



Washington  
**Career Bridge**

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

# Where are **YOU** Going?



Your printed companion to [www.CareerBridge.wa.gov](http://www.CareerBridge.wa.gov)



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# Your Path to Career Planning

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# Welcome to Career Bridge and the Where Are You Going? 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 a personal journey of career exploration.

- Do the suggested exercises.
- Circle your favorite jobs and schools.
- Make notes.

## Explore Career Bridge

Get details on over 6,000 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.

## Follow these Steps

- Step 1** Explore yourself. Reflect on what you have done in your life, what you do well, what you like, and what you don't.
- Step 2** 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 3** 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 4** Research occupations, learn what jobs pay—and whether they're growing. 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 on average.
- Step 5** If you are in middle school or high school, review these suggestions to better position yourself when you graduate.
- Step 6** Look over these options for after high school graduation, including learning while you work through apprenticeships or service in the military.
- Step 7** Reduce the time you need to spend in the classroom. This step shows how you might get college credit for previous learning.
- Step 8** This step and the Pay for School area of **CareerBridge.wa.gov** will walk you through your options for paying for your education.
- Step 9** 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 preparation and job interviews that will help you land the job.

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

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## Exploring your Interests

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 this education has or could prepare 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 good 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 add up the number in each box and write it 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.	<b>What I like to do:</b> <input type="checkbox"/> Learn how things grow and stay alive. <input type="checkbox"/> Make the best use of the earth's natural resources. <input type="checkbox"/> Hunt and/or fish. <input type="checkbox"/> Protect the environment. <input type="checkbox"/> Be outdoors in all kinds of weather. <input type="checkbox"/> Plan, budget, and keep records. <input type="checkbox"/> Operate machines and keep them in good repair.	<b>My personal qualities</b> <input type="checkbox"/> Self-reliant <input type="checkbox"/> Nature lover <input type="checkbox"/> Physically active <input type="checkbox"/> Planner <input type="checkbox"/> Creative problem solver	<b>School subjects I like:</b> <input type="checkbox"/> Math <input type="checkbox"/> Life Sciences <input type="checkbox"/> Earth Sciences <input type="checkbox"/> Chemistry <input type="checkbox"/> Agriculture	<b>Total number checked in Box 1</b>  <div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>
2.	<b>What I like to do:</b> <input type="checkbox"/> Read and follow blueprints and/or instructions. <input type="checkbox"/> Picture in my mind what a finished product looks like. <input type="checkbox"/> Work with my hands. <input type="checkbox"/> Perform work that requires precise results. <input type="checkbox"/> Solve technical problems. <input type="checkbox"/> Visit and learn from beautiful, historic, or interesting buildings. <input type="checkbox"/> Follow logical, step-by-step procedures.	<b>My personal qualities</b> <input type="checkbox"/> Curious <input type="checkbox"/> Good at following directions <input type="checkbox"/> Pay attention to detail <input type="checkbox"/> Good at visualizing possibilities <input type="checkbox"/> Patient and persistent	<b>School subjects I like:</b> <input type="checkbox"/> Math <input type="checkbox"/> Drafting <input type="checkbox"/> Chemistry, Physics <input type="checkbox"/> Construction Trades <input type="checkbox"/> Electrical Trades/Heat, Air Conditioning and Refrigeration/Technology Education	<b>Total number checked in Box 2</b>  <div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>
3.	<b>What I like to do:</b> <input type="checkbox"/> Use my imagination to communicate new information to others. <input type="checkbox"/> Perform in front of others. <input type="checkbox"/> Read and write. <input type="checkbox"/> Play a musical instrument. <input type="checkbox"/> Perform creative, artistic activities. <input type="checkbox"/> Use video and recording technology. <input type="checkbox"/> Design brochures and posters.	<b>My personal qualities</b> <input type="checkbox"/> Creative and imaginative <input type="checkbox"/> Good communicator, good vocabulary <input type="checkbox"/> Curious about new technology <input type="checkbox"/> Relate well to feelings and thoughts of others <input type="checkbox"/> Determined/tenacious	<b>School subjects I like:</b> <input type="checkbox"/> Music <input type="checkbox"/> Speech and Drama <input type="checkbox"/> Journalism/Literature <input type="checkbox"/> Audiovisual <input type="checkbox"/> Technology	<b>Total number checked in Box 3</b>  <div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>
4.	<b>What I like to do:</b> <input type="checkbox"/> Perform routine, organized activities but can be flexible. <input type="checkbox"/> Work with numbers and detailed information. <input type="checkbox"/> Be the leader in a group. <input type="checkbox"/> Make business contact with people. <input type="checkbox"/> Work with computer programs. <input type="checkbox"/> Create reports and communicate ideas. <input type="checkbox"/> Plan my work and follow instructions without close supervision.	<b>My personal qualities</b> <input type="checkbox"/> Organized <input type="checkbox"/> Practical and logical <input type="checkbox"/> Patient <input type="checkbox"/> Tactful <input type="checkbox"/> Responsible	<b>School subjects I like:</b> <input type="checkbox"/> Computer applications <input type="checkbox"/> Business <input type="checkbox"/> Information and Technology <input type="checkbox"/> Accounting <input type="checkbox"/> Math <input type="checkbox"/> English <input type="checkbox"/> Economics	<b>Total number checked in Box 4</b>  <div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>

5.	<b>What I like to do:</b> <input type="checkbox"/> Communicate with different types of people. <input type="checkbox"/> Help others with their homework or to learn new things. Go to school. <input type="checkbox"/> Direct and plan activities for others. <input type="checkbox"/> Handle several responsibilities at once. <input type="checkbox"/> Acquire new information. <input type="checkbox"/> Help people overcome their challenges.	<b>My personal qualities</b> <input type="checkbox"/> Friendly <input type="checkbox"/> Decision maker <input type="checkbox"/> Helpful <input type="checkbox"/> Innovative/Inquisitive <input type="checkbox"/> Good listener	<b>School subjects I like:</b> <input type="checkbox"/> Language Arts <input type="checkbox"/> Social Studies <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Psychology	<b>Total number checked in Box 5</b> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 10px auto;"></div>
6.	<b>What I like to do:</b> <input type="checkbox"/> Work with numbers. <input type="checkbox"/> Work to meet a deadline. <input type="checkbox"/> Make predictions based on existing facts. <input type="checkbox"/> Have a framework of rules by which to operate. <input type="checkbox"/> Analyze financial information and interpret it to others. <input type="checkbox"/> Handle money with accuracy and reliability.	<b>My personal qualities</b> <input type="checkbox"/> Trustworthy <input type="checkbox"/> Orderly <input type="checkbox"/> Self-confident <input type="checkbox"/> Logical <input type="checkbox"/> Methodical or efficient	<b>School subjects I like:</b> <input type="checkbox"/> Accounting <input type="checkbox"/> Math <input type="checkbox"/> Economics <input type="checkbox"/> Banking/Financial Services <input type="checkbox"/> Business Law	<b>Total number checked in Box 6</b> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 10px auto;"></div>
7.	<b>What I like to do:</b> <input type="checkbox"/> Be involved in politics. <input type="checkbox"/> Negotiate, defend, and debate ideas and topics. <input type="checkbox"/> Plan activities and work cooperatively with others. <input type="checkbox"/> Work with details. <input type="checkbox"/> Perform a variety of duties that may change often. <input type="checkbox"/> Analyze information and interpret it to others. <input type="checkbox"/> Travel and see things that are new to me.	<b>My personal qualities</b> <input type="checkbox"/> Good communicator <input type="checkbox"/> Competitive <input type="checkbox"/> Service minded <input type="checkbox"/> Well organized <input type="checkbox"/> Problem solver	<b>School subjects I like:</b> <input type="checkbox"/> Government <input type="checkbox"/> Language Arts <input type="checkbox"/> History <input type="checkbox"/> Math <input type="checkbox"/> Foreign Language	<b>Total number checked in Box 7</b> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 10px auto;"></div>
8.	<b>What I like to do:</b> <input type="checkbox"/> Work under pressure. <input type="checkbox"/> Help sick people and animals. <input type="checkbox"/> Make decisions based on logic and information. <input type="checkbox"/> Participate in health and science classes. <input type="checkbox"/> Respond quickly and calmly in emergencies. <input type="checkbox"/> Work as a member of a team. <input type="checkbox"/> Follow guidelines precisely and meet strict standards of accuracy.	<b>My personal qualities</b> <input type="checkbox"/> Compassionate and caring <input type="checkbox"/> Good at following directions <input type="checkbox"/> Conscientious and careful <input type="checkbox"/> Patient <input type="checkbox"/> Good listener	<b>School subjects I like:</b> <input type="checkbox"/> Biological Sciences <input type="checkbox"/> Chemistry <input type="checkbox"/> Math <input type="checkbox"/> Occupational Health <input type="checkbox"/> Language Arts	<b>Total number checked in Box 8</b> <div style="border: 1px solid black; width: 60px; height: 40px; margin: 10px auto;"></div>



9.	<b>What I like to do:</b> <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 activities in which other people enjoy themselves.</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, tactfully, and courteously.</li> <li><input type="checkbox"/> Learn about other cultures.</li> </ul>	<b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tactful</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>	<b>School subjects I like:</b> <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>	<b>Total number checked in Box 9</b>  <div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>
10.	<b>What I like to do:</b> <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 from preschool age to old age.</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>	<b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Good communicator, good listener</li> <li><input type="checkbox"/> Caring</li> <li><input type="checkbox"/> Non-materialistic</li> <li><input type="checkbox"/> Uses intuition and logic</li> <li><input type="checkbox"/> Non-judgmental</li> </ul>	<b>School subjects I like:</b> <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>	<b>Total number checked in Box 10</b>  <div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>
11.	<b>What I like to do:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Work with computers.</li> <li><input type="checkbox"/> Reason clearly and logically to solve complex problems.</li> <li><input type="checkbox"/> Use machines, techniques, and processes.</li> <li><input type="checkbox"/> Read technical materials and diagrams and solve technical 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>	<b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Logical/analytical thinker</li> <li><input type="checkbox"/> See details in the big picture</li> <li><input type="checkbox"/> Persistent</li> <li><input type="checkbox"/> Good concentration skills</li> <li><input type="checkbox"/> Precise and accurate</li> </ul>	<b>School subjects I like:</b> <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>	<b>Total number checked in Box 11</b>  <div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>
12.	<b>What I like to do:</b> <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>	<b>My personal qualities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adventurous</li> <li><input type="checkbox"/> Dependable</li> <li><input type="checkbox"/> Community-minded</li> <li><input type="checkbox"/> Decisive</li> <li><input type="checkbox"/> Optimistic</li> </ul>	<b>School subjects I like:</b> <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>	<b>Total number checked in Box 12</b>  <div style="border: 1px solid black; width: 60px; height: 60px; margin: 0 auto;"></div>

