

WYOMING DEPARTMENT OF EMPLOYMENT

Wyoming Career Explorer

2006-2007



This publication is available online at
<http://doe.state.wy.us/LMI/Exp2006.htm>



web.watch

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

ANSWERS Website

[http://doe.state.wy.us/ANSWERS/
Armed Forces](http://doe.state.wy.us/ANSWERS/Armed Forces)

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

<http://www.airforce.com>

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

<http://www.goarmy.com>

<http://www.Marines.com>

<http://www.navyjobs.com>

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

Interest Inventories

<http://www.jvis.com>

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

<http://www.questcareer.com>

Job Websites

<http://www.careerbuilder.com>

<http://www.craigslist.org>

<http://www.firstgov.gov>



<http://www.monster.com>

<http://www.usajobs.opm.gov>

Research & Planning

<http://doe.state.wy.us/LMI/>

Small Business Administration

<http://sbaonline.sba.gov>

Worker Safety and Labor Laws

<http://doe.state.wy.us/doe.asp?ID=3>

<http://www.osha.gov>

<http://www.youthrules.dol.gov>



Wyoming Career Explorer

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Submitted for printing September 2006

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The Wyoming Department of Employment, Research & Planning section would like to give special thanks to the **Wyoming Career Explorer Advisory Committee**. Their help with this publication is deeply appreciated.

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Petri Dishes and Percentages

Most people do not realize how many occupations fall within the category of math and science occupations. When women, especially, think about selecting an occupation in math or science, they immediately think about nursing. However, a career in nursing is not for everyone. The good news is there are several occupations similar to nursing but which perform slightly different tasks. For instance, chiropractors, dental hygienists, optometrists, physician assistants, and respiratory therapists all use very similar sets of skills.

The most common math and science occupations in Wyoming are shown in Table 1. Bookkeeping, accounting, & auditing clerks make up the largest group, employing 5,070 people in the state. Registered nurses are second with 3,940 people. Electricians, accountants & auditors, civil engineers, and pharmacists are among the top 10.

The fastest growing math and science occupations are listed in Table 2. While these occupations may not be the largest right now, we expect them to become increasingly important over the

Table 1: 10 Most Common Wyoming Statewide Math and Science Occupations by Total Employment, May 2005

Standard Occupational Classification Code and Title	Total Employment
43-3031 Bookkeeping, accounting, and auditing clerks	5,070
29-1111 Registered nurses	3,940
31-1012 Nursing aides, orderlies, and attendants	2,990
47-2111 Electricians	2,020
13-2011 Accountants and auditors	1,500
43-3071 Tellers	1,320
29-2061 Licensed practical and licensed vocational nurses	730
17-2051 Civil engineers	680
13-2072 Loan officers	600
31-9091 Dental assistants	470

Table 2: Wyoming Statewide Math and Science Occupations With the Highest Projected Employment Growth, 2004-2014

Standard Occupational Classification Code and Title	Percent Change
15-1081 Network systems and data communications analysts	68.8
31-1011 Home health aides	62.9
15-1031 Computer software engineers, applications	55.5
51-9061 Inspectors, testers, sorters, samplers, and weighers	52.8
17-2112 Industrial engineers	52.7
29-1071 Physician assistants	50.0
17-2171 Petroleum engineers	49.7
31-9092 Medical assistants	48.1
19-4092 Forensic science technicians	46.2
53-2012 Commercial pilots	45.8
29-2056 Veterinary technologists and technicians	45.4
29-2052 Pharmacy technicians	44.4

next 10 years. Not surprisingly, information technology jobs are a significant part of the list. Network systems and data communications analysts are likely to grow the fastest, increasing from 250 jobs in 2004 to 422 jobs in 2014. That is a 68.8% increase in jobs. Home health aides are second with an expected 62.9% growth rate.

Table 3 displays the math and science occupations with the highest median annual wages. As you would expect, 10 of the top 13 are health care

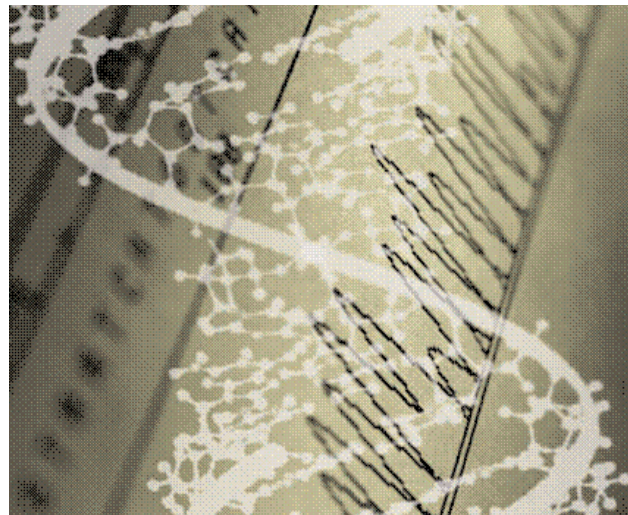
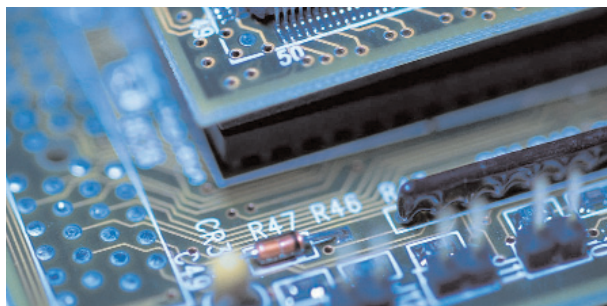


Table 3: Wyoming Statewide Math and Science Occupations by Highest Mean Annual Wage, May 2005

Standard Occupational Classification Code and Title	Mean Annual Wage
29-1067 Surgeons	\$186,114
29-1061 Anesthesiologists	\$171,575
29-1064 Obstetricians and gynecologists	\$160,554
29-1062 Family and general practitioners	\$151,707
29-1063 Internists, general	\$146,981
29-1065 Pediatricians, general	\$103,485
11-1011 Chief executives	\$94,687
29-1041 Optometrists	\$94,447
25-1032 Engineering teachers, postsecondary	\$84,826
29-1051 Pharmacists	\$82,026
11-9041 Engineering managers	\$81,445

occupations. Surgeons top the list with an average salary of \$186,114 per year. In addition to those with health care jobs, postsecondary educators and engineers are among the highest paid in Wyoming.

