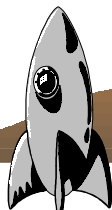
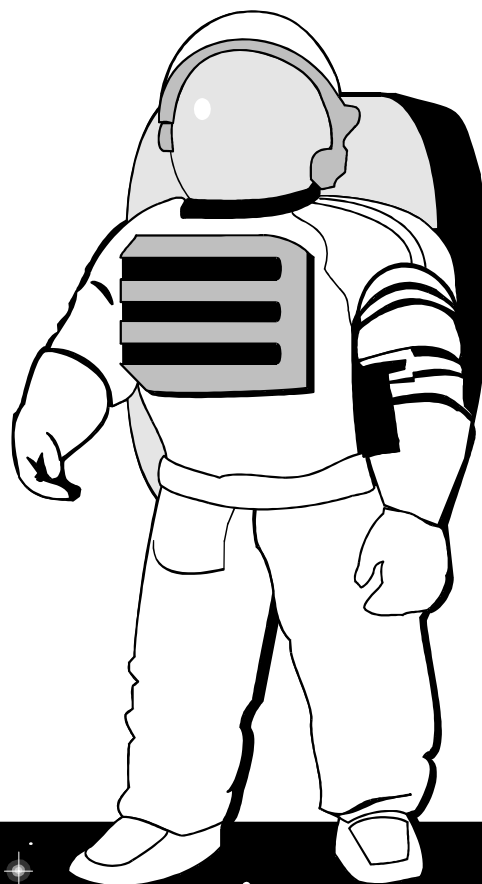


# Wyoming Career Explorer

## 2000-2001



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# web.watch

**A quick reference guide to Internet sites featured in this publication.**

## Armed Forces

<http://www.1800goguard.com>  
<http://www.airforce.com>  
<http://www.goang.af.mil>  
<http://www.goarmy.com>  
<http://www.Marines.com>  
<http://www.navyjobs.com>  
<http://www.uscg.mil/jobs>

## Employment Centers

<http://wyjobs.state.wy.us>

## Financial Aid

<http://www.finaid.org>

## Interest Inventories

<http://cbweb9p.collegeboard.org/career/bin/career.pl>  
<http://web.missouri.edu/~cppcwwww/holland.shtml>  
<http://www.icpac.indiana.edu/infoseries/is-50.html>  
<http://www.mois.org/moistest.html>

## Libraries

<http://www-wsl.state.wy.us/wyld/libraries/index.html>

## Multi Cultural Resources

<http://blackcollegian.com>  
<http://hacu.com>  
<http://www.aihec.org>  
<http://www.aimd.org>  
<http://www.collegefund.org>  
<http://www.naacp.org>  
<http://www.uncf.org>

## National Collegiate Athletic Association

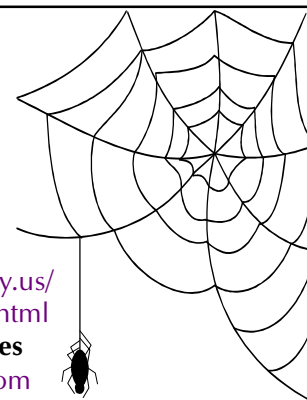
<http://www.ncaa.org>

## Research & Planning

<http://lmi.state.wy.us>

## Starting Your Own Business

<http://www.sbaonline.sba.gov>



If you don't have a computer, you are probably tired of hearing about all the information (like the Explorer!) that you can find on the Internet. You may not realize that you don't even need a computer to access the World Wide Web.

To be more specific, you don't need to own a computer to connect with the Internet. All you have to do is take a trip to your local public library.

Yes, Wyoming Public Libraries can offer you access to the Internet! So call or stop by your local public library for more information ... they are your "on-ramp" to the Information Superhighway!

<http://www-wsl.state.wy.us/wyld/libraries/index.html>

## Wyoming Career Explorer

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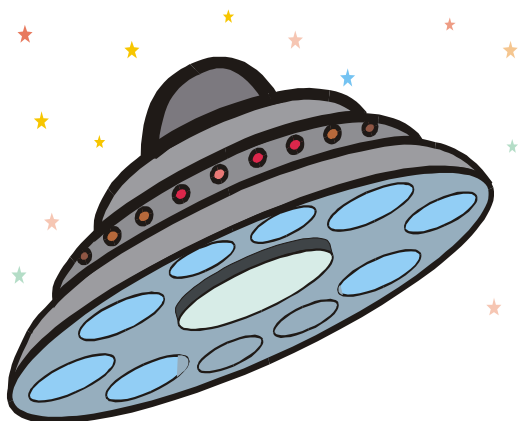
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The Department of Employment does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is our intention that all individuals seeking services from our agency be given equal opportunity and that eligibility decisions be based upon applicable statutes, rules and regulations.

The **Wyoming Occupational Coordinating Council**, through the **Wyoming Career Explorer** makes information about employment and career planning available. Council members work to improve communication, coordination and availability of data from Wyoming state agencies that deal with education, employment and economic development. Member agencies include:

- ◆ Wyoming Department of Education
- ◆ Wyoming Department of Employment
  - ◆ Division of Vocational Rehabilitation
  - ◆ Research and Planning

This publication is also available online at <http://lmi.state.wy.us/>



# Computer Technology: The Flagship of Tomorrow's Careers

by: Krista R. Shinkle

It wasn't that many years ago that the thought of a computer in every home and in every place of business seemed ridiculous, but today it is hard to find a place without computers or computer technology. Almost all industries are exploring the advantages of using technology to create better products, work faster, improve safety and increase business. As a result of this technological boom, employers are expressing an increasing need for personnel capable of using computers and operating computerized systems.

As seen in the Table, computer-based occupations top the list of the fastest growing occupations in Wyoming. Progressive companies are in a frenzy to find people to develop and manage their ever-expanding computer networks. Occupations that work directly with computers are not the only ones owing their growth to computer technology. There is also going to be an employment increase for occupations utilizing computerized equipment. Seven of the top thirty fastest growing occupations are machine operators. Today's factories and plants use computerized equipment to create standardized products more efficiently and employers are looking for employees with skills to operate the equipment successfully. Even equipment such as tractors, cranes, dozers and trucks used for hauling materials require knowledge of computerized systems to operate and calculate the amount of material moved or weight lifted.

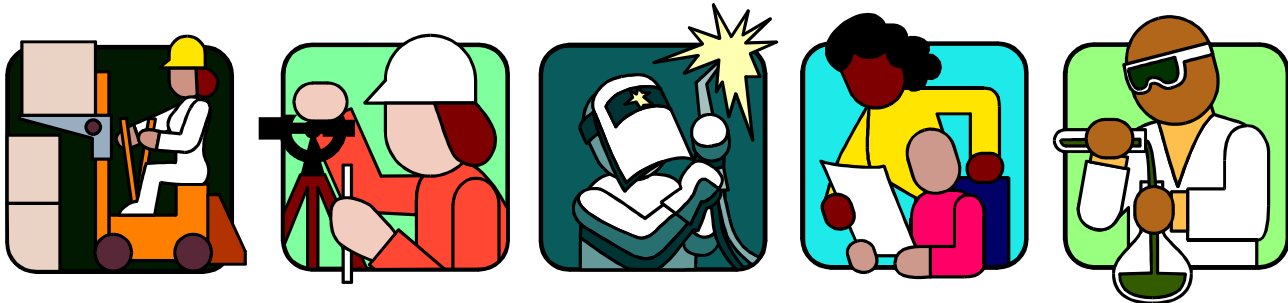
What do you see as the jobs of the future? If you are a fan of science fiction, you may think of occupations like

transporter operator, shuttle pilot, space station designer, laser weapons manufacturer and alien language interpreter. While Wyoming's fastest growing jobs of the future haven't reached the level of science fiction, the majority of them use the latest technology to get the work done. From working directly with computers and computer programs to using computer operated equipment, tomorrow's workers will need the skills and training to become experts in the technology that will move us into the 21<sup>st</sup> century.

## Top 30 Fastest Growing Jobs in Wyoming (projected increase from 1998 to 2008)

Occupation	Percent Increase
Data base administrators	72.7%
Systems analysts, electronic data processing	71.3%
Computer programmer aides	67.7%
Respiratory therapists	58.7%
Numerical control machine tool operators, metal and plastic	56.8%
Insurance adjusters, examiners and investigators	55.7%
Photographic processing machine operators	50.6%
Plastic molding and casting machine operators	50.0%
Veterinary technicians and technologists	48.2%
Loan and credit clerks	43.1%
Insurance policy processing clerks	42.2%
Chemical plant and system operators	41.6%
Title searchers	40.9%
Transportation agents	40.6%
Aircraft pilots and flight engineers	40.2%
Brick masons	40.0%
Title examiners and abstractors	38.5%
Credit checkers	38.4%
Chemical equipment controllers and operators	38.3%
Carpet installers	37.5%
Brokerage clerks	37.5%
Law clerks	37.4%
Insurance claims clerks	37.2%
Metal molding, coremaking and casting machine operators	37.0%
Painters, paperhangers, plasterers and stucco masons	36.0%
Stenographers and/or court reporters	35.6%
Artists and related workers	35.5%
Foundry mold assembly and shake-out workers	34.9%
Computer engineers	34.6%
Claims examiners, property and casualty insurance	34.0%

# WHAT IS YOUR CAREER PATHWAY?



## If you like...

BEING CREATIVE  
WRITING  
CREATING MUSIC OR ART  
ACTING OR DANCING

HISTORY  
SOLVING PROBLEMS  
EXPRESSING YOUR IDEAS OR  
VIEWPOINTS TO OTHERS

## You might like a career in...

### *Arts and Humanities*

#### Entry-Level Jobs

On-the-Job Training  
High School Diploma

Classified Ad Writer  
Floral Arranger  
Freelance Writer  
Library Worker  
Merchandise Displayer  
Model  
Musician  
Office Assistant  
Picture Framer  
Print Shop Assistant  
Production Craftsperson  
Proofreader  
Radio Announcer  
Reporter  
Retail Book Sales  
Stagehand (Grip)  
Studio Assistant

#### Skilled-Level Jobs

Specialized Schools  
Community College

Artist  
Cartoonist/Animator  
Copywriter  
Dancer/Choreographer  
Fashion/Costume Designer  
Foreign Language Interpreter  
Graphic Designer  
Legal Secretary  
Library Assistant  
Photo Journalist  
Photographer  
Print & Broadcast Reporter  
Printing Machine Operator  
Public Relations Specialist  
Textile Designer  
TV/Film Camera Operator  
Writer/Author

#### Professional-Level Jobs

Four-Year College Degree  
Advanced Degree

Architect  
Cinematographer  
Editor  
Education Administrator  
Foreign Correspondent  
Historian/Curator  
Interior Designer  
Journalist  
Judge  
Landscape Architect  
Lawyer  
Librarian  
Lobbyist/Politician  
Musician  
Playwright  
Teacher  
Technical Writer

**If you like...**

WORKING WITH NUMBERS  
BEING A LEADER  
USING COMPUTERS

STAYING ORGANIZED  
SOLVING PROBLEMS  
PLANNING ACTIVITIES  
WORKING WITH OTHERS

**You might like a career in...**

## Business and Management

### Entry-Level Jobs

On-the-Job Training  
High School Diploma

Auctioneer  
Bank Teller  
Bill Collector  
Billing Clerk  
Cashier  
Clerk (General)  
Courier  
Fast Food Cook  
File Clerk  
Hotel Clerk  
Janitor  
Maid  
Order Clerk  
Postal Mail Carrier  
Receptionist  
Telemarketer  
Switchboard Operator

### Skilled-Level Jobs

Specialized Schools  
Community College

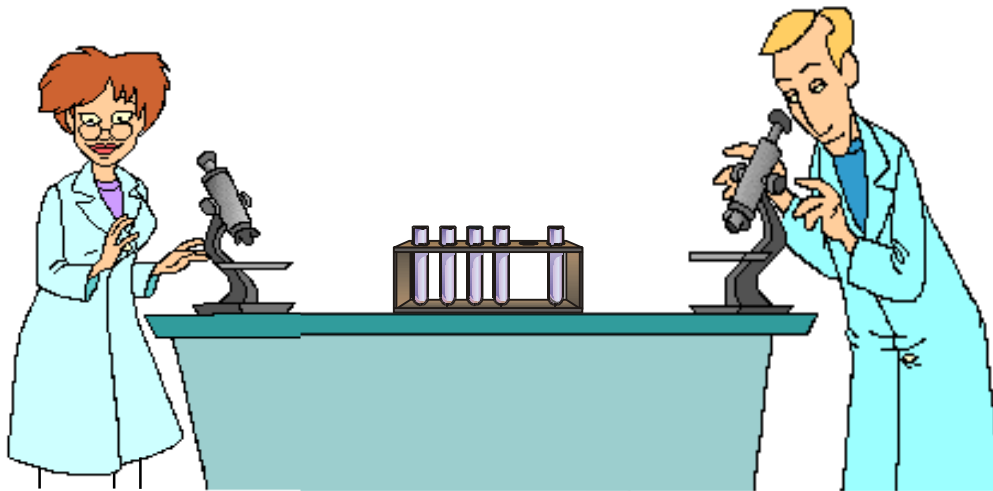
Bookkeeper  
Building Manager  
Chef/Caterer  
Cost Estimator  
Dispatcher  
Executive Secretary  
Financial Manager  
Funeral Director  
Hotel Manager  
Insurance Agent  
Insurance Examiner  
Office Manager  
Paralegal  
Postmaster  
Real Estate Appraiser  
Secretary  
Travel Agent

### Professional-Level Jobs

Four-Year College Degree  
Advanced Degree

Accountant  
Administrative Manager  
Air Traffic Controller  
Attorney  
Auditor  
Budget Analyst  
Consultant  
Farm Owner/Manager  
Loan Officer  
Mortgage Banker  
Production Planner  
Purchasing Agent  
Safety Engineer  
Securities Sales  
Systems Analyst  
Tax Accountant  
Urban Planner





**If you like...**

PERFORMING SCIENTIFIC  
EXPERIMENTS  
SOLVING PROBLEMS

WORKING WITH COMPUTERS  
MATH  
WORKING WITH YOUR HANDS  
FARMING OR RANCHING

**You might like a career in...**

# Science and Technology

## Entry-Level Jobs

On-the-Job Training  
High School Diploma

Assembly Worker  
Baker Assistant  
Cable TV Installer  
Construction Worker  
Dry Cleaner  
Energy Conservation Tech  
Engineering Aide  
Farm/Ranch Worker  
Heavy Equipment Operator  
Telephone/TV Installer  
Maintenance Mechanic  
Maintenance Worker  
Milling Assistant  
Oil Field Laborer  
Seismograph Helper  
Surveyor Technician  
Switcher/Operator  
Truck Driver

## Skilled-Level Jobs

Specialized Schools  
Community College

Aircraft Mechanic  
Automotive/Diesel Mechanic  
Bricklayer  
Cabinet Maker  
Carpenter  
Cartographer  
Computer Aide  
Concrete Finisher  
Draftsperson  
Drywall Installer  
Electrician  
Insulation Installer  
Machinist  
Power Plant Operator  
Plumber  
Robotics Technician  
Tool and Die Maker  
Welder/Cutter

## Professional-Level Jobs

Four-Year College Degree  
Advanced Degree

Aerospace Engineer  
Anthropologist  
Architect  
Automotive Engineer  
Building Inspector  
Civil Engineer  
Commercial Pilot  
Computer Programmer  
Conservation Scientist  
Consultant  
Electrical Engineer  
Fish and Game Warden  
Mechanical Engineer  
Meteorologist  
Pathologist  
Petroleum Engineer  
Surveyor  
Veterinarian

**If you like...**

HELPING PEOPLE  
TEACHING OR COACHING  
TAKING CARE OF CHILDREN

LEARNING ABOUT MEDICINE  
AND HEALTH  
LAW ENFORCEMENT

**You might like a career in...**

## Health and Human Services

### Entry-Level Jobs

On-the-Job Training  
High School Diploma

Bus Driver  
Certified Nurse Aide  
Child Care Worker  
Corrections Worker  
Day Care Owner  
Dietetic Technician  
Exercise Instructor  
Geriatric Aide  
Home Health Aide  
Hospital Aide  
Hospital Clerk  
Medical Secretary  
Nanny  
Office Aide  
Security Guard  
Social Services Aide  
Teacher's Aide  
Weight Reduction Specialist

### Skilled-Level Jobs

Specialized Schools  
Community College

Addiction Specialist  
Agriculture Specialist  
Barber  
Chef/Caterer  
Correction Officer  
Daycare Operator  
Dental Assistant/Hygienist  
Exercise Trainer  
Food Service Manager  
Hairdresser/Stylist  
Licensed Practical Nurse  
Manicurist  
Medical Lab Technician  
Medical Transcriptionist  
Physician's Assistant  
Police Officer  
Registered Nurse  
Respiratory Therapist

### Professional-Level Jobs

Four-Year College Degree  
Advanced Degree

Athletic Coach/Trainer  
Audiologist  
Chiropractor  
Counselor  
Dentist  
Dietitian  
Forensics Pathologist  
Forester  
Gerontologist  
Natural Resources Specialist  
Nurse Anesthetist  
Nurse Practitioner  
Parole Officer  
Pharmacist  
Physician  
Psychologist  
Teacher  
Veterinarian

### Not sure what you like?

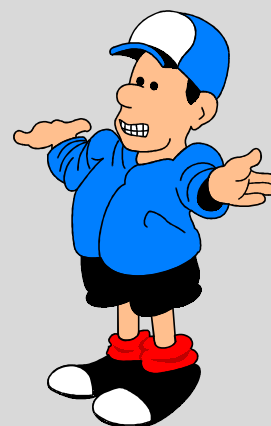
Check out one of these websites and take an interest inventory.  
An interest inventory can help you identify which career choices  
you might enjoy.