13.	<b>What I like to do:</b> <input type="checkbox"/> Work with my hands and learn that way. <input type="checkbox"/> Put things together. <input type="checkbox"/> Do routine, organized, and accurate work. <input type="checkbox"/> Perform activities that produce tangible results. <input type="checkbox"/> Apply math to work out solutions. <input type="checkbox"/> Use hand and power tools and operate equipment/machinery. <input type="checkbox"/> Visualize objects in three dimensions from flat drawings.	<b>My personal qualities</b> <input type="checkbox"/> Practical <input type="checkbox"/> Observant <input type="checkbox"/> Physically active <input type="checkbox"/> Step-by-step thinker <input type="checkbox"/> Coordinated	<b>School subjects I like:</b> <input type="checkbox"/> Math, Geometry <input type="checkbox"/> Chemistry <input type="checkbox"/> Trade and Industry <input type="checkbox"/> Physics <input type="checkbox"/> Language Arts	<b>Total number checked in Box 13</b>  <div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>
14.	<b>What I like to do:</b> <input type="checkbox"/> Shop and go to the mall. <input type="checkbox"/> Be in charge. <input type="checkbox"/> Make displays and promote ideas. <input type="checkbox"/> Give presentations and enjoy public speaking. <input type="checkbox"/> Persuade people to buy products or to participate in activities. <input type="checkbox"/> Communicate my ideas to other people. <input type="checkbox"/> Take advantage of opportunities to make extra money.	<b>My personal qualities</b> <input type="checkbox"/> Enthusiastic <input type="checkbox"/> Competitive <input type="checkbox"/> Creative <input type="checkbox"/> Self-motivated <input type="checkbox"/> Persuasive	<b>School subjects I like:</b> <input type="checkbox"/> Language Arts <input type="checkbox"/> Math <input type="checkbox"/> Business Education, Marketing <input type="checkbox"/> Economics <input type="checkbox"/> Computer Applications	<b>Total number checked in Box 14</b>  <div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>
15.	<b>What I like to do:</b> <input type="checkbox"/> Interpret formulas. <input type="checkbox"/> Find the answers to questions. <input type="checkbox"/> Work in a laboratory. <input type="checkbox"/> Figure out how things work and investigate new things. <input type="checkbox"/> Explore new technology. <input type="checkbox"/> Experiment to find the best way to do something. <input type="checkbox"/> Pay attention to details and help things be precise.	<b>My personal qualities</b> <input type="checkbox"/> Detail oriented <input type="checkbox"/> Inquisitive <input type="checkbox"/> Objective <input type="checkbox"/> Methodical <input type="checkbox"/> Mechanically inclined	<b>School subjects I like:</b> <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Drafting, Computer-Aided Drafting <input type="checkbox"/> Electronics, Computer Networking <input type="checkbox"/> Technology Education	<b>Total number checked in Box 15</b>  <div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>
16.	<b>What I like to do:</b> <input type="checkbox"/> Travel. <input type="checkbox"/> See well and have quick reflexes. <input type="checkbox"/> Solve mechanical problems. <input type="checkbox"/> Design efficient processes. <input type="checkbox"/> Anticipate needs and prepare to meet them. <input type="checkbox"/> Drive or ride. <input type="checkbox"/> Move things from one place to another.	<b>My personal qualities</b> <input type="checkbox"/> Realistic <input type="checkbox"/> Mechanical <input type="checkbox"/> Coordinated <input type="checkbox"/> Observant <input type="checkbox"/> Planner	<b>School subjects I like:</b> <input type="checkbox"/> Math <input type="checkbox"/> Trade and Industry <input type="checkbox"/> Chemistry, Physics <input type="checkbox"/> Economics <input type="checkbox"/> Foreign Language	<b>Total number checked in Box 16</b>  <div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>

Now add up the number of items you checked in each section. Tally up your score. 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 and help you view related careers that call for similar skills and interests.

# Career Clusters Focus Your Search

Career Clusters help you use what interests you to narrow your career search—without necessarily narrowing your options. With each step in your education, you focus more on the specific skills needed for a particular job. With clusters, you're able to view related careers within a larger field.

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## 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.



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## 2. Architecture and Construction Career Cluster

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



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## 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.



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## 4. Business, Management and Administration Career Cluster

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



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## 5. Education and Training Career Cluster

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



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## 6. Finance Career Cluster

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



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## 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.



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## 8. Health Science Career Cluster

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



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## 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.



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## 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.



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## 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.



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## 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.



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## 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.



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## 14. Marketing Career Cluster

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



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## 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.



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## 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 taking the Career Clusters Quiz, review which Career Clusters ranked high. 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 Employment Security Department.

**Outlook:** Some jobs are in demand; others are not. The outlook shows the number of Washington residents employed in a particular occupation, the expected annual growth rate in jobs for that occupation based on a 10-year (2012-22) projection, and the number of job openings (new and existing positions) expected per year through 2017. Source: Washington Employment Security Department.

Negative growth rates may still show openings because of retirement and other factors.

**Education:** This column lists the most common training required or recommended to enter a given occupation. Source: O\*Net Online job zones.

Occupational Description	Annual Wages	Outlook	Education
<b>Radiologic Technologists</b> take X-rays and CAT scans to create images of internal organs, tissues and bones.	Entry: \$50,636 Average: \$66,814	4,411 Employed 1.9% Growth 134 Openings/year	Associate's Degree or Technical Certificate

Get more details for over 6,000 education programs at **CareerBridge.wa.gov**.



# Career Cluster 1

## Agriculture, Food & Natural Resources



Occupational Description	Annual Wages	Outlook	Education
<b>Agricultural Equipment Operators</b> drive and control farm equipment to till soil, and plant and harvest crops.	Entry: \$22,182 Average: \$29,073	5,479 Employed 0.6% Growth 208 Openings/year	High School Diploma
<b>Agricultural Inspectors</b> inspect agricultural commodities, processing equipment, and facilities.	Entry: \$34,052 Average: \$46,448	579 Employed 0.7% Growth 21 Openings/year	High School Diploma
<b>Computer User Support Specialists</b> provide technical assistance to computer users.	Entry: \$35,936 Average: \$57,354	14,980 Employed 2.3% Growth 570 Openings/year	Associate's Degree or Technical Certificate
<b>Environmental Science and Protection Technicians</b> perform tests to monitor and investigate pollution.	Entry: \$35,794 Average: \$56,616	1,310 Employed 1.6% Growth 70 Openings/year	Bachelor's Degree
<b>Environmental Scientists and Specialists</b> research, identify, and eliminate pollutants and environmental and health hazards.	Entry: \$49,493 Average: \$76,809	4,662 Employed 1.8% Growth 214 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.	Entry: \$52,392 Average: \$75,002	3,926 Employed 0.6% Growth 88 Openings/year	Bachelor's Degree
<b>Fishers and Related Fishing Workers</b> catch and gather fish from rivers, lakes, or oceans.	Entry: \$28,051 Average: \$43,078	6,167 Employed -0.2% Growth 127 Openings/year	High School Diploma
<b>Food Scientists and Technologists</b> determine the best ways to process, package, preserve, store, and distribute food.	Entry: \$37,282 Average: \$60,592	326 Employed 1.0% Growth 14 Openings/year	Bachelor's Degree
<b>Foresters</b> manage forests for economic, recreational, and conservation purposes.	Entry: \$51,001 Average: \$61,937	775 Employed 0.4% Growth 28 Openings/year	Bachelor's Degree

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

Occupational Description	Annual Wages	Outlook	Education
<b>Landscape Architects</b> design land areas for projects such as parks and other recreational facilities.	Entry: \$43,514 Average: \$64,133	1,335 Employed 2.4% Growth 59 Openings/year	Bachelor's Degree
<b>Landscaping and Groundskeeping Workers</b> maintain property, using hand or power tools or equipment.	Entry: \$21,937 Average: \$30,643	33,170 Employed 2.3% Growth 1,588 Openings/year	High School Diploma
<b>Pest Control Workers</b> remove pests and vermin from buildings and homes.	Entry: \$30,885 Average: \$40,588	831 Employed 3.0% Growth 46 Openings/year	High School Diploma
<b>Recycling Coordinators</b> supervise curbside and drop-off recycling programs.	Entry: \$36,503 Average: \$54,542	3,313 Employed 1.4% Growth 135 Openings/year	Associate's Degree or Technical Certificate
<b>Tree Trimmers and Pruners</b> cut away dead or excess branches to maintain right-of-way for roads and utilities.	Entry: \$26,723 Average: \$42,876	1,051 Employed 2.4% Growth 52 Openings/year	High School Diploma
<b>Veterinarians</b> diagnose and treat animal diseases and injuries.	Entry: \$59,104 Average: \$86,866	2,210 Employed 2.0% Growth 108 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.	Entry: \$21,241 Average: \$26,300	2,165 Employed 2.0% Growth 80 Openings/year	Associate's Degree or Technical Certificate
<b>Veterinary Technologists and Technicians</b> perform medical tests, prepare vaccines, and maintain equipment and machines.	Entry: \$28,662 Average: \$34,904	2,028 Employed 2.5% Growth 65 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.	Entry: \$49,341 Average: \$71,872	1,937 Employed 0.9% Growth 73 Openings/year	Master's, PhD or Professional Degree

## Career Cluster 2

### Architecture & Construction



Occupational Description	Annual Wages	Outlook	Education
<b>Architects</b> plan and design all types of buildings and structures.	Entry: \$51,790 Average: \$74,907	4,796 Employed 2.4% Growth 215 Openings/year	Bachelor's Degree
<b>Architectural and Civil Drafters</b> prepare detailed drawings of architectural and structural features.	Entry: \$37,757 Average: \$55,078	1,933 Employed 1.3% Growth 56 Openings/year	Bachelor's Degree
<b>Brickmasons and Blockmasons</b> lay and bind building materials.	Entry: \$48,543 Average: \$65,553	1,221 Employed 3.4% Growth 64 Openings/year	Apprenticeship
<b>Carpenters</b> cut, fit, and assemble wood and other materials to construct buildings.	Entry: \$32,888 Average: \$50,000	45,432 Employed 3.0% Growth 2,259 Openings/year	Apprenticeship
<b>Civil Engineers</b> plan, design, and oversee construction and maintenance of buildings and facilities.	Entry: \$63,273 Average: \$85,834	14,549 Employed 2.2% Growth 620 Openings/year	Bachelor's Degree
<b>Civil Engineering Technicians</b> assist engineers in planning, designing, and overseeing construction and maintenance of buildings.	Entry: \$46,539 Average: \$58,062	2,130 Employed 0.7% Growth 57 Openings/year	Associate's Degree or Technical Certificate
<b>Construction and Building Inspectors</b> inspect new or remodeled structures.	Entry: \$51,305 Average: \$68,285	2,748 Employed 1.1% Growth 85 Openings/year	Associate's Degree or Technical Certificate
<b>Construction Laborers</b> perform physical tasks at construction sites.	Entry: \$26,341 Average: \$42,056	28,293 Employed 3.1% Growth 1,632 Openings/year	High School Diploma
<b>Construction Managers</b> plan, direct, or coordinate construction and maintenance activities.	Entry: \$73,793 Average: \$105,470	15,924 Employed 2.7% Growth 725 Openings/year	Bachelor's Degree
<b>Cost Estimators</b> prepare cost estimates for product manufacturing, construction projects, and other services.	Entry: \$43,113 Average: \$67,939	6,632 Employed 3.0% Growth 416 Openings/year	Bachelor's Degree