Whether you prefer calculus or biology, there are plenty of math and science occupations to choose from. For more information visit <http://doe.state.wy.us/ANSWERS/>.



Where Are You Headed?

If you like...

Being Creative
Writing
Music or Art
Acting or Dancing

History
Solving Problems
Expressing Your Ideas or
Viewpoints to Others

You might like a career in...

Arts and Humanities

Entry-Level Jobs On-the-Job Training High School Diploma

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

Skilled-Level Jobs Specialized Schools Community College

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

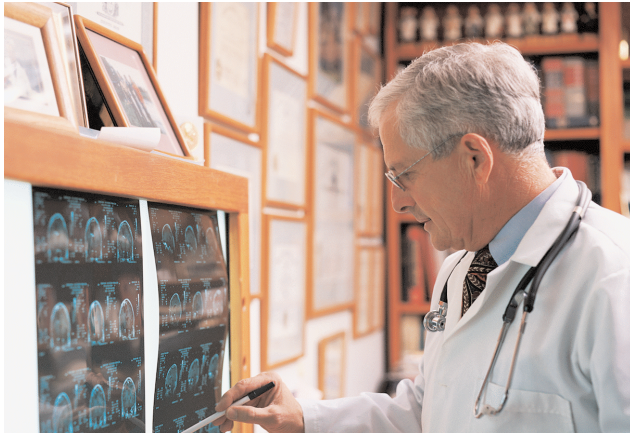


Professional-Level Jobs Four-Year College Degree Advanced Degree

Architect
Art Director

Cinematographer
Editor
Education Administrator
Foreign Correspondent
Historian/Curator
Interior Designer
Journalist
Judge

Lawyer
Librarian
Lobbyist/Politician
Musician
Playwright
Publisher
Teacher
Technical Writer



If you like...

Helping People
Teaching or Coaching
Taking Care of Children
Learning About Health
and Medicine
Law Enforcement

You might like a career in...

HEALTH AND HUMAN SERVICES

Entry-Level Jobs
On-the-Job Training
High School Diploma

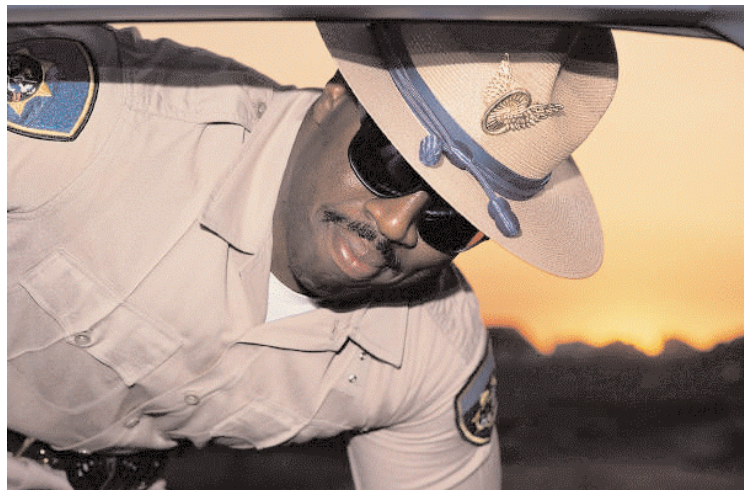
Bus Driver
Certified Nurse Aide
Child Care Worker
Corrections Worker
Day Care Owner
Dietetic Technician
Exercise Instructor
Geriatric Aide
Home Health Aide
Hospital Clerk
Medical Secretary
Nanny
Office Aide
Security Guard
Social Services Aide
Teacher's Aide

Skilled-Level Jobs
Specialized Schools
Community College

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

Professional-Level Jobs
Four-Year College Degree
Advanced Degree

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



If you like...

Performing Scientific Experiments
Solving Problems
Working With Computers
Math
Working With Your Hands
Farming or Ranching

Entry-Level Jobs **On-the-Job Training** **High School Diploma**

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



You might like a career in...

Science and Technology



Skilled-Level Jobs **Specialized Schools** **Community College**

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

Professional-Level Jobs **Four-Year College Degree** **Advanced Degree**

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



If you like...

Working With Numbers
Being a Leader
Using a Computer
Staying Organized

You might like a career in...

Business and Management

Entry-Level Jobs **On-the-Job Training** **High School Diploma**

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

Skilled-Level Jobs **Specialized Schools** **Community College**

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

Professional-Level Jobs **Four-Year College Degree** **Advanced Degree**

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

Not sure what you like?

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

<http://www.jvis.com>

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

<http://www.questcareer.com>





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

Accountant & Auditor

Average Hourly Wage = \$21.81

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

Agricultural/Food Scientist

Average Hourly Wage = \$23.54

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

Air Traffic Controller

Average Hourly Wage = \$32.12

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

Aircraft Mechanic

Average Hourly Wage = \$20.52

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

Aircraft Pilot

Average Annual Wage = \$62,610

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

Announcer, Radio & TV

Average Hourly Wage = \$9.92

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

Anthropologist

Average Hourly Wage = \$20.60

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

Architect

Average Hourly Wage = \$25.92

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

Artist/Commercial Artist

Average Hourly Wage = \$19.34

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

Audiologist

Average Hourly Wage = \$22.95

Examines and provides remedial services for persons with hearing disorders.

