

EXPLORE YOUR OPTIONS

PENNSYLVANIA CAREER GUIDE

26th
EDITION



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How to Use the Pennsylvania Career Guide

The first section provides suggestions on how to **explore** a variety of career options and includes an Interest Assessment on pages 6 through 8. This assessment will examine some of your interests and hobbies and match them with jobs that may fit your personality.

Based on the results of the assessment, you can **discover** more occupations that fit your personality in the next section by using the Occupational Data Bank. The databank contains information on more than 250 occupations in Pennsylvania – including wages, educational requirements and job outlook.

You are already aware that college is one option beyond high school. There are also apprenticeships. **Learn** about apprenticeships, career and technical schools, military and civil service and starting your own business.

Prepare yourself to enter the workforce by reviewing the to-do list on pages 38-40 highlighting the steps you should take during your senior year, regardless of your post-high school plans. Get tips on how to write a resume as well as how to fill out a job application.

The final section of the guide is a collection of resources to help you **achieve** your goal of securing a job. You can find tips on how to carry yourself during an interview as well as tips on how to maintain your career once you've been hired.

This publication will help you examine avenues of opportunity, develop realistic goals and, most importantly, make informed career choices.

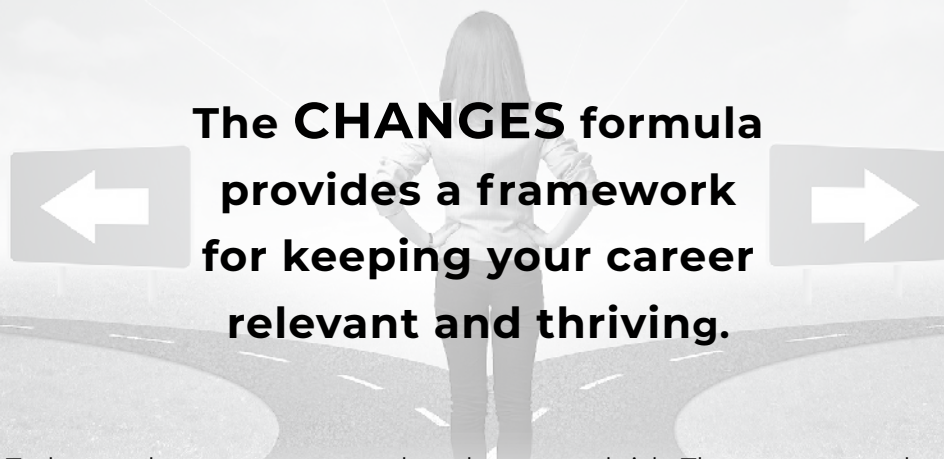


All data and information in this PA Career Guide are up to date at the time of publication. Production of this document commenced prior to the onset of the COVID-19 pandemic and may not be representative of the new workforce. Changes to employer demand and job expectations are expected to occur following the pandemic. There has also been an increased focus on technology in certain fields and transitioning to a new telework environment for many. According to the Bureau of Labor Statistics, teleworkers accounted for roughly one third (31%) of all employed workers in June 2020 compared to just 23.7% in 2019. As circumstances continuously change, be prepared to adapt and get used to the new normal.

The Only Constant is Change

Career Change through Lifelong Learning

In today's workforce, people change jobs frequently. Because of downsizing, turnover, technological advancement and economic disturbances, workers often have to take on new duties within their current jobs, or look for new jobs outside of what they're used to doing. Pennsylvanians need to think differently about education, and how they prepare, so they can make informed career choices. In other words, job security now depends on being flexible, adaptable and willing to continually learn new skills.



Careers evolve. Today, workers must get used to change and risk. The average worker will change jobs an average of 12 times in his or her life. These are usually job changes, not career changes. Workers can learn more skills performing the same job function at multiple employers rather than by sticking with the same company their entire life.

Hit the books; surf the Net. Find all the information you can about jobs you might be interested in, including wages, skills needed, growth within the industry and related industries and general economic trends. Always be on the lookout for new job possibilities.

Accomplishments matter. Keep a running list of your major projects and achievements, and refer to it often. Identify the common threads that tie your work history together, and highlight the skills, knowledge and competencies that a new employer can use.

New skills keep you growing. Getting promoted from your current job – or finding a new one – often requires continued learning. Keep up-to-date with software and technology, whether through classes, on-the-job training at your current job, part-time work or volunteering.

Get out there and network! Even in these days of instant communication via the Internet, the best way to learn about new job opportunities is through people you know. See our Networking section, on pages 55-57 for more information.

Enthusiasm pays off. Be a model employee at all times – always eager to do your job well – because it can have long-term rewards. You never know when you'll need a good reference, or when a good job opportunity might open up at an old employer. When leaving a job, be sure not to burn your bridges.

Sell yourself. Seeking a new job is much like marketing a product. You're "packaging" your image and selling your skills, accomplishments, and work ethic to prospective employers. You have to take the initiative and make the sale; you can't wait for opportunities to come to you.

But most importantly, **be flexible with the changes** that might happen with your job duties and work environment. The ability to telework has become an option for many, so be prepared to change work environments depending on the current circumstances. Also, be adaptable when it comes to communicating with co-workers. Conference and video calls have become more popular when meeting in person is not feasible.

Have a Career in Mind? Try It Out First

Find something you enjoy doing, and then find a way to get paid for doing it.



Too often, however, students and career seekers do the opposite: they decide on a high-paying or high-prestige job first, and then try to make themselves “like” the job or the course of study necessary to obtain it. Or they choose an occupation based on what sounds good (or that others want them to pursue) rather than a career that’s actually something they’d enjoy doing.

The key is to learn more about various occupations and determine which ones’ appeal to you. But if you’re still in school, or between careers, how do you do that? Luckily, there are several ways to gain information and experience in fields you might find interesting.

Part-time Employment: A part-time job offers many advantages beyond earning some extra money. It’s also a way to gain valuable experience in a particular field – experience that will allow you to judge whether you’d like to make the job your career. As a bonus, performing well will earn you good references for future employment.

Internships: Internships are temporary working arrangements – usually offered to students – made with a company or organization. An internship may last a few weeks or a few months, can be paid or unpaid, and can often be done for college credit. Completing an internship will give you valuable work experience, a résumé credit, a good reference and professional contacts.

Temporary Help Firms: As its name implies, a temporary help firm places career seekers in temporary positions within a company looking for help. The main advantage of this arrangement is that you’re not making a long-term commitment to the job, since the employer knows it’s temporary. It’s a great opportunity to test your skills and to see if you like the type of work the company does. Plus, you can get a feel for several different jobs and fields in a fairly short period of time.

Volunteer Work: While it doesn’t provide a paycheck, volunteering is another way to gain experience in a field before deciding to pursue it as a career. It’s also an opportunity to give back to the community while building your résumé. Many employers – particularly those in the human services field – welcome enthusiastic volunteers who offer their time in exchange for work experience.

Job Shadowing: Job shadowing allows you to directly observe someone at work. You can observe firsthand the day-to-day activities you would be performing in a job and learn what skills you would need to obtain it. Job shadowing also gives you a chance to ask any questions you might have about the job and how to prepare for it. Go to www.jobshadow.com for more information.

Community Agencies: If there is a YMCA, YWCA or a similar agency in your community, check to see what type of classes it offers. This is a way to gain exposure to a wide range of experiences, one of which could inspire you enough to consider a career in the class’s field.

School Clubs: Many schools have clubs that focus on specific careers and cater to students interested in those fields. Student clubs often host guest speakers, arrange workplace tours and sponsor trips to conferences and competitions – all of which are excellent opportunities for résumé building and networking.

Job and Career Fairs

Most people think that job and career fairs are only for applicants interested in being hired. While they are designed to connect jobseekers with employers, they can also provide a great opportunity to learn about potential career paths. The key is to approach the booths of employers you've never heard of before. Ask them what type of workers they employ, and who their customers are. You may find something unique that you'd never imagined: "Wow, you really get paid to do that?" Most employers at a fair are also local businesses, so they may be willing to offer job shadowing, if you express an interest.

A casual approach is acceptable if you are going to learn about the employers rather than looking for a job. However, if you're going with the intention of landing an interview, then you need to take it seriously and dress the part. Here are some tips for jobs and career fairs:

- **Confirm That Your Résumé is Current and Bring Several Copies**

If you need assistance in preparing your résumé, consider visiting your school's guidance office or your local PA CareerLink®. Bring many copies; better to leave with a few extra than to run out.

- **Dress for Success**

Treat the job fair as you would an interview and dress professionally. You will want to make a positive first impression with everyone to whom you speak. Avoid excessive jewelry, perfume/cologne and chewing gum. See pages 58-60 for more tips.

- **Do Your Research Ahead of Time**

Determine if there is a website or social media page for the event or the organization sponsoring it. A list of employers is often published ahead of time. Review the list for employers that may be of interest to you. Research them and take notes so you can impress the companies during your conversations at the career fair.

- **Introduce Yourself with Confidence**

State your name and offer a greeting. Take a few minutes to describe yourself and demonstrate your knowledge of the organization (based on your research above) and how you would be a positive addition to the company. Hand them a résumé.

- **Obtain Business Cards and Literature**

Business cards are a great way to obtain contact information. If you are truly interested in the company, call them and follow up on your discussion. It may be what sets you apart from everyone else.

- **Take Notes**

There is a good chance you will be talking to a lot of employers, whether looking for a career path or a job. Take a notebook with you so that you can jot down who you spoke with and anything you learned about the company. No one can remember everything and having a set of notes when you get home to review will help you determine if this is a company you would like to pursue.



Getting to Know Yourself. Assess Your Interests

What do you want to be when you grow up?

Planning for your future can be difficult. Where do you even begin?
Well, the first step can always be to evaluate your own likes and dislikes,
and find out what types of jobs fit your personality.

That's why we've provided a short self-assessment test to help you determine which careers are a good fit for you. The goal is to find a rewarding job or career that uses your unique set of skills, talents and abilities. People who choose careers that match their interests are more likely to achieve job satisfaction and success. You should consider the results of your test in combination with information from career counselors and other sources.

The assessment that follows is based on the Holland Interest Inventory¹, a widely used method of matching a person's personality to specific career types.

LET'S GET STARTED!



1. Dr. John Holland's RIASEC model of occupations is the basis of most contemporary career inventories. It classifies an individual's personality as Realistic, Investigative, Artistic, Social, Enterprising, or Conventional, and it matches those classifications to fitting vocations.

In each group, mark the items that describe you. Then count up the number of marked items for each group and fill in the total. Be as honest as you can. Remember: There are no wrong answers!

EXPLORE

STEP 2:

Using your totals, identify the three letters that have the highest scores. Record them in the spaces below:

My Interest Code _____

STEP 3:

Descriptions for each of the six interest codes are provided below. Take a minute to read the descriptions for the areas that match your interest code from Step 2.

Did you know...

You can always talk with your guidance counselor or parents about this interest assessment to explore other things you like to do, and how they relate to a future career.

R = Realistic

Skilled at working with tools, mechanical or electrical drawings, machines or plants and animals. Generally avoids social activities like teaching, healing and informing others. Sees self as practical, mechanical and realistic.

Possible occupations include:

- Welders (pg. 15)
- Truck Drivers (pg. 15)
- Electricians (pg. 13)
- Environmental Engineers (pg. 16)

I = Investigative

Good at understanding and solving science and math problems. Generally avoids leading, selling or persuading people. Sees self as precise, scientific and intellectual.

Possible occupations include:

- Pharmacy Technicians (pg. 24)
- Psychologists (pg. 17)
- Financial Analysts (pg. 23)
- Medical Scientists (pg. 17)

A = Artistic

Strong in areas such as creative writing, drama, crafts, music or art. Generally avoids highly ordered or repetitive activities. Sees self as expressive, original and independent.

Possible occupations include:

- Photographers (pg. 18)
- Architects (pg. 18)
- Reporters (pg. 18)
- Graphic Designers (pg. 18)

S = Social

Excels at teaching, counseling, nursing or giving information. Generally avoids using machines, tools or animals to achieve a goal. Sees self as helpful, friendly and trustworthy.

Possible occupations include:

- Childcare Workers (pg. 19)
- Customer Service Representatives (pg. 19)
- Registered Nurses (pg. 20)
- Elementary School Teachers (pg. 19)

E = Enterprising

Skillful at leading people and selling things or ideas. Generally avoids activities that require careful observation and scientific, analytical thinking. Sees self as energetic, ambitious and sociable.

Possible occupations include:

- Telemarketers (pg. 22)
- Gaming Dealers (pg. 23)
- Real Estate Agents (pg. 22)
- Public Relations Specialists (pg. 22)

C = Conventional

Talented at working with written records and numbers in a systematic, orderly way. Generally avoids ambiguous, unstructured activities. Sees self as orderly and good at following a set plan.

Possible occupations include:

- Bookkeepers (pg. 23)
- Legal Secretaries (pg. 24)
- Library Assistants (pg. 24)
- Cost Estimators (pg. 23)

A Career in Sports

Many young people dream of fame in the sports world. Yet, the number of people aspiring to these glamorous jobs far outnumbers the actual openings. Based on data from the NCAA, it is estimated that only one out of every 2,500 high school athletes will make it to the pros. Even if you do get drafted, there's no guarantee you will become rich and famous. If you are passionate about a sport, don't give up on your dream – but be realistic at the same time. There are still many occupations that allow you to work in professional sports and stay close to the game you love. Here are just a few examples of sports-related careers you may want to consider and prepare for:

- **Broadcaster/Journalist** – Whether they are broadcasting the game live, recording a highlight reel for television or discussing trade deadlines in the newspaper or online, sports reporters and broadcasters are the eyes and ears of the people.
- **Photojournalist/Sports Photographer** – Uses a still or video camera to catch the action.
- **Coach/Umpire** – Requires a broad knowledge of the sport to teach and motivate players, or to observe and regulate the players' actions.
- **Facilities Manager** – Oversees the day-to-day operations of an arena or sporting venue.
- **Physical Therapist** – Develops exercise programs to help in the recovery from injuries and to prevent future injuries. A license is required to practice this occupation.
- **Sports Statistician** – Collects and analyzes sports data for individual games, seasons and careers. Sports announcers rely on statisticians for information.
- **Sports Psychologist** – Increases the mental well-being of athletes, as well as non-athletes. Help patients enhance their personal performance by teaching methods of goal-setting.

This career guide includes information about hundreds of careers in Pennsylvania – both sports-related and non-sports related.

Take a look at our Occupational Data Bank on pages 12 through 24 for more information about many of the occupations that are in demand throughout Pennsylvania



How Entertainment Glamorizes Careers

Think for a moment about how the media affects your everyday life. What you do and how you think is influenced by print, television, radio and even social media. This phenomenon is the central philosophy behind advertising and is the reason commercials, ads, and pop-ups exist. It should be no surprise then that entertainment media also affects the sorts of careers you may find interesting and worthwhile.

It is perfectly normal for the careers you see depicted on TV to have caused you to consider pursuing them. However, you don't always see the details surrounding the career, just the parts of the job that are entertaining for TV. Shows like *The Rookie*, *Mr. Robot*, and *The Good Doctor* portray their characters with action, suspense, and drama. All of which you may find enjoyable, but could be lacking if you decide to follow that career path yourself. Software developers spend countless hours writing code in front of a computer before the finished product can be used by customers. Police officers have to fill out paperwork and document events and evidence, something typically passed over for a more dramatic car chase on TV. These are not bad jobs, but the nature of work is portrayed inaccurately, and we wouldn't want you to pursue your future career with unrealistic expectations.

Even a hit show like *Better Call Saul* tends to gloss over the hours and hours of learning about the law in order to pass the bar to become a lawyer. Saul was shown studying for exams briefly, but it was mainly to add to backstory so we could follow along with him present-day in his antics as a criminal lawyer. We watched him in the courtroom, but the time preparing the cases was left out because it doesn't have as much entertainment value.

Below are a few careers that you might have seen on TV or in a movie. They are all good careers with promising outcomes for those who work hard at them. All these occupations have a few things in common: only the highlights or most glamorized part of the jobs are shown on TV and movies, and the amount of new people hired in these jobs tends to be small, making them very difficult and competitive to break into.



Occupational Title	Annual Demand	Entry Wage	Typical Preparation Required
Computer Programmers	702	\$58,410	Bachelor's degree
General Practitioners	154	\$113,890	Doctoral degree
Lawyers	1,762	\$66,950	Professional degree
Police Detectives	245	\$60,400	HS diploma plus work experience

Source: CWIA, 2018-2028 Occupational Employment Projections & 2019 Occupational Employment Statistics Wages

Health Care Occupations – Without Blood

When you think of health care, do you immediately think of nurses or doctors? Do you think that it is not for you, since you **can't stand the sight of blood**? Good thing there are so many occupations in this industry. There is something for almost everyone's talents!

The following list of occupations in the medical field has a very low risk of seeing blood while working in most situations:

Very Important Tip:

If you really hate the sight of blood, don't apply to be a phlebotomist (people trained to draw blood from a patient).

911 Dispatcher: Do you like helping people, taking phone calls, and being in a high paced environment? A dispatcher at a 911 call center might be perfect for you! 911 operators in Pennsylvania should expect to hold and maintain certification as an emergency medical dispatcher (EMD) and in CPR (Class C). *Note: you might not see the blood, but you will hear about the situations, so you can't be too squeamish!*

Physical Therapy Assistant (PTA): Working under a Physical Therapist's direction, PTA's help patients to restore or improve function, relieve pain, encourage independence, and educate patients and their families. Possible work settings include: hospitals, nursing homes, outpatient clinics, home health, schools, and sports facilities.

Pharmacy Technicians: Do you like to count items and be organized? These techs prepare medications under the direction of a pharmacist. They may measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.

Medical Records Technicians: Do you like working on a computer and dealing with paperwork? This job may be a good fit! These technicians compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system.