## Career Cluster 2, Architecture & Construction

Occupational Description	Annual Wages	Outlook	Education
<b>Electrical Power-Line Installers and Repairers</b> install and fix electrical power or distribution systems.	Entry: \$68,030 Average: \$82,503	2,478 Employed 1.5% Growth 128 Openings/year	Apprenticeship
<b>Electricians</b> install, test, and maintain electrical systems.	Entry: \$41,803 Average: \$63,398	18,081 Employed 2.8% Growth 923 Openings/year	Apprenticeship
<b>Heating, Air Conditioning, and Refrigeration Mechanics and Installers</b> fix or install heating and air conditioning systems.	Entry: \$35,460 Average: \$54,208	5,496 Employed 2.9% Growth 313 Openings/year	Apprenticeship
<b>Interior Designers</b> plan, design, and furnish buildings and homes.	Entry: \$34,560 Average: \$52,437	2,142 Employed 2.2% Growth 107 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.	Entry: \$40,943 Average: \$59,198	8,494 Employed 2.6% Growth 449 Openings/year	High School Diploma
<b>Plumbers and Pipefitters</b> install and repair pipe systems that carry water, steam, air, and other fluids or gases.	Entry: \$41,803 Average: \$64,349	11,073 Employed 2.7% Growth 501 Openings/year	Apprenticeship
<b>Roofers</b> apply shingles and other materials to the roofs of buildings.	Entry: \$29,447 Average: \$45,416	6,376 Employed 3.4% Growth 394 Openings/year	High School Diploma
<b>Security and Fire Alarm Systems Installers</b> install, program, and maintain security or fire alarms.	Entry: \$38,697 Average: \$52,203	1,572 Employed 3.1% Growth 80 Openings/year	Associate's Degree or Technical Certificate
<b>Structural Iron and Steel Workers</b> raise, place, and erect metal frameworks for buildings.	Entry: \$42,360 Average: \$65,705	1,781 Employed 3.2% Growth 125 Openings/year	Apprenticeship
<b>Tile and Marble Setters</b> apply hard tile, marble, and wood tile to walls, floors, ceilings, and roof decks.	Entry: \$46,478 Average: \$55,049	1,911 Employed 3.4% Growth 109 Openings/year	Apprenticeship

# Career Cluster 3

## Arts, Audio/Video Technology & Communications



Occupational Description	Annual Wages	Outlook	Education
<b>Archivists</b> appraise, edit, and direct safekeeping of permanent records and historically valuable documents.	Entry: \$40,954 Average: \$61,553	400 Employed 3.2% Growth 20 Openings/year	Master's, PhD or Professional Degree
<b>Broadcast Technicians</b> record or broadcast radio and television programs.	Entry: \$23,128 Average: \$34,510	796 Employed 1.6% Growth 26 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.	Entry: \$30,149 Average: \$46,306	704 Employed 2.3% Growth 21 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.	Entry: \$46,933 Average: \$68,604	948 Employed 2.3% Growth 49 Openings/year	Bachelor's Degree
<b>Craft Artists</b> create handmade objects to sell.	Entry: \$29,694 Average: \$38,496	644 Employed 1.9% Growth 32 Openings/year	High School Diploma
<b>Fashion Designers</b> design clothing and accessories.	Entry: \$36,462 Average: \$70,537	349 Employed 2.4% Growth 18 Openings/year	Associate's Degree or Technical Certificate
<b>Film and Video Editors</b> edit film, video, and other media.	Entry: \$32,173 Average: \$55,118	392 Employed 2.5% Growth 12 Openings/year	Associate's Degree or Technical Certificate
<b>Fine Artists</b> create art to communicate ideas, thoughts, or feelings.	Entry: \$37,585 Average: \$71,407	1,871 Employed 1.4% Growth 70 Openings/year	Associate's Degree or Technical Certificate
<b>Graphic Designers</b> create designs using print, electronic, and film media.	Entry: \$34,479 Average: \$55,391	7,740 Employed 1.7% Growth 347 Openings/year	Bachelor's Degree
<b>Multimedia Artists and Animators</b> create images and special effects for movies, TV shows, and video games.	Entry: \$46,266 Average: \$77,801	7,155 Employed 3.0% Growth 385 Openings/year	Bachelor's Degree
<b>Photographers</b> produce images that tell a story or record an event.	Entry: \$19,820 Average: \$29,411	4,366 Employed 1.7% Growth 116 Openings/year	Associate's Degree or Technical Certificate



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

Occupational Description	Annual Wages	Outlook	Education
<b>Producers</b> select plays or scripts, arrange financing, and make other production decisions. Directors interpret plays or scripts by directing the work of the cast and crew.	Entry: \$26,264 Average: \$64,709	2,298 Employed 2.2% Growth 123 Openings/year	Bachelor's Degree
<b>Public Relations Specialists</b> promote a positive public image for organizations they represent.	Entry: \$41,116 Average: \$62,696	6,047 Employed 1.3% Growth 160 Openings/year	Bachelor's Degree
<b>Technical Writers</b> prepare instruction manuals and communicate complex and technical information.	Entry: \$53,672 Average: \$75,019	1,456 Employed 2.2% Growth 73 Openings/year	Bachelor's Degree

# Career Cluster 4

## Business, Management & Administration



Occupational Description	Annual Wages	Outlook	Education
<b>Accountants and Auditors</b> assemble, analyze, and check the accuracy of financial information.	Entry: \$48,574 Average: \$73,339	34,072 Employed 2.0% Growth 1,666 Openings/year	Bachelor's Degree
<b>Bookkeeping, Accounting, and Auditing Clerks</b> manage the financial records of companies or clients.	Entry: \$28,899 Average: \$40,371	50,195 Employed 1.8% Growth 1,480 Openings/year	Associate's Degree or Technical Certificate
<b>Chief Executives</b> plan, direct, or coordinate operational activities at the highest level of management.	Entry: \$103,062 Average: \$194,385	5,211 Employed 1.6% Growth 201 Openings/year	Master's, PhD or Professional Degree
<b>Customer Service Representatives</b> handle and resolve customer complaints.	Entry: \$24,727 Average: \$36,827	45,744 Employed 1.7% Growth 2,050 Openings/year	High School Diploma
<b>First-Line Supervisors of Office and Administrative Support Workers</b> supervise and coordinate clerical and administrative support workers.	Entry: \$37,698 Average: \$56,451	27,204 Employed 1.5% Growth 1,076 Openings/year	Associate's Degree or Technical Certificate
<b>Human Resources Managers</b> plan and direct policies about employees.	Entry: \$70,095 Average: \$111,737	3,641 Employed 1.7% Growth 160 Openings/year	Bachelor's Degree
<b>Management Analysts</b> conduct studies, and design systems and procedures to help organizations operate more efficiently.	Entry: \$57,934 Average: \$95,656	21,282 Employed 1.8% Growth 700 Openings/year	Bachelor's Degree
<b>Market Research Analysts and Marketing Specialists</b> study market conditions to determine potential sales of products and services.	Entry: \$41,410 Average: \$79,515	16,489 Employed 2.2% Growth 607 Openings/year	Bachelor's Degree
<b>Medical Secretaries</b> perform office duties that use their knowledge of medical terms and procedures.	Entry: \$31,410 Average: \$39,956	13,525 Employed 2.5% Growth 483 Openings/year	Associate's Degree or Technical Certificate
<b>Meeting, Convention, and Event Planners</b> organize events for groups of people.	Entry: \$33,874 Average: \$49,410	2,936 Employed 3.1% Growth 125 Openings/year	Bachelor's Degree

## Career Cluster 4, Business, Management & Administration

Occupational Description	Annual Wages	Outlook	Education
<b>Office Clerks</b> answer telephones, operate office machines, type, and file paperwork.	Entry: \$23,441 Average: \$32,129	50,290 Employed 1.4% Growth 1,837 Openings/year	High School Diploma
<b>Order Clerks</b> receive and process incoming orders for businesses.	Entry: \$25,810 Average: \$37,455	6,346 Employed 1.6% Growth 282 Openings/year	High School Diploma
<b>Property, Real Estate, and Community Association Managers</b> direct the selling, buying, leasing, or governance of commercial, industrial, or residential real estate.	Entry: \$35,929 Average: \$68,926	9,882 Employed 1.6% Growth 393 Openings/year	Bachelor's Degree
<b>Sales Engineers</b> sell business goods or services and must have a technical background in engineering.	Entry: \$66,841 Average: \$106,832	1,584 Employed 2.4% Growth 65 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.	Entry: \$34,640 Average: \$68,191	41,346 Employed 1.7% Growth 1,632 Openings/year	Bachelor's Degree
<b>Secretaries and Administrative Assistants</b> draft correspondence, schedule appointments, maintain files, and answer phone calls.	Entry: \$28,808 Average: \$38,366	46,682 Employed 1.8% Growth 1,439 Openings/year	Associate's Degree or Technical Certificate
<b>Statisticians</b> collect and analyze data to help solve real-world problems.	Entry: \$51,051 Average: \$78,135	1,113 Employed 2.1% Growth 53 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.	Entry: \$45,914 Average: \$72,170	4,206 Employed 1.3% Growth 126 Openings/year	Bachelor's Degree

# Career Cluster 5

## Education & Training



Occupational Description	Annual Wages	Outlook	Education
<b>Adult Basic Education and Literacy Teachers</b> teach basic education, English as a Second Language, and job training skills.	Entry: \$40,408 Average: \$54,886	9,141 Employed 1.7% Growth 132 Openings/year	Bachelor's Degree
<b>Clinical, Counseling, and School Psychologists</b> diagnose and treat mental, behavioral, and emotional problems in students.	Entry: \$51,304 Average: \$69,242	2,969 Employed 1.7% Growth 132 Openings/year	Master's, PhD or Professional Degree
<b>Coaches</b> teach and motivate players. <b>Scouts</b> seek out top athletes for a team or sport.	Entry: \$22,248 Average: \$38,162	12,304 Employed 2.4% Growth 632 Openings/year	Bachelor's Degree
<b>College Administrators</b> direct research, instruction, and student administration at postsecondary institutions.	Entry: \$62,427 Average: \$96,704	2,591 Employed 1.7% Growth 111 Openings/year	Master's, PhD or Professional Degree
<b>Elementary School Teachers</b> teach students academic, social, and other skills at the elementary level.	Entry: \$47,460 Average: \$60,379	31,144 Employed 1.7% Growth 1,182 Openings/year	Bachelor's Degree
<b>Health Educators</b> manage health education programs that help people maintain healthy lifestyles.	Entry: \$34,854 Average: \$53,945	1,528 Employed 1.5% Growth 59 Openings/year	Bachelor's Degree
<b>Instructional Coordinators</b> develop materials and education content to help shape curriculum.	Entry: \$45,638 Average: \$61,826	2,816 Employed 1.9% Growth 68 Openings/year	Master's, PhD or Professional Degree
<b>Interpreters and Translators</b> convert information from one language to another.	Entry: \$28,804 Average: \$44,091	1,731 Employed 3.0% Growth 66 Openings/year	Bachelor's Degree
<b>Middle and High School Teachers</b> teach students in one or more subjects at the secondary level.	Entry: \$47,743 Average: \$61,927	14,791 Employed 1.3% Growth 595 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.	Entry: \$21,792 Average: \$28,743	8,599 Employed 1.8% Growth 381 Openings/year	Associate's Degree or Technical Certificate