Automotive Mechanic

Average Hourly Wage = \$15.95

Adjusts, repairs, and overhauls automotive vehicles. May be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-End Mechanics. Estimates and negotiates repair costs. May use computerized diagnostic equipment.

Bank Teller

Average Hourly Wage = \$9.25

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

Barber

Average Hourly Wage = \$9.76

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

Bill & Account Collector**Average Hourly Wage = \$11.77**

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

Billing Clerk**Average Hourly Wage = \$11.84**

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

Blaster & Explosives Worker**Average Hourly Wage = \$22.80**

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

Bookkeeping, Accounting, & Audit Clerk**Average Hourly Wage = \$12.16**

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

Brick Mason**Average Hourly Wage = \$16.19**

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

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

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

Budget Analyst**Average Hourly Wage = \$26.84**

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

Building & Construction Inspector**Average Hourly Wage = \$18.52**

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

Bus Driver**Average Hourly Wage = \$14.70**

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

Cabinet Maker**Average Hourly Wage = \$15.10**

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

Camera Operator, TV**Average Hourly Wage = \$14.85**

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

Carpenter**Average Hourly Wage = \$16.97**

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

Cashier**Average Hourly Wage = \$7.93**

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

Chemical Equipment Controller & Operator**Average Hourly Wage = \$17.21**

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

Child Care Worker**Average Hourly Wage = \$7.68**

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

Chiropractor**Average Hourly Wage = \$37.33**

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

Clergy**Average Hourly Wage = \$18.44**

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

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

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

Coach/Trainer**Average Hourly Wage = \$12.93**

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

Computer Programmer**Average Hourly Wage = \$17.71**

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

Computer Support Specialist**Average Hourly Wage = \$17.39**

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

Concrete & Terrazzo Finisher**Average Hourly Wage = \$13.51**

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

Construction & Building Inspector**Average Hourly Wage = \$18.52**

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

Cook, Fast Foods**Average Hourly Wage = \$6.52**

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

Cook, Restaurant**Average Hourly Wage = \$8.69**

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

Correctional Officer**Average Hourly Wage = \$14.82**

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

Cost Estimator**Average Hourly Wage = \$26.68**

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

Counselor, Vocational or Educational**Average Hourly Wage = \$19.91**

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

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

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

Crane & Tower Operator**Average Hourly Wage = \$19.37**

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

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

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

Crushing & Related Machine Operator**Average Hourly Wage = \$19.92**

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

Curator, Archivist, & Conservator**Average Hourly Wage = \$17.80**

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

Dancer/Choreographer**Average Hourly Wage = \$12.47**

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

Database Administrator**Average Hourly Wage = \$23.19**

Coordinates changes to computer databases. Designs, codes, tests, and implements databases.

Dental Assistant**Average Hourly Wage = \$12.16**

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

Dental Hygienist**Average Hourly Wage = \$25.55**

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

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

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

Designer**Average Hourly Wage = \$19.34**

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

Dietitian & Nutritionist**Average Hourly Wage = \$19.86**

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

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

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

Dispatcher, Police/Fire/Ambulance**Average Hourly Wage = \$12.95**

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

Drafter**Average Hourly Wage = \$22.52**

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

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

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

Drywall Installer**Average Hourly Wage = \$14.98**

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

Education Administrator**Average Hourly Wage = \$33.55**

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

Electrical Power-Line Installer & Repairer**Average Hourly Wage = \$22.90**

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

Electrician**Average Hourly Wage = \$21.02**

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

Electrician, Powerhouse, Substation, & Relay**Average Hourly Wage = \$27.82**

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

Electronics Repairer, Commercial and Industrial Equipment**Average Hourly Wage = \$20.92**

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

Engineering Technician**Average Hourly Wage = \$20.78**

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

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

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

Engineer, Chemical**Average Hourly Wage = \$31.08**

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

Engineer, Civil**Average Hourly Wage = \$25.60**

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

Engineer, Computer**Average Hourly Wage = \$28.44**

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

Engineer, Electric/Electronics**Average Hourly Wage = \$30.77**

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

Engineer, Industrial (Except Safety)**Average Hourly Wage = \$35.26**

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

Engineer, Mechanical**Average Hourly Wage = \$32.04**

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

Engineer, Mining (Including Safety)**Average Hourly Wage = \$31.99**

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

Engineer, Petroleum**Average Hourly Wage = \$34.50**

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

Engineer, Safety (Except Mining)**Average Hourly Wage = \$26.67**

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

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

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

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

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

Farm Worker (Farm & Ranch Animals)**Average Hourly Wage = \$14.15**

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

File Clerk**Average Hourly Wage = \$8.49**

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

**First Line Supervisor,
Production/Construction/Maintenance****Average Hourly Wage = \$26.22**

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

Fish & Game Warden**Average Hourly Wage = \$19.58**

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

Food Preparation Worker**Average Hourly Wage = \$8.65**

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

Forester/Conservation Scientist**Average Hourly Wage = \$26.85**

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

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

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

Funeral Director & Mortician**Average Hourly Wage = \$25.51**

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

Furnace, Kiln, Oven, Drier, or Kettle Operator**Average Hourly Wage = \$21.08**

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

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

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

General Office Clerk**Average Hourly Wage = \$10.44**

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

Geologist, Geophysicist, & Oceanographer**Average Hourly Wage = \$32.05**

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

Grader/Dozer/Scraper Operator**Average Hourly Wage = \$19.07**

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

Guard**Average Hourly Wage = \$10.63**

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

Hairdresser, Hairstylist & Cosmetologist**Average Hourly Wage = \$9.76**

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

Health Practitioner**Average Hourly Wage = \$62.08**

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

Helper & Laborer**Average Hourly Wage = \$10.25**

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

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

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

Home Entertainment Equipment Repairer**Average Hourly Wage = \$14.29**

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

Home Health Aide**Average Hourly Wage = \$9.42**

Cares for elderly, convalescent, or handicapped person in home of patient. Changes bed linens; prepares meals; provides assistance with getting in and out of bed, bathing, dressing, and grooming; and administers medications under doctor's orders.

