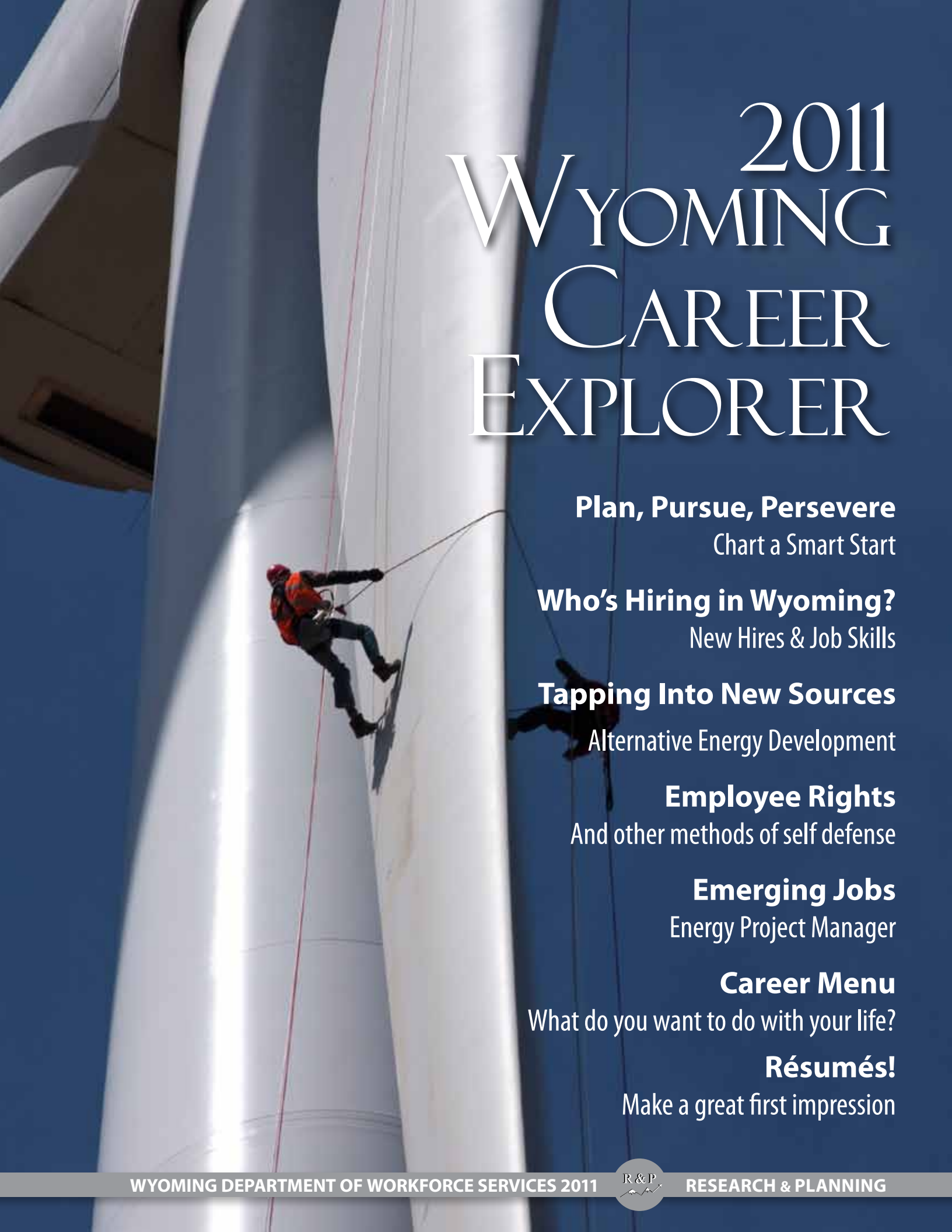

2011 Wyoming Career Explorer

Plan, Pursue, Persevere
Chart a Smart Start

Who's Hiring in Wyoming?
New Hires & Job Skills

Tapping Into New Sources
Alternative Energy Development

Employee Rights
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Make a great first impression

WYOMING DEPARTMENT OF WORKFORCE SERVICES 2011 R&P RESEARCH & PLANNING

2011 Wyoming Career Explorer

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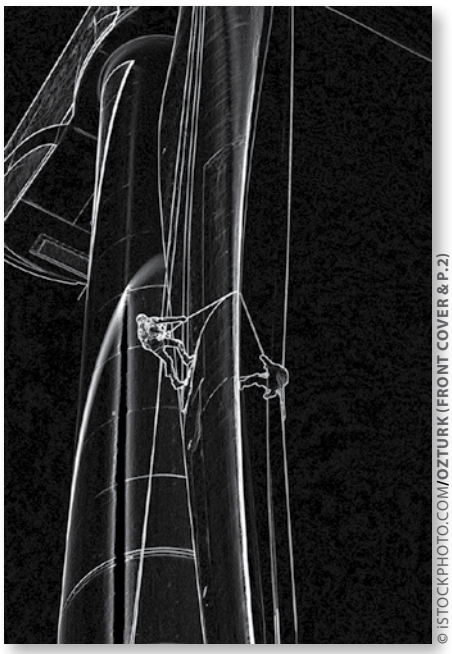

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URL for this publication:
http://doe.state.wy.us/LMI/explore/2011/2011.pdf

PLAN, PURSUE, PERSEVERE

CHART A SMART START

It's not enough to simply wait and see what career finds you -- you have to plan for a career, pursue it, and be persistent.

The right kind of planning requires being equipped with the right kinds of knowledge: What are the typical educational requirements for this job? How much does it pay? Will I be able to find a job in my area or will I have to move out of state? What changes are happening in the job market that will affect me?

These are a few of the questions we hope the *2011 Wyoming Career Explorer* will help you answer. And because of the substantial investments being made toward the creation of jobs that promote energy efficiency or have environmental benefits, this issue places an additional emphasis in that area.

Some of the changes in the work force will occur because of demographic shifts. For example, the average worker in Wyoming is older than the average worker in other states. As Wyoming's population ages and the baby boom generation enters retirement age, demand for health care services will increase.

Other changes happening in the labor market may be the result of changes in available funding or federal priorities. As part of the health care legislation passed by Congress in 2010, almost $27 billion was set aside to help health care providers and facilities convert medical records to electronic formats. This funding is expected to lead to the creation of thousands of health care-related jobs. For instance, the number of medical records and health information technicians in the United States is expected to grow by 20% from 2008 to 2018.

Having access to accurate labor market information can be the difference between making rewarding, informed career choices based on reasoned analysis and poor choices based on misguided assumptions and rumors. The information's there for the taking.

Besides, if you wait for everyone else to tell you what kind of a job you should have, you may end up with a job no one else wants.

What is a 'Green Job'?

Green jobs are either:

A. Jobs in businesses that produce goods or provide services that benefit the environment or conserve natural resources.

B. Jobs in which workers' duties involve making their establishment's production processes more environmentally friendly or use fewer natural resources.

Source: http://www.bls.gov/green/

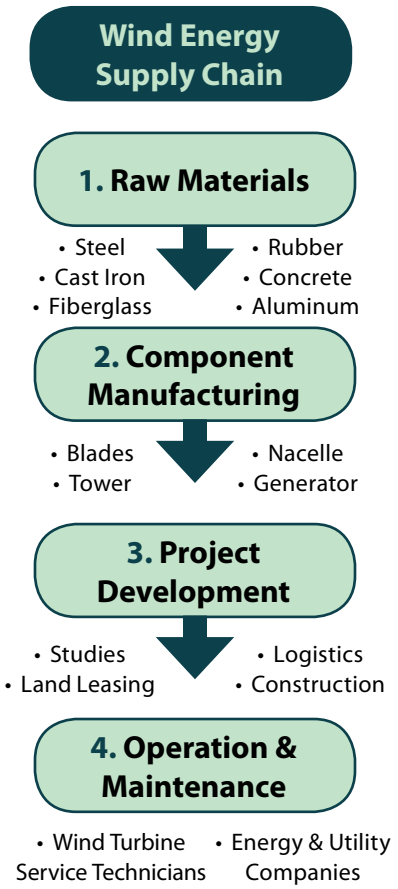
CAREERS IN WIND ENERGY

by: James Hamilton and Drew Liming, Bureau of Labor Statistics
excerpted from: http://www.bls.gov/green/wind_energy/

Wind power has been used for centuries, but is a relatively new source of electricity generation. Visually identifiable by its characteristic turbines, wind power has been used on a utility scale for only a few decades. Wind-generating capacity in the United States grew 39 percent per year from 2004 to 2009, and is expected to grow more rapidly as demand for renewable energy increases.[1] As the wind energy industry continues to grow, it will provide many opportunities for workers in search of new careers. These careers extend beyond the wind farm: it also takes the efforts of workers in factories and offices to build and operate a turbine.

According to the American Wind Energy Association (AWEA), an estimated 85,000 Americans are currently employed in the wind power industry and related fields.

A modern wind turbine consists of an estimated 8,000 parts and can be up to 300 feet high. Turbines must be designed, built, transported, and erected before they can start producing energy. This process can be split into three major phases: manufacturing, project development, and operation and maintenance.



However, occupations are not always limited to one phase. For example, engineers are used in both manufacturing and project development. Wind turbine service technicians work in all three phases.

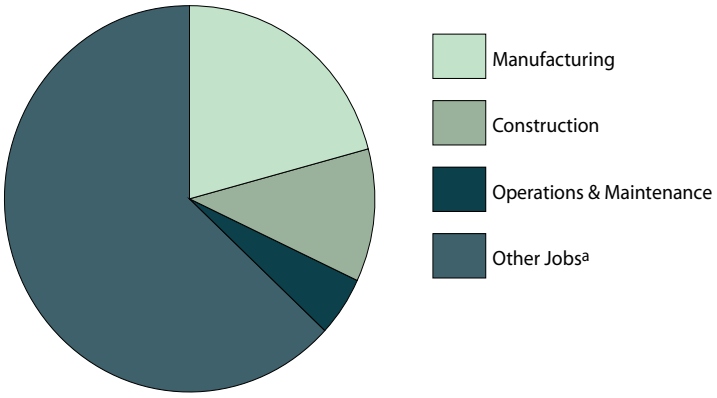
Most of the occupations are not specific to the wind power industry. Although many of these jobs require special skills unique to wind power, in most cases, skills can be acquired in other

Growing Fast

In 2000, installed wind energy capacity in the United States was under 3,000 megawatts. It is now over 35,000 megawatts, enough electricity to power approximately 9.7 million homes.

Source: U.S. Wind Industry Annual Market Report: Year Ending 2009 (Washington, DC, American Wind Energy Association, 2010), on the Internet at http://www.awea.org/reports/Annual_Market_Report_Press_Release_Teaser.pdf

1 U.S. Wind Industry Annual Market Report: Year Ending 2009 (Washington, DC, American Wind Energy Association, 2010), on the Internet at http://www.awea.org/reports/Annual_Market_Report_Press_Release_Teaser.pdf



[a]Other Jobs includes the following: some manufacturing, parts-related services, financial and consultant services, developers and development services, contracting and engineering services, and transportation and logistics.

Figure: **Jobs in Wind Power, 2009**

industries. For most positions, the wind companies hire people with experience in other industries and give them wind-specific training.

Manufacturing

Key careers in wind turbine research and development are those of scientists, engineers, and engineering technicians.

The three major pieces of a wind turbine — the blades, the tower and the nacelle, which contains the turbine's drive train and generator, and other mechanical and electrical components — must be manufactured to meet design specifications. Workers in many different occupations, including machinists, computer-controlled machine tool operators, assemblers, welders, quality-control inspectors, and industrial production managers, are involved in manufacturing the turbine components.

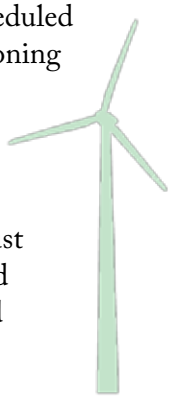
Project Development

Scientists, land acquisition specialists, asset managers, lawyers, financiers, and engineers are needed to ensure the site is suitable for wind farm development.