Other occupations to consider in the Health Care field that don't involve working with blood:

Pharmacist, Billing Clerks, Medical Billing Specialist, Occupational Therapist, Cafeteria Cooks, Dietitian, Radiologist, Psychologist, Genetic Counselor, Chiropractor, Psychiatrist, Interpreters & Translators

Telemedicine in Health Care

In the health care field, it has become increasingly popular to visit with a doctor virtually instead of in the hospital, clinic or doctor's office. Approximately 44% of primary care appointments were through telemedicine in April 2020 compared to only 0.1% in February 2020. While you would still have to go through all of the training to become a doctor or nurse, etc., instead of always working in person with patients you could have the opportunity to virtually meet with other patients you wouldn't normally be able to meet with. Many clinicians, pharmacists and speech therapists work frequently with their patients through telemedicine. Obviously, this is only an option for certain jobs. Surgeons, EMTs and anesthesiologists, to name a few, would not have the ability to remotely meet with their patients.



Source: U.S. Department of Health & Human Services

Occupational Data Bank (ODB)

Your Quick Reference Guide



Information provided in the ODB:

- 1. Interest Code** – Links the occupation to the categories established in the interest assessment test on page 6-8.
- 2. Career Path Icon** – Refers to the student checklist on pages 36 - 40. Check to see what you should be doing now to prepare for a job that interests you.

W Going right into the workforce

T Other postsecondary training

C Four-Year college bound

For more information
about current job postings
check out the
PA CareerLink® website:
www.pacareerlink.pa.gov

- 3. Occupational Title** – The common title used in this occupation.
- 4. Employment Outlook and Wage Data for Pennsylvania** – Information is based on occupational projections produced by the Pennsylvania Department of Labor & Industry, Center for Workforce Information & Analysis. Projected employment is the number of jobs expected by the year 2028. Demand per year are the projected number of annual job positions per year, due to growth, exits, and transfers of existing workers. Wage information is from the Occupational Employment Statistics program. Wages are 2019 annual figures and represent the entry-level and average wage in Pennsylvania.
- 5. Common Employers** – Examples of common employers for this occupation.

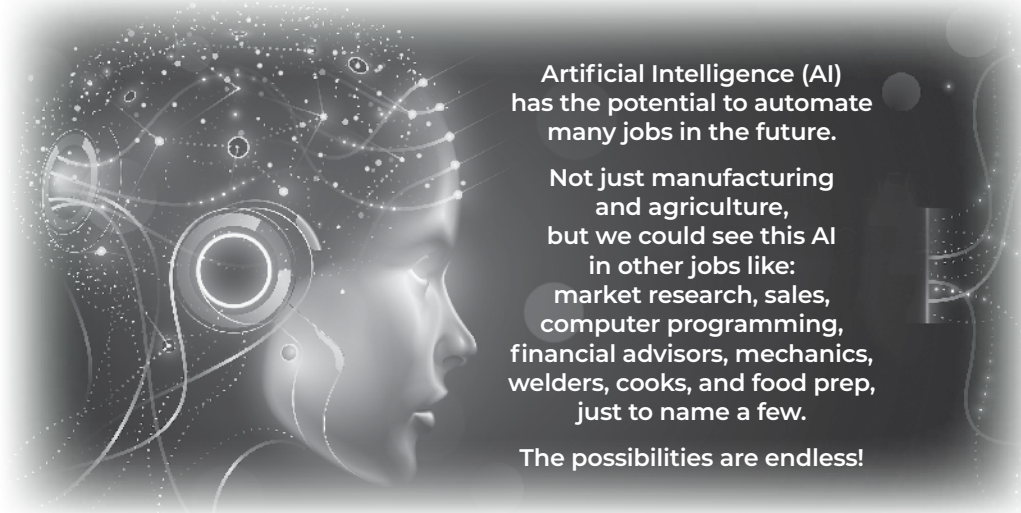
1	2	3	4				5
Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA				Common Employers
			Projected 2028 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	

Data Bank Key

Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA					Common Employers
			Projected 2028 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
RC		Animal Caretakers 39-2021	10,720	1,761	\$692	\$18,000	\$25,610	Other personal services firms; Self-employed
R		Auto Body Repairers 49-3021	8,130	797	\$1,173	\$30,500	\$47,970	Automotive repair shops; Car dealers
RIC		Auto Mechanics 49-3023	36,510	3,586	\$1,048	\$27,260	\$42,010	Automotive repair shops; Car dealers
R		Bakers 51-3011	9,870	1,360	\$733	\$19,050	\$26,790	Bakeries; Grocery & specialty food stores
R		Bus & Truck Mechanics 49-3031	14,480	1,381	\$1,300	\$33,790	\$48,330	School bus companies; Truck transportation
RCI		Carpenters 47-2031	42,000	4,466	\$1,301	\$33,820	\$54,810	Residential builders; Self-employed
RIC		Civil Engineers 17-2051	14,820	1,222	\$2,183	\$56,750	\$87,050	Architectural & engineering firms; Government
R		CNC Machinists 51-4011	11,890	1,242	\$1,170	\$30,430	\$42,260	Fabricated metal manufacturers; Machine shops
RIC		Computer Support Techs 15-1151	29,610	2,574	\$1,383	\$35,970	\$53,530	Computer systems design firms; Management companies
R		Construction Laborers 47-2061	59,970	6,876	\$1,103	\$28,670	\$43,550	Other specialty contractors; Self-employed
R		Construction Painters 47-2141	10,460	1,088	\$1,176	\$30,570	\$46,320	Finishing contractors; Self-employed
REC		Correctional Officers 33-3012	16,360	1,376	\$1,586	\$41,240	\$55,330	Government
RSE		Counter Attendants 35-3022	11,350	2,458	\$679	\$17,660	\$21,970	Food service contractors; Restaurants
RC		Delivery Drivers 53-3033	40,690	4,731	\$782	\$20,320	\$35,290	Auto parts & tire stores; Courier firms
RC		Dishwashers 35-9021	23,100	3,678	\$687	\$17,860	\$21,990	Food service contractors; Restaurants
R		Elect. Assemblers 51-2028	14,430	1,656	\$982	\$25,520	\$36,010	Electronic instrument makers; Other elec equip producers
R		Electricians 47-2111	24,840	2,948	\$1,572	\$40,870	\$68,390	Building equipment contractors; Self-employed
R		Farm & Ranch Workers 45-2093	7,900	1,285	\$740	\$19,230	\$27,860	Animal farm support firms; Animal farms
R		Farmworkers 45-2092	22,060	3,604	\$742	\$19,300	\$32,070	Animal farms; Crop farms
RC		Fast Food Cooks 35-2011	7,470	1,032	\$671	\$17,440	\$20,760	Amusement parks & arcades; Restaurants
RC		Food Batchmakers 51-3092	7,800	1,161	\$947	\$24,630	\$36,810	Candy & sugar producers; Other food producers
RC		Food Preparation Workers 35-2021	22,370	3,889	\$703	\$18,270	\$23,970	Grocery & specialty food stores; Restaurants







Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA					Common Employers
			Projected 2028 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
RCS	W	Food Service Attendants 35-9011	17,060	2,934	\$679	\$17,650	\$20,610	Hotels & motels; Restaurants
R	W	Forklift Operators 53-7051	33,430	3,846	\$1,143	\$29,710	\$38,380	Employment agencies; Warehouse & storage facilities
R	W	General Laborers 53-7062	165,200	23,346	\$882	\$22,930	\$32,680	Employment agencies; Warehouse & storage facilities
R	T	Gen'l Maintenance Workers 49-9071	67,240	6,725	\$1,011	\$26,290	\$41,250	Government; Real Estate
R	W	Highway Maint Workers 47-4051	11,850	1,335	\$1,162	\$30,200	\$43,570	Government
RCI	T	HVAC Mechanics 49-9021	18,460	1,880	\$1,357	\$35,280	\$51,880	Building equipment contractors; Self-employed
RI	T	Industrial Mechanics 49-9041	17,740	1,701	\$1,505	\$39,120	\$53,350	Machinery & equip repair shops; Machinery wholesalers
RC	W	Institution Cooks 35-2012	17,450	2,502	\$848	\$22,050	\$30,090	Elementary & secondary schools; Food service contractors
R	W	Janitors 37-2011	102,460	13,688	\$796	\$20,690	\$29,740	Building service firms; Elementary & secondary schools
RC	W	Landscapers 37-3011	43,230	5,697	\$876	\$22,770	\$31,600	Building services firms; Self-employed
R	W	Laundry Workers 51-6011	8,090	1,089	\$742	\$19,290	\$25,220	Drycleaners & launderers; Hotels & motels
RCI	T	Machinists 51-4041	19,670	2,036	\$1,261	\$32,790	\$46,340	Machine shops; Machinery makers
RC	W	Maids & Housekeepers 37-2012	52,140	7,051	\$733	\$19,050	\$24,770	Hotels & motels; Private households
RE	T	Manicurists & Pedicurists 39-5092	7,580	897	\$677	\$17,600	\$21,630	Personal care companies; Self-employed
RIC	C	Mechanical Engineers 17-2141	17,760	1,276	\$2,272	\$59,060	\$85,100	Archtc'l & engineering firms; Machinery makers
R	W	Multiple Machine Oprs 51-4081	9,030	956	\$1,043	\$27,110	\$38,030	Fabricated metal manufacturers; Steel product manufacturers
R	W	Operating Engineers 47-2073	23,730	2,796	\$1,453	\$37,770	\$55,680	Government; Other specialty contractors
R	W	Other Assemblers 51-2098	41,100	4,558	\$935	\$24,300	\$35,240	Employment agencies; Other wood product makers
RC	W	Pack/Filling Mach Oprs 51-9111	21,480	2,529	\$958	\$24,920	\$35,420	Beverage producers; Pharmaceutical producers
R	W	Packers & Packagers 53-7064	26,420	3,805	\$805	\$20,920	\$28,510	Plastics manufacturers; Warehouse & storage facilities
RC	W	Parking Lot Attendants 53-6021	6,710	1,026	\$752	\$19,540	\$25,230	Car dealers; Other personal services firms
R	T	Plumbers 47-2152	18,140	2,084	\$1,440	\$37,430	\$59,900	Building equipment contractors; Self-employed

Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA					Common Employers
			Projected 2028 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
R	W	Printing Press Oprs 51-5112	8,820	912	\$1,043	\$27,120	\$40,840	Advertising & PR firms; Printing presses
R	W	Production Helpers 51-9198	17,070	2,546	\$853	\$22,170	\$31,720	Employment agencies; Paper product manufacturers
RS	T	Radiological Techs 29-2034	11,050	656	\$1,602	\$41,640	\$53,860	Hospitals; Physician offices
RS	W	Recrtn'l Safety Monitors 33-9092	6,530	1,569	\$674	\$17,530	\$21,160	Civic & social organizations; Other recreational facilities
R	W	Refuse/Recycle Collectors 53-7081	6,340	896	\$763	\$19,850	\$34,320	Government; Waste collection companies
RE	T	Restaurant Cooks 35-2014	66,000	9,641	\$754	\$19,610	\$26,770	Bars & drinking places; Restaurants
RE	W	Sales Route Drivers 53-3031	16,710	1,879	\$676	\$17,570	\$28,260	Food & alcohol wholesalers; Restaurants
RC	W	School Bus Drivers 53-3022	32,680	4,216	\$795	\$20,680	\$30,720	Government; School bus companies
RCE	W	Security Guards 33-9032	46,230	6,007	\$825	\$21,460	\$30,110	Detective & security agencies; Hospitals
RCE	W	Short Order Cooks 35-2015	6,300	885	\$768	\$19,960	\$26,510	Grocery & specialty food stores; Restaurants
RE	W	Taxi Drivers & Chauffeurs 53-3041	15,870	1,825	\$795	\$20,680	\$30,720	Other ground transporters; Self-employed
R	T	Telecomm Line Installers 49-9052	7,050	793	\$1,779	\$46,260	\$71,490	Building equipment contractors; Telecomm providers
RC	T	Truck Drivers 53-3032	93,410	10,865	\$1,316	\$34,220	\$48,060	Self-employed; Truck transportation
R	W	Vehicle & Equip Cleaners 53-7061	14,950	2,198	\$760	\$19,760	\$27,050	Automotive repair shops; Car dealers
RI	T	Vet Techs 29-2056	6,110	551	\$1,016	\$26,410	\$37,050	Other technical services firms; Social advocacy organizations
R	W	Welders 51-4121	17,630	1,973	\$1,252	\$32,560	\$44,480	Fabricated metal manufacturers; Machinery makers



Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA					Common Employers
			Projected 2028 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
IRC		Aerospace Engineers 17-2011	1,390	96	\$3,135	\$81,510	\$112,840	Aerospace product fabricators; Government
IRC		Applications Engineers 15-1132	35,790	2,927	\$2,580	\$67,080	\$99,280	Computer systems design firms; Credit intermediation
IAR		Biochemists 19-1021	1,230	116	\$2,147	\$55,820	\$100,860	Pharmaceutical producers; Scientific R&D firms
IRC		Biomedical Engineers 17-2031	1,240	93	\$1,790	\$46,540	\$78,070	Electronic instrument makers; Pharmaceutical producers
IR		Chemical Engineers 17-2041	1,460	100	\$2,660	\$69,150	\$94,790	Chemical manufacturers; Management companies
IRC		Chemical Techs 19-4031	4,310	440	\$1,206	\$31,350	\$48,710	Archtc'l & engineering firms; Scientific R&D firms
IRC		Chemists 19-2031	6,080	567	\$1,713	\$44,530	\$76,240	Archtc'l & engineering firms; Pharmaceutical producers
IRC		Clinical Lab Techs 29-2010	16,230	1,101	\$1,410	\$36,670	\$53,540	Hospitals; Medical & diagnostic labs
ICR		CNC Programmers 51-4012	1,100	123	\$1,662	\$43,210	\$58,550	Fabricated metal manufacturers; Machine shops
IRC		Computer Engineers 17-2061	2,610	200	\$2,969	\$77,190	\$118,050	Computer systems design firms; Scientific R&D firms
IC		Computer Programmers 15-1131	11,110	702	\$2,247	\$58,410	\$87,920	Computer systems design firms; Management companies
IRS		Dentists 29-1021	4,390	149	\$3,139	\$81,610	\$164,760	Dentist offices; Self-employed
ISE		Dietitians 29-1031	4,020	284	\$1,566	\$40,720	\$59,160	Hospitals; Outpatient care centers
ICE		Economists 19-3011	790	62	\$2,043	\$53,120	\$85,850	Government; Management consulting firms
IRC		Electrical Engineers 17-2071	9,500	670	\$2,524	\$65,620	\$98,190	Archtc'l & engineering firms; Electric companies
IRC		Electronics Engineers 17-2072	4,440	304	\$2,378	\$61,830	\$97,370	Management companies; Telecomm providers
IR		Environmental Engineers 17-2081	3,280	260	\$2,433	\$63,260	\$93,810	Archtc'l & engineering firms; Management consulting firms
IRE		Environmental Scientists 19-2041	2,370	266	\$1,787	\$46,460	\$72,840	Archtc'l & engineering firms; Management consulting firms
IR		Environmental Techs 19-4091	1,290	157	\$1,139	\$29,610	\$42,790	Archtc'l & engineering firms; Government
ISR		General Practitioners 29-1062	4,330	154	\$4,380	\$113,890	\$201,220	Hospitals; Physician offices
IRC		Geoscientists 19-2042	1,470	165	\$2,206	\$57,360	\$107,130	Archtc'l & engineering firms; Government
IR		Industrial Engineers 17-2112	10,290	762	\$2,331	\$60,600	\$84,130	Machinery makers; Management companies

Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA					Common Employers
			Projected 2028 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
IRC		Industrial Engrng Techs 17-3026	2,550	253	\$1,537	\$39,960	\$58,070	Fabricated metal manufacturers; Pharmaceutical producers
IEC		Management Analysts 13-1111	35,350	3,521	\$2,177	\$56,590	\$91,000	Management consulting firms; Self-employed
IEC		Market Research Analysts 13-1161	30,090	3,237	\$1,487	\$38,650	\$69,710	Management companies; Management consulting firms
IR		Materials Engineers 17-2131	1,820	118	\$2,420	\$62,930	\$92,140	Archtc'l & engineering firms; Other elec equip producers
IRA		Medical Scientists 19-1042	9,010	835	\$2,444	\$63,540	\$113,490	Colleges & universities; Scientific R&D firms
ISR		Medical Sonographers 29-2032	3,110	200	\$2,013	\$52,350	\$66,270	Hospitals; Physician offices
IRC		Microbiologists 19-1022	1,090	103	\$2,022	\$52,560	\$79,840	Management companies; Scientific R&D firms
IRC		Network Administrators 15-1142	13,590	978	\$2,137	\$55,560	\$80,250	Computer systems design firms; Management companies
IR		Nuclear Engineers 17-2161	1,860	115	\$3,305	\$85,930	\$115,810	Archtc'l & engineering firms; Electric companies
IRS		Nurse Anesthetists 29-1151	2,620	155	\$4,773	\$124,090	\$174,240	Hospitals; Physician offices
IC		Occupn'l Health Specialists 29-9011	4,180	254	\$1,895	\$49,280	\$73,100	Government; Management companies
ICE		Operations Researchers 15-2031	3,630	282	\$2,134	\$55,490	\$86,110	Credit intermediation; Insurance carriers
IRC		Petroleum Engineers 17-2171	960	74	\$2,868	\$74,570	\$108,860	Management companies; Oil & gas extractors
IC		Pharmacists 29-1051	14,630	655	\$3,368	\$87,580	\$119,800	Drug stores; Hospitals
ISA		Psychologists 19-3031	7,020	545	\$1,953	\$50,770	\$85,170	Elementary & secondary schools; Self-employed
IRC		Safety Engineers 17-2111	1,080	77	\$2,355	\$61,230	\$103,600	Archtc'l & engineering firms; Scientific R&D firms
IC		Statistical Assistants 43-9111	850	108	\$1,309	\$34,040	\$50,740	Government; Management consulting firms
IEC		Survey Researchers 19-3022	3,130	370	\$1,132	\$29,430	\$55,030	Other technical services firms; Scientific R&D firms
IC		Systems Analysts 15-1121	24,590	1,866	\$2,398	\$62,360	\$97,560	Computer systems design firms; Management companies
ICR		Systems Engineers 15-1133	9,930	751	\$2,580	\$67,080	\$99,280	Computer systems design firms; Securities agents
IEA		Urban/Regional Planners 19-3051	1,610	157	\$1,724	\$44,820	\$69,160	Archtc'l & engineering firms; Government
IR		Veterinarians 29-1131	3,960	201	\$2,536	\$65,930	\$105,670	Other technical services firms; Self-employed