## Career Cluster 5, Education & Training

Occupational Description	Annual Wages	Outlook	Education
<b>Self-Enrichment Education Teachers</b> teach self-improvement courses such as piano or ballet.	Entry: \$25,607 Average: \$42,199	9,792 Employed 2.4% Growth 382 Openings/year	Associate's Degree or Technical Certificate
<b>Teacher Assistants</b> provide teaching and clerical support for classroom teachers.	Entry: \$25,283 Average: \$30,989	39,652 Employed 1.7% Growth 1,498 Openings/year	Associate's Degree or Technical Certificate
<b>Training and Development Managers</b> plan and direct training and development activities for an organization and their staff.	Entry: \$71,788 Average: \$108,462	682 Employed 1.7% Growth 30 Openings/year	Bachelor's Degree



# Career Cluster 6

## Finance



Occupational Description	Annual Wages	Outlook	Education
<b>Actuaries</b> use math and statistics to calculate the odds that an event will happen. They design insurance programs and pension plans.	Entry: \$66,328 Average: \$95,557	701 Employed 2.4% Growth 35 Openings/year	Bachelor's Degree
<b>Appraisers and Assessors of Real Estate</b> estimate the value of items such as buildings, art, or antiques.	Entry: \$45,138 Average: \$67,314	1,851 Employed 0.8% Growth 39 Openings/year	Bachelor's Degree
<b>Budget Analysts</b> prepare budget reports, and monitor and organize institutional finances.	Entry: \$57,652 Average: \$75,898	2,242 Employed 0.1% Growth 81 Openings/year	Bachelor's Degree
<b>Credit Authorizers, Checkers, and Clerks</b> authorize credit card charges and investigate credit history.	Entry: \$31,491 Average: \$40,584	534 Employed 1.3% Growth 15 Openings/year	Associate's Degree or Technical Certificate
<b>Financial Analysts</b> collect, analyze, and interpret financial information.	Entry: \$55,687 Average: \$82,175	3,593 Employed 1.8% Growth 153 Openings/year	Bachelor's Degree
<b>Financial Managers</b> take care of the budgets and investments for companies.	Entry: \$72,815 Average: \$117,419	12,851 Employed 1.6% Growth 442 Openings/year	Master's, PhD or Professional Degree
<b>Insurance Sales Agents</b> sell policies that provide financial protection in case of death, accidents, or acts of nature.	Entry: \$27,514 Average: \$52,560	10,799 Employed 1.1% Growth 382 Openings/year	Bachelor's Degree
<b>Loan Counselors</b> provide guidance to people who have difficulties qualifying for traditional loans.	Entry: \$32,171 Average: \$41,017	509 Employed 1.9% Growth 19 Openings/year	Bachelor's Degree
<b>Loan Officers</b> evaluate applicants' financial backgrounds and decide whether applicants receive loans.	Entry: \$45,239 Average: \$79,314	6,911 Employed 1.2% Growth 235 Openings/year	Associate's Degree or Technical Certificate
<b>Personal Financial Advisors</b> help clients with financial plans and investment strategies.	Entry: \$45,692 Average: \$113,167	6,174 Employed 2.0% Growth 223 Openings/year	Bachelor's Degree

## Career Cluster 6, Finance

Occupational Description	Annual Wages	Outlook	Education
<b>Securities, Commodities, and Financial Services Sales Agents</b> buy and sell securities or offer financial services.	Entry: \$32,161 Average: \$79,197	6,436 Employed 0.8% Growth 213 Openings/year	Bachelor's Degree
<b>Telemarketers</b> solicit donations for goods or services over the telephone.	Entry: \$20,873 Average: \$24,763	6,089 Employed 1.9% Growth 262 Openings/year	High School Diploma
<b>Tellers</b> help customers with their banking activities.	Entry: \$23,684 Average: \$28,960	10,697 Employed 0.4% Growth 607 Openings/year	High School Diploma
<b>Title Examiners, Abstractors, and Searchers</b> provide legal and insurance documents and details to financial institutions.	Entry: \$33,660 Average: \$46,610	2,169 Employed 1.5% Growth 70 Openings/year	Associate's Degree or Technical Certificate

# Career Cluster 7

## Government & Public Administration



Occupational Description	Annual Wages	Outlook	Education
<b>Animal Control Workers</b> enforce animal control laws.	Entry: \$30,935 Average: \$47,340	201 Employed 0.7% Growth 7 Openings/year	High School Diploma
<b>Architectural and Engineering Managers</b> coordinate architecture and engineering activities.	Entry: \$92,714 Average: \$130,457	6,481 Employed 1.2% Growth 203 Openings/year	Master's, PhD or Professional Degree
<b>City and Regional Planning Aides</b> compile data from maps and reports for use in city planning studies.	Entry: \$31,151 Average: \$37,980	385 Employed 1.5% Growth 21 Openings/year	Bachelor's Degree
<b>Climate Change Analysts</b> research and analyze policies and make climate recommendations for legislation.	Entry: \$49,493 Average: \$76,809	4,662 Employed 1.8% Growth 214 Openings/year	Bachelor's Degree
<b>Court Reporters</b> record official court proceedings and perform other duties for a court of law.	Entry: \$26,163 Average: \$51,547	301 Employed 1.4% Growth 9 Openings/year	Associate's Degree or Technical Certificate
<b>Economists</b> study laws and market forces to understand and predict changes in business cycles.	Entry: \$60,936 Average: \$81,119	270 Employed 0.8% Growth 11 Openings/year	Master's, PhD or Professional Degree
<b>Emergency Management Directors</b> plan and direct disaster responses and crisis management activities.	Entry: \$53,531 Average: \$80,855	184 Employed 0.8% Growth 4 Openings/year	Bachelor's Degree
<b>Government Program Eligibility Interviewers</b> help determine if people qualify for government assistance.	Entry: \$37,222 Average: \$45,373	3,356 Employed 0.3% Growth 70 Openings/year	Associate's Degree or Technical Certificate
<b>Legislators</b> are elected to develop, introduce, or enact laws and statutes.	Entry: \$30,398 Average: \$81,964	1,096 Employed 0.3% Growth 27 Openings/year	Bachelor's Degree

## Career Cluster 7, Government & Public Administration

Occupational Description	Annual Wages	Outlook	Education
<b>Occupational Health and Safety Specialists</b> investigate workplaces and recommend ways to remove health hazards.	Entry: \$52,275 Average: \$75,353	2,683 Employed 1.3% Growth 94 Openings/year	Bachelor's Degree
<b>Parking Enforcement Workers</b> patrol city streets and issue tickets to illegally parked vehicles.	Entry: \$33,867 Average: \$46,453	214 Employed 0.0% Growth 6 Openings/year	High School Diploma
<b>Social and Community Service Managers</b> plan, direct, or coordinate activities of social service programs or community outreach organizations.	Entry: \$44,040 Average: \$65,470	4,321 Employed 1.8% Growth 154 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.	Entry: \$55,007 Average: \$74,260	2,672 Employed 0.8% Growth 124 Openings/year	Master's, PhD or Professional Degree
<b>Water and Wastewater Treatment Plant 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.	Entry: \$46,330 Average: \$63,213	2,085 Employed 0.6% Growth 78 Openings/year	Associate's Degree or Technical Certificate

# Career Cluster 8

## Health Science



Occupational Description	Annual Wages	Outlook	Education
<b>Cardiovascular Technologists and Technicians</b> help identify and treat heart and blood vessel problems.	Entry: \$42,259 Average: \$65,711	1,224 Employed 2.2% Growth 39 Openings/year	Associate's Degree or Technical Certificate
<b>Dental Assistants</b> help with patient care, office tasks, and lab duties.	Entry: \$30,844 Average: \$40,286	10,535 Employed 1.8% Growth 384 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.	Entry: \$80,705 Average: \$93,695	6,588 Employed 2.1% Growth 273 Openings/year	Associate's Degree or Technical Certificate
<b>Dentists</b> examine patients' teeth and mouth and correct dental problems.	Entry: \$99,098 Average: \$196,667	3,801 Employed 2.1% Growth 163 Openings/year	Master's, PhD or Professional Degree
<b>Diagnostic Medical Sonographers</b> produce ultrasonic recordings of internal organs for use by physicians.	Entry: \$66,571 Average: \$81,767	1,696 Employed 3.2% Growth 69 Openings/year	Associate's Degree or Technical Certificate
<b>Dieticians and Nutritionists</b> plan diets for patients and educate people about eating healthy foods.	Entry: \$47,530 Average: \$62,645	1,975 Employed 1.9% Growth 54 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.	Entry: \$104,389 Average: \$179,023	2,387 Employed 1.8% Growth 97 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.	Entry: \$21,896 Average: \$26,108	10,301 Employed 2.8% Growth 448 Openings/year	High School Diploma
<b>Licensed Practical Nurses (LPNs)</b> care for people who are sick, injured, or have disabilities.	Entry: \$39,396 Average: \$48,623	9,501 Employed 1.6% Growth 361 Openings/year	Associate's Degree or Technical Certificate
<b>Massage Therapists</b> use their hands to provide treatment to the body.	Entry: \$29,937 Average: \$52,076	11,433 Employed 4.0% Growth 519 Openings/year	Associate's Degree or Technical Certificate
<b>Medical and Clinical Laboratory Technicians</b> conduct tests to help detect, diagnose, and treat diseases.	Entry: \$31,545 Average: \$42,330	3,196 Employed 2.0% Growth 137 Openings/year	Associate's Degree or Technical Certificate
<b>Medical Equipment Preparers</b> clean and sterilize surgical instruments and medical equipment.	Entry: \$27,559 Average: \$36,306	1,843 Employed 1.7% Growth 62 Openings/year	High School Diploma



## Career Cluster 8, Health Science

Occupational Description	Annual Wages	Outlook	Education
<b>Medical Records and Health Information Technicians</b> compile and maintain medical records.	Entry: \$29,694 Average: \$41,136	5,519 Employed 1.9% Growth 233 Openings/year	Associate's Degree or Technical Certificate
<b>Optometrists</b> examine patients' eyes to diagnose vision problems.	Entry: \$77,548 Average: \$135,580	684 Employed 2.4% Growth 37 Openings/year	Master's, PhD or Professional Degree
<b>Pharmacists</b> dispense drugs and provide information about their use.	Entry: \$100,463 Average: \$118,614	6,294 Employed 1.6% Growth 245 Openings/year	Master's, PhD or Professional Degree
<b>Pharmacy Technicians</b> help pharmacists provide medicines and other health care products.	Entry: \$32,173 Average: \$40,378	7,844 Employed 1.8% Growth 204 Openings/year	Associate's Degree or Technical Certificate
<b>Physical Therapists</b> treat patients to relieve their pain and increase strength and mobility.	Entry: \$65,235 Average: \$83,618	5,347 Employed 2.4% Growth 252 Openings/year	Master's, PhD or Professional Degree
<b>Physician Assistants</b> provide health care services under the supervision of doctors.	Entry: \$80,148 Average: \$107,434	2,307 Employed 2.1% Growth 82 Openings/year	Master's, PhD or Professional Degree
<b>Psychiatrists</b> are physicians who diagnose, treat, and help prevent mental disorders.	Entry: \$132,585 Average: \$190,718	402 Employed 1.6% Growth 16 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.	Entry: \$50,636 Average: \$66,814	4,411 Employed 1.9% Growth 134 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.	Entry: \$57,304 Average: \$77,315	60,063 Employed 1.8% Growth 2,065 Openings/year	Associate's Degree or Bachelor's Degree
<b>Respiratory Therapists</b> evaluate and treat patients with breathing disorders.	Entry: \$53,621 Average: \$65,802	2,042 Employed 1.9% Growth 60 Openings/year	Associate's Degree or Technical Certificate
<b>Veterinarians</b> treat animal health problems and work to prevent, control, and cure animal diseases.	Entry: \$59,104 Average: \$86,866	2,210 Employed 2.0% Growth 108 Openings/year	Master's, PhD or Professional Degree
<b>Veterinary Technologists and Technicians</b> perform health care duties to help veterinarians.	Entry: \$28,662 Average: \$34,904	2,028 Employed 2.5% Growth 65 Openings/year	Associate's Degree or Technical Certificate

# Career Cluster 9

## Hospitality & Tourism



Occupational Description	Annual Wages	Outlook	Education
<b>Bakers</b> mix and bake ingredients to produce breads, pastries, and other baked goods.	Entry: \$20,177 Average: \$27,698	5,995 Employed 1.1% Growth 209 Openings/year	High School Diploma
<b>Chefs and Head Cooks</b> measure, mix, and cook food according to recipes.	Entry: \$32,336 Average: \$47,551	3,471 Employed 1.7% Growth 118 Openings/year	Associate's Degree or Technical Certificate
<b>Counter Attendants, Concession, and Coffee Shop</b> workers serve food and drinks to customers.	Entry: \$19,458 Average: \$22,783	16,129 Employed 1.7% Growth 1,779 Openings/year	High School Diploma
<b>Fast Food Cooks</b> prepare food for customers at fast food restaurants.	Entry: \$19,417 Average: \$21,433	8,315 Employed 1.8% Growth 332 Openings/year	High School Diploma
<b>Food Service Managers</b> plan and direct activities for organizations that serve food and beverages.	Entry: \$36,544 Average: \$51,334	7,037 Employed 1.8% Growth 256 Openings/year	Associate's Degree or Technical Certificate
<b>Hosts and Hostesses</b> welcome and seat patrons in dining areas.	Entry: \$19,548 Average: \$23,166	6,303 Employed 1.7% Growth 762 Openings/year	High School Diploma
<b>Hotel, Motel, and Resort Desk Clerks</b> provide services for hotel guests.	Entry: \$21,011 Average: \$23,978	5,186 Employed 2.0% Growth 353 Openings/year	High School Diploma
<b>Interpreters and Translators</b> convert information from one language to another.	Entry: \$28,804 Average: \$44,091	1,731 Employed 3.0% Growth 66 Openings/year	Bachelor's Degree
<b>Janitors and Cleaners</b> keep buildings clean and in good condition.	Entry: \$21,030 Average: \$29,373	48,074 Employed 1.9% Growth 1,757 Openings/year	High School Diploma
<b>Lodging Managers</b> plan and direct activities for organizations that provide lodging.	Entry: \$36,503 Average: \$53,742	1,154 Employed 1.7% Growth 57 Openings/year	Associate's Degree or Technical Certificate
<b>Maids and Housekeeping Cleaners</b> clean rooms at hotels, motels, and hospitals.	Entry: \$19,831 Average: \$23,680	56,537 Employed 1.3% Growth 1,603 Openings/year	High School Diploma
<b>Travel Guides</b> plan, organize, and conduct long distance travel, tours, and expeditions.	Entry: \$36,658 Average: \$46,070	301 Employed 2.0% Growth 21 Openings/year	Associate's Degree or Technical Certificate

## Career Cluster 9, Hospitality & Tourism

Occupational Description	Annual Wages	Outlook	Education
<b>Umpires and Referees</b> regulate play at sports events.	Entry: \$19,688 Average: \$36,402	722 Employed 1.5% Growth 33 Openings/year	Associate's Degree or Technical Certificate
<b>Ushers, Lobby Attendants, and Ticket Takers</b> assist patrons at entertainment events.	Entry: \$19,609 Average: \$24,033	3,315 Employed 1.9% Growth 305 Openings/year	High School Diploma
<b>Waiters and Waitresses</b> serve food in restaurants and diners.	Entry: \$19,478 Average: \$27,771	47,113 Employed 1.7% Growth 3,261 Openings/year	High School Diploma

# Career Cluster 10

## Human Services



Occupational Description	Annual Wages	Outlook	Education
<b>Barbers</b> cut, trim, shampoo, style, and shave hair.	Entry: \$19,911 Average: \$30,028	5,542 Employed 2.0% Growth 263 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.	Entry: \$31,970 Average: \$46,741	5,224 Employed 1.3% Growth 173 Openings/year	Bachelor's Degree
<b>Childcare Workers</b> supervise, care for, and teach children in daycare.	Entry: \$19,649 Average: \$23,478	42,320 Employed 1.2% Growth 1,634 Openings/year	High School Diploma
<b>Clergy</b> provide spiritual leadership.	Entry: \$36,938 Average: \$53,560	4,442 Employed 0.5% Growth 108 Openings/year	Master's, PhD or Professional Degree
<b>Clinical, Counseling, and School Psychologists</b> diagnose and treat mental disorders, learning disabilities, behavioral, and emotional problems.	Entry: \$51,304 Average: \$69,242	2,969 Employed 1.7% Growth 132 Openings/year	Master's, PhD or Professional Degree
<b>Educational, Guidance, School, and Technical Counselors</b> counsel individuals and groups.	Entry: \$44,627 Average: \$59,448	5,881 Employed 1.6% Growth 208 Openings/year	Master's, PhD or Professional Degree
<b>Hairdressers, Hairstylists, and Cosmetologists</b> cut, color, perm, and style hair and apply makeup.	Entry: \$21,372 Average: \$35,671	19,676 Employed 1.8% Growth 825 Openings/year	Associate's Degree or Technical Certificate
<b>Manicurists and Pedicurists</b> clean, shape, and polish clients' nails.	Entry: \$21,594 Average: \$25,393	4,763 Employed 2.4% Growth 150 Openings/year	Associate's Degree or Technical Certificate
<b>Marriage and Family Therapists</b> help individuals, couples, and families overcome emotional problems.	Entry: \$34,520 Average: \$48,279	645 Employed 2.8% Growth 30 Openings/year	Master's, PhD or Professional Degree
<b>Mental Health Counselors</b> help people manage a range of mental illnesses and emotional problems.	Entry: \$31,657 Average: \$45,193	3,359 Employed 1.5% Growth 117 Openings/year	Master's, PhD or Professional Degree
<b>Personal Care Aides</b> help the elderly, sick, or people with disabilities with daily living activities.	Entry: \$21,685 Average: \$23,982	33,494 Employed 2.2% Growth 878 Openings/year	High School Diploma

## Career Cluster 10, Human Services

Occupational Description	Annual Wages	Outlook	Education
<b>Recreation Workers</b> conduct recreation activities with groups.	Entry: \$20,979 Average: \$29,716	6,797 Employed 1.0% Growth 149 Openings/year	Bachelor's Degree
<b>Rehabilitation Counselors</b> help people manage mental and physical disabilities and live independently.	Entry: \$28,065 Average: \$41,450	8,595 Employed 1.2% Growth 267 Openings/year	Master's, PhD or Professional Degree
<b>Skincare Specialists</b> provide skincare treatments to face and body.	Entry: \$19,639 Average: \$32,205	1,576 Employed 2.4% Growth 49 Openings/year	Associate's Degree or Technical Certificate
<b>Social and Community Service Managers</b> plan and direct social service programs.	Entry: \$44,040 Average: \$65,470	4,321 Employed 1.8% Growth 154 Openings/year	Bachelor's Degree
<b>Substance Abuse and Behavioral Disorder Counselors</b> advise those with alcohol, tobacco, drug, gambling, or other problems.	Entry: \$29,613 Average: \$42,968	3,008 Employed 2.2% Growth 125 Openings/year	Master's, PhD or Professional Degree

# Career Cluster 11

## Information Technology



Occupational Description	Annual Wages	Outlook	Education
<b>Computer and Information Systems Managers</b> plan and direct in fields such as electronic data processing and computer programming.	Entry: \$93,158 Average: \$143,837	10,933 Employed 2.4% Growth 388 Openings/year	Bachelor's Degree
<b>Computer, Automated Teller, and Office Machine Repairers</b> fix, maintain, or install computers, word processing systems, and ATMs.	Entry: \$26,361 Average: \$39,959	2,936 Employed 1.0% Growth 92 Openings/year	Associate's Degree or Technical Certificate
<b>Computer Hardware Engineers</b> research, design, develop, or test computers and related equipment.	Entry: \$79,045 Average: \$115,305	1,724 Employed 1.8% Growth 68 Openings/year	Bachelor's Degree
<b>Computer Operators</b> monitor and control computer and electronic data processing equipment.	Entry: \$30,458 Average: \$43,085	858 Employed 0.9% Growth 20 Openings/year	Associate's Degree or Technical Certificate
<b>Computer Programmers</b> write and test the instructions that computers follow to perform tasks.	Entry: \$71,629 Average: \$112,624	18,961 Employed 2.2% Growth 908 Openings/year	Bachelor's Degree
<b>Computer Systems Analysts</b> improve existing computer systems, and plan and develop new systems.	Entry: \$64,325 Average: \$95,526	17,415 Employed 2.1% Growth 630 Openings/year	Bachelor's Degree
<b>Computer User Support Specialists</b> provide technical assistance, answer questions, and resolve problems.	Entry: \$35,936 Average: \$57,354	14,980 Employed 2.3% Growth 570 Openings/year	Associate's Degree or Technical Certificate
<b>Database Administrators</b> administer, test, and implement computer databases.	Entry: \$61,978 Average: \$91,166	3,086 Employed 1.4% Growth 91 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.	Entry: \$46,266 Average: \$77,801	7,155 Employed 3.0% Growth 385 Openings/year	Bachelor's Degree



## Career Cluster 11, Information Technology

Occupational Description	Annual Wages	Outlook	Education
<b>Network and Computer Systems Administrators</b> install, configure, and support an organization's network and Internet systems.	Entry: \$57,051 Average: \$81,372	9,814 Employed 1.9% Growth 338 Openings/year	Bachelor's Degree
<b>Software Developers, Applications</b> create computer applications software or utility programs.	Entry: \$79,329 Average: \$112,685	61,284 Employed 2.4% Growth 2,219 Openings/year	Bachelor's Degree
<b>Software Developers, Systems Software</b> research, design, develop, and test operating systems-level software.	Entry: \$74,776 Average: \$110,894	9,646 Employed 1.9% Growth 292 Openings/year	Bachelor's Degree
<b>Web Developers</b> design websites and oversee technical aspects such as website speed and capacity.	Entry: \$46,903 Average: \$82,445	9,159 Employed 2.6% Growth 378 Openings/year	Associate's Degree or Technical Certificate

# Career Cluster 12

## Law, Public Safety, Corrections & Security



Occupational Description	Annual Wages	Outlook	Education
<b>Correctional Officers and Jailers</b> keep order and enforce rules in jails and prisons.	Entry: \$39,893 Average: \$49,244	6,566 Employed 0.5% Growth 200 Openings/year	Associate's Degree or Technical Certificate
<b>Court Reporters</b> capture, store, retrieve, and transcribe information at trials and pretrial proceedings.	Entry: \$26,163 Average: \$51,547	301 Employed 1.4% Growth 9 Openings/year	Associate's Degree or Technical Certificate
<b>Detectives and Criminal Investigators</b> gather facts and evidence for criminal cases.	Entry: \$49,466 Average: \$81,025	2,027 Employed 0.6% Growth 49 Openings/year	Bachelor's Degree
<b>Firefighters</b> put out fires and rescue people who are in danger.	Entry: \$37,112 Average: \$64,943	8,147 Employed 0.3% Growth 232 Openings/year	Apprenticeship
<b>First-Line Supervisors of Police and Detectives</b> supervise and coordinate activities of the police force.	Entry: \$69,891 Average: \$92,946	2,238 Employed 0.3% Growth 75 Openings/year	Associate's Degree or Technical Certificate
<b>Lawyers</b> advise clients of their legal rights and suggest a course of action.	Entry: \$66,723 Average: \$121,305	18,331 Employed 2.1% Growth 661 Openings/year	Master's, PhD or Professional Degree
<b>Legal Secretaries</b> prepare legal documents and assist with legal research.	Entry: \$33,131 Average: \$47,520	4,410 Employed 0.9% Growth 104 Openings/year	Associate's Degree or Technical Certificate
<b>Lifeguards and Ski Patrollers</b> monitor recreational areas, such as lakes and ski runs. They rescue people and provide first aid when needed.	Entry: \$20,133 Average: \$23,468	2,964 Employed 1.1% Growth 339 Openings/year	High School Diploma
<b>Paralegals and Legal Assistants</b> research and investigate facts for lawyers.	Entry: \$37,585 Average: \$54,329	6,961 Employed 2.9% Growth 294 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.	Entry: \$54,776 Average: \$71,181	8,531 Employed 0.3% Growth 288 Openings/year	Associate's Degree or Technical Certificate

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

Occupational Description	Annual Wages	Outlook	Education
<b>Private Detectives and Investigators</b> assist lawyers, businesses, and the public with a variety of cases.	Entry: \$32,819 Average: \$61,789	537 Employed 1.8% Growth 25 Openings/year	Associate's Degree or Technical Certificate
<b>Probation Officers and Correctional Treatment Specialists</b> help ex-offenders adjust to community life.	Entry: \$45,659 Average: \$54,107	2,160 Employed 0.1% Growth 55 Openings/year	Bachelor's Degree
<b>Security Guards</b> protect property from vandalism, theft, and fire.	Entry: \$21,463 Average: \$31,741	19,726 Employed 2.1% Growth 718 Openings/year	High School Diploma
<b>Security Management Specialists</b> conduct assessments for companies and design security systems.	Entry: \$45,098 Average: \$72,624	30,317 Employed 1.3% Growth 789 Openings/year	Bachelor's Degree

# Career Cluster 13

## Manufacturing



Occupational Description	Annual Wages	Outlook	Education
<b>Aircraft Structure, Surfaces, Rigging, and Systems Assemblers</b> assemble, fit, fasten, and install parts of airplanes, space vehicles, or missiles.	Entry: \$36,552 Average: \$54,116	13,911 Employed 0.2% Growth 213 Openings/year	High School Diploma
<b>Boilermakers</b> build, install, and repair boilers, and also work on other large containers of liquids and gases.	Entry: \$36,318 Average: \$47,237	443 Employed 2.9% Growth 32 Openings/year	Apprenticeship
<b>Computer-Controlled Machine Tool Operators</b> operate computer-controlled machines or robots.	Entry: \$28,074 Average: \$45,679	2,848 Employed 1.7% Growth 122 Openings/year	Associate's Degree or Technical Certificate
<b>Computer Numerically Controlled Machine Tool Programmers</b> develop programs to control machining or processing.	Entry: \$47,306 Average: \$68,966	842 Employed 0.8% Growth 27 Openings/year	Associate's Degree or Technical Certificate
<b>Dental Laboratory Technicians</b> make and repair dentures, crowns, and bridges.	Entry: \$29,741 Average: \$43,392	1,236 Employed 1.2% Growth 57 Openings/year	Associate's Degree or Technical Certificate
<b>Electrical and Electronic Engineering Technicians</b> design, build, repair, calibrate, and modify electrical components, circuitry, and controls.	Entry: \$44,677 Average: \$63,273	2,795 Employed 1.3% Growth 96 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.	Entry: \$24,679 Average: \$36,430	1,149 Employed 1.6% Growth 45 Openings/year	High School Diploma
<b>Industrial Engineers</b> develop systems to manage production processes, including human work factors, quality control, and inventory control.	Entry: \$66,611 Average: \$90,953	6,324 Employed 0.6% Growth 217 Openings/year	Bachelor's Degree
<b>Industrial Production Managers</b> plan and direct the work and resources necessary to manufacture products.	Entry: \$62,367 Average: \$102,618	3,074 Employed 0.9% Growth 91 Openings/year	Bachelor's Degree

## Career Cluster 13, Manufacturing

Occupational Description	Annual Wages	Outlook	Education
<b>Industrial Truck and Tractor Operators</b> use trucks or tractors equipped to move materials around.	Entry: \$25,284 Average: \$39,511	13,546 Employed 1.1% Growth 497 Openings/year	High School Diploma
<b>Locksmiths and Safe Repairers</b> install and repair locks and safes.	Entry: \$30,218 Average: \$45,149	502 Employed 2.5% Growth 30 Openings/year	High School Diploma
<b>Machinists</b> use machine tools to produce precision metal parts.	Entry: \$31,744 Average: \$49,257	7,868 Employed 2.1% Growth 368 Openings/year	Associate's Degree or Technical Certificate
<b>Millwrights</b> install, dismantle, or move machinery and heavy equipment.	Entry: \$45,577 Average: \$67,083	1,723 Employed 1.8% Growth 70 Openings/year	Apprenticeship
<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.	Entry: \$24,049 Average: \$34,763	1,939 Employed 1.2% Growth 57 Openings/year	High School Diploma
<b>Telecommunications Equipment Installers and Repairers</b> fix telephone, cable, Internet, and other communications equipment.	Entry: \$42,004 Average: \$59,511	5,102 Employed 1.9% Growth 178 Openings/year	Associate's Degree or Technical Certificate
<b>Welders, Cutters, Solderers, and Brazers</b> use heat to permanently join pieces of metal.	Entry: \$32,171 Average: \$45,445	7,901 Employed 1.8% Growth 363 Openings/year	Associate's Degree or Technical Certificate

# Career Cluster 14

## Marketing



Occupational Description	Annual Wages	Outlook	Education
<b>Advertising and Promotions Managers</b> plan and direct ads for businesses.	Entry: \$58,941 Average: \$107,253	1,090 Employed 1.9% Growth 54 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.	Entry: \$28,925 Average: \$64,493	2,739 Employed 0.7% Growth 95 Openings/year	Associate's Degree or Technical Certificate
<b>Cashiers</b> ring up sales and receive payments for merchandise.	Entry: \$20,248 Average: \$26,416	70,785 Employed 1.0% Growth 4,517 Openings/year	High School Diploma
<b>Driver/Sales Workers</b> drive routes in an established territory and sell or deliver goods.	Entry: \$20,152 Average: \$29,644	8,986 Employed 1.4% Growth 278 Openings/year	High School Diploma
<b>Fashion Designers</b> design clothes and accessories for manufacture and sale.	Entry: \$36,462 Average: \$70,537	349 Employed 2.4% Growth 18 Openings/year	Associate's Degree or Technical Certificate
<b>Floral Designers</b> cut and arrange flowers and plants.	Entry: \$22,450 Average: \$29,421	1,742 Employed 0.8% Growth 62 Openings/year	High School Diploma
<b>Interior Designers</b> plan and design spaces and furnish interiors.	Entry: \$34,560 Average: \$52,437	2,142 Employed 2.2% Growth 107 Openings/year	Bachelor's Degree
<b>Market Research Analysts and Marketing Specialists</b> research market conditions to determine potential sales of products or services.	Entry: \$41,410 Average: \$79,515	16,489 Employed 2.2% Growth 607 Openings/year	Bachelor's Degree
<b>Purchasing Agents</b> buy machinery, equipment, tools, parts, supplies, or services.	Entry: \$46,831 Average: \$71,123	10,507 Employed 0.9% Growth 292 Openings/year	Bachelor's Degree
<b>Real Estate Brokers</b> oversee real estate transactions, rent properties, and arrange loans.	Entry: \$28,018 Average: \$65,803	2,182 Employed 1.0% Growth 48 Openings/year	Associate's Degree or Technical Certificate
<b>Real Estate Sales Agents</b> help clients buy, sell, or lease land or property.	Entry: \$25,247 Average: \$47,470	11,106 Employed 1.3% Growth 285 Openings/year	Associate's Degree or Technical Certificate
<b>Sales Engineers</b> sell complex scientific and technical products or services to businesses.	Entry: \$66,841 Average: \$106,832	1,584 Employed 2.4% Growth 65 Openings/year	Bachelor's Degree



## Career Cluster 14, Marketing

Occupational Description	Annual Wages	Outlook	Education
<b>Sales Managers</b> direct and coordinate the sales of goods and services for businesses.	Entry: \$65,571 Average: \$122,245	9,892 Employed 1.8% Growth 394 Openings/year	Bachelor's Degree
<b>Sales Representatives</b> sell goods for wholesalers or manufacturers to businesses or groups of individuals.	Entry: \$48,135 Average: \$93,015	6,914 Employed 1.6% Growth 255 Openings/year	Bachelor's Degree
<b>Search Marketing Strategists</b> increase visibility and engagement with web content and products.	Entry: \$65,571 Average: \$122,245	9,892 Employed 1.8% Growth 394 Openings/year	Bachelor's Degree
<b>Telemarketers</b> solicit donations or orders for goods or services over the telephone.	Entry: \$20,873 Average: \$24,763	6,089 Employed 1.9% Growth 262 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.	Entry: \$36,745 Average: \$58,196	5,426 Employed 1.9% Growth 260 Openings/year	Associate's Degree or Technical Certificate

# Career Cluster 15

## Science, Technology, Engineering & Mathematics



Occupational Description	Annual Wages	Outlook	Education
<b>Aerospace Engineers</b> design, construct, and test parts for aircraft, spacecraft, and weapons.	Entry: \$79,764 Average: \$106,726	7,938 Employed -0.3% Growth 92 Openings/year	Bachelor's Degree
<b>Biological Technicians</b> assist biological and medical scientists in laboratories.	Entry: \$30,908 Average: \$42,998	3,564 Employed 1.3% Growth 148 Openings/year	Bachelor's Degree
<b>Biomedical Engineers</b> design new tools and devices to improve health care. They develop new ways to treat illness and disease.	Entry: \$47,986 Average: \$80,340	429 Employed 2.1% Growth 18 Openings/year	Bachelor's Degree
<b>Chemical Engineers</b> solve problems that involve using or making chemicals.	Entry: \$64,426 Average: \$95,334	555 Employed 1.7% Growth 21 Openings/year	Bachelor's Degree
<b>Chemists</b> search for new knowledge about chemicals.	Entry: \$45,770 Average: \$79,025	2,032 Employed 1.7% Growth 86 Openings/year	Bachelor's Degree
<b>Civil Engineers</b> plan and design roads, buildings, airports, tunnels, dams, bridges, and water systems.	Entry: \$63,273 Average: \$85,834	14,549 Employed 2.2% Growth 620 Openings/year	Bachelor's Degree
<b>Electrical and Electronic Engineering Technicians</b> build, test, troubleshoot, and repair electronic components.	Entry: \$44,677 Average: \$63,273	2,795 Employed 1.3% Growth 96 Openings/year	Associate's Degree or Technical Certificate
<b>Environmental Scientists and Specialists</b> study problems that affect the health of living things.	Entry: \$49,493 Average: \$76,809	4,662 Employed 1.8% Growth 214 Openings/year	Bachelor's Degree
<b>Epidemiologists</b> investigate and describe the cause and distribution of disease, disability, or health outcomes.	Entry: \$60,359 Average: \$87,159	367 Employed 1.6% Growth 13 Openings/year	Master's, PhD or Professional Degree
<b>Geoscientists</b> study the composition, structure, and other physical aspects of the Earth.	Entry: \$56,262 Average: \$85,945	1,377 Employed 2.2% Growth 68 Openings/year	Bachelor's Degree
<b>Hydrologists</b> research the distribution, circulation, and physical properties of underground and surface waters.	Entry: \$66,399 Average: \$88,333	492 Employed 1.8% Growth 22 Openings/year	Bachelor's Degree

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

Occupational Description	Annual Wages	Outlook	Education
<b>Marine Engineers and Naval Architects</b> design, develop, and evaluate the operation of marine vessels, ship machinery, and related equipment.	Entry: \$65,347 Average: \$91,216	641 Employed 1.5% Growth 24 Openings/year	Bachelor's Degree
<b>Mechanical Engineers</b> oversee the design, construction, and testing of mechanical products and systems.	Entry: \$62,423 Average: \$91,955	6,631 Employed 1.3% Growth 309 Openings/year	Bachelor's Degree
<b>Medical Scientists</b> conduct research to find causes of and treatments for disease.	Entry: \$44,000 Average: \$80,381	4,813 Employed 1.7% Growth 168 Openings/year	Master's, PhD or Professional Degree
<b>Physicists</b> conduct research, develop theories, and devise methods to apply physical laws and theories.	Entry: \$68,948 Average: \$115,346	868 Employed 2.0% Growth 38 Openings/year	Master's, PhD or Professional Degree
<b>Statisticians</b> collect, organize, and interpret numerical data.	Entry: \$51,051 Average: \$78,135	1,113 Employed 2.1% Growth 53 Openings/year	Master's, PhD or Professional Degree
<b>Surveying and Mapping Technicians</b> obtain data through surveying and mapping used for construction, mapmaking, boundary location, mining, or other purposes.	Entry: \$37,545 Average: \$50,313	1,536 Employed 2.0% Growth 58 Openings/year	Associate's Degree or Technical Certificate

# Career Cluster 16

## Transportation, Distribution & Logistics



Occupational Description	Annual Wages	Outlook	Education
<b>Ambulance Drivers and Attendants</b> drive ambulances or assist in transporting sick and injured people.	Entry: \$24,969 Average: \$32,540	1,014 Employed 2.2% Growth 36 Openings/year	High School Diploma
<b>Automotive Service Technicians and Mechanics</b> diagnose, adjust, and repair cars and trucks.	Entry: \$29,129 Average: \$44,539	15,099 Employed 1.2% Growth 565 Openings/year	Associate's Degree or Technical Certificate
<b>Bus and Truck Mechanics and Diesel Engine Specialists</b> diagnose and repair buses and trucks, or maintain and repair any type of diesel engines.	Entry: \$38,279 Average: \$53,058	6,412 Employed 1.1% Growth 217 Openings/year	Associate's Degree or Technical Certificate
<b>Bus Drivers</b> transport people and assist passengers.	Entry: \$28,150 Average: \$47,265	6,672 Employed 0.5% Growth 145 Openings/year	High School Diploma
<b>Captains, Mates, and Pilots of Water Vessels</b> command operations of ships and water vessels.	Entry: \$53,566 Average: \$74,958	1,744 Employed 1.8% Growth 81 Openings/year	Associate's Degree or Technical Certificate
<b>Commercial Pilots</b> fly planes, helicopters, and air ambulances.	Entry: \$56,035 Average: \$92,518	941 Employed 1.0% Growth 35 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.	Entry: \$45,098 Average: \$72,624	30,317 Employed 1.3% Growth 789 Openings/year	Bachelor's Degree
<b>Dispatchers</b> schedule and dispatch workers, work crews, equipment, or service vehicles.	Entry: \$28,332 Average: \$43,439	4,464 Employed 1.7% Growth 208 Openings/year	High School Diploma
<b>Heavy and Tractor-Trailer Truck Drivers</b> drive large trucks or tractor-trailers to transport materials.	Entry: \$31,046 Average: \$43,597	36,986 Employed 1.6% Growth 1,271 Openings/year	Associate's Degree or Technical Certificate
<b>Laborers and Freight, Stock, and Material Movers</b> move freight, stock, or other materials.	Entry: \$21,565 Average: \$32,306	47,538 Employed 1.4% Growth 2,254 Openings/year	High School Diploma

## Career Cluster 16, Transportation, Distribution & Logistics

Occupational Description	Annual Wages	Outlook	Education
<b>Mobile Heavy Equipment Mechanics</b> diagnose and repair mechanical, hydraulic, and pneumatic equipment.	Entry: \$39,409 Average: \$56,427	3,198 Employed 1.6% Growth 153 Openings/year	Associate's Degree or Technical Certificate
<b>Motorcycle Mechanics</b> diagnose, adjust, and repair motorcycles and other motorized vehicles.	Entry: \$26,514 Average: \$37,852	419 Employed 2.1% Growth 19 Openings/year	Associate's Degree or Technical Certificate
<b>Recreational Vehicle Service Technicians</b> diagnose and repair recreational vehicles, including travel trailers.	Entry: \$28,997 Average: \$41,475	456 Employed 1.9% Growth 26 Openings/year	High School Diploma
<b>Sailors and Marine Oilers</b> search for vessel obstructions and measure water depth, among other duties.	Entry: \$38,698 Average: \$47,530	2,383 Employed 1.3% Growth 112 Openings/year	High School Diploma
<b>Ship Engineers</b> supervise and coordinate activities of crew engaged in maintenance and operation of ships.	Entry: \$50,720 Average: \$79,988	809 Employed 1.5% Growth 40 Openings/year	Associate's Degree or Technical Certificate
<b>Shipping, Receiving, and Traffic Clerks</b> verify and maintain records on incoming and outgoing shipments.	Entry: \$24,565 Average: \$35,987	14,627 Employed 0.9% Growth 545 Openings/year	High School Diploma
<b>Taxi Drivers and Chauffeurs</b> transport passengers to and from their homes, workplaces, and other locations.	Entry: \$21,148 Average: \$30,304	6,305 Employed 1.5% Growth 164 Openings/year	High School Diploma
<b>Transportation, Storage, and Distribution Managers</b> direct transportation, storage, or distribution activities.	Entry: \$63,123 Average: \$100,321	3,309 Employed 1.3% Growth 117 Openings/year	Bachelor's Degree

# Index of Careers

Use this list of selected careers to explore different occupations and discover what they pay, whether they're in demand, and what education they require. Pick a career, circle the page number, and flip to that page to get the details. Need help? The chart on page 11 explains how to use the guide. For a complete, searchable list of careers go to **CareerBridge.wa.gov**.

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## Career Steps to Take in High School

If you're in high school or middle school, it's time to start preparing for your career. 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, 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. There are many jobs that you can explore while you're in high school through a Career and Technical Education (CTE) class.

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 high school or middle school. Find out more about CTE Career Clusters at [www.k12.wa.us/CareerTechEd/Clusters/default.aspx](http://www.k12.wa.us/CareerTechEd/Clusters/default.aspx).

### Skills Centers: Dig deeper into the career of your choice

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. There are 14 Skills Centers in Washington, serving more than 100 school districts. Many students go to a Skills Center as part of their school day, immersing themselves in career-focused classes, while attending high school the rest of the time. See which Skills Center serves your school district at: [www.washingtonskillscenters.org](http://www.washingtonskillscenters.org).

### If you need extra career help or have a learning disability

If you are a student with a disability who has 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. For more information, call (360) 725-3636 or 1-800-637-5627, or [www.dshs.wa.gov/dvr](http://www.dshs.wa.gov/dvr). Watch the video at [www.youtube.com/watch?v=9SepYYePCZE&feature=youtu.be](http://www.youtube.com/watch?v=9SepYYePCZE&feature=youtu.be).

## Step 5

### Skills Centers

#### Clark County Skills Center—Vancouver

(360) 604-1050

#### New Market Skills Center—Tumwater

(360) 570-4500

#### North Olympic Peninsula Skills Center—Port Angeles

(360) 565-1533

#### Northwest Career and Technical Academy—Mount Vernon

(360) 848-0706

#### Pierce County Skills Center—Puyallup

(253) 683-5950

#### Puget Sound Skills Center—Burien

(206) 631-7300

#### Seattle Skills Center—Seattle

(206) 252-0730

#### Sno-Isle Technical Skills Center—Everett

(425) 348-2220

#### NEWTECH Skills Center—Spokane

(509) 354-7470

#### Tri-Tech Skills Center—Kennewick

(509) 222-7300

#### Washington Network for Innovative Careers—Kirkland

(425) 739-8400

#### Wenatchee Valley Technical Skills Center—Wenatchee

(509) 662-8827

#### West Sound Technical Skills Center—Bremerton

(360) 473-0550

#### Yakima Valley Technical Skills Center—Yakima

(509) 573-5500

## Education and Training After High School

Whether it's a certificate or specific training that builds on your high school experience, the education you receive *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](http://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 healthcare, 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 [www.checkoutacollege.com](http://www.checkoutacollege.com).

### 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 [www.wsac.wa.gov/colleges-and-institutions-washington](http://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 [www.nwcareercolleges.org](http://www.nwcareercolleges.org). Licensed schools: [www.wtb.wa.gov/currentlicensedschools.asp](http://www.wtb.wa.gov/currentlicensedschools.asp).

### Independent Colleges and Universities

Washington's independent colleges and universities provide another option for students pursuing a four-year degree. [www.icwashington.org](http://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 [mil.wa.gov/national-guard](http://mil.wa.gov/national-guard).

## Job Corps Program

Job Corps helps young people through academic programs, technical training, employment skills, healthcare, 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 [www.jobcorps.gov](http://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, culinary arts, and many others.

As an apprentice, your classroom studies are combined with paid on-the-job training supervised by a trade professional. Much like a college education, it takes several years to become fully trained 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, and electricians earned average annual wages of nearly \$70,000 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 normally provide a minimum of 1,500 to 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 16 years or older, though hazardous occupations require you be at least 18. Over 80 percent of apprentices are over 21.
- Have access to reliable transportation.
- Be drug free.
- 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.

## **What kind of work do apprentices do?**

While construction and building trades are perhaps the most well-known apprenticeships, there are apprenticeships in healthcare, manufacturing, food preparation, and public safety. Explore your options and learn more about apprenticeship at: [www.exploreapprenticeship.wa.gov](http://www.exploreapprenticeship.wa.gov).

## **What's available in your area?**

Learn all about registered apprenticeship programs through the state Department of Labor & Industries website: [www.lni.wa.gov/tradeslicensing/apprenticeship/](http://www.lni.wa.gov/tradeslicensing/apprenticeship/).



# Getting College Credit for What You've Already Learned

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 college 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 Tech Prep, 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 Running Start at: [www.sbctc.ctc.edu/college/s\\_runningstart.aspx](http://www.sbctc.ctc.edu/college/s_runningstart.aspx).

## Paying for Your Education

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, 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.

### **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) as soon as possible after January 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**

The FAFSA is the first step in the financial aid process. This form collects financial and personal information about you, and your parents, if you're a dependent. Use it to apply for federal student financial aid, such as the Pell Grant, student loans, and college work-study. Also, most states and schools use FAFSA information to award financial aid. Regardless of your income or family's income, the FAFSA is a good way to evaluate your ability to pay for college and receive financial aid. But don't delay!

The U.S. Department of Education, which processes the FAFSA, encourages you to pay close attention to the FAFSA deadline. Your state or schools may have different deadlines and may require additional forms. Check out [fafsa.ed.gov](http://fafsa.ed.gov).

Next, check with your high school guidance counselor, or financial aid administrator at your school, about state and school sources of student aid. The U.S. Department of Education also offers the following tips:

#### **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 January 1st! State and school deadlines vary and tend to be early, and FAFSA awards are given out only until the funds are depleted. Find out their exact deadline dates, but fill out the FAFSA right away! The U.S. Department of Education will process your FAFSA if it is received on or before the deadline, and it will be sent to all of the schools you've applied for — even if you haven't been accepted yet.

#### **Complete Your Tax Return!**

You (and your parents if you're a dependent student) should complete your tax return before filling out your FAFSA. This will make completing the FAFSA easier. What if you don't have income tax information ready in January? If you have not filed your tax return yet, you can still submit your FAFSA, but you must provide correct income and tax data once you have filed.

#### **Save Time: File Electronically!**

Complete and submit your FAFSA online at [fafsa.ed.gov](http://fafsa.ed.gov). It is the fastest and most accurate way to apply for student aid. 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. They are different than loans. Loans are money you borrow and must pay back, usually with interest costs. Most grants are based on need. Perhaps you're a first-generation college student with a low income, for example. 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 [www.thewashboard.org](http://www.thewashboard.org).
- Or click the "Pay for School" tab on **CareerBridge.wa.gov**.

## Pell Grants

Pell Grants were designed to be the foundation of financial aid and are the main type of federal grant. You may receive about \$5,775 in Pell money for a year of school depending on your income level and other factors. [www2.ed.gov/programs/fpg/index.html](http://www2.ed.gov/programs/fpg/index.html).

## Stafford Loans

The most common student loan is the federal Stafford 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 Stafford Loan, it's important to know that, unlike grants, you will need to pay the money back. [studentloans.gov/myDirectLoan/index.action](http://studentloans.gov/myDirectLoan/index.action).

Other options for Washington residents:

## State Need Grant

The State Need Grant program helps the state's lowest-income undergraduate students pursue degrees, hone skills, or retrain for new careers. Students can use the grants at eligible institutions (public two- and four-year colleges and universities, and many accredited independent colleges, universities, and career schools) in Washington. Read more at [www.readyssetgrad.org/college/state-need-grant](http://www.readyssetgrad.org/college/state-need-grant).

## 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: [www.sbctc.ctc.edu/college/s\\_opportunitygrants.aspx](http://www.sbctc.ctc.edu/college/s_opportunitygrants.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 [www.sbctc.edu/college/e-wkforceworkerretraining.aspx](http://www.sbctc.edu/college/e-wkforceworkerretraining.aspx).

## Work Study

The State Work Study program helps students from low- and middle-income families earn money for college while gaining experience whenever possible in jobs related to their career goals. [www.readysetgrad.org/college/state-work-study](http://www.readysetgrad.org/college/state-work-study).

## College Bound Scholarship

The College Bound Scholarship program is an early commitment of state financial aid to low-income students who sign up in middle school and meet the following requirements:

Graduate from a Washington high school or home school with a 2.0 GPA or higher.

Be a good citizen and not be convicted of a felony.

Apply to an eligible college and file the Free Application for Federal Student Aid (FAFSA) in a timely manner.

The application deadline is June 30 at the end of the student's 8th grade year. Students only need to sign up once. The scholarship covers the average tuition (at comparable colleges), some fees, and a small book allowance. [www.wsac.wa.gov/college-bound](http://www.wsac.wa.gov/college-bound).

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## *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.

## Preparing for a Job

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, and 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.

There are many attractive ways to format your resume. However, all winning resumes are concise, accurate, and tailored to the specific job. You should create a basic resume that lists all your experience and then refocus that resume to suit the job you're applying for based on research you've done on the company and position you seek.

Your resume should include the following sections:

- **Heading:** Your name and contact information, including phone number and email address. Do NOT include personal information such as your social security number, age, or whether you are married or single.
- **Education:** List your education, starting with highest level. Also include job-related training or professional certifications you have completed. High school information isn't needed unless that is your highest level of education. If so, consider highlighting relevant courses you've taken post-high school to reflect your additional education.
- **Employment Experience:** Beginning with your most current experience, accurately list your job history. Include the dates of employment, job title, employer's name and contact information, and the specific duties of the job. Again, be sure your resume identifies the skills and experience you have that are important to the position you hope to land.
- **Special Skills and Abilities:** What makes you a particular asset as an employee?
- **Optional:** Community and volunteer service, military service, and professional affiliations can be part of your resume.
- **References:** Unless specifically requested, references are not necessary for a resume. But be prepared to provide professional, academic, and personal references on a separate sheet of paper.

### General rules about resumes

- Be specific: Focus on what is important to the job you are seeking.
- Be honest: Do not overstate your achievements or accomplishments.
- Be concise: Keep the length to one or two pages.
- Proofread: Ask someone to check for spelling and grammatical errors.
- Bring a copy of your resume to the interview.
- Create a PDF if you are emailing your resume to an employer.

Get more information in the Career Resources area of **CareerBridge.wa.gov**.



## Cover letters create interest

Every resume you send needs an accompanying cover letter (or email) that speaks to the specific company and position you are applying for. The cover letter should make it easy for the reader to identify why your skills, abilities, and experiences make this the ideal job for you. The letter should convey a positive attitude that will make the employer want to interview you!

- **The opening:** State the position you're applying for and how you learned about it.
- **The body:** Highlight your main qualifications, skills, abilities, and how these relate to the position. You can refer to your resume, but do NOT repeat its contents.
- **The closing:** Demonstrate an intention to communicate in the near future, such as "I look forward to talking with you soon."

## General cover letter guidelines

- Address the letter to a specific person rather than Dear Sir or Dear Personnel Manager. Make a phone call or go online to learn who to contact.
- Print the letter using high-quality paper (if you are mailing it rather than submitting online). Keep this letter to one page.
- Use simple, direct language. Check spelling, punctuation, grammar, and sentence structure.
- Ask someone to proofread it before you send.
- Explain what makes you different from other applicants. Spell out how your skills, abilities, and experience make you a good fit for the job.
- Keep the letter upbeat and positive. Don't complain about previous employers.
- Personally sign your letter.

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## *Get resume and cover letter writing tips on Career Bridge*

Go to Explore Careers on **CareerBridge.wa.gov**. Then click on Career Resources. This will link you to a variety of online tools—from sample resumes and cover letters, to salary information to job interview do's and don'ts.

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## 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.

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## Common interview questions

- Where did you hear about us?
  - Tell us about your past job experience.
  - 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

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### DO

Dress appropriately – Be clean and well-groomed.  
Be prompt – There is no excuse for being late!  
Learn the interviewer's name and use it.  
Shake hands firmly.  
Be enthusiastic, positive, and upbeat.  
Maintain good eye contact and speak clearly.  
Take time to think about your answers.  
Ask when you may call to learn about a hiring decision.  
Thank the interviewer for his or her time.  
Follow up the interview with a brief thank you note.

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### DON'T

Take anyone with you – Go alone.  
Chew gum.  
Apologize for your lack of experience.  
Plead for a job or say, "I'll take anything."  
Discuss personal, home, or money problems.  
Criticize former employers or coworkers.  
Hang around after the interview.

## 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 supports
- 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 [www.dshs.wa.gov/dvr](http://www.dshs.wa.gov/dvr).

### Veteran's 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 a MIA/POW are also eligible for priority service. For additional information go to [www.wa.gov/esd/veterans/SeekerServices.htm](http://www.wa.gov/esd/veterans/SeekerServices.htm).

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 [www.wa.gov/esd/veterans/SeekerServices.htm](http://www.wa.gov/esd/veterans/SeekerServices.htm).

### **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 with significant barriers to employment, such as disabilities, homelessness, and 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 [www.dva.wa.gov/](http://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.

For the nearest WorkSource locations, call 1-877-872-5627, 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: [www.esd.wa.gov/jobs-and-training/self-employment-assistance-program](http://www.esd.wa.gov/jobs-and-training/self-employment-assistance-program).

## Here's what you'll find on **CareerBridge.wa.gov**

- ▶ View performance results for thousands of programs.
- ▶ Take a career quiz to explore your interests.
- ▶ 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 career and education planning.**



# Know Where You're Going!



**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.

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