<http://cbweb9p.collegeboard.org/career/bin/career.pl>

<http://web.missouri.edu/~cppcwww/holland.shtml>

<http://www.icpac.indiana.edu/infoseries/is-50.html>

<http://www.mois.org/moistest.html>







# Career Menu



The following pages contain a sampling of the smorgasbord of jobs available to you, job descriptions and wages. Keep in mind that wages stated are **average** hourly wages; entry level wages are lower. For more information on wages or an occupation not listed in the Career Menu, contact the Occupational Employment Statistics (OES) unit at Research & Planning - (307) 473-3805 or visit our website at <http://lmi.state.wy.us/>.

## Accountant & Auditor

**Average Hourly Wage = \$17.22**

Examines, analyzes, and interprets accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

## Agricultural/Food Scientist

**Average Hourly Wage = \$23.54**

Researches problems related to agriculture, animal husbandry and horticulture, including the development of improved methods of cultivation, the processing, handling, and storing of products, and related activities.

## Air Traffic Controller

**Average Hourly Wage = \$28.51\***

Controls air traffic on and within vicinity of airport and movement of air traffic between altitude sectors and control centers. Authorizes, regulates, and controls airline flights to expedite and insure safety of flight.

## Aircraft Mechanic

**Average Hourly Wage = \$15.97**

Repairs and maintains the operating condition of aircraft assemblies, such as hydraulic and pneumatic systems, landing gear, propeller, fuel tanks, and airframe. Inspects, tests, modifies, and installs equipment using tools.

## Aircraft Pilot

**Average Hourly Wage = \$18.07**

Pilots and navigates flight of private or commercial aircraft for the transportation of passengers, freight, mail, or other purposes. Must be Federally licensed. Includes occupations concerned with flight operations and maintenance; i.e. test pilots, helicopter pilots, and others.

## Amusement & Recreation Attendant

**Average Hourly Wage = \$6.58**

Performs a variety of attending duties at an amusement or recreation facility. Schedules use of recreation facilities, allocates equipment, collects fees for games played, or operates carnival rides and concessions.

## Announcer, Radio & TV

**Average Hourly Wage = \$8.05**

Introduces radio or television programs, interviews or questions guests, or acts as master of ceremonies. Reads news flashes and identifies station.

## Anthropologist

**Average Hourly Wage = \$23.55\***

Engages in research concerned with human society and its characteristic elements, such as origin, race, or state. Collects, interprets, and applies scientific data relating to human behavior and mental processes.

## Architect

**Average Hourly Wage = \$19.67**

Plans and designs structures, such as private residences, office buildings, theaters, factories, and other structural property.

## Artist/Commercial Artist

**Average Hourly Wage = \$11.91**

Designs and executes artwork to illustrate subject matter or promote public consumption of materials, products, or services and to influence others in their opinions of individuals or organizations.

## Assembler & Fabricator

**Average Hourly Wage = \$9.64**

Workers engage in production assembly or fabrication, generally found in manufacturing industries doing non-precision assembly work.

## Audiologist

**Average Hourly Wage = \$16.83**

Examines and provides remedial services for persons with hearing disorders.

## Automotive Mechanic

**Average Hourly Wage = \$12.25**

Adjusts, repairs, and overhauls automotive vehicles. May be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. May estimate damage for customer and negotiate repair costs. May use computerized diagnostic equipment.

## Baker

**Average Hourly Wage = \$7.74**

Mixes and bakes ingredients according to recipes to produce small quantities of breads, pastries, and other baked goods for consumption on premises or for sale as specialty baked goods.

## Bank Teller

**Average Hourly Wage = \$7.42**

Receives and pays out money. Keeps records of money and negotiable instruments involved in a financial institutions' various transactions.

## Barber

**Average Hourly Wage = \$10.05\***

Provides customers with barbering services, including cutting, trimming, shampooing, and styling hair. Gives shaves and shapes contour of hair line. May sell lotions, tonics, and other cosmetic supplies.



**Bill & Account Collector****Average Hourly Wage = \$10.56**

Locates and notifies customers of delinquent accounts to solicit payment. Receives and posts payments; prepares statements to credit department; initiates repossession procedures, if necessary.

**Billings Clerk****Average Hourly Wage = \$9.92**

Compiles data, computes fees and charges, and prepares invoices for billing purposes. Posts data and keeps other relevant records. Uses business machines such as computers and calculators.

**Blaster & Explosives Worker****Average Hourly Wage = \$24.90**

Places explosives in holes or other spots and detonates the explosives to demolish structures or to loosen, remove, or displace earth, rock, or other materials.

**Bookkeeping, Accounting, & Audit Clerk****Average Hourly Wage = \$9.70**

Computes, classifies, and records numerical data to complete financial records. Performs routine calculating, posting, and verifying duties of financial data for use in maintaining accounting records.

**Brick Mason****Average Hourly Wage = \$16.73**

Lays building materials, such as brick, structural tile, concrete, cinder, glass, gypsum, and terra cotta block (except stone), to construct or repair walls, partitions, arches, sewers, and other structures.

**Brokerage Clerk****Average Hourly Wage = \$12.38**

Performs clerical duties involving the purchase or sale of securities. Duties include writing orders to buy and sell stocks, computing transfer taxes and equity, distributing dividends, and tracking price fluctuations.

**Budget Analyst****Average Hourly Wage = \$21.63**

Examines budget estimates. Examines requests for budget revisions, recommends approval or denial, and drafts correspondence. Analyzes monthly department budgeting and accounting reports.

**Building & Construction Inspector****Average Hourly Wage = \$13.21**

Inspects new or remodeled construction to determine its soundness and compliance to specifications, building codes, and other regulations.

**Bus Driver****Average Hourly Wage = \$8.84**

Drives bus to transport passengers or students over specified routes. May assist passengers with luggage and collect tickets. Maintains order during school trips and adheres to safety rules.

**Cabinet Maker****Average Hourly Wage = \$11.34**

Cuts, shapes, and assembles wooden articles, such as store furniture. Sets up and operates a variety of machinery, such as power saws, jointers, mortises, tenoners, molders, and shapers.

**Camera Operator, TV****Average Hourly Wage = \$13.36\***

Operates television or motion picture camera to photograph scenes for television broadcasts, advertising, or motion pictures.

**Carpenter****Average Hourly Wage = \$13.73**

Performs carpentry duties necessary to make or repair wooden structures, structural members, and fixtures using carpentry tools and woodworking machines. Studies blueprints, sketches, or building plans.

**Carpet Installer****Average Hourly Wage = \$10.75**

Lay carpets or rugs in homes or buildings.

**Cashier****Average Hourly Wage = \$6.95**

Receives and disburses money in establishments other than financial institutions. Usually involves use of adding machines, cash registers, and change makers.

**Central Office & PBX Installer****Average Hourly Wage = \$20.42**

Tests, analyzes, and repairs telephone or telegraph circuits and equipment at a central office location or on customers' premises. May install equipment.

**Chemical Equipment Controller & Operator****Average Hourly Wage = \$15.97**

Operates equipment to control chemical changes or reactions in the processing of industrial or consumer products.

**Chemical Plant & System Operator****Average Hourly Wage = \$18.75**

Controls or operates an entire chemical process or system of machines such as reduction pots and heated air towers, through the use of panelboards, control boards, or semi-automatic equipment.

**Child Care Worker****Average Hourly Wage = \$6.04**

Attends children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play.

**Chiropractor****Average Hourly Wage = \$32.41\***

Adjusts spinal column and other articulations of the body to prevent disease and correct abnormalities of the human body believed to be caused by interference with the nervous system. Examines patients to determine nature and extent of disorder.

**Clergy****Average Hourly Wage = \$16.77**

Conducts religious worship and performs other spiritual functions associated with beliefs and practices of religious faith or denomination. Provides spiritual and moral guidance and assistance to members.

**Clerical Supervisor****Average Hourly Wage = \$13.44**

Directly supervises and coordinates activities of clerical and administrative support workers. May also engage in the same clerical work as those they supervise, such as accounting, marketing, and personnel work.

**Coach/Trainer****Average Hourly Wage = \$11.45**

Instructs or coaches groups or individuals in the fundamentals of sports. Demonstrates techniques and methods of participation. Observes and informs participants of measures necessary to improve their skills.

**Compliance Officer & Enforcement Inspector, Except Const.****Average Hourly Wage = \$20.18**

Enforces adherence to policies, procedures, or regulations and advises on standards. May inspect and enforce regulations on such matters as health, safety, food, immigration, licensing, or interstate commerce.

**Computer Programmer****Average Hourly Wage = \$16.67**

Converts symbolic statements of administrative data, business, scientific, engineering, and other technical formulations for coding into computer language. Develops and writes computer programs.

**Computer Programmer Aid****Average Hourly Wage = \$9.52**

Assists computer programmers or systems analysts by performing tasks such as entering computed programs for conversion to machine instructions and writing simple programs.

**Computer Support Specialist****Average Hourly Wage = \$14.98**

Provides technical assistance to computer system users. Answers questions or resolves computer problems for clients. Provides assistance concerning the use of computer hardware and software.

**Concrete & Terrazzo Finisher****Average Hourly Wage = \$11.33**

Applies cement, sand, pigment, and marble chips to floors, stairways, and cabinet fixtures to attain durable and decorative surfaces. Finishes surface of concrete walls, roads, walkways, and ornamental stone faces.

**Construction & Building Inspector****Average Hourly Wage = \$16.87**

Inspects new or remodeled construction to determine its soundness and compliance to specifications, building codes, and other regulations.

**Cook, Fast Foods****Average Hourly Wage = \$6.16**

Prepares and cooks food in a fast food restaurant with a limited menu. Duties are limited to preparation of a few basic items and normally involve operating large-volume single-purpose cooking equipment.

**Cook, Restaurant****Average Hourly Wage = \$7.39**

Prepares, seasons, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.

**Correction Officer****Average Hourly Wage = \$10.94**

Guards inmates in penal or rehabilitative institution. May guard prisoners in transit between jail, courtroom, prison, or other points, traveling by car or public transportation. Includes Deputy Sheriffs.

**Cost Estimator****Average Hourly Wage = 19.49**

Prepares costs estimates for product manufacturing, construction projects, or services, to aid management in bidding on or determining price of product or service.

**Counselor, Vocational or Educational****Average Hourly Wage = \$16.44**

Counsels individuals and provides group educational and vocational guidance services. Collects, organizes and analyzes information about individuals through records, tests, and interviews to appraise their abilities, aptitudes, personality, and interests for vocational or educational planning.

**Courier****Average Hourly Wages = \$5.90**

Runs errands. Sorts and delivers messages, documents, packages, and other items, traveling by foot, bicycle, motorcycle, automobile, or public conveyance. May use telephone to complete assigned tasks.

**Crane & Tower Operator****Average Hourly Wage = \$17.02**

Operates mechanical boom and cable or tower and cable equipment to lift and move materials, machines, or products in many directions.

**Credit Checker****Average Hourly Wages = \$11.29**

Investigates history and credit standing of individuals or businesses applying for credit.

**Crushing & Related Machine Operator****Average Hourly Wage = \$18.91**

Operates or tends machines to crush or grind materials, such as coal, glass, or food; or machines that buff and polish materials, such as stone, or eyeglasses; or machines to blend or mix materials, such as dough.

**Curator, Archivist, & Conservator****Average Hourly Wages = \$14.59**

Administers affairs of museum and conducts scientific research programs. Directs instructional, research, and public service activities of institution. Appraises, edits, and directs safekeeping of permanent records and historically valuable documents. Prepares specimens and restores items.

**Dancer/Choreographer****Average Hourly Wage = \$12.17\***

Performs dance solos or dances with partners or groups to entertain audiences. May also sing or act. Creates and teaches original dance for ballet, musical, or review. May direct and stage presentations.

**Data Base Administrator****Average Hourly Wage = \$20.25**

Coordinates changes to computer data bases. Designs, codes, tests, and implements data bases.

**Dental Assistant****Average Hourly Wage = \$8.97**

Assists Dentist at chair. Sets up patient and equipment. Provides diagnostic aids including exposing radiographs, recording medical histories, and making preliminary impressions and occlusion registrations.

**Dental Hygienist****Average Hourly Wage = \$19.60**

Performs dental prophylactic treatments and gives instructions in the care of the teeth and mouth. Removes stains and tartar from teeth and beneath margin of gums. Charts conditions of tooth decay and disease.

**Dentist****Average Hourly Wage = \$38.46**

Diagnoses and treats diseases, injuries, and malformations of teeth or gums and related oral structures. Examines patients and X-rays to diagnose maladies. Cleans, fills, extracts, and replaces teeth using rotary and hand instruments, dental appliances, and surgical implants.

**Designer****Average Hourly Wage = \$11.29**

Designs or arranges objects and materials to achieve artistic or decorative affects. May also create or draw designs for items, such as furniture and machinery. Includes art director, layout artist, creative designers.

**Dietitian & Nutritionist****Average Hourly Wage = \$16.05**

Organizes, plans, and conducts food service or nutritional program to assist in promotion of health and control of disease. May administer activities of department providing quantity food service.

**Dietetic Technician****Average Hourly Wage = \$8.81**

Under direct supervision of Dietitians, or following established nutritional guidelines, advises on food or nutrition.

**Dispatcher, Police/Fire/Ambulance****Average Hourly Wage = \$9.84**

Schedules and dispatches police, fire, or ambulance crews to scenes of crime, accidents, and destruction. Keeps in contact with officials at site and directs back-up help where needed. Duties may include transmitting assignments and compiling statistics and reports.

**Drafter****Average Hourly Wage = \$13.53**

Prepares clear, complete, and accurate working plans and detail drawings. Utilizes knowledge of various machines, mathematics, and other physical sciences.

**Dragline Operator****Average Hourly Wage = \$26.38**

Operates power-driven crane equipment with dragline bucket to excavate or move sand, gravel, mud, or other materials.

**Dry Cleaner & Laundry Machine Operator****Average Hourly Wage = \$6.98**

Operates dry cleaning or washing machines to dry-clean or wash commercial, industrial, or household articles, such as cloth garments, suede, leather, furs, blankets, draperies, fine linens, rugs, and carpets.

**Drywall Installer****Average Hourly Wage = \$14.26**

Applies plasterboard or other wallboard to ceilings and interior walls of buildings.

**Education Administrator****Average Hourly Wage = \$25.77**

Plans, organizes, directs, controls, or coordinates the education activities of colleges and universities, elementary, secondary, or post-secondary schools, vocational or technical schools, or training and instructional organizations for private business or other agencies.

**Electrical Power-Line Installer & Repairer****Average Hourly Wage = \$22.22**

Installs and repairs cables or wires used in electrical power or distribution systems. Installs insulators. Erects wooden poles and transmission towers.

**Electrician****Average Hourly Wage = \$16.75**

Installs, maintains, and repairs wiring, electrical equipment, and fixtures in accordance with relevant codes. May read blueprints. Measures, cuts, bends, threads, assembles, and installs electrical conduit.

**Electrician, Powerhouse, Substation, & Relay****Average Hourly Wage = \$25.24**

Inspects, repairs, and maintains electrical equipment in generating stations or powerhouses; substation equipment, such as oil circuit breakers and transformers; and in-service relays.

**Electro and Biomedical Equipment Repairer****Average hourly Wage = \$16.82**

Test, adjust, and repair electromedical equipment.

**Electronics Repairer, Commercial and Industrial Equipment****Average Hourly Wage = \$18.39**

Repairs electronic equipment such as industrial controls, telemetering and missile control systems, radar systems, transmitters, and antennae.

**Engineering Technician****Average Hourly Wage = \$17.60**

Under the direction of trained engineers, applies engineering principles in planning, designing, and overseeing construction projects, electrical equipment, machinery, or surveying, depending on field of engineering.

**Engineer, Aeronautical****Average Hourly Wage = \$30.26\***

Designs, constructs, and tests aircraft, missiles, and spacecraft. May apply research to evaluate adaptability of materials and equipment to aircraft design and manufacture.

**Engineer, Chemical****Average Hourly Wage = \$28.66**

Designs chemical plant equipment and devises processes for manufacturing chemicals and products such as gasoline, synthetic rubber, plastics, detergents, cement, paper, and pulp by applying principles and technology of chemistry, physics, and engineering.

**Engineer, Civil****Average Hourly Wage = \$21.46**

Plans, designs, and oversees construction and maintenance of structures and facilities such as roads, railroads, airports, dams, bridges, and pipelines. Includes traffic engineers.

**Engineer, Computer****Average Hourly Wage = \$23.21**

Analyzes data processing requirements for projected work loads. Plans and installs new systems or modifies existing systems. May set up and control analog or hybrid computer systems to solve problems.

**Engineer, Electric/Electronics****Average Hourly Wage = \$23.83**

Designs, develops, tests, and supervises the manufacture and installation of electrical and electronic equipment, components or systems, computers, and related equipment and systems.

**Engineer, Industrial (except safety)****Average Hourly Wage = \$27.59**

Plans and oversees the utilization of production facilities and personnel in industrial establishments. Plans equipment layout, work flow, accident prevention, and quality and inventory control.

**Engineer, Mechanical****Average Hourly Wage = \$24.63**

Plans and designs tools, engines, machines, and other mechanically functioning equipment. Oversees installation, operation, maintenance, and repair of such equipment.

**Engineer, Mining (Including Safety)****Average Hourly Wage = \$27.48**

Determines the location and plans the extraction of coal, metallic ores, nonmetallic minerals, and building materials. Conducts preliminary surveys of deposits and plans their development; examines deposits or mines to determine whether they can be worked at a profit.

**Engineer, Petroleum****Average Hourly Wage = \$30.50**

Devises methods to improve oil and gas well production and determines the need for new or modified tool designs. Oversees drilling and offers technical advice to achieve economical and satisfactory progress.

**Engineer, Safety (Except Mining)****Average Hourly Wage = \$29.55**

Applies knowledge of industrial processes, mechanics, chemistry, psychology, and industrial health and safety laws to prevent or correct injurious products or environmental conditions and minimizes effects that create hazards to life and property or reduce worker morale or efficiency.

**Engineer, Stationary****Average Hourly Wage = \$20.17**

Operates and maintains stationary engines and mechanical equipment to provide utilities for buildings or industrial processes. Operates equipment such as steam engines, generators, motors, turbines, and steam boilers.

**Estimator & Drafter, Utilities****Average Hourly Wage = \$25.43**

Develops specifications and instructions for installation of voltage transformers, overhead or underground cables, and related electrical equipment used to conduct electrical energy to consumers.

**Faller & Bucker****Average Hourly Wage = \$12.67**

Cuts down trees and saws them into specified log lengths, working alone or as a member of a team.

**Farm Worker (Farm & Ranch Animals)****Average Hourly Wage = \$10.16**

Plows, plants, cultivates, sprays, and harvests crops. Operates and maintains farm machinery and repairs farm structures. Tends livestock and poultry. Hauls feed to livestock during winter.

**File Clerk****Average Hourly Wage = \$6.75**

Files correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locates and removes material from file when requested.

**First Line Supervisor, Production/Construction/Maintenance****Average Hourly Wage = \$23.55**

Directly supervises and coordinates activities of production, construction, extraction, transportation, maintenance, and related workers and their helpers. Performs other duties such as accounting, marketing, and personnel duties.

**Fish & Game Warden****Average Hourly Wage = \$16.30**

Patrols assigned area to prevent game law violations. Investigates reports of damage to crops and property by wildlife. Compiles biological data.

**Food Preparation Worker****Average Hourly Wage = \$6.39**

Prepares cold foods and maintains and cleans kitchen work areas, equipment, and utensils. Performs simple tasks such as preparing shellfish or slicing meat. May brew coffee and tea or make sandwiches.

**Forester/Conservation Scientist****Average Hourly Wage = \$21.37**

Plans, develops, and controls environmental factors affecting forests, range, and farm land through activities such as researching soil erosion, fire prevention, reforestation, and preservation of natural resources.

**Foundry Mold Assembly & Shake-out Worker****Average Hourly Wage = \$11.05**

Prepares molds for pouring. Duties include cleaning and assembling foundry molds, and tending machine that bonds cope and drag together to form completed shell mold.

**Funeral Director & Mortician****Average Hourly Wage = \$15.83**

Arranges and directs funeral services. Coordinates transportation of body to mortuary, interviews family or other persons to arrange details, selects pallbearers, and procures official for religious rites.

**Furnace, Kiln, Oven, Drier, or Kettle Operator****Average Hourly Wage = \$15.60**

Operates heating equipment other than the basic metal or plastic processing equipment to bake fiberglass or painted products, carbonize coal, roast sulfur, process petroleum, boil soap, dry lumber, or bake clay products.

**Gauger****Average Hourly Wage = \$23.15**

Gauges and tests oil in storage tanks. Regulates flow of oil into pipelines at wells, tank farms, refineries, and marine and rail terminals, following prescribed standards and regulations.

**General Office Clerk****Average Hourly Wage = \$8.66**

Performs duties too varied and diverse to be classified in any specific office clerical occupation. Clerical duties may include bookkeeping, typing, office machine operation, and filing.

**Geologist, Geophysicist, & Oceanographer****Average Hourly Wage = \$25.96**

Studies composition, structure, and history of the earth's crust. Examines rocks, minerals, and fossil remains to identify and determine the sequence of processes affecting the development of the earth. Locates mineral and petroleum deposits and underground water resources.

**Grader/Dozer/Scraper Operator****Average Hourly Wage = \$15.28**

Operates machinery or vehicles equipped with blades to remove, distribute, level, or grade earth.

**Guard****Average Hourly Wage = \$8.43**

Stands guard at entrance or patrols premises to prevent theft, violence, or infractions of rules.

**Hairdresser, Hairstylist & Cosmetologist****Average Hourly Wage = \$8.69**

Provides beauty services for customers, such as suggesting best hair style, cutting and treating hair and scalp, and applying make-up.

**Health Practitioner****Average Hourly Wage = \$30.20**

Other health diagnosing and treating practitioners that are not classified separately.

**Helper & Laborer****Average Hourly Wage = \$8.49**

May include any type of labor that requires lesser skills and minimal training. May involve holding equipment and tools, moving or stacking heavy loads or crates, and clean up of work area when project is finished.

**Hoist & Winch Operator****Average Hourly Wage = \$21.26**

Operates and tends hoists or winches to lift and pull loads using power-operated cable equipment.

**Home Entertainment Equipment Repairer****Average Hourly Wage = \$13.51**

Adjusts and repairs radios, televisions, stereo systems, recorders, video systems, or other electronic home entertainment equipment.

**Home Health Aide****Average Hourly Wage = \$7.63**

Cares for elderly, convalescent, or handicapped person in home of patient. Changes bed linen, prepares meals, assists in and out of bed, bathing, dressing, grooming, and administers medications under doctor's orders.

**Hotel Desk Clerk****Average Hourly Wage = \$6.78**

Registers and assigns rooms to guests, transmits and receives messages, keeps records of occupied rooms and guests' accounts, makes reservations, and collects payment from guests.

**Human Service Worker****Average Hourly Wage = \$8.63**

Assists Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. Aids families and clients in obtaining information on the use of social and community services.

**Industrial Truck & Tractor Operator****Average Hourly Wage = \$14.10**

Operates gasoline or electric-powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials around a warehouse, storage yard, factory, construction site, or similar location.

**Insulation Worker****Average Hourly Wage = \$10.96**

Covers and lines structures with insulation using saws, knives, rasps, trowels, and other tools and implements. May also specialize in providing blown-in insulation.

**Insurance Adjuster, Examiner, & Inspector****Average Hourly Wage = \$17.97**

Reviews settled insurance claims to verify that payments and settlements have been made in accordance with company practices and procedures. Reports overpayments, underpayments, and other irregularities.

**Insurance Claims Clerk****Average Hourly Wage = \$10.15**

Obtains information from insured persons for purpose of settling claim with insurance carrier.



**Insurance Policy Processing Clerk****Average Hourly Wage = \$9.07**

Processes applications for, changes to, and cancellation of insurance policies.

**Insurance Sales Agent****Average Hourly Wage = \$18.37**

Sells or advises clients on life, endowments, fire, accident, and other types of insurance. May refer clients to independent brokers, work as independent brokers, or be employed by an insurance company.

**Interior Designer****Average Hourly Wage = \$11.66**

Plans, designs, and furnishes interiors of residential, commercial, or industrial buildings. Formulates design which is practical, aesthetic, and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style.

**Janitor & Cleaner****Average Hourly Wage = \$7.82**

Keeps buildings in clean and orderly condition. Performs heavy cleaning duties, such as motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. May have additional duties such as repairs, general maintenance, and shoveling snow.

**Landscape Architect****Average Hourly Wage = \$24.13**

Plans and designs land areas for such projects as parks and other recreational facilities, airports, highways, hospitals, schools, land subdivisions, and commercial, industrial, and residential sites.

**Law Clerk****Average Hourly Wage = \$12.36**

Researches legal records and documents to obtain data applicable to cases under consideration. Prepares rough drafts of briefs or arguments. Files pleadings. Maintains case files.

**Lawyer/Attorney****Average Hourly Wage = \$23.90**

Conducts criminal and civil lawsuits, draws up legal documents, advises clients as to legal rights, and practices other phases of law. May represent client in court, or before quasi-judicial or administrative government agencies. May specialize in single area such as patent or criminal law.

**Legal Secretary****Average Hourly Wage = \$10.16**

Prepares legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May review law journals and other legal publications to identify court decisions pertinent to pending cases. Must know legal terminology, procedures, and documents.

**Librarian****Average Hourly Wage = \$17.01**

Administers libraries and performs related library services including selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials or furnishes references, bibliographies, and advisory services. May select music, films, or other audio-visual materials.

**Library Assistant & Bookmobile Driver****Average Hourly Wage = \$7.66**

Compiles records, sorts, shelves, issues, and receives library materials. Locates materials for loan and replaces materials on shelves or files according to identification number and title. Registers patrons. Drivers operate a vehicle to specific locations and assist with providing services.

**Licensed Practical Nurse****Average Hourly Wage = \$10.99**

Cares for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions. Dresses wounds, takes temperature, pulse, blood pressure, and respiration. Assembles and uses equipment such as catheters and oxygen suppliers.

**Loan & Credit Clerk****Average Hourly Wage = \$9.12**

Processes applications of individuals applying for loans and credit. Reviews documents and financial statements. Acts as liaison between financial institution and borrower.

**Loan Officer & Counselor****Average Hourly Wage = \$17.44**

Evaluates, authorizes, or recommends approval of commercial, real estate, or credit loans. Advises borrowers on financial status and methods of payments. May analyze financial problems of borrower and adjust loan agreement. May testify at legal proceedings and handle foreclosures.

**Machinery Maintenance Worker****Average Hourly Wage = \$19.42**

Changes parts, lubricates machinery, and performs other routine machinery maintenance. Excludes workers who repair machines.

**Machinist****Average Hourly Wage = \$15.06**

Sets up and operates a variety of machine tools. Fits and assembles parts to make or repair machine tools and maintains industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures. Studies specifications.

**Maid & Housekeeping Cleaner****Average Hourly Wage = \$6.74**

Performs any combination of tasks to maintain commercial establishments, such as hotels, restaurants, and hospitals, in a clean and orderly manner. Duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

**Maintenance Repairer****Average Hourly Wage = \$12.49**

Performs work involving two or more maintenance skills to keep the machines, mechanical equipment and /or structure of an establishment in repair. May involve pipefitting, boiler making, insulating, welding, machining, equipment repairs, carpentry, and electrical work.

**Manager, Administrative****Average Hourly Wage = \$19.60**

Plans, organizes, directs, controls, or coordinates the supportive services department of a business, agency, or organization.

**Manager, Communications, Transportation, & Utilities****Average Hourly Wage = \$21.18**

Plans, organizes, directs, controls, or coordinates activities related to communications by telephone, telegraph, radio, or television; transporting goods or people by air, highway, rail, water, or pipeline; managing transportation facilities, such as airports; or supplying electricity, gas, water, and sanitation services.

**Manager, Construction Trades****Average Hourly Wage = \$20.02**

Plans, organizes, directs, controls, or coordinates, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems.

**Manager, Engineering & Natural Sciences****Average Hourly Wage = \$29.14**

Plans, organizes, directs, or coordinates activities in such fields as architecture, engineering, life sciences, physical sciences, statistics, and systems analysis.

**Manager, Financial****Average Hourly Wage = \$23.90**

Plans, organizes, directs, controls, or coordinates the financial activities of an organization. Includes manager in a bank who advises on credit and investment policy.

**Manager, Food Service & Lodging****Average Hourly Wage = \$11.05**

Plans, organizes, directs, controls, or coordinates activities of an organization or department that serves food and beverages and/or provides lodging and other accommodations. Allocates funds, authorizes expenditures, and plans budgets. Involved with hotel setting practices.

**Manager, General & Top Executive****Average Hourly Wage = \$21.92**

Top or middle manager whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration.

**Manager, Medicine & Health Services****Average Hourly Wage = \$22.09**

Plans, organizes, directs, controls, or coordinates medicine and health services in establishments such as hospitals or clinics.

**Manager, Mining (& Related Occupations)****Average Hourly Wage = \$32.12**

Plans, organizes, directs, controls, or coordinates, usually through subordinate supervisory personnel, the operations of mines, quarries, oil or gas wells, or other similar operations that extract natural deposits.

**Manager, Personnel, Training, & Labor Relations****Average Hourly Wage = \$22.27**

Plans, organizes, directs, controls, or coordinates the personnel, training, or labor relations activities of an organization. Work may involve establishing policies, evaluating employees, and administering benefits.

**Manicurist****Average Hourly Wage = \$7.60\***

Cleans, shapes, and polishes customers' fingernails and toenails. Removes previously applied nail polish. Softens, pushes back, and trims nail cuticles. Applies polishes and buffers.

**Marketing/Sales Supervisor****Average Hourly Wage = \$13.60**

Directly supervises and coordinates activities of marketing, sales, and related workers. May perform management functions, such as budgeting, accounting, marketing, and personnel work.

**Mechanic, Machinery Maintenance****Average Hourly Wage = \$16.10**

Repairs and maintains the operating condition of industrial production and processing machinery, printing machinery, and refinery and pipeline distribution systems. Repairs machinery and mechanical equipment such as pumps, conveyor systems, and motors in accordance with manuals.

**Mechanic, Mobile Heavy Equipment****Average Hourly Wage = \$17.72**

Repairs and maintains mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyers, used in construction, logging, and surface mining.

**Mechanic, Radio****Average Hourly Wage = \$18.63**

Tests and repairs stationary, mobile, and portable radio transmitting and receiving equipment and two-way radio communication systems. Examines equipment for damage and replaces defective parts.

**Medical Assistant****Average Hourly Wage = \$8.40**

Performs various duties under the direction of a physician. Prepares treatment room, inventories supplies and instruments, and sets up patient for attention of physician. May perform receptionist duties.

**Medical Secretary****Average Hourly Wage = \$9.07**

Performs secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include taking dictation, compiling and recording medical charts, reports and correspondence, and preparing and sending bills to patients.

**Medical/Clinical Laboratory Technician****Average Hourly Wage = \$13.45**

Performs routine tests in medical laboratory. Prepares vaccines, biologicals, and serums. Prepares tissue samples for Pathologists, takes blood samples, and executes such laboratory tests as blood counts.

**Merchandise Displayer & Window Trimmer****Average Hourly Wage = \$7.40**

Plans and erects commercial displays, such as those in windows and interiors of retail stores and at trade exhibitions.

**Metal Molding, Coremaking, and Casting Machine Operator****Average Hourly Wage = \$12.86**

Operates metal molding, coremaking, or casting machines to mold or cast metal products and parts, such as metal pipes and automobile trim.

**Meteorologist****Average Hourly Wage = \$22.06**

Investigates atmospheric phenomena and interprets meteorological data gathered by surface and air stations, satellites, and radar to prepare reports and forecasts for public and other uses.

**Meter Readers, Utilities****Average Hourly Wage = \$13.36**

Reads electric, gas, water, or steam consumption meters and records volume used by residential and commercial customers.

**Millwright****Average Hourly Wage = \$17.56**

Installs new machinery and heavy equipment. Dismantles and moves machinery and heavy equipment.

**Mining Machine Operator****Average Hourly Wage = \$27.24**

Operates mining machines, such as self-propelled or truck-mounted drilling machines, continuous mining machines, channeling machines, and cutting machines to extract coal, metal and nonmetal ores, rock, stone, or sand.

**Model****Average Hourly Wage = \$11.01\***

Models garments and other apparel before prospective buyers at fashion shows, private showings, and retail establishments. May pose for photos, paintings, sculptures, or other types of artistic expressions.

**Musician, Instrumental****Average Hourly Wage = \$15.47\***

Plays one or more musical instruments in recital, in accompaniment, or as a member of an orchestra, band, or other musical group.