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			Projected 2028 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
AES		Actors 27-2011	1,660	195	\$677*	\$17,600*	\$39,330*	Movie, video & TV companies; Self-employed
AI		Architects 17-1011	5,280	423	\$1,960	\$50,950	\$81,480	Architectural & engineering firms; Self-employed
AE		Art Directors 27-1011	2,630	286	\$2,131	\$55,400	\$96,510	Advertising & PR firms; Self-employed
ASE		Choreographers 27-2032	200	35	\$998	\$25,950	\$39,880	Performing arts companies; Self-employed
AER		Commercial Designers 27-1021	1,450	147	\$1,907	\$49,570	\$70,830	Other elec equip producers; Self-employed
AI		Desktop Publishers 43-9031	680	70	\$1,050	\$27,290	\$44,750	Newspaper & book publishers; Self-employed
AEC		Editors 27-3041	3,520	377	\$1,405	\$36,540	\$64,850	Newspaper & book publishers; Self-employed
AEI		Film & Video Editors 27-4032	580	60	\$1,434	\$37,290	\$61,080	Movie, video & TV companies; Self-employed
AER		Floral Designers 27-1023	1,810	168	\$797	\$20,720	\$27,200	Florists; Self-employed
ARE		Graphic Designers 27-1024	11,630	1,171	\$1,264	\$32,860	\$53,630	Self-employed; Specialized design firms
AES		Hairstylists 39-5012	48,220	6,158	\$682	\$17,720	\$27,290	Personal care companies; Self-employed
AE		Interior Designers 27-1025	2,100	214	\$1,532	\$39,840	\$63,010	Self-employed; Specialized design firms
AS		Interpreters 27-3091	1,120	119	\$1,205	\$31,320	\$49,630	Elementary & secondary schools; Self-employed
AIR		Landscape Architects 17-1012	880	71	\$1,883	\$48,960	\$67,700	Architectural & engineering firms; Self-employed
AER		Merchandise Displayers 27-1026	3,370	341	\$853	\$22,170	\$30,470	Advertising & PR firms; Self-employed
AI		Multimedia Artists 27-1014	1,100	119	\$1,613	\$41,930	\$64,190	Movie, video & TV companies; Self-employed
AE		Music Directors 27-2041	2,620	309	\$928	\$24,120	\$49,690	Religious organizations; Self-employed
AE		Musicians & Singers 27-2042	5,800	684	\$758*	\$19,720*	\$73,490*	Religious organizations; Self-employed
AR		Photographers 27-4021	4,000	371	\$793	\$20,630	\$35,980	Other technical services firms; Self-employed
AES		Radio & TV Announcers 27-3011	1,530	173	\$870	\$22,630	\$48,200	Radio & TV stations; Self-employed
AEI		Reporters 27-3022	1,180	131	\$972	\$25,260	\$46,230	Newspaper & book publishers; Self-employed
AR		Set Designers 27-1027	250	26	\$1,131	\$29,410	\$47,860	Performing arts companies; Self-employed
AI		Technical Writers 27-3042	2,150	217	\$1,918	\$49,870	\$73,690	Computer systems design firms; Scientific R&D firms
AEI		Writers & Authors 27-3043	3,570	370	\$1,483	\$38,550	\$63,140	Advertising & PR firms; Self-employed

Note(*): These occupations are normally paid on an hourly basis. The bi-weekly entry, annual entry, and annual average wages are estimated from hourly wages available for these occupations.

Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA					Common Employers
			Projected 2028 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
SI	C	Addictions Social Workers 21-1023	9,970	1,034	\$1,105	\$28,720	\$38,710	Mental health care homes; Social service providers
SI	C	Addictions/MH Counselors 21-1018	27,890	3,058	\$1,244	\$32,340	\$47,480	Outpatient care centers; Social service providers
S	C	Career Counselors 21-1012	9,010	958	\$1,638	\$42,600	\$63,680	Colleges & universities; Elementary & secondary schools
SA	W	Childcare Workers 39-9011	48,100	7,211	\$687	\$17,870	\$23,610	Child care facilities; Self-employed
S	C	Clergy 21-2011	13,880	1,517	\$1,047	\$27,220	\$52,740	Home health care agencies; Religious organizations
SER	C	Coaches & Scouts 27-2022	8,900	1,318	\$730	\$18,970	\$44,170	Colleges & universities; Elementary & secondary schools
S	W	Community Health Workers 21-1094	2,490	297	\$1,182	\$30,740	\$43,050	Ambulance services; Social service providers
SER	W	Crossing Guards 33-9091	7,390	1,217	\$732	\$19,040	\$30,090	Government; Other support services firms
SE	W	Customer Service Reps 43-4051	122,300	16,186	\$962	\$25,000	\$37,450	Insurance agencies ; Insurance carriers
SR	T	Dental Hygienists 29-2021	10,510	753	\$2,068	\$53,770	\$67,940	Ambulance services; Dentist offices
SAC	C	Elementary Teachers 25-2021	56,820	4,430	\$1,867	\$48,540	\$69,630	Elementary & secondary schools; Religious organizations
SCE	W	Eligibility Interviewers 43-4061	7,870	757	\$1,587	\$41,260	\$50,360	Government
SIR	T	EMTs 29-2041	13,560	942	\$902	\$23,440	\$34,310	Ambulance services; Government
S	C	Family Social Workers 21-1021	22,200	2,230	\$1,195	\$31,080	\$44,870	Government; Social service providers
SRE	W	Fitness Trainers 39-9031	15,920	2,670	\$779	\$20,250	\$36,590	Civic & social organizations; Other recreational facilities
S	C	Healthcare Social Workers 21-1022	9,340	983	\$1,537	\$39,950	\$54,920	Home health care agencies; Hospitals
SR	W	Home Health Aides 31-1011	59,840	7,295	\$834	\$21,680	\$25,810	Home health care agencies; Social service providers
SA	C	Kindergarten Teachers 25-2012	5,510	572	\$1,686	\$43,830	\$66,160	Child care facilities; Elementary & secondary schools
SR	T	Massage Therapists 31-9011	5,550	686	\$995	\$25,880	\$45,520	Personal care companies; Self-employed
SA	C	Middle School Teachers 25-2022	22,130	1,728	\$1,699	\$44,180	\$69,330	Elementary & secondary schools; Religious organizations
SRE	W	Nonrestaurant Servers 35-3041	12,630	1,998	\$713	\$18,550	\$23,640	Assisted living facilities ; Hospitals
SIR	C	Nurse Practitioners 29-1171	8,220	565	\$3,020	\$78,520	\$101,950	Hospitals; Physician offices

Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA					Common Employers
			Projected 2028 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
SCR	T	Nursing Assistants 31-1014	87,710	10,191	\$1,012	\$26,300	\$31,590	Hospitals; Nursing care facilities
SIR	C	Occupational Therapists 29-1122	8,990	601	\$2,403	\$62,470	\$83,120	Home health care agencies; Other practitioner offices
SR	T	Occup'n'l Therapy Asst's 31-2011	3,340	395	\$1,740	\$45,240	\$57,200	Nursing care facilities; Other practitioner offices
SRC	W	Personal Care Aides 39-9021	150,620	21,939	\$834	\$21,680	\$25,810	Mental health care homes; Social service providers
SIR	C	Physical Therapists 29-1123	15,070	831	\$2,475	\$64,360	\$88,450	Home health care agencies; Other practitioner offices
SR	T	Physical Therapy Asst's 31-2021	6,550	855	\$1,513	\$39,340	\$55,520	Hospitals; Other practitioner offices
SIR	C	Physician Assistants 29-1071	8,720	643	\$2,853	\$74,190	\$102,620	Hospitals; Physician offices
SR	T	Practical Nurses 29-2061	44,460	3,690	\$1,524	\$39,620	\$49,200	Home health care agencies; Nursing care facilities
SA	T	Preschool Teachers 25-2011	18,050	1,866	\$871	\$22,650	\$31,380	Child care facilities; Religious organizations
S	C	Professors 25-1000	75,920	6,690	\$1,685	\$43,820	\$89,300	Colleges & universities; Junior colleges
SEA	W	Recreation Workers 39-9032	16,800	2,809	\$722	\$18,780	\$27,510	Civic & social organizations; Government
SI	C	Registered Nurses 29-1141	170,720	10,507	\$2,081	\$54,100	\$71,410	Home health care agencies; Hospitals
S	C	Rehab Counselors 21-1015	8,790	933	\$998	\$25,950	\$40,680	Social service providers; Vocational rehab agencies
SEC	W	Residential Advisors 39-9041	7,890	1,213	\$866	\$22,520	\$30,180	Mental health care homes; Other residential care homes
SIR	T	Respiratory Therapists 29-1126	7,120	463	\$1,740	\$45,250	\$57,600	Hospitals; Other hospitals
S	C	Secondary School Teachers 25-2031	51,910	3,868	\$1,790	\$46,540	\$66,920	Elementary & secondary schools; Religious organizations
SAE	T	Self-Enrichment Teachers 25-3021	15,590	1,824	\$819	\$21,290	\$38,220	Other educational facilities; Self-employed
S	C	Special Educ Teachers 25-2054	8,740	692	\$1,740	\$45,240	\$64,830	Elementary & secondary schools; Mental health care homes
SI	C	Speech/Lang Pathologists 29-1127	6,480	413	\$2,112	\$54,910	\$80,840	Elementary & secondary schools; Other practitioner offices
SC	T	Teacher Assistants 25-9041	50,130	5,439	\$773	\$20,090	\$27,450	Child care facilities; Elementary & secondary schools
SCA	C	Training Specialists 13-1151	10,760	1,191	\$1,558	\$40,510	\$65,090	Management companies; Management consulting firms
SCE	W	Ushers & Lobby Attendants 39-3031	5,530	1,342	\$685	\$17,800	\$22,900	Arts & sports event promoters; Movie, video & TV companies
SEC	W	Waiters & Waitresses 35-3031	102,860	19,760	\$676	\$17,580	\$25,380	Hotels & motels; Restaurants

Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA					Common Employers
			Projected 2028 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
ECA		Advertising Sales Agents 41-3011	4,260	575	\$1,135	\$29,520	\$57,080	Advertising & PR firms; Newspaper & book publishers
ECR		Bartenders 35-3011	34,270	6,042	\$676	\$17,570	\$24,360	Bars & drinking places; Restaurants
EC		Buyers & Purchasers 13-1020	14,420	1,454	\$1,657	\$43,080	\$66,880	Government; Management companies
ERA		Chefs & Head Cooks 35-1011	3,590	481	\$1,539	\$40,010	\$59,040	Food service contractors; Restaurants
ECS		Clerical Supvs 43-1011	69,400	7,225	\$1,517	\$39,440	\$61,520	Credit intermediation; Physician offices
EC		Compensation Specialists 13-1141	3,540	350	\$1,681	\$43,700	\$73,060	Management companies; Management consulting firms
ECI		Computer Managers 11-3021	15,020	1,249	\$3,771	\$98,040	\$144,390	Computer systems design firms; Management companies
ERC		Construction Managers 11-9021	16,220	1,239	\$2,340	\$60,840	\$108,820	Nonresidential builders; Self-employed
ERC		Construction Supervisors 47-1011	24,410	2,624	\$1,914	\$49,770	\$74,640	Nonresidential builders; Other specialty contractors
ESC		Educ Admin, Elem & Secon 11-9032	8,930	732	\$2,905	\$75,540	\$101,710	Elementary & secondary schools; Religious organizations
EIR		Engineering Managers 11-9041	7,120	541	\$4,090	\$106,330	\$152,530	Archtc'l & engineering firms; Management companies
ERC		Farmers & Agrict'l Managers 11-9013	39,530	3,872	\$2,107	\$54,780	\$86,070	Crop farms; Self-employed
EC		Financial Managers 11-3031	21,800	1,867	\$3,398	\$88,340	\$153,350	Credit intermediation; Management companies
EC		Financial Planners 13-2052	12,170	990	\$1,828	\$47,530	\$104,330	Securities agents; Self-employed
EC		Food Service Managers 11-9051	9,610	1,133	\$1,698	\$44,160	\$66,790	Restaurants ; Self-employed
ECR		Food Service Supervisors 35-1012	35,480	5,479	\$920	\$23,910	\$38,960	Food service contractors; Restaurants
ECA		Fundraisers 13-1131	4,300	461	\$1,470	\$38,210	\$61,790	Colleges & universities; Grant foundations & trusts
E		General Managers 11-1021	88,220	7,980	\$2,348	\$61,060	\$132,110	Management companies; Management consulting firms
ES		Hosts & Hostesses 35-9031	17,610	4,012	\$675	\$17,540	\$21,480	Hotels & motels; Restaurants
ECS		HR Specialists 13-1071	26,450	2,730	\$1,655	\$43,020	\$67,790	Employment agencies; Management companies
ECS		Insurance Sales Agents 41-3021	17,990	1,820	\$1,220	\$31,730	\$70,320	Insurance agencies ; Insurance carriers
EIC		Lawyers 23-1011	33,690	1,762	\$2,575	\$66,950	\$142,890	Law firms; Self-employed
EC		Marketing Managers 11-2021	8,580	793	\$3,405	\$88,520	\$148,610	Management companies; Management consulting firms

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			Projected 2028 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
ECS	C	Medical Services Managers 11-9111	17,820	1,589	\$2,302	\$59,860	\$98,560	Hospitals; Physician offices
ECS	C	Meeting Planners 13-1121	4,820	563	\$1,211	\$31,480	\$50,860	Colleges & universities; Other recreational facilities
ERC	C	Network Architects 15-1143	7,590	544	\$2,760	\$71,760	\$111,450	Computer systems design firms; Telecomm providers
EC	T	Opticians 29-2081	3,130	253	\$1,015	\$26,400	\$36,100	Drug stores; Other practitioner offices
EC	W	Parts Salespersons 41-2022	9,180	1,116	\$848	\$22,050	\$33,470	Auto parts & tire stores; Car dealers
ECS	T	Personal Service Supervisors 39-1021	17,900	1,808	\$1,074	\$27,920	\$41,940	Mental health care homes; Self-employed
ERS	W	Police Officers 33-3051	29,760	2,158	\$1,651	\$42,920	\$68,940	Government
EC	C	Production Managers 11-3051	6,830	509	\$2,745	\$71,360	\$109,690	Management companies; Plastics manufacturers
ERC	T	Production Supervisors 51-1011	29,050	2,995	\$1,593	\$41,430	\$62,590	Fabricated metal manufacturers; Plastics manufacturers
EAS	C	Public Rel'n's Specialists 27-3031	9,800	1,047	\$1,363	\$35,440	\$61,260	Advertising & PR firms; Colleges & universities
EC	W	Real Estate Agents 41-9022	14,070	1,371	\$1,312	\$34,110	\$62,430	Real estate; Self-employed
ECR	W	Recreation Attendants 39-3091	11,030	2,528	\$672	\$17,470	\$20,690	Amusement parks & arcades; Other recreational facilities
ESC	C	Religious Directors 21-2021	9,690	1,201	\$732	\$19,020	\$40,130	Elementary & secondary schools; Religious organizations
ECS	T	Retail Sales Supervisors 41-1011	57,950	6,324	\$1,056	\$27,450	\$46,630	Grocery & specialty food stores; Self-employed
ECS	W	Retail Salespersons 41-2031	165,660	24,101	\$707	\$18,380	\$28,710	Clothing stores; General merchandise stores
EC	C	Sales Managers 11-2022	9,330	855	\$3,202	\$83,250	\$150,210	Car dealers; Management companies
EC	C	Sci/Tech Sales Reps 41-4011	14,200	1,512	\$1,876	\$48,780	\$81,350	Pharmaceutical producers; Wholesale electronic brokers
ECS	C	Securities Sales Reps 41-3031	13,640	1,333	\$1,446	\$37,600	\$80,860	Credit intermediation; Securities agents
ES	C	Social Service Managers 11-9151	10,250	941	\$1,731	\$45,000	\$65,070	Mental health care homes; Social service providers
EC	W	Telemarketers 41-9041	5,590	854	\$695	\$18,060	\$28,670	Business support agencies; Credit & lending institutions
ECR	T	Transport'n Supervisors 53-1048	21,610	2,378	\$1,432	\$37,230	\$59,330	Truck transportation; Warehouse & storage facilities



Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA					Common Employers
			Projected 2028 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
CE	C	Accountants 13-2011	61,020	5,871	\$1,902	\$49,440	\$76,720	Accounting firms; Management companies
CE	W	Bank Tellers 43-3071	17,580	2,011	\$988	\$25,700	\$31,240	Credit intermediation; Management companies
CE	W	Bill & Account Collectors 43-3011	9,120	1,062	\$1,079	\$28,060	\$39,210	Business support agencies; Credit intermediation
CE	W	Billing Clerks 43-3021	24,960	2,803	\$1,160	\$30,150	\$40,150	Management companies; Physician offices
C	T	Bookkeepers 43-3031	58,130	6,664	\$1,065	\$27,700	\$40,950	Accounting firms; Management companies
CE	W	Cashiers 41-2011	139,100	26,204	\$677	\$17,610	\$22,060	General merchandise stores; Grocery & specialty food stores
CE	T	Claims Adjusters 13-1031	13,030	1,063	\$1,662	\$43,220	\$68,290	Insurance agencies ; Insurance carriers
CEI	C	Compliance Officers 13-1041	14,670	1,333	\$1,742	\$45,280	\$73,650	Government
CE	C	Cost Estimators 13-1051	9,390	958	\$1,806	\$46,950	\$69,740	Building equipment contractors; Nonresidential builders
CE	W	Counter Clerks 41-2021	12,270	1,594	\$740	\$19,230	\$29,980	Auto equip rental stores; Rental Stores
CRS	T	Dental Assistants 31-9091	12,210	1,408	\$1,126	\$29,280	\$40,290	Ambulance services; Dentist offices
CRE	W	Dispatchers 43-5032	7,650	730	\$1,099	\$28,580	\$42,690	School bus companies; Truck transportation
CES	T	Executive Assistants 43-6011	15,640	1,591	\$1,584	\$41,190	\$60,580	Colleges & universities; Management companies
C	W	File Clerks 43-4071	4,590	539	\$917	\$23,830	\$33,620	Hospitals; Law firms
CIE	C	Financial Analysts 13-2051	13,540	1,205	\$2,046	\$53,190	\$91,150	Management companies; Securities agents
CRE	W	Food Prep & Serving Wrkrs 35-3021	174,050	31,240	\$679	\$17,660	\$21,970	Food service contractors; Restaurants
CER	W	Gaming Dealers 39-3011	6,020	945	\$673	\$17,500	\$20,990	Gambling facilities; Hotels & motels
CE	W	General Office Clerks 43-9061	161,630	19,111	\$904	\$23,500	\$36,940	Colleges & universities; Government
CES	W	Hotel Desk Clerks 43-4081	8,470	1,429	\$689	\$17,910	\$23,440	Hotels & motels; RV parks & recreational camps
CES	T	Human Resources Asst's 43-4161	4,610	513	\$1,191	\$30,970	\$41,510	Government; Management companies
CSE	W	Human Service Assistants 21-1093	21,670	2,654	\$985	\$25,610	\$34,490	Government; Social service providers
CR	W	Inspectors & Testers 51-9061	19,250	2,239	\$1,076	\$27,970	\$41,590	Employment agencies; Plastics manufacturers
CE	W	Insurance Claims Clerks 43-9041	11,170	1,119	\$1,249	\$32,470	\$45,430	Insurance agencies ; Insurance carriers

Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA					Common Employers
			Projected 2028 Employment	Average Annual Demand	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
CES	W	Interviewers 43-4111	10,280	1,276	\$907	\$23,580	\$35,960	Colleges & universities; Hospitals
CE	W	Legal Secretaries 43-6012	6,090	613	\$1,336	\$34,740	\$53,590	Government; Law firms
CSE	C	Librarians 25-4021	5,000	507	\$1,317	\$34,250	\$57,190	Elementary & secondary schools; Government
CRS	W	Library Assistants 43-4121	5,470	824	\$691	\$17,970	\$26,140	Government; Other info service providers
CE	W	Loan Interviewers 43-4131	8,480	885	\$977	\$25,400	\$36,310	Credit & lending institutions; Credit intermediation
CES	C	Loan Officers 13-2072	13,030	1,133	\$1,563	\$40,640	\$74,870	Credit & lending institutions; Credit intermediation
CEI	C	Logisticians 13-1081	6,930	683	\$2,101	\$54,620	\$79,520	Government; Management companies
CS	T	Medical Assistants 31-9092	33,180	3,905	\$1,030	\$26,780	\$33,490	Hospitals; Physician offices
C	T	Medical Records Techs 29-2071	9,970	703	\$1,200	\$31,200	\$43,390	Hospitals; Physician offices
CS	W	Medical Secretaries 43-6013	24,270	2,853	\$1,063	\$27,650	\$36,640	Hospitals; Physician offices
CES	W	Order Clerks 43-4151	5,910	669	\$930	\$24,180	\$34,360	Durable goods wholesalers; Electronic shopping houses
CIE	T	Paralegals 23-2011	13,480	1,497	\$1,375	\$35,760	\$55,490	Government; Law firms
C	W	Payroll Clerks 43-3051	5,290	573	\$1,240	\$32,240	\$45,410	Accounting firms; Management companies
CR	W	Pharmacy Techs 29-2052	19,350	1,632	\$896	\$23,290	\$31,130	Drug stores; Hospitals
CR	T	Phlebotomists 31-9097	5,410	599	\$1,087	\$28,270	\$34,830	Hospitals; Medical & diagnostic labs
CR	W	Postal Mail Carriers 43-5052	12,580	830	\$1,458	\$37,900	\$52,310	Post Offices
CE	W	Production Clerks 43-5061	11,970	1,276	\$1,277	\$33,210	\$47,950	Management companies; Warehouse & storage facilities
CES	W	Receptionists 43-4171	42,550	5,784	\$812	\$21,100	\$29,910	Dentist offices; Physician offices
CE	W	Sales Reps 41-4012	64,380	6,857	\$1,409	\$36,640	\$73,780	Durable goods wholesalers; Wholesale electronic brokers
CE	W	Secretaries 43-6014	90,740	9,746	\$963	\$25,050	\$37,540	Colleges & universities; Elementary & secondary schools
CR	W	Ship/Receiving Clerks 43-5071	25,780	2,570	\$983	\$25,570	\$36,650	Durable goods wholesalers; Warehouse & storage facilities
CRE	W	Stock Clerks 43-5081	87,500	11,699	\$792	\$20,580	\$27,910	General merchandise stores; Grocery & specialty food stores
CIR	T	Web Developers 15-1134	6,190	504	\$1,781	\$46,310	\$72,190	Computer systems design firms; Self-employed

Advantages of Career and Technical Education

The key to a successful and productive society is found in maintaining a highly-qualified, skilled and educated workforce. Technical jobs are very much in demand today.

Career and technical education (CTE) is dedicated to providing secondary students with the education and skills they need to become successfully employed after graduation or to advance to post-secondary education.

Pennsylvania's 84 career and technical centers and approximately 120 school districts offer CTE; and are required to offer a sequence of technical courses supplemented by work-based experiences such as internships or cooperative education. The work-based experiences are offered during the senior year, as long as a student meets the local requirements.

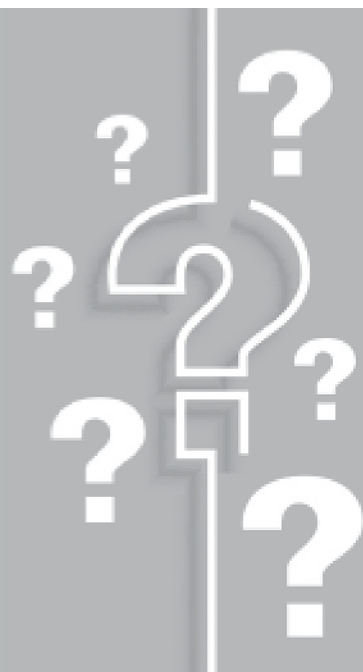
CTE students have the opportunity to earn recognized industry credentials while still in high school. These credentials can help students find jobs and be successful within their field of study.

How do students benefit from CTE programs?

Research shows that about 60 percent of students hold a job at some time during high school, and by doing so gain valuable experience in the work world. Those who were enrolled in a CTE school had a higher likelihood of finding a paid job and of attending a postsecondary CTE school in the early years after high school.

How do I learn more about CTE?

The first step would be to talk to your school counselor or employment counselor about whether this type of education fits in with your career plans. If possible, visit a nearby CTE school and see firsthand what it offers. You can also find out more online at www.pacareerzone.org or at www.education.pa.gov.



CTE provides an opportunity for all students, those preparing for employment directly after graduation and those planning to continue on towards postsecondary education.

Pennsylvania Skills Certificate

If you pursue career and technical education in high school, you will graduate with a diploma and an education in a specific career. That makes you a desirable job candidate and earning your Pennsylvania Skills Certificate will make you even more attractive to potential employers. To do this, you must complete and pass a test that demonstrates technical skill and knowledge in your career program of study.

This certificate serves two purposes. It rewards you for good performance in your technical studies and is also a credential for obtaining a job after high school. Employers know that a prospective employee with a Pennsylvania Skills Certificate has the skills to do the job well. An instructor or counselor at a CTE school can provide you with the necessary details on achieving Pennsylvania Skills Certification.

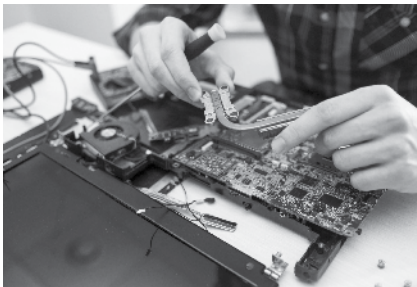
Learning About That Job

There are many ways you can learn more about a particular field of interest or career path. Internships and apprenticeships actually allow you to build your skill- sets and earn credentials to work in that field upon completion or graduation. Consider these options a “test drive” and possibly an opportunity to transition directly into a career.



Internships:

- Learn how businesses operate.
- Develop and refine skills.
- A great opportunity for career exploration and networking.
- Gain valuable experience.
- You can even intern with the Commonwealth of Pennsylvania, learn more at www.employment.pa.gov/internships.



Apprenticeships:

- Provides an alternative to traditional college/4-year degree.
- Learn valuable job skills.
- Earn a salary.
- Obtain real world experience.
- Little to no student debt.
- Gain National Industry Certification.
- Connect directly with an employer.

What Makes a Registered Apprenticeship Different?

Apprentices earn competitive wages, a paycheck from the first day of employment and incremental raises as skill levels increase. More than 90 percent of apprentices remain employed after completing their program with an average salary of up to \$60,000 a year or more. According to U.S. Department of Labor data, workers who complete apprenticeship programs earn approximately \$300,000 more during their career than their peers who do not.”

Traditional Apprenticeships in Pennsylvania:

- Machinist
- Electrician
- Plumber
- Mechatronics

Non-Traditional RAs in Pennsylvania:

- Protective Signal Installer
- Security Operations Center Analyst
- Network Support Technician
- Emergency Medical Technician (EMT)
- Youth Development Practitioner
- Dental Assistant

Programs are usually a minimum of 2,000 supervised working hours and 144 hours of classroom instruction. The credential received upon completion is a nationwide, industry-recognized credential.

Benefits of Apprenticeships:

- Learn while you earn: You will be paid while you develop your skills.
- Increase in wages: The pay progresses as you do.
- On-the-job training: A mentor will work with you in a real-world setting.
- Related classroom instruction: Class work provides the knowledge to supplement the training experience.
- Completion certificate: Upon completion of your program, you will receive a national portable credential.

So, if you want to become a highly-paid and valued employee, relish the challenge of learning a new skill, and like to earn while you learn, entering an apprenticeship training program could be for you.

The PA CareerLink® office in your area can also help you find RA programs that are being offered in the commonwealth or you can search at www.pacareerlink.pa.gov.

Other Helpful Links:

- Office of Apprenticeship website: dol.gov/apprenticeship
- List of Apprentice-able Occupations: doleta.gov/OA/occupations.cfm
- Sponsors database: apprenticeship.gov/apprenticeship-finder

Apprenticeship FACT #1

In 2019, 18,174 individuals participated in Pennsylvania's registered apprenticeship programs. Currently, there are 833 registered apprenticeship programs in the state.

Apprenticeship FACT #2

While construction and manufacturing trades make up the majority of registered apprenticeships, there are hundreds of apprentice-related occupations.

Apprenticeship FACT #3

The majority of apprentices will have little or no related debt upon completion of their program requirements.

Apprenticeship FACT #4

Upon completion, the average wage for an apprentice in Pennsylvania is about \$60,000 per year.

Apprenticeship FACT #5

Former apprentices earn \$300,000 more over a lifetime than their peers who don't complete such a program.

Pennsylvania Office of Vocational Rehabilitation

An estimated 880,000 Pennsylvanians between the ages of 18 and 64 have a serious physical or mental disability. The **Office of Vocational Rehabilitation (OVR)** is a state agency that provides services to help persons with disabilities prepare for, start and/ or maintain employment.

IF YOU ARE AN INDIVIDUAL WITH A DISABILITY, OVR MAY BE ABLE TO HELP YOU ON YOUR JOURNEY TOWARD A FULFILLING CAREER.



CONTACT:

OVR:

717.787.5244 (Voice)
717.787.4885 (TTY)
800.442.6351* (Voice)
866.830.7327* (TTY)

OVR- Bureau of Blindness and Visual Services:

717.787.5244 (BBVS Voice)
800.622.2842* (BBVS Voice)

Hiram G. Andrews Center (HGAC):

814.255.8200 (Voice)
814.255.5873 (TTY)
800.762.4211* (Voice/TTY)

Office for the Deaf and Hard of Hearing (ODHH):

717.783.4912 (Voice/TTY)
717.831.1928 (Videophone)
717.783.4913 (Fax)

* Toll-free within Pennsylvania

Online resource
<http://www.dli.pa.gov/ovr>

SOME OF THE SERVICES OFFERED:

- **Diagnostic Services:** Medical, psychological, and audiological examinations and tests used to better understand your disability and your needs for specific types of services
- **Vocational Evaluation:** Aptitude, interest, general ability, academic exams, work tolerance, and “hands-on” job experience used to understand your vocational potential
- **Counseling:** Better understand your potential, rely on your abilities, set realistic vocational goals, change them when necessary, develop successful work habits
- **Training:** Education to prepare you for a job including, but not limited to: basic academic, vocational/technical, college, on-the-job training, independent living skills, and personal and work adjustment training
- **Restoration Services:** Medical services and equipment such as physical and occupational therapy, wheelchairs, and automobile hand controls can be provided to enable you to pursue and achieve employment
- **Placement Assistance:** Counseling, job-seeking programs, job clubs, and job development to increase your ability to get a job
- **Assistive Technology:** OVR can assist an individual with a disability in effectively selecting and acquiring appropriate assistive technology. They can arrange for a consultant to evaluate your situation and to make appropriate recommendations. OVR also operates and maintains their own Center for Assistive and Rehabilitation Technology (CART) at the Hiram G. Andrews Center.

There is no charge for evaluation and vocational counseling services through OVR. Based upon your financial needs, you may have to contribute to the cost of assistive technology devices and services.

School to Work Transition

School to Work Transition helps prepare you for life and work after high school. If you need vocational counseling and guidance or assistance in preparing for, obtaining or maintaining competitive employment, you may apply for OVR services.

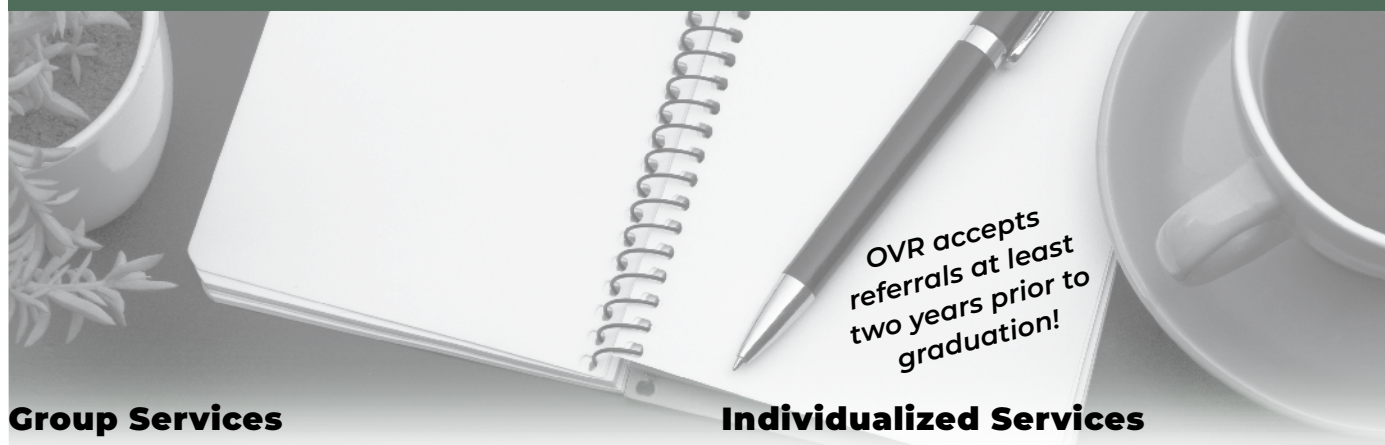
Vocational rehabilitation is an eligibility-based program. You must meet certain criteria to qualify for services. Your counselor will review your information and determine whether a disability exists and whether the disability substantially interferes with your ability to prepare for, obtain or keep a job.

The OVR Counselor will determine if your disability significantly limits at least three areas of functional capacity, including mobility, self-care, work tolerance, interpersonal skills, work skills, communication, and self-direction. Based upon

the evaluation of your needs, the OVR Counselor will determine which services are needed and discuss the recommendations with you. OVR services may include diagnostic services, vocational evaluation, counseling services, restorative services, training services, placement and other support services.

The OVR counselor will work with you to obtain and maintain competitive employment. This goal is achieved when you are working in a community-integrated setting earning at least minimum wage in a job that allows you to work with your unique strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice. OVR services are complete when you achieve your vocational goal and are successfully employed for at least 90 days, after which your case is closed. If necessary, post-employment services may be available.

PRE-EMPLOYMENT TRANSITION SERVICES



Group Services

- **Independent Living Skills Training:** to assist you with skills such as developing and maintaining social relationships, managing a household, financial management and decision making.
- **Self-Advocacy Training:** to assist you with topics such as disability awareness, understanding the transition process, self-advocacy, the knowledge and skills specific to the individualized education program process, post-secondary education, employment, and what to do when applying for and receiving social services.
- **Workplace Readiness Training:** provides you with knowledge needed to find and maintain competitive integrated employment. Curriculums may include soft skills training, interview skills, job readiness, job-seeking skills, HR practices and other skills needed to become "workplace ready".

Individualized Services

- **Job Shadowing:** This service provides you with a one to five-day experience during which you observe the daily duties and responsibilities of an occupation of interest within the community. You are provided with opportunities to shadow employees and obtain an overview of the knowledge, tasks, and abilities needed to work in a particular field.
- **Work-Based Learning Experiences:** Paid, hands on experiences at area businesses where you obtain experience performing actual job tasks. These experiences may be provided during or after school and afford the opportunity to acquire employment skills needed to obtain competitive integrated employment or transition to post-secondary training.
- **Group and Individual Counseling:** Includes job exploration counseling and counseling on opportunities for enrollment in comprehensive transition or post-secondary education programs.

Military Training and Careers in the Armed Forces

In today's world, there are hundreds of occupations from which to choose, and it's important that you spend time exploring all of the options available to you. The United States Armed Forces is one alternative you may want to consider.