Hotel Desk Clerk**Average Hourly Wage = \$8.59**

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

Human Service Worker**Average Hourly Wage = \$10.40**

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

Industrial Truck & Tractor Operator**Average Hourly Wage = \$16.94**

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

Insulation Worker**Average Hourly Wage = \$14.72**

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

Insurance Adjuster, Examiner, & Inspector**Average Hourly Wage = \$19.58**

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

Insurance Claims Clerk**Average Hourly Wage = \$11.68**

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

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

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

Interior Designer**Average Hourly Wage = \$24.40**

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

Janitor & Cleaner**Average Hourly Wage = \$9.67**

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

Landscape Architect**Average Hourly Wage = \$25.96**

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

Law Clerk**Average Hourly Wage = \$12.29**

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

Lawyer/Attorney**Average Hourly Wage = \$32.37**

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

Legal Secretary**Average Hourly Wage = \$13.64**

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

Librarian**Average Hourly Wage = \$20.84**

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

Library Assistant & Bookmobile Driver**Average Hourly Wage = \$10.12**

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

Licensed Practical Nurse**Average Hourly Wage = \$15.85**

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

Loan & Credit Clerk**Average Hourly Wage = \$11.19**

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

Loan Officer & Counselor**Average Hourly Wage = \$18.65**

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

Machinery Maintenance Worker**Average Hourly Wage = \$27.19**

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

Machinist**Average Hourly Wage = \$18.00**

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

Maintenance Repairer**Average Hourly Wage = \$17.02**

Performs 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.

Manager, Financial**Average Hourly Wage = \$32.39**

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

Manager, Food Service & Lodging**Average Hourly Wage = \$17.63**

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

Manager, General & Top Executive**Average Hourly Wage = \$32.78**

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

Manager, Mining (& Related Occupations)**Average Hourly Wage = \$37.53**

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

Marketing/Sales Supervisor**Average Hourly Wage = \$15.21**

Directly supervises and coordinates activities of marketing and sales workers. May perform budgeting, accounting, marketing, and personnel work.

Mechanic, Machinery Maintenance**Average Hourly Wage = \$17.02**

Repairs and maintains the operating condition of industrial production and processing machinery, printing machinery, and refinery and pipeline distribution systems.

Mechanic, Mobile Heavy Equipment**Average Hourly Wage = \$20.79**

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

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

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

Medical Assistant**Average Hourly Wage = \$10.56**

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

Medical Secretary**Average Hourly Wage = \$12.01**

Performs 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; and preparing and sending bills to patients.

Medical/Clinical Laboratory Technician**Average Hourly Wage = \$13.77**

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

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

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

Meter Readers, Utilities**Average Hourly Wage = \$16.60**

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

Millwright**Average Hourly Wage = \$18.59**

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

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

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

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

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

Nursing Aide & Orderly**Average Hourly Wage = \$10.32**

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

Optometrist**Average Hourly Wage = \$45.41**

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

Order Clerk**Average Hourly Wage = \$10.48**

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

Paralegal**Average Hourly Wage = \$13.64**

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

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

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

Pharmacist**Average Hourly Wage = \$39.44**

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

Photographer**Average Hourly Wage = \$14.39**

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

Photographic Processing Machine Operator**Average Hourly Wage = \$11.38**

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

Physical Therapist**Average Hourly Wage = \$29.28**

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

Physician's Assistant**Average Hourly Wage = \$27.75**

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

Physician & Surgeon**Average Hourly Wage = \$60.55**

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

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

Coordinates and expedites the flow of work and materials within or between departments of an establishment according to a production schedule. Duties are primarily clerical in nature.

Plumber**Average Hourly Wage = \$20.31**

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

Police Patrol Officer**Average Hourly Wage = \$18.30**

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

Postal Mail Carrier**Average Hourly Wage = \$17.38**

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

Power Plant Operator**Average Hourly Wage = \$25.57**

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

Psychologist**Average Hourly Wage = \$25.74**

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

Public Relations Specialist**Average Hourly Wage = \$18.60**

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

Purchasing Agent**Average Hourly Wage = \$22.06**

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

Radiologic Technologist**Average Hourly Wage = \$20.97**

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

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

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

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

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

Real Estate Appraiser**Average Hourly Wage = \$23.09**

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

Real Estate Sales Agent**Average Hourly Wage = \$26.34**

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

Receptionist**Average Hourly Wage = \$9.44**

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

Registered Nurse**Average Hourly Wage = \$23.18**

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

Reporter & Correspondent (Except Radio & Television)**Average Hourly Wage = \$13.00**

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

Respiratory Therapist**Average Hourly Wage = \$19.68**

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

Retail Salesperson**Average Hourly Wage = \$9.57**

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

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

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

Roustabout**Average Hourly Wage = \$16.01**

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

Sales & Related Worker**Average Hourly Wage = \$9.57**

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

Secretary**Average Hourly Wage = \$10.81**

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

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

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

Social Worker**Average Hourly Wage = \$18.82**

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

Speech-Language Pathologist & Audiologist**Average Hourly Wage = \$23.33**

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

Still & Related Machine Operator**Average Hourly Wage = \$24.36**

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

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

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

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

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

Surveying & Mapping Technician**Average Hourly Wage = \$15.10**

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

Surveyor & Cartographer**Average Hourly Wage = \$20.91**

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

Teacher, Elementary**Average Annual Wage = \$41,910**

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

Teacher, Engineering, Postsecondary**Average Annual Wage = \$84,830**

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

Teacher, Secondary**Average Annual Wage = \$41,400**

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

Teacher, Special Education**Average Annual Wage = \$41,500**

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

Technical Writer**Average Hourly Wage = \$20.70**

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

Title Searcher**Average Hourly Wage = \$14.82**

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

Travel Agent**Average Hourly Wage = \$13.67**

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

Truck Driver, Heavy**Average Hourly Wage = \$17.34**

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

Truck Driver, Light**Average Hourly Wage = \$11.89**

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

Urban & Regional Planner**Average Hourly Wage = \$22.11**

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

Veterinarian**Average Hourly Wage = \$26.50**

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

Waiter/Waitress**Average Hourly Wage = \$6.71**

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

Welder & Cutter**Average Hourly Wage = \$16.50**

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

Writer & Editor**Average Hourly Wage = \$16.19**

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

*These wages are 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/>.

