



Washington  
**Career Bridge**

Find the education & training you need  
to get the job you want

Where Are

**YOU**

Going?

A guide to education and  
careers in Washington



# Welcome to Career Bridge & the Where Are You Going? Career Guide

Choosing a career is one of life's big decisions. Will your career excite you and fulfill you? Will it pay enough to support you and your family? Will it give you opportunities to grow?

This guide starts you on an exciting personal journey of career exploration!

- Complete the suggested activities.
- Circle your favorite jobs and schools.
- Make notes as you chart your course.

## Explore Career Bridge

Get details on over 6,500 education and training programs at Washington's schools, colleges and universities with **CareerBridge.wa.gov**. This free, state website also lets you search hundreds of apprenticeships that provide a paycheck while you learn a high-wage skill.

Together, this guide and the CareerBridge.wa.gov website will give you the tools you need to create a career plan and chart a course to achieving your goals.

## Follow these Steps

Explore yourself. Reflect on what you've done in your life, what you do well, what you like, and what you don't.

### Step 1

Discover your interests with the Career Clusters Quiz. This simple exercise will help you look at your interests in a way that connects you to career choices.

### Step 2

Narrow your focus on specific career fields. See how sorting careers by topic can help you design a career path that allows for increasing responsibilities and income.

### Step 3

Research occupations, learn what jobs pay, and find out if they're in demand in Washington. This guide and CareerBridge.wa.gov organize education and training by occupation, allowing you to search for careers that meet your personal and financial needs. When data is available, Career Bridge also provides "performance results" so you can see the percentage of students who completed an education program, if they got a job, and how much they were paid.

### Step 4

If you are in middle school or high school, review these suggestions to better position yourself when you graduate.

### Step 5

Look over these options for after high school graduation, including earning while you learn through apprenticeships, or service in the military.

### Step 6

Reduce the time you need to spend in the classroom. This step shows how you might receive college credit for previous learning.

### Step 7

This step and the Pay for School area of CareerBridge.wa.gov will walk you through your options for paying for your education.

### Step 8

Whether you're looking for part-time work while you're in school, or climbing the first rung of your career ladder, you'll need to be able to present yourself to an employer. This step covers the essentials of resume and cover letter preparation and job interviews that will help you land the job.

### Step 9

These nine steps will help you create a career plan that gets you where you want to go!

# Explore Your Interests

## Step 1

How do you pick a career that's right for you? How do you avoid a job you won't like? How do you prepare for one you will like? There are no easy answers to these questions, and it's natural to feel overwhelmed. It helps to take some time to think about what you like to do, and what you're good at.

## Know Yourself

Satisfaction and success depend on how well your skills and interests match the career you choose. When you're doing something that suits you, you're likely to excel. When there's a mismatch, it can lead to frustration and missed opportunities.

Get started by asking questions about yourself, using the six broad areas below. Take your time as you consider your answers. You may even want to take notes. Your responses will be helpful as you move through this guide and explore careers.

- 1. Interests**—Do you like working with people...or numbers...or objects? Do you like to be in charge or would you rather report to someone else? Are you scientific or technical? Do you like detail work? Do you enjoy expressing yourself through art or music?
- 2. Talents**—Do you have good writing and speaking skills? How about spatial perception and an understanding of how things fit together, or the ability to work with your hands? Are you good with numbers? What are your special talents?
- 3. Personality**—Do you like to work under stress or under frequent deadlines? Do you like to do a variety of things or focus on one area? Are you generally upbeat and outgoing or more reflective and quiet?
- 4. Education**—Are you interested in academics or are you more of a hands-on learner? Do you enjoy listening to lectures or would you rather read? Do you like to put things together and take them apart? How do you like to learn?
- 5. Working Conditions**—Can you handle a noisy workplace or an intensely quiet one? Do you prefer to sit or stand? Do you like working indoors or outdoors? Could you work in a job where there is a risk of injury? Can you work in a healthcare setting where people are sick or hurt?
- 6. Pay and Work Hours**—How much money would you like to earn? Are you willing to travel? Are you willing to work the night shift, weekends or overtime? Are you comfortable in a competitive, commission-only job? Or do you prefer a steady paycheck?

## Warmed up? Write it down.

Now take a quick inventory of who you are and what you like to do. Feel free to go beyond the numbered spaces and add as many things as you like. Some questions may not apply to you. Only answer questions that relate to your situation—whether you're in school, are looking to change jobs, or are currently unemployed and looking for work.



# WHO YOU ARE

## A. List three things (or more) you like to do.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## B. List careers that fit your hobbies.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## C. Changing jobs? Why?

1. \_\_\_\_\_
2. \_\_\_\_\_

## D. Got a job? What do you wish was different?

1. \_\_\_\_\_
2. \_\_\_\_\_

## E. List three jobs you see yourself doing.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## F. Are you limited in any way by your current status or condition, such as a disability or lack of transportation? (See the Resource Section to learn more about services for those with disabilities.) What are some ways to overcome these hurdles?

1. \_\_\_\_\_
2. \_\_\_\_\_

## EDUCATION—Which jobs are you prepared for?

Whether you're in school or out of school, your education has a direct connection to the types of jobs you're qualified to do. Think about which jobs your education has prepared you for. Don't be limited by the number of lines. Enter as many jobs that come to mind for each education level.

### A. High school diploma or GED

1. \_\_\_\_\_
2. \_\_\_\_\_

### B. Community or technical college

1. \_\_\_\_\_
2. \_\_\_\_\_

### C. University or four-year college

1. \_\_\_\_\_
2. \_\_\_\_\_

### D. Other training or special courses of interest

1. \_\_\_\_\_
2. \_\_\_\_\_

## WORK EXPERIENCE

Fill out a worksheet like the one below for each job you have held. Be sure to include part-time and volunteer work. This will help when creating a resume, and researching the next job you hope to land.

Employer's name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Dates worked from: \_\_\_\_\_ to \_\_\_\_\_

Reason you left this job: \_\_\_\_\_

Equipment, machines, or software you've used: \_\_\_\_\_

Title of job: \_\_\_\_\_

Tasks you performed:

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Now, go back and prioritize each task in order of the ones you liked the most.

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Which task challenged you the most? How satisfying was the job? Would you like another one like this?

### Now what?

The next exercise will help you target specific career areas. But save these notes. They will serve as a starting point for writing a resume, college admission essays, and letters of interest to employers.

# Career Clusters Quiz

Directions: Check the items in each box that best describe you. You can check as many boxes as you'd like! Then count how many you checked and write the total number in the large box in the far right column. Which boxes have the highest numbers? Those are your top clusters and most closely match up with your career interests. Find the corresponding Career Clusters in Step 3 to see which group of careers to explore.

1.	<p><b>I like to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Learn how things grow and stay alive.</li> <li><input type="checkbox"/> Make the best use of the earth's natural resources.</li> <li><input type="checkbox"/> Hunt and/or fish.</li> <li><input type="checkbox"/> Protect the environment.</li> <li><input type="checkbox"/> Spend lots of time outdoors.</li> <li><input type="checkbox"/> Plan, budget, and keep records.</li> <li><input type="checkbox"/> Operate machines and keep them in good repair.</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Self-sufficient</li> <li><input type="checkbox"/> A nature lover</li> <li><input type="checkbox"/> Physically active</li> <li><input type="checkbox"/> A planner</li> <li><input type="checkbox"/> A creative problem solver</li> </ul>	<p><b>School subjects I like:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Life Sciences</li> <li><input type="checkbox"/> Earth Sciences</li> <li><input type="checkbox"/> Chemistry</li> <li><input type="checkbox"/> Agriculture</li> </ul>	<p><b>Total number checked in Box 1</b></p> <div style="border: 2px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
2.	<p><b>I like to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Read and follow blueprints and/or instructions.</li> <li><input type="checkbox"/> Picture in my mind what a finished product looks like.</li> <li><input type="checkbox"/> Work with my hands.</li> <li><input type="checkbox"/> Perform work that requires precise results.</li> <li><input type="checkbox"/> Solve technical problems.</li> <li><input type="checkbox"/> Visit and learn from beautiful, historic, or interesting buildings.</li> <li><input type="checkbox"/> Follow logical, step-by-step procedures.</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Curious</li> <li><input type="checkbox"/> Good at following directions</li> <li><input type="checkbox"/> Detail oriented</li> <li><input type="checkbox"/> Good at visualizing possibilities</li> <li><input type="checkbox"/> Patient and persistent</li> </ul>	<p><b>School subjects I like:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Drafting</li> <li><input type="checkbox"/> Chemistry, Physics</li> <li><input type="checkbox"/> Construction Trades</li> <li><input type="checkbox"/> Electrical Trades/Heat, Air Conditioning and Refrigeration</li> <li><input type="checkbox"/> Technology</li> </ul>	<p><b>Total number checked in Box 2</b></p> <div style="border: 2px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
3.	<p><b>I like to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use my imagination to communicate new information to others.</li> <li><input type="checkbox"/> Perform in front of others.</li> <li><input type="checkbox"/> Read and write.</li> <li><input type="checkbox"/> Play a musical instrument.</li> <li><input type="checkbox"/> Perform creative, artistic activities.</li> <li><input type="checkbox"/> Use video and recording technology.</li> <li><input type="checkbox"/> Design brochures and posters.</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Creative and imaginative</li> <li><input type="checkbox"/> A good communicator</li> <li><input type="checkbox"/> Curious about new technology</li> <li><input type="checkbox"/> Relate well to feelings and thoughts of others</li> <li><input type="checkbox"/> Determined/tenacious</li> </ul>	<p><b>School subjects I like:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Music</li> <li><input type="checkbox"/> Speech and Drama</li> <li><input type="checkbox"/> Journalism/Literature</li> <li><input type="checkbox"/> Video and Sound Engineering</li> <li><input type="checkbox"/> Technology</li> </ul>	<p><b>Total number checked in Box 3</b></p> <div style="border: 2px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
4.	<p><b>What I like to do:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Perform routine, organized activities but can be flexible.</li> <li><input type="checkbox"/> Work with numbers and detailed information.</li> <li><input type="checkbox"/> Be the leader in a group.</li> <li><input type="checkbox"/> Make business contact with people.</li> <li><input type="checkbox"/> Work with computer programs.</li> <li><input type="checkbox"/> Create reports and communicate ideas.</li> <li><input type="checkbox"/> Plan my work and follow instructions without close supervision.</li> </ul>	<p><b>My personal qualities:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Organized</li> <li><input type="checkbox"/> Practical and logical</li> <li><input type="checkbox"/> Patient</li> <li><input type="checkbox"/> Flexible</li> <li><input type="checkbox"/> Responsible</li> </ul>	<p><b>School subjects I like:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Computer applications</li> <li><input type="checkbox"/> Business</li> <li><input type="checkbox"/> Information and Technology</li> <li><input type="checkbox"/> Accounting</li> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> English</li> <li><input type="checkbox"/> Economics</li> </ul>	<p><b>Total number checked in Box 4</b></p> <div style="border: 2px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>

<p><b>5.</b></p>	<p><b>I like to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Communicate with different types of people.</li> <li><input type="checkbox"/> Help others with their homework or to learn new things.</li> <li><input type="checkbox"/> Direct and plan activities for others.</li> <li><input type="checkbox"/> Go to school.</li> <li><input type="checkbox"/> Handle several responsibilities at once.</li> <li><input type="checkbox"/> Acquire new information.</li> <li><input type="checkbox"/> Help people overcome their challenges.</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Friendly</li> <li><input type="checkbox"/> A decision maker</li> <li><input type="checkbox"/> Helpful</li> <li><input type="checkbox"/> Innovative/Inquisitive</li> <li><input type="checkbox"/> A good listener</li> </ul>	<p><b>School subjects I like:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Language Arts</li> <li><input type="checkbox"/> Social Studies</li> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Science</li> <li><input type="checkbox"/> Psychology</li> </ul>	<p><b>Total number checked in Box 5</b></p> <div style="border: 2px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>
<p><b>6.</b></p>	<p><b>I like to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work with numbers.</li> <li><input type="checkbox"/> Work to meet a deadline.</li> <li><input type="checkbox"/> Make predictions based on existing facts.</li> <li><input type="checkbox"/> Follow rules and directions.</li> <li><input type="checkbox"/> Analyze and interpret financial info.</li> <li><input type="checkbox"/> Accurately and reliably handle money.</li> <li><input type="checkbox"/> Take pride in the way I dress and look.</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Trustworthy</li> <li><input type="checkbox"/> Orderly</li> <li><input type="checkbox"/> Self-confident</li> <li><input type="checkbox"/> Logical</li> <li><input type="checkbox"/> Efficient</li> </ul>	<p><b>School subjects I like:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accounting</li> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Economics</li> <li><input type="checkbox"/> Banking/Financial Services</li> <li><input type="checkbox"/> Business Law</li> </ul>	<p><b>Total number checked in Box 6</b></p> <div style="border: 2px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>
<p><b>7.</b></p>	<p><b>I like to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Be involved in politics.</li> <li><input type="checkbox"/> Negotiate, defend, and debate ideas and topics.</li> <li><input type="checkbox"/> Plan activities and work cooperatively with others.</li> <li><input type="checkbox"/> Work with details.</li> <li><input type="checkbox"/> Perform a variety of duties that may change often.</li> <li><input type="checkbox"/> Analyze and interpret info.</li> <li><input type="checkbox"/> Travel and see new things.</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A good communicator</li> <li><input type="checkbox"/> Competitive</li> <li><input type="checkbox"/> Helpful</li> <li><input type="checkbox"/> Well organized</li> <li><input type="checkbox"/> A problem solver</li> </ul>	<p><b>School subjects I like:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Government</li> <li><input type="checkbox"/> Language Arts</li> <li><input type="checkbox"/> History</li> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Foreign Language</li> </ul>	<p><b>Total number checked in Box 7</b></p> <div style="border: 2px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>
<p><b>8.</b></p>	<p><b>I like to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work under pressure.</li> <li><input type="checkbox"/> Help sick people and animals.</li> <li><input type="checkbox"/> Use logic and information to make decisions,</li> <li><input type="checkbox"/> Participate in health and science classes.</li> <li><input type="checkbox"/> Respond quickly and calmly in emergencies.</li> <li><input type="checkbox"/> Be part of a team.</li> <li><input type="checkbox"/> Accurately follow strict rules and procedures.</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Compassionate and caring</li> <li><input type="checkbox"/> Good at following directions</li> <li><input type="checkbox"/> Detail-oriented and careful</li> <li><input type="checkbox"/> Patient</li> <li><input type="checkbox"/> A good listener</li> </ul>	<p><b>School subjects I like:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Biology</li> <li><input type="checkbox"/> Chemistry</li> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Health</li> <li><input type="checkbox"/> Language Arts</li> </ul>	<p><b>Total number checked in Box 8</b></p> <div style="border: 2px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>
<p><b>9.</b></p>	<p><b>I like to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Investigate new places and activities.</li> <li><input type="checkbox"/> Work with all ages and types of people.</li> <li><input type="checkbox"/> Organize fun activities for people.</li> <li><input type="checkbox"/> Have a flexible schedule.</li> <li><input type="checkbox"/> Help people make up their minds.</li> <li><input type="checkbox"/> Communicate easily and courteously.</li> <li><input type="checkbox"/> Learn about other cultures.</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Polite</li> <li><input type="checkbox"/> Self-motivated</li> <li><input type="checkbox"/> Works well with others</li> <li><input type="checkbox"/> Outgoing</li> <li><input type="checkbox"/> Slow to anger</li> </ul>	<p><b>School subjects I like:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Language Arts, Speech</li> <li><input type="checkbox"/> Foreign Languages</li> <li><input type="checkbox"/> Social Sciences</li> <li><input type="checkbox"/> Marketing</li> <li><input type="checkbox"/> Food Services</li> </ul>	<p><b>Total number checked in Box 9</b></p> <div style="border: 2px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>