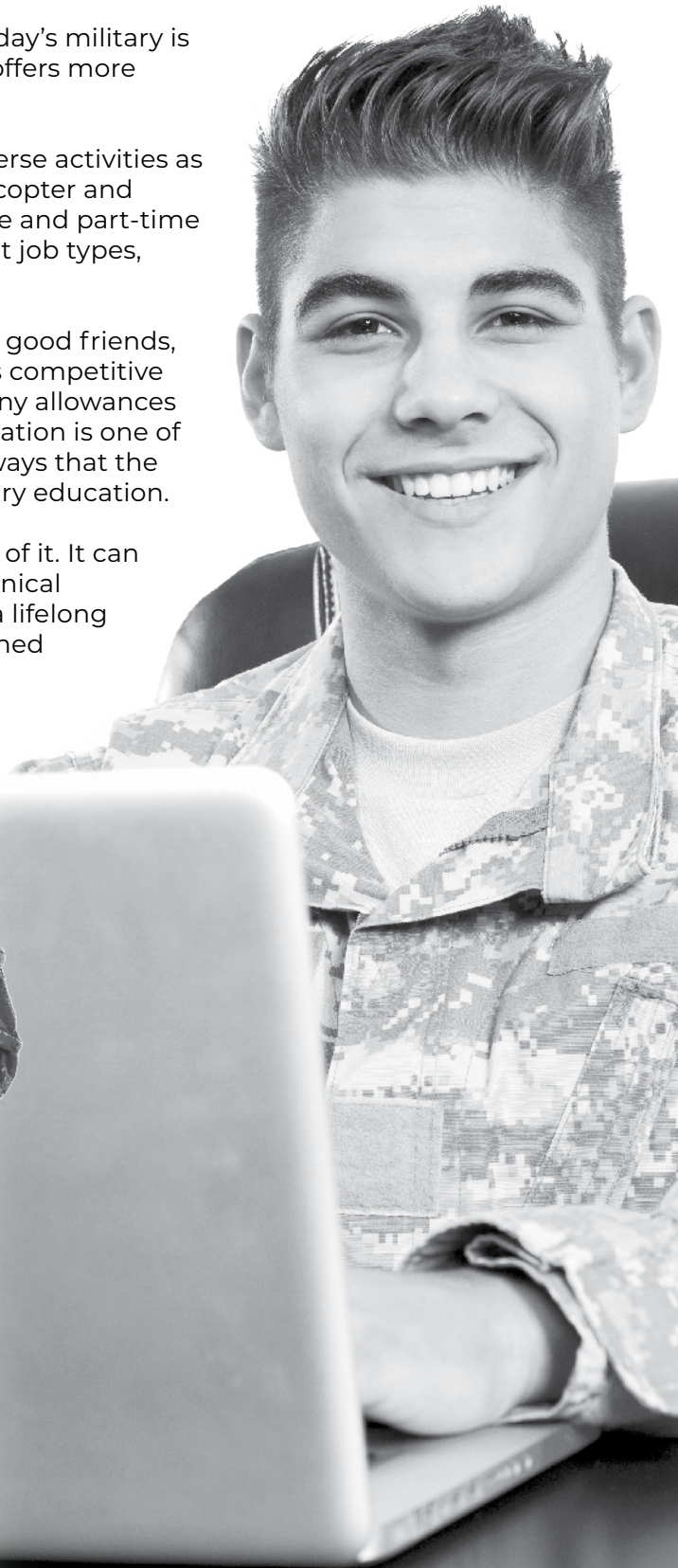
The U.S. military has changed dramatically over time. Today's military is more professional; more technologically-advanced and offers more benefits and rewards than ever before.

Maintaining a strong national defense includes such diverse activities as commanding a tank, running a hospital, repairing a helicopter and programming a computer. The military provides full-time and part-time training and work experience for more than 800 different job types, some of which have direct civilian counterparts.

In the military, you can learn marketable job-skills, make good friends, and develop a positive, winning attitude. The pay scale is competitive with many starting salaries in the private sector, and many allowances paid out by the military are tax-exempt. If a college education is one of your priorities, tuition support programs are one of the ways that the military can help you with the rising cost of postsecondary education.

Serving in the military is really what you choose to make of it. It can simply be a means to an end – money for college or technical training and the development of life-skills – or it can be a lifelong career path, giving you a structured environment, a defined purpose and many opportunities to advance and grow.

If you want to go to college before joining the military, consider a Reserve Officers Training Corps (ROTC) program. These college-based, officer-commissioning programs produce 37 percent of all newly commissioned officers serving the U.S. Armed Forces. If your high school has a Junior ROTC program, it will teach you problem-solving, ethics and leadership skills before you enlist.



In order to join the service, you must be 18 (or 17 with permission from your parent or guardian) and a U.S. citizen or legal immigrant holding permanent resident status. Most enlisted personnel need at least a high school diploma, while officers need a bachelor's or an advanced degree. You also must pass a medical exam. Enlisting in the military is a major step in a person's life. Before you make a decision to join, gather as much information as possible about the branch of the service that interests you. Each one differs in the specific program, terms of duty and enlistment options.



Explore websites like www.myfuture.com and www.todaysmilitary.com to learn more about military life and careers. Make certain your military commitment is based on sound information and realistic expectations. Do your homework so there won't be any surprises.

For more information, contact your nearest recruiter listed in the phone book or call one of the following toll free numbers:

U.S. Army | 888-550-ARMY
www.goarmy.com

U.S. Navy | 800-USA-NAVY
www.navy.com

U.S. Air Force | 800-423-USAF
www.airforce.com

U.S. Marine Corps
www.marines.com

U.S. Coast Guard
www.gocoastguard.com

Air National Guard | 800-TO-GO-ANG
www.goang.com

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

U.S. Space Force | 800-525-0102
www.spaceforce.mil



Veterans' Benefits

The benefits of military service don't end once you leave the military and enter civilian life. In fact, U.S. military veterans are entitled to a wide range of educational, career and employment services.

One of the best known – and most popular – of these benefits is the G.I. Bill, which was signed into law in 1944. This program was updated in 2009 to implement a new bill called the Post-9/11 G.I. Bill. The new bill is designed to enhance and expand educational benefits to service members and veterans who served on active duty following Sept. 11, 2001. The program was further updated in 2017 and is called the Harry W. Colmery Veterans Educational Assistance Act of 2017. It is commonly known as the “Forever GI Bill”, and it eliminated the 15-year use-it-or-lose-it constraint associated with the Post 9/11 GI Bill education benefit. Since the program began, more than 21 million veterans have benefited from the G.I. Bill.

Financial aid for education isn't the only benefit of having served in the military. Veterans also receive free assistance with finding and obtaining a job. By law, PA CareerLink® offices and the State Civil Service Commission must give priority of service to veterans. Each PA CareerLink® has specially trained Local Veterans Employment Representatives who provide veterans with a full-range of employment services. Disabled veterans also receive additional priority and assistance.

More information on the G.I. Bill and other veterans' programs can be found by contacting the Pennsylvania Department of Military and Veterans Affairs or the U.S. Department of Veterans Affairs.

Pennsylvania CareerLink | www.pacareerlink.pa.gov

PA Veterans Affairs | www.dmva.pa.gov

U.S. Department of Veterans Affairs | www.va.gov



Starting Your Own Business

It's a great feeling to be your own boss. If you're motivated, confident, and innovative, starting your own business might well be right for you. There are millions of self-employed business owners, or entrepreneurs, in the United States. Being self-employed has its advantages: greater income potential, flexibility in work schedules, and the freedom to choose what products and services you provide. Ultimately, the work you do can be more fulfilling and rewarding. However, self-employment is also potentially risky. The United States Small Business Administration reports that half of all new entrepreneurship fail within five years. Keep in mind, business owners are not guaranteed a steady income, sick pay, vacation time or a retirement fund. The hours at your own business may be long, especially at first, as you find yourself handling tasks that you wouldn't have to do as an employee elsewhere.

Do the risks of self-employment outweigh the potential rewards? Only you can answer that question. If you find the prospect of working for yourself and potentially making more money enticing, then entrepreneurship may be for you. But if you prefer the security of a regular paycheck and relatively predictable work hours, working for someone else would be a more appropriate option. If you're serious about going into business for yourself, do some more research. Check out the website [**www.business.pa.gov**](http://www.business.pa.gov) for the Pennsylvania Business One-Stop Shop which is equipped with information and resources for businesses both large and small. There is a very helpful publication called "Entrepreneur's Guide" created by PA Department of Community & Economic Development (DCED) that is stored there. Also, be sure to visit the Small Business Administration at [**www.sba.gov**](http://www.sba.gov), which offers a variety of online courses to help you start and run your business.



Questions about Your Business Idea and the Resources You'll Need

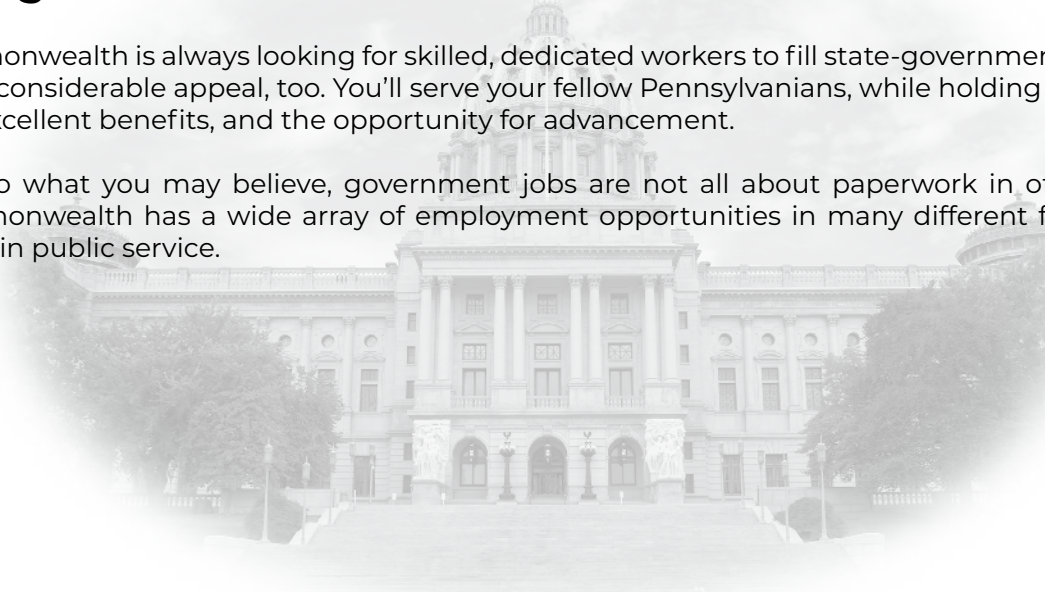
- Is there a market for my product?
- What expenses will I have (including licensing, taxes, equipment, inventory, rent, advertising, utilities, and insurance)?
- How will I find customers?
- What is the best way to advertise and how much will it cost?
- Who is my competition? How loyal are their customers? How much do they charge and can I afford to charge less to win customers?
- Where can I get assistance with any questions I might have about running a business (including accounting, legal, or insurance advice)?
- Do I have the money for start-up costs, or will I have to rely on outside investments or bank loans?

Other Career Options

Working for State Government

The Commonwealth is always looking for skilled, dedicated workers to fill state-government positions. It's a job with considerable appeal, too. You'll serve your fellow Pennsylvanians, while holding a good-paying job with excellent benefits, and the opportunity for advancement.

Contrary to what you may believe, government jobs are not all about paperwork in office buildings. The Commonwealth has a wide array of employment opportunities in many different fields for those interested in public service.



Accountants	Digital Forensic Examiners	Maintenance Repairmen
Automotive Mechanics	Driver License Examiners	Network Specialists
Capital Police Officers	Drug & Alcohol Treatment Specialists	Nurses (both RNs and LPNs)
Certified Nurse Aides	Environmental Planners	Park Rangers
Chemists	Equipment Operators	Parole Agents
Children & Youth Caseworkers	Geologists	Safety Inspectors
Civil Engineers	Geospatial Analyst	Vocational Rehabilitation Counselors
Clerk Typists	Health Facility Quality Examiners	Youth Development Aides
Custodial Workers	Liquor Store Clerks	And many, many more...

The Office of Administration (OA) oversees government employment. The OA recruits employees for all positions with the state and local governments. A listing of all open positions for which the Commonwealth is hiring is located at www.employment.pa.gov.

On the home page, there are links to open positions available to the public as well as a specific link for internships. Information is provided for each job posting such as whether it is civil service or non-civil service, or full-time or part-time. Also available are the specifics of the position including a brief job overview, any specialized certifications or qualifications required, the state agency hiring, work hours and the worksite location. A salary range is provided but note that this range is depicting the entry-level to maximum pay possible for a certain job title. With most civil service positions, the starting salary is not negotiable; however, pay raises schedules are set by the Union contracts which allow for salary increases over time.

Instructions for applying are given for each position as well as contact information for any questions. Take careful note of the dates provided for the closing of the application period for each job to ensure you allow yourself plenty of time to gather any information needed as part of the application process. For questions regarding the employment process or assistance with applying via the website, call 717.787.7811 or 717.787.0570 (TTY).

Helping Ex-Offenders Rejoin the Workforce

Finding a job after committing any crime can be very difficult. Like any other job, networking is your best option. Get in touch with good people that you may have known prior to your conviction, join local clubs or community organizations, and spread the word at church if you are religious. Any of these people may know of possible job opportunities.

The website www.careeronestop.org/ExOffender is sponsored by the U.S. Department of Labor and offers information, tips, and resources to help people with criminal records overcome barriers they might face in their job searches. You will still need an up-to-date résumé, prepare yourself for the interview, dress your best, and be open and honest about your past.

Not all companies have a strict “do not hire ex-offenders” policy. Pennsylvania currently has a Fair-Chance hiring policy for state agencies that removes the criminal conviction question, otherwise known as “banning the box,” from non-civil service employment applications for agencies under the governor’s jurisdiction. Even so, as an ex-offender you will most likely have a long break in your employment history that will raise flags and need to be explained. Long term, this will continue to be an issue, but can be overcome if you reestablish a solid employment history and can secure positive references.

Helpful books, websites and resources:

- Best Resumes and Letters for Ex-Offenders by Wendy S. Enelow
- The Ex-Offender’s Quick Job Hunting Guide: The 10 Sequential Steps to Re-Entry Success by Ronald Krannich
- Legal Action Center: www.lac.org
- A listing of all the Pennsylvania state resources and assistance programs: <http://www.hirenetwork.org/content/pennsylvania>



Did you know?

People who haven’t even been convicted
of a crime can have old criminal charges
following them around -
keeping them from job and housing opportunities.

Clean Slate can help.

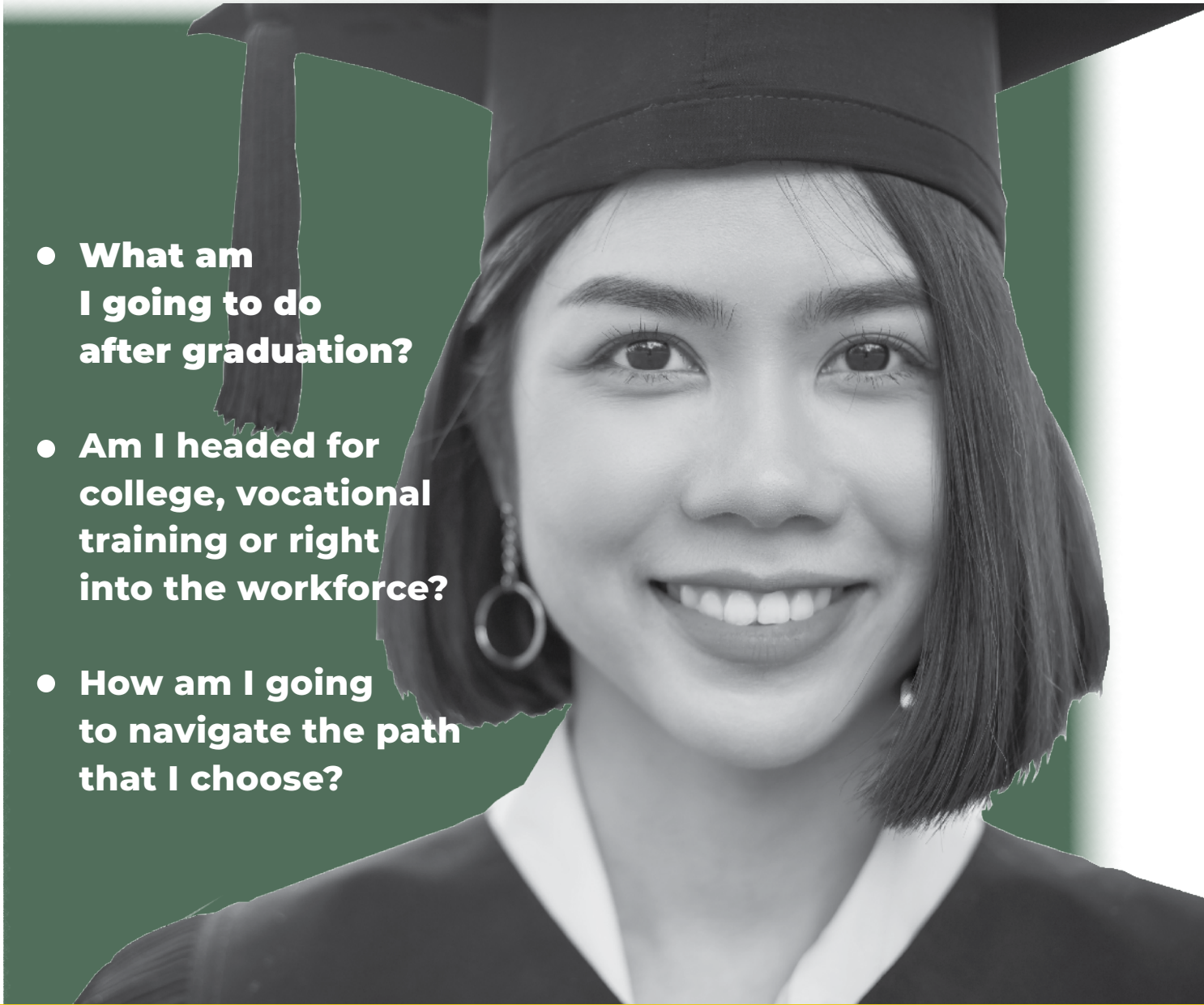
Learn more at mycleanslatepa.com.

To-Do List for High School Students

When you're in high school you have a lot to think about, especially during your junior and senior years. This section of the Career Guide offers you some help by giving you a general to-do list to follow. When dealing with specific matters, such as application or financial aid deadlines, pay particular attention to the school's requirements, rather than these suggestions. Consider this list more of a guide than actual rules.