Need More Career Options?



Benefits:

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



Military Careers



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

Air Force www.airforce.com

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

Navy www.navyjobs.com

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.1800goguard.com

1-800-GO-GUARD

Coast Guard www.uscg.mil/jobs

1-800-438-8724

Air National Guard www.ang.af.mil

1-800-TO GO ANG

Minding Your Own Business

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

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



Money: How Much Is Enough?

Amanda, Josh, and Kelly are three friends who made different career choices. Look at their expenses and see what they each buy in a month. In the spaces on the right, list the amounts you think you will spend in a month. Then look at the average hourly wage of your career choice in the Career Menu on pages 10-19. Multiply the average hourly wage by 173 to get your monthly salary. Does your career choice allow you to buy all the things you want?



Amanda



Josh



Kelly

You

Important Stuff

Housing ¹	\$400	\$700	\$1,000	_____
Electricity	45	60	100	_____
Car ²	250	400	750	_____
Insurance	80	110	150	_____
Phone	40	50	60	_____
Groceries	200	230	270	_____
Toiletries	45	50	90	_____
Credit Cards	55	80	200	_____
Student Loan	None	None	400	_____

Cool Stuff

Television	60	60	80	_____
Clothes	45	90	150	_____
Entertainment	35	100	200	_____
Travel	None	50	100	_____

Total Expenses	\$1,255	\$1,980	\$3,550	_____
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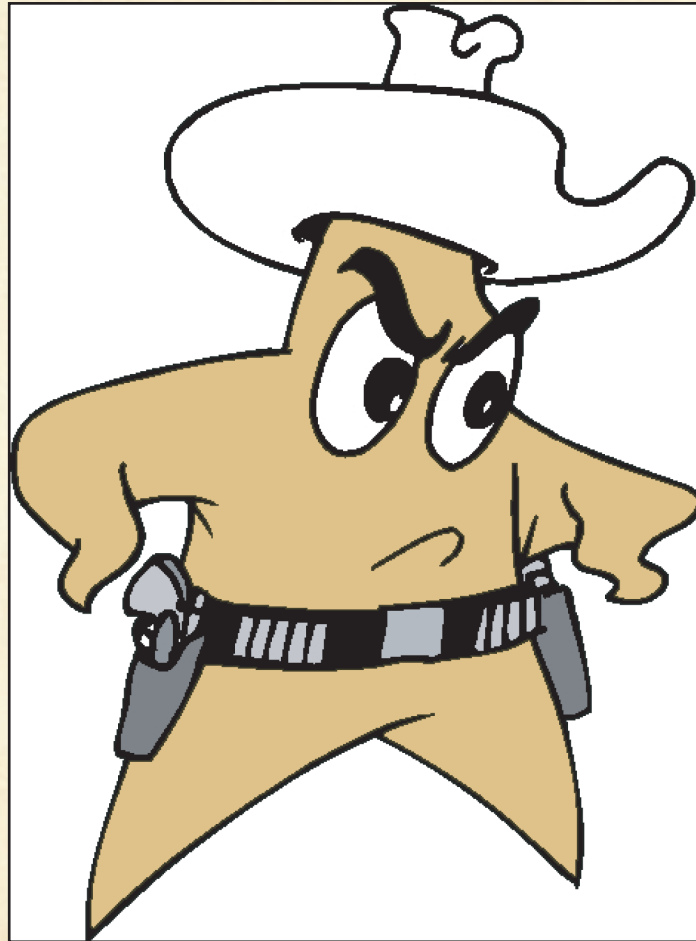
Career Choice	Hairdresser (Entry Level)	Carpenter (Skilled Level)	Electrical Engineer (Professional Level)	_____
Salary ³	\$1,700	\$2,900	\$5,300	_____
- Taxes (23%)	\$390	\$670	\$1,200	_____
Take Home Pay	\$1,310	\$2,230	\$4,100	_____
- Total Expenses	\$1,255	\$1,980	\$3,550	_____
Savings	\$55	\$250	\$550	_____

¹Amanda rents a one bedroom apartment; Josh owns a three bedroom home; Kelly owns a five bedroom home.

²Amanda drives a used car; Josh and Kelly both drive new vehicles.

³To figure your monthly salary, multiply the average weekly wage of your career choice from the Career Menu on pages 10-19 by 173.

WANTED!



PERSON TO FILL GREAT JOB. EXPERIENCE PREFERRED.

Don't let this statement stop you from applying for the job of your dreams. By volunteering, getting involved in an internship program, or participating in extracurricular activities, you can

gain the experience necessary to land that job you've been searching for. Plus, the experience looks great on college applications and can help you get scholarships and financial aid.



Strategies to Gain Experience

Information Interview

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

Job Shadowing

Job shadowing gives you the opportunity to see first hand what a job is really like. It



involves spending time watching a person go through the daily activities of his or her job. Job shadowing can help you decide if that career could be

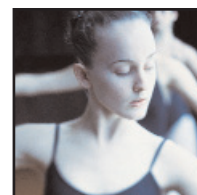
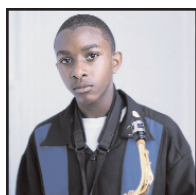
the right one for you.

Sometimes a job sounds great, but by job shadowing, you will see if the job is too stressful, too demanding or just too boring to hold your interest.



Extracurricular Activities

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



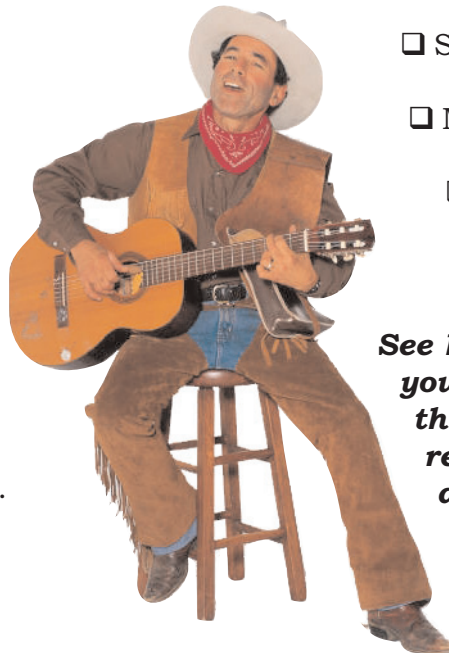
Basic Skills

I can:

- ☐ Read and write well.
- ☐ Solve math problems.
- ☐ Apply basic skills to new situations.
- ☐ Follow directions.
- ☐ Work without constant supervision.
- ☐ Think creatively.
- ☐ Talk about and fix problems.
- ☐ Improve my skills.
- ☐ Keep a positive attitude about work.
- ☐ Dress professionally.
- ☐ Accept new responsibilities.
- ☐ Be reliable and on time.
- ☐ Show pride in my work.
- ☐ Get along with others.
- ☐ Be a self-starter.



Got Skills?



Workplace Skills

I can:

- ☐ Get my work done on time.
- ☐ Work quickly with few mistakes.
- ☐ Organize my work area.
- ☐ Work in a group.
- ☐ Teach or lead others.
- ☐ Help members of my team.
- ☐ Respect other cultures.
- ☐ Use a computer.
- ☐ Explain information to others.
- ☐ Organize and keep files.
- ☐ Select the right equipment.
- ☐ Maintain equipment.
- ☐ Adapt to new technology.

See how many of these skills you can check off. Include the checked skills in your resume (especially if your actual work experience is limited) and mention them during job interviews.

Out of This World Resumes

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

Cover Letters

Cover Letter:

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



April 1, 2007

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

Eric R. Daniels

Enclosure

October 1, 2007

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

Barbara H. Jackson
Personnel Director
Fletcher 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

Reverse Chronological Resume

First Resume:

- Even though Eric does not have much work experience, he has included volunteer work and other activities, such as 4-H, that are related to the job he is trying to obtain.
- With short resumes, you may wish to include your references at the bottom.
- Keep **all** resumes to one page in length.

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	2005-2007 Torrington High School, Torrington, Wyoming
EXPERIENCE	<p>2006 Volunteer (summer) Huntley Animal Shelter, Huntley, Wyoming * Cleaned cages and fed animals * Exercised animals</p> <p>2005-2007 Biology Class Assistant Torrington High School, Torrington, Wyoming * Cleaned cages and fed laboratory rats</p> <p>1997-2007 Member Torrington 4-H, Torrington, Wyoming * Raised rabbits for show at fairs * Responsible for daily care, feeding, and cleaning</p>
REFERENCES	<p>Kit T. Katt, Manager Huntley Animal Shelter Huntley, Wyoming 82218 Telephone: (307) 555-6369</p> <p>Bay O. Wolff, Instructor Torrington High School Torrington, Wyoming 82240 Telephone: (307) 555-3647</p>



Reverse Chronological Resume:

- Starts with the most recent employment and works backward. This is the most traditional type of resume because it is easy to follow and contains general information about employment and education.



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

OBJECTIVE:	Entry-level work experience within a CPA firm
EDUCATION:	Douglas High School, Douglas, Wyoming GPA 3.7 Expected Graduation – June 2008
EMPLOYMENT:	<p>November 2006-September 2007 Office Assistant Safety First Insurance, Douglas, Wyoming * Organized and maintained files * Performed administrative functions * Assisted co-workers in the performance of their duties</p> <p>June 2006-August 2006 Customer Service Specialist McDougles Restaurant, Douglas, Wyoming * Greeted customers and accurately took orders * Received money due and returned correct change * Balanced cash register at close of shift</p> <p>June 2005-August 2005 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</p>
EXTRACURRICULAR ACTIVITIES:	Student Council Treasurer, 2006-Present Member of National Honor Society President of Math Club Member of Spanish Club
References available upon request	

Functional Resume



Functional Resume:

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

ERIC R. DANIELS 2017 East "A" Street Torrington, Wyoming 82240 (307) 555-4171	
SUMMARY	Seeking a full-time summer position assisting a veterinarian, working primarily with small animals
VOLUNTEER WORK	Summer Volunteer, Summer 2006 Huntley Animal Shelter, Huntley, Wyoming * Cleaned cages and fed animals * Exercised animals Biology Class Assistant, 2005-2007 Torrington High School, Torrington, Wyoming * Cleaned cages and fed laboratory rats
RELATED EXPERIENCE	Member of 4-H Torrington 4-H, Torrington, Wyoming * Raised rabbits for show at fairs * Responsible for daily care, feeding, and cleaning of animals Pet Owner * Currently own and care for one dog, two cats, and six rabbits
EDUCATION	2005-2007 Torrington High School, Torrington, Wyoming
REFERENCES	Kit T. Katt, Manager Huntley Animal Shelter Huntley, Wyoming 82218 Telephone: (307) 555-6369 Bay O. Wolff, Instructor Torrington High School Torrington, Wyoming 82240 Telephone: (307) 555-3647

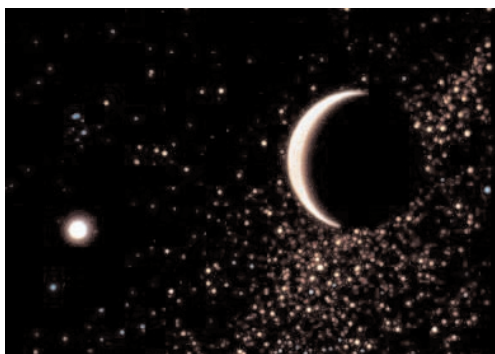
Remember...

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

JENNA S. CAINE 112 South Maple Street Douglas, Wyoming 82633 (307) 555-2153	
OBJECTIVE	Seeking entry-level work experience within a CPA firm
QUALIFICATIONS	Financial Statements – Knowledgeable of the correct procedures for creating and maintaining journals, ledgers, balance sheets, income statements, etc. Records Keeping – Highly organized; able to accurately balance cash receipts; able to create and maintain files and records Computer Skills – Microsoft Office, WordPerfect, Lotus, Sage, and Quick Books Motivation – Able to work independently; continually striving to reach high performance standards, including careful attention to detail
EXPERIENCE	11/2006 – 09/2007 Office Assistant Safety First Insurance, Douglas, Wyoming 06/2006 – 08/2006 Customer Service Specialist McDoogles Restaurant, Douglas, Wyoming 06/2005 – 08/2005 Greenhouse Worker Sprouts and Stalks, Douglas, Wyoming
EDUCATION	Douglas High School, Douglas, Wyoming GPA 3.7 (4.0/A) Expected Graduation – June 2008
ACADEMIC HIGHLIGHTS	Student Council Treasurer, 2006-Present Member of National Honor Society President of Math Club Member of Spanish Club
<i>References Furnished Upon Request</i>	



Electronic Resume



Electronic Resume:

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

Jenna S. Caine
112 South Maple Street
Douglas, WY 82633
307-555-2153
jcaine@webaddress.com

KEYWORD SUMMARY
Quick Books, Sage, General Ledgers, Journals, Income Statements, Balance Sheets, Organized, Invoices, Reports, Motivated, Detail Oriented, High Performance Standards, Student Council Treasurer, National Honor Society

OBJECTIVE
Seeking entry-level work experience within a CPA firm

EDUCATION
Douglas High School, Douglas, WY
GPA 3.7/4.0

EXPERIENCE
OFFICE ASSISTANT, 11/2006 to 09/2007
Safety First Insurance, Douglas, Wyoming
Organized and maintained files. Performed administrative functions. Assisted co-workers in the performance of their duties.

CUSTOMER SERVICE SPECIALIST, 06/2006 to 08/2006
McDoogles Restaurant, Douglas, Wyoming
Greeted customers and accurately took orders. Received money due and returned correct change. Balanced cash register at close of shift.

GREENHOUSE WORKER, 06/2005 to 08/2005
Fletcher and Fuller, Inc., Douglas, Wyoming
Prepared soil mixtures for planting beds. Calculated food and water needs of plants. Separated and packaged seedlings for sale.

AFFILIATIONS
Student Council Treasurer
Member of National Honor Society
President of Math Club
Member of Spanish Club

REFERENCES
Available upon request.



Ready to Blast Off? Check These First.

Is your resume:

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

The Secret to Your Success - Networking

Networking is not just for company executives.
The truth is...anyone can network, even you!

The best part of networking is how easy it can be.
First, make a list of every person 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 good records of who you talked to and how they helped.
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.

Networking is one of the best ways to find a job.
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.

Why networking works...

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.

Interview Secrets

Easy Answers to Tough Questions

Q: Tell me about yourself.

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

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

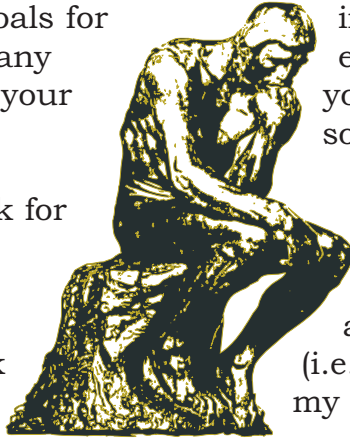
A: Start by telling the interviewer what you can do for them. Do your homework on the company (i.e., check their website) and indicate your interest in a current project. Mention some of the highlights from your research and your desire to contribute to such a progressive company. Talk about how working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

Q: What do you look for in a job?

A: State that you are looking for a chance to challenge and improve your skills.

Q: What are your strengths?

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



Q: What are your weaknesses?

A: Show your weakness as an opportunity for growth (i.e., "Because I just graduated, my greatest weakness is that I do not have much experience, but I am excited to learn new things.")

Q: Do you have any questions?

A: Always have at least two 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?

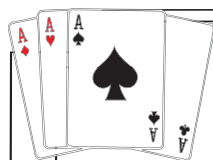
Interview Dos and Don'ts

- 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 done.



-
- 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 **after** they make you an offer.)
 - Don't badmouth your former employer.





Ace Your Interview

A
♦

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

2
♦

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

3
♦

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

4
♦

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

5
♦

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

6
♦

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

7
♦

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

♦
4



By law, employers can only ask interview questions relating to the job.

However, some employers may deliberately or accidentally ask an illegal question.

Below are some illegal questions you may be asked during an interview, the reasoning behind the questions, and a response you can give that may address their concerns.

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

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

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

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

Why they might be asking: They are concerned you will have family conflicts if you are asked to travel, to work 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 U.S. citizen? Where were you born? What is your nationality?

Why they might be asking: They need to know if you are authorized to work in the U.S.

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 will not be able to perform job-related functions because of physical limitations.

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

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



The U. S. Department of Labor and the Wyoming Department of Employment's 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 (FLSA) were enacted to ensure that when young people work, the work does not jeopardize their health, well-being, or educational opportunities.

DO YOU KNOW YOUR RIGHTS?

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.

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. Dept. of Labor or your state labor department outlining the protections of the Occupational Safety and Health Act.



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

If you are under 18 years old, you are not allowed to operate power-driven machines, including:

- Power-driven meat slicers and meat grinders
- Forklifts
- Paper balers and cardboard compactors
- Power-driven bakery equipment, incl. mixers
- Power-driven woodworking equipment, including chain saws and circular saws
- Drive motor vehicles or working as an outside helper on motor vehicles
- Logging or sawmilling operations
- Wrecking, demolition, or ship-breaking
- Roofing
- Trenching and excavation operations



You must be 16 years old, to work on construction sites.

★For information regarding the FLSA youth employment provisions, including a complete list of all hazardous occupations visit www.youthrules.dol.gov.



TEEN INJURIES OCCUR FROM:

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



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

Wyoming Labor Laws

- Wyoming's minimum wage is \$5.15 per hour (unless 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/hour in wages as long as your tips plus wages equal \$5.15/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 from 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.

For more on Wyoming Labor Laws, visit the Wyoming Department of Employment, Labor Standards office website at <http://doe.state.wy.us/doe.asp?ID=3>

Don't be a...

Nurse (\$23.18)
Brokerage Clerk (\$12.38)
Paralegal (\$13.64)
Dental Hygienist (\$25.55)
Bank Teller (\$9.25)
Security Guard (\$10.63)



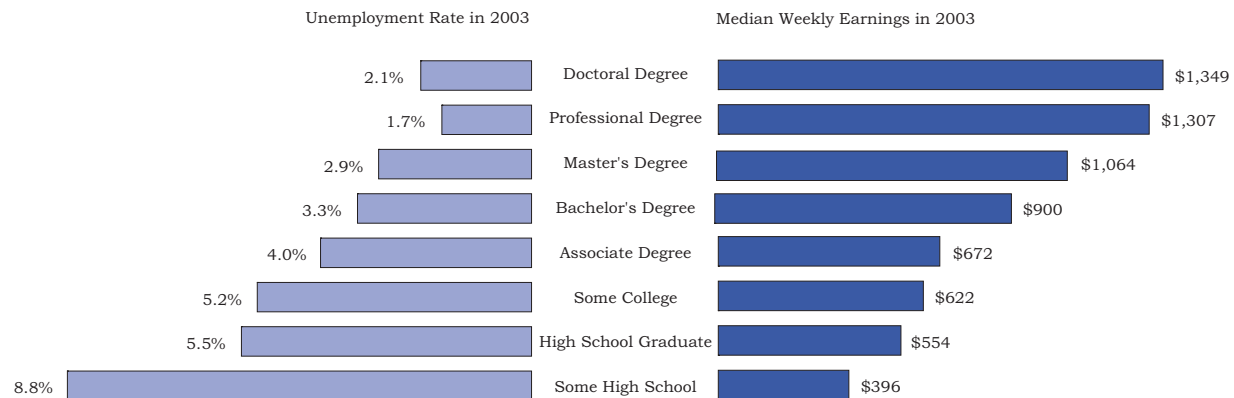
When you can be a...

Doctor (\$60.55)
Stockbroker (\$29.38)
Lawyer (\$32.37)
Dentist (\$38.46)
Budget Analyst (\$26.84)
Detective (\$24.36)



Set Your Sights High

Education Pays...



Notes: Unemployment and earnings for workers 25 and older, by educational attainment; earnings for full-time wage and salary workers.

Source: U. S. Bureau of Labor Statistics. (2006, July 26). *Education pays*. Retrieved August 2, 2006, from www.bls.gov/emp/emptab7.htm

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 will likely have more time and money to donate to charity



What if...

Using your *Wyoming Career Explorer* as a guide to your future

Practice Interviews

Complete “Want to Ace Your Interview?” on page 31 for a variety of jobs from the newspaper. Work with a partner to develop a list of typical interview questions. One of you acts as the interviewer and conducts a practice interview. The one being interviewed writes his or her responses on a sheet of paper. Then, switch roles. Discuss the answers given for each interview question. Examine good answers and areas where answers could be improved.

Exploring Occupations With ANSWERS

Pick an occupation and see a description of the job, its wages, employment projections, and other helpful information with Wyoming’s ANSWERS Labor Market Information website - <http://doe.state.wy.us/ANSWERS/>. You can also compare occupations to each other and watch videos of people working in those jobs. Click on the Labor Market Info tab and choose Occupation Explorer. Type in an occupation (e.g., dentist) and hit Search.

Information Interviews

Interview professionals working in the fields of your interest. Prepare questions before the interview and write a report of your findings. Refer to page 23.

Job Shadowing

Arrange a job shadowing experience by talking to the Human Resources department of a company with occupations you may like. Before going to the job site, research the career and prepare five questions to be asked while job shadowing. You can find out what is good about the job, what is bad about it, and whether you still want to pursue the job as a career. Refer to page 23.

Choosing a Career to Fit Your Lifestyle

Use the budget exercise on page 21 to help you realize how much money is required to live the lifestyle you expect in the future. Also, check out this website from Texas Workforce Solutions for an interactive quiz to determine how much money you will need - <http://www.cdr.state.tx.us/realitycheck/>.

Writing a Resume and Cover Letter

Complete the skills check list on page 24 to give you an idea of your strengths. Use the information to write a usable resume and cover letter. Follow the examples on pages 25-28 or visit some websites dedicated to resume writing.

Networking Exercise

Develop your own network of potential job contacts. Make a list of everyone you know and how they might be able to help you find a job. Use the people on your list as contacts for information interviews and as candidates for job shadowing. Refer to page 29.