After the site is selected and construction begins, workers are needed to install the turbines and support structures. This requires the work of many skilled people, including construction workers, crane operators, wind turbine service technicians, and truck drivers.

Operation & Maintenance

Operating a turbine requires someone to schedule site personnel, observe turbine operation, and deal with equipment failure. Maintaining it requires periodic equipment inspections, sensor calibration, cleaning, and unscheduled repairs of malfunctioning components. These tasks are performed by wind turbine service technicians, who must climb the towers and ensure that the wind turbines continue to operate reliably.



BLS does not currently publish earnings data specific to the wind power industry, but earnings for engineers in wind power are comparable to earnings for engineers in general. The following tabulation shows annual wages for engineers in selected specialties.

Type of engineers	Median annual wages
Aerospace engineers	$94,780
Civil engineers	$76,590
Electrical engineers	$83,110
Electronics engineers, except computer	$89,310
Environmental engineers	$77,040
Health & safety engineers, except mining safety	$74,080
Industrial engineers	$75,110
Materials engineers	$83,190
Mechanical engineers	$77,020
Engineers, all other	$89,560
Engineering technicians, except drafters	$50,130

NEW HIRES AND JOB SKILLS SURVEY

WHO'S HIRING IN WYOMING?

After 21 years of steady growth, Wyoming entered an economic downturn in late 2008. A year later, thousands of jobs had been lost, along with millions of dollars in paychecks. In early 2010, the state's economy appeared to have stabilized somewhat, although job and payroll levels were far from the highs seen in 2006 and 2007 (see Figure, page 7). However, just looking at the numbers of employed and unemployed doesn't tell the whole story.

© ISTOCKPHOTO.COM/PRYZMAT

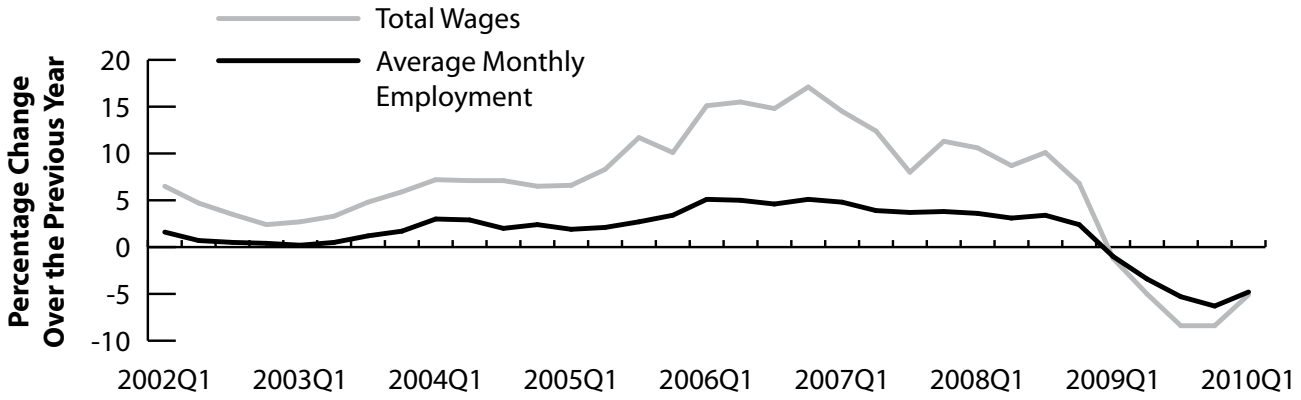
In 2010, Research & Planning (R&P) began looking at which sectors were actually hiring new workers – not just re-hiring ones who had been laid off. And because major investments are being made at the state and national level regarding energy-efficient technologies, R&P also wanted to determine how many of these jobs are related to energy efficiency. To get a clearer picture of these new hires, R&P surveyed employers in Wyoming and can link those survey answers to administrative data, such as wage records, to track the respondents' outcomes, including wages and length of time the job is held.

The U.S. Department of Labor's Bureau of Labor Statistics defines energy-efficient jobs in two ways. The first is "jobs that produce goods or provide services that benefit the environment or conserve natural resources." The second is "jobs in which workers' duties involve making their establishments' production processes more environmentally friendly or use fewer natural resources." For the purposes of this study, energy-efficient jobs may fit into either definition or both.

A *new hire* was defined as someone who was hired by a firm that they had not worked for in at least the last 20 years and was employed by the firm for at least two quarters (six months). By using this definition, researchers were able to exclude most seasonal and temporary workers.

This project was designed to measure elements of the job rather than attributes and abilities of the employee hired for the job. Survey questions pertained to the rate of pay, hours worked, benefits offered, and qualifications needed for the job as well as the amount of time that job performed energy-efficient tasks. The questionnaire also included a series of job skills and asked employers to rate the level of importance of each skill to the job on a scale of one to three. These skills included service orientation,

Figure: Over-the-Year Percentage Change in Wyoming Covered Employment and Wages For First Quarter 2002 (2002Q1) to First Quarter 2010 (2010Q1)



critical thinking, reading comprehension, technology design, and operation and control. Employers were given a space to write in the one skill they felt was most important in performing the job's duties. That skill may have been one that was included in those that the employer had previously rated, or it might have been something completely different. Finally, there were two questions about the employee: the employer's level of satisfaction with the employee's work skills and if the employee was still employed in the job. These two were the only questions on the questionnaire that referred directly to the worker.

Of 2,782 survey responses, 16.0% said the newly hired employee was working in a job related to energy efficiency. These workers also were more likely to still be employed one quarter after hire than those who were not working in jobs related to energy efficiency.

Researchers also looked at new hires within the mining and health care and social assistance industries. In the mining industry, 25.0% had energy-efficient jobs, and 76.1% of those workers were still employed one quarter later. In the health care and social assistance industry, just 6.4% were said to be working in energy-efficient jobs, but 93.9% of them were still employed one quarter after they were hired.

The table at right shows which industries were hiring the most workers during the last three months of 2009 in Wyoming.

Table: Hires in Wyoming During Fourth Quarter 2009

Industry	Hires
Agriculture, Forestry, Fishing, & Hunting	171
Mining	1,961
Construction	2,931
Manufacturing	660
Wholesale Trade, Transp., Util., & Warehousing	1,398
Retail Trade	3,870
Information	317
Financial Activities	857
Professional & Business Services	2,017
Educational Services	2,980
Health Services	2,753
Leisure & Hospitality	6,232
Other Services	871
Public Administration	1,175
Unclassified	0
Total	**28,193**

Source: Wyoming Unemployment Insurance Wage Records Database and the Quarterly Census of Employment and Wages

See http://doe.state.wy.us/LMI/energy.htm for more information about the New Hires Survey.

ALTERNATIVE ENERGY DEVELOPMENT

TAPPING INTO NEW SOURCES

Wyoming has long been associated with the development of energy through traditional fossil fuel sources such as oil, natural gas, and coal. Throughout the state's history, this development has brought relatively high-paying jobs, and helped to power an energy-hungry nation.

Oil, gas, and coal likely will continue to be a major factor in the state's economy for the foreseeable future. In addition to existing development methods, new technologies are emerging that allow more of these resources to be brought to the surface and used more cleanly than in the past. Oilfields that have been in use more than 100 years are finding new life, as companies pump carbon dioxide into the rock, forcing out oil that was once out of reach. Another example of emerging technology is carbon capture and storage, in which coal-fired power plants capture carbon dioxide before it can be emitted and pump it into the ground.

A national energy strategy will include traditional and new fossil-fuel-based technologies, as well as development of alternative energy sources. As all of these technologies are further refined, new jobs will be created – jobs that are relatively high paying and cannot be outsourced to other countries.

In 2010, Congress passed the American Recovery and Reinvestment Act (ARRA). One of the main goals of the legislation was the creation of jobs that have an environmental benefit or that reduce energy use. This article focuses on some of the alternative energy resources that are being studied and developed.

This article is excerpted from *Review of Alternative Energy Sources in Wyoming,* which can be found online at http://doe.state.wy.us/LMI/energy.htm.

SOLAR

Solar energy is clean and completely renewable, but its development for large-scale use presents substantial challenges. The problems are mostly related to the efficiency, or percentage of solar energy that can be captured and converted into electricity. In the past this has been too low to allow the technology to replace a substantial portion of fossil fuels. Other issues almost as important are energy storage and delivery. In order for solar to be truly competitive with fossil fueled energy sources, a way must be developed to get the solar energy from where it is collected (in the warm, sunny areas of the world) to where it is needed. However, regardless of the difficulties in using solar energy in large-scale applications, stand-alone solar is useful on a small scale. For instance, in rural and isolated locations where grid power is unavailable, solar cells offer an excellent source of power.

BIOMASS

Biomass basically includes any biological material from recently living organisms that can be used as an energy source. The most common way of extracting energy is through burning it, but biomass may also be used to produce goods such as fibers or chemicals which are then used in energy production. For example, livestock waste can be used to extract methane gas, which then can be used as a fuel source.

According to the Pew Center on Global Climate Change, increased use of renewable fuels such as ethanol provides the best option for reducing greenhouse gas emissions from the transportation sector. However, to be successful in the marketplace, biomass-derived products must perform as well or better than the fossil-energy-based products. In addition, the cost must be comparable in order for the products to become truly competitive.

In 2004 the Western Governor's Association started the Western Regional Biomass Energy Program, which focuses on increasing the use of bioenergy and bio-based products. From this, the Wyoming Bioenergy Partnership was developed; it

aims to expand the production and use of biomass energy sources specifically within Wyoming.

Biomass is capable of supplying a constant and renewable energy supply that can be used without adding additional strain to existing transmission lines. In addition, biomass provides other environmental benefits such as reduced risk of destructive wildfires, reduced consumption of landfill capacity, and air quality benefits due to reduced open burning of agricultural and forest residues.

The Wyoming State Forestry Division in 2007 estimated that the available biomass produced in 2006 would have been enough to support more than half of the Wyoming households with energy for one year.

GEOTHERMAL

Geothermal energy is extracted from heat stored in the earth. This geothermal energy originates from both radioactive decay of minerals that make up the Earth itself and from solar energy absorbed at the surface. Geothermal power is relatively clean, cost-effective, reliable, and sustainable. However, until recently it was limited to areas near tectonic plate boundaries. Recent technological advances have increased access to viable resources, especially for applications such as home heating. The Earth's geothermal resources are more than capable of supplying energy for the nations of the world but as of yet only a very small fraction may be profitably utilized. Unfortunately, most geothermal resources are currently not recoverable. This fact may change as technology advances. Because geothermal wells release significantly fewer greenhouse gases than fossil fuels, geothermal power has the potential to help mitigate the effects of climate change. Currently, geothermal power is online in over 20 countries.

There are two basic forms of geothermal energy use – one for electrical generation and one for home heating and cooling. Electrical generation requires a geothermal resource located close to the Earth's surface. These resources are typically found on the edges of tectonic plates like the hot spots that form a ring around Yellowstone National Park. The most common direct use of geothermal energy is for heating buildings through district heating systems, which pipe hot water near the Earth's surface directly into buildings for heat.

ARRA has committed up to $350 million in funding for geothermal energy research. In addition to power generation, it provides significant investment for the deployment of ground-source heat pumps, up to $50 million, which can be used to make buildings more energy efficient. The Western Governors' Association expects the creation of 10,000 jobs if planned projects proceed as expected.

WIND

Wind turbines, like aircraft propeller blades, turn in the moving air and power an electric generator that supplies an electric current. Modern wind turbines are of the horizontal-axis variety, like the traditional farm windmills used for pumping water. Wind turbines are often grouped together into a single power plant, also known as a wind farm and generate bulk electric power.

The major challenge to using wind as a source of power is that it is intermittent and does not always blow when electricity is needed. Wind cannot be stored and not all winds can be harnessed to meet the timing of electricity demands. Further, good wind sites are often located in remote locations far from areas of electric power demand. Wind resource development may compete with other land uses and those uses may be more highly valued than electricity generation.

Today Wyoming has wind power plants in many locations throughout the state. The most recent data available show that wind power in Wyoming generated approximately 2.4 million megawatt-hours in the first 10 months of 2010[1]. That's roughly enough to supply the electricity use for 216,000 average homes in the United States for a year.[2]

1 Source: U.S. Energy Information Administration. Retrieved Feb. 3, 2011, from http://www.eia.doe.gov/cneaf/electricity/epm/table1_17_b.html

2 Source: U.S. Energy Information Administration. Retrieved Feb. 3, 2011, from http://www.eia.doe.gov/ask/electricity_faqs.asp#electricity_use_home

SMART GRID

The power grid in the United States is over a century old and consists of more than 9,200 electrical generating units with more than 1,000,000 megawatts of generating capacity connected to more than 300,000 miles of transmission lines, according to the U.S. Department of Energy. The system is complex and involves regional power plants connected with high-voltage transmission lines to load centers where the power is then directed over lower-voltage distribution lines to houses and businesses.

Despite all the time and finances invested in cleaner energy alternatives, the fact remains that the fastest and cheapest way to cut emissions is to use less energy. According to some sources, improving the efficiency of the national electricity grid by 5% would equal the elimination of fuel use and associated carbon emissions of 53 million cars. Because of the vast potential for environmental impact, President Obama made modernizing the nation's power network a priority when establishing the goals of the economic stimulus. Without modernization of the grid, the use of low-carbon energy sources such as wind and solar are not as efficient as they could be. The plan for modernization calls for the installation of thousands of miles of new transmission lines necessary to carrying renewable energy from the power source to the population centers where the energy is needed. It also calls for about 40 billion smart electric meters, which would be used to help consumers reduce their energy consumption, to be installed in homes.

According to the U.S. Department of Energy, a conservative estimate of potential savings resulting from grid modernization is 20%, or more than $40 billion per year. These savings could lead to increased competitiveness for U.S. businesses in the global marketplace, as well as lower prices for U.S. goods and increased job creation.

A more efficient grid also would mean fewer carbon emissions in addition to reduced energy consumption.

Another benefit of a modernized grid is improved resistance to organized attacks and an improved ability to withstand natural disasters. In 2005, approximately 1.7 million people lost power due to Hurricane Katrina, and many of those were not in the New Orleans area. With a modernized system, damage to the grid from hurricanes, floods, or other catastrophic events could more easily be localized, with power re-routed more effectively.

Smart-grid investments are already under way in Wyoming: Two electric utilities in the state were selected to receive federal grants to aid in modernizing their infrastructure. Cheyenne Light, Fuel, and Power received about $5 million to update its communication system and install 38,000 smart meters in the homes of their residential customers. Sundance-based Powder River Energy received about $2.5 million to install automatic readers on its power substations and in customers' homes.

Net Electricity Generation in Wyoming, October 2010

	Thousand Megawatt-Hours	Share of U.S. Net Generation
Petroleum-Fired	5	0.4%
Natural Gas-Fired	40	0.1%
Coal-Fired	3,600	2.7%
Nuclear	—	—
Hydroelectric	25	0.1%
Other Renewables	273	2.0%
Total Net Electricity Generation	**3,960**	**1.3%**

Source: Energy Information Administration State Profiles. Retrieved January 21, 2010, from http://www.eia.doe.gov/state/state_energy_profiles.cfm?sid=WY

OCCUPATIONAL & INDUSTRY PROJECTIONS

PEERING INTO THE FUTURE

When it comes to predicting how the job market will look in the future, nobody has a crystal ball. States can, however, use data from a wide variety of sources such as wage records and employer surveys to predict changes in the labor force – essentially, using what *has* happened in the past and what *is* happening to forecast what likely *will* happen in the future. The employment department in each state produces long- and short-term projections for occupations and industries.

Occupational projections are used to show predicted changes in demand for labor for the types of jobs people do: welder, architect, or elementary school teacher, for example. People who have the same occupation may work in different industries – one accountant may work in the construction industry while another works in transportation & warehousing.

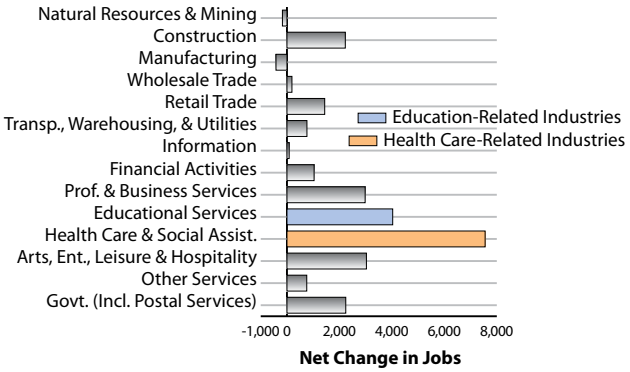
Industry projections, on the other hand, look at changes in employment that may happen among companies or organizations that produce or provide similar goods or services. Examples of industries include mining, health care & social assistance, and public administration.

Long-term industry projections suggest that the greatest net change in employment from 2008 to 2018 will be in educational services. Most teachers in the state would be included in this industry subsector, which is expected to grow from 26,313 workers in 2008 to 30,344 in 2018.

The industry with the second largest projected net increase in employment is ambulatory health services, which is expected to grow from 8,557 employees in 2008 to 11,202 employees in 2018. This industry includes most doctors' offices and small health care clinics.

Just as educational services and ambulatory health care services lead the projected growth among industries, jobs related to health care and education lead the projected growth among occupations. As the table at right shows, 6 of the top 10 occupations with the highest projected net growth are either health

Projected Net Increase in Employment by Industry in Wyoming, 2008 to 2018



North American Industry Classification System (NAICS) Supersector Level.
Table by Lisa Knapp, Research Analyst. Run 04/21/2010

Top 10 Occupations in Wyoming With the Greatest Projected Net Increase in Jobs from 2008 to 2018

Health Care-Related Jobs
Education-Related Jobs

	Employment		
	2008	2018	Change
Registered Nurses	4,842	6,231	1,389
Home Health Aides	1,356	2,054	698
Retail Salespersons	8,740	9,410	670
Nursing Aides, Orderlies, & Attendants	3,265	3,896	631
Personal & Home Care Aides	905	1,482	577
Combined Food Prep. & Serving Workers, Incl. Fast Food	4,003	4,569	566
Elementary School Teachers, Except Special Education	2,573	3,101	528
Bookkeeping, Accounting, & Auditing Clerks	6,166	6,680	514
Operating Engineers & Other Construction Equip. Operators	4,950	5,459	509
Teacher Assistants	3,666	4,164	498

Note: Employment for 2008 is estimated. Employment for 2018 is projected. Source: Wyoming Statewide Long-Term Occupational Projections 2008-2018. Retrieved January 21, 2011, from http://doe.state.wy.us/LMI/projections/LT_occ_0818.htm

care- or education-related jobs.

Topping the list is an occupation that offers relatively high-paying wages: registered nurse. In Wyoming, registered nurses make an average of $28.43 per hour.[1] Second on the list is home health aides, which pays $12.24 per hour on average, less than half the average for registered nurses and $4.30 per hour below the state average of $16.54 for all occupations.

There are more than 800 occupations listed in the Wyoming Long-Term Occupational Projections for 2008-2018. Of those, 60 have a projected net increase of 300 or more jobs over the 10-year span, and 51 have a projected percentage increase in employment of 25.0% or more. However, only four meet both criteria, and all are related to health care:

- Personal and home care aides
- Home health aides
- Registered nurses
- Medical secretaries

The expected increase in health care jobs is likely due to demographic changes in Wyoming: as people in the state get older, they need more health care services, and Wyoming has a faster growing percentage of older residents than most states. According to the U.S. Census Bureau, by 2030 Wyoming is expected to rank third among all states in highest percentage of people age 65 and older (26.5% in 2030, compared to 11.7% in 2000). Additionally, health care workers, on average, are older than workers in most industries.

With increased demands on the health care system due to an aging clientele, and with a high percentage of health care workers nearing retirement age, Wyoming may see a critical need for new health care workers in the labor supply in the not-too-distant future.

As Wyoming's population and its health care work force continue to grow older, demand for new health care workers in the state will likely remain high.

The educational services industry also has an older-than-average work force. An estimated 21.6% of workers in educational services were in the 55- to 64-year-old age group in 2009, compared to 12.4% in all industries. The good news for people looking toward careers in education in Wyoming is that average salaries for teachers in the state are in many cases higher than the national average and higher than salaries offered in surrounding states (see page 37).

Two occupations that typically hire a higher-than-average percentage of younger workers – retail salespersons and combined food preparation & serving workers, including fast food – are among the top 10 occupations with the highest projected net growth. However, these jobs usually pay considerably less than the state average for all occupations. The average hourly wage for retail salespersons in Wyoming is $10.03. The average wage for combined food preparation & serving workers, including fast food, is $9.30 per hour.

1 Source: Occupational Employment Statistics survey data for September 2010, http://doe.state.wy.us/LMI/EDSSept2010ECI/PAGE0018.htm

I look to the future because that's where I'm going to spend the rest of my life.
George Burns (1896 - 1996)

For occupational and industry projections, see Research & Planning's Projections Page at http://doe.state.wy.us/LMI/projections.htm

ESSENTIAL SKILLS

NETWORKING

Not just for executives

The truth is...anyone can network, even you!

It's so easy

First, make a list of everyone you know. Then, start calling. Tell them you are looking for a job 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.

Keep in contact

Check back with your contacts periodically. Let them know when you find a job. Always send a thank-you note to anyone willing to give you a hand.

A great way to find jobs

Most employers only advertise a job opening as a last resort. Before that, they ask current employees if they know of anyone looking for a job. If you have been networking, you may be called to set up an interview.

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Why networking?

Only 20% of all job openings are advertised in the newspapers or through employment agencies. That's just a hint of what lies below the surface.

The other 80% are filled by referrals from employees or others in the industry. Networking can identify you as a potential candidate.

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A company's social networking strategy may provide valuable insight as to the types of employees they're seeking.

HOW & WHERE TO NETWORK: THREE IDEAS

1. Professional Organizations – **Many of these have associate or student memberships available at a discount, and some even offer scholarships or financial assistance to people who want to join.**
2. Social, Service, or Community Organizations – **There's more to these groups than just the pancake breakfasts and funny hats. These groups offer a way to meet people who have the experience you're seeking, find a mentor, or open your eyes to new career paths you might not have considered.**
3. Volunteer work – **Wanting to learn construction? Try a group that builds houses for the needy. Considering a career in food service? Help at a community food pantry or residential care facility.**

Set Your Sights High

Higher Education in Wyoming

University of Wyoming
uwyo.edu

Casper College
caspercollege.edu

Central Wyoming College
cwc.edu

Eastern Wyoming College
ewc.wy.edu

Gillette College
www.sheridan.edu/site/gc

Laramie County Community College
www.lccc.cc.wy.us

Northwest College
northwestcollege.edu

Northern Wyoming Community College District
www.sheridan.edu

Sheridan College
www.sheridan.edu/site/sc

Western Wyoming Community College
www.wwcc.cc.wy.edu

You can be a	Or you can be a
Nurse ($28.16)	Doctor ($99.44)
Brokerage Clerk ($11.68)	Stockbroker ($40.28)
Paralegal ($17.45)	Lawyer ($44.69)
Dental Hygienist ($28.03)	Dentist ($72.52)
Bank Teller ($11.49)	Budget Analyst ($33.65)
Security Guard ($12.58)	Detective ($29.92)

Many Skills Are Transferable!

Why go to college?

- It opens career doors
- You can expand your social circle
- Knowledge is power
- Our culture puts a high value on educated people
- Insurance companies say you will live longer
- You'll have more time and money to contribute to charities

The U. S. Department of Labor and the Wyoming Department of Workforce Services' Labor Standards office are committed to helping young workers find positive, appropriate, and safe employment experiences. The youth employment provisions of the Fair Labor Standards Act were enacted to ensure that when young people work, the work does not jeopardize their health, wellbeing, or educational opportunities.

EMPLOYEE RIGHTS AND SAFETY

DO YOU KNOW YOUR RIGHTS?

The Wage and Hour Division (WHD) enforces Child Labor Laws under the Fair Labor Standards Act (FLSA).

The FLSA and state laws provide child labor provisions that were designed to protect minors in non-agricultural and agricultural employment by restricting the number of hours and types of jobs they may work.

Contact your local WHD office for questions on child labor laws, the FLSA and the other laws enforced by the WHD.

EMPLOYER RESPONSIBILITIES

Employers must provide appropriate personal protective equipment (such as gloves, aprons, and foot protection) to help protect employees from hazards.

Employers must make any employees exposed to hazardous materials aware of the hazards and train them to protect themselves from these hazards.

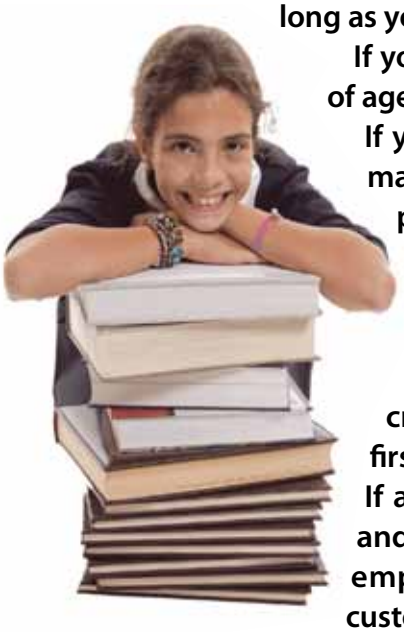
Employers must display a poster prepared by the U.S. Department of Labor or your state labor department outlining the protections of the Occupational Safety and Health Act (OSHA).

For information regarding the Fair Labor Standards Act's youth employment provisions, including a complete list of all hazardous occupations, visit www.youthrules.dol.gov.

WYOMING LABOR LAWS AND YOU

Wyoming's minimum wage is $5.15 per hour (or $4.25 if under age 20 and in the first 90 consecutive days of employment).

If you earn $30.00 or more per month in tips, your employer can pay you $2.13 per hour in wages as long as your tips plus wages equal $5.15 per hour.



If you are 14 or 15 years old, you must give proof of age to your employer.

If you are in a tipped position, your employer may ask you to voluntarily participate in tip pooling with other staff, but you cannot be required to pool your tips.

Employers may not deduct money from your wages because of employee negligence or criminal conduct without first obtaining a court order.

If a customer decides to "dine and dash" without paying, the employer cannot deduct the customer's bill from your wages.

Know Your Rights in the Workplace!

For more information on Wyoming Labor Laws, visit the Wyoming Labor Standards office website at doe.wyo.gov/aboutus/labor/Pages/default.aspx

You have the right to:

- Use required personal protective equipment, including safety clothing, hard hats, goggles, ear plugs, and get training on how to use them properly.
- Refuse to work if you believe in good faith that the job or conditions are dangerous and are exposing you to imminent danger. Call 1-800-321-OSHA immediately to report imminent dangers.
- Work only the limited hours and at the types of work permitted by the state and federal laws.
- Get training about health and safety, including information about machines, job tasks, and hazardous chemicals that could be harmful to your health.
- Work without racial or sexual harassment.
- Ask for payment for medical care (workers' compensation) if you get injured or sick because of your job. You may be entitled to payment for lost wages if you miss work because of your injury.

There are limits on the number of hours a 14- or 15-year-old may work in Wyoming.

Wyoming law states you must be at least 16 years old to work on construction sites.

If you are under 18 years old and working, you are not allowed to operate certain power-driven machines such as:

- Power-driven meat slicers and meat grinders
- Forklifts
- Paper balers and cardboard compactors
- Power-driven bakery equipment, including mixers
- Power-driven woodworking equipment, including chain saws and circular saws
- Motor vehicles

You also cannot work in:

- Logging or sawmilling operations
- Wrecking, demolition, or ship-breaking
- Trenching and excavating operations
- Roofing

Teen Injuries Occur From:

- Unsafe equipment
- Stressful conditions
- Poor safety training
- Inadequate supervision
- Dangerous work that is illegal or inappropriate for youth
- Trying to hurry

Source: U.S. Department of Labor, Occupational Safety and Health Administration, www.osha.gov

According to the National Institute for Occupational Safety and Health, an estimated 53,000 youths in the United States each year suffer work-related injuries that are severe enough to require treatment in a hospital emergency room.

For more information see:
http://www.cdc.gov/niosh/topics/youth/

For more information on employee rights and safety for teenage workers, visit www.osha.gov/SLTC/teenworkers/index.html

I Can:

- Read and write well
- Solve math problems
- Work quickly
- Follow directions
- Work without supervision
- Think creatively
- Discuss and fix problems
- Improve my skills
- Keep a positive attitude
- Dress professionally
- Accept new technology
- Be reliable and on time
- Show pride in my work
- Get along with others
- Help my team members
- Get work done on time
- Maintain equipment
- Organize my work area
- Respect other cultures
- Work in a group
- Teach or lead others
- Be a self-starter
- Use a computer
- Explain directions clearly

INTERVIEW SECRETS

ACE YOUR INTERVIEW

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

2.
Write down how your education or experience fills each requirement. Don't forget examples!

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

4.
Write down at least two questions for the interviewer.

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

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

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

WHAT CAN YOU OFFER?

How many of these skills do you have? Include those skills in your résumé (especially if your actual work experience is limited) and mention them during job interviews.

INTERVIEW SECRETS

EASY ANSWERS TO TOUGH QUESTIONS

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Question: Tell me about yourself.
Answer: Use your résumé 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).

Question: Why do you want to work for our company?
Answer: Start by telling the interviewer what you can do for them. Do your homework on the company (i.e., check their website) and indicate your interest in a current project. Mention some of the highlights from your research and your desire to contribute to such a progressive company. Talk about how working for their company will help you meet your goals.

Question: What do you look for in a job?
Answer: State that you are looking for a chance to challenge yourself and improve your skills.

Question: What are your strengths?
Answer: Think of at least three and try to relate them to the job for which you are applying. Always give examples of how you used your strengths in the past to solve problems.

Question: What are your weaknesses?
Answer: Show your weaknesses as an opportunity. For example, "I just graduated, so my greatest weakness is that I do not have much experience, but I am excited to learn new things."

Question: Do you have any questions?
Answer: Always have at least two ready beforehand. 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 problems 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?

INTERVIEW DO'S AND DON'TS

DO

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

DON'T

- Don't be late.
- Don't chew gum.
- Don't say "uh," "you know," and "like."
- Don't ask how much you will get paid. (You negotiate that *if* they make you an offer.)
- Don't badmouth your former employer.
- Don't bring your cellphone into the interview. Leave it in your car or turn it all the way off.

HOW TO ANSWER ILLEGAL QUESTIONS

By law, employers can only ask interview questions relating to the job. However, some employers may deliberately or accidently ask an illegal question. Below are some illegal questions you may be asked during an interview, the reasoning behind the questions, and responses you can give that may address their concerns.

Illegal questions: How old are you? What is your birthdate?
Why they might be asking: Some jobs have minimum age requirements (e.g., to work in a bar you have to 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 to start a family?
Why they might be asking: They are concerned you will have family conflicts if you are asked to travel, to work a night shift, or to work overtime.
Possible answer: My personal life will not affect my ability to do this job.

Illegal questions: Are you a United States 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 worried you may not be able to perform job-related functions because of physical limitations.
Possible answer: I would be physically able to perform the essential functions of this job.

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

Don't let your lack of experience 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've been seeking. Plus, the experience looks great on college applications and can help you get scholarships and financial aid.

EXPERIENCE PREFERRED?

STRATEGIES TO GAIN EXPERIENCE

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 whether that career could be right for you. Sometimes a job sounds great, but by job shadowing, you will see if the job is too stressful, too demanding, or even 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 and 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.

EXTRA-CURRICULAR 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, French, etc.)

EMERGING OPPORTUNITIES

ENERGY PROJECT MANAGER

The University of Wyoming's School of Energy Resources is preparing students for the future in an innovative degree program that combines different energy-related disciplines into one program designed to address the needs of companies working toward sustainable energy solutions.

Rather than focusing on a single discipline, such as geology, the Energy Resource Science Program includes multiple disciplines designed to give the student an understanding of the economic, legal, physical, and political issues that can surround a given project. The program's required classes cover a wide variety of subjects including thermodynamics, chemistry, geology, microeconomics, law & government, statistics, and environmental quality.

Through intensive academic and hands-on training, graduates of the program are ready to meet the challenges of working as an energy project manager. According to UW's School of Energy Resources website, "energy project managers are professionals who understand numerous disciplines and are able to bring together geologists, engineers, economists, business executives, environmental scientists and others to plan and carry out successful, large-scale energy projects."

With their broad base of knowledge, energy project managers can work in a variety of industries from mining and alternative energy to conservation and resource management.

For more information about the Energy Resource Science Program or other opportunities provided by UW's School of Energy Resources, visit their website at http://www.uwyo.edu/ser/default.asp.

BON APPETIT!

CAREER MENU

Accountants & Auditors

Average Hourly Wage: $29.64

Examine, analyze, and ★ interpret 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.

Air Traffic Controllers

Average Hourly Wage = $30.97

Control air traffic on and within vicinity of airport and movement of air traffic between altitude sectors and control centers. Authorize, regulate, and control airline flights to expedite and insure safety of flight.

50

Air Traffic Controllers in Wyoming, 2009*

Aircraft Mechanics & Service Technicians

Average Hourly Wage = $22.23

Repair and maintain 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.

Anthropologists & Archeologists

Average Hourly Wage = $25.54

Engage in research ★ concerned with human society and its characteristic elements, such as origin, race, or state. Collect, interpret, and apply scientific data relating to human behavior and mental processes.

Bright Outlook – Occupations match at least one of the ★ following criteria:

- Projected to grow much faster than average (employment increase of 20% or more) over the period 2008-2018
- Projected to have 100,000 or more job openings over the period 2008-2018
- New & Emerging occupation in a high-growth industry
- Growth and job openings source: Bureau of Labor Statistics 2008-2018 employment projections. Projected growth represents the estimated change in total employment over the projections period (2008-2018). Projected job openings represent openings due to growth and replacement.

For a list of all occupations identified as having a bright outlook, see http://online.onetcenter.org/help/bright/.

Green Jobs – Occupations identified as "green jobs" by the O*NET Resource Center meet at least one of the following criteria:

- Green Increased Demand. The impact of green economy activities and technologies is an increase in employment demand of an existing occupation; however, this impact does not entail significant changes in the work and worker requirements of the occupation.
- Green Enhanced Skills. The impact of green economy activities and technologies is a significant change to the work and worker requirements of an existing occupation. This impact may or may not result in an increase in employment demand for the occupation.
- Green New and Emerging (N&E) occupations. The impact of green economy activities and technologies is sufficient to create the need for unique work and worker requirements, which resulted in the generation of a new occupation relative to the O*NET taxonomy.

For more information, see the O*NET Resource Center's web site: The Green Economy at http://www.onetcenter.org/green.html.

Estimate. Source: Wyoming Occupational Employment and Wages, September 2010 http://doe.state.wy.us/lmi/EDSSept2010ECI/TOC000.htm

Architects, Except Landscape & Naval

Average Hourly Wage = $32.51

Plan and design structures, such as private residences, office buildings, theaters, factories, and other structural property.

Atmospheric & Space Scientists

Average Hourly Wage = $35.22

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

Audiologists

Average Hourly Wage = $30.43

Examine and provide remedial services for persons with hearing disorders.