The to-do list is divided into two sections:

- 1.** A brief overview of what you should be doing prior to your senior year to prepare for life after high school.
- 2.** A month-by-month planner that is divided into three categories: for college bound students, for students seeking other postsecondary training and for students seeking to immediately enter the workforce.

- 
- **What am I going to do after graduation?**
 - **Am I headed for college, vocational training or right into the workforce?**
 - **How am I going to navigate the path that I choose?**

1. What to do before your senior year begins:

- Take a skills or interest assessment to learn a bit about yourself. What are you good at? What do you enjoy doing?
- When you find a career path that interests you, learn more about it. You might find it's exactly what you want to do or find that the day-to-day work would bore you. Check out the Virtual Job Shadow feature available through PA CareerLink® (www.pacareerlink.pa.gov) under the Individuals tab. Scroll down the page to the Online Resources and Tools section and click on Job Exploration.
- Talk to your guidance counselor about your career options or prospective plans.
- Make sure you take classes that fit your career goals.
- Take the Preliminary SAT (PSAT), which is good practice for the SAT. A good score on the PSAT could qualify you for a National Merit Scholarship.
- Be sure to get involved in part-time or volunteer work and extracurricular activities. These can give you valuable insight about yourself and look good on a résumé.
- Consider taking the Armed Services Vocational Aptitude Battery (ASVAB) test, especially if you plan to enlist in the military after high school.
- Attend college fairs, career fairs and job fairs held at or near your school. These are great ways to gain information on prospective careers, as well as network with people in the field.
- Near the end of your junior year, review your transcript to make sure you will complete the classes you need to graduate.
- If you plan on going to college, begin to narrow down your list of choices during the summer between your junior and senior years. This will keep your application fees to a minimum down the road. Also, if you are considering a school out of the area, the summer might be a good time to make a campus visit.

Now, here's a look at what you should do during your senior year, based on your chosen career path.

Accomplishing these things before your senior year will give you a sense of direction and purpose as you complete your high school education.



2. Month-by-month planner: Senior Year To-Do List

GOING RIGHT INTO THE WORKFORCE

SEPTEMBER

Take an interest or skills test (similar to the one we provide in this guide) and talk to a career counselor to get an idea of what kind of work you would want to do. Do your interests lie in a career that offers apprenticeships?

OCTOBER

Figure out and list your strengths, experiences and accomplishments. Also list any jobs you might have had in the past. Would your interests lead you to starting your own business? If so, look for resources on entrepreneurship, such as Pennsylvania's Department of Community and Economic Development's Entrepreneur Guide.

NOVEMBER

Use your list of strengths, experiences and accomplishments to begin to assemble your résumé.

DECEMBER

Make sure you've polished your résumé. The holiday break is a good time to put your résumé to use by getting a part-time job, hopefully in a field that interests you.

JANUARY

Work on planning a budget for yourself. Figure out what your fixed expenses are likely to be, and don't forget to budget for incidental expenses that crop up from time to time. This is good practice, whatever your future plans may be.

FEBRUARY

Update your résumé again, including your most recent part-time employment. Remember, you're about to step up to full-time employment, so think about what it is you want your résumé to say about you, and revise it again.

MARCH

Time to start learning even more about potential employers; research companies that interest you to see what kinds of jobs they offer and how you would fit into the company. This kind of homework isn't just about learning where to apply. Having this knowledge will come in handy when you're interviewing.

APRIL

Talk to people you want to use as references. Get their permission before listing them! Teachers, coaches, counselors and employers are all good choices. Make sure to get a summertime or home phone number for those who will be on vacation.

MAY

Get ready to get a job. Yes, that sounds daunting, but that's what you've been building up to all year long. Prepare some cover letters and practice interviewing, then get out there. A final piece of advice: Don't just jump at the first job that comes along. Be sure to choose the job that fits both your needs and your skills.

2. Month-by-month planner: Senior Year To-Do List

OTHER POSTSECONDARY TRAINING

SEPTEMBER

Figure out where you want to be a year or two from now. Learn as much about that field as you can. This includes getting a part-time job and/or volunteering in that field.

OCTOBER

Figure out and list your strengths, experiences and accomplishments. Also list any jobs you might have had in the past. Would your interests lead you to starting your own business? If so, look for resources on entrepreneurship, such as Pennsylvania's Department of Community and Economic Development's Entrepreneur Guide.

NOVEMBER

Start researching which schools will have the training programs that you'll need to get into your field of choice. You may be looking for degrees provided by a local community college or something more specific, such as studying electronics at a school that specializes in it.

DECEMBER

Begin visiting the schools you're interested in attending. Just because a school is nearby or in the same town doesn't mean you shouldn't spend the time to conduct a proper visit of the facilities. Fill out a FAFSA (Free Application for Federal Student Aid) and look for financial aid opportunities if you have not already done so.

JANUARY

Make a list of deadlines. Begin applying to schools and start assembling your writing samples or portfolio.

FEBRUARY

Keeping any deadlines in mind, continue the application process. Follow up with schools to ensure that nothing is missing from your application. This gives you time to provide anything you may have forgotten.

MARCH

Time to wait. Watch the mail and look for acceptance letters as well as scholarships for financial aid that you applied for.

APRIL

Continue watching the mail for acceptance letters and financial aid offers from schools.

MAY

Be prepared to begin any training or courses that might start before the usual fall semester begins. Some year-long or two-year programs require you to begin earlier in order to complete them.

2. Month-by-month planner: Senior Year To-Do List

FOUR-YEAR COLLEGE BOUND

SEPTEMBER

Get applications and financial aid information from the schools you are interested in attending. Find out whether the schools you're looking at prefer the ACT or SAT. Register and practice for either or both exams. Now is also the time to begin asking if teachers, bosses or others will be willing to write letters of recommendation for you. If you plan on applying through an early action or early decision program, you should begin working on these applications now. Additionally, begin working on applications to colleges that conduct rolling admissions. Many colleges determine housing and admission on a first-come, first-served basis, so applying early to these institutions can be advantageous. There are many colleges and universities in Pennsylvania that offer rolling admissions. This list can be found at <http://blog.prepscholar.com/colleges-with-rolling-admissions>.

OCTOBER

This is the ideal time for college visits especially to nearby schools. Many high schools have college fairs, which are a good opportunity to get more information and any forms you might still need. Additionally, many schools offer seminars in your local area. This can save on travel until you've decided to which schools you want to apply. Take the ACT if any schools on your list require it. Many schools only consider the highest of any scores that you receive on these types of standardized tests. It is important to know what the policies are of the schools on your list. If you are unsatisfied with a score that you receive, taking the test again may be a good option.

NOVEMBER

Begin working on your college essays or writing samples and be sure to have someone proofread them for you. If any of the schools you are applying to require the SAT you should take it now if you haven't done so already. Submit applications for early decision/early action programs. If you plan on entering an ROTC program, the application is due December 1.

DECEMBER

Pick up a FAFSA (Free Application for Federal Student Aid) form or apply online at studentaid.gov. You'll also want to check to make sure your SAT or ACT scores have gotten to your schools of choice. If you applied early to any schools, your application responses will arrive this month.

JANUARY

Work on your FAFSA forms. FAFSA forms require a good deal of tax-related information, so you'll need your parents to gather that well before April 15. Begin a serious hunt for outside scholarships (check out page 44 for more information). Be aware that some schools consider your first semester grades from your senior year in the form of a mid-year grade report.

FEBRUARY

If you haven't already done so, complete the FAFSA forms and send them to your schools of choice. Make a list for yourself ranking your college choices. You should contact all colleges to which you have submitted applications and confirm that they have received all of the necessary application materials.

MARCH

Watch the mail. You should be hearing back from schools soon. You should also be receiving your Student Aid Report (SAR) in response to any financial aid applications. The SAR can also be emailed if you list an email address on your FAFSA, so watch for it there, too.

APRIL

Wait until you've heard from your preferred school before you decline any offers. Also, make sure to meet any other deadlines, such as for housing or more financial aid. Make your final college choice. The enrollment deadline for most schools is May 1, so make sure that you mail the enrollment form and deposit check to the school you have selected.

MAY

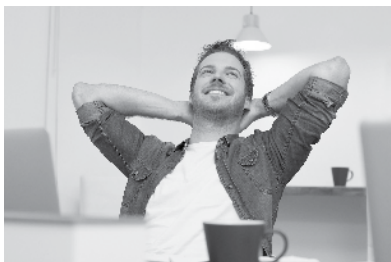
Decline any offers that other colleges have made to you so the spot being held for you can be given to the next person in line. Take any advanced placement (AP) exams.

Which Standardized Test is for You?

While many factors contribute to how your application to college is ultimately rated; including good grades, extracurricular activities and application essays, standardized testing is often considered to be an important aspect of whether or not you get accepted into the school of your choice. Some colleges and universities no longer mandate score submissions from standardized tests as part of the application process, but it is important to find out if the schools you are applying to do. If standardized test scores are required, there are some important things to know.

The most common standardized tests are the SAT and the ACT. The chart on the next page shows the differences between the two. Check with the colleges to which you are applying to see if they require one of these tests for admission. Many colleges take these standardized tests very seriously when determining admission, scholarships, financial aid and even enrollment into some specific programs of study. Consider taking the exam at least two times, as colleges often take the higher score, though this is important to verify with the school you are applying to as well.

Being overly anxious could prevent you from performing your best on SATs or ACTs. Here are some tips to ease anxiety and make sure you're prepared.



- Know the instructions and format thoroughly before going in. This helps avoid losing time rereading the instructions when you could be answering the questions or rechecking your answers.
- Take a pretest, either on paper or on a computer, in order to become familiar with both the format and the types of questions that will be asked.
- Take a preparatory course for a fee, or buy/borrow one of the many books focused on SAT or ACT preparation. These methods provide useful tips and techniques that can improve your score.
- Get a good night's sleep the night before the test, and have a healthy breakfast the morning of the test.
- Bring a snack to eat during test breaks, preferably something that will give you an energy boost.
- All questions are weighted equally, so if you can, finish answering the easy questions first.
- You have a limited amount of time for the test. If you get hung up on a particular question, mark it so you can come back to it later, and then move on.
- Be extra careful that you don't accidentally skip a question in the test booklet, and thereby inadvertently begin providing "right answers" to wrong questions all the way forward. Throughout the exam, vigilantly monitor that the question number you're working on in the booklet, matches that found on your answer sheet.
- If time permits after answering all the questions, go back and check your work.
- Be sure to erase any stray pencil marks on the test sheet or booklet after completing the test.

Which Standardized Test is for You?

ACT vs. SAT



ACT vs. SAT		
ACT	Questions	SAT
The ACT tests your skills in English, math, reading and science, with an optional writing portion.	<i>What do the tests focus on?</i>	The SAT tests your critical reading and mathematical reasoning skills, with an optional writing portion.
The ACT composite score is based on an average of the various sections of the test and ranges from one to 36. The national average score in 2018 was 20.8.	<i>How is scoring handled?</i>	Each section of the SAT has a range from 200 to 800, making the total range from 400 to 1600. The national average for 2018 was 1068.
No. If you do not know an answer you may as well try your best guess, even if you can't eliminate possibilities.	<i>Is there a penalty for wrong answers?</i>	No. If you do not know an answer you may as well try your best guess, even if you can't eliminate possibilities.
\$50.50 without writing; \$67 with writing; three hours, 40 minutes (including the optional writing test).	<i>How much and how long are the tests?*</i>	\$47.50 without essay; \$64.50 with essay; three hours for math and critical reading; 50 minutes for writing.
The ACT is administered seven times a year. You should register at least five weeks before the test date.	<i>When should I register?</i>	The SAT is administered seven times a year. You should register at least five weeks before the test date.
<u>www.act.org</u>	<i>websites</i>	<u>www.collegeboard.org</u>

*Few waivers are available for low income students for both exams and costs were accurate as of date of publication.

The Costs of College

The pursuit of higher education – for any period of time – is an increasingly popular decision. For many, it is also an increasingly expensive one. Depending on the institution, tuition combined with room and board charges can total anywhere from \$6,500 to more than \$50,000 a year.

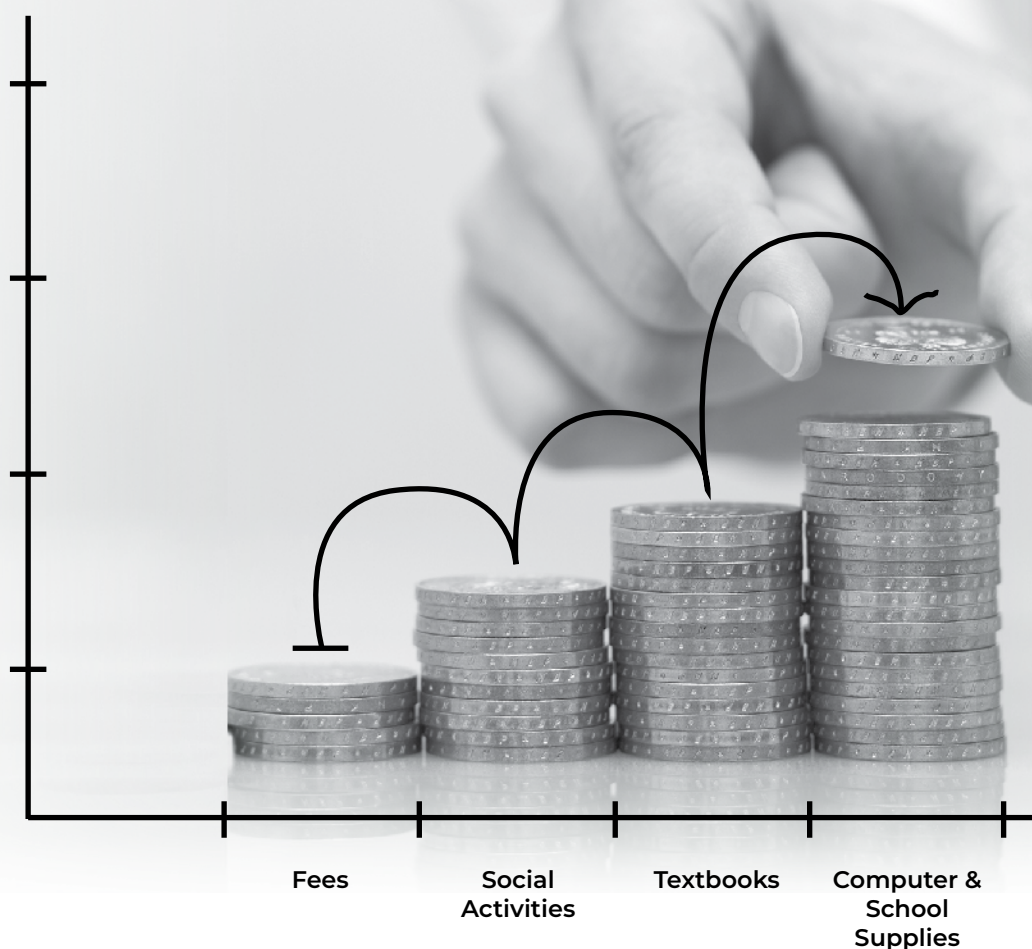
The average costs of undergraduate education in Pennsylvania at different types of schools are shown in the table below.

COLLEGE TYPE	TUITION	ROOM AND BOARD
Private Four-Year Colleges	\$41,703	\$13,545
Public Four-Year Colleges, In-State	\$14,812	\$11,475
Public Four-Year Colleges, Out-of-State	\$28,537	\$11,475
Public Two-Year Colleges, In-State	\$5,284	N/A
Public Two-Year Colleges, Out-of-State	\$14,111	N/A

Source: National Center for Education Statistics (2018-2019)

And don't forget those additional costs...

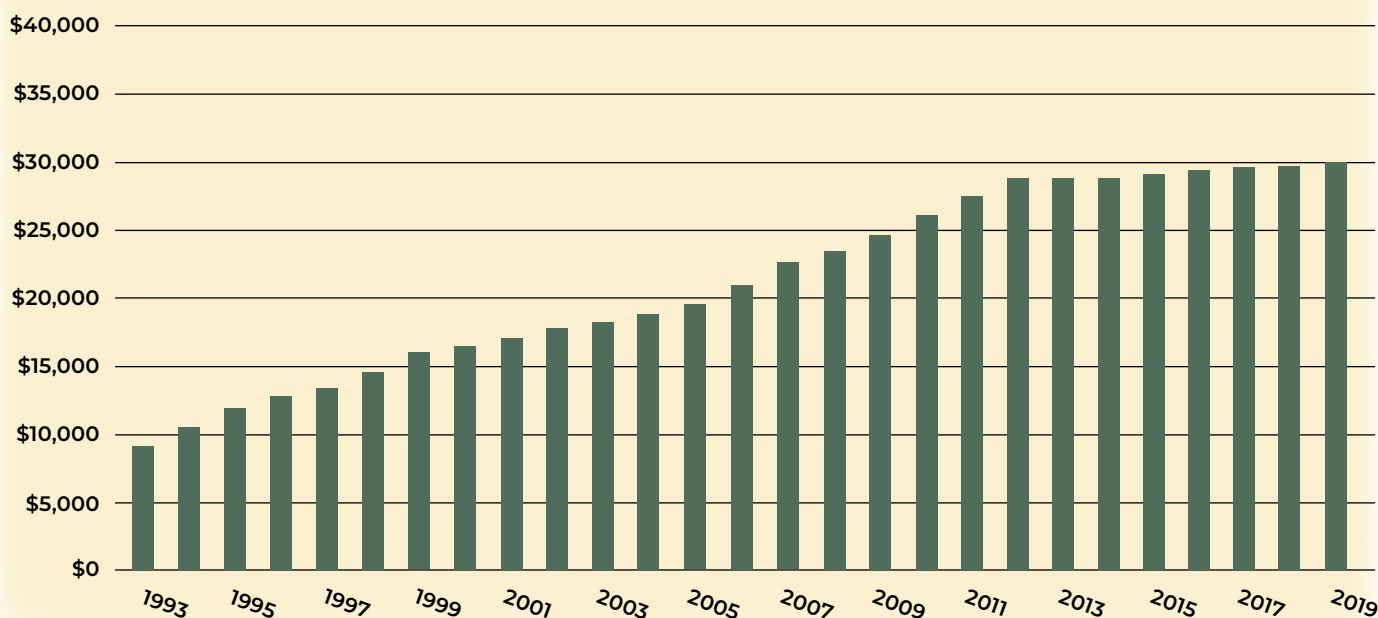
While budgeting for a college education, there are many costs that parents and students tend to overlook.



Scholarships

According to The Institute for College Access and Success from a 2018 study, about two in three (65%) graduating seniors had student loans, and the national average debt was \$29,000. In fact, Pennsylvania had the second highest average debt of \$37,061. Student loan debt is now the second highest consumer debt category, only behind mortgage debt, higher than both credit cards and auto loans.

Average Student Loan Debt by Year



Source: The College Investor; Study from the Journal of Financial Planning

While there are several student loan forgiveness programs such as public service or for teachers, only a few are approved and you still must make monthly payments for up to 5 to 10 years. With this in mind, it makes sense to pursue as many opportunities as you can to help finance your education. Scholarships, grants, and work-studies are one means to that end and can help to lessen the debt burden you have upon graduation.

In addition to traditional scholarships for academic achievement or athletics, many other types of scholarships exist. Some examples of these are scholarships from employers, local civic organizations, churches and scholarship funds dedicated to students pursuing specific academic goals like science or healthcare. There is even a scholarship out there specifically offered to left-handed individuals. The possibilities for scholarships are only truly limited by how hard you are willing to look for them, and how many you are willing to pursue. Make sure you pay attention to deadlines and requirements when choosing which scholarships to pursue.

**The
average
student in PA
owes more
than
\$37,000**

Below is a list of resources for some of the more traditional scholarships available:

Federal Student Aid
www.studentaid.gov

Pennsylvania's State System of Higher Education
www.passhe.edu/answers/Pages/Financial-Aid.aspx

Pennsylvania Scholarships
www.unigo.com/scholarships/by-state/pennsylvania-scholarships

Pennsylvania CareerLink®

With more than 60 locations throughout Pennsylvania AND online access 24 hours a day, Pennsylvania CareerLink® is there to help you navigate the road to career success. From pharmaceutical companies to hospitals, financial management institutions to software corporations, local schools to manufacturing firms – PA CareerLink® will connect you with some of the best job opportunities in the state.

Need help getting started?
PA CareerLink® has that covered too!
www.pacareerlink.pa.gov

Staff Assistance

PA CareerLink® has a variety of trainings and educational resources available to assist you with your job search and make you more marketable as a job seeker. You can check out the events calendar on the PA CareerLink® website or check with your career advisor for local offerings. Some examples of workshop topics include:

- Resume writing;
- Interview skills;
- Effective job search tips and techniques;
- Career exploration;
- Introduction to computers and digital literacy classes;
- GED preparation and other remedial educational classes;
- Informational sessions on training, apprenticeships, and on-the-job training opportunities; and,
- Financial literacy.

Rather assist yourself? There are a lot of resources available through PA CareerLink® that you may access as soon as you register!

- Virtual Job Search Tool
- Create a Resume using the Resume Builder
- Record yourself during a mock interview using the Big Interview-this is an interactive interview tool with interview tips and best practices
- Make yourself available to be matched to jobs and employers that meet your qualifications & preferences
- Find and register from trainings and workshops, employer recruitments and job fairs. Many of these items have both in person and virtual offerings.
- Looking for a change in career? Check out PA Career Zone or Virtual Job Shadow.
- Learn about the latest employment and educational opportunities that may be available to you
- Identify your transferable skills for your work history, education or military service

Ask your PA CareerLink® representative if you are eligible for On-the-Job Training or Apprenticeship Programs!

ATTENTION JOB SEEKERS:

Trade Adjustment Assistance (TAA) is a federal program that assists American workers adversely affected by foreign imports. TAA provides workers with the means to attain competitive and marketable skills that allow them to rejoin today's increasingly competitive work environment.

Benefits include:

- Occupational training
- Wage replacement for older workers
- Relocation reimbursement
- Income support
- Out-of-area job search
- Health coverage tax credit

Additionally, weekly Trade Readjustment Allowances (TRA) may be payable to qualified workers following the exhaustion of state and federal unemployment compensation benefits. Workers may also be eligible for federal tax credits for the cost of health insurance. For more information on TAA or TRA, contact your local PA CareerLink®.

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Your Résumé

Making a Great First Impression

Think of your résumé as your personal sales brochure. It establishes a first impression of you and plays a pivotal role in whether or not you will get an interview. But a résumé is more than a summary of your skills, experience and education; it is an advertisement of your best self. A prospective employer wants to know where you have worked and what skills you can bring to the workplace. When touting your accomplishments, be specific. Give examples of where your skills brought about significant results. Instead of stating “good decision maker,” say “Made decision to streamline (x) process and increased profitability by 30 percent.” This could lead to a productive discussion during your interview.

Research suggests that your résumé has less than 20 seconds to catch someone's eye and make the right impression.



Developing Your Résumé

Résumés can vary in appearance, but most consist of the following components:

- **Personal Data:** Your name, telephone number, address and email address.
- **Education:** List educational levels in reverse chronological order, most recent first. Include details relevant to the job, such as courses or special projects.
- **Work Experience:** Summarize your work experience, focusing on specific tasks performed and accomplishments. Include relevant unpaid work experience.
- **Activities:** List those activities most relevant to your occupational goal. Include school, community, and professional activities.

Take time to make it eye-catching and easy to read. To create an impressive résumé, it should be:

- **Well written:** Make sure you have no spelling or grammatical mistakes. Keep it clear and concise. Have someone proofread your résumé before you give it to an employer.
- **Attractive:** It should be typed and professional in appearance. An employer should be able to glance over the résumé and read the main points.
- **Concise:** Your résumé should be as long as it has to be, and no longer. For a student or someone with limited experience, one page is sufficient.
- **Relevant:** Tailor the résumé to the individual job description for which you are applying.
- **Personalized:** Use the style and format that best reflects your needs and accomplishments.
- **Appropriate:** Information and format must conform to employer expectations. An artist or a consultant should consider including a portfolio outlining past projects to showcase talent.

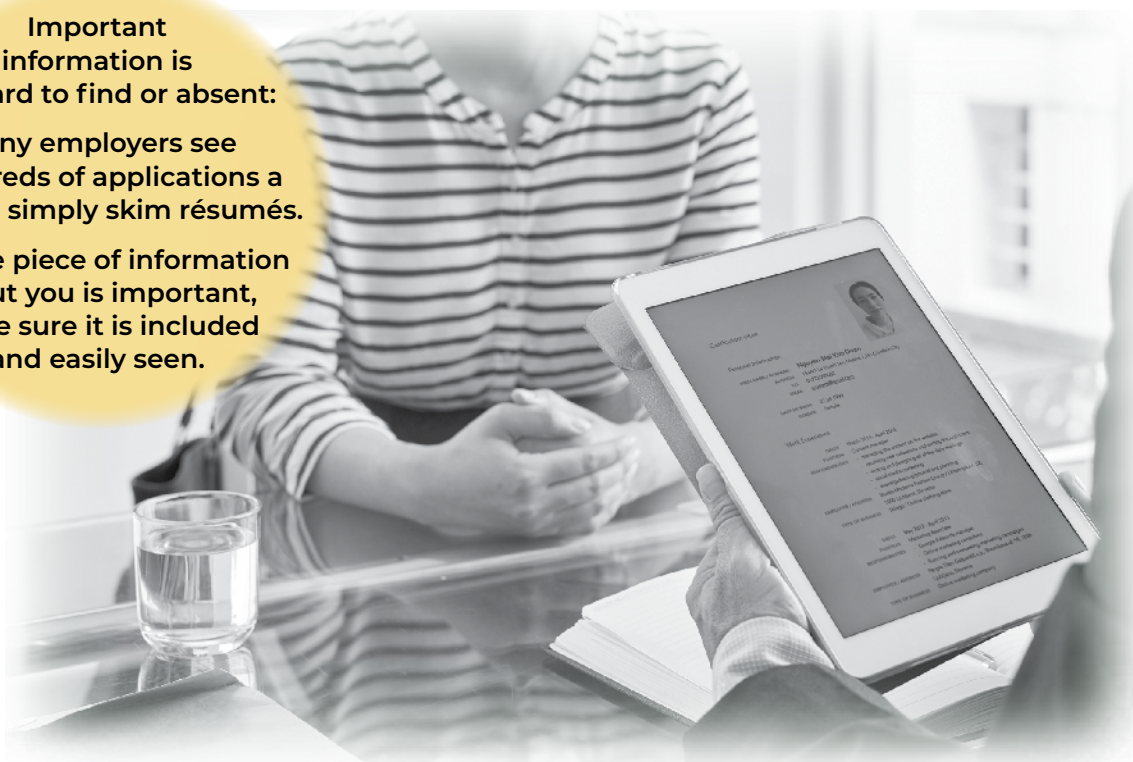
Common Complaints about Résumés

- **Listing objectives or meaningless introductions:** Vague objectives and overly general introductions don't tell the reader anything of value. This wastes the reader's time and valuable résumé space. Tell them who you are and what you do by making a single, clear statement.
- **Writing in either the first or third person:** Using the first- or third-person voice risks turning your résumé into a narrative. It can take it from a short summary of your qualifications into a second, redundant cover letter.
- **Important information is too hard to find or absent:** Many employers see hundreds of applications a day and simply skim résumés. If some piece of information about you is important, make sure it is included and easily seen.
- **Too long:** A résumé is not a second cover letter. You want to concisely state your qualifications for the job, your work history and accomplishments. But don't overdo it. The ability to be concise is looked upon favorably by most employers.
- **Personal information not relevant to the job:** There are times, such as when your hobby is related to the job you are seeking, including that personal information can help you. Most times, however, don't include information that can be wrongly interpreted or open the door to some type of prejudice on the part of the résumé reviewer.
- **Too duty oriented with accomplishments not highlighted:** A list of duties from a previous job just reads like a job description. Instead, briefly describe some of your accomplishments, which give the résumé a personal flavor while highlighting your talents and initiative.
- **Unprofessional email addresses:** The résumé is your first contact with the employer in the hiring process, so always try to make a good impression. An email address that is the same as your name will do just that; "HotPants021" won't.
- **Gaps in employment:** In the interest of brevity, don't explain gaps in your employment in the résumé. Leave that for the cover letter but be ready to again explain the gaps in your interview.

Important information is too hard to find or absent:

Many employers see hundreds of applications a day and simply skim résumés.

If some piece of information about you is important, make sure it is included and easily seen.



Posting Your Résumé Online

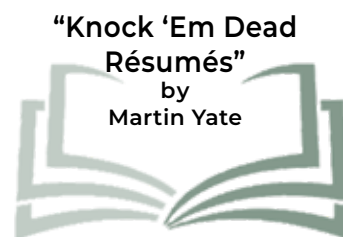
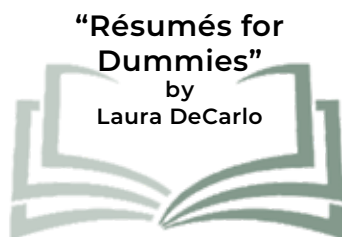
Posting résumés and conducting job searches online is becoming more and more popular. While this makes the process of getting your name out there much easier, it does not increase your chances of getting a job.

Companies receive hundreds of applicants for each job listing through online forums. If a résumé does not stand out, it may be immediately discarded. When posting online, you have a much better chance of successfully obtaining a job if you read the job description very carefully and then tailor your résumé to it. Putting hours of effort into a few job postings can be more effective than putting minimal effort into hundreds.

Here are a few tips and precautions for posting your résumé online:

BEWARE OF FORMATTING REQUIREMENTS	USE CAUTION WHEN PROVIDING PERSONAL INFORMATION	DON'T LET YOUR RÉSUMÉ SIT
<p>Convert your résumé to plain text by saving it as a "plain text" or "text only."</p> <p>Proofread after converting; some errors may have occurred in the process.</p> <p>Replace bullets with asterisks (*) or another symbol.</p> <p>Do not use tabs or try to center the text. Left-justify the entire résumé.</p> <p>Do not try to control the length of lines by pressing enter/return. It may appear differently on the employer's computer than it does on yours.</p>	<p>Do not list your phone number or your home address; the city name should be enough.</p> <p>Do not list your references; say that you can provide them upon request for an interview.</p> <p>Remove dates and specific company names. Use a general description of the company. (Instead of "IBM" for example use "a multinational information technology company.")</p> <p>Create a disposable email address that can be discontinued after obtaining the job. This protects you and might be more professional than your current email address.</p>	<p>Résumés are normally arranged online by date of submission, much like job postings. If your résumé is good, but months old, an employer might think you are no longer available to hire.</p> <p>Revise your résumé every two weeks; this keeps you near the top of the list. If the résumé hasn't caught someone's eye, make some updates.</p> <p>If you have no results after a few months, remove your résumé and try another website.</p> <p>Remove all your résumé postings after obtaining a job.</p>

For more information about résumés and cover letters, check your local library or bookstore.



The Internet can also be a valuable resource for résumé and cover letter preparation. You might find the following sources useful:

PA CareerLink® www.pacareerlink.pa.gov

My Perfect Résumé <http://www.myperfectresume.com/>

Rockport Institute <http://rockportinstitute.com/resumes/>

Action-Oriented Word List

Active words tend to grab the résumé reader's attention more than passive words. For example, "Led a project" does not grab the reader in same the way as "Coordinated and designed a project." Evaluate your own résumé and see if you cannot incorporate more of them. "Managed employees" can quickly become "Cultivated and mentored employees". Here is a list of more action words:

Accelerated	Controlled	Enhanced	Influenced	Outperformed	Reviewed
Achieved	Converted	Ensured	Informed	Overhauled	Revitalized
Acquired	Conveyed	Established	Initiated	Oversaw	Screened
Administered	Convinced	Evaluated	Innovated	Partnered	Scrutinized
Advised	Coordinated	Examined	Inspected	Persuaded	Secured
Advocated	Corresponded	Exceeded	Inspired	Pioneered	Shaped
Amplified	Counseled	Executed	Instituted	Planned	Showcased
Analyzed	Created	Expanded	Integrated	Prepared	Simplified
Arbitrated	Critiqued	Expedited	Interpreted	Produced	Spearheaded
Assembled	Cultivated	Explored	Introduced	Programmed	Standardized
Assessed	Customized	Facilitated	Investigated	Promoted	Stimulated
Audited	Decreased	Fielded	Itemized	Publicized	Streamlined
Authored	Deducted	Forecasted	Launched	Qualified	Strengthened
Authorized	Defined	Forged	Lifted	Quantified	Succeeded
Awarded	Delegated	Formalized	Lobbied	Reached	Supervised
Boosted	Delivered	Formed	Mapped	Reconciled	Surpassed
Briefed	Demonstrated	Formulated	Maximized	Recruited	Surveyed
Built	Designed	Fostered	Measured	Redesigned	Sustained
Calculated	Devised	Founded	Mentored	Reduced	Targeted
Campaigned	Developed	Furthered	Merged	Refined	Taught
Capitalized	Diagnosed	Gained	Mobilized	Refocused	Tested
Centralized	Directed	Generated	Modified	Regulated	Tracked
Chaired	Discovered	Guided	Monitored	Rehabilitated	Trained
Clarified	Dispatched	Headed	Motivated	Remodeled	Transformed
Coached	Documented	Hired	Navigated	Reorganized	Unified
Co-authored	Edited	Identified	Negotiated	Replaced	United
Composed	Educated	Illustrated	Operated	Researched	Updated
Conserved	Enabled	Implemented	Orchestrated	Resolved	Upgraded
Consolidated	Enforced	Improved	Organized	Restructured	Verified
Consulted	Engineered	Incorporated	Outpaced	Revamped	Yielded

The Job Application

Employers use job applications to quickly compare prospective employees without reading through résumés. This means that you will want your application to be complete with clearly documented information. Incomplete applications or ones that are difficult to assess will often be overlooked.

TIPS FOR COMPLETING JOB APPLICATIONS:

- Get organized. Try to create a sample generic application ahead of time. Include your Social Security Number, work history (dates of employment and job descriptions), employer contact information, references, and any other information you feel you might need. Keep all of your paperwork in one folder (paper or electronic). You may not always need every piece of information but you will have it available just in case. It is better to have too much information than not enough. If you do this properly you should be able to consult this information every time you need to fill out a job application and you will save yourself substantial amounts of time.
- Read and follow all instructions carefully.
- Print neatly on paper applications in blue or black pen. The instructions may specify one ink color over another. Having an erasable pen or white-out to fix mistakes is also helpful.
- Complete all information and avoid leaving anything blank. If there are questions that do not apply, write "n/a."
- Don't provide any negative information. If you were fired from your last job, you should try to be as positive as possible and leave longer explanations for the interview. Write "will discuss at interview" if you have something you prefer to discuss in person.
- Do not give specific salary requirements. Write "open" or "negotiable."
- Always tell the truth and do not over exaggerate on job titles or job responsibilities.
- Make sure your responses are error free (spelling, content and grammar). Whether you are filling out a paper application or typing your responses online, you should always proofread the application before submitting it. In an electronic application, you may not be



able to go back and change something later so you should fix any errors before advancing to the next screen.

- Avoid abbreviations and acronyms that may be unfamiliar to those reading your application.
- Make sure you have permission from the people that you list as references. You should contact them before you apply for a job or attend an interview to let them know they may be contacted. This is especially important if you haven't used a particular reference in a while.
- Always sign and date paper applications.
- If you haven't heard anything within a week after submitting the application, follow-up with the company. Let them know that you are interested. Also find out how long they keep job applications on file.
- It may be a good idea to check that your networking profiles, like LinkedIn, are up to date in case an employer tries to access your profile.
- Clean up your public social media profiles like Facebook and Twitter and remove any information you wouldn't want employers to see.

Budgeting

Regardless of where you are in life, if you do not have a budget, you should make one. Not because you're being told to do so, but because the only way to become financially secure and independent is to take in more money than you spend. One of the best ways to do that is to actually track where your money goes.