**Nuclear Medicine Technologist****Average Hourly Wage = \$17.58**

Prepares, administers, and measures radioactive isotopes in therapeutic, diagnostic, and tracer studies. Prepares stock solutions of radioactive materials and calculates doses. Radiates patients.

**Numerical Control Machine Tool Operators, Metal & Plastic****Average Hourly Wage = \$13.52**

Operates computer-numerically controlled machine tools or robots to perform one or more machine functions on metal or plastic workpieces.

**Nursing Aide & Orderly****Average Hourly Wage = \$7.39**

Provides auxiliary services in care of patients. Answers patients' call bells, serves and collects food trays, and feeds patients. Orderly cares for male patients, sets up equipment, and does heavier chores.

**Optometrist****Average Hourly Wage = \$28.34**

Diagnoses, manages, and treats conditions and diseases of the human eye and visual system. Examines eyes to determine visual efficiency and performance. Prescribes corrective procedures.

**Order Clerk****Average Hourly Wage = \$10.95**

Receives and processes incoming orders. Informs customers of order receipt, prices, shipping dates, and delays. Prepares contracts and handles complaints.

**Painter, Paperhanger, Plasterer, and Stucco Mason Helper****Average Hourly Wage = \$9.53**

Helps painters, paperhangers, plasterers, and stucco masons by performing duties of lesser skill. Duties include supplying or holding tools and materials, and cleaning work area and equipment.

**Paralegal****Average Hourly Wage = \$11.57**

Assists lawyers by doing research in the preparation of lawsuits and/or legal documents. May gather research data as evidence to formulate defense or to initiate legal action.

**Pathologist****Average Hourly Wage = \$49.05\***

Conducts research dealing with the understanding of human diseases and the improvement of human health. Engages in clinical investigations or other research, production, technical writing, or related activities.

**Pharmacist****Average Hourly Wage = \$25.80**

Compounds and dispenses medication following prescriptions issued by physicians, dentists, or other medical practitioners. Weighs, measures, and mixes drugs and compounds and fills bottles or capsules with correct quantity and composition of preparation. Advises patients.

**Photographer****Average Hourly Wage = \$9.30**

Photographs people, subjects, merchandise, or other commercial products. May develop negatives and produce finished prints.

**Photographic Processing Machine Operator****Average Hourly Wage = \$6.27**

Operates photographic processing machines, such as printing machines, film developing machines, and mounting presses.

**Physical Therapist****Average Hourly Wage = \$26.49**

Applies techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling.

**Physician's Assistant****Average Hourly Wage = \$25.26**

Provides patient services under direct supervision and responsibility of doctor of medicine or osteopathy. Elicits detailed patient histories and makes complete physical examinations. Reaches tentative diagnosis and orders appropriate laboratory tests. Requires extensive education.

**Physician & Surgeon****Average Hourly Wage = \$50.58**

Examines patients, performs medical tests and reviews personal health records to diagnose conditions of illness, disease, and assorted maladies. Administers and prescribes treatment and drugs to restore health. May specialize in one field such as surgery, obstetrics, or psychiatry.

**Planning/Production/Expediting Clerk****Average Hourly Wage = \$18.20**

Coordinates and expedites the flow of work and materials within or between departments of an establishment according to a production schedule. Duties, primarily clerical in nature, include reviewing and distributing production schedules, completion dates, and work orders.

**Plumber****Average Hourly Wage = \$15.91**

Assembles, installs, alters and repairs pipe systems that carry water, steam, air, or other liquids or gases. Cuts and threads pipe. Assembles and installs valves, pipe fittings, and pipes.

**Police Patrol Officer****Average Hourly Wage = \$14.42**

Maintains order, enforces laws and ordinances, and protects life and property in an assigned patrol district or beat. Patrols an area on foot or in a vehicle; directs traffic; issues traffic summonses; investigates accidents; apprehends and arrests prisoners. Gives evidence in court.

**Postal Mail Carrier****Average Hourly Wage = \$16.23**

Sorts mail for delivery. Delivers mail on established routes by vehicle or on foot.

**Postmaster and Mail Superintendent****Average Hourly Wage = \$19.33**

Directs and coordinates operational, administrative, management, and supportive services of a U.S. post office. Coordinates activities of workers engaged in postal and related work in assigned post offices.

**Power Plant Operator****Average Hourly Wage = \$21.18\***

Controls or operates machinery, such as steam-driven turbogenerators, to generate electric power.

**Precision Instrument Repairer****Average Hourly Wage = \$20.24**

Installs, tests, repairs, maintains, and adjusts indicating, recording, telemetering, and controlling instruments used to control variables such as pressure, flow, temperature, motion, force, and chemical composition.

**Printing Press Machine Operator & Tender****Average Hourly Wage = \$10.88**

Operates various types of printing machines, such as offset lithographic presses, letter or letterset presses, flexographic or gravure presses to produce print on paper or other materials such as plastic, cloth, or rubber.

**Producer/Director/Actor****Average Hourly Wage = \$11.62**

Produces, directs, or plays parts in stage, television, radio, or motion picture productions for entertainment, information, or instruction.

**Proofreader & Copy Marker****Average Hourly Wage = \$10.12\***

Reads transcripts or proofs type setup to detect and mark for correction any grammatical, typographical, or compositional errors.

**Psychologist****Average Hourly Wage = \$23.23**

Collects, interprets, and applies scientific data relating to human behavior and mental processes. Activities are in either applied fields of psychology or in basic science fields and research.

**Public Relations Specialist****Average Hourly Wage = \$15.45**

Concerned with promoting or creating good will by writing or selecting favorable publicity material for media release, preparing and arranging displays, making speeches and performing related publicity efforts.

**Purchasing Agent****Average Hourly Wage = \$19.02**

Purchases raw or semi-finished materials for manufacturing. Purchases machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment.

**Radiologic Technologist****Average Hourly Wage = \$13.81**

Takes X-rays and CAT scans or administers nonradioactive materials into patient's blood stream for diagnostic purposes.



**Railroad Brake, Signal, & Switch Operator****Average Hourly Wage = \$15.98**

Operates railroad track switches. Couples or uncouples rolling stock to make up or breakup trains. Signals engineers and sets warning signals. May inspect couplings, air hoses, journal boxes, and hand brakes.

**Railroad Conductor & Yardmaster****Average Hourly Wage = \$18.66**

Coordinates activities of train crew engaged in transporting or providing services to passengers on passenger train, or in transporting freight on freight trains. Coordinates activities of workers engaged in railroad traffic operations, such as makeup or breakup of trains and track switching.

**Real Estate Appraiser****Average Hourly Wage = \$19.37\***

Appraises real property to determine its value for purchase, sales, investment, mortgage, or loan purposes.

**Real Estate Sales Agent****Average Hourly Wage = \$18.46**

Rents, buys, and sells property to clients. Duties include studying property listings, interviewing clients, showing property to clients, discussing conditions of sale, and drawing up real estate contracts.

**Receptionist****Average Hourly Wage = \$8.09**

Answers inquiries and obtains information for general public concerning activities conducted at an establishment, location of offices or persons within a firm, department, or store. May perform other clerical duties.

**Registered Nurse****Average Hourly Wage = \$16.74**

Provides nursing care to ill or injured persons. Gives medications and treatments according to doctor guidelines. Takes vital signs. Includes administrative, public health, private duty, and surgical nurses.

**Reporter & Correspondent (Except Radio & Television)****Average Hourly Wage = \$9.03**

Collects and analyzes facts about newsworthy events by interview, investigation, or observation. Reports and writes stories for newspapers, news magazines, radio, or television.

**Respiratory Therapist****Average Hourly Wage = \$14.65**

Provides assessment, diagnostic evaluation, and care for patients with breathing disorders. Responsible for respiratory modalities. Initiates and conducts therapeutic procedures and maintains equipment.

**Retail Salesperson****Average Hourly Wage = \$7.88**

Sells to the public any of a wide variety of merchandise, such as furniture, motor vehicles, appliances, or apparel.

**Rotary Drill Operator, Oil & Gas Extraction****Average Hourly Wage = \$24.11**

Operates a variety of drills to remove petroleum products from the earth and to remove core samples for testing during oil and gas exploration.

**Roustabout****Average Hourly Wage = \$12.60**

Perform a variety of assigned tasks in or around an oil field such as assembling or repairing equipment, digging drainage trenches, and loading/unloading trucks.

**Sales & Related Worker****Average Hourly Wage = \$7.96**

Sells a variety of services and products for businesses, organizations, wholesalers, or manufacturers. May involve ordering supplies, cashier duties, reports, and stocking inventory.

**Secretary****Average Hourly Wage = \$9.35**

Performs clerical work and minor administrative detail by scheduling appointments, directing callers, taking dictation, composing and typing correspondence, routing incoming mail, and maintaining files.

**Service Unit Operator****Average Hourly Wage = \$11.85**

Operates equipment to increase oil flow from producing wells or to remove stuck pipe, casing, tools, or other obstructions from drilling wells.

**Social Worker****Average Hourly Wage = \$13.45**

Counsels and aids individuals and families following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical advice.

**Speech-Language Pathologist & Audiologist****Average Hourly Wage = \$16.83**

Examines and provides remedial services for persons with speech and hearing disorders. Performs research related to speech and language problems.

**Stenographer and/or Court Reporter****Average Hourly Wage = \$12.66**

Uses shorthand or speedwriting notes to take dictation, record correspondence, reports, court testimony, examinations, instructions, or other material and transcribes recorded material.

**Still & Related Machine Operator****Average Hourly Wage = \$15.69**

Operates machines such as filter presses, centrifuges, fermenting tanks, and batch stills to extract, sort, or separate liquids, gases, or solid materials from other materials to produce a refined product.

**Stockbroker****Average Hourly Wage = \$29.38**

Buys and sells securities or calls upon businesses and individuals to sell financial services. Provides financial services, such as loans, tax, securities counseling, and advise on stocks, bonds, and market conditions.

**Stock Clerk, Stockroom/Warehouse****Average Hourly Wage = \$10.56**

Receives, stores, and issues materials, equipment, and other items from stockroom, warehouse, or storage yard. Keeps records and compiles stock reports.

**Surveying & Mapping Technician****Average Hourly Wage = \$12.81**

Performs surveying and mapping duties to obtain data pertaining to angles, elevations, points, and contours. Calculates mapmaking information from field notes using reference tables. Draws maps.

**Surveyor & Cartographer****Average Hourly Wage = \$18.45**

Uses surveying, engineering, and scientific data to determine and identify fixed points or boundaries, and prepares maps. Provides data on the shape, contour, gravitation, location, or dimension of land or land features.

**Switchboard Operator****Average Hourly Wage = \$7.88**

Operates cord or cordless switchboard to relay incoming, outgoing, and interoffice calls. May supply information to callers and record messages. May also act as receptionist, perform routine clerical work, and type.

**Systems Analyst, Electronic Data Processing****Average Hourly Wage = \$19.53**

Analyzes business, scientific, and technical problems with electronic data processing systems.

**Teacher's Aide & Assistant****Average Hourly Wage = \$6.79**

Arranges work materials, supervises students at play, and operates audio-visual equipment under guidance of a teacher.

**Teacher, Elementary****Average Hourly Wage = \$23.58**

Teaches elementary pupils in public or private schools basic skills. Maintains order and discipline in classroom and on playground. Prepares, administers, grades, and records lessons/tests.

**Teacher, Engineering, Postsecondary****Average Hourly Wage = \$30.81**

Teaches courses in engineering at the college/university level. Includes courses in engineering specialties (i.e., chemical, civil, electrical, mechanical, petroleum, etc.).

**Teacher, Secondary****Average Hourly Wage = \$22.59**

Instructs students in public or private schools in one or more subjects. Maintains discipline and order in classroom. Prepares, administers, grades, and records lessons/grades.

**Teacher, Special Education****Average Hourly Wage = \$18.95**

Teaches elementary and secondary school subjects to educationally, audibly, visually, and physically handicapped students. May teach basic academic and life processes skills to the mentally disabled.

**Teacher, Vocational Education****Average Hourly Wage = \$16.74**

Teaches or instructs vocational and/or occupational subjects at the postsecondary level (but at less than the baccalaureate). Subjects include business, secretarial science, data processing, trades, and practical nursing.

**Technical Writer****Average Hourly Wage = \$21.24\***

Writes or edits technical materials, such as manuals, appendices, and operating and maintenance instructions. May oversee preparation of illustrations, photographs, diagrams, and charts and assist in layout work.

**Telephone & Cable TV Installer & Repairer****Average Hourly Wage = \$14.14**

Strings and repairs telephone and television cable and other equipment for transmitting messages or TV programming. Locates and repairs defects in existing systems.

**Telephone Station Installer & Repairer****Average Hourly Wage = \$17.38**

Installs and repairs telephone station equipment, such as telephones, coin collectors, telephone booths, and switching-key equipment.

**Title Searcher****Average Hourly Wage = \$8.99**

Compiles lists of mortgages, deeds, contracts, judgements, and other instruments pertaining to titles by searching records of real estate and title insurance companies.

**Title Examiner & Abstractor****Average Hourly Wage = \$11.74**

Determines legal condition of property titles. Copies or summarizes documents which affect condition of titles. Guarantees legality of titles.

**Tool & Die Maker****Average Hourly Wage = \$18.16\***

Analyzes specifications, lays out metal stock, sets up and operates machine tools, and fits and assembles parts to make and repair dies, cutting tools, jogs, fixtures, gauges, and machinist's hand tools.

**Travel Agent****Average Hourly Wage = \$7.29**

Plans trips for travel agency customers. Duties include determining destination, transportation, travel dates, costs and accommodations. May specialize in foreign or domestic service.

**Truck Driver, Heavy****Average Hourly Wage = \$12.28**

Drives tractor-trailer combination or truck with a capacity of at least 3 tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. May be required to unload truck.

**Truck Driver, Light****Average Hourly Wage = \$9.50**

Drives truck, van, or automobile with a capacity under 3 tons. May drive light truck to deliver or pick up merchandise and load and unload truck.

**Urban & Regional Planner****Average Hourly Wage = \$17.20**

Develops comprehensive plans and programs for use of land and physical facilities of cities, counties, and metropolitan areas.

**Veterinarian****Average Hourly Wage = \$23.11**

Diagnoses and treats diseases and dysfunctions of animals. May engage in research and development, consultation, administration, technical writing, sale or production of commercial products, or render technical services. Includes veterinary inspectors.

**Veterinary Technician****Average Hourly Wage = \$8.22**

Performs medical tests in a lab for use in the treatment of diseases in animals. Prepares vaccines and serums. Prepares tissue and blood samples and executes lab tests such as urinalysis and blood counts.

**Waiter/Waitress****Average Hourly Wage = \$5.54**

Serves food and/or beverages to patrons. Usually takes orders from patrons and makes out the check. May set table or counter with linen and silverware and take payment from patrons.

**Welder & Cutter****Average Hourly Wage = \$14.54**

Uses hand welding and flamecutting equipment to weld together metal components or join together components of fabricated sheet metal assemblies. Cuts, trims, or scarfs metal as specified by blueprints.

**Writer & Editor****Average Hourly Wage = \$11.91**

Originates and prepares written material such as scripts, stories, news items, advertisements, and other material. Coordinates, edits, and analyzes prepared written material. Includes managing editors.

\*These wages are based on the National average. All other wages are Wyoming-based wages.



For more information on Wyoming's wages, contact Research & Planning's Occupational Employment Statistics (OES) unit at (307) 473-3805 or visit our website at <http://lmi.state.wy.us/>.