Automotive Service Technicians & Mechanics

Average Hourly Wage = $18.12

Adjust, repair, and overhaul automotive vehicles. Estimates and negotiates repair costs. May use computerized diagnostic equipment.

Bill & Account Collectors

Average Hourly Wage = $15.78

Locate and notify customers of delinquent accounts to solicit payment. Receive and post payments; prepare statements to credit departments; and initiate repossession procedures, if necessary.

Bookkeeping, Accounting, & Audit Clerks

Average Hourly Wage = $15.91

Compute, classify, and record numerical data to complete financial records. Perform routine calculating, posting, and verifying duties of financial data for use in maintaining accounting records.

Brickmasons & Blockmasons

Average Hourly Wage = $20.99

Lay 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.

260

Brickmasons & Blockmasons in Wyoming, 2009*

Brokerage Clerks

Average Hourly Wage = $11.68

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Perform 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 Analysts

Average Hourly Wage = $33.65

Examine budget estimates. Examine requests for budget revisions, recommend approval or denial, and draft correspondence. Analyze monthly department budgeting and accounting reports.

Bus Drivers, School

Average Hourly Wage = $12.14

Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting.

Cabinet Makers & Bench Carpenters

Average Hourly Wage = $17.31

Cut, shape, and assemble wooden articles, such as store furniture. Set up and operate a variety of machinery such as power saws and jointers.

Camera Operators, Television, Video, & Motion Picture

Average Hourly Wage = $10.12

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

Carpenters

Average Hourly Wage = $19.83

Perform carpentry duties to make or repair wooden structures, structural members, and fixtures using carpentry tools and wood-working machines. Study blueprints, sketches, or building plans.

Cashiers

Average Hourly Wage = $9.26

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

**Estimate. Source: Wyoming Occupational Employment and Wages, September 2010 http://doe.state.wy.us/lmi/EDSSept2010ECI/TOC000.htm*

Cement Masons & Concrete Finishers

Average Hourly Wage = $17.24

Apply cement, sand, pigment, and marble chips to floors, stairways, and cabinet fixtures to attain durable and decorative surfaces. Finish surface of concrete walls, roads, and walkways.

Chemists

Average Hourly Wage = $31.07

Conduct chemical analyses or experiments in laboratories for quality or process control or to develop new products or knowledge.

Child Care Workers

Average Hourly Wage = $10.09

Attend to children at school, businesses, and institutions. Perform a variety of tasks such as feeding, dressing, bathing, and overseeing play.

Chiropractors

Average Hourly Wage = $37.05

Adjust 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.

Clergy

Average Hourly Wage = $23.75

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Conduct religious worship and perform other spiritual functions associated with beliefs and practices of religious faith or denomination. Provide spiritual and moral guidance and assistance.

Clinical, Counseling, & School Psychologists

Average Hourly Wage = $28.27

Diagnose and treat mental disorders; learning disabilities; and cognitive, behavioral, and emotional problems using individual, child, family, and group therapies.

Coaches & Scouts

Average Annual Wage = $31,642

Instruct or coach groups or individuals in the fundamentals of sports. Demonstrate techniques and methods. May evaluate athletes' strengths and weaknesses as recruits or to improve the athletes' technique to prepare for competition.

Coin, Vending, & Amusement Machine Repairers

Average Annual Wage = $13.39

Install, service, adjust, or repair coin, vending, or amusement machines including video games, juke boxes, pinball machines, or slot machines.

Computer Programmers

Average Hourly Wage = $25.22

Convert project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language. Develop and write computer programs to store, locate, and retrieve specific documents, data, and information. May program web sites. Conduct trial runs of programs and software applications.

Computer Support Specialists

Average Hourly Wage = $20.63

Provide technical assistance to computer system users. Answer questions or resolve problems for clients. Provide help concerning the use of hardware and software.

Conservation Scientists

Average Hourly Wage = $27.40

Manage, improve, and protect natural resources to maximize their use without damaging the environment. May develop plans to stop soil erosion, instruct farmers in crop rotation, and contour planning methods, and provide information on how to conserve water.

Construction & Building Inspectors

Average Hourly Wage = $27.26

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

Cooks, Fast Foods

Average Hourly Wage = $9.23

Prepare and cook 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.

1,100
Fast Food Cooks in Wyoming, 2009*

**Estimate. Source: Wyoming Occupational Employment and Wages, September 2010 http://doe.state.wy.us/lmi/EDSSept2010ECI/TOC000.htm*

Cooks, Restaurant
Average Hourly Wage = $11.37

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Prepare, season, 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.

Correctional Officers & Jailers
Average Hourly Wage = $19.20

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

Cost Estimators
Average Hourly Wage = $24.53

Prepare cost estimates ★ for manufacturing, construction projects, or services to aid management in bidding on or determining prices of products or services.

Counselors, Vocational, Educational, & School
Average Hourly Wage = $26.39

Counsel individuals and provide group educational and vocational guidance services. Collect, organize, and analyze information about individuals through records, tests, and interviews to appraise their abilities, aptitudes, personality, and interests for vocational or educational planning.

Crane & Tower Operators
Average Hourly Wage = $28.34

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

Credit Analysts
Average Hourly Wage = $22.34

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

Curators
Average Hourly Wage = $24.73

Administer affairs of ★ museum and conduct research programs. Direct instructional, research, and public service activities of institution.

Database Administrators
Average Hourly Wage = $28.66

Coordinate changes to ★ computer databases. Design, code, test, and implement databases.

Dental Hygienists
Average Hourly Wage = $28.03

Perform dental prophylactic treatments ★ and give instructions in the care of the teeth and mouth. Remove stains and tartar from teeth and beneath margin of gums. Chart conditions of tooth decay and disease.

Dentists, General
Average Hourly Wage = $72.52

Diagnose and treat diseases, injuries, and malformations of teeth or gums and related oral structures. Examine patients and X-rays. Clean, fill, extract, and replace teeth using rotary and hand instruments, dental appliances, and surgical implants.

Detectives & Criminal Investigators
Average Hourly Wage = $29.92

Conduct investigations related to suspected violations of Federal, State, or local laws to prevent or solve crimes. Obtain and verify evidence by interviewing and observing suspects and witnesses or by analyzing records.

Diagnostic Medical Sonographers
Average Hourly Wage = $25.83

Produce ultrasonic recordings of internal organs for use by physicians. Observe screen during scan to ensure that image produced is satisfactory for diagnostic purposes, making adjustments to equipment as required.

Dietitians & Nutritionists
Average Hourly Wage = $23.44

Organize, plan, and conduct food service or nutritional program to assist in promotion of health and control of disease. May administer activities of department providing quantity food service.

Dispatchers, Police, Fire, & Ambulance
Average Hourly Wage = $17.79
Schedule and dispatch police, fire, or ambulance crews to scenes of crimes, accidents, and destruction. Keep in contact with officials at site and direct back-up help where needed.

Drafters, Architectural & Civil
Average Hourly Wage = $19.99
Prepare detailed drawings of architectural and structural features of buildings or drawings and topographical relief maps used in civil engineering projects, such as highways, bridges, and public works.

Drywall & Ceiling Tile Installers
Average Hourly Wage = $16.98
Apply plasterboard or other wallboard to ceilings and interior walls of buildings.

Excavating & Loading Machine & Dragline Operators
Average Hourly Wage = $18.90
Operate or tend machinery equipped with scoops, shovels, or buckets, to excavate and load loose materials.

Education Administrators, Elementary & Secondary
Average Annual Wage = $87,355
Plan, direct, or coordinate the academic, clerical, or auxiliary activities of public or private elementary or secondary level schools.

Electrical Power-Line Installers & Repairers
Average Hourly Wage = $30.04
Install and repair cables or wires used in electrical power or distribution systems. Install insulators. Erect wooden poles and transmission towers.

Electricians
Average Hourly Wage = $23.56
Install, maintain, and repair wiring, electrical equipment, and fixtures in accordance with relevant codes. May read blueprints. Measure, cut, bend, thread, assemble, and install electrical conduit. Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure safety of system.

Electrical & Electronics Repairers, Powerhouse, Substation, & Relay
Average Hourly Wage = $34.88
Inspect, repair, and maintain electrical equipment in generating stations or powerhouses; substation equipment, such as oil circuit breakers and transformers; and in-service relays.

Electrical & Electronics Repairers, Commercial & Industrial Equipment

Average Hourly Wage = $29.66
Repair electronic equipment such as industrial controls, telemetering and missile control systems, radar systems, transmitters, and antennae.

Engineering Technicians
Average Hourly Wage = $26.20
Under the direction of trained engineers, apply engineering principles in planning, designing, and overseeing construction projects, electrical equipment, machinery, or surveying, depending on field of engineering.

Engineers, Civil
Average Hourly Wage = $33.24
Plan, design, and oversee construction and maintenance of structures and facilities such as roads, railroads, airports, dams, bridges, and pipelines. Includes traffic engineers.

Engineers, Electrical
Average Hourly Wage = $31.30
Design, develop, test, and supervise the manufacture and installation of electrical and electronic equipment, components or systems, computers, and related equipment and systems.

Engineers, Environmental
Average Hourly Wage = $35.78

Design, plan, or perform engineering duties in the prevention, control, and remediation of environmental health hazards. Work may include waste treatment site remediation, or pollution control technology.

**Estimate. Source: Wyoming Occupational Employment and Wages, September 2010 http://doe.state.wy.us/lmi/EDSSept2010ECI/TOC000.htm*

Engineers, Industrial
Average Hourly Wage = $42.24
Plan and oversee the utilization of production facilities and personnel in industrial establishments. Plan equipment layout, work flow, accident prevention, and quality and inventory control.

Engineers, Mechanical
Average Hourly Wage = $34.34
Plan and design tools, engines, machines, and other mechanically functioning equipment. Oversee installation, operation, maintenance, and repair of such equipment.

Engineers, Mining & Geological, Incl. Mining Safety
Average Hourly Wage = $41.73
Determine the location and plan the extraction of coal, metallic ores, nonmetallic minerals, and building materials. Conduct preliminary surveys of deposits and plan their development; examine deposits or mines to determine whether they can be worked at a profit.

Engineers, Petroleum
Average Hourly Wage = $37.67
Devise methods to improve oil and gas well production and determine the need for new or modified tool designs. Oversee drilling and offer technical advice to achieve economical and satisfactory progress.

Engineers, Stationary & Boiler Operators
Average Hourly Wage = $20.17


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

Epidemiologists
Average Hourly Wage = $29.44
Investigate and describe the determinants and distribution of disease, and develop the means for prevention and control.

Family & General Practitioners
Average Hourly Wage = $94.44
Diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population.

Farm Workers, Farm & Ranch Animals
Average Hourly Wage = $13.99


Attend to live farm, ranch, or aquacultural animals that may include cattle, sheep, swine, goats, horses and other equines, poultry, and bees. Duties may include feeding, watering, herding, grazing, castrating, branding, de-beaking, weighing, catching, and loading animals.

File Clerks
Average Hourly Wage = $10.81
File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested.

Fish & Game Wardens
Average Hourly Wage = $26.46
Patrol assigned area to prevent game law violations. Investigate reports of damage to crops and property by wildlife. Compile biological data.

Food Preparation Workers
Average Hourly Wage = $10.14
Prepare cold foods and maintain and clean kitchen work areas, equipment, and utensils. Perform simple tasks such as preparing shellfish or slicing meat. May brew coffee and tea or make sandwiches.

Food Scientists & Technologists
Average Hourly Wage = $27.54
Use chemistry, microbiology, engineering, and other sciences to study the principles underlying the processing and deterioration of foods; analyze food content to determine levels of vitamins, fat, sugar, and protein; discover new food sources; apply food science knowledge to determine best ways to process, package, preserve, store, and distribute food.

**Estimate. Source: Wyoming Occupational Employment and Wages, September 2010 http://doe.state.wy.us/lmi/EDSSept2010ECI/TOC000.htm*

Forensic Science Technicians

Average Hourly Wage = $20.09

Collect, identify, ★ classify, and analyze physical evidence related to criminal investigations. Perform tests on weapons or substances, such as fiber, hair, and tissue to determine significance to investigation. May testify as specialists in an area of expertise, such as ballistics or fingerprinting.

Foresters

Average Hourly Wage = $28.97

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

Funeral Directors & Morticians

Average Hourly Wage = $26.04

Arrange and direct funeral services. Coordinate transportation of bodies to mortuary, interview family or other persons to arrange details, select pallbearers, and procure officials for religious rites.

General Office Clerks

Average Hourly Wage = $12.89

Perform duties too varied and diverse to be classified in any specific office clerical occupation; requires limited knowledge of office management systems and procedures.

Graphic Designers

Average Hourly Wage = $16.76

Design and execute artwork to illustrate ★ subject matter or promote public consumption of materials, products, or services and to influence others in their opinions.

Hairdressers, Hairstylists & Cosmetologists

Average Hourly Wage = $12.88

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

Laborers and Freight, Stock, & Material Movers, Hand

Average Hourly Wage = $13.24

Manually move freight, ★ stock, or other materials or perform other unskilled general labor. Includes all unskilled manual laborers not elsewhere classified.

Hoist & Winch Operators

Average Hourly Wage = $22.40

Operate and tend hoists or winches to lift and pull loads using power-operated cable equipment.

Home Health Aides

Average Hourly Wage = $12.16

Care for elderly, ★ convalescent, or handicapped person in home of patient. Change bed linens; prepare meals; provide assistance with getting in and out of bed, bathing, dressing, and grooming; and administer medications under doctor's orders.

Hotel, Motel & Resort Desk Clerks

Average Hourly Wage = $9.61

Register and assign ★ rooms to guests, transmit and receive messages, keep records of occupied rooms and guests' accounts, make reservations, and collect payment from guests.

Industrial Safety & Health Engineer

Average Hourly Wage = $32.67

Plan, implement, and coordinate safety programs, requiring application of engineering principles and technology, to prevent or correct unsafe environmental working conditions.

Industrial Truck & Tractor Operator

Average Hourly Wage = $16.75

Operate 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.

690

Industrial Truck & Tractor Operators in Wyoming, 2009*

**Estimate. Source: Wyoming Occupational Employment and Wages, September 2010 http://doe.state.wy.us/lmi/EDSSept2010ECI/TOC000.htm*

Insurance Adjuster, Examiner, & Investigator

Average Hourly Wage = $25.00

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

Insurance Claims & Policy Processing Clerks

Average Hourly Wage = $11.91

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

Insurance Sales Agent

Average Hourly Wage = $22.78

Sell or advise 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 = $22.77

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

Janitors & Cleaners, Except Maids & Housekeeping

Average Hourly Wage = $12.11

Keep buildings in clean ★ and orderly condition. Perform 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 Architects

Average Hourly Wage = $30.69

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

Law Clerks

Average Hourly Wage = $14.46

Research legal records and documents to obtain data applicable to cases under consideration. Prepare rough drafts of briefs or arguments. File pleadings. Maintain case files.

Lawyers

Average Hourly Wage = $44.69

Conduct 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 Secretaries

Average Hourly Wage = $16.16

Prepare 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.

Librarians

Average Hourly Wage = $22.37

Administer libraries and perform related library services including selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials or furnish references and bibliographies. May select music, films, or other audio-visual materials.

Licensed Practical & Vocational Nurses

Average Hourly Wage = $19.10

Care for ill, injured, ★ convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions. Dress wounds, take temperature, pulse, blood pressure, and respiration. Assemble and use equipment such as catheters and oxygen suppliers.

Loan Interviewers & Clerks

Average Hourly Wage = $14.09

Interview loan applicants to elicit information; investigate applicants' backgrounds and verify references; prepare loan request papers; and forward findings, reports, and documents to appraisal department.

Loan Officers
Average Hourly Wage = $29.19
Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise 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 Workers
Average Hourly Wage = $23.80
Change parts, lubricate machinery, and perform other routine machinery maintenance. Excludes workers who repair machines.

Machinists
Average Hourly Wage = $20.16
Set up and operate a variety of machine tools. Fit and assemble parts to make or repair machine tools and maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures. Study specifications.

Maintenance & Repair Workers, General
Average Hourly Wage = $18.98

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

Managers, Financial
Average Hourly Wage = $41.49
Plan, organize, direct, control, or coordinate the financial activities of an organization. Include managers in banks who advise on credit and investment policy.

Managers, Food Service
Average Hourly Wage = $22.16
Plan, direct, or coordinate activities of an organization or department that serves food and beverages.

Managers, General & Operations
Average Hourly Wage = $43.01
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.

Mobile Heavy Equipment Mechanics, Except Engines
Average Hourly Wage = $22.56
Repair and maintain mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyers, used in construction, logging, and surface mining.

Medical Assistants
Average Hourly Wage = $13.05
Perform various duties under the direction of a physician. Prepare treatment room, inventories supplies and instruments, and set up patient for attention of physician. May perform receptionist duties.

470
Medical Assistants in Wyoming, 2009*

Medical Secretaries
Average Hourly Wage = $14.48
Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include taking dictation; compiling and recording medical charts and reports; preparing and sending bills to patients.

Medical & Clinical Laboratory Technicians
Average Hourly Wage = $15.17
Perform routine tests in medical laboratory. Prepare vaccines, biologicals, and serums. Prepare tissue samples for pathologists, takes blood samples and executes laboratory tests.

Meter Readers, Utilities
Average Hourly Wage = $18.59
Read electric, gas, water, or steam consumption meters and record volume used by customers.

Millwrights
Average Hourly Wage = $28.50
Install new machinery and heavy equipment. Dismantle and move machinery and heavy equipment.

**Estimate. Source: Wyoming Occupational Employment and Wages, September 2010 http://doe.state.wy.us/lmi/EDSSept2010ECI/TOC000.htm*

Mining Machine Operators

Average Hourly Wage = $27.24

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

Nuclear Medicine Technologists

Average Hourly Wage = $28.24

Prepare, administer, and measure radioactive isotopes in therapeutic, diagnostic, and tracer studies. Prepare stock solutions of radioactive materials and calculates doses. Radiate patients.

Nursing Aide & Orderlies

Average Hourly Wage = $13.13

Provide auxiliary services in care of patients. Answer patients' call bells, serve and collect food trays, and feed patients. Orderlies care for male patients, set up equipment, and do heavier chores.

Optometrists

Average Hourly Wage = $35.56

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Diagnose, manage, and treat conditions and diseases of the human eye and visual system. Examine eyes to determine visual efficiency and performance. Prescribe corrective procedures.

Order Clerks

Average Hourly Wage = $13.04

Receive and process incoming orders. Inform customers of order receipt, prices, shipping dates, and delays. Prepare contracts and handle complaints.

Paralegals

Average Hourly Wage = $17.45

Assist 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.

Paralegals in Wyoming, 2009*

Pathologists

Average Hourly Wage = $49.05*

Conduct research dealing with the understanding of human diseases and the improvement of human health. Engage in clinical investigations or other research, production, and technical writing.

Petroleum Pump System Operators, Refinery Operators, & Gaugers

Average Hourly Wage = $26.43

Control the operation of petroleum refining or processing units. May specialize in controlling manifold and pumping systems, gauging or testing oil in storage tanks, or regulating the flow of oil into pipelines.

Pharmacists

Average Hourly Wage = $49.90

Compound and dispense medications following prescriptions issued by physicians, dentists, or other medical practitioners. Weigh, measure, and mix drugs and compounds and fill bottles or capsules with correct quantities and compositions of preparation. Advise patients.

Photographers

Average Hourly Wage = $17.68

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

Physical Therapists

Average Hourly Wage = $34.59

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

Physician Assistants

Average Hourly Wage = $41.02

Provide patient services under direct supervision and responsibility of doctor of medicine or osteopathy. Elicit detailed patient histories and make complete physical examinations. Reach tentative diagnosis and order appropriate laboratory tests.

Plumbers

Average Hourly Wage = $19.63

Assemble, install, alter and repair pipe systems that carry water, steam, air, or other liquids or gases. Cut and thread pipe. Assemble and install valves, pipe fittings, and pipes.

**Estimate. Source: Wyoming Occupational Employment and Wages, September 2010 http://doe.state.wy.us/lmi/EDSSept2010ECI/TOC000.htm*

Police Patrol Officers
Average Hourly Wage = $22.72

Maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district or beat. Patrol areas on foot or in a vehicle; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest prisoners.

Operating Engineers & Other Construction Equipment Operators
Average Hourly Wage = $20.93

Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, and grade earth, erect structures, or pour concrete or other hard surface pavement.

4,740
Operating Engineers & Other Construction Equipment Operators in Wyoming, 2009*

Postal Service Mail Carriers
Average Hourly Wage = $23.99

Sort mail for delivery. Deliver mail on established routes by vehicle or on foot.

Power Plant Operators
Average Hourly Wage = $28.57

Control or operate ★ machinery, such as steam-driven turbogenerators, to generate electric power.

Public Relations Specialists
Average Hourly Wage = $21.98

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 Agents, Except Wholesale, Retail, & Farm
Average Hourly Wage = $25.29

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

Radio & Television Announcers
Average Hourly Wage = $13.30

Introduce radio or television programs, interview or question guests, or act as a master of ceremonies. Read news flashes and identify station.

Radiologic Technologists & Technicians
Average Hourly Wage = $23.34

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

Railroad Conductors & Yardmasters
Average Hourly Wage = $26.79

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

Railroad Brake, Signal, & Switch Operators
Average Hourly Wage = $25.84

Operate railroad track switches. Couple or uncouple rolling stock to makeup or breakup trains. Signal engineers and set warning signals. May inspect couplings, air hoses, journal boxes, and hand brakes.

Real Estate Appraisers & Assessors
Average Hourly Wage = $23.68

Appraise real property to determine its fair value. May assess taxes in accordance with prescribed schedules.

Real Estate Sales Agent
Average Hourly Wage = $25.35

Rent, buy, and sell ★ property to clients. Duties include studying property listings, interviewing clients, showing property to clients, discussing conditions of sale, and drawing up real estate contracts.

290
Real Estate Sales Agents in Wyoming, 2009*

**Estimate. Source: Wyoming Occupational Employment and Wages, September 2010 http://doe.state.wy.us/lmi/EDSSept2010ECI/TOC000.htm*

Receptionists & Information Clerks
Average Hourly Wage = $11.38
Answer inquiries and obtain information for general public concerning activities conducted at an establishment, location of offices or persons within a firm, department, or store.

Registered Nurses
Average Hourly Wage = $28.16

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

Respiratory Therapists
Average Hourly Wage = $25.56
Provide assessment, diagnostic evaluation, and care for patients with breathing disorders. Responsible for respiratory modalities. Initiate and conduct therapeutic procedures and maintain equipment.

Retail Salespersons
Average Hourly Wage = $11.50
Sell to the public any of a wide variety of merchandise, such as furniture, motor vehicles, appliances, or apparel.

Rotary Drill Operators, Oil & Gas
Average Hourly Wage = $31.66
Operate a variety of drills to remove petroleum products from the earth and core samples for testing during oil and gas exploration.

Roustabouts
Average Hourly Wage = $18.81
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 Agents, Securities & Commodities
Average Hourly Wage = $40.28
Buy and sell securities or calls upon businesses and individuals to sell financial services. Provide financial services, such as loans, tax, and securities counseling, and advice on stocks, bonds, and market conditions.

Secretaries, Except Legal, Medical, & Executive
Average Hourly Wage = $13.41
Perform clerical work and minor administrative details by scheduling appointments, directing callers, taking dictation, composing and typing correspondence, routing incoming mail, and maintaining files.

Security Guards
Average Hourly Wage = $12.58
Stand guard at entrance or patrol premises to prevent theft, violence, or infractions of rules.

Social & Human Service Assistants
Average Hourly Wage = $12.78
Assist professionals from a wide variety of fields, such as psychology, rehabilitation, or social work, to provide client services, as well as support for families. May assist clients in identifying available benefits and social and community services and help clients obtain them.

Speech-Language Pathologists
Average Hourly Wage = $29.64
Examine and provide remedial services for persons with speech, language, voice, and fluency. Perform research related to speech and language problems.

Stock Clerks-Stockroom, Warehouse, or Storage Yard
Average Hourly Wage = $10.56
Receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard. Keep records and compile stock reports.

Surveying & Mapping Technicians
Average Hourly Wage = $18.01
Perform surveying and mapping duties to obtain data pertaining to angles, elevations, points, and contours. Calculate mapmaking information from field notes using reference tables. Draw maps.

220
Surveying & Mapping Technicians in Wyoming, 2009*

**Estimate. Source: Wyoming Occupational Employment and Wages, September 2010 http://doe.state.wy.us/lmi/EDSSept2010ECI/TOC000.htm*

Surveyors
Average Hourly Wage = $25.01
Use surveying, engineering, and scientific data to determine and identify fixed points or boundaries, and prepare maps. Provide data on the shape, contour, gravitation, location, or dimension of land or land features.

Teachers, Elementary
Average Annual Wage = $55,887
Teach elementary pupils ★ in public or private schools basic skills. Maintain order and discipline in classroom and on playground. Prepare, administer, grade, and record lessons and tests.

Teachers, Engineering, Postsecondary
Average Annual Wage = $90,703
Teach courses in engineering at the college/university level. Includes courses in engineering specialties (i.e., chemical, civil, electrical, mechanical, petroleum).

60
Teachers, Engineering, Postsecondary in Wyoming, 2009*

Teachers, Secondary
Average Annual Wage = $57,552

Instruct students in ★ public or private schools in one or more subjects. Maintain discipline and order in classroom. Prepare, administer, grade, and record lessons and tests.

Teachers, Special Education, Secondary School
Average Annual Wage = $56,873
Teach elementary and secondary school subjects to educationally, audibly, visually, and physically handicapped students. May teach basic academic and life skills to the mentally disabled.

Tellers
Average Hourly Wage = $11.49
Receive and pay out ★ money. Keep records of money and negotiable instruments involved in financial institutions' various transactions.

Title Examiners, Abstractors, & Searchers
Average Hourly Wage = $20.78
Compile lists of mortgages, deeds, contracts, judgements, and other instruments pertaining to titles by searching records of real estate and title insurance companies. Examine titles and summarize pertinent legal or insurance details.

Travel Agents
Average Hourly Wage = $15.92
Plan trips for travel agency customers. Duties include determining destinations, transportation, travel dates, costs and accommodations. May specialize in foreign or domestic service.

Truck Drivers, Heavy & Tractor-Trailer
Average Hourly Wage = $19.03
Drive tractor-trailer ★ combinations or trucks 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 trucks.

Truck Drivers, Light or Delivery Services
Average Hourly Wage = $14.69
Drive trucks, vans, or ★ automobiles with a capacity under 3 tons. May drive light trucks to deliver or pick up merchandise and load and unload trucks.

Urban & Regional Planners
Average Hourly Wage = $27.70
Develop comprehensive plans and programs for use of land and physical facilities of cities, counties, and metropolitan areas.

Veterinarians
Average Hourly Wage = $31.67
Diagnose and treat ★ 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.

180
Veterinarians in Wyoming, 2009*

Estimate. Source: Wyoming Occupational Employment and Wages, September 2010 http://doe.state.wy.us/lmi/EDSSept2010ECI/TOC000.htm

Waiters/Waitresses
Average Hourly Wage = $8.40

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Serve food and/or beverages to patrons. Usually take orders from patrons and make out the check. May set tables or counters with linen and silverware and take payment from patrons.

Welders, Cutters, Solderers, & Brazers
Average Hourly Wage = $22.68

Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

Writers & Authors
Average Hourly Wage = $24.63

Originate and prepare written material such as scripts, stories, news items, advertisements, and other materials. Coordinates, edits, and analyzes prepared written materials.

*Wages based on the National average. All other wages are Wyoming-based. For more information on Wyoming wages, contact Research & Planning's Occupational Employment Statistics (OES) unit at (307) 473-3805 or visit our website at http://doe.state.wy.us/ANSWERS/.

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NATURAL RESOURCES, HUMAN RESOURCES

NEW TECHNOLOGY MEANS NEW SKILLS

Wyoming's economy is largely driven by mining, which includes petroleum and natural gas production. As a result, changes in regulations can have substantial effects throughout the industry and the state's labor market. Regulatory changes can also affect the regulatory agencies themselves, in terms of the type of workers they hire, and the skills these workers need.

In 2009, the Wyoming Department of Employment's Research & Planning section conducted a series of interviews with staff from the Wyoming Department of Environmental Quality (DEQ) to find out how changes in environmental regulations might affect employment in the state.

DEQ's responsibilities involve oversight over several areas, including air quality, water quality, land quality, industrial siting, solid waste management, and abandoned mine reclamation. Because of this, the agency hires many people with diverse backgrounds in the natural and social sciences.

In the natural sciences, these workers may include specialists in biology, botany, chemistry, soil science, and wildlife managers. Those with a social science background may include archaeologists and statisticians.

Some Occupations in the Regulatory Environment

Engineer
Geologist
Groundwater Hydrologist
Groundwater Modeler
Hydrochemists
Biologist
Chemist
Botanist
Soil Scientist
Wildlife Manager
Toxicologist
Archaeologist

The interview subjects indicated that a basic understanding of science is vital for most jobs in a regulatory agency, so applicants with a general, natural science education such as biology are sometimes hired and receive specific, on-the-job training.

Excerpted from Regulatory Imapct on Green Jobs, *available online at http://doe.state.wy.us/LMI/energy.htm.*

Thinking Skills

Definitions from the University of Cambridge International Examinations

Critical Thinking is the analytical thinking which underlies all rational discourse and enquiry. It is characterized by a meticulous and rigorous approach. As an academic discipline, it is unique in that it explicitly focuses on the processes involved in being rational. These processes include: analyzing arguments; judging the relevance and significance of information; evaluating claims, inferences, arguments and explanations; constructing clear and coherent arguments and forming well-reasoned judgments and decisions.

Problem Solving is analytical thinking using data and techniques to solve real world problems. Problem solving processes include: identifying which data are relevant when faced with a mass of data, most of which is irrelevant; combining pieces of information that may not appear to be related to give new information and relating one set of information to another in a different form – this involves using experience: relating new problems to ones we have previously solved.

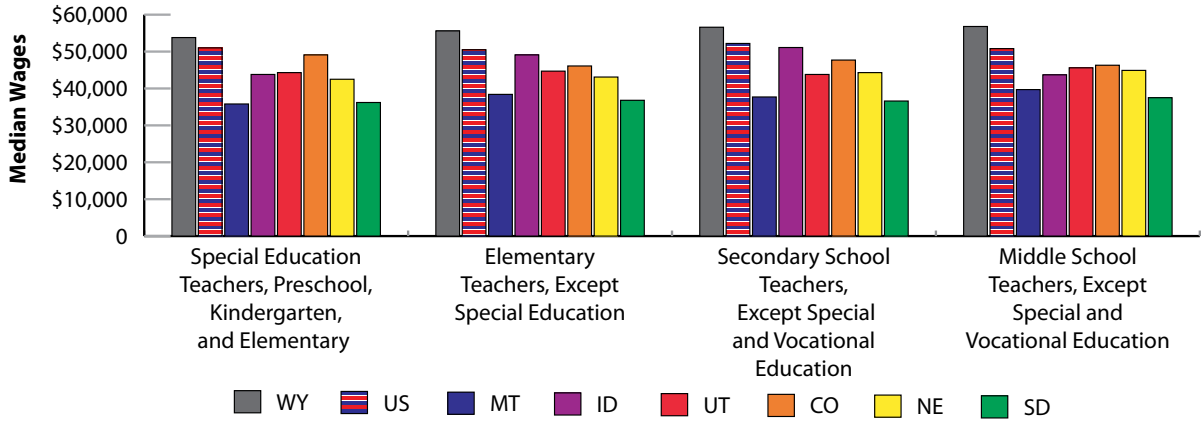
Source: http://www.cie.org.uk/docs/dynamic/31726.pdf

EDUCATIONAL SERVICES

A TEACHABLE MOMENT

An estimated 16,692 people in Wyoming worked in education, training, and library occupations in 2009. Of those, approximately half (8,287) were primary, secondary, or special education teachers. In 2009, most of these jobs in Wyoming paid higher wages than the national average and those offered in surrounding states, according to Occupational Employment Survey data.

Median Wages for Selected Occupations in Education in Wyoming, Surrounding States, and the United States in 2009



Source: Occupational Employment Statistics Survey (www.bls.gov/oes).

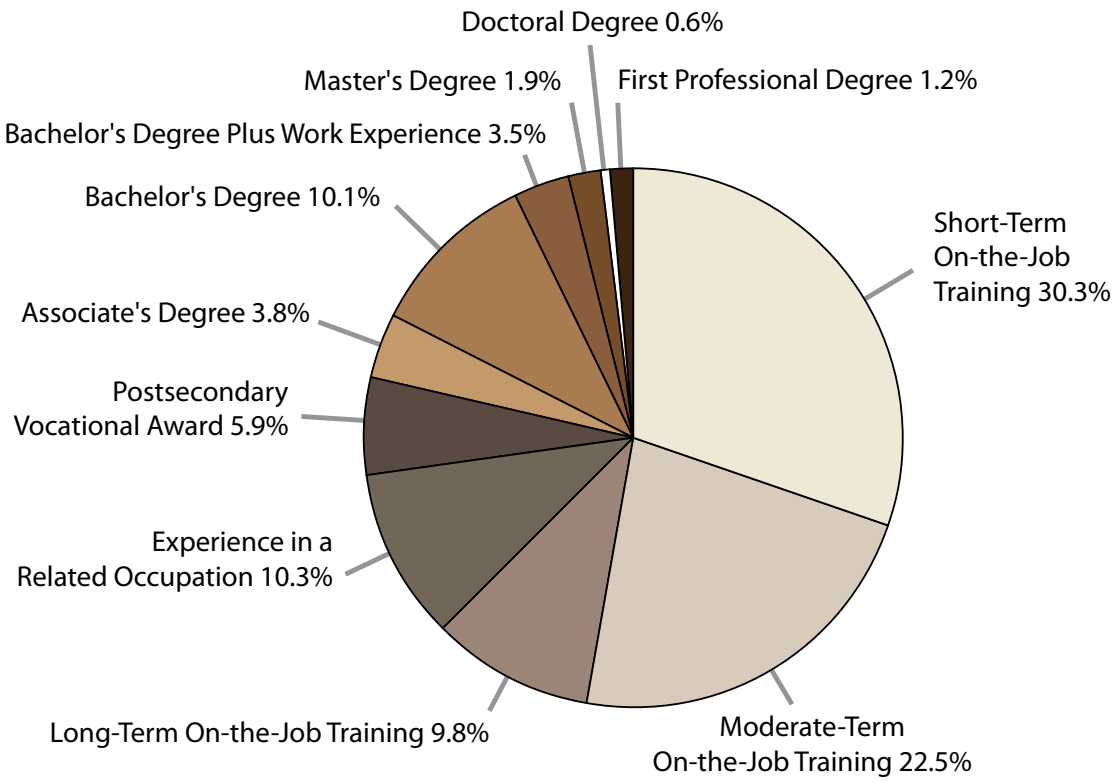
EDUCATION AND OCCUPATIONS

TO COLLEGE OR NOT TO COLLEGE?

A college degree is likely to mean higher wages and a reduced chance of unemployment, but not every student will go to college before entering the job market.

In Wyoming, roughly three-fourths of all jobs in the state do not require a college degree, but do require short- to long-term on-the-job training or experience. Examples of jobs requiring short-term training might include waiters and waitresses or home health aides, while jobs requiring long-term on-the-job training might include electricians or industrial machinery mechanics. Likewise, oilfield roustabouts or truck drivers might be required to have moderate on-the-job training.

Distribution of Projected Employment* in Wyoming by Typical Education/Experience Requirement for All Occupations, 2018



*Based on Wyoming Long-Term Occupational Projections for 2008-2018. http://doe.state.wy.us/LMI/projections/LT_occ_0818.htm

Contact Info

Air Force
www.airforce.com
1-800-423-USAF
Casper 266-3821
Cheyenne 632-2344

Navy
www.navy.com/navy/
1-800-USA-NAVY
Casper 261-5236
Cheyenne 772-2311

Army and Army Reserve
www.goarmy.com
1-800-USA-ARMY
Casper 577-5231
Cheyenne 637-8210

Marines
www.marines.com
1-800-MARINES
Casper 234-3116
Cheyenne 772-2301

Army National Guard
www.nationalguard.com
1-800-GO-GUARD

Coast Guard
www.uscg.mil
1-800-438-8724

Air National Guard
www.ang.af.mil
1-800-TO GO ANG

Still not sure?

MORE OPTIONS

How about a military career?

For some, joining the military can become a lifelong career choice. Others may use the training they receive in the military as a way to jumpstart their careers as civilians. Either way, the military can provide options and opportunities for your future.

Benefits:

- A steady paycheck
- Job training
- Room and board
- Medical coverage
- College tuition

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 how to start your own business.

Small Business Administration
http://www.sbaonline.sba.gov

PICTURE-PERFECT RÉSUMÉS

Whether you are writing your first résumé or updating an old one, you have probably wondered whether it really makes a difference in getting you the job. A résumé can say a lot about you, and not all of it in words. Think of your résumé as a word picture of yourself. Just as you would not show up for an interview in the same clothes you wore to hang out with friends, you should not submit a résumé that is unorganized or sloppy looking. Because your résumé is likely the first thing a potential employer will see from you, it needs to be a professional reflection of you and your talents. Grammar is key, so proofread carefully.

March 2, 2010

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

Gabrielle Edwards
Doctor of Veterinary Medicine
Happy Puppy Veterinary Clinic
15 Muddy River Road
Torrington, Wyoming 82240

Dear Dr. Edwards,

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

I am currently a sophomore at Torrington High School, but would like to pursue a pre-veterinary degree at the University of Wyoming when I graduate. 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, two cats, and several rabbits. 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

October 1, 2010

Jenna S. Caine
112 South Maple Street
Douglas, Wyoming 82633

Barbara H. Jackson
Personnel Director
Fletch and Fuller, Inc.
1423 East Aspen Avenue
Douglas, Wyoming 82633

Dear Ms. Jackson,

I am a senior at Douglas High School with a 3.7 grade point average. I am very interested in pursuing a career in accounting upon graduation. I would like to see firsthand what it takes to be a top-notch accountant.

I am writing to inquire whether I might be able to work in your office after school as an assistant. I am eager to learn as much as possible about all aspects of accounting and am willing to start at the bottom. I know I could make a worthwhile contribution to your company.

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

Jenna S. Caine

Enclosure

COVER LETTERS

- **Include a cover letter with every résumé 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 don't forget to thank that person for his or her time.**
- **Request an interview, and indicate when you will be calling.**

REVERSE CHRONOLOGICAL RÉSUMÉ

A reverse chronological résumé starts with the most recent employment and works backward. This is the most traditional type of résumé because it is easy to follow and contains general information about employment and education.

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March 2, 2010

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

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

EDUCATION EXPERIENCE
2008-2010 Torrington High School, Torrington, Wyoming
2009 Volunteer (summer)
Huntley Animal Shelter, Huntley, Wyoming
- Cleaned cages and fed animals
- Exercised animals

2009-2010 Biology Class Assistant
Torrington High School, Torrington, Wyoming
- Cleaned cages and fed laboratory rats

2001-2010 Member, Torrington 4-H, Torrington, Wyoming
- Raised rabbits for show at fairs
- Responsible for daily care, feeding, and cleaning

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

Jenna S. Caine
112 South Maple Street
Douglas, Wyoming 82633
(307) 555-2153

OBJECTIVE: Entry-level work experience

EDUCATION: Douglas High School, Douglas
GPA 3.7
Expected Graduation – June 20

EMPLOYMENT:
November 2009-September 20
Office Assistant
Safety First Insurance, Douglas
- Organized and maintain
- Performed administrati
- Assisted co-workers in

June 2008-August 2009
Customer Service Specialist
McDoogles Restaurant, Dougl
- Greeted customers and accurately took orders
- Received money due and returned correct change
- Balanced cash register at close of shift

June 2007-August 2007
Greenhouse Worker
Sprouts and Stalks, Douglas, Wyoming
- Prepared soil mixtures for planting beds
- Calculated food and water needs of plants
- Separated and packaged seedlings for sale

EXTRACURRICULAR ACTIVITIES:
Student Council Treasurer, 2009-Present
Member of National Honor Society
President of Math Club
Member of Spanish Club
References available upon request

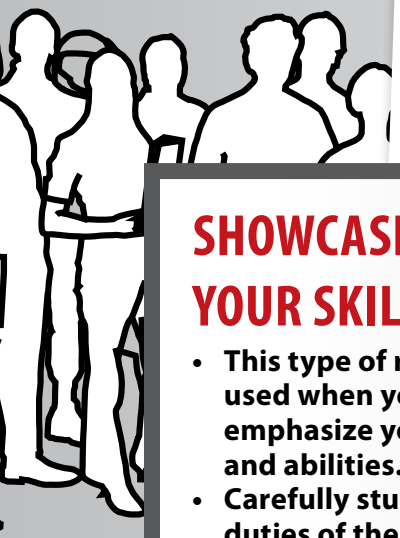
FIRST RÉSUMÉ

- **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 résumés, you may wish to include your references at the bottom.**
- **Keep all résumés to one page in length.**

FUNCTIONAL RÉSUMÉ

REMEMBER...

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



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ERIN S. ROBERTSON
742 W. Vagabond Way
Horizon, Wyoming 82930
(307) 555-1990

SUMMARY
Seeking a full-time summer position assisting a professional photographer

VOLUNTEER WORK
Camp Counselor, Summer 2010
Camp Opportunity, Paonia, Colorado
- Taught digital photography classes, ages 10-13
- Photographed activities for publicity and promotional purposes

Digital Photography Instructor, 2008-2010
Mountain Vista Assisted Living Center, Horizon, Wyoming
- Taught weekly photography class for senior citizens
- Sought and received donations of used digital cameras, computer, and projector for classes

RELATED EXPERIENCE
Photo Editor, Mountain Heights High School Yearbook
Member, Peak Pioneers 4-H Photography Club, Horizon, Wyoming
- Second place (Wildlife), 2009 Wyoming 4-H Photo Contest
- Third place (Still Life), 2009 Wyoming 4-H Photo Contest
- Photographed activities at 2009 State 4-H Leaders' Conference

Freelance photographer for Wapiti Range Outfitters (brochures and website)

EDUCATION
2005-2007 Mountain Heights High School, Horizon, Wyoming

REFERENCES
Len S. Cano, Jackson County 4-H Youth Specialist

SHOWCASE YOUR SKILLS

- **This type of résumé is used when you want to emphasize your skills and abilities.**
- **Carefully study the duties of the job for which you are applying and use the necessary skills listed on the job announcement as the qualification headers.**
- **Your employment history is usually listed at the bottom, especially if your work history covers more than 10 years.**

JESSE R. CANTU
404 Carter Avenue
Wheatland, Wyoming 82201
(307) 555-2153

OBJECTIVE
Seeking internship and work experience within a financial management firm

QUALIFICATIONS
Financial Statements – Knowledgeable of the correct procedures for creating and maintaining journals, ledgers, balance sheets, income statements, etc.
Record Keeping – Highly organized; able to accurately balance cash receipts; able to create and maintain files and records
Computer Skills – Microsoft Office Pro, Visual Basic, and Quick Books, Social Networking
Motivation – Able to work independently; continually striving to reach high performance standards, including careful attention to detail

EXPERIENCE
11/2009 – 09/2010 Office Assistant
Quality Classic Autos, Wheatland, Wyoming

07/2009 – 08/2009 Customer Service Specialist
Fish in a Biscuit, Wheatland, Wyoming

05/2008 – 09/2008 Greenhouse Worker
Petunia's, Wheatland, Wyoming

EDUCATION
Wheatland High School, Wheatland, Wyoming
GPA 3.6 (3.9/A)
Expected Graduation – May 2011

ACADEMIC HIGHLIGHTS
Treasurer, Student Council, 2006-Present
Member, National Honor Society
Member, Debate Team
Member, Spanish Club
References Furnished Upon Request

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ELECTRONIC RÉSUMÉ

QUICK CHECK

Is your résumé:

- **Typed and neatly spaced?**
- **Clean?**
- **Free of spelling errors?**
- **Factually correct?**

KEEP IT SIMPLE

- **An electronic résumé may be the simplest type of résumé, but the most versatile. It can be easily e-mailed or posted online, or copied and pasted into a traditional hard-copy résumé to be formatted later. Scannable or plain text résumés are popular with large companies that receive large volumes of résumés. The résumés are scanned into databases that can be searched for certain keywords. Only résumés containing the keywords are selected for further review.**
- **When creating an electronic résumé, save your résumé as a standard text (.txt) file. This can be attached to an e-mail message or copied and pasted into e-mail if the recipient cannot accept attachments. Do not use tabs, graphics, underlines, italics, asterisks, lines, boxes, parentheses, or other unusual characters; these may not appear properly if the recipient has different software than you have.**
- **Collect keywords from the job announcement and incorporate them into your résumé. Use terms common to the industry. Be specific about computer software such as Microsoft Word, Visual Basic, or Adobe Photoshop. Also, list any degrees, licenses, or certificates you have that may be required (MSHA, CPR training)**
- **E-mail your résumé to a friend to see what it looks like from the receiving end before you send it to a prospective employer.**

James S. Northcutt
112 South Maple Street
Park Ridge, WY 82676
307-555-2153
jasnorthcutt@webaddress.com

KEYWORD SUMMARY
Chemistry, technician, laboratory, experiment, analysis, testing, research, quality control, process, processing, safety, health, environment, remediation, air quality, water quality, hazardous waste, pollution, monitoring, cleanup, technical writing, technical support

OBJECTIVE
Seeking entry-level work experience as a chemical technician for an environmental remediation or testing firm while working toward an associate's degree in environmental science

EDUCATION
North High School, Park Ridge, WY
Expected graduation date: June 2011
GPA 3.4 (AP)

EXPERIENCE
LAB AND OFFICE ASSISTANT, 6/2010 to 09/2010. Manta Mountain Testing Center, Wyoming. Collected soil, water, and industrial wastewater for testing and analysis. Filed samples and reports. Helped set up monitoring stations to collect air and water samples. Assisted chemical engineers using gas chromatography equipment.
LANDSCAPE WORKER, 06/2009 to 09/2009. Clean Cuts Lawn Care, Centropolis, Wyoming. Mowed and maintained lawns, gardens, and landscaped areas for customers. Planted trees and shrubs and helped install sprinkler systems.
CUSTOMER SERVICE REPRESENTATIVE, 11/2008 to 06/2009. Frazier River Water, Inc., Centropolis, Wyoming. Filled water containers and delivered bottled water to customers. Administered routine water testing procedures.

AFFILIATIONS & AWARDS
Member, American Chemical Society ChemClub (2009-2011)
American Chemical Society Scholarship Recipient (2011-2012)
Varsity Baseball, Cross-Country

REFERENCES
Available upon request.

Wyoming Department
of Workforce Services
Research & Planning
P.O. Box 2760
Casper, WY 82601

Official Business
Penalty for Private Use $300
Return Service Requested