<p><b>10.</b></p>	<p><b>I like to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Care about people, their needs, and their problems.</li> <li><input type="checkbox"/> Participate in community services and/or volunteering.</li> <li><input type="checkbox"/> Listen to other people’s viewpoints.</li> <li><input type="checkbox"/> Help people be at their best.</li> <li><input type="checkbox"/> Work with people of all ages.</li> <li><input type="checkbox"/> Think of new ways to do things.</li> <li><input type="checkbox"/> Make friends with different kinds of people.</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A good communicator</li> <li><input type="checkbox"/> Caring</li> <li><input type="checkbox"/> A good listener</li> <li><input type="checkbox"/> Perceptive and logical</li> <li><input type="checkbox"/> Non-judgmental</li> </ul>	<p><b>School subjects I like:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Language Arts</li> <li><input type="checkbox"/> Psychology, Sociology</li> <li><input type="checkbox"/> Family and Consumer Sciences</li> <li><input type="checkbox"/> Finance</li> <li><input type="checkbox"/> Foreign Language</li> </ul>	<p><b>Total number checked in Box 10</b></p> <div style="border: 2px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>
<p><b>11.</b></p>	<p><b>I like to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work with computers.</li> <li><input type="checkbox"/> Use reason and logic to solve complex problems.</li> <li><input type="checkbox"/> Use machines, techniques, and processes.</li> <li><input type="checkbox"/> Read materials and diagrams and solve complex problems.</li> <li><input type="checkbox"/> Adapt to change.</li> <li><input type="checkbox"/> Play video games and figure out how they work.</li> <li><input type="checkbox"/> Concentrate for long periods without being distracted.</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Logical/analytical</li> <li><input type="checkbox"/> Detail oriented</li> <li><input type="checkbox"/> Persistent</li> <li><input type="checkbox"/> Good at concentrating</li> <li><input type="checkbox"/> Precise and accurate</li> </ul>	<p><b>School subjects I like:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Science</li> <li><input type="checkbox"/> Computer Technology, Computer Applications</li> <li><input type="checkbox"/> Communications</li> <li><input type="checkbox"/> Graphic Design</li> </ul>	<p><b>Total number checked in Box 11</b></p> <div style="border: 2px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>
<p><b>12.</b></p>	<p><b>I like to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work under pressure or in the face of danger.</li> <li><input type="checkbox"/> Make decisions based on my own observations.</li> <li><input type="checkbox"/> Interact with other people.</li> <li><input type="checkbox"/> Be in positions of authority.</li> <li><input type="checkbox"/> Respect rules and regulations.</li> <li><input type="checkbox"/> Debate and win arguments.</li> <li><input type="checkbox"/> Observe and analyze people’s behavior.</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adventurous</li> <li><input type="checkbox"/> Dependable</li> <li><input type="checkbox"/> Involved in my community</li> <li><input type="checkbox"/> Decisive</li> <li><input type="checkbox"/> Optimistic</li> </ul>	<p><b>School subjects I like:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Language Arts</li> <li><input type="checkbox"/> Psychology, Sociology</li> <li><input type="checkbox"/> Government, History</li> <li><input type="checkbox"/> Law Enforcement</li> <li><input type="checkbox"/> First Aid, First Responder</li> </ul>	<p><b>Total number checked in Box 12</b></p> <div style="border: 2px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>
<p><b>13.</b></p>	<p><b>I like to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work with my hands and learn that way.</li> <li><input type="checkbox"/> Put things together.</li> <li><input type="checkbox"/> Do routine, organized, and accurate work.</li> <li><input type="checkbox"/> Perform activities that produce real results.</li> <li><input type="checkbox"/> Use math to work out solutions.</li> <li><input type="checkbox"/> Use hand and power tools and operate equipment/machinery.</li> <li><input type="checkbox"/> Turn drawings into real items.</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Practical</li> <li><input type="checkbox"/> Observant</li> <li><input type="checkbox"/> Physically active</li> <li><input type="checkbox"/> A step-by-step thinker</li> <li><input type="checkbox"/> Coordinated</li> </ul>	<p><b>School subjects I like:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Math, Geometry</li> <li><input type="checkbox"/> Chemistry</li> <li><input type="checkbox"/> Trade and Industry</li> <li><input type="checkbox"/> Physics</li> <li><input type="checkbox"/> Language Arts</li> </ul>	<p><b>Total number checked in Box 13</b></p> <div style="border: 2px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>

<p><b>14.</b></p>	<p><b>I like to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shop and go to the mall.</li> <li><input type="checkbox"/> Be in charge.</li> <li><input type="checkbox"/> Make displays and promote ideas.</li> <li><input type="checkbox"/> Give presentations and enjoy public speaking.</li> <li><input type="checkbox"/> Persuade people to buy products or to participate in activities.</li> <li><input type="checkbox"/> Communicate my ideas to other people.</li> <li><input type="checkbox"/> Take advantage of opportunities to make extra money.</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enthusiastic</li> <li><input type="checkbox"/> Competitive</li> <li><input type="checkbox"/> Creative</li> <li><input type="checkbox"/> Self-motivated</li> <li><input type="checkbox"/> Persuasive</li> </ul>	<p><b>School subjects I like:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Language Arts</li> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Business Education, Marketing</li> <li><input type="checkbox"/> Economics</li> <li><input type="checkbox"/> Computer Skills</li> </ul>	<p><b>Total number checked in Box 14</b></p> <div style="border: 2px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>
<p><b>15.</b></p>	<p><b>I like to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Interpret formulas.</li> <li><input type="checkbox"/> Find the answers to questions.</li> <li><input type="checkbox"/> Work in a laboratory.</li> <li><input type="checkbox"/> Figure out how things work and investigate new things.</li> <li><input type="checkbox"/> Explore new technology.</li> <li><input type="checkbox"/> Experiment to find the best way to do something.</li> <li><input type="checkbox"/> Pay attention to details and help things be precise.</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Detail-oriented</li> <li><input type="checkbox"/> Inquisitive</li> <li><input type="checkbox"/> Objective</li> <li><input type="checkbox"/> Methodical</li> <li><input type="checkbox"/> Mechanically inclined</li> </ul>	<p><b>School subjects I like:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Science</li> <li><input type="checkbox"/> Drafting, Computer-Aided Drafting</li> <li><input type="checkbox"/> Electronics, Computer Networking</li> <li><input type="checkbox"/> Technology</li> </ul>	<p><b>Total number checked in Box 15</b></p> <div style="border: 2px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>
<p><b>16.</b></p>	<p><b>I like to:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Travel.</li> <li><input type="checkbox"/> See well and have quick reflexes.</li> <li><input type="checkbox"/> Solve mechanical problems.</li> <li><input type="checkbox"/> Design efficient processes.</li> <li><input type="checkbox"/> Anticipate needs and prepare to meet them.</li> <li><input type="checkbox"/> Drive or ride.</li> <li><input type="checkbox"/> Move things from one place to another.</li> </ul>	<p><b>I am:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Realistic</li> <li><input type="checkbox"/> Mechanical</li> <li><input type="checkbox"/> Coordinated</li> <li><input type="checkbox"/> Observant</li> <li><input type="checkbox"/> A planner</li> </ul>	<p><b>School subjects I like:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Math</li> <li><input type="checkbox"/> Trade and Industry</li> <li><input type="checkbox"/> Chemistry, Physics</li> <li><input type="checkbox"/> Economics</li> <li><input type="checkbox"/> Foreign Language</li> </ul>	<p><b>Total number checked in Box 16</b></p> <div style="border: 2px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>

After you've counted how many you've checked in each section, write that number in the far right column. You'll see which ones scored the highest. The boxes with the highest numbers are your top career clusters. For example, if you have the highest score in Box 1, go to Cluster 1. Career Clusters are listed in Step 3 (next page) and help you view related careers that call for similar skills and interests.

**My top three Career Clusters are:**

- 1.**
- 2.**
- 3.**



# Career Clusters Focus Your Search

Career Clusters help you focus on what interests you to narrow your career search—without necessarily narrowing your options. With each step in your education, you drill down on the specific skills needed for a particular job. With clusters, you're able to view related careers within a larger field. So, for example, you might be interested in business, but you aren't sure about an exact job. You can look in the Business, Management and Administration Career Cluster to find out what potential jobs you might like.

## 1. Agriculture, Food, and Natural Resources Career Cluster

Focuses on the production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.



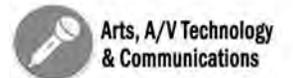
## 2. Architecture and Construction Career Cluster

Careers in designing, planning, managing, building, and maintaining the built environment.



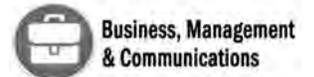
## 3. Arts, Audio/Video Technology, and Communications Career Cluster

Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.



## 4. Business, Management and Administration Career Cluster

Careers in planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations.



## 5. Education and Training Career Cluster

Planning, managing, and providing education and training services and related learning support services.



## 6. Finance Career Cluster

Planning, services for financial and investment planning, banking, insurance, and business financial management.



## 7. Government and Public Administration Career Cluster

Planning and performing government functions at the local, state, and federal levels, including governance, national security, foreign service, planning, revenue and taxation, and regulations.



## 8. Health Science Career Cluster

Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.



## 9. Hospitality and Tourism Career Cluster

The management, marketing, and operations of restaurants and other food services, lodging, attractions, recreation events, and travel related services.



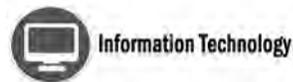
## 10. Human Services Career Cluster

Preparing individuals for employment in career pathways that relate to families and human needs such as counseling and mental health services, family and community services, personal care, and consumer services.



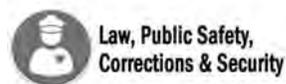
## 11. Information Technology (IT) Career Cluster

Building linkages in IT occupations for entry level, technical, and professional careers related to the design, development, support, and management of hardware, software, multimedia, and systems integration services.



## 12. Law, Public Safety, Corrections, and Security Career Cluster

Planning, managing, and providing legal, public safety, protective services, and homeland security, including professional and technical support services.



## 13. Manufacturing Career Cluster

Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance and manufacturing/process engineering.



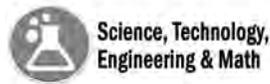
## 14. Marketing Career Cluster

Planning, managing, and performing marketing activities to reach organizational objectives.



## 15. Science, Technology, Engineering, and Mathematics (STEM) Career Cluster

Planning, managing, and providing scientific research and professional and technical services (such as physical science, social science, engineering) including laboratory and testing services, and research and development services.



## 16. Transportation, Distribution and Logistics Career Cluster

Planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water and related professional support services such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance.



# Career Search

After you take the Career Clusters Quiz, review your top Career Clusters. Then turn to the pages of this booklet that feature those same Career Clusters. As you learn more about the type of work you would like to do, go online and use **CareerBridge.wa.gov** to explore the full range of occupations, including many more that are not included in this booklet.

The guide below will help you understand the career search tables that follow.

**Occupational Description:** Basic job information.

**Annual Wages:** What you can expect to earn each year, working full time. Wages vary depending on where you live, and typically rise with experience. Source: Washington’s Employment Security Department.

**Hourly Wages:** What you can expect to earn per hour, working full time. In some cases, hourly wages are not available. This is true for occupations where people work less than the full year, or earn a particularly high wage. Source: Washington’s Employment Security Department.

† When state wages are unavailable, national wages are used.

**Outlook:** Some jobs are in demand; others are not. The outlook shows projected employment, growth rates, and openings for a particular occupation in Washington. Employment is based on the number of jobs expected in 2024. Growth and openings are estimates of yearly change from 2024 through 2029. Growth rate is the estimated increase or decrease in employment. Openings include employment growth and workers leaving the occupation. Source: Washington’s Employment Security Department.

**Education:** This column lists the most common training required or recommended to prepare for an occupation. Source: O\*NET Online job zones. Get more details for over 6,500 Washington education and training programs, including apprenticeships, at **CareerBridge.wa.gov**.

Career Description	Wages	Employment Outlook	Education
<b>Dental Assistants</b> help with patient care, office tasks, and lab duties.	Annual: \$19,000 Hourly: \$9.20	12,000 Employed 2% Growth 1,538 Openings/year	Associate’s Degree or Technical Certificate

Turn the page and start exploring careers. You're sure to find a few that fit your skills, talents, and interests...and pay the bills!





# Career Cluster 1

## Agriculture, Food & Natural Resources

Career Description	Wages	Employment Outlook	Education
<b>Agricultural Equipment Operators</b> drive and control farm equipment to till soil, and plant and harvest crops.	Annual: \$36,200 Hourly: \$16.30	5,300 Employed 0.3% Growth 810 Openings/year	High School Diploma
<b>Agricultural Inspectors</b> inspect agricultural commodities, processing equipment, and facilities.	Annual: \$46,000 Hourly: \$21.20	700 Employed 0.2% Growth 100 Openings/year	Associate's Degree or Technical Certificate
<b>Animal Control Workers</b> handle mistreated, abandoned, or dangerous animals.	Annual: \$55,500 Hourly: \$26.40	200 Employed 0.9% Growth 30 Openings/year	High School Diploma
<b>Animal Trainers</b> train animals for riding, security, or assisting persons with disabilities.	Annual: \$45,400 Hourly: \$17.40	400 Employed 1.8% Growth 70 Openings/year	High School Diploma
<b>Computer User Support Specialists</b> provide technical assistance to computer users.	Annual: \$63,400 Hourly: \$29.10	19,300 Employed 2.1% Growth 2,200 Openings/year	Associate's Degree or Technical Certificate
<b>Environmental Engineers</b> plan and design pollution control activities.	Annual: \$110,500 Hourly: \$52.00	2,100 Employed 1.1% Growth 180 Openings/year	Bachelor's Degree
<b>Environmental Science and Protection Technicians</b> perform tests to monitor and investigate pollution.	Annual: \$64,200 Hourly: \$26.20	1,400 Employed 1.1% Growth 200 Openings/year	Bachelor's Degree
<b>Environmental Scientists and Specialists</b> research, identify, and eliminate pollutants and environmental and health hazards.	Annual: \$88,200 Hourly: \$39.10	3,700 Employed 2.0% Growth 480 Openings/year	Bachelor's Degree
<b>Farmers, Ranchers, and Other Agricultural Managers</b> plan and direct the management of farms, ranches, nurseries, and timber tracts.	Annual: \$91,600 Hourly: \$40.50	3,800 Employed 0.3% Growth 390 Openings/year	Associate's Degree
<b>Food Scientists and Technologists</b> determine the best ways to process, package, preserve, store, and distribute food.	Annual: \$69,700 Hourly: \$31.70	200 Employed 0.6% Growth 20 Openings/year	Bachelor's Degree

## Career Cluster 1, Agriculture, Food & Natural Resources

Career Description	Wages	Employment Outlook	Education
<b>Landscape Architects</b> design land areas for projects such as parks and other recreational facilities.	Annual: \$83,800 Hourly: \$38.20	1,100 Employed 1.0% Growth 100 Openings/year	Bachelor's Degree
<b>Landscaping and Groundskeeping Workers</b> maintain property using hand or power tools or equipment.	Annual: \$41,300 Hourly: \$18.90	30,800 Employed 1.7% Growth 4,840 Openings/year	High School Diploma
<b>Pest Control Workers</b> remove pests and vermin from buildings and homes.	Annual: \$56,000 Hourly: \$25.00	1,400 Employed 2.1% Growth 250 Openings/year	High School Diploma
<b>Power Plant Operators</b> control, operate, or maintain machinery to generate electric power.	Annual: \$102,400 Hourly: \$49.80	300 Employed 0.2% Growth 30 Openings/year	Associate's Degree or Technical Certificate
<b>Refuse and Recyclable Material Collectors</b> collect and dump refuse or recyclable materials from containers into trucks.	Annual: \$58,300 Hourly: \$28.70	3,700 Employed 2.6% Growth 670 Openings/year	High School Diploma
<b>Tree Trimmers and Pruners</b> cut away dead or excess branches to maintain right-of-way for roads and utilities.	Annual: \$44,000+ Hourly: \$19.90+	1,600 Employed 1.9% Growth 260 Openings/year	High School Diploma
<b>Veterinarians</b> diagnose and treat animal diseases and injuries.	Annual: \$104,200 Hourly: \$48.70	3,000 Employed 1.8% Growth 210 Openings/year	Master's, PhD or Professional Degree
<b>Veterinary Assistants and Laboratory Animal Caretakers</b> feed, water, and examine animals for signs of illness, disease, or injury.	Annual: \$35,000 Hourly: \$16.30	4,500 Employed 1.3% Growth 790 Openings/year	Associate's Degree or Technical Certificate
<b>Veterinary Technologists and Technicians</b> perform medical tests, prepare vaccines, and maintain equipment and machines.	Annual: \$43,000 Hourly: \$20.20	2,500 Employed 1.7% Growth 280 Openings/year	Associate's Degree or Technical Certificate
<b>Zoologists and Wildlife Biologists</b> study the origins, behavior, diseases, and genetics of animals and wildlife.	Annual: \$83,600 Hourly: \$36.80	2,000 Employed 1.3% Growth 210 Openings/year	Master's, PhD or Professional Degree

† When state wages are unavailable, national wages are used.