# WYOMING'S HIGHEST PAYING JOBS BY EDUCATION LEVEL

## Work Experience, Plus Bachelor's Degree or Higher

Engineering, math and natural sciences managers	\$29.14
Education administrators	\$25.77
Financial managers	\$23.90
Personnel, training and labor relations managers	\$22.27
Medicine and health services managers	\$22.09
General managers and top executives	\$21.92
Communications, trans. and utilities managers	\$21.18

## First Professional Degree

Physicians and surgeons	\$50.58
Dentists	\$38.46
Optometrists	\$28.34
Pharmacists	\$25.80
Lawyers	\$23.90
Veterinarians and veterinary inspectors	\$23.11
Clergy	\$16.77

## Education Level Unknown

Mining, quarrying and well drilling managers	\$32.12
Health diagnosing and treating practitioners	\$30.20
Safety engineers, except mining	\$29.55
Mining machine operators	\$27.24
Dragline operators	\$26.38
Estimators and drafters, utilities	\$25.43
Powerhouse, substation and relay electricians	\$25.24

## Short-Term On-The-Job Training

Prod., planning and expediting clerks	\$18.20
Postal mail carriers	\$16.23
All other motor vehicle operators	\$15.74
Industrial truck and tractor operators	\$14.10
Meter readers, utilities	\$13.36
Fallers and buckers	\$12.67
Roustabouts	\$12.60

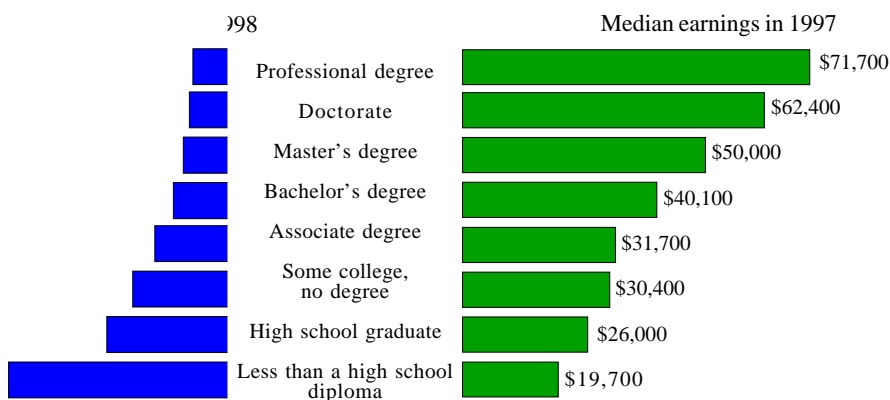
## Long-Term On-The-Job Training

Electrical power-line installers and repairers	\$22.22
Precision instrument repairers	\$20.24
Stationary engineers	\$20.17
Insurance adjusters, examiners and investigators	\$17.97
Mobile heavy equipment mechanics	\$17.72
Millwrights	\$17.56
Electro and biomedical equipment repairers	\$16.82

## Master's Degree

Physical therapists	\$26.49
Psychologists	\$23.23
Urban and regional planners	\$18.25
Librarians, professional	\$17.01
Speech pathologists and audiologists	\$16.83
Vocational and educational counselors	\$16.44
Curators, archivists and conservators	\$14.59

## Education pays...

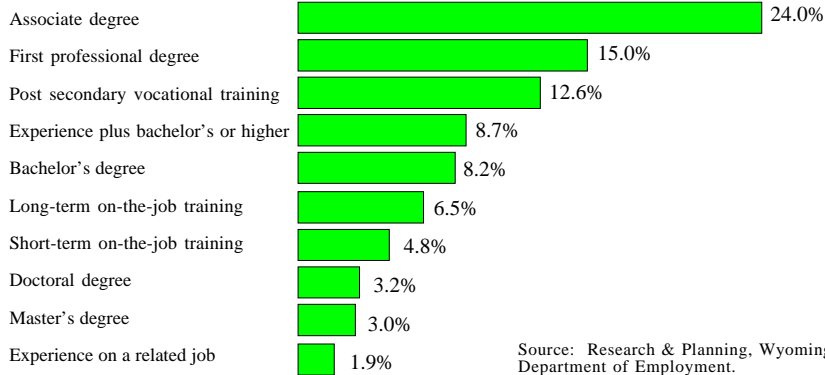


Source: U.S. Bureau of Labor Statistics.

Note: This figure reflects national data.



## 2008 projected employment shows all educational categories will experience job growth



Source: Research & Planning, Wyoming Department of Employment.



### Associate Degree

Dental hygienists	\$19.60
Registered nurses	\$16.74
Nuclear medicine technologists	\$17.58
Funeral directors and morticians	\$15.83
Computer support specialists	\$14.98
Respiratory therapists	\$14.65
Radiologic technologists	\$13.81

### Post Secondary Vocational Training

Central office and PBX installers/repairers	\$20.42
Radio mechanics	\$18.63
Sales agents, real estate	\$18.46
Electronics repairers, commercial equip.	\$18.39
Station installers and repairers, telephone	\$17.38
Home entertainment equipment repairers	\$13.51
Stenographers and/or court reporters	\$12.66

### Work Experience in Related Job

Fire fighting and prevention supervisors	\$22.08
Compliance officers and inspectors, except const.	\$20.18
Police and detective supervisors	\$19.35
Postmasters and mail superintendents	\$19.33
Railroad conductors and yardmasters	\$18.66
Construction and building inspectors	\$16.87
Teachers and instructors, vocational education	\$16.74

### Moderate-Term On-The-Job Training

Hoist and winch operators	\$21.26
Crushing and related machine operators	\$18.91
Crane and tower operators	\$17.02
Welfare eligibility workers and interviewers	\$16.69
Still and related machine operators	\$15.69
Operating engineers	\$15.65
Furnace, kiln, oven, drier, or kettle operators	\$15.60

### Bachelor's Degree

Petroleum engineers	\$30.50
Stockbrokers	\$29.38
Chemical engineers	\$28.66
Industrial engineers, except safety	\$27.59
Mining engineers, including mine safety	\$27.48
Geologists, geophysicists and oceanographers	\$25.96
Physician's assistants	\$25.26

## Training increases median weekly earnings of full-time workers at every education level



Source: U.S. Department of Commerce et al. "21st Century Skills for 21st Century Jobs." <http://www.vpskillssummit.org/bestprct.asp> (15 June 1999), p. 9.

Note: This figure reflects 1991 national data.

### Doctoral Degree

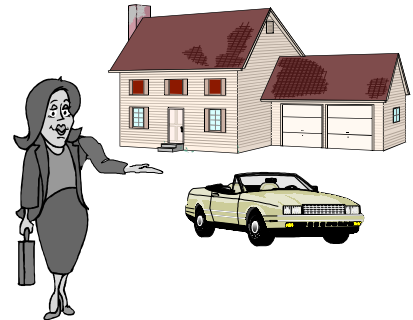
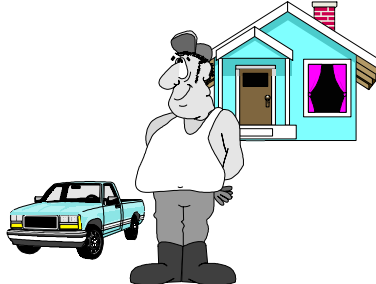
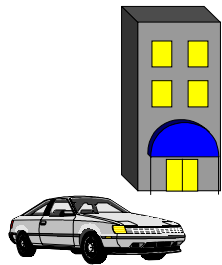
Biological scientists	\$23.53
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For more information on Wyoming's wages, contact Research & Planning's Occupational Employment Statistics unit at (307) 473-3805 or visit our website at <http://lmi.state.wy.us/>.

# Money: How much will you need?

Brad, Fred and Jennifer are three friends who made different career choices. Look at their expenses and see what they each buy in a month. In the spaces on the right, list the amounts you think you will spend in a month. Then look at the average hourly wage of your career choice in the Career Menu on pages 8-17. Multiply the average hourly wage by 173 to get your monthly salary. Does your career choice allow you to buy all the things you want?



**Brad**

**Fred**

**Jennifer**

**You**

## Important stuff

Housing <sup>1</sup>	\$300	\$500	\$700	_____
Electricity	\$40	\$50	\$70	_____
Car <sup>2</sup>	\$200	\$300	\$400	_____
Insurance	\$70	\$100	\$100	_____
Phone	\$30	\$40	\$50	_____
Groceries	\$180	\$210	\$230	_____
Toiletries	\$30	\$40	\$60	_____
Credit Cards	\$50	\$100	\$200	_____
Student Loan	None	None	\$200	_____
Cool stuff				
Cable T.V.	None	\$40	\$40	_____
Clothes	\$40	\$90	\$150	_____
Entertainment	\$30	\$100	\$150	_____
Travel	None	\$30	\$50	_____

<b>Total Expenses</b>	<b>\$970</b>	<b>\$1,600</b>	<b>\$2,400</b>	_____
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Career Choice	Bank Teller (Entry Level)	Drywall Installer (Skilled Level)	Electrical Engineer (Professional Level)	_____
Monthly Salary <sup>3</sup>	\$1,300	\$2,600	\$4,000	_____
- Taxes (23%)	\$300	\$600	\$1,000	_____
<b>Take Home Pay</b>	<b>\$1,000</b>	<b>\$2,000</b>	<b>\$3,000</b>	_____
-Total Expenses	\$970	\$1,600	\$2,400	_____
<b>Savings</b>	<b>\$30</b>	<b>\$400</b>	<b>\$600</b>	_____

<sup>1</sup> Brad rents a one bedroom apartment; Fred owns a three bedroom home; Jennifer owns a five bedroom home.

<sup>2</sup> Brad drives a used car; Fred and Jennifer both drive new vehicles.

<sup>3</sup> To figure your monthly salary, multiply the average weekly wage of your career choice from the Career Menu on pages 8-17 times 173.





# Senior Calendar for Continuing Education

## September

- ☐ Get letters of recommendation from your teachers, coaches, etc. Some schools may require them.
- ☐ Check with your counselor to make sure your graduation requirements are on target.
- ☐ Find out what you need to do to meet school admission requirements (i.e., ACT/SAT, Compass, etc.)

## October

- ☐ Collect application forms from schools you are interested in. Check the application deadline.
- ☐ Send in your application materials to schools you would like to attend.
- ☐ Obtain financial aid and scholarship information from the schools where you applied.
- ☐ Have your counselor help you send your transcripts and test scores to your prospective schools.

## November

- ☐ Respond quickly to any requests made by the schools for additional information.
- ☐ If you have special needs because of a disability, the admissions office can refer you to someone who can help you make arrangements.

## December

- ☐ Happy Holidays!!



## January

- ☐ Have your family complete their income tax return. You will need the figures to complete your financial aid forms.
- ☐ Send in your Free Application for Federal Student Aid (FAFSA) soon after January 1st.
- ☐ Check to see that your transcripts and test scores are being sent to your prospective schools.

## Not a Senior yet? It's never too early to start planning for your education.

- ☐ Attend a college fair for more information on prospective schools.
- ☐ Take your ACT/SAT or Compass tests. Taking the PSAT tests will give you some practice and qualify you to be eligible for the National Merit Scholarship Competition.
- ☐ Be an active member of school clubs or other organizations. These types of activities can improve your chances of getting scholarships and getting into the school of your choice.
- ☐ Take classes that challenge you and strive for good grades.

## February

- ☐ Complete and mail the financial aid forms from the schools you selected. Watch the deadlines!
- ☐ Apply for as many scholarships as you can find.

## March

- ☐ You should be receiving a Student Aid Report in response to your FAFSA. Check for any errors and get them corrected as soon as possible.

## April

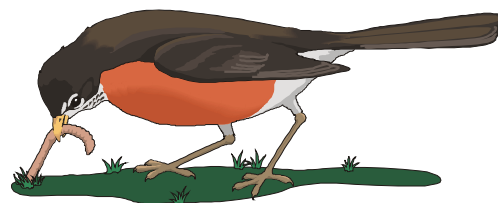
- ☐ Consider your college or school offers and notify your preferred school.
- ☐ **Do not** decline other offers until you have received confirmation of acceptance by your preferred school.

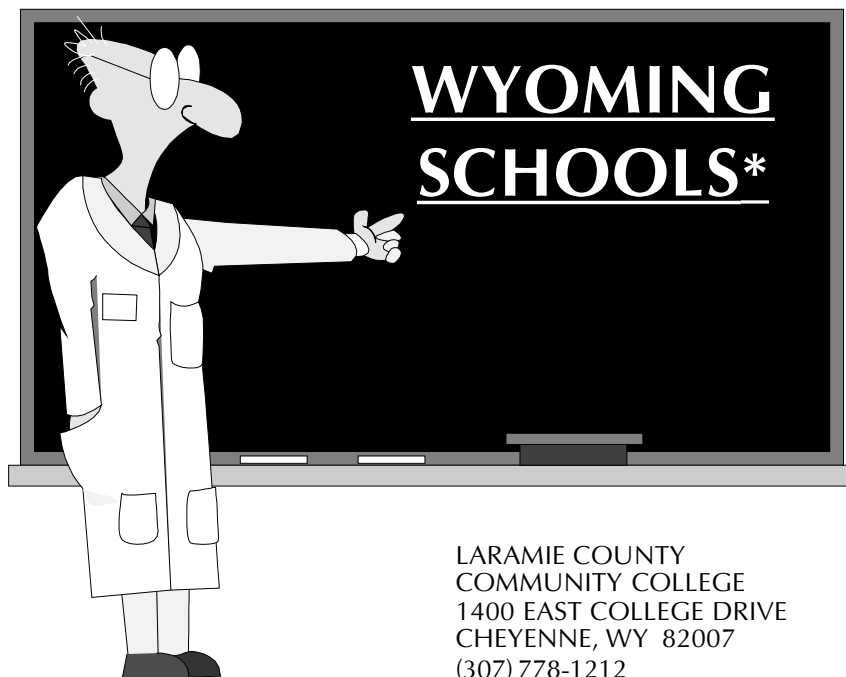
## May

- ☐ Look for financial aid award notifications. Return acceptance notices as soon as possible. If you qualify for a loan, visit with your lender.
- ☐ Request that your final transcript be sent to the school you will attend.
- ☐ Students with disabilities should verify that all special arrangements are being made to accommodate them.

## Summer Vacation

- ☐ Find out when payments for tuition, room and board are due.
- ☐ Find out about dorm check-in procedures.
- ☐ Try to attend an orientation or visit the campus during your summer vacation!





## Higher Educational Institutions

### UNIVERSITIES/ FOUR-YEAR

UNIVERSITY OF WYOMING  
P.O. BOX 3438  
LARAMIE, WY 82071  
(800) DIAL-WYO or (307) 766-5160

UNIVERSITY OF WYOMING/  
CASPER COLLEGE CENTER  
125 COLLEGE DRIVE  
CASPER, WY 82601  
(307) 268-2713

### COMMUNITY COLLEGES

CASPER COLLEGE  
125 COLLEGE DRIVE  
CASPER, WY 82601  
(307) 268-2713  
IN-STATE (800) 442-2963

CENTRAL WYOMING COLLEGE  
2660 PECK AVENUE  
RIVERTON, WY 82501  
(307) 855-2331  
IN-STATE (800) 735-8418

EASTERN WYOMING COLLEGE  
3200 WEST C STREET  
TORRINGTON, WY 82240  
(800) 658-3195

LARAMIE COUNTY  
COMMUNITY COLLEGE  
1400 EAST COLLEGE DRIVE  
CHEYENNE, WY 82007  
(307) 778-1212

NORTHERN WYOMING  
COMMUNITY COLLEGE  
DISTRICT-GILLETTE CAMPUS  
720 WEST 8TH  
GILLETTE, WY 82716  
(307) 686-0254

NORTHWEST COLLEGE  
231 WEST 6TH STREET  
POWELL, WY 82435  
(800) 560-4692 or (307) 754-6601

SHERIDAN COLLEGE  
3059 COFFEEN AVENUE  
SHERIDAN, WY 82801  
(307) 674-6446 or (800) 913-9139

WESTERN WYOMING  
COMMUNITY COLLEGE  
P.O. BOX 428  
2500 COLLEGE DRIVE  
ROCK SPRINGS, WY 82902  
(307) 382-1600

## Other Training Programs

### COSMETOLOGY AND MODELING

ACADEMY OF HAIR DESIGN  
146 NORTH JACKSON  
CASPER, WY 82601  
LARRY MCCOY  
(307) 577-0619

COLLEGE OF COSMETOLOGY  
1211 DOUGLAS HWY SUITE E-2  
GILLETTE, WY 82716  
CHERYL LAND  
(307) 682-0242

COSMETIC ARTS AND SCIENCES  
1968 CY AVENUE  
P.O. BOX 1933  
CASPER, WY 82604  
ADA GREENWOOD, PRESIDENT  
(307) 234-9181

INTERNATIONAL ACADEMY  
OF HAIR DESIGN  
2133 GARFIELD  
LARAMIE, WY 82070  
BONNIE ATHEY  
(307) 742-4477

CHEEKS INT'L ACADEMY OF  
BEAUTY CULTURE  
209 WEST 18TH STREET  
CHEYENNE, WY 82001  
(307) 637-8700

NORTHERN WYOMING  
COSMETOLOGY SCHOOL  
220 S. DOUGLAS  
POWELL, WY 82435  
JANICE L. BAILEY  
(307) 754-4124

UNIVERSAL COLLEGE  
OF COSMETOLOGY  
117 NORTH BENT  
POWELL, WY 82435  
JOHN RODRIGUEZ  
(307) 754-7285

### FLIGHT SCHOOLS

BIGHORN AIRWAYS, INC.  
P.O. BOX 4037  
SHERIDAN, WY 82801  
(307) 672-3421  
PART 61 CERTIFICATION

CASPER AIR SERVICE  
7956 FULLER  
CASPER, WY 82604  
(307) 472-3400  
PART 141 CERTIFICATION

\* The Wyoming-based schools listed were chosen according to the criteria set by the Wyoming Career Information System, 2000.



HASTINGS AVIATION  
LARRY HASTINGS  
P.O. BOX 85  
LANDER, WY 82520  
(307) 332-3119  
PART 61 CERTIFICATION

JACKSON HOLE AVIATION  
P.O. BOX 3829  
JACKSON, WY 83001  
(307) 733-4767  
PART 61 CERTIFICATION

PINESAIR, INC.  
JOHN MARQUARDT  
P.O. BOX 83  
PINE BLUFFS, WY 82082  
(307) 245-9257  
PART 135 CERTIFICATION

SKY HARBOR AIR SERVICE, INC.  
3913 EVANS AVENUE  
CHEYENNE, WY 82001  
(307) 634-4417  
PART 61 CERTIFICATION

SPIRIT MOUNTAIN AVIATION  
3227 DUGGLEY DRIVE  
CODY, WY 82414  
(307) 587-6732  
PART 61 CERTIFICATION

**LEADERSHIP SCHOOLS**  
NATIONAL OUTDOOR  
LEADERSHIP SCHOOL  
288 MAIN STREET  
LANDER, WY 82520  
(307) 332-6973

**REAL ESTATE / BUSINESS  
SCHOOLS**

WYOMING REAL ESTATE  
INSTITUTE  
1780 S. BELLAIRE ST., STE 222  
DENVER, CO 80222  
(800) 826-6246

**VOCATIONAL & TECHNICAL  
SCHOOLS**

WYOMING TECHNICAL  
INSTITUTE  
P.O. BOX 906  
LARAMIE, WY 82070  
(800) 521-7158

What is a Baccalaureate Degree??!

It's the same as a Bachelor's Degree.

## College Degrees 101

What is it called?	What is it?	Where do you get one?	How long does it take?
High School Diploma	Graduation from high school or GED	High school or community college	3-4 years
Postsecondary Certificate/ Diploma	Training for specific skills of a particular occupation	Business, technical, vocational school	1-4 years
Associate Degree	Education program in specific programs or transfer programs	Community college, technical, vocational school	2-3 years
Bachelor's Degree	Formal education program	College or university	4-6 years
Master's Degree	Advanced degree required for entry into certain careers	College or university	1-2 years beyond Bachelor's degree
First Professional Degree	Degree showing completion of academic requirements and professional skill for beginning practice in a given profession	University or specialized school	3-6 years beyond Bachelor's degree depending on program
Doctoral Degree	Earned degree carrying the title of doctor (does not include M.D. or D.D.S.)	University or specialized school	5 years beyond Bachelor's degree
On-the-Job Training	Training provided by the employer	In-house, seminars	Less than 6 months or continuous
Apprenticeship	Formal training program	On-the-job and classroom	2-5 years
Military	Formal training program	On-the-job and college	2-20 years

# 12 Steps to Financial Aid

## *The fall before you will enter school:*

1. Select schools that will fulfill your educational and occupational goals.
2. Write or call the admissions office at each school you are interested in. Ask about financial aid possibilities and application procedures.
3. Obtain the correct financial aid applications you will need. Forms are available from your high school counselor or from a college financial aid office.
4. Estimate the cost of attending each of the schools you have chosen.
5. Ask your high school counseling office if they sponsor a free financial aid night. Students and parents can learn about financial aid sources and procedures at these workshops.
6. Begin compiling the family financial information needed to fill out your financial aid applications: last year's tax return, figures on non-taxable income, and information on assets.

## *Soon after January 1:*

7. Send your Free Application for Federal Student Aid (FAFSA) in for processing. (Your application will not be accepted before January 1, so do not send it before this date.)

## *In the spring:*

8. Some schools may request additional information from you such as copies of federal tax returns. Learn what each school requires and provide the information by the deadlines.
9. The schools you choose will notify you as to whether you qualify for financial aid. They also will explain how much grant, loan, or work-study money they can offer you.
10. Tell each school your plans in writing – whether you accept their financial aid packages or not.

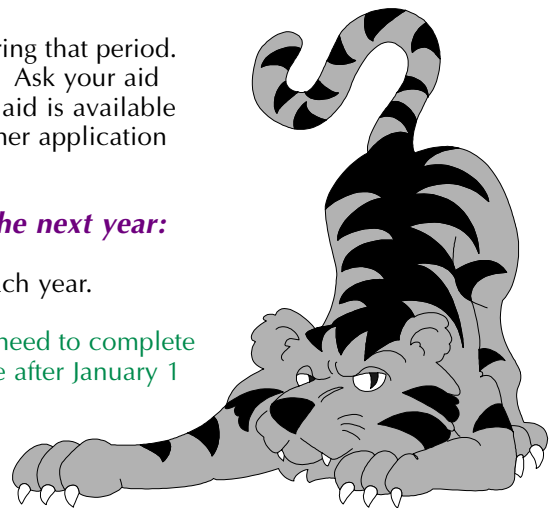
## *Those who choose to attend the summer term:*

11. Aid awarded for the academic year must be used during that period. Aid may, however, be available during the summer term. Ask your aid officer well in advance of summer enrollment if summer aid is available at your school. Some schools may have a separate summer application process, so be sure to check with the financial aid office.

## *Each January, if you are planning to be in school the next year:*

12. Apply for financial aid again. You MUST reapply each year.

**NOTE:** Students entering school during other times also need to complete the Financial Aid Need Analysis Form as soon as possible after January 1 of the year they are entering school.





# *Financial Aid Scam Alert !!*

**You should never spend more than the cost of a stamp to get financial aid money. Here are some warning signs that you may be dealing with a financial aid scam:**

**You are asked to send money.** Legitimate financial aid organizations do not require any application, disbursement or other up-front fees.



**You are guaranteed to receive a scholarship.** No scholarships can ever be guaranteed. All scholarship awards are determined by the scholarship sponsors.

**You must give out bank account, credit card, calling card or social security numbers.** These scams will use your information to make withdrawals on your bank account or rack up charges on your charge accounts.



**You have never heard of the organization contacting you or you do not remember asking them for more information.** You are responsible for making contact with financial aid organizations. Legitimate organizations will only contact you **after** you contact them first.

**You are expected to purchase something in return for information, applications or scholarships.** These businesses are using scholarships (which may not even exist) as selling tools for their products.



**You are uncertain of the legitimacy of the offer.** If you have any doubts, tell them you will get back to them. Then do some checking. Chances are your instincts are correct.

For more information on financial aid and financial aid scams, check with your high school counselor, college financial aid office or the Internet at <http://www.finaid.org/>.

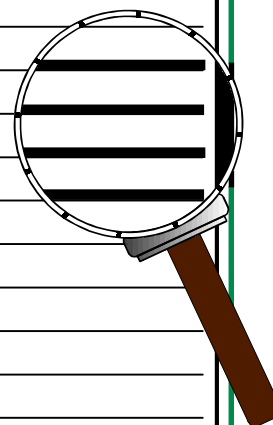
# LOOK WHAT YOUR LOCAL EMPLOYMENT CENTER HAS TO OFFER

- Referral of individuals to part-time and full-time job openings
- A Resource Room with free computer access
- Vocational Counselors who can assist in making career choices
- Staff to help you understand the Americans with Disabilities Act and what Equal Employment Opportunities mean
- Workshops on resume writing and effective interviewing techniques
- On-the-job training and work experience programs

**Best of all...these valuable services are offered at no cost!**

To obtain information about any services, stop by or give your local Employment Center a call at the numbers listed below. You can also visit them on the Internet at <http://wyjobs.state.wy.us/>.

EMPLOYMENT CENTER LOCATION	ADDRESS & TELEPHONE (AREA CODE 307)	COUNTIES SERVED
Afton, WY 83110	338 North Washington, Suite 5, P. O. 1068 Telephone: 886-9260	Lincoln
Casper, WY 82601-1308	851 Werner Ct., Suite 120 Telephone: 234-4591	Converse and Natrona
Cheyenne, WY 82003-7002	6101 N. Yellowstone Rd., P. O. Box 20090 Telephone: 777-3700	Laramie
Cody, WY 82414-8464	1026 Blackburn Ave., Suite 1 Telephone: 587-4241	Big Horn, Park, Washakie and Yellowstone Park
Douglas, WY 82633	126 North 3rd, Units 6 & 7 Telephone: 358-2147	Converse
Evanston, WY 82931-3210	98 Independence Dr., P. O. Box 3210 Telephone: 789-9802	Lincoln (south) and Uinta
Gillette, WY 82718	1901 Energy Ct., Suite 230, P. O. Box 1448 Telephone: 682-9313	Campbell, Crook and Weston
Jackson, WY 83001-1003	155 W. Gill Avenue, P. O. 1003 Telephone: 733-4091	Lincoln (north) and Teton
Kemmerer, WY 83101	220 Wyoming Highway 233 Telephone: 877-5501	Lincoln
Lander, WY 82520	455 Lincoln Street, P. O. 530 Telephone: 335-9224	Fremont
Laramie, WY 82070-0948	112 S. Fifth St., P. O. Box 948 Telephone: 742-2153	Albany
Newcastle, WY 82701	431 Delaware Telephone: 746-9690	Weston
Rawlins, WY 82301-0070	1703 Edinburgh, P. O. Box 70 Telephone: 324-3485	Carbon
Riverton, WY 82501-1610	422 E. Fremont, P. O. Box 1610 Telephone: 856-9231	Fremont and Hot Springs
Rock Springs, WY 82901-5770	79 Winston Dr., Suite 229 Telephone: 382-2747	Sublette and Sweetwater
Sheridan, WY 82801-9225	2266 N. Main Telephone: 672-9775	Sheridan and Johnson
Torrington, WY 82240-3508	1610 E. "M" St. Telephone: 532-4171	Goshen, Niobrara and Platte
Wheatland, WY 82201	956 Maple Street Telephone: 322-4741	Laramie
Worland, WY 82401-2920	1702 Robertson Telephone: 347-8173	Washakie
Veterans Employment Service Casper, WY 82602-2760	100 W. Midwest, P. O. Box 2760 Telephone: 235-3281	Wyoming



# Your Skills Checklist

You probably have more than you think.

See how many skills you can check off. Use the checked skills when filling out resumes, personal profiles and during job interviews. Make the skills you did not check a future goal.



## I. FOUNDATION SKILLS:

**A. Basic Skills** - reading, writing, math, science, speaking and listening.

I am able to:

- ☐ Read, write, and solve math problems
- ☐ Apply basic skills to new or unfamiliar situations
- ☐ Follow directions

**B. Thinking Skills** - the ability to learn, to reason, to think creatively, to make decisions and to solve problems.

I am able to:

- ☐ Think, work and act without continuous supervision
- ☐ Think creatively
- ☐ Identify and solve problems
- ☐ Continually improve my skills

**C. Personal Qualities** - individual responsibility, self-esteem and self-management, honesty and ability to work with others.

I am able to:

- ☐ Present a positive attitude toward work
- ☐ Maintain a professional appearance
- ☐ Accept new responsibilities
- ☐ Be reliable and on time
- ☐ Show pride in my accomplishments
- ☐ Get along with others
- ☐ Respect others
- ☐ Be a self-starter

## II. WORKPLACE COMPETENCIES

**A. Resources** - Workers of the future know how to use time, money, materials, space and staff efficiently.

I am able to:

- ☐ Understand how a business works
- ☐ Understand why businesses want to make money
- ☐ Get my work done on time
- ☐ Work quickly without making many mistakes
- ☐ Organize my supplies and materials

**B. Interpersonal Skills** - Good employees can work on teams, teach others, serve customers, lead and work well with people from different cultures.

I am able to:

- ☐ Give good suggestions when working in a group
- ☐ Work well with others
- ☐ Teach others
- ☐ Be a leader
- ☐ Talk about and fix problems
- ☐ Help other people on my team
- ☐ Work with people from different cultures

**C. Information** - They can gather and study data, learn from their information and share the information with others. They can use computers to process information.

I am able to:

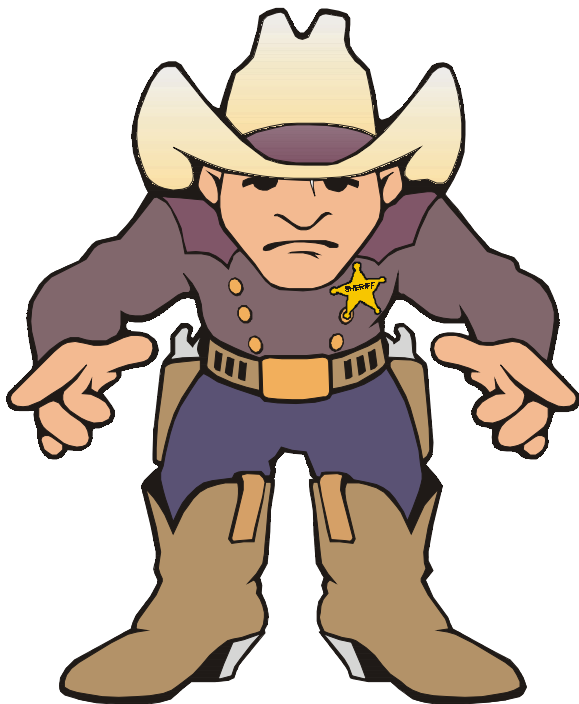
- ☐ Find and study data
- ☐ Type or use a mouse to enter data on a computer
- ☐ Use different types of computer software to process information
- ☐ Share information and explain what it means to others
- ☐ Organize and maintain files

**D. Technology** - Effective workers can use technology to do their work.

I am able to:

- ☐ Select the right equipment to do the job
- ☐ Use technology to do specific tasks
- ☐ Maintain and troubleshoot equipment
- ☐ Adapt knowledge and skills to new technology
- ☐ Come up with better ways of doing a job
- ☐ Show curiosity about how things work

Source: Adapted from the Secretary's Commission on Achieving Necessary Skills (SCANS) final 1992 report "Learning a Living."



## WANTED:

**Person to fill great job.  
Experience preferred.**

Don't let this statement stop you from applying for the job of your dreams. By volunteering, getting involved in an internship program or participating in extracurricular activities, you can gain the experience necessary to land that job you have been searching for. Plus, the experience looks great on college applications and can help you get scholarships and financial aid.

## Strategies to Gain experience

*(and find out whether your future career choice is right for you!)*

### Job Shadowing

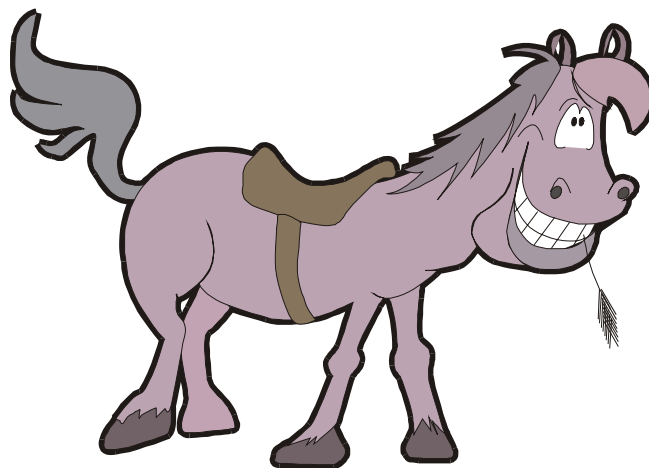
Job shadowing gives you the opportunity to see first hand what a job is really like. It involves spending time watching a person go through the daily activities of his or her job. Job shadowing can help you decide if that career could be the right one for you. Sometimes a job sounds great, but by job shadowing, you will see if the job is too stressful, too demanding or just too boring to hold your interest.

### Information Interview

An information interview is similar to a job interview except that you get to ask all the questions! You can learn about the type of work a person in that field would be doing, what experience/education is required and what you could do to improve your chances of landing a job. Plus, making contact with employers before you are actually looking for a job is a great networking strategy.

### Extracurricular Activities

4-H • Future Business Leaders of America (FBLA)  
DECA • National Ski Patrol • Athletics • Girl Scouts  
Boy Scouts • Students Against Drunk Driving (SADD)  
Vocational/Industrial Clubs of America (VICA)  
Band/Orchestra • Future Problem Solvers • Choir  
Future Homemakers of America (FHA) • Science Fairs  
Student Government • Yearbook/Journalism  
National Honor Society • Cheerleading/Pep Club  
Future Farmers of America (FFA) • Hospital Volunteers  
American Red Cross • Odyssey of the Mind  
Natural Helpers • Debate/Forensics • Clubs (Drama,  
Rodeo, Art, Photography, Computer, Math, French, etc.)



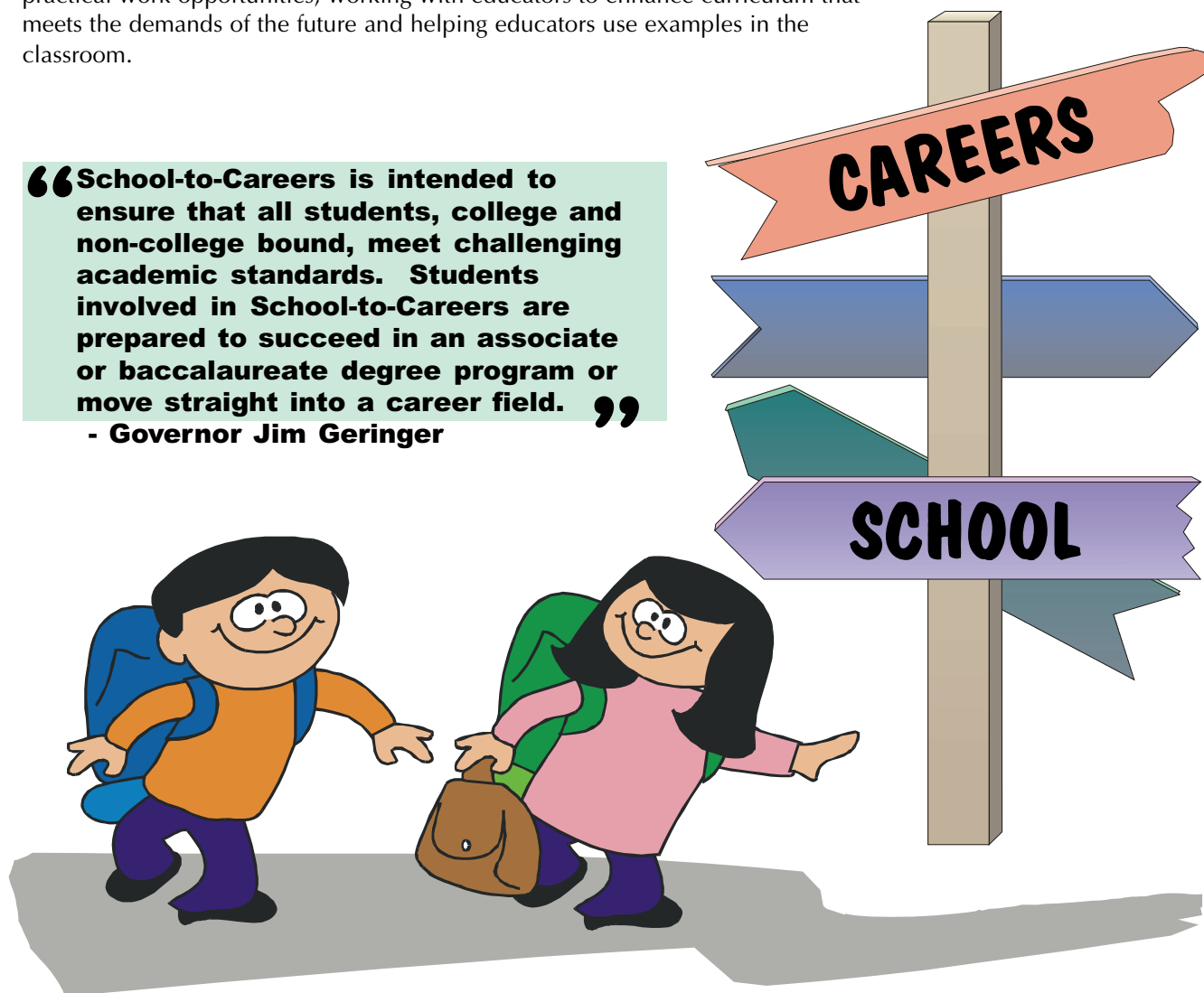
# Wyoming School-to-Careers

The Wyoming School-to-Careers partnership aims to link strong academic standards with knowledge about careers and, where possible, experience in the workplace. This partnership brings together the following groups to improve the future of education:

- ➡ Parents, families and students
- ➡ Educators - teachers, counselors and school administrators
- ➡ Businesses, labor and employers

The Wyoming School-to-Careers Partnership teams schools with the business community to make students more aware of career options, offering job shadowing opportunities, internships or paid work experience. Businesses are investing in the future of students by providing practical work opportunities, working with educators to enhance curriculum that meets the demands of the future and helping educators use examples in the classroom.

**“School-to-Careers is intended to ensure that all students, college and non-college bound, meet challenging academic standards. Students involved in School-to-Careers are prepared to succeed in an associate or baccalaureate degree program or move straight into a career field.”**  
- Governor Jim Geringer



For more information about the  
Wyoming School-to-Careers  
partnership [contact:](#)

Annemarie McCracken, School-to-Careers Coordinator  
3120 Old Faithful Road, Suite 300  
Cheyenne, WY 82002  
(307) 777-7639  
e-mail: [AMCCRA@state.wy.us](mailto:AMCCRA@state.wy.us)







# Your Resume

Whether you are writing your first resume or updating an old one, you have probably wondered just how much difference it **really** makes in getting you the job. Well, a resume can say a lot about you, and not all of it is in words. Think of your resume as a **word picture** of yourself. Just as you would not show up for an interview in the same clothes you wore to clean the barn or to attend aerobics class, you should not submit a resume that is badly organized or sloppy-looking. Since your resume is most likely the **first thing** a potential employer will see from you, it needs to be a professional reflection of you and of your talents.

## Cover Letters



### Cover Letter:

-  Include a cover letter with every resume that you do not personally deliver.
-  Mention why you chose that company and list your specific job qualifications.
-  Try to write the letter to a specific person in the company and do not forget to thank that person for his or her time.
-  Request an interview and indicate when you will be calling.

June 1, 2001

Eric R. Daniels  
2017 East "A" Street  
Torrington, Wyoming 82240

Gabrielle Edwards  
Doctor of Veterinary Medicine  
Happy Puppy Veterinary Clinic  
Torrington, Wyoming 82240

Dear Dr. Edwards,

I am writing to inquire about a summer position at your veterinary clinic.

I will graduate from Torrington High School this month and will be pursuing a pre-veterinary degree at the University of Wyoming in the fall. I gained experience with small animals by volunteering last summer at the Huntley Animal Shelter cleaning kennels and exercising the animals there.

I am familiar with your kenneling procedures and routine pet checkup visits, as my family has used your clinic for our dog and our two cats. I want to learn as much as I can from you and your colleagues. I am a hard worker and a fast learner.

My resume is enclosed for your review. I will contact your office next week to see if you are available to meet with me.

Thank you in advance for your time.

Sincerely,

Eric R. Daniels

Enclosure

May 1, 2001

Jenna S. Caine  
112 South 5th Street  
Laramie, Wyoming 82070

Barbara H. Jackson  
Personnel Director  
Fletcher and Fuller, Inc.  
Columbus, Ohio 84322

Dear Ms. Jackson,

Within the next few weeks I will be graduating from the University of Wyoming with a bachelor's degree in accounting. After researching the companies in my field, I know I could make a significant contribution to your company.

I am writing to inquire whether you have any openings for an entry-level accountant. My attached resume lists my previous work experience. In addition to interning for two summers as an accountant, I also worked part-time as an assistant accountant during the school year.

I would like to meet with you to discuss any employment opportunities further. May I call you next week to schedule an interview?

Thank you for your time and consideration.

Sincerely,

Jenna S. Caine

Enclosure

# Reverse Chronological Resume

**ERIC R. DANIELS**  
2017 East "A" Street  
Torrington, Wyoming 82240  
(307) 555-4171

**EMPLOYMENT OBJECTIVE** Seeking a full-time position assisting a veterinarian, working primarily with small animals.

**EDUCATION** 1997-01 Torrington High School, Torrington, Wyoming.

**EXPERIENCE** 2000 **Volunteer** (summer)  
Huntley Animal Shelter, Huntley, Wyoming.  
\* Cleaned cages and fed animals.  
\* Exercised animals.

1998-99 **Biology Class Assistant**  
Torrington High School, Torrington, Wyoming.  
\* Cleaned cages and fed laboratory rats.

1994-99 **Member**  
Torrington 4-H, Torrington, Wyoming.  
\* Raised rabbits and sheep for show at fairs.

**REFERENCES** Kit T. Katt, Manager, Huntley Animal Shelter,  
Huntley, Wyoming 82218.  
Telephone: (307) 555-6369

Bay O. Wolff, Instructor, Torrington High School,  
Torrington, Wyoming 82240.  
Telephone: (307) 553-3647

## First Resume:



Even though Eric does not have much work experience, he has included volunteer work and other activities, such as 4-H, that are related to the job he is trying to obtain.



With short resumes, you may wish to include your references **with** the resume, but remember to be certain your references will give you good referrals!



## Chronological Resume:



Starts with the most recent employment and works backward.



This is the most traditional type of resume because it is easy to follow and contains general information about employment and education.



**Jenna S. Caine**  
112 South Fifth Street  
Laramie, Wyoming 82070  
(307) 555-1212

**OBJECTIVE:** Entry-level accounting position with a CPA firm

**EDUCATION:** B.S. Degree in Accounting, University of Wyoming, 2001

**EMPLOYMENT:**

September 2000 to Present **Accounting Assistant**  
Winters, Bartley and Bartley, Laramie, Wyoming  
\* Recorded general ledger entries  
\* Preparation of monthly reports  
\* Processing of employee payroll and client billing statements  
\* Maintained personnel records

June 2000-September 2000 **Accounting Internship**  
Big Mountain Oil and Gas, Big Horn, Wyoming  
\* Coded and distributed invoices  
\* Balanced accounts receivable payments  
\* Calculated monthly expense reports

June 1999-September 1999 **Accounting Internship**  
Rigmann Advertising, Sheridan, Wyoming  
\* Prepared and entered client invoices  
\* Calculated employee commissions  
\* Assembled departmental expense accounts

**AFFILIATIONS:** President of Beta Alpha Psi  
Member of Golden Key National Honor Society  
Participated in the Regional Accountant Olympics

References available upon request

# Functional Resume

## Functional Resume:

- ☞ This type of resume is used when you want to emphasize your skills.
- ☞ Carefully study the duties of the job you are applying for and use the necessary skills listed on the announcement as the qualification headers.
- ☞ Your employment history is usually listed at the bottom, especially if your work history covers more than ten years.

**JENNA S. CAINE**  
112 South Fifth Street  
Laramie, Wyoming 82070  
(307) 555-2153

**OBJECTIVE** Seeking an entry-level accounting position with a CPA firm.

**EDUCATION** B.S. - Accounting  
University of Wyoming, 2001  
GPA 3.7 (4.0/A)

**QUALIFICATIONS**

**Financial Statements** - Experienced in the correct procedures for creating and maintaining journals, ledgers, balance sheets, income statements, etc.

**Records Keeping** - Highly organized. Able to accurately compile expense accounts, client billing statements and invoices, employee payroll records and various monthly reports.

**Motivation** - Able to work independently. Continually striving to reach high performance standards, including careful attention to detail.

**ACADEMIC HIGHLIGHTS**

President of Beta Alpha Psi  
Member of Golden Key National Honor Society  
Participated in Regional Accountant Olympics

**EXPERIENCE**

9/00 - present  
Accounting Assistant  
Winters, Bartley and Bartley, Laramie, Wyoming

6/00 - 9/00  
Accounting Internship  
Big Mountain Oil & Gas, Big Horn, Wyoming

6/99 - 9/99  
Accounting Internship  
Rigmann Advertising, Sheridan, Wyoming

*References Furnished Upon Request*

**ERIC R. DANIELS**  
2017 East "A" Street  
Torrington, Wyoming 82240  
(307) 555-4171

**SUMMARY** Seeking a full-time position assisting a veterinarian, working primarily with small animals.

**VOLUNTEER WORK**

Summer Volunteer, Summer 2000  
Huntley Animal Shelter, Huntley, Wyoming

- \* Cleaned cages and fed animals.
- \* Exercised animals.

Biology Class Assistant, 1998-1999  
Torrington High School, Torrington, Wyoming.

- \* Cleaned cages and fed laboratory rats.

**RELATED EXPERIENCE**

Member of 4-H, Torrington, Wyoming.

- \* Raised rabbits and sheep for show at fairs.
- \* Responsible for daily care, feeding and cleaning of animals.

Pet Owner

- \* Currently own and care for one dog and two cats.

**EDUCATION** 1997-01 Torrington High School, Torrington, Wyoming

**REFERENCES**

Kit T. Katt, Manager, Huntley Animal Shelter,  
Huntley, Wyoming 82218  
Telephone: (307) 555-6369

Bay O. Wolff, Instructor, Torrington High School,  
Torrington, Wyoming 82240  
Telephone: (307) 555-3647






## Remember...

**You can use extracurricular activities as work experience. So, get out there and get involved!**



# Electronic Resume

## Electronic Resume:

-  Scannable or plain text resumes are becoming more and more popular with large companies receiving a large volume of resumes. The resumes are scanned into a computer program which searches for certain keywords. **Only the resumes containing the keywords are selected for further review.**
-  When creating a computer-friendly resume, always use standard font types (i.e., Helvetica, Courier, Arial) and black ink on white paper.
-  Do not use tabs, graphics, underline, italics, asterisks, lines, boxes, parentheses or other unusual characters.
-  Collect keywords from the job announcement and incorporate them into your resume. Use terms common to the industry. Be specific about computer software such as FORTRAN, Visual Basic, Lotus, HTML, PageMaker, CAD, etc. Also, list any degrees, licenses or certificates that may be required (MSHA, CPR training, real estate license).
-  Try faxing or e-mailing your resume to a friend to see what it looks like from the receiving end **before** you send it to a prospective employer.

Jenna S. Caine  
112 South Fifth Street  
Laramie, WY 82070  
307-555-2153  
jcaine@webaddress.com

**KEYWORD SUMMARY**  
BS Accounting, 2000, General Ledgers, Journals, Income Statements, Balance Sheets, Organized, Expense Accounts, Billing, Accounts Payable, Accounts Receivable, Invoices, Payroll, Commission, Reports, Tax Law, Motivated, Detail Oriented, High Performance Standards, Beta Alpha Psi, Golden Key National Honor Society

**OBJECTIVE**  
Seeking an entry-level accounting position with a CPA firm.

**EDUCATION**  
Bachelor of Science, Accounting, 2001  
University of Wyoming, Laramie, Wyoming  
G. P. A. 3.7/4.0

**EXPERIENCE**  
**ACCOUNTING ASSISTANT**, 9/00 to Present  
Winters, Bartley and Bartley, Laramie, Wyoming  
Recorded journal and ledger entries. Prepared monthly reports. Processed employee payroll and client billing statements.

**ACCOUNTING INTERNSHIP**, 6/00 to 9/00  
Big Mountain Oil & Gas, Big Horn, Wyoming  
Coded and distributed invoices. Balanced accounts receivable and accounts payable payments. Calculated monthly expense records.

**ACCOUNTING INTERNSHIP**, 6/99 to 9/99  
Rigmann Advertising, Sheridan, Wyoming  
Prepared and entered client invoices. Calculated employee commissions. Assembled departmental expense accounts.

**AFFILIATIONS**  
President of Beta Alpha Psi  
Member of Golden Key National Honor Society  
Participated in Regional Accountant Olympics

**REFERENCES**  
Available upon request.

## Resume Checklist

Is your resume:

- ✓ Typed and neatly spaced?
- ✓ Clean?
- ✓ On high quality paper?
- ✓ Free of abbreviations?
- ✓ Free of spelling errors?
- ✓ Factually correct?





# Interview Secrets



## Easy answers to tough questions

**Q:** Tell me about yourself.

**A:** Use your resume as a guide. Talk about your education, work history or school activities, and your goals for the future (involve the company you are interviewing with in your goals).

**Q:** Why do you want to work for our company?

**A:** Start by telling the interviewer what you can do for them. If you do your homework on the company, you can indicate that you would like to be part of a current project. Mention some of the company highlights from your research and your desire to contribute to such a progressive company. Then talk about how working for their company will help you meet your goals.

**Q:** What do you look for in a job?

**A:** State that you are looking for the opportunity to challenge and improve your skills.

**Q:** What are your strengths?

**A:** Think of at least three and try to relate them to the job you are interviewing for. Always give examples of how you used your strengths in the past to solve problems.

**Q:** What are your weaknesses?

**A:** Turn the negative aspect into something positive or show your weakness as an opportunity for improvement (i.e., "Since I just graduated, my greatest weakness is that I do not have much experience, but I am excited to learn new things.")

**Q:** Do you have any questions?

**A:** Always have at least two questions ready before the interview. Here are some examples:  
Could you describe your ideal employee?

How would you describe a typical day in this job?

What are some of the company's problems that I would be working to fix?

How does this job fit in with the rest of the department?

How long do people usually remain in this job?

**Do not** ask how much you will get paid; you talk about that **after** they make you an offer.

## Interview Dos and Don'ts

### Dos

- ★ Try to schedule your interview between 9:00 and 11:00 a.m.
- ★ Learn about the company first.
- ★ Keep your answers short and focused on the interview.
- ★ Look your best.
- ★ Smile and look the interviewer in the eye.
- ★ Be enthusiastic about the job.
- ★ Ask questions.
- ★ Thank the interviewer for their time when done.

### Don'ts

- !! Don't be late.
- !! Don't chew gum.
- !! Don't say "uh," "you know," and "like."
- !! Don't ask how much you are going to get paid.
- !! Don't badmouth your old employer.

## Send the Letter

There are many types of letters to consider as you apply for jobs. Below you will find several types of letters, their purpose and when to send them.

Type Of Letter	Purpose	When To Send It
Cover	provide a sales pitch, highlight resume	anytime you submit a resume
Ad response	same as cover letter but focused on the ad's specifications	when you respond to an ad
Cold-call	catch the employer's eye; provide a detailed sales pitch that replaces the resume	when you want an employer to consider hiring you even if a position is not advertised
Thank you for being my reference	thank the person; educate him/her about your skills, history, and goals	as soon as someone agrees to serve as your reference
Thank you for the referral/help	promote the relationship with your contact	as soon as someone agrees to serve as your reference
Thank you for the interview	express interest; add anything you forgot in the interview	the day of (or day after) the interview
Thank you for considering me	transform employer into contact; possibly get a referral	as soon as you learn you were not hired for the position
Thank you for hiring me	thank the employer and express your enthusiasm; confirm compensation package	as soon as you have accepted the job offer and negotiated compensation

## Want to ace your interview? Follow these steps:

**Step 1** - Read the job description and write down all the things the company is looking for.

**Step 2** - Write down how your education and/or experience fills each requirement. Don't forget examples!

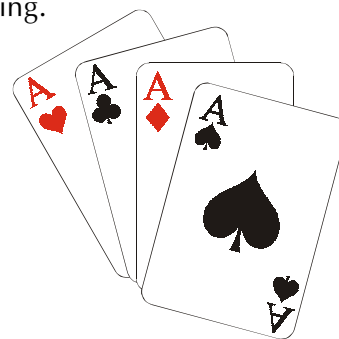
**Step 3** - Think of possible interview questions and write down your answers.

**Step 4** - Write down at least two questions for the interviewer.

**Step 5** - Write down reasons why you want the job and why you think they should hire you.

**Step 6** - Read over your lists several times and practice saying your responses out loud.

**Step 7** - Review your lists just before the interview, so you will not forget anything.



## How to Answer Illegal Questions

The questions employers can ask during job interviews are regulated by law. Employers are only allowed to ask questions relating to the job, but occasionally employers may ask an illegal question deliberately (or accidentally). Below are some illegal questions you may be asked during an interview, the reasoning behind the questions and a response you can give that may address their concerns.

**Illegal questions:** How old are you? What is your birth date?

**Why they might be asking:** Some jobs have minimum age requirements (i.e., to work in a bar you must be of legal drinking age).

**Possible answer:** I am old enough to meet the minimum age requirements for this position.

**Illegal questions:** Are you married? Do you have children? When do you plan on starting a family?

**Why they might be asking:** They are concerned you will have family conflicts if you are asked to, travel, work night shift or overtime.

**Possible answer:** My personal life will not affect my ability to do this job.

**Illegal questions:** Are you a U.S. citizen? Where were you born? What is your nationality?

**Why they might be asking:** They need to know if you are authorized to work in the United States.

**Possible answer:** I am able to legally work in the United States.

**Illegal questions:** Do you have any disabilities? What is your family medical history? How often did you call in sick at your last job?

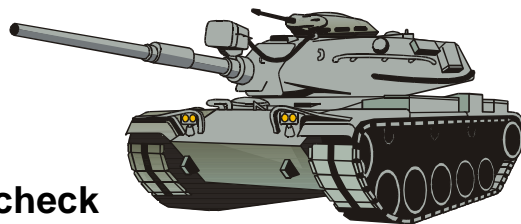
**Why they might be asking:** They are concerned you will not be able to perform job related functions because of physical limitations.

**Possible answer:** I would be able to physically perform the essential functions of this job.

**Note:** After you are offered the job, you will have to provide proof that what you said is true. For example, may need to provide a copy of your drivers' license, social security card or work visa. Also, you may be required to pass a physical exam or drug test.

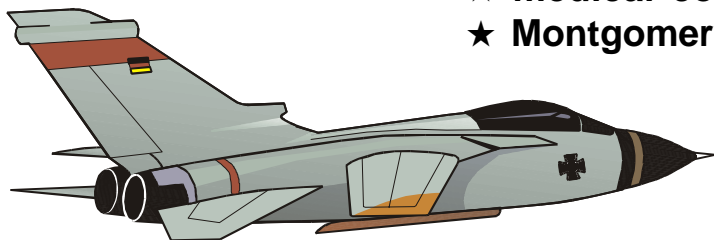


# Military Careers



## Benefits:

- ★ a steady paycheck
- ★ job training
- ★ room and board
- ★ medical coverage
- ★ Montgomery GI Bill for college tuition



**If you're not looking for a full-time commitment, join the Reserves or National Guard!**

To find out more about joining the Armed Forces, contact your high school guidance counselor or local recruiter:

### **Air Force**

1-800-423-USAF, Casper 266-3821, Cheyenne 632-2344

You can call collect to both of these numbers from around Wyoming.

<http://www.airforce.com>

### **Navy**

1-800-USA-NAVY, Casper 261-5236, Cheyenne 772-2311

<http://www.navyjobs.com>

### **Army and Army Reserve**

1-800-USA-ARMY, Casper 577-5231, Cheyenne 637-8210

You can also call collect.

<http://www.goarmy.com>

### **Marines**

1-800-MARINES, Casper 234-3116, Cheyenne 772-2301

<http://www.Marines.com>

### **Army National Guard**

1-800-GO GUARD

<http://www.1800goguard.com>

### **Coast Guard**

1-800-438-8724

<http://www.uscg.mil/jobs>

### **Air National Guard**

1-800-TO GO ANG

<http://www.goang.af.mil>

## Minding Your Own Business

Instead of waiting for the perfect job to come around, you can create the perfect job for yourself. The Small Business Administration can provide all types of information on starting your own business.

**Small Business Administration**  
<http://www.sbaonline.sba.gov/>





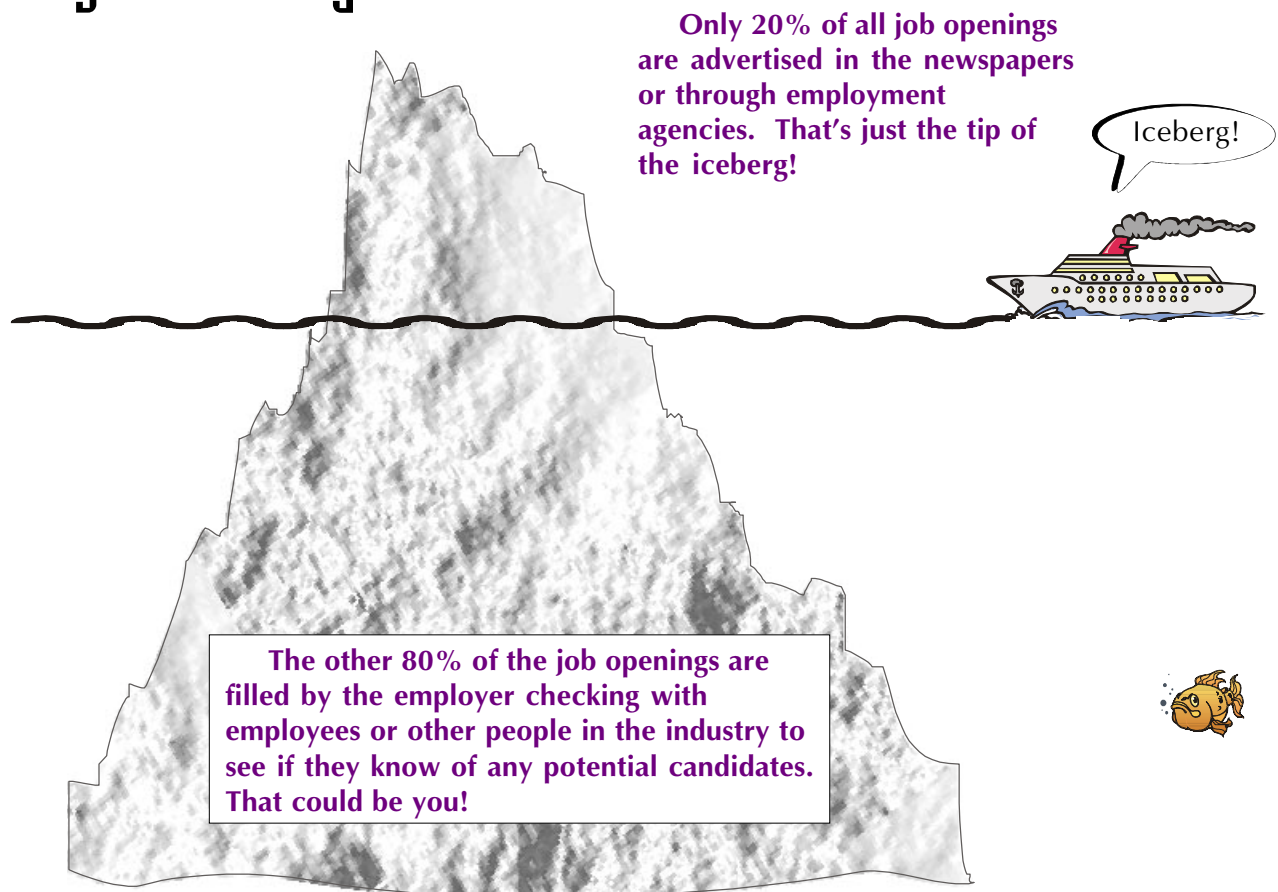
# NETWORKING - THE SECRET TO YOUR SUCCESS

Networking may sound like something only people in high level jobs in a gigantic company do, but the truth is...anyone can network, even you! In fact, networking might be one of the best ways of finding a job. Most employers only advertise as a last resort to finding a new employee. Usually, employers will start by asking their current employees if they know of anyone looking for a job. If you have been networking, your name may come up as someone who might be interested in coming to work for their company.

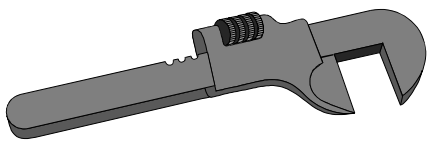
The best part of networking is how easy it is. You begin by making a list of every person you, your family and your friends know. Then you contact these people and tell them you are looking for a job. Tell them what you are looking for and ask if they know of any openings in your area of interest. If not, ask them to keep you in mind in case something comes up.

Be sure to keep good records of who you talked to and how they helped. Check back with your contacts periodically and let them know when you find a job. **Always** send a thank you note to anyone willing to give you a hand. And remember that every person you meet could be a potential contact!

## Why networking works...



# Other Tools



## Are There Gaps in Your Education?

There are 10 Adult Basic Education/GED grant funded programs serving the entire state. These programs provide basic math, reading and writing skills, as well as training in workplace skills and practice GED exams at no cost to you.

If you need to improve your basic skills before continuing your education or moving into the workplace, contact the Community College Commission at (307) 777-3545 for the ABE/GED Center nearest you or ask your school counselor.

## Websites for Individuals with Multi Cultural Backgrounds

American Indian College Fund

<http://www.collegefund.org>

American Indian Higher Education Consortium (AIHEC)

<http://www.aihec.org>

American Institute for Managing Diversity, Inc. (AIMD)

<http://www.aimd.org>

The Black Collegian

<http://blackcollegian.com>

Hispanic Association of Colleges and Universities (HACU)

<http://www.hacu.com>

National Association for the Advancement of Colored People (NAACP)

<http://www.naACP.org>

United Negro College Fund (UNCF)

<http://www.uncf.org>

## A Guide for Student Athletes

If you are a student athlete interested in a college education, check out the **Guide for the College-Bound Student-Athlete**. This is a guide that covers everything from admissions to scholarships. Contact the National Collegiate Athletic Association (NCAA) or visit with your high school coach or guidance counselor.

National Collegiate Athletic Association (NCAA)

<http://www.ncaa.org>

## Resources for People with Disabilities

The Wyoming Division of Vocational Rehabilitation (DVR) assists people who have a disability prepare for, find and maintain employment. DVR counselors provide individuals with the tools they need to make informed choices concerning their career goals.

**Students with disabilities** who may need assistance with the transition from school to work are encouraged to contact a DVR counselor either directly or through their school no later than the end of their Junior year, or any time vocational issues arise.

DVR has sixteen offices located across the State. To inquire about services, check the State Government listings in your phone book for the office nearest to you, or call DVR's Central Office in Cheyenne at (307) 777-7389.

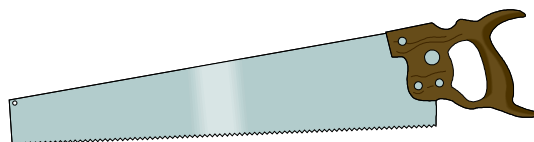
## Job Training for Students

The WIA Title 1-B Youth Program provides year-round training and employment programs for youths, ages 14-21 both in and out of school. Program services may include paid job and/or classroom training which provides the skills, knowledge and self-confidence that can be applied toward school or future employment.

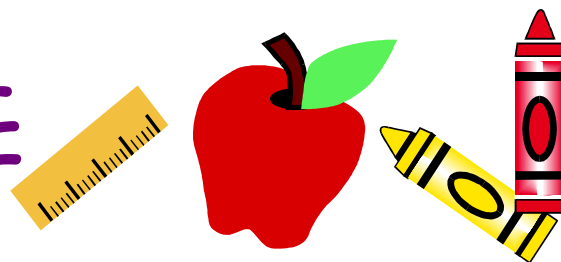
It is important that students begin to think about their careers, and any additional support they may need to remain in school. For young people who have dropped out of school, the youth program provides jobs and the opportunity to earn a high school diploma or GED. One key element of the youth program is follow-up services for one year after program completion to help acquire the skills needed to succeed.

Youth partnerships have been formed to bring together schools and local employers to create job opportunities. The linkages between schools and employers move beyond traditional employment and training services. The partnerships strive to provide youths with the services necessary to get a high school diploma or GED, placement and retention in post-secondary education, job skills training, job opportunities and apprenticeships.

For more information about the WIA Title 1-B Youth Program, contact Chris Corlis, Employment and Training Program Manager at (307) 235-3242.



# TEACHER'S GUIDE



## Practice Interviews

Have students complete "Want to Ace Your Interview?" on page 35 for a variety of jobs from the newspaper. Divide the students into groups of two. Give each group a list of possible interview questions. One student acts as the interviewer and conducts a practice interview using the list of interview questions. The student being interviewed writes his or her responses on a sheet of paper. Students then switch roles. As a group, discuss the various answers given for each interview question. Examine good answers and areas where answers could be improved. Refer to pages 34 and 35.

## Estimating College Costs vs. Future Earnings

Have students choose three careers: 1) one of their wildest dreams; 2) their most likely career choice; and 3) one that requires no education beyond high school. Have them determine the educational expenses associated with the first two careers. Determine how long it would take the student to earn \$100,000 based on average wages for the three chosen careers, taking into account the cost of education that must first be subtracted from earnings. Refer to pages 18 and 19.

## Introducing Students to Innovative Labor Market Websites

Have students pick a job and compare wages across the counties, states and nation using Wyoming's and other states' Labor Market Information websites. Students can also research wages and individual companies in Wyoming and surrounding states. Refer to page 19.

## Information Interviews

Have the students interview professionals working in the fields of their interests. Have them prepare questions before the interview and write a report of their findings to present to the class. Refer to page 28.

## Job Shadowing

Help the students arrange a job shadowing experience. Before the student goes to the job site, have the student research the career and prepare five questions to be asked while job shadowing. The students should write a report about what was good about the job, what was bad about it, and whether they still want to pursue the job as a career. Refer to page 28.

## Choosing a Career to Fit Your Lifestyle

Use the budget exercise on page 20. Help the students realize how much money is required to live the lifestyle they expect to have in the future.

## Occupational Growth and Decline

On page 3, students can see the jobs with the fastest projected growth. Discuss what factors influence the growth (or decline) of certain occupations, including the difference between net growth and percentage growth.

## Visiting Your Local Employment Center

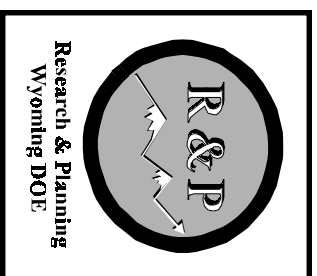
Take students on a field trip to your local Employment Center to show students what services are available. By contacting the office in your area, teachers can customize the visit to include such activities as registering students, tours of the office, programs on resume writing and mock interviews. Refer to page 26.

## Writing a Resume and Cover Letter

Have students complete the skills check list on page 27 to give them an idea of their strengths. Use the information to write a usable resume and cover letter. Students can follow the examples on pages 30-33 or check out one of the many websites dedicated to resume writing.

## Networking Exercise

Have students develop their own network of potential job contacts. List family, family friends, etc. and how they might be able to help the student find a job. This list can also be used for information interviews and as candidates for job shadowing. Refer to page 37.



After 5 Days Return to:  
*Wyoming Occupational Coordinating Council*  
*Wyoming Department of Employment*  
*P.O. Box 2760*  
*Casper, WY 82602*

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*Official Business*  
*Penalty for Private Use \$300*