technical Education Center	Bristol	(860) 584-8433
267	H.C. Wilcox	Meriden	(203) 238-6260
268	H.H. Ellis	Danielson	(860) 774-8511
269	Henry Abbott	Danbury	(203) 797-4460
270	Howell Cheney	Manchester	(860) 649-5396
271	J.M. Wright	Stamford	(203) 324-7363
272	Norwich	Norwich	(860) 889-8453
273	Oliver Wolcott	Torrington	(860) 496-5300
274	Platt	Milford	(203) 783-5300
275	Grasso/Southeastern	Groton	(860) 448-0220
276	Vinal	Middletown	(860) 344-7100
278	W.F. Kaynor	Waterbury	(203) 596-4302
280	Windham	Willimantic	(860) 456-3879
281	School for Aviation Maintenance Technicians	Stratford	(203) 381-9250
282	CT Aero Tech School	Hartford	(860) 566-1234

COMMUNITY COLLEGES

Code	School Name	City	Phone
221	Asnuntuck	Enfield	(860) 253-3000
222	Capital	Hartford	(860) 906-5000
223	Housatonic	Bridgeport	(203) 332-5000
224	Manchester	Manchester	(860) 512-3000
225	Naugatuck Valley	Waterbury	(203) 575-8040
226	Middlesex	Middletown	(860) 343-5800
227	Three Rivers	Norwich	(860) 886-0177
228	Northwestern CT	Winsted	(860) 738-6300
229	Norwalk	Norwalk	(203) 857-7000
230	Quinebaug Valley	Danielson	(860) 412-7200
231	Gateway	New Haven	(203) 285-2000
232	Tunxis	Farmington	(860) 255-3500

COLLEGES AND UNIVERSITIES

Code	School Name	City	Phone
301	Albertus Magnus College	New Haven	(203) 773-8550
303	Lincoln College of New England	Southington	(860) 628-4751

305	Central CT State University	New Britain	(860) 832-3200
306	Connecticut College	New London	(860) 447-1911
307	Eastern CT State University	Willimantic	(860) 465-5000
308	Fairfield University	Fairfield	(203) 254-4000
310	Rensselaer at Hartford	Hartford	(860) 548-2400
311	Hartford Seminary	Hartford	(860) 509-9500
312	Holy Apostles College & Seminary	Cromwell	(860) 632-3010
315	Mitchell College	New London	(860) 701-5000
319	Paier College of Art	Hamden	(203) 287-3031
320	Post University	Waterbury	(203) 596-4500
321	Quinnipiac University	Hamden	(203) 582-8200
322	Sacred Heart University	Fairfield	(203) 371-7999
323	Southern CT State University	New Haven	(203) 392-5200
324	St. Basil College	Stamford	(203) 324-4578
325	St. Thomas Seminary	Bloomfield	(860) 242-5573
326	University of Saint Joseph	West Hartford	(860) 232-4571
327	Trinity College	Hartford	(860) 297-2000
330	University of Bridgeport	Bridgeport	(203) 576-4000
331	University of Connecticut	Storrs	(860) 486-2000
332	University of Hartford	West Hartford	(860) 768-4100
333	University of New Haven	West Haven	(203) 932-7000
334	Wesleyan University	Middletown	(860) 685-2000
335	Western CT State University	Danbury	(203) 837-8200
336	University of Phoenix	Norwalk	(203) 523-4700
337	Yale University	New Haven	(203) 432-4771
338	Charter Oak State College	New Britain	(860) 832-3800
339	U.S. Coast Guard Academy	New London	(860) 444-8444
340	University of Connecticut-Health Center	Farmington	(860) 679-2000
341	University of Connecticut-Avery Point	Groton	(860) 405-9019
342	University of Connecticut-Stamford	Stamford	(203) 251-8400
345	Clemens College	Suffield	(860) 668-3515
346	Lyme Academy College of Fine Arts	Old Lyme	(860) 434-5232
347	Goodwin College	East Hartford	(860) 528-4111
349	University of Connecticut-Tri Campus	West Hartford	(860) 570-9288
350	Graduate Institute, The	New London	(860) 701-7708
352	St. Vincent's College	Bridgeport	(203) 576-5235
353	Legion of Christ College of Humanities	Cheshire	(203) 271-0805
354	University of Connecticut-Law School	Hartford	(860) 570-5000
355	Alternate Route to Certification	Hartford	(860) 947-1300
356	Bais Binyomin Academy	Stamford	(203) 325-4351
357	Talmudic Institute of Connecticut	Bridgeport	(203) 330-9200

COMMUNITY BASED ORGANIZATIONS

Code	School Name	City	Phone
671	City of Milford Employment & Training	Milford	(203) 783-3243
672	Sage Services, Inc.	New Haven	(203) 777-7401
673	Opportunities Industrialization Center	New London	(860) 447-1731
674	Centro de la Comunidad	New London	(860) 442-4463

STATE SERVICE ACADEMIES

Code	School Name	City	Phone
241	Connecticut Police Academy	Meriden	(203) 238-6504
242	Connecticut Fire Academy	Windsor Locks	(860) 627-6363
243	Connecticut State Police Training Academy	Middletown	(860) 685-8490

Full Service American Job Center (AJC) Locations

*BRIDGEPORT AJC

2 LAFAYETTE SQUARE
BRIDGEPORT, CT 06604-6001
(203) 455-2700
Para los que usan GPS:
350 FAIRFIELD AVE

DANIELSON AJC

95 WESTCOTT RD
DANIELSON, CT 06239-2942
(860) 412-7000

*HAMDEN AJC

37 MARNE ST
HAMDEN, CT 06514-3693
(203) 859-3200

*HARTFORD AJC

3580 MAIN ST
HARTFORD, CT 06120-9942
(860) 256-3700

*NEW LONDON AJC

SHAWS COVE SIX
NEW LONDON, CT 06320-4969
(860) 439-7400

*WATERBURY AJC

249 THOMASTON AVENUE
WATERBURY, CT 06702-1010
(203) 437-3380

*Denotes Veterans' Representatives locations (although appointments can be made for other offices)

STATE OF CONNECTICUT WEB RESOURCES

Department of Education

ct.gov/sde

Information on programs & services available through the Department of Education.

CT Army National Guard

ct.ng.mil

Information on programs and jobs with the CT Army National Guard.

Department of Labor (DOL)

ct.gov/dol

Information on career workshops, upcoming job fairs, apprenticeship and training programs. Be sure to view or download any of DOL's resourceful publications.

CT Distance Learning Consortium

ctdlc.org

Information on Connecticut schools that offer courses online.

CTHIRES

cthires.com

Provides assistance to job seekers in their efforts of finding meaningful and high paying jobs, while also acting as an employment hiring resource for companies in CT looking for qualified employees. You can search for jobs, get resume help, college loan info, links to military careers, and job search tools designed for veterans.

National Application Center

nationalappcenter.com

Online resource to help students and parents select a college, finance college, and even apply for college online!

Office of Higher Education

ctohe.org

Information on private occupational schools, colleges, universities, etc.

CT Regional Education Applicant & Placement Program (CTREAP)

ctreap.net

Jobs in public education.

Government Jobs

das.state.ct.us (CT jobs)

usajobs.gov (U.S. jobs)

The official website(s) for State of CT and Federal Government employment openings.

Youth Employment Laws

ctdol.state.ct.us/youth/employment.htm

Provides self-assessment, college & career exploration, resume writing tips, and interviewing techniques designed for young adults entering the world of work.

CONNECTICUT DEPARTMENT OF LABOR Affiliate American Job Center (AJC) Locations

ANSONIA AJC
4 FOURTH STREET
ANSONIA, CT 06401
(203) 397-6647

DANBURY AJC
4 LIBERTY ST
DANBURY, CT 06810-6361
(203) 437-3380

DERBY AJC
33 ELIZABETH ST., 3RD FL
DERBY, CT 06418
(203) 734-3443

ENFIELD AJC
786 ENFIELD ST
ENFIELD, CT 06082-2465
(860) 745-8097

MANCHESTER AJC
893 MAIN ST
MANCHESTER, CT 06040
(860) 643-2222

MERIDEN AJC
85 WEST MAIN ST
MERIDEN, CT 06451-4141
(203) 238-6148

NEW BRITAIN AJC
270 LAFAYETTE ST
NEW BRITAIN, CT 06053-4132
(860) 827-6200

NEW HAVEN AJC
560 ELLA T. GRASSO BLVD
NEW HAVEN, CT
(203) 624-1493

NORWICH AJC
113 SALEM TURNPIKE, SUITE 200
NORWICH, CT 06360
(860) 859-5600

STAMFORD AJC
141 FRANKLIN ST., 2ND FL
STAMFORD, CT 06901
(203) 353-1702

TORRINGTON AJC
685 MAIN ST, KMART PLAZA
TORRINGTON, CT 06790-2933
(860) 496-3300

WILLIMANTIC AJC
1320 MAIN STREET, TYLER SQUARE
WILLIMANTIC, CT 06226-1940
(860) 786-6200

CAREER & EDUCATIONAL WEB RESOURCES

CareerOneStop

careeronestop.org

Wages, employment trends, and career exploration including career videos.

CollegeBoard

collegeboard.org

Explore careers, browse specific jobs and learn about working conditions, job forecasts, and related professions. Great site for students, parents and teachers!

Employment & Training Administration (ETA)

doleta.gov/jobseekers

Career explorations, job hunting resources, and links to providers and services.

Goodwill Community Foundation

GCFLearnFree.org

This program offers 125 tutorials, including more than 1,100 lessons, videos, and interactives, completely free to help millions around the world learn from email to reading, math, and more; the essential skills they need to live and work in the 21st century.

JobBank USA

jobbankusa.com

Links to industry and professional associations, employment services and job search resources.

Job Search Made Simple

simplyhired.com

Looking for a job shouldn't be a full-time job! We search thousands of job sites and companies, just so you don't have to.

Military and Veterans

todaysmilitary.com/working

Online resource for those who are seeking information on jobs in the military.

MilitaryHire.com

militaryhire.com

This website was developed and is maintained by a team of both military veterans and corporate hiring authorities. Provides job search resources and contacts specifically for veterans, a network where former military personnel can seek careers and utilize their professional skills.

Indeed

Indeed.com

An employment-related search engine for job listings currently available in over 50 countries and 28 languages. The site aggregates job listings from thousands of websites, including job boards, staffing firms, associations and company career pages. It allows job seekers to apply directly to jobs on Indeed's site and offers resume posting and storage.

Monster Jobs

monster.com

One of the top job search and career exploration sites on the web! Offers interactive career management tools for job seekers.

The Riley Guide

rileyguide.com

The web's premier gateway for job search, career exploration and school information.

My Future

myfuture.com

Provides information on colleges, careers, military service, scholarships, financial aid, and money management designed specifically for young adults.

LinkedIn

linkedin.com

World's largest professional network lets you manage your professional identity, build and engage with your professional network, and access knowledge, insights and opportunities.

Older Workforce

aarp.org

Click on the 'money' then 'work' links from the AARP home page to find articles, programs, and online community chat groups geared for folks age 50 and older.

O*NET Online

onetonline.org

Detailed information on occupations, including a search that finds occupations requiring the skills you already have.

Peterson's Guide

petersons.com

Education resource guide.

STATE OF CONNECTICUT GOVERNMENT RESOURCES

Education & Employment Information Center (EEIC)

EEIC is a statewide referral service of the CT Office of Higher Education; a central source of free information for anyone who has questions about college, careers and job training.

The EEIC hotline operates from 8:30am-4:00pm every weekday except holidays. A trained information specialist can tell you about educational offerings at all levels including college, adult, continuing education and job training programs. They also provide career information such as job descriptions and services designed to help you find a job.

The EEIC is dedicated to assisting adults looking for retraining or new careers; teens making college or career decisions; unemployed or dislocated workers exploring job options; adults who have not completed high school; homemakers looking to return to college or the job market; professionals making mid-life career changes; senior citizens wishing to enrich their lives with new knowledge; and employers seeking training programs or recent college graduates.

Visit the EEIC website to browse their many publications and useful Internet links such as: college/university courses, costs & schedules, private occupational & vocational schools, adult & community education programs, high school equivalency programs, student financial aid, and veteran benefits.

**Office of Higher Education
Education & Employment Information Center
email: edinfo@ctohe.org
www.ctohe.org/edinfo**

Commission on the Deaf and Hearing Impaired

The Commission on the Deaf and Hearing Impaired (CDHI) provides counseling and assistance to deaf and hard of hearing persons regarding many types of job related concerns that include: locating and developing job opportunities; referral to available services such as sign language interpreters, job coaches, and vocational assistance.

Services are also available to employers regarding workplace accommodations, sensitivity and awareness training, and resolving employment issues related to deafness.

**To request services or find out more info, contact
Commission on the Deaf and Hearing Impaired
TTY/Voice 860-231-1690
www.dhoh.ct.gov**

Board of Education and Services for the Blind (BESB)

The mission of the BESB is to provide quality educational and rehabilitative services to all people who are legally blind or deaf-blind and children who are visually impaired at no cost to their clients or their families.

BESB is responsible for the confidential registry of people who are blind in Connecticut and provides, within available resources, comprehensive low vision services, specialized education services, life skills training, case management, and vocational services to individuals of all ages who are legally blind and to children who are visually impaired. BESB assists their clients in acquiring the skills and support services necessary to be independent.

**To request services or find out more info, contact
Board of Education and Services for the Blind
860-602-4000 (voice)
860-602-4221 (TDD)
www.ct.gov/besb**

Attention: Job Seekers, Students, Career Counselors, Teachers, Education/Training Administrators, and Workforce Professionals.

Connecticut Career Posters offer colorful, at-a-glance illustrations of 'job journeys' in each of Connecticut's 16 career clusters. Each poster includes information on some of Connecticut's in-demand occupations within each career cluster, grouped by level of education or training required and average annual wage.

**To view the posters online go to:
www1.ctdol.state.ct.us/lmi/careerposters.asp**

Connecticut Technical High School System

The mission of the Connecticut Technical High School System (CTHSS) is to provide a unique and rigorous high school learning environment that:

- ensures both student academic success and trade/technology mastery, and instills a zest for lifelong learning
- prepares students for post-secondary education, including apprenticeships, and immediate productive employment
- and responds to employers' and industries' current and emerging and changing global workforce needs and expectations through business/school partnerships

**For more information call
1-800-U-CAN-TECH (1-800-822-6832)
www.cttech.org**

STATE OF CONNECTICUT DEPARTMENT OF LABOR (DOL)

OUR BUSINESS IS JOBS!

The Department of Labor is committed to assisting Connecticut's workers and employers to be competitive in the global economy. If you're in the process of a job search or a career change, many of our programs and services are provided through the American Job Centers located across the State. (see page 46)

For more information about the Department of Labor www.ct.gov/dol

STATE OF CONNECTICUT DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS)

Be a State of Connecticut Employee, The Benefits and Opportunities are Endless!

Being a State employee not only gives you the opportunity to make a difference in someone else's life, but also to advance in your own life. Some of the benefits include opportunities for promotion, accrued vacation/sick time, personal leave, health/dental/life insurance, tuition reimbursement, disability insurance, retirement plan, deferred compensation and more!

State job postings are available on the DAS website: www.das.state.ct.us

Click "Jobs, Exams and Special Notices" under Administrative Services. Then select "current State Job Postings"

STATE OF CONNECTICUT BUREAU OF REHABILITATION SERVICES (BRS)

"Creating opportunities that allow individuals with disabilities to achieve their full potential for competitive employment and independence."

The Vocational Rehabilitation (VR) Program - assists individuals with significant physical and mental disabilities to prepare for, obtain and maintain employment. For further information on the Vocational Rehabilitation Program, call 1-800-537-2549.

Disability Determination Services - (DDS) is responsible for deciding eligibility for the Social Security Disability Insurance (SSDI) and Supplemental Security Insurance (SSI) programs. These programs provide cash benefits to individuals who are unable to maintain employment due to the severity of their disabilities. For more information contact the DDS office at 1-800-842-8320.

Connecticut Tech Act Project - the primary purpose of this project is to make assistive technology (AT) more accessible to persons with disabilities living in Connecticut. Assistive technology is any device which helps an individual with a disability to maintain or improve their independent functioning.

Connect To Work Project - BRS has established a 'Connect To Work' Center that coordinates information on the programs and services an individual might encounter in their efforts to enter and retain competitive employment. For more information about the Connect To Work Project, call 800-773-4636, or email them at connecttowork.dss@po.state.ct.us

Independent Living Program - BRS' Independent Living (IL) program provides comprehensive independent living services through contracts with Connecticut's five community-based independent living centers. The guiding principle of independent living is the integration of the person with a disability to the fullest degree possible into the community of choice.

Medicaid for the Employed Disabled Program - This BRS program allows persons with disabilities to be employed without risking eligibility for needed medical services through the Medicaid program. The program also allows certain individuals to keep other services they must have in order to remain employed.

For general information and assistance regarding any of BRS' programs and services contact them at 1-800-537-2549 (voice only) (860) 424-4844 (voice) (860) 424-4839 (TDD/TTY) www.brs.state.ct.us e-mail: brs.dss@ct.gov

STATE OF CONNECTICUT WORKERS' COMPENSATION COMMISSION

JOBS that WORK - for Employees

Vocational Rehabilitation Services provided by the Workers' Compensation Commission

Workers' Rehabilitation Services (WRS) is dedicated to helping workers who have been injured on their job return to gainful employment by providing quality vocational counseling services. Such services focus on enabling the injured workers to envision their future in a new career. Most workers in Connecticut are protected by workers' compensation insurance through the Workers' Compensation Act which provides for vocational rehabilitation. The Commission's Rehabilitation Services program is dedicated to help the injured worker return to work in a position that is physically suitable. Prompt and well-planned vocational rehabilitation may help prevent future injuries.

Are You Eligible? If you have an accepted workers' compensation claim and your injury (or occupational disease) has resulted in permanent restrictions and/or limitations which do not allow you to return to your regular job, you may be eligible for rehabilitation services. You may apply for rehabilitation services as soon as your physician feels you may not be able to return to your regular work. The best outcome for a work-related injury is a successful return to work as quickly as possible.

For more information about Workers' Rehabilitation Services, contact the Commission (860) 493-1500 www.wcc.state.ct.us

CORE RULES OF INTERVIEWING

Here are four core rules to keep in mind that are applicable to a wide variety of interview questions and situations:

It's a screening process – Part of the interviewer's job is to screen out candidates. The process of identifying the right candidate also involves eliminating the wrong candidates. Think carefully about what you're going to say before you say it. Employers want candidates who fit in.

Practice – Prior to an interview, you should practice responding to questions. It's ideal to practice with another person who can give you objective feedback. If you don't have someone to practice with, try taping yourself (video or audio). You want to sound natural and professional, not robotic.

Be Positive – It's important to be positive and upbeat during your interview. Complaining about a previous colleague, supervisor, employer or even the nature of the job can create a negative impression. In addition, don't complain about difficulties with your job search.

Avoid discussing salary, vacation time or benefits Although these are important issues, wait for the interviewer to bring up the subject first.

ORGANIZATIONAL TIPS

Staying organized throughout your job search is essential for keeping track of your progress and properly following up with all contacts and applications.

Time Management

Searching for a job is a full time job and unemployment can come with its own set of time management issues. Block out periods of your day where you will be working on specific job search activities. Having a day planner or any type of calendar can help keep you focused and on task with your job search. In addition, Google Calendars, Microsoft Outlook and Excel can all be useful tools.

Job Search Logs

Whether saved on paper or electronically, records will help chart your progress and follow-up activities. Your local American Job Center will have samples of paper job search logs and one sample is provided in this book to you.

Set Goals

Every job seeker's goal is to return to work, but there are many short-term goals that can expedite the process. Create SMART Goals to stay motivated and on task. Make sure to review your goals to see how much you have accomplished.

SKYPE/VIDEO CONFERENCING INTERVIEW TIPS

- Download the necessary applications. Most computers have built-in microphones and speakers, however, you'll achieve greater sound quality with a computer headset. In addition, you'll need a webcam unless one is built into your computer.
- Have/establish a professional username and photo/icon. Just as you should have a professional email address for your job search, the same is true for any identifying information on Skype or other sites.
- Become familiar with the technology you're using and test it. Be sure your computer and internet connections are functioning well. Make every effort to avoid technical difficulties such as feed cutting out or dropped audio. Use site features that let you test the microphone/speaker levels. Don't stress or curse if you have technical problems. Do a test video call with a friend before conducting the video interview.
- Choose your call location carefully. Find a quiet location like an empty office or clean bedroom. Make sure that no one is going to interrupt you during the interview. Turn off your house/cell phone. Avoid conducting the video interview in a coffee shop or other public location.
- Check the lighting and camera position. You want a tidy room with as much natural light as possible. You don't want to be cast in a shadow or washed out. The best place to position the camera is slightly above eye level. Consider skyping with a friend to see how your image and background appear on screen.
- Treat the video interview just like an in-person interview. Dress professionally from head to toe. Don't become one of the humorous stories about the person who conducted a video interview in his boxer shorts. You never know if you'll have to stand up during the call.
- Make eye contact during the interview by looking directly at the webcam. It might be natural for you to look at the video screen, but this is the equivalent of avoiding eye contact.

CONNECTICUT'S STUDENT SUCCESS PLAN

Public Act No. 11-135 ~ An act concerning implementation dates for the Secondary School Reform, exceptions to the school governance council requirement and the inclusion of continuous employment in a cooperative arrangement as part of the definition of teacher tenure.

Section 2(j) ~ "For the school year commencing July 1, 2012, and each school year thereafter, each local and regional board of education shall create a student success plan for each student enrolled in a public school, beginning in grade six. Such student success plan shall include a student's career and academic choices in grades six to twelve, inclusive."

The Student Success Plan (SSP) is an individualized student-driven plan that addresses every student's needs and interests and is designed to help all students stay engaged in school in order to achieve postsecondary education, training and career goals. The SSP begins in the 6th grade and continues through high school to provide the student support and assistance in setting goals for social, emotional, physical and academic growth, meeting rigorous high school expectations, and exploring postsecondary education and career interests. The Student Success Plan and supporting structures such as student portfolios and academic/personal records are ideally electronic and portable, following the student from school to school and district to district.

Core Components of Effective Student Success Plans

Aligned with Connecticut Secondary School Reform Plan and Connecticut Comprehensive School Counseling Program Guide

I. Academic Development - Individual interest and aspiration are the basis for the development of the student's academic program. A planned academic program will lead to the acquisition of the skills, knowledge and attitudes needed to be an effective learner in school and across the life span. The Student Success Plan is designed to ensure that students complete their secondary education with 21st Century Skills and knowledge of their personal academic strengths with an emphasis on Science, Technology, Engineering and Math (STEM) skills necessary to compete in the global economy.

II. Career Development - Students will investigate their own interests and abilities as they relate to the world of work in the dynamic global economy. The customized plan will include varied and flexible educational opportunities, personal connections, and elective coursework with targeted supports tied to each student's education and/or career goals. The Student Success Plan, which guides students through secondary education on to postsecondary education and/or work, will allow students to make better career choices with the academic foundation to achieve their career and personal goals.

III. Social, Emotional and Physical Development - The Student Success Plan supports positive social, emotional and physical development, allowing students to more fully engage in the school environment and take advantage of the opportunities necessary for optimal academic performance. Student success may be realized through establishing and maintaining positive interpersonal relationships, managing feelings and emotions, engaging in behaviors supportive of positive physical health, demonstrating an appreciation for the needs of others, and embracing opportunities for academic, career, and postsecondary success.

16 FEDERAL CAREER CLUSTERS • CONNECTICUT CAREER PATHWAYS

Agriculture, Food and Natural Resources

- Animal Science
- Environment and Natural Resources
- Plant Science
- Power, Structural, Tech
- Aquaculture and Marine Sciences

Architecture and Construction

- Design/Pre-construction

Arts, Audio/Video Technology and Communications

- Audio Visual Technology and Film

Business, Management and Administration

- Accounting
- Business Management
- Entrepreneurship

Education and Training

- Teaching/Training

Finance

- Investing and Personal Finance

Government and Public Administration

- Government and Public Administration

Health Sciences

- Therapeutic Services
- Health Information
- Supportive Services
- Diagnostic Services
- Biotech Research and Development

Hospitality and Tourism

- Restaurants/Food Marketing and Management
- Travel and Tourism: Marketing and Management

Human Services

- Early Childhood Development and Services
- Family and Community Services

Information Technology

- Computer Information Systems
- Computer Program/Software Development

Law, Public Safety, Corrections and Security

- Introduction of Law

Manufacturing

- Manufacturing Production
- Process Development

Marketing, Sales and Service

- Distribution and Logistics
- Marketing Information, Management and Research
- International Marketing
- Retail Merchandising

Science, Technology, Engineering and Mathematics (STEM)

- Engineering and Technology

Transportation, Distribution and Logistics

- Transportation, Distribution and Logistics

**IN THE ARMY NATIONAL GUARD, YOU CAN HAVE IT ALL!
AS A CITIZEN-SOLDIER WHO SERVES PART-TIME IN
THE ARMY NATIONAL GUARD YOU CAN:**

Have a part-time job with full-time benefits, Earn money for college, Earn an additional paycheck, Serve your community and country, Gain career opportunities, Find adventure and challenge.

You can do all of these with part-time service while maintaining a full-time civilian life. Join the National Guard and you can qualify for:

100% FREE COLLEGE TUITION

By joining the National Guard you become eligible to attend any Connecticut State College, University, or Community College - TUITION FREE!

TUITION ASSISTANCE PROGRAM

If you plan on attending a private school, or will be continuing on with graduate program studies, you can use our Tuition Assistance program.

IT'S MORE THAN THE MONEY!

The Connecticut National Guard's role is three-fold. We support our communities, our state and our nation. When called, we serve during times of natural disaster or when deemed necessary by the Governor. When the President calls, we serve as a reserve force to the active duty military. Overseas relief efforts are also a part of the Connecticut National Guard's mission.

In the National Guard you report to work, one weekend a month, right here in Connecticut. In addition, you receive: Leadership Training, Professional & Technical Skills, Physical Conditioning, Travel Opportunities, Life Insurance & Retirement Programs, Personal Self Motivation.

WANT AN EDGE WHEN YOU ENTER THE JOB MARKET?

If you have a career goal in the private sector, you bet the Army National Guard has a corresponding career path. Your job in the Guard can be your ticket into some of the hottest industries and most coveted career fields. Employers are looking for experienced, disciplined individuals. Guard Service will not only provide real-world training in over 100 exciting careers, but it also demonstrates respect and commitment on a resumé. Contact a Recruiter today to learn how the Guard can prepare you for a successful career in any field.

CONTACT A RECRUITER

So you think you're up to the challenge? "Duty, Honor, Country" are more than just words to you? Well, there's only one way to find out if you've got what it takes to be a member of an elite team of warriors.

**To learn more, visit the website www.nationalguard.com/ct or
contact us at 1-800-716-3550 or Text "CTGUARD" to 95577**

**The Connecticut Career Resource Network expresses
its appreciation to the Connecticut National Guard for its
generous assistance in distributing Connecticut Career Paths
to schools, agencies, and organizations throughout the State.**