## Career Cluster 2 Architecture & Construction

Career Description	Wages	Employment Outlook	Education
<b>Architects</b> plan and design all types of buildings and structures.	Annual: \$88,400 Hourly: \$40.50	6,800 Employed 0.8% Growth 570 Openings/year	Bachelor's Degree
<b>Architectural and Civil Drafters</b> prepare detailed drawings of architectural and structural features.	Annual: \$62,300 Hourly: \$28.80	2,400 Employed 0.7% Growth 240 Openings/year	Associate's Degree or Technical Certificate
<b>Carpenters</b> cut, fit, and assemble wood and other materials to construct buildings.	Annual: \$66,100 Hourly: \$29.90	42,900 Employed 0.3% Growth 4,040 Openings/year	High School Diploma
<b>Civil Engineering Technicians</b> assist engineers in planning, designing, and overseeing construction and maintenance of buildings.	Annual: \$68,300 Hourly: \$33.10	1,700 Employed 0.7% Growth 160 Openings/year	Associate's Degree or Technical Certificate
<b>Civil Engineers</b> plan, design, and oversee construction and maintenance of buildings and facilities.	Annual: \$95,900 Hourly: \$43.70	12,600 Employed 0.8% Growth 1,080 Openings/year	Bachelor's Degree
<b>Construction and Building Inspectors</b> inspect new or remodeled structures.	Annual: \$81,000 Hourly: \$39.60	3,500 Employed 0.9% Growth 450 Openings/year	Associate's Degree or Technical Certificate
<b>Construction Laborers</b> perform physical tasks at construction sites.	Annual: \$53,600 Hourly: \$24.30	50,200 Employed 1.1% Growth 5,930 Openings/year	High School Diploma
<b>Construction Managers</b> plan, direct, or coordinate construction and maintenance activities.	Annual: \$108,700 Hourly: \$50.10	17,700 Employed 1.6% Growth 1,740 Openings/year	Bachelor's Degree
<b>Cost Estimators</b> prepare cost estimates for product, manufacturing, construction projects, and other services.	Annual: \$79,400 Hourly: \$35.80	6,300 Employed 0.6% Growth 610 Openings/year	Bachelor's Degree
<b>Electrical Power-Line Installers and Repairers</b> install and fix electrical power or distribution systems.	Annual: \$95,900 Hourly: \$48.70	2,300 Employed 0.3% Growth 190 Openings/year	Associate's Degree or Technical Certificate

## Career Cluster 2, Architecture & Construction

Career Description	Wages	Employment Outlook	Education
<b>Electricians</b> install, test, and maintain electrical systems.	Annual: \$77,600 Hourly: \$35.90	22,400 Employed 0.9% Growth 2,680 Openings/year	Associate's Degree or Technical Certificate
<b>Glaziers</b> install glass in windows, skylights, store fronts, or buildings.	Annual: \$66,000 Hourly: \$28.40	2,600 Employed 1.0% Growth 310 Openings/year	High School Diploma
<b>Heating, Air Conditioning, and Refrigeration Mechanics and Installers</b> fix or install heating and air conditioning systems.	Annual: \$66,800 Hourly: \$29.80	8,000 Employed 1.0% Growth 850 Openings/year	Associate's Degree or Technical Certificate
<b>Interior Designers</b> plan, design, and furnish buildings and homes.	Annual: \$65,500 Hourly: \$29.80	2,300 Employed 2.5% Growth 330 Openings/year	Bachelor's Degree
<b>Operating Engineers and Other Construction Equipment Operators</b> use construction equipment to excavate earth, erect structures, or pour concrete.	Annual: \$77,900 Hourly: \$37.80	9,300 Employed 0.5% Growth 1,020 Openings/year	Associate's Degree or Technical Certificate
<b>Plumbers, Pipefitters, and Steamfitters</b> install and repair pipe systems that carry water, steam, air, and other fluids or gases.	Annual: \$76,500 Hourly: \$35.00	11,700 Employed 0.8% Growth 1,340 Openings/year	Associate's Degree or Technical Certificate
<b>Roofers</b> apply shingles and other materials to the roofs of buildings.	Annual: \$63,600 Hourly: \$29.50	7,200 Employed 0.9% Growth 780 Openings/year	High School Diploma
<b>Security and Fire Alarm Systems Installers</b> install, program, and maintain security or fire alarms.	Annual: \$59,500 Hourly: \$28.30	1,900 Employed 2.2% Growth 280 Openings/year	Associate's Degree or Technical Certificate
<b>Structural Iron and Steel Workers</b> raise, place, and erect metal frameworks for buildings.	Annual: \$85,700 Hourly: \$43.60	1,700 Employed 0.9% Growth 200 Openings/year	High School Diploma
<b>Wind Turbine Service Technicians</b> inspect and repair wind turbines.	Annual: \$60,400 Hourly: \$26.90	400 Employed 4.3% Growth 70 Openings/year	Associate's Degree or Technical Certificate



## Career Cluster 3

### Arts, Audio/Video Technology & Communications

Career Description	Wages	Employment Outlook	Education
<b>Archivists</b> research and care for historically valuable documents and permanent records.	Annual: \$68,900 Hourly: \$32.20	300 Employed 2.3% Growth 40 Openings/year	Master's, PhD or Professional Degree
<b>Art Directors</b> create design concepts for visual productions and media.	Annual: \$115,900 Hourly: \$52.80	3,200 Employed 4.3% Growth 640 Openings/year	Bachelor's Degree
<b>Audio and Video Equipment Technicians</b> set up and operate equipment like microphones, speakers, projectors, and sound boards for meetings and events.	Annual: \$74,000 Hourly: \$30.10	1,600 Employed 2.4% Growth 240 Openings/year	Associate's Degree or Technical Certificate
<b>Broadcast Technicians</b> record or broadcast radio and television programs.	Annual: \$55,100 Hourly: \$25.70	400 Employed 0.1% Growth 40 Openings/year	Associate's Degree or Technical Certificate
<b>Camera Operators</b> use motion picture, TV, or video cameras to film a wide range of subjects.	Annual: \$62,700 Hourly: \$29.40	400 Employed 1.0% Growth 40 Openings/year	Associate's Degree or Technical Certificate
<b>Commercial and Industrial Designers</b> develop and design products such as cars, appliances, and children's toys.	Annual: \$82,400 Hourly: \$39.40	1,100 Employed 3.5% Growth 180 Openings/year	Bachelor's Degree
<b>Editors</b> plan, coordinate, or edit content of material for publication.	Annual: \$77,500 Hourly: \$33.10	2,400 Employed 1.4% Growth 300 Openings/year	Bachelor's Degree
<b>Fashion Designers</b> design clothing and accessories.	Annual: \$80,300 Hourly: \$37.10	800 Employed 1.7% Growth 90 Openings/year	Associate's Degree or Technical Certificate
<b>Film and Video Editors</b> edit film, video, and other media.	Annual: \$79,100 Hourly: \$31.80	400 Employed 2.7% Growth 60 Openings/year	Associate's Degree or Technical Certificate

## Career Cluster 3, Arts, Audio/Video Technology & Communications

Career Description	Wages	Employment Outlook	Education
<b>Fine Artists</b> create art to communicate ideas, thoughts, or feelings.	Annual: \$59,800 Hourly: \$23.40	600 Employed 1.5% Growth 80 Openings/year	Associate's Degree or Technical Certificate
<b>Graphic Designers</b> create designs using print, electronic, and film media.	Annual: \$78,600 Hourly: \$32.70	9,200 Employed 2.9% Growth 1,430 Openings/year	Bachelor's Degree
<b>Multimedia Artists and Animators</b> create images and special effects for movies, TV shows, and video games.	Annual: \$92,000 Hourly: \$42.50	3,500 Employed 4.1% Growth 680 Openings/year	Bachelor's Degree
<b>Museum Technicians and Conservators</b> restore, maintain, or prepare objects in museum collections for storage, research, or exhibit.	Annual: \$50,600 Hourly: \$21.30	200 Employed 1.2% Growth 30 Openings/year	Bachelor's Degree
<b>Photographers</b> produce images that tell a story or record an event.	Annual: \$54,500 Hourly: \$22.30	3,200 Employed 0.6% Growth 320 Openings/year	Associate's Degree or Technical Certificate
<b>Producers</b> select plays or scripts, arrange financing, and make other production decisions.	Annual: \$79,400 Hourly: \$33.10	2,900 Employed 2.3% Growth 380 Openings/year	Bachelor's Degree
<b>Public Relations Specialists</b> promote a positive public image for organizations they represent.	Annual: \$83,000 Hourly: \$35.80	7,000 Employed 2.1% Growth 960 Openings/year	Bachelor's Degree
<b>Sound Engineering Technicians</b> operate machines and equipment to record or mix music, voices, or sound effects in productions and studios.	Annual: \$64,200 Hourly: \$27.90	200 Employed 1.8% Growth 30 Openings/year	Associate's Degree or Technical Certificate
<b>Technical Writers</b> write technical materials like equipment manuals or instructions.	Annual: \$84,600 Hourly: \$39.50	1,700 Employed 2.1% Growth 230 Openings/year	Bachelor's Degree



## Career Cluster 4 Business Management & Administration

Career Description	Wages	Employment Outlook	Education
<b>Accountants and Auditors</b> assemble, analyze, and check the accuracy of financial information.	Annual: \$84,700 Hourly: \$37.50	37,200 Employed 1.5% Growth 4,280 Openings/year	Bachelor's Degree
<b>Compensation, Benefits, and Job Analysis Specialists</b> conduct programs of compensation and benefits and job analysis for employers.	Annual: \$82,200 Hourly: \$36.40	1,900 Employed 1.7% Growth 240 Openings/year	Bachelor's Degree
<b>Financial Managers</b> take care of the budgets and investments for companies.	Annual: \$147,100 Hourly: \$65.30	13,900 Employed 1.8% Growth 1,450 Openings/year	Bachelor's Degree
<b>First-Line Supervisors of Office and Administrative Support Workers</b> supervise and coordinate clerical and administrative support workers.	Annual: \$73,100 Hourly: \$32.10	29,100 Employed 1.1% Growth 3,410 Openings/year	Associate's Degree or Technical Certificate
<b>Human Resources Managers</b> plan and direct policies about employees.	Annual: \$145,100 Hourly: \$64.70	3,900 Employed 2.1% Growth 470 Openings/year	Bachelor's Degree
<b>Human Resources Specialists</b> recruit employees and implement employment policies.	Annual: \$78,200 Hourly: \$34.70	22,200 Employed 2.6% Growth 3,280 Openings/year	Bachelor's Degree
<b>Information and Record Clerks</b> perform record maintenance and provide information to customers.	Annual: \$37,900+ Hourly: \$17.00+	116,500 Employed 1.2% Growth 16,800 Openings/year	High School Diploma
<b>Management Analysts</b> conduct studies, and design systems and procedures to help organizations operate more efficiently.	Annual: \$109,100 Hourly: \$48.10	33,800 Employed 2.8% Growth 5,040 Openings/year	Bachelor's Degree
<b>Market Research Analysts and Marketing Specialists</b> study market conditions to determine potential sales of products and services.	Annual: \$93,400 Hourly: \$40.80	36,100 Employed 4.6% Growth 7,250 Openings/year	Bachelor's Degree

## Career Cluster 4, Business Management & Administration

Career Description	Wages	Employment Outlook	Education
<b>Meeting, Convention, and Event Planners</b> organize events for groups of people.	Annual: \$66,200 Hourly: \$27.70	4,600 Employed 2.6% Growth 750 Openings/year	Bachelor's Degree
<b>Operations Research Analysts</b> formulate and apply mathematical modeling to develop and interpret information.	Annual: \$100,800 Hourly: \$45.10	3,000 Employed 2.4% Growth 340 Openings/year	Master's, PhD or Professional Degree
<b>Property, Real Estate, and Community Association Managers</b> direct the selling, buying, leasing, or governance of commercial, industrial, or residential real estate.	Annual: \$94,600 Hourly: \$39.70	5,300 Employed 2.0% Growth 610 Openings/year	Associate's Degree or Technical Certificate
<b>Public Relations Specialists</b> promote a positive public image for organizations they represent.	Annual: \$83,000 Hourly: \$35.80	7,000 Employed 2.1% Growth 960 Openings/year	Bachelor's Degree
<b>Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products</b> use technical or scientific knowledge to sell goods for wholesalers or manufacturers.	Annual: \$116,200 Hourly: \$47.00	8,400 Employed 1.8% Growth 1,090 Openings/year	Bachelor's Degree
<b>Statisticians</b> collect and analyze data to help solve real-world problems.	Annual: \$105,600 Hourly: \$48.60	1,700 Employed 2.8% Growth 220 Openings/year	Master's, PhD or Professional Degree
<b>Training and Development Specialists</b> design and conduct programs to improve performance of individuals and companies.	Annual: \$81,400 Hourly: \$38.10	8,000 Employed 1.9% Growth 1,080 Openings/year	Bachelor's Degree
<b>Web Administrators</b> manage web environment development and maintenance.	Annual: \$97,400 Hourly: \$45.10	12,600 Employed 2.1% Growth 1,440 Openings/year	Bachelor's Degree

† When state wages are unavailable, national wages are used.



## Career Cluster 5 Education & Training

Career Description	Wages	Employment Outlook	Education
<b>Coaches</b> teach and motivate players. Scouts seek out top athletes for a team or sport.	Annual: \$47,800 Hourly: N/A	9,400 Employed 1.8% Growth 1680 Openings/year	Bachelor's Degree
<b>CTE Teachers, High School</b> teach career and technical subjects in public or private high schools.	Annual: \$78,400 Hourly: N/A	3,400 Employed 0.9% Growth 290 Openings/year	Bachelor's Degree
<b>Elementary School Teachers</b> teach students academic, social, and other skills.	Annual: \$75,900 Hourly: N/A	36,200 Employed 1.0% Growth 3,230 Openings/year	Bachelor's Degree
<b>Guidance and Career Counselors</b> council individuals and groups.	Annual: \$70,400 Hourly: \$32.00	6,400 Employed 1.3% Growth 750 Openings/year	Master's, PhD or Professional Degree
<b>Health Specialties Teachers, Postsecondary</b> teach students health specialty skills.	Annual: \$160,500 Hourly: N/A	4,000 Employed 2.2% Growth 500 Openings/year	Master's, PhD or Professional Degree
<b>Interpreters and Translators</b> convert information from one language to another.	Annual: \$57,500 Hourly: \$27.10	1,900 Employed 2.1% Growth 250 Openings/year	Bachelor's Degree
<b>Kindergarten Teachers</b> promote physical, mental, and social development to young children.	Annual: \$70,500 Hourly: N/A	6,200 Employed 1.0% Growth 700 Openings/year	Bachelor's Degree
<b>Middle and High School Teachers</b> teach students in one or more subjects at public or private middle and high schools.	Annual: \$78,700 Hourly: N/A	17,000 Employed 0.9% Growth 1,400 Openings/year	Bachelor's Degree
<b>Nursing Instructors and Teachers, Postsecondary</b> demonstrate and teach patient care to nursing students.	Annual: \$88,600 Hourly: N/A	900 Employed 1.0% Growth 90 Openings/year	Master's, PhD or Professional Degree

## Career Cluster 5, Education & Training

Career Description	Wages	Employment Outlook	Education
<b>Preschool and Daycare Education and Childcare Administrators</b> coordinate and direct preschools or childcare centers.	Annual: \$56,800 Hourly: \$27.10	1,600 Employed 1.7% Growth 160 Openings/year	Bachelor's Degree
<b>Preschool Teachers</b> help young children explore their interests, develop their talents, and learn how to behave with others.	Annual: \$36,400 Hourly: \$15.90	12,400 Employed 1.8% Growth 1,630 Openings/year	Associate's Degree or Technical Certificate
<b>Self-Enrichment Education Teachers</b> teach self-improvement courses such as piano or ballet.	Annual: \$53,000 Hourly: \$22.80	12,800 Employed 2.3% Growth 2,040 Openings/year	Associate's Degree or Technical Certificate
<b>Special Education Teachers, High School</b> teach academic, social, and life skills to students with learning, emotional, or physical disabilities.	Annual: \$78,300 Hourly: N/A	2,700 Employed 1.0% Growth 240 Openings/year	Bachelor's Degree
<b>Teaching Assistants, Postsecondary</b> assist faculty and instructional staff in postsecondary institutions.	Annual: \$43,900 Hourly: N/A	2,100 Employed 1.3% Growth 220 Openings/year	Master's, PhD or Professional Degree
<b>Training and Development Managers</b> plan and direct training and development activities for an organization and their staff.	Annual: \$146,900 Hourly: \$64.50	900 Employed 2.4% Growth 130 Openings/year	Bachelor's Degree



## Career Cluster 6 Finance

Career Description	Wages	Employment Outlook	Education
<b>Actuaries</b> analyze statistical data to forecast risk and liability.	Annual: \$132,700 Hourly: \$62.90	500 Employed 1.7% Growth 50 Openings/year	Bachelor's Degree
<b>Brokerage Clerks</b> perform duties related to the purchase, sale, or holding of securities.	Annual: \$64,600 Hourly: \$29.60	400 Employed 0.9% Growth 50 Openings/year	Associate's Degree or Technical Certificate
<b>Budget Analysts</b> prepare budget reports, and monitor and organize institutional finances.	Annual: \$80,300 Hourly: \$37.50	900 Employed 0.8% Growth 80 Openings/year	Bachelor's Degree
<b>Credit Authorizers, Checkers, and Clerks</b> authorize credit card charges and investigate credit history.	Annual: \$50,700 Hourly: \$23.70	393 Employed 2.8% Growth 47 Openings/year	High School Diploma
<b>Financial Managers</b> take care of the budgets and investments for companies.	Annual: \$147,100 Hourly: \$65.30	13,900 Employed 1.8% Growth 1,450 Openings/year	Bachelor's Degree
<b>Insurance Appraisers, Auto Damage</b> appraise vehicle damage to determine repair costs for claim settlement.	Annual: \$74,400 Hourly: \$33.70	300 Employed 0.5% Growth 20 Openings/year	Associate's Degree or Technical Certificate
<b>Insurance Sales Agents</b> sell policies that provide financial protection in case of death, accidents, or acts of nature.	Annual: \$73,700 Hourly: \$29.10	14,100 Employed 0.9% Growth 1,470 Openings/year	Bachelor's Degree
<b>Insurance Underwriters</b> review and evaluate applications for insurance.	Annual: \$86,600 Hourly: \$38.40	1,200 Employed 0.2% Growth 90 Openings/year	Bachelor's Degree
<b>Loan Officers</b> evaluate applicants' financial backgrounds and decide whether applicants receive loans.	Annual: \$76,500 Hourly: \$30.80	7,100 Employed 0.3% Growth 560 Openings/year	Associate's Degree or Technical Certificate

## Career Cluster 6, Finance

Career Description	Annual Wages	Employment Outlook	Education
<b>Personal Financial Advisors</b> help clients with financial plans and investment strategies.	Annual: \$117,900 Hourly: \$50.20	6,200 Employed 2.1% Growth 720 Openings/year	Bachelor's Degree
<b>Securities, Commodities, and Financial Services Sales Agents</b> buy and sell securities or offer financial services.	Annual: \$79,900 Hourly: \$29.70	7,800 Employed 0.9% Growth 800 Openings/year	Bachelor's Degree
<b>Survey Researchers</b> plan, develop, or conduct surveys.	Annual: \$71,100 Hourly: \$33.10	100 Employed 1.2% Growth 10 Openings/year	Master's, PhD or Professional Degree
<b>Telemarketers</b> solicit orders for goods and services by phone.	Annual: \$44,800 Hourly: \$18.90	2,100 Employed 3.6% Growth 470 Openings/year	High School Diploma
<b>Tellers</b> help customers with their banking activities.	Annual: \$37,600 Hourly: \$17.70	9,700 Employed 0.1% Growth 1,050 Openings/year	High School Diploma
<b>Title Examiners, Abstractors, and Searchers</b> provide legal and insurance documents and details to financial institutions.	Annual: \$51,700 Hourly: \$23.90	1,100 Employed 0.5% Growth 100 Openings/year	Associate's Degree or Technical Certificate



## Career Cluster 7

### Government & Public Administration

Career Description	Wages	Employment Outlook	Education
<b>Accountants and Auditors</b> assemble, analyze, and check the accuracy of financial information.	Annual: \$84,700 Hourly: \$37.50	37,200 Employed 1.5% Growth 4,280 Openings/year	Bachelor's Degree
<b>Administrative Assistants</b> perform routine clerical and administrative functions like answering phones, drafting documents, and filing.	Annual: \$47,200 Hourly: \$22.40	39,900 Employed 1.5% Growth 5,460 Openings/year	Associate's Degree or Technical Certificate
<b>Animal Control Workers</b> enforce animal control laws.	Annual: \$55,500 Hourly: \$26.40	200 Employed 0.9% Growth 30 Openings/year	High School Diploma
<b>Architectural and Engineering Managers</b> coordinate architecture and engineering activities.	Annual: \$160,200 Hourly: \$75.20	5,300 Employed 1.9% Growth 540 Openings/year	Master's, PhD or Professional Degree
<b>Chief Executives</b> plan, direct, or coordinate operational activities at the highest level of management.	Annual: \$245,900 Hourly: N/A	4,300 Employed 1.6% Growth 410 Openings/year	Master's, PhD or Professional Degree
<b>Economists</b> study laws and market forces to understand and predict changes in business cycles.	Annual: \$111,000 Hourly: \$50.30	500 Employed 2.9% Growth 70 Openings/year	Master's, PhD or Professional Degree
<b>Emergency Management Directors</b> plan and direct disaster responses and crisis management activities.	Annual: \$110,800 Hourly: \$52.60	200 Employed 1.2% Growth 20 Openings/year	Bachelor's Degree
<b>Legislators</b> are elected to develop, introduce, or enact laws and statutes.	Annual: \$121,200 Hourly: N/A	700 Employed 0.6% Growth 60 Openings/year	Bachelor's Degree
<b>Occupational Health and Safety Specialists</b> investigate workplaces and recommend ways to remove health hazards.	Annual: \$86,100 Hourly: \$39.60	3,500 Employed 1.5% Growth 280 Openings/year	Bachelor's Degree

## Career Cluster 7, Government & Public Administration

Career Description	Annual Wages	Employment Outlook	Education
<b>Public Relations Specialists</b> promote a positive public image for organizations they represent.	Annual: \$83,000 Hourly: \$35.80	7,000 Employed 2.1% Growth 960 Openings/year	Bachelor's Degree
<b>Social and Community Service Managers</b> plan, direct, or coordinate activities of social service programs or community outreach organizations.	Annual: \$72,900 Hourly: \$32.30	5,400 Employed 2.9% Growth 760 Openings/year	Bachelor's Degree
<b>Social Science Research Assistants</b> assist social scientists in laboratory, survey, and other research.	Annual: \$52,000 Hourly: \$22.70	600 Employed 1.1% Growth 80 Openings/year	Bachelor's Degree
<b>Urban and Regional Planners</b> conduct studies and develop proposals. They plan for growth and improvement of urban, suburban, and rural areas.	Annual: \$88,200 Hourly: \$42.70	2,500 Employed 0.7% Growth 240 Openings/year	Master's, PhD or Professional Degree
<b>Water and Wastewater Treatment Plant and System Operators</b> treat water so it is safe to drink. They also remove pollutants from wastewater so it is safe to return to the environment.	Annual: \$69,300 Hourly: \$32.30	2,500 Employed 0.5% Growth 220 Openings/year	Associate's Degree or Technical Certificate



## Career Cluster 8 Health Science

Career Description	Wages	Employment Outlook	Education
<b>Cardiovascular Technologists and Technicians</b> help identify and treat heart and blood vessel problems.	Annual: \$68,300 Hourly: \$31.30	1,100 Employed 1.1% Growth 80 Openings/year	Associate's Degree or Technical Certificate
<b>Dental Hygienists</b> clean teeth and teach clients how to prevent tooth decay and gum disease.	Annual: \$97,400 Hourly: \$47.80	6,300 Employed 1.4% Growth 570 Openings/year	Associate's Degree or Technical Certificate
<b>Dentists</b> examine patients' teeth and mouth and correct dental problems.	Annual: \$191,300 Hourly: \$80.90	3,700 Employed 1.5% Growth 220 Openings/year	Master's, PhD or Professional Degree
<b>Diagnostic Medical Sonographers</b> produce ultrasonic recordings of internal organs for use by physicians.	Annual: \$94,000 Hourly: \$45.80	1,900 Employed 1.7% Growth 160 Openings/year	Associate's Degree or Technical Certificate
<b>Dietitians and Nutritionists</b> plan diets for patients and educate people about eating healthy foods.	Annual: \$68,700 Hourly: \$32.00	1,600 Employed 1.6% Growth 160 Openings/year	Master's, PhD or Professional Degree
<b>Family and General Practitioners</b> are doctors who diagnose, treat, and help prevent diseases and injuries.	Annual: \$250,300 Hourly: N/A	1,300 Employed 0.8% Growth 60 Openings/year	Master's, PhD or Professional Degree
<b>Home Health Aides</b> care for elderly, recovering, or patients with disabilities in their own homes.	Annual: \$34,000 Hourly: \$15.70	69,700 Employed 2.9% Growth 12,700 Openings/year	High School Diploma
<b>Licensed Practical Nurses (LPNs)</b> care for people who are sick, injured, or have disabilities.	Annual: \$61,000 Hourly: \$29.30	8,300 Employed 1.0% Growth 750 Openings/year	Associate's Degree or Technical Certificate
<b>Massage Therapists</b> use their hands to provide treatment to the body.	Annual: \$67,300 Hourly: \$32.40	7,900 Employed 2.9% Growth 1,350 Openings/year	Associate's Degree or Technical Certificate
<b>Medical and Clinical Laboratory Technicians</b> conduct tests to help detect, diagnose, and treat diseases.	Annual: \$64,200 Hourly: \$30.10	6,400 Employed 0.7% Growth 450 Openings/year	Associate's Degree or Technical Certificate
<b>Medical Assistants</b> perform administrative and clinical duties like recording vital signs.	Annual: \$47,300 Hourly: \$22.70	17,200 Employed 1.7% Growth 2,400 Openings/year	Associate's Degree or Technical Certificate

## Career Cluster 8, Health Science

Career Description	Wages	Employment Outlook	Education
<b>Medical Equipment Preparers</b> clean and sterilize surgical instruments and medical equipment.	Annual: \$45,700 Hourly: \$21.10	1,900 Employed 1.1% Growth 250 Openings/year	High School Diploma
<b>Optometrists</b> examine patients' eyes to diagnose vision problems.	Annual: \$134,400 Hourly: \$60.90	1,300 Employed 1.6% Growth 80 Openings/year	Master's, PhD or Professional Degree
<b>Pharmacists</b> dispense drugs and provide information about their use.	Annual: \$132,600 Hourly: \$66.40	7,500 Employed 0.9% Growth 430 Openings/year	Master's, PhD or Professional Degree
<b>Pharmacy Technicians</b> help pharmacists provide medicines and other health care products.	Annual: \$47,300 Hourly: \$22.80	8,200 Employed 0.7% Growth 730 Openings/year	Associate's Degree or Technical Certificate
<b>Phlebotomists</b> draw blood for tests, transfusions, donations, or research.	Annual: \$44,100 Hourly: \$20.30	2,700 Employed 1.3% Growth 330 Openings/year	Associate's Degree or Technical Certificate
<b>Physical Therapists</b> treat patients to relieve their pain and increase strength and mobility.	Annual: \$92,800 Hourly: \$45.50	7,600 Employed 1.7% Growth 560 Openings/year	Master's, PhD or Professional Degree
<b>Physician Assistants</b> provide health care services under the supervision of doctors.	Annual: \$132,500 Hourly: \$63.20	3,300 Employed 2.4% Growth 350 Openings/year	Master's, PhD or Professional Degree
<b>Psychiatrists</b> diagnose, treat, and help prevent mental disorders.	Annual: \$268,900 Hourly: N/A	500 Employed 1.7% Growth 30 Openings/year	Master's, PhD or Professional Degree
<b>Radiologic Technologists</b> take x-rays and CAT scans to create images of internal organs, tissues, and bones.	Annual: \$78,900 Hourly: \$37.30	3,900 Employed 1.0% Growth 270 Openings/year	Associate's Degree or Technical Certificate
<b>Registered Nurses</b> care for ill or injured patients, maintain medical records, and develop care plans.	Annual: \$93,200 Hourly: \$44.00	63,600 Employed 1.2% Growth 4,700 Openings/year	Associate's or Bachelor's Degree
<b>Respiratory Therapists</b> evaluate and treat patients with breathing disorders.	Annual: \$76,900 Hourly: \$36.70	2,300 Employed 1.7% Growth 180 Openings/year	Associate's Degree or Technical Certificate



## Career Cluster 9 Hospitality & Tourism

Career Description	Wages	Employment Outlook	Education
<b>Bakers</b> mix and bake ingredients to produce breads, pastries, and other baked goods.	Annual: \$37,300 Hourly: \$17.00	4,900 Employed 0.4% Growth 650 Openings/year	High School Diploma
<b>Baristas</b> prepare or serve specialty coffee or other beverages, and serve food to customers.	Annual: \$33,100 Hourly: \$15.20	83,900 Employed 1.5% Growth 18,440 Openings/year	High School Diploma
<b>Chefs and Head Cooks</b> direct and participate in food preparation and menu planning.	Annual: \$65,300 Hourly: \$29.00	2,200 Employed 1.5% Growth 330 Openings/year	Associate's Degree or Technical Certificate
<b>Food Service Managers</b> plan and direct activities for organizations that serve food and beverages.	Annual: \$76,700 Hourly: \$33.80	3,500 Employed 1.4% Growth 450 Openings/year	High School Diploma
<b>Hosts and Hostesses</b> welcome and seat patrons in dining areas.	Annual: \$35,500 Hourly: \$15.30	5,900 Employed 1.2% Growth 1,440 Openings/year	High School Diploma
<b>Hotel, Motel, and Resort Desk Clerks</b> provide services for hotel guests.	Annual: \$32,400 Hourly: \$15.10	4,400 Employed 0.5% Growth 720 Openings/year	High School Diploma
<b>Interpreters and Translators</b> convert information from one language to another.	Annual: \$57,500 Hourly: \$27.10	1,900 Employed 2.1% Growth 250 Openings/year	Bachelor's Degree
<b>Janitors and Cleaners</b> keep buildings clean and in good condition.	Annual: \$41,800 Hourly: \$18.10	49,600 Employed 1.6% Growth 7,850 Openings/year	High School Diploma
<b>Lodging Managers</b> plan and direct activities for organizations that provide lodging.	Annual: \$70,000 Hourly: \$30.40	1,300 Employed 0.6% Growth 150 Openings/year	Associate's Degree or Technical Certificate
<b>Maids and Housekeeping Cleaners</b> clean rooms at hotels, motels, and hospitals.	Annual: \$33,700 Hourly: \$15.50	23,600 Employed 1.0% Growth 3,480 Openings/year	High School Diploma

## Career Cluster 9, Hospitality & Tourism

Career Description	Wages	Employment Outlook	Education
<b>Meeting, Convention, and Event Planners</b> organize events for groups of people.	Annual: \$66,200 Hourly: \$27.70	4,600 Employed 2.6% Growth 750 Openings/year	Bachelor's Degree
<b>Recreation Workers</b> organize, promote, and conduct activities with groups of people.	Annual: \$38,700 Hourly: \$16.80	6,800 Employed 1.6% Growth 1,290 Openings/year	Bachelor's Degree
<b>Restaurant Cooks</b> measure, mix, and cook food according to recipes.	Annual: \$37,100 Hourly: \$17.60	23,400 Employed 2.0% Growth 4,130 Openings/year	High School Diploma
<b>Self-Enrichment Education Teachers</b> teach self-improvement courses that do not lead to an occupation or degree.	Annual: \$53,000 Hourly: \$22.80	12,800 Employed 2.3% Growth 2,040 Openings/year	Associate's Degree or Technical Certificate
<b>Umpires and Referees</b> regulate play at sports events.	Annual: \$34,200 Hourly: N/A	400 Employed 2.4% Growth 70 Openings/year	Associate's Degree or Technical Certificate
<b>Ushers, Lobby Attendants, and Ticket Takers</b> assist patrons at entertainment events.	Annual: \$34,000 Hourly: \$15.60	1,800 Employed 1.5% Growth 460 Openings/year	High School Diploma
<b>Waiters and Waitresses</b> serve food in restaurants and diners.	Annual: \$42,200 Hourly: \$17.30	34,200 Employed 1.2% Growth 6,980 Openings/year	High School Diploma



## Career Cluster 10

### Human Services

Career Description	Wages	Employment Outlook	Education
<b>Barbers</b> cut, trim, shampoo, style, and shave hair.	Annual: \$64,000 Hourly: \$30.70	2,700 Employed 2.3% Growth 410 Openings/year	Associate's Degree or Technical Certificate
<b>Child, Family, and School Social Workers</b> provide social services and assistance to families and children.	Annual: \$59,500 Hourly: \$28.70	9,100 Employed 1.7% Growth 1,140 Openings/year	Bachelor's Degree
<b>Childcare Workers</b> supervise, care for, and teach children in daycare.	Annual: \$34,500 Hourly: \$15.80	11,900 Employed 1.9% Growth 2,180 Openings/year	High School Diploma
<b>Clergy</b> provide spiritual leadership.	Annual: \$66,200 Hourly: \$32.30	5,500 Employed 5.3% Growth 1,230 Openings/year	Master's, PhD or Professional Degree
<b>Fitness Trainers and Aerobics Instructors</b> instruct or coach groups or individuals in exercise activities.	Annual: \$57,100 Hourly: \$24.80	8,600 Employed 3.4% Growth 2,050 Openings/year	Associate's Degree or Technical Certificate
<b>Hairdressers, Hairstylists, and Cosmetologists</b> cut, color, perm, and style hair and apply makeup.	Annual: \$46,900 Hourly: \$19.90	14,100 Employed -0.1% Growth 1,550 Openings/year	Associate's Degree or Technical Certificate
<b>Health Education Specialists</b> produce health education programs that help people maintain healthy lifestyles.	Annual: \$66,200 Hourly: \$31.10	1,600 Employed 1.2% Growth 200 Openings/year	Bachelor's Degree
<b>Healthcare Social Workers</b> provide patients with information and support to cope with their illnesses.	Annual: \$67,100 Hourly: \$32.90	4,800 Employed 1.6% Growth 580 Openings/year	Master's, PhD or Professional Degree
<b>Home Health Aides</b> help the elderly, sick, or people with disabilities with daily living activities.	Annual: \$34,000 Hourly: \$15.70	69,700 Employed 2.9% Growth 12,700 Openings/year	High School Diploma
<b>Loan Officers</b> evaluate applicants' financial backgrounds and decide whether applicants receive loans.	Annual: \$76,500 Hourly: \$30.80	7,100 Employed 0.3% Growth 560 Openings/year	Associate's Degree or Technical Certificate

## Career Cluster 10, Human Services

Career Description	Wages	Employment Outlook	Education
<b>Manicurists and Pedicurists</b> clean, shape, and polish clients' nails.	Annual: \$35,900 Hourly: \$16.20	8,700 Employed 2.8% Growth 1,470 Openings/year	Associate's Degree or Technical Certificate
<b>Marriage and Family Therapists</b> help individuals, couples, and families overcome emotional problems.	Annual: \$45,600 Hourly: \$20.70	400 Employed 2.7% Growth 50 Openings/year	Master's, PhD or Professional Degree
<b>Massage Therapists</b> perform therapeutic massages of soft tissues and joints.	Annual: \$67,300 Hourly: \$32.40	7,900 Employed 2.9% Growth 1,350 Openings/year	Associate's Degree or Technical Certificate
<b>Recreation Workers</b> organize, promote, and conduct activities with groups of people.	Annual: \$38,700 Hourly: \$16.80	6,800 Employed 1.6% Growth 1,290 Openings/year	Bachelor's Degree
<b>Rehabilitation Counselors</b> help people manage mental and physical disabilities and live independently.	Annual: \$51,500 Hourly: \$22.50	5,000 Employed 0.5% Growth 490 Openings/year	Bachelor's Degree
<b>School Guidance and Career Counselors</b> counsel individuals and groups.	Annual: \$70,400 Hourly: \$32.00	6,400 Employed 1.3% Growth 750 Openings/year	Master's, PhD or Professional Degree
<b>Skincare Specialists</b> provide skincare treatments to face and body.	Annual: \$59,000 Hourly: \$25.40	2,700 Employed 2.4% Growth 430 Openings/year	Associate's Degree or Technical Certificate
<b>Social and Community Service Managers</b> plan and direct social service programs.	Annual: \$72,900 Hourly: \$32.30	5,400 Employed 2.9% Growth 760 Openings/year	Bachelor's Degree
<b>Social and Human Service Assistants</b> assist other social and human service providers in providing client services.	Annual: \$42,400 Hourly: \$19.00	10,500 Employed 2.4% Growth 1,720 Openings/year	Associate's Degree or Technical Certificate



## Career Cluster 11 Information Technology

Career Description	Wages	Employment Outlook	Education
<b>Computer and Information Systems Managers</b> plan and direct in fields such as electronic data processing and computer programming.	Annual: \$175,900 Hourly: \$79.00	17,300 Employed 3.0% Growth 2,320 Openings/year	Bachelor's Degree
<b>Computer Hardware Engineers</b> research, design, develop, or test computers and related equipment.	Annual: \$171,700 Hourly: \$80.90	2,100 Employed 2.2% Growth 240 Openings/year	Bachelor's Degree
<b>Computer Network Support Specialists</b> perform maintenance to ensure networks operate with minimal interruption.	Annual: \$90,900 Hourly: \$41.40	4,000 Employed 1.9% Growth 440 Openings/year	Bachelor's Degree
<b>Computer Programmers</b> write and test the instructions that computers follow to perform tasks.	Annual: \$180,800 Hourly: \$71.40	5,900 Employed 0.6% Growth 430 Openings/year	Bachelor's Degree
<b>Computer Systems Analysts</b> improve existing computer systems and plan and develop new systems.	Annual: \$111,600 Hourly: \$52.10	23,200 Employed 2.7% Growth 2,890 Openings/year	Bachelor's Degree
<b>Computer User Support Specialists</b> provide technical assistance, answer questions, and resolve problems.	Annual: \$63,400 Hourly: \$29.10	19,300 Employed 2.1% Growth 2,200 Openings/year	Associate's Degree or Technical Certificate
<b>Computer, Automated Teller, and Office Machine Repairers</b> fix, maintain, or install computers, word processing systems, and ATMs.	Annual: \$50,500 Hourly: \$23.10	2,200 Employed 0.8% Growth 250 Openings/year	Associate's Degree or Technical Certificate
<b>Data Scientists</b> transform raw data into meaningful information using computer technology.	Annual: \$120,700 Hourly: \$57.50	3,200 Employed 3.8% Growth 500 Openings/year	Master's, PhD or Professional Degree
<b>Database Administrators</b> administer, test, and implement computer databases.	Annual: \$118,200 Hourly: \$56.80	3,700 Employed 2.3% Growth 420 Openings/year	Bachelor's Degree

## Career Cluster 11, Information Technology

Career Description	Wages	Employment Outlook	Education
<b>Information Security Analysts</b> plan, implement, upgrade, or monitor security measures for the protection of computer networks and information.	Annual: \$114,800 Hourly: \$52.40	4,100 Employed 3.4% Growth 590 Openings/year	Bachelor's Degree
<b>Market Research Analysts and Marketing Specialists</b> study market conditions to determine potential sales of products and services.	Annual: \$93,400 Hourly: \$40.80	36,100 Employed 4.6% Growth 7,250 Openings/year	Bachelor's Degree
<b>Multimedia Artists and Animators</b> create special effects, animation, or other images using film, video, computers, or other electronic tools.	Annual: \$92,000 Hourly: \$42.50	3,500 Employed 4.1% Growth 680 Openings/year	Bachelor's Degree
<b>Network and Computer Systems Administrators</b> install, configure, and support an organization's network and internet systems.	Annual: \$98,700 Hourly: \$46.20	9,500 Employed 1.8% Growth 930 Openings/year	Bachelor's Degree
<b>Software Developers</b> create computer applications software, operating systems, or utility programs.	Annual: \$141,200 Hourly: \$68.40	123,000 Employed 3.3% Growth 16,820 Openings/year	Bachelor's Degree
<b>Video Game Designers</b> design core features of video games.	Annual: \$97,400 Hourly: \$45.10	12,600 Employed 2.1% Growth 1,440 Openings/year	Bachelor's Degree
<b>Web Developers</b> design websites and oversee technical aspects such as website speed and capacity.	Annual: \$136,500 Hourly: \$68.50	23,800 Employed 3.1% Growth 3,300 Openings/year	Associate's Degree or Technical Certificate



## Career Cluster 12

### Law, Public Safety, Corrections & Security

Career Description	Wages	Employment Outlook	Education
<b>Correctional Officers and Jailers</b> keep order and enforce rules in jails and prisons.	Annual: \$63,800 Hourly: \$30.70	7,400 Employed 0.6% Growth 740 Openings/year	Associate's Degree or Technical Certificate
<b>Crossing Guards and Flaggers</b> guide or control traffic at crossings or construction sites.	Annual: \$34,200+ Hourly: \$14.80+	2,000 Employed 0.8% Growth 390 Openings/year	High School Diploma
<b>Detectives and Criminal Investigators</b> gather facts and evidence for criminal cases.	Annual: \$108,700 Hourly: \$49.10	1,900 Employed 0.4% Growth 140 Openings/year	Associate's Degree or Technical Certificate
<b>Emergency Medical Technicians</b> assess injuries and illnesses and give basic emergency medical care.	Annual: \$58,100 Hourly: \$22.10	4,300 Employed 0.4% Growth 280 Openings/year	Associate's Degree or Technical Certificate
<b>Firefighters</b> put out fires and rescue people who are in danger.	Annual: \$80,500 Hourly: \$39.30	5,900 Employed 0.6% Growth 450 Openings/year	Associate's Degree or Technical Certificate
<b>First-Line Supervisors of Police and Detectives</b> supervise and coordinate activities of the police force.	Annual: \$120,100 Hourly: \$57.60	2,600 Employed 0.8% Growth 200 Openings/year	Associate's Degree or Technical Certificate
<b>Forensic Science Technicians</b> collect, identify, classify, and analyze physical evidence related to criminal investigations.	Annual: \$70,700 Hourly: \$33.60	400 Employed 1.5% Growth 50 Openings/year	Bachelor's Degree
<b>Lawyers</b> advise clients of their legal rights and suggest a course of action.	Annual: \$134,200 Hourly: \$56.10	17,900 Employed 0.9% Growth 1,130 Openings/year	Master's, PhD or Professional Degree
<b>Legal Secretaries</b> prepare legal documents and assist with legal research.	Annual: \$53,800 Hourly: \$24.10	2,800 Employed -1.5% Growth 190 Openings/year	Associate's Degree or Technical Certificate

## Career Cluster 12, Law, Public Safety, Corrections & Security

Career Description	Wages	Employment Outlook	Education
<b>Lifeguards and Ski Patrollers</b> monitor recreational areas, such as lakes and ski runs. They rescue people and provide first aid when needed.	Annual: \$34,100 Hourly: \$15.50	1,800 Employed 1.9% Growth 520 Openings/year	High School Diploma
<b>Paralegals and Legal Assistants</b> research and investigate facts for lawyers.	Annual: \$64,300 Hourly: \$29.40	7,600 Employed 1.1% Growth 920 Openings/year	Associate's Degree or Technical Certificate
<b>Paramedics</b> administer basic or advanced emergency medical care.	Annual: \$58,100 Hourly: \$22.10	4,300 Employed 0.4% Growth 280 Openings/year	Associate's Degree or Technical Certificate
<b>Police and Sheriff's Patrol Officers</b> maintain order and protect life and property by enforcing laws.	Annual: \$85,700 Hourly: \$42.20	9,900 Employed 0.7% Growth 800 Openings/year	Associate's Degree or Technical Certificate
<b>Private Detectives and Investigators</b> assist lawyers, businesses, and the public with a variety of cases.	Annual: \$68,600 Hourly: \$27.10	2,900 Employed 2.1% Growth 370 Openings/year	Associate's Degree or Technical Certificate
<b>Probation Officers and Correctional Treatment Specialists</b> help ex-offenders adjust to community life.	Annual: \$68,100 Hourly: \$32.20	2,100 Employed 0.6% Growth 180 Openings/year	Bachelor's Degree
<b>Security Guards</b> protect property from vandalism, theft, and fire.	Annual: \$43,000 Hourly: \$18.70	20,000 Employed 1.9% Growth 3,270 Openings/year	High School Diploma
<b>Security Management Specialists</b> conduct assessments for companies and design security systems.	Annual: \$89,400 Hourly: \$39.40	54,300 Employed 1.7% Growth 6,700 Openings/year	Bachelor's Degree

† When state wages are unavailable, national wages are used.



## Career Cluster 13 Manufacturing

Career Description	Wages	Employment Outlook	Education
<b>Aircraft Structure, Surfaces, Rigging, and Systems Assemblers</b> assemble, fit, fasten, and install parts of airplanes, space vehicles, or missiles.	Annual: \$55,500+ Hourly: \$25.60+	10,500 Employed -0.2% Growth 830 Openings/year	High School Diploma
<b>Boilermakers</b> build, install, and repair boilers, and also work on other large containers of liquids and gases.	Annual: \$75,300 Hourly: \$32.80	200 Employed 0.6% Growth 20 Openings/year	High School Diploma
<b>Computer Numerically Controlled Machine Tool Programmers</b> develop programs to control machining or processing.	Annual: \$92,400 Hourly: \$43.00	700 Employed 0.5% Growth 70 Openings/year	Associate's Degree or Technical Certificate
<b>Dental Laboratory Technicians</b> make and repair dentures, crowns, and bridges.	Annual: \$50,500 Hourly: \$23.60	900 Employed -0.1% Growth 100 Openings/year	High School Diploma
<b>Electrical and Electronic Engineering Technicians</b> design, build, repair, calibrate, and modify electrical components, circuitry, and controls.	Annual: \$74,900 Hourly: \$35.80	2,600 Employed 0.8% Growth 260 Openings/year	Associate's Degree or Technical Certificate
<b>Extruding and Drawing Machine Setters, Operators, and Tenders</b> operate machines to extrude or draw thermoplastic or metal materials.	Annual: \$42,600 Hourly: \$19.60	1,000 Employed 0.1% Growth 110 Openings/year	High School Diploma
<b>Industrial Engineers</b> develop systems or manage production processes, including human work factors, quality control, and inventory control.	Annual: \$113,600 Hourly: \$52.60	6,000 Employed 1.1% Growth 510 Openings/year	Bachelor's Degree
<b>Industrial Production Managers</b> plan and direct the work and resources necessary to manufacture products.	Annual: \$127,800 Hourly: \$59.30	4,100 Employed 0.2% Growth 270 Openings/year	Bachelor's Degree

## Career Cluster 13, Manufacturing

Career Description	Annual Wages	Employment Outlook	Education
<b>Industrial Truck and Tractor Operators</b> use trucks or tractors equipped to move materials around.	Annual: \$45,100 Hourly: \$19.80	12,300 Employed 0.9% Growth 1,450 Openings/year	High School Diploma
<b>Locksmiths and Safe Repairers</b> install and repair locks and safes.	Annual: \$60,400 Hourly: \$30.00	400 Employed 0.8% Growth 50 Openings/year	High School Diploma
<b>Machinists</b> use machine tools to produce precision metal parts.	Annual: \$57,400 Hourly: \$26.10	7,800 Employed 0.5% Growth 810 Openings/year	Associate's Degree or Technical Certificate
<b>Maintenance and Repair Workers</b> keep machines, mechanical equipment, or the structure of an establishment in repair.	Annual: \$50,000 Hourly: \$22.80	36,000 Employed 1.5% Growth 4,340 Openings/year	Associate's Degree or Technical Certificate
<b>Millwrights</b> install, dismantle, or move machinery and heavy equipment.	Annual: \$69,900 Hourly: \$30.70	1,600 Employed 0.2% Growth 130 Openings/year	Associate's Degree or Technical Certificate
<b>Molding, Coremaking, and Casting Machine Setters, Operators, and Tenders</b> set up, operate, or tend metal or plastic molding, casting, or core-making machines.	Annual: \$43,600 Hourly: \$19.30	2,700 Employed 0.0% Growth 240 Openings/year	High School Diploma
<b>Nuclear Technicians</b> assist physicists, engineers, or other scientists in nuclear technologies.	Annual: \$71,200 Hourly: \$35.00	100 Employed 2.4% Growth 20 Openings/year	Associate's Degree or Technical Certificate
<b>Telecommunications Equipment Installers and Repairers</b> fix telephone, cable, internet, and other communications equipment.	Annual: \$66,300 Hourly: \$34.30	5,000 Employed 0.1% Growth 510 Openings/year	Associate's Degree or Technical Certificate
<b>Welders, Cutters, Solderers, and Brazers</b> use heat to permanently join pieces of metal.	Annual: \$57,700 Hourly: \$26.60	8,900 Employed 0.3% Growth 910 Openings/year	Associate's Degree or Technical Certificate

† When state wages are unavailable, national wages are used.



## Career Cluster 14 Marketing

Career Description	Wages	Employment Outlook	Education
<b>Advertising and Promotions Managers</b> plan and direct ads for businesses.	Annual: \$138,000 Hourly: \$62.90	400 Employed 2.8% Growth 60 Openings/year	Bachelor's Degree
<b>Advertising Sales Agents</b> sell air time on radio and TV stations. They also sell page space in newspapers and magazines.	Annual: \$72,700 Hourly: \$29.30	4,200 Employed 3.6% Growth 840 Openings/year	Associate's Degree or Technical Certificate
<b>Demonstrators and Product Promoters</b> creating public interest in products by demonstrating and answering questions.	Annual: \$37,700 Hourly: \$16.70	3,600 Employed 1.6% Growth 750 Openings/year	High School Diploma
<b>Driver/Sales Workers</b> drive routes in an established territory and sell or deliver goods.	Annual: \$39,400 Hourly: \$16.80	8,200 Employed 0.9% Growth 1,000 Openings/year	High School Diploma
<b>Fashion Designers</b> design clothes and accessories for manufacture and sale.	Annual: \$80,300 Hourly: \$37.10	800 Employed 1.7% Growth 90 Openings/year	Associate's Degree or Technical Certificate
<b>Interior Designers</b> plan and design spaces and furnish interiors.	Annual: \$65,500 Hourly: \$29.80	2,300 Employed 2.5% Growth 330 Openings/year	Bachelor's Degree
<b>Market Research Analysts and Marketing Specialists</b> research market conditions to determine potential sales or products or services.	Annual: \$93,400 Hourly: \$40.80	36,100 Employed 4.6% Growth 7,250 Openings/year	Bachelor's Degree
<b>Marketing Managers</b> plan, direct, or coordinate marketing policies and programs.	Annual: \$168,600 Hourly: \$75.60	13,200 Employed 4.5% Growth 2,430 Openings/year	Bachelor's Degree
<b>Online Services Manager</b> conduct retail activities of businesses operating exclusively online such as managing inventory and implementing marketing activities.	Annual: \$89,400 Hourly: \$39.40	54,300 Employed 1.7% Growth 6,700 Openings/year	Bachelor's Degree

## Career Cluster 14, Marketing

Career Description	Wages	Employment Outlook	Education
<b>Property, Real Estate, and Community Association Managers</b> direct the selling, buying, leasing, or governance of real estate.	Annual: \$94,600 Hourly: \$39.70	5,300 Employed 2.0% Growth 610 Openings/year	Associate's Degree or Technical Certificate
<b>Public Relations Specialists</b> promote a positive public image for organizations they represent.	Annual: \$83,000 Hourly: \$35.80	7,000 Employed 2.1% Growth 960 Openings/year	Bachelor's Degree
<b>Real Estate Brokers</b> oversee real estate transactions, rent properties, and arrange loans.	Annual: \$82,800 Hourly: \$35.60	3,100 Employed 0.9% Growth 320 Openings/year	Bachelor's Degree
<b>Real Estate Sales Agents</b> help clients buy, sell, or lease land or property.	Annual: \$73,700 Hourly: \$30.90	24,100 Employed 2.1% Growth 3,180 Openings/year	Associate's Degree or Technical Certificate
<b>Sales Engineers</b> sell complex scientific and technical products or services to businesses.	Annual: \$111,800 Hourly: \$49.70	800 Employed 2.2% Growth 120 Openings/year	Bachelor's Degree
<b>Sales Managers</b> direct and coordinate the sales of goods and services for businesses.	Annual: \$146,000 Hourly: \$64.70	9,700 Employed 2.7% Growth 1,330 Openings/year	Bachelor's Degree
<b>Search Engine Optimization Specialists</b> increase visibility and engagement with web content and products.	Annual: \$97,400 Hourly: \$45.10	12,600 Employed 2.1% Growth 1,440 Openings/year	Bachelor's Degree
<b>Telemarketers</b> solicit orders for goods and services by phone.	Annual: \$44,800 Hourly: \$18.90	2,100 Employed 3.6% Growth 470 Openings/year	High School Diploma
<b>Wholesale and Retail Buyers</b> purchase merchandise or commodities for resale to consumers at the wholesale or retail level.	Annual: \$79,200 Hourly: \$36.30	17,600 Employed 1.6% Growth 2,270 Openings/year	Associate's Degree or Technical Certificate



## Career Cluster 15

### Science, Technology, Engineering & Mathematics

Career Description	Wages	Employment Outlook	Education
<b>Aerospace Engineers</b> design, construct, and test parts for aircraft, spacecraft, and weapons.	Annual: \$133,800 Hourly: \$63.10	6,800 Employed 0.3% Growth 410 Openings/ year	Bachelor's Degree
<b>Archeologists</b> conduct research to reconstruct records of past human life and culture.	Annual: \$76,300 Hourly: \$34.20	200 Employed 0.9% Growth 30 Openings/ year	Master's, PhD or Professional Degree
<b>Biological Technicians</b> assist biological and medical scientists in laboratories.	Annual: \$50,000 Hourly: \$23.00	3,900 Employed 0.8% Growth 460 Openings/ year	Bachelor's Degree
<b>Biomedical Engineers</b> design new tools and devices to improve healthcare. They develop new ways to treat illness and disease.	Annual: \$97,100 Hourly: \$42.00	700 Employed 1.0% Growth 60 Openings/ year	Bachelor's Degree
<b>Chemical Engineers</b> solve problems that involve using or making chemicals.	Annual: \$111,400 Hourly: \$50.30	600 Employed 0.7% Growth 50 Openings/ year	Bachelor's Degree
<b>Chemical Technicians</b> conduct chemical and physical laboratory tests to assist scientists.	Annual: \$52,800 Hourly: \$24.50	1,300 Employed 0.8% Growth 140 Openings/ year	Associate's Degree or Technical Certificate
<b>Chemists</b> search for new knowledge about chemicals.	Annual: \$92,500 Hourly: \$42.80	1,800 Employed 0.8% Growth 170 Openings/ year	Bachelor's Degree
<b>Civil Engineers</b> plan and design roads, buildings, airports, tunnels, dams, bridges, and water systems.	Annual: \$95,900 Hourly: \$43.70	12,600 Employed 0.8% Growth 1,080 Openings/ year	Bachelor's Degree
<b>Computer and Information Research Scientists</b> conduct research into fundamental computer and information science.	Annual: \$145,900 Hourly: \$71.80	2,800 Employed 2.4% Growth 350 Openings/ year	Master's, PhD or Professional Degree
<b>Data Scientists</b> transform raw data into meaningful information using computer technology.	Annual: \$120,700 Hourly: \$57.50	3,200 Employed 3.8% Growth 500 Openings/ year	Master's, PhD or Professional Degree

## Career Cluster 15, Science, Technology, Engineering & Mathematics

Career Description	Wages	Employment Outlook	Education
<b>Electrical and Electronic Engineering Technicians</b> build, test, troubleshoot, and repair electronic components.	Annual: \$74,900 Hourly: \$35.80	2,600 Employed 0.8% Growth 260 Openings/year	Associate's Degree or Technical Certificate
<b>Environmental Scientists and Specialists</b> study problems that affect the health of living things.	Annual: \$88,200 Hourly: \$39.10	3,700 Employed 2.0% Growth 480 Openings/year	Bachelor's Degree
<b>Epidemiologists</b> investigate and describe the cause and distribution of disease, disability, or health outcomes.	Annual: \$116,200 Hourly: \$48.60	600 Employed 1.0% Growth 50 Openings/year	Master's, PhD or Professional Degree
<b>Geoscientists</b> study the composition, structure, and other physical aspects of the earth.	Annual: \$96,700 Hourly: \$42.40	1,300 Employed 2.0% Growth 170 Openings/year	Bachelor's Degree
<b>Hydrologists</b> research the distribution, circulation, and physical properties of underground and surface waters.	Annual: \$94,900 Hourly: \$44.80	300 Employed 1.4% Growth 30 Openings/year	Bachelor's Degree
<b>Mechanical Engineers</b> oversee the design, construction, and testing of mechanical products and systems.	Annual: \$102,400 Hourly: \$47.80	8,400 Employed 0.7% Growth 590 Openings/year	Bachelor's Degree
<b>Medical Scientists</b> conduct research to find causes of, and treatments for, disease.	Annual: \$93,300 Hourly: \$38.70	6,300 Employed 1.1% Growth 610 Openings/year	Master's, PhD or Professional Degree
<b>Physicists</b> conduct research, develop theories, and devise methods to apply physical laws and theories.	Annual: \$128,300 Hourly: \$56.20	800 Employed 1.6% Growth 80 Openings/year	Master's, PhD or Professional Degree
<b>Statisticians</b> collect, organize, and interpret numerical data.	Annual: \$105,600 Hourly: \$48.60	1,700 Employed 2.8% Growth 220 Openings/year	Master's, PhD or Professional Degree



## Career Cluster 16

### Transportation, Distribution & Logistics

Career Description	Wages	Employment Outlook	Education
<b>Aircraft Mechanics and Service Technicians</b> diagnose, repair and maintain aircraft.	Annual: \$70,500 Hourly: \$35.60	5,700 Employed 0.1% Growth 440 Openings/year	Associate's Degree or Technical Certificate
<b>Ambulance Drivers and Attendants</b> drive ambulances or assist in transporting sick and injured people.	Annual: \$35,500 Hourly: \$16.40	60 Employed 0.4% Growth 10 Openings/year	High School Diploma
<b>Automotive Service Technicians and Mechanics</b> diagnose, adjust, and repair cars and trucks.	Annual: \$53,800 Hourly: \$24.80	13,700 Employed 0.3% Growth 1,290 Openings/year	Associate's Degree or Technical Certificate
<b>Billing and Posting Clerks</b> compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes.	Annual: \$48,000 Hourly: \$22.60	10,600 Employed 1.3% Growth 1,330 Openings/year	High School Diploma
<b>Bus and Truck Mechanics and Diesel Engine Specialists</b> diagnose and repair buses and trucks, or maintain and repair any type or diesel engines.	Annual: \$63,300 Hourly: \$29.30	7,400 Employed 0.8% Growth 740 Openings/year	Associate's Degree or Technical Certificate
<b>Bus Drivers, Transit and Intercity</b> transport people and assist passengers.	Annual: \$61,600 Hourly: \$30.10	8,800 Employed 0.7% Growth 1,140 Openings/year	High School Diploma
<b>Commercial Pilots</b> fly planes, helicopters, and air ambulances.	Annual: \$101,100 Hourly: N/A	1,600 Employed 1.1% Growth 180 Openings/year	Associate's Degree or Technical Certificate
<b>Customs Brokers</b> ensure shipments meet all laws to facilitate the import and export of goods.	Annual: \$89,400 Hourly: \$39.40	54,300 Employed 1.7% Growth 6,700 Openings/year	Associate's Degree or Technical Certificate
<b>Dispatchers</b> schedule and dispatch workers, work crews, equipment, or service vehicles.	Annual: \$57,500 Hourly: \$26.70	4,300 Employed 0.6% Growth 430 Openings/year	High School Diploma

## Career Cluster 16, Transportation, Distribution & Logistics

Career Description	Wages	Employment Outlook	Education
<b>Heavy and Tractor-Trailer Truck Drivers</b> drive large trucks or tractor-trailers to transport materials.	Annual: \$55,900 Hourly: \$26.50	37,500 Employed 0.5% Growth 4,230 Openings/year	High School Diploma
<b>Laborers and Freight, Stock, and Material Movers</b> move freight, stock, or other materials.	Annual: \$39,700 Hourly: \$17.70	56,200 Employed 1.1% Growth 8,230 Openings/year	High School Diploma
<b>Motorcycle Mechanics</b> diagnose, adjust, and repair motorcycles and other motorized vehicles.	Annual: \$45,200 Hourly: \$19.70	400 Employed 0.6% Growth 50 Openings/year	Associate's Degree or Technical Certificate
<b>Occupational Health and Safety Specialists</b> analyze work environments and design programs and procedures to control, eliminate, and prevent disease or injury.	Annual: \$86,100 Hourly: \$39.60	3,500 Employed 1.5% Growth 280 Openings/year	Bachelor's Degree
<b>Recreational Vehicle Service Technicians</b> diagnose and repair recreational vehicles, including travel trailers.	Annual: \$45,100 Hourly: \$21.20	700 Employed 0.6% Growth 80 Openings/year	High School Diploma
<b>Ship Engineers</b> supervise and coordinate activities of ship machinery crew.	Annual: \$94,200 Hourly: \$43.30	900 Employed 0.0% Growth 100 Openings/year	Associate's Degree or Technical Certificate
<b>Supply Chain Managers</b> direct the coordination of all processes involving the movement, storage, or processing of inventory.	Annual: \$138,700 Hourly: \$60.50	34,400 Employed 1.5% Growth 3,370 Openings/year	Bachelor's Degree
<b>Transportation, Storage, and Distribution Managers</b> direct transportation, storage, or distribution activities.	Annual: \$116,100 Hourly: \$52.40	3,100 Employed 1.8% Growth 330 Openings/year	Bachelor's Degree



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# Career Steps to Take in High School

If you're in middle school or high school, now is a great time to learn about jobs and career fields, and about what you like and don't like to do. The more you learn about the working world, and the opportunities for you to make the most of your skills and abilities, the easier it is to know where you want to go.

## Try on a career with Career and Technical Education

Do you like welding or carpentry? Ever thought about becoming a nurse or pharmacist? Or maybe you like working with technology or enjoy sales and marketing. Explore these jobs in high school with Career and Technical Education (CTE). Some classes are also available in middle school.

CTE blends academic subjects like math and writing with jobs you'd actually like to do! So while you're learning about right angles or how to write a report, you're also able to create a business plan or use a miter saw to build something. And if you like what you're learning, you can dig deeper into the subject and, in some cases, earn both high school and college credits. So ask which CTE classes are available at your middle school or high school. Find out more about CTE Career Clusters at: <https://www.k12.wa.us/student-success/career-technical-education-cte>.

## Skills Centers: Dig deeper into careers

Whether your passion is for cooking, learning to build robots, or helping people get healthy, Skills Centers offer you a place to explore those interests in-depth. With Skills Centers, you get hands-on, specialized training in areas that range from culinary arts to robotics technology to nursing. Often, you're able to earn industry certification and college credits while you're still in high school. Plus you add value to your resume, for when you start looking for a job. Skills Centers serve more than 100 Washington school districts. Many students go to a Skills Center as part of their school day, while attending high school the rest of the time. See which Skills Center serves your school at: [www.washingtonskillscenters.org](http://www.washingtonskillscenters.org).

## Need career help or have a learning disability?

If you are a student with a disability with an Individualized Education Plan or 504 Plan, or if you just need a little extra help with career development and job skills, check out the Division of Vocational Rehabilitation (DVR). DVR helps people figure out how to get into careers even if they have struggled in school. More info: 1-800-637-5627, or visit <https://www.dshs.wa.gov/dvr/services-individuals-disabilities>.

## Create your High School and Beyond Plan

The High School and Beyond Plan is a Washington graduation requirement. It's also a tool to chart your future, and the education steps to get you where you want to go. Remember, you can always change your plan as your interests change. Work with your teachers, counselors, and family to create a plan that's right for you. <https://www.sbe.wa.gov/our-work/high-school-and-beyond-plan>

## Skills Centers

- ▶ **Cascadia Tech Academy**—Vancouver
- ▶ **Columbia Basin Technical Skills Center**—Moses Lake
- ▶ **New Market Skills Center**—Tumwater
- ▶ **NEW TECH Skills Center**—Spokane
- ▶ **Northwest Career and Technical Academy**—Mount Vernon
- ▶ **Northwest Career and Technical Academy**—Anacortes
- ▶ **Pierce County Skills Center**—Puyallup
- ▶ **Puget Sound Skills Center**—Burien
- ▶ **SEA-Tech Skills Center**—Walla Walla
- ▶ **Seattle Skills Center**
- ▶ **Sno-Isle Technical Skills Center**—Everett
- ▶ **Spokane Valley Tech**
- ▶ **Tri-Tech Skills Center**—Kennewick
- ▶ **Washington Network for Innovative Careers**—Kirkland
- ▶ **Wenatchee Valley Technical Skills Center**—Wenatchee
- ▶ **Twin Harbors Branch Skills Center**—Aberdeen
- ▶ **West Sound Technical Skills Center**—Bremerton
- ▶ **Yakima Valley Technical Skills Center**—Sunnyside
- ▶ **Yakima Valley Technical Skills Center**—Yakima

Whether it's a certificate or specific training that builds on your high school experience, the education you seek after high school will make a big difference in securing a career that grows with you and offers opportunities for higher pay.

To earn a living wage, you first need to make it through high school. But high school is not enough. To put yourself on a path to earning a living wage, you need to invest in at least one year of learning or training after you receive your diploma.

This can be a short-term, career-focused certificate at a community or technical college, or private career school. A two-year associate's degree can also pave the way to a rewarding career. Or you may consider joining the military, where you learn valuable skills and see the world, or become an apprentice to prepare for a high-paying, hands-on trade. Or you may want to earn a four-year degree that expands your knowledge of the arts and world, or perhaps a doctoral degree in medicine, dentistry, veterinary medicine, or law.

The biggest question before you invest in education and training: Do you know what you want to do? Be sure to use this guide to figure that out first, by assessing your interests and abilities, then investigating careers within your top scoring Career Clusters. This will help you figure out which career fields you're interested in before you spend time and money on further education. (Turn to the beginning of the book to complete steps 1 through 4.)

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*Learn how to fully explore your options using the guide's Career Search Tables on pages 12-43 or click on the searchable database at [CareerBridge.wa.gov](https://www.careerbridge.wa.gov)*  
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## Washington's Community and Technical Colleges

The state has 34 public community and technical colleges. They offer academic associate's degrees that transfer to a college or university, and certificates and degrees in career-specific areas such as health care, accounting, automotive technology, and culinary arts. A growing number also offer applied bachelor's degree programs in a variety of subject areas. Chances are, there's a college near you, or an online program that's a click away. Go to: <https://www.sbctc.edu/becoming-a-student/default.aspx>.

## Four-Year Colleges and Universities

Washington is home to six public four-year colleges and universities, as well as Western Governors University, which is entirely online. Many of the four-year universities also have branch campuses in select cities. See: <https://www.wsac.wa.gov/colleges-and-institutions-washington>.

## Private Career Schools

Private career schools offer career-centered training in a variety of areas—from commercial truck driving to dental assisting. Students can earn certificates or degrees. Find out more at <https://www.nwcareercolleges.org>. Licensed schools: <https://www.wtb.wa.gov/private-career-schools/student-resources/licensed-schools/>.

## Independent Colleges and Universities

Washington's independent colleges and universities provide another option for students pursuing a four-year degree. Go to: <https://www.icwashington.org>.

## Graduate and Professional Degrees

All of Washington's public four-year institutions, and some independent institutions, offer graduate-level courses leading to a master's degree. Typically, students must first earn a bachelor's degree before continuing with their education to earn an advanced degree in a specialized area. For example, some graduate students may earn a master's in business administration, or MBA. Others might continue their studies to earn a master's degree in English or history, or perhaps a master's in public administration or fine arts. The University of Washington and Washington State University also offer doctoral degrees (known as PhDs) in addition to professional degrees—including medicine, dentistry, veterinary medicine, and law.

## Military Careers

The Armed Services offer men and women the opportunity to learn self-discipline, leadership, and a wide range of technical skills and specialties that also translate to civilian jobs. All of the Armed Services provide their personnel with incentives for continuing their education both while in the military, as well as after their service time.

For those choosing to attend college first, the Reserve Officer Training Corps (ROTC) scholarship provides financial assistance for tuition and fees, books, and living expenses.

Military personnel are encouraged to continue their education. Members are eligible for programs such as the Montgomery GI Bill and tuition assistance. Individual services also offer other educational incentives, such as a loan repayment program and college assistance funds.

## Washington National Guard Training and Benefits

The Washington National Guard is made up of citizen soldiers who serve both the state and the nation. Most National Guard members have civilian jobs, as well as Guard careers. While serving, they are paid and receive many benefits, such as insurance, post exchange privileges, and additional training. More info at: <https://www.mil.wa.gov/national-guard>.

## Job Corps Program

Job Corps helps young people through academic programs, technical training, employment skills, health care, and counseling. The U.S. Department of Labor administers this national training and employment program. Youth entering the program must be at least 16 and not yet 25 years of age, a U.S. citizen or legal resident, meet income guidelines, and be in need of additional education and training. More info at: <https://www.jobcorps.gov>.

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### **More information on Armed Services careers:**

#### **U.S. Army**

[www.goarmy.com](http://www.goarmy.com)

#### **U.S. Navy**

[www.navy.mil](http://www.navy.mil)

#### **U.S. Air Force**

[www.airforce.com](http://www.airforce.com)

#### **U.S. Marine Corps**

[www.marines.com](http://www.marines.com)

#### **U.S. Coast Guard**

[www.gocoastguard.com](http://www.gocoastguard.com)

#### **Air National Guard**

[www.ang.af.mil](http://www.ang.af.mil)

#### **Army National Guard**

[www.nationalguard.com](http://www.nationalguard.com)

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# Apprenticeships: Earn While You Learn

Earn a paycheck while you learn a skilled profession in fields like construction, manufacturing, healthcare, cosmetology, information technology, and many others.

As an apprentice, most of your learning is paid on-the-job training supervised by a trade professional, supplemented by required classroom/laboratory instruction. Like a college education, it may take several years to become fully competent in an occupation. However, unlike college students, apprentices earn while they learn.

Apprentices receive wages that are tied to a progressively increasing scale—so with each step you take, you're able to earn more money. Once apprentices master an occupation, they receive the same wages as a journey-level professional.

Depending on the occupation, your paycheck can be considerable. For example, journey-level plumbers, sheet metal workers, electricians, and IT workers earn average annual wages of over \$80,000 in Washington.

Apprentices are taught by experienced journey-level workers, so there is a direct connection between what you learn in the classroom, and what you do on the job. At least 144 hours of related supplemental classroom instruction is required each year during the course of a program. Programs must provide a minimum of 2,000 hours paid on-the-job training, where apprentices have a chance to practice new skills while learning the occupation.

## Who Can be an Apprentice?

Entrance requirements vary by trade. In general, apprentices must:

- Be at least 18 years or older (in some cases, 16- and 17-year-olds can also participate). Over 80 percent of apprentices are over 21.
- Have a high school diploma or equivalent.
- Have access to reliable transportation.
- Be drug free.
- Be physically able to do the work of the trade, with or without reasonable accommodation.
- Commit to one to five years of paid, on-the-job training and related supplemental classroom instruction (often done on the apprentice's own time).
- Be interested in a career, not just a job.

## How Can I Prepare for Apprenticeship?

Many registered apprenticeships are affiliated with preparatory programs that help individuals meet minimum qualifications and provide pathways to entry into apprenticeship. Explore apprenticeship preparation programs at: <https://www.lni.wa.gov/licensing-permits/apprenticeship/apprenticeship-preparation>.

## What Apprenticeships are Available in Your Area?

While construction and building trades are well-known apprenticeships, there are apprenticeships in health care, manufacturing, food preparation, and public safety. Explore your options and learn more about apprenticeship at: <https://www.lni.wa.gov/licensing-permits/apprenticeship/apprenticeship-preparation>.

College credit doesn't always have to be earned in the classroom. You may possess knowledge, life skills, work experience, or military training that can be translated into valuable college credit.

### Non-Traditional Learning/Prior Learning Assessments

Many colleges and universities allow students to gain credit in some of their courses, without enrolling in the classes, by taking an exam that allows them to demonstrate what they know. All community and technical colleges and all four-year colleges and universities (public and private) have a process for assessing a student's prior learning for possible college credit. Assessments can be done through standardized tests such as the College-Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Education Support (DANTES).

You also might be able to gain course credit for certifications you have earned in the past, college-level courses you've taken, or military or work experience. Some colleges and universities have created "crosswalks" between this prior learning experience and some of their courses.

### What Will it Cost?

Each college and university sets their own rate for granting Prior Learning credits based on their costs associated with the assessment. Generally, it should be less than the tuition and books associated with taking the course for credit.

### Learn More

If you think you might be eligible for prior learning credit, contact the college or university of your choice and ask for the Prior Learning Assessment (PLA) point of contact.

### Get College Credits in High School

If you complete Advanced Placement, International Baccalaureate or Cambridge exams, or participate in Running Start or CTE Dual Credit, you may be able to get college credit for this work. Credit policies vary by institution so be sure to verify your credit before counting on it. More about dual credit options: <https://www.sbctc.edu/becoming-a-student/high-school/dual-credit-student.aspx>.



# Paying for Your Education

## Step 8

Just as there are many career paths, there are many ways to pay for your education and training. In some cases, it may even be free. For example, if you pursue an apprenticeship or military career, your education expenses will either be covered or built into your salary, as these choices involve working and learning.

College and other types of advanced education and training can be costly. Still, it may be more affordable than you think. You may be eligible for grants and scholarships that pay for tuition, books, and other supplies. Or you may qualify for low-interest loans that you pay back over time. Or you might land a work study job or receive a tax credit that puts you on the path to earning your degree. Anyone can apply for financial aid, and many people will qualify.

Not sure if you'll receive funding? Regardless of your income or your family's income, the FAFSA or WASFA is a good way to evaluate your ability to pay for college and receive financial aid. (See below.)

## Don't Wait for a College Acceptance Letter—Start Applying Now!

You don't need to be accepted to a college to apply for financial aid. In fact, waiting can hurt your chances of getting financial assistance. File the Free Application for Federal Student Aid (FAFSA) or the Washington Application for State Financial Aid (WASFA) as soon as possible after October 1 of your senior year in high school, and each subsequent year you're in college. If you procrastinate you could miss out on financial aid or get less than you're qualified to receive.

## Start with the FAFSA or WASFA

To qualify for financial aid, you need to apply. In Washington, there are two different applications for financial aid, but you only need to file one.

### FAFSA

File the FAFSA if you are a U.S. citizen or eligible non-citizen. File online at <https://studentaid.gov>.

### WASFA

File the WASFA if you are not eligible to file the FAFSA due to immigration status. Get more information and file online at <https://wsac.wa.gov/wasfa>.

The U.S. Department of Education will process your FAFSA and send it to all of the schools you've applied to—even if you haven't been accepted yet. The Washington Student Achievement Council administers the WASFA and follows a similar process.

Pay close attention to the financial aid deadlines. Your state or school may have different deadlines and may require additional forms. View your college's website for financial aid deadlines.

Next, check with your high school guidance counselor, or financial aid administrator at your school, about state and school sources of student aid.

## Apply Early!

Don't wait until you have been accepted to a school to apply for financial aid—start as early as you can after October 1st! School deadlines vary and tend to be early, and financial aid awards are given out until funding runs out. Even if you're eligible for funding, you can miss out if there is no more money left to distribute.

Filling out the online FAFSA is free, so don't be fooled by other websites that want to charge you a fee.

## Grants and Scholarships Help you Take the Next Step

Grants and scholarships help you pay for your education. They are financial awards given to you at no cost and do not have to be paid back in the future as long as you attend and finish your courses. They are different than loans. Loans are money you borrow and must pay back, usually with interest costs. Most grants are based on need. For example, perhaps you're a first-generation college student with a low income. Grants are available to help you pay for school. Other grants are based on how well you did in school, your ethnic background, and other factors.

- View Washington scholarship programs at <https://washboard.wsac.wa.gov>.
- Or click the "Pay for School" tab on [CareerBridge.wa.gov](https://www.careerbridge.wa.gov).

## Federal Resources

### Federal Grants

There are a few different federal grant programs. The largest is the Pell Grant. Pell Grants were designed to be the foundation of financial aid and are the main type of federal grant. You may receive more than \$6,000 in Pell money for a year of school depending on your income level and other factors. More information can be found at: <https://studentaid.gov/understand-aid/types/grants>

### Federal Direct (Student) Loans

The most common student loan is the federal Direct Loan. There are two kinds: subsidized and unsubsidized. If you can demonstrate you have a financial need, you may qualify for a subsidized loan. The federal government pays interest that builds while you are enrolled at least half time, or during deferment periods. Unsubsidized Stafford Loans are available to most students, regardless of financial need. But you are responsible for paying all the interest that accrues while in school. Although you may qualify for either kind of Direct Loan, it's important to know that, unlike grants, you will need to pay the money back. Get details at: <https://studentaid.gov/understand-aid/types/loans>.

### Federal Work-Study

Federal Work-Study provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Check to see if your school participates in the program.

# Washington State Financial Aid

## Washington College Grant

Eligible Washington residents can use the grants at over 60 eligible institutions (public two- and four-year colleges and universities, and many accredited independent colleges, universities, and career schools) in Washington. The amount of the award will differ depending on the school a student attends and their family's income. It's considered one of the most generous financial aid programs in the country. Read more at <https://wsac.wa.gov/wcg>.

## College Bound Scholarship

The College Bound Scholarship is an early commitment of state financial aid to eligible students who sign up in middle school and fulfill the College Bound pledge. The College Bound Scholarship covers average tuition at public college rates, some fees, and a small book allowance at over 65 colleges, universities, and technical schools in Washington. More details: <https://www.wsac.wa.gov/college-bound>.

## Opportunity Grant

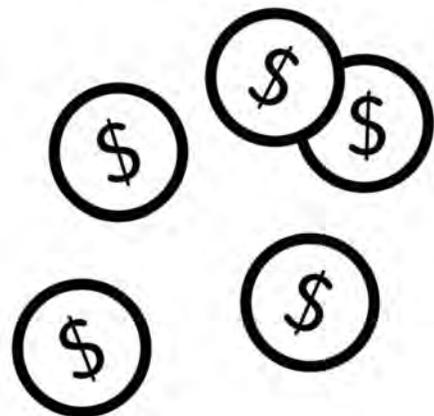
These grants are available at Washington's 34 community and technical colleges and will help pay for up to 45 credits for students who meet income guidelines and enroll in programs of study in high-wage and high-demand occupations like healthcare, automotive technology, accounting, aerospace manufacturing, and many others. Get details at: <https://www.sbctc.edu/paying-for-college/opportunity-grant-student.aspx>.

## Worker Retraining

Worker Retraining grants are available at Washington's 34 community and technical colleges to those who are collecting or have exhausted unemployment benefits, at risk of being laid off, veterans, displaced homemakers, or students in temporary survival jobs paying lower wages than their previous employment. Students may receive assistance with tuition, books, childcare, and transportation for programs of study in high demand occupations. Get details at: <https://www.sbctc.edu/paying-for-college/worker-retraining-student.aspx>.

## Work Study

Similar to the federal program, State Work Study helps eligible students earn money for college while gaining experience whenever possible in jobs related to their career goals. Qualifying students get an approved job, on- or off-campus, to support their education. Get details at: <https://wsac.wa.gov/state-work-study>.



## Get financial details with Career Bridge

The Pay for School section of Career Bridge.wa.gov provides info on:

- Financial aid and the FAFSA.
- Grants and scholarships.
- Loans.
- Work study.
- Tax credits.
- Military veterans benefits.
- Worker retraining and unemployment programs.
- Programs for those with disabilities or blindness.

Your education and work history are important in landing a job. But your attitude, your ability to solve problems, your attention to details, and many other aspects of your personality and skills also make you a good worker. Yes, you need to have certain skills and experience, but employers also are looking for other qualities that contribute to business success, such as:

- Getting to work on time.
- Dressing appropriately for the job.
- Learning new skills quickly.
- Having a positive attitude about your work and coworkers.
- Enthusiasm for the job.

It's up to you to showcase these interpersonal and workplace skills when you're at an interview. In many cases, it's these "soft skills" that will make the difference when a hiring manager decides who to call to offer a job. Ultimately, these same skills will also help ensure you keep the job and thrive in it.

## Finding Job Opportunities

Your best resource for a new job is also your best reference—those who know you best. Talk to your friends, your family, and even your neighbor across the street. You never know where your networking will lead you—and who might know about a potential job opening. So spread the word about your job search. If you're using social media such as Facebook or LinkedIn, you can let those in your network know you're looking. An excellent source for job openings and career assistance is WorkSource, the state's one-stop network of career centers. Check out [WorkSourceWA.com](http://WorkSourceWA.com) for a searchable listing of jobs near you.

## Applying for the Job

Before you apply for a job opening, do some research so you can craft a compelling resume and cover letter.

### Research the Company

Learn as much as you can about the company or organization that's hiring. Go online to get details on what they do, who they are, and who they're hiring. Sometimes you'll find out what a company values. Perhaps it's creativity and a culture of innovation, or maybe hard work and long hours. You'll want to know a bit about the company and its culture before you complete your application, resume, and cover letter.

### Recipe for a Winning Resume

Your resume is all about you—and your education, work experience, and job skills. However, it's not a laundry list of everything you've done. Instead, it should highlight your strengths and your accomplishments, and inform potential employers of credentials, internships, degrees, and diplomas that set you apart from the competition.

A resume, in other words, needs to show employers what you can do for them. So, for example, if you've worked in a coffee shop you'll do well to focus on what you've learned besides making coffee, such as: customer service, prioritizing competing demands, thriving in a fast-paced work environment. By highlighting specific talents relevant to the job, your resume tells the employer how much you value these skills.

# Resume Guide

Your resume helps you showcase your skills and experience to land the job you want.

## HEADER

- 1] Your name should be legible and the largest element
- 2] Be sure your email is professional
- 3] Include your phone number and update your voicemail

## STRATEGY

- 1] Use strong action verbs to start your bullets
- 2] Focus on performance and results
- 3] Highlight promotions

## EDUCATION

- 1] List your certificate or degree first
- 2] Include your graduation date
- 3] List the school, city, and state

## QUICK TIPS

- 1] Proofread your resume for spelling and grammar errors
- 2] Bring a copy of your resume to your interview
- 3] Create a PDF if you're emailing to an employer

## MARKET YOUR QUALIFICATIONS

- 1] Pitch your skills, qualifications for the position
- 2] Directly highlight qualifications requested in the job/internship posting
- 3] Use keywords from the posting to show "fit"
- 4] Tailor your resume for each position to improve chances of being selected for an interview

## ADD CATEGORIES

- 1] Add other categories that show off your skills like "leadership and community engagement"
- 2] Keep the length to one or two pages
- 3] Don't write anything that isn't true

**CONNOR NGUYEN**  
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**QUALIFICATIONS**

- FAA-Certified with 11 years' experience in diagnosing, repairing, and overhauling aircraft engines and systems.
- Meticulously detail-oriented and able to quickly spot issues to complete efficient repairs to return aircrafts to service.

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**EXPERIENCE**

**Aircraft Mechanic** April 2017 – current  
*Mitsubishi Aircraft Corporation – Spokane, WA*

- Complete all repairs and maintenance work to company and FAA standards.
- Examine vital aircraft components, including landing gear and hydraulic systems, to locate problems such as cracks and leaks.
- Inspect fuselage, wings, and tail using x-ray and magnetic inspection equipment to check for corrosion, distortion, and invisible cracks.
- Disassemble, repair, and reassemble aircraft engines.
- Utilize precision instrument and equipment to look closely at components like turbine blades for corrosion, cracks, and other problems.
- Meet tight repair deadlines to ensure no services disruption and planes depart on schedule.
- Quickly respond to weekend and after-hours emergency calls.

**Aircraft Mechanic** August 2014 – March 2017  
*Cub Crafters, Inc. – Yakima, WA*

- Used measuring instruments to inspect parts.
- Assembled and installed aircraft systems including plumbing, mechanical, and hydraulics.
- Cleaned, refueled, and changed oil lines in aircraft servings.
- Maintained record accuracy by using work order reporting system.
- Notified supervisors of faulty operations and defective materials.
- Performed scheduled maintenance assessments.

**Aircraft Mechanic Apprentice** August 2011 - August 2014  
*Crane Aerospace & Electronics – Lynnwood, WA*

- Completed a two-year extensive apprenticeship program.
- Learned to service all parts of airplanes.

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**EDUCATION**

**Certificate, General Aircraft Maintenance** 2011  
*Spokane Community College - Spokane, WA*

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**CERTIFICATIONS**

FAA-Certified Aircraft Mechanic

**Bullet Point Formula: ACTION VERB + SKILL SET + RESULT**

# Cover Letter Guide

Your cover letter helps you communicate directly about why you're the right person for the job.

## Top Header

- Use a clean, legible font for your name and contact info
- Make it match your resume

## Header and Salutation

- If you can, address it to company hiring officials.
- Keep it professional (Mr./Ms.)
- Use: Dear Human Resources, Hiring Manager, or dept. name

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January 1, 2022

Frank Barrios  
Director of Aviation  
Airplanes, Inc.  
111 Airplane Ave.  
Seattle, WA 11111

Dear Mr. Barrios,

I would like to express my interest in the Aircraft Mechanic Supervisor position at Airplanes, Inc. I have significant experience as a highly skilled Aircraft Mechanic and have learned the independence and leadership qualities required to succeed in a supervisory role. I am very passionate about the mission of Airplanes, Inc., and I know my qualifications could ensure success in any team I lead to further this mission.

As you will find in my included resume, I have an impeccable track record in supervising the timely and accurate maintenance and repair of all aircraft systems under my supervision. As a part of my responsibilities in my current role, I help manage a team of 11 to ensure that all aircraft machinery is regularly serviced and analyzed for repair. I take my position seriously, as I know it is directly related to the welfare and safety of those operating and flying in these aircraft. I am also an effective communicator and can communicate efficiently with others in person and in writing. My organizational skills can be seen through my meticulous records of all maintenance performed. I can work independently or with a team, follow work orders, and I always follow safety procedures to the letter. I have the ability to spot problems in advance, troubleshoot problems, replace defective parts, and make any other repairs needed.

Being an Aircraft Mechanic Supervisor is a big responsibility that I do not take lightly, and the skills I bring will ensure that I can successfully manage others to meet the important safety and security requirements that this position entails. I welcome the opportunity to meet with you in person to discuss this position further and can be reached at (your phone number) or [connor.nguyen@gmail.com](mailto:connor.nguyen@gmail.com). Thank you for your consideration, and I look forward to hearing from you.

Sincerely,



Connor Nguyen

## OPENING

Grab Attention

- State title of position
- Open with your interest or a connection
- Jump right in with your qualifications

## MIDDLE

Market Yourself

- Align your skills & how you demonstrate qualifications
- Include specific results or outcomes for each skill
- List successes (promotions, awards)

## CLOSE

Bring it Home

- Restate your interests with the position and organization
- Leave them contact info
- Thank them for their time and consideration

## Final Formatting Tips

## Closing

- "Sincerely" or "Respectfully yours"
- Your signature, either digital or ink
- Your name typed

- Clean, legible, professional font
- Single spaced, one line between paragraphs
- Print on white or neutral paper
- File name: FullName\_Application.docx
- 11-12 pt. size
- .5—.1 margins
- Indent bullets
- Spell check

## The Job Interview

Congratulations, you've scored an interview! It's normal to feel nervous before sitting down with an employer. Good preparation will make you feel more at ease.

Here are some preparation tips:

- 1) Step up your efforts to learn about your employer. While you might not be expected to know everything about your potential job, you will leave a positive impression if you're able to show you know about the organization and can ask good questions about the job.
- 2) Be ready to talk about yourself, your experiences, your strengths, and your goals. You will need to be able to explain how you will make a difference to their organization.
- 3) Think about potential questions and practice your answers.
- 4) Be prepared to look sharp. Ensure your hair is groomed and that you are wearing appropriate clothes and shoes that are clean and in good condition.

## Common Interview Questions

- Where did you hear about us?
- Tell us about your past job experience.
- Describe a situation you faced on the job and how you solved it.
- What is/or was your favorite subject in school? Your worst?
- Why do you want to work here?
- What kind of contribution can you make to our company?
- What do you see yourself doing in five years?
- What are your strengths...and weaknesses?
- When can you start?
- What questions do you have for us?

## Interview Do's and Don'ts

DO	DON'T
Dress appropriately - Be clean and well-groomed.	Take anyone with you - Go alone.
Be prompt - There is no excuse for being late!	Chew gum.
Learn the interviewer's name and use it.	Apologize for your lack of experience.
Shake hands firmly.	Interrupt your interviewer.
Be enthusiastic, positive, and upbeat.	Plead for a job or say, "I'll take anything."
Maintain good eye contact and speak clearly.	Discuss personal, home, or money problems.
Take time to think about your answers.	Criticize former employers or coworkers.
Ask questions when you need clarification.	Hang around after the interview.
Ask when you may call about a hiring decision.	Falsify answers to interview questions - Be honest!
Thank the interviewer for his or her time.	Use your cell phone - Silence it and leave it alone.
Follow up the interview with a brief thank you note.	Rush through an answer - Take your time and think.



## Have a Video Interview?

Follow all the tips and tricks above, minus the handshake of course! Even though you're not meeting in person, make sure you keep things professional. Look sharp and come prepared!

Pro tip: Make sure you test your video and audio technology before your interview. Also, choose a quiet area, and set up in front of the most neutral background you can. Minimize distractions, and make eye contact to show you're engaged.

## Resource Section

# Assistance Available for those with a Disability

If you have a disability that makes it difficult for you to find a job or keep one, the state's Division of Vocational Rehabilitation (DVR) can help. DVR provides services to individuals who want to work but need assistance due to a physical, sensory, cognitive, or mental disability.

A DVR counselor works with each customer one-on-one to design a customized, step-by-step plan to achieve a desired employment goal.

DVR services include:

- Vocational rehabilitation counseling and guidance
- Assessment services
- Independent living services
- Assistive technology services
- Training and education
- Job-related services
- Pre-employment transition services for students with disabilities
- Services and technical assistance for businesses

Additional services may include:

- Training for many occupations
- Tuition, books, and equipment assistance for training or starting a new job
- Benefits planning
- Employment support
- Transportation assistance during a rehabilitation program
- Placement in a suitable job

For more information, contact DVR at (360) 725-3636 or 1-800-637-5627, or <https://www.dshs.wa.gov/dvr>.



## Veterans Services

If you served on active duty and were discharged or released from duty with other than a dishonorable discharge you are eligible for priority services at your local WorkSource center. Some spouses, such as those whose military sponsor has a 100 percent service-connected disability rating from the Veterans Administration, or who died with a 100 percent rating, or whose sponsor is an MIA/POW, are also eligible for priority service.

WorkSource has specialists who are veterans themselves, and they want to help other veterans find a career. These Local Veterans Employment Representatives work with other service providers to promote veterans as job seekers with highly marketable skills and experience. Staff members conduct a variety of job search assistance workshops and provide job development and referrals, helping veterans make the transition to a new career.

For more information go to: <https://esd.wa.gov/jobs-and-training/veteran-services>.

## Disabled Veterans

If you are a disabled veteran you may qualify for the state's Disabled Veterans' Outreach Program, run by the state's Employment Security Department. Specialists assist veterans and eligible spouses who have significant barriers to employment, such as disabilities, homelessness, or a history of incarceration, become job ready.

## More Information on Veterans Services

For general information on veterans programs contact the state's Department of Veterans Affairs at (360) 725-2200 or go to <https://www.dva.wa.gov/>.

## WorkSource Centers

Whether you need help finding a job, advice on training for a new career, or assistance in writing a resume, your local WorkSource Center can help.

WorkSource is a free network of one-stop career centers that brings together business, labor, and a variety of state agencies to provide Washington residents with employment, education, and training.

You can also talk to WorkSource staff to help find nonprofit, community-based organizations that meet your specific needs. For example, Community Action Councils in many counties can help with everything from utility bills to rent assistance.

To connect with WorkSource, call 1-888-316-5627, or visit [WorkSourceWA.com](http://WorkSourceWA.com).

## Self-Employment Training

Interested in being your own boss? You can create a job in an occupation that interests you while participating in the Self-Employment Assistance Program (SEAP). This program allows you to continue collecting unemployment benefits, if you qualify, and enroll in an approved training program. You do not have to look for other work while in this program. More at: <https://esd.wa.gov/jobs-and-training/self-employment-assistance-program>.

## Here's what you'll find on [CareerBridge.wa.gov](http://CareerBridge.wa.gov)

- ▶ Take a career quiz to explore your interests.
- ▶ Learn what you'll earn from more education & training.
- ▶ See how much jobs pay in our state.
- ▶ Discover ways to fund your education.

### Explore Careers



Which careers fit your interests?

[TAKE A QUIZ](#)

### View Job Trends



Which jobs are in demand?

[FIND OUT MORE](#)

### Find Education



How do programs perform?

[START YOUR SEARCH](#)

**Career Bridge is Washington's one-stop source for education and career planning.**

# Find a path to your future!



Use this guide to figure out:

- ▷ Which career is right for you?
- ▷ What education is required?
- ▷ Where to get the training?
- ▷ How to pay for it?



This book helps you  
find your way.