Pick A Timeframe For Your Budget

You can choose any amount of time for the budget, but monthly is the most typical. Most recurring expenses (rent/utilities/car payments) are paid on a monthly basis, making this timeframe the easiest for which to plan.



List All of Your Income

In your budget, include all of your income. For college students, these typically include: financial aid (scholarships, grants, work study, and student loans), savings, contributions from parents and income from a part-time job. For someone in the workforce this would be the net amount of your paycheck. Net is your take-home pay. You may make \$10 an hour for 40 hours a week resulting in \$800 for two weeks of pay, but after taxes, deductions and health care premiums, your two-week paycheck is reduced by roughly a third and may only total about \$560.

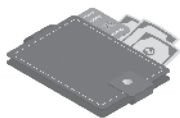


List All of Your Expenses

Next, list all of your expenses. Typical college student expenses include: tuition and fees, books and supplies, room and board/housing, groceries and snacks, personal care items, transportation or car expenses, health insurance, cell phone, clothes and entertainment and activities. If you're not sure what your expenses are, track them for a week, a month or more. Recording everything you spend can be an eye-opening experience and a great way to find areas to cut costs. If you are in the workforce your expenses will depend heavily on your living arrangements. Rent, utilities and transportation are all dependent on where you are located.

Useful Tip:

A great way to manage money is through multiple bank accounts. A separate savings account is typical, but having multiple checking accounts is helpful too. One for rent and bills that need to be paid, and another for splurge spending on entertainment, clothing, etc.



Save and Plan for Emergencies

Savings should be considered an expense. It should be somewhere between five and 10% of your budget. Savings helps with the unexpected parts of life. If your car breaks down or you have an unexpected medical expense, you'll be way ahead of the game if you have money saved in an emergency fund and don't have to rely on credit. It also helps you make those big steps in life like buying a house, starting an investment portfolio, planning a wedding, or taking a big vacation.



Make Sure Your Budget Balances

Total your income, total your expenses and then make sure that your budget balances. You should account for every dollar. If you have money left over, it should be added to savings. If your budget doesn't balance, you'll need to reduce your expenses and/or figure out a way to bring in more income.

Budget Worksheet

INCOME

Bi-Weekly Income (single occupation from data bank) (multiply by 2) _____

Minus Taxes & Withholdings (multiply by 0.3) _____

Plus Other Income _____

Total Monthly Income: _____

EXPENSES

FINANCIAL

Savings _____

Student Loan Payment _____

Credit Card Payment _____

Gifts & Charity _____

Total Financial: _____

HOUSING

Rent/Mortgage _____

Utilities (water/trash/electricity/oil/gas) _____

Cell Phone _____

Internet & Cable TV _____

Home Repairs & Maintenance _____

Total Housing:

(divide by number of roommates) _____

FOOD

Groceries _____

Dining Out _____

Lunches & Snacks _____

Pet Food & Care _____

Total Food: _____

EVERYDAY EXPENSES

Clothing _____

Toiletries _____

Laundry & Cleaners _____

Hair Care _____

Other _____

Total Everyday Expenses: _____

TRANSPORTATION

Car Payment _____

Car Insurance _____

Gas _____

Parking & Tolls _____

Repairs & Maintenance _____

Public Transportation _____

Total Transportation: _____

HEALTH

Medical Insurance _____

Dentist _____

Eye Doctor _____

Prescriptions _____

Other _____

Total Health: _____

ENTERTAINMENT

Movies/Games/Concerts _____

Satellite Radio/Netflix/Hulu _____

Dates/Vacation _____

Hobbies _____

Other _____

Total Entertainment: _____

Total Monthly Expenses: _____



Budget Worksheet Sample

INCOME

Bi-Weekly Income (single occupation from data bank) (multiply by 2)	\$3,174
Minus Taxes & Withholdings (multiply by 0.3)	- \$952
Plus Other Income	\$0
Total Monthly Income:	\$2,222

EXPENSES

FINANCIAL

Savings	\$150
Student Loan Payment	\$225
Credit Card Payment	\$100
Gifts & Charity	\$10
Total Financial:	\$485

HOUSING

Rent/Mortgage	\$900
Utilities (water/trash/electricity/oil/gas)	\$180
Cell Phone	\$60
Internet & Cable TV	\$70
Home Repairs & Maintenance	\$0
Total Housing: (divide by number of roommates)	$\$1,210/2$ $= \$605$

FOOD

Groceries	\$150
Dining Out	\$55
Lunches & Snacks	\$27
Pet Food & Care	\$0
Total Food:	\$232

EVERYDAY EXPENSES

Clothing	\$40
Toiletries	\$10
Laundry & Cleaners	\$10
Hair Care	\$10
Other	\$5
Total Everyday Expenses:	\$75

TRANSPORTATION

Car Payment	\$200
Car Insurance	\$70
Gas	\$90
Parking & Tolls	\$45
Repairs & Maintenance	\$50
Public Transportation	\$0
Total Transportation:	\$455

HEALTH

Medical Insurance	\$200
Dentist	\$20
Eye Doctor	\$20
Prescriptions	\$10
Other	\$0
Total Health:	\$250

ENTERTAINMENT

Movies/Games/Concerts	\$40
Satellite Radio/Netflix/Hulu	\$25
Dates/Vacation	\$35
Hobbies	\$20
Other	\$0
Total Entertainment:	\$120

Total Monthly Expenses: **\$2,222**



How to Stay Positive During Your Job Search

You have selected a career path, just graduated high school or college or decided to reenter the workforce. You are ready and eager to get to work, but that does not mean finding a job will come quickly nor easily. Remain flexible but don't blow off any opportunities hoping that something better will come along. Sometimes you will need to take a job to help pay the bills, before you find the ideal job you're looking for. However, this doesn't mean take the first thing that comes your way. If the job isn't the right fit for you, you're going to be constantly searching for a new job.

Here are some tips for the potential jobseeker:

- Volunteer and network. This will get you out of the house and building relationships with people who may know where work is available. It can help you develop soft skills and other strengths you can reference during an interview.
- Research the field you want to enter. Review your previous jobs, knowledge and skills and see if there are any new trends or changes that you should be aware of. Through reading you may gain some "perspective" about yourself and realize that you would prefer to work more directly with customers than being behind the scenes in an office.
- Spread the word. Gently remind ALL of your family, friends and acquaintances to not ask you every time they see you "did you get a job yet?" Tell them you will let them know as soon as you get good news in your job hunt.
- Maintain a schedule. If you are looking for a "9 to 5" job, then you should start waking up early, do your "work" involving research, résumé writing and filling out applications during this time period. Leaving the house to do this at a library, coffee shop or park can be mentally helpful as well. After five, you can relax. This habit will make the transition to work easier, and you won't feel guilty or stressed that you're not searching all day, every day.
- Don't dwell on missed opportunities. "Sorry, we cannot offer you a job at this time," doesn't mean that you are a failure or that you did anything wrong. Another applicant may have simply had better credentials, a great interview or known someone in the company. Use each interview as an opportunity to learn, and send a letter of thanks to every person that rejects you. Perhaps they will remember this gesture and contact you if another job opens up.
- Manage stress. Looking for jobs, filling out applications, going to interviews and not hearing back from employers all cause a lot of anxiety and stress. Avoid stimulants such as coffee, nicotine and energy drinks to help manage stress and anxiety. Also, get out of the house and take a walk or go to the gym as part of your daily routine. The fresh air, sunshine, and exercise all improve mood and boost serotonin levels. Exercise can help alleviate both psychological and physiological stresses on the body.



Networking & Social Media

Twenty percent or fewer of all job openings are never advertised.



Most jobs are filled through personal referrals, direct contact with employers or employment agencies. The key to networking is to make as many contacts as possible by meeting and talking to people who can help you learn about job openings and opportunities. Be specific about what you are looking for and how they can help.

For instance:

Prepare a list of friends, relatives, teachers or anyone with whom you may have a common thread. They might know of employers looking for your particular skills. Ask for tips, leads and suggestions to help you reach your goals. Take advantage of your “connections” and contact those employers or leads. Even if you don’t get the job now, they might remember you later or even point you in a better direction.

Attend a career fair (see page 5). You’ll have the opportunity to meet with representatives from multiple industries and to submit your résumé to several potential employers.

Make an effort to learn about local employers. Find out who’s hiring, what type of work they do and who to contact about job openings. One of the best ways to go about this would be to check out the company’s website.

Join a student or professional organization. Don’t be afraid to approach new people. More times than not you’ll find a way you can help the person or learn they are able to help you out

Online Networking

When social media sites began, they were primarily used by college students and recent graduates as a means of keeping in touch with social acquaintances and friends. However, with millions of accounts on platforms like Facebook, Twitter, TikTok, Snapchat, Instagram and LinkedIn, there is a good chance that everyone from your boss to your grandmother could be looking at your profile right now.

Thousands of people use these sites when searching for jobs or seeking out potential clients. But despite all of the positive and beneficial applications these tools provide, there are also several ways that improper and careless use can affect your personal and professional life. In addition, many employers will quickly search you online before offering you a job. Google yourself to see how easily information can be found about you.

Countless examples can be easily found about employees losing their job over an inappropriate Facebook post or an insensitive Twitter comment. While freedom of speech protects your right to speak your mind, your employer also has the right to fire you if those public comments reflect poorly on them or potential customers.

The simple fact is that social networking sites are tools, and tools have the potential to be dangerous if the proper precautions are not taken while using them. Here are a few suggestions to ensure safe use of social networking:

DO

Keep private information private. Information such as your home phone number or address can provide potentially dangerous people with unwanted access to your personal life. Additionally, cyber criminals thrive on information regarding your pets or grandparents' names, as these are the questions that banks and credit card companies use to verify your identity.

Remove comments posted by others that can get you in trouble. You can't always keep your friends or others from posting material that you don't want to be seen online. It is important to remain aware of what is posted and remove information that could be harmful or ask those who posted it to remove it.

DON'T

Don't post anything on your profile that you wouldn't be comfortable with showing up on the front page of your local newspaper. While you may post that picture of you out on the town last Saturday for the enjoyment of your friends, keep in mind that if they can see it, so can everybody else. If you are over 21, drinking is legal. However, showcasing excessive drinking can reflect poorly on your character and be seen as a red flag to employers.

Don't use your profile as a way of venting about what's going on in your life. If you have a bad day at school or work, writing a couple of paragraphs about it may help you to blow off some steam. However, do not complain about your workplace – including your job, boss, co-workers and customers.

Don't admit to doing anything illegal. Even if you are joking, it is very difficult to undo such an admission. The police are just as capable of using social media sites as anyone else. The best bet is to avoid doing anything illegal in the first place.

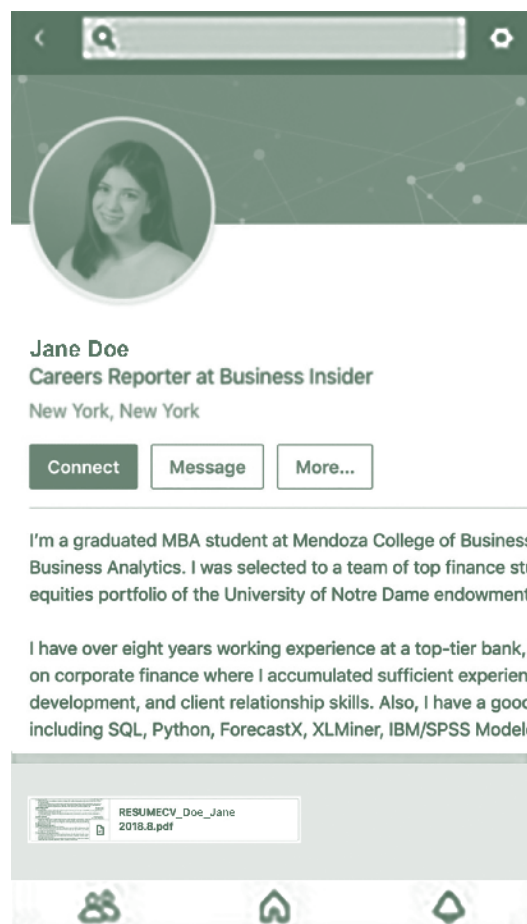
If you keep these general rules in mind while using social media networks, there is no reason why these networks can't be a great tool to help you keep in touch with old friends, make some new ones or even land that job you've been looking for.

Creating a LinkedIn Profile



LinkedIn differs from other social media sites, in that it is designed specifically for networking, job searching and recruiting. It is focused and strips out all of the other day-to-day posts/tweets/events that aren't relevant to work. Below are some tips for having an effective, professional profile:

- **Display an appropriate photo:** This should be a good, professional-quality headshot. Think something similar to your senior picture.
- **Show off your education:** Include all educational institutions as well as the majors and minors you've acquired. If you have a great GPA, were awarded honors or other recognition, be sure to list them.
- **Include other information:** In addition to past work, be sure to include internships, volunteer work, and extracurricular activities you may have been involved in.
- **Join groups:** These may include the university you attended, professional associates, or people with similar interests. It is just another way to make connections and expand your network.
- **Update your profile at regular intervals:** An active page shows you are open to opportunity. You do not have to be online every day, but try to do something every two weeks. Add a connection, reach out to someone, or simply update the "Specialties" section with a few new keywords.
- **Keep it professional:** When reaching out to others, use formal language such as "Mr. Jones and Ms. Smith" rather than their first name. Keep your tone similar to a cover letter rather than a tweet to friends.



The Interview

OK, you've landed a job interview. Now it's important to make the most of the opportunity. The best way to do that is to be prepared. Here are some suggestions for what to do between the time an interview is scheduled and when it actually occurs.

- **Research the company and industry.** Make sure you know some facts about the company's history, what products or services it offers, and the industry it serves.
- **Rehearse a one- to two-minute commercial about yourself.** Be ready to sell yourself with a summary of your education, achievements, skills and goals. It should sound natural, not rehearsed.
- **Be prepared for "stumbling block" questions.** Know in advance how you will answer questions about lack of experience, job-hopping history and gaps in employment.
- **Practice answers to anticipated questions.** Go online or visit the library to review resources about common interview questions.
- **Turn the negative into a positive.** The employer may ask what your weakness is. For instance; if it is organization, turn it around by stating the tools you use to stay organized such as Microsoft Calendar, Tasks and Notes.



- **Make a list of your strengths.** Use action adjectives such as: Confident, Organized, Decisive, Competitive, Designer, Visionary, etc.
- **Prepare a list of questions for the employer.** Some questions you can ask are: What work hours are available? What attire would be appropriate? What is the timeline and the steps involved with the hiring process? You may also ask why the position is vacant and did the employee leave the company entirely or get another position within the company.

Almost all questions fall into one of the following seven categories:

1. ***Are you trustworthy?*** Key Words: personal qualities; "who you are"
2. ***Can you do the job?*** Key Words: skills, abilities, strengths
3. ***Will you really work at the job?*** Key Words: initiative, attitude
4. ***Will you fit in?*** Key Words: relationships, co-workers, boss, customers
5. ***Will you leave soon?*** Key Words: future, plans, goals, objectives
6. ***Are you safe?*** Key Words: conflict, stress
7. ***Can I afford you?*** Key Words: benefits, salary, overtime, compensation

During The Interview



DO

- Go alone.
- Arrive a little early.
- Be clean and well groomed.
- Bring extra copies of your cover letter, résumé, references and a pen.
- Address the interviewer by name.
- Smile and offer a greeting.
- Listen carefully and be interested.
- Maintain good eye contact.
- Take time to think about your answers to interview questions.
- Speak clearly and use proper grammar.
- Ask for clarification if you do not understand a question.
- Be positive.
- Express your readiness to undertake the job duties.
- Understand that you may be nervous and that is ok.
- Be polite to those employees you encounter when arriving and leaving the interview.
- Match the body language of the individual doing the interviewing.

DON'T

- Speak too fast.
- Interrupt the interviewer.
- Fold your arms.
- Sit with your arms or legs far apart.
- Smoke or chew anything, even if invited to do so.
- Say, "I'll take anything."
- Fiddle with pens, paper or desk items.
- Criticize your former employers or teachers.
- Discuss personal or financial problems.
- Beg for the job or hang around after the interview.
- Stress your qualifications for the job.
- Sit down until you are asked.
- Provide information that is not true.

Big Interview

One of the best resources available to users of the PA CareerLink® system is Big Interview. Big Interview allows you to learn and develop interviewing techniques that will help you to enhance your skills and develop the confidence needed to ace your next interview, one of the most important aspects of landing the job you want.

Interviewing for a job, for everyone from a first-time job seeker, to an experienced professional, can be one of the most daunting and stressful parts of the job seeking process. But with Big Interview, you can learn and practice your interviewing abilities and techniques, all from the comfort of your own computer.

Big Interview comes equipped with three primary tools to help you market and sell yourself, and your abilities, to potential employers in the best possible light. And remember, interviewing is all about marketing yourself to potential employers that are looking to buy your skills and talents.



FREE SERVICE

Big Interview also contains great resources on developing resumes and cover letters, how to go about landing an interview, and the proper way to follow-up after completing your interview.

So what are you waiting for?

Get signed up for PA CareerLink® at www.pacareerlink.pa.gov today and get working on those interviews!

Interview Training

Start learning the interviewing techniques and best practices to land your next job. Choose from video lessons covering all aspects of interviewing or writing lessons detailing interview essentials.

Practice Interviews

Put your newly learned knowledge to the test by participating in mock interviews from a variety of categories organized by experience, occupation or competency.



Interview Roulette

Stay at your best by answering random interview questions and perfecting thinking on your feet.

Keeping Your Job

Professional Behavior at Work

You've been hired! That's great news. But it's important to understand that making a good impression doesn't end with the interview. Once hired, many people act in an unprofessional manner and make negative impressions on supervisors and co-workers. The result? They end up losing the job they worked so hard to obtain.

Professionalism is one of many 'soft skills' that today's employers say workers are lacking. These skills are intangibles that center on social interaction and communication within the workplace. Acting in a professional manner and learning other 'soft skills' will improve your chances of succeeding within a company, even if you lack experience or have underdeveloped technical skills.

How Are Your Soft Skills?

- **Punctuality:** Do you arrive at work 15 minutes early, or do you rush around and get there a few minutes late?
- **Professional Dress:** Do you dress for success, or do you just wear whatever might be clean that day?
- **Self-motivation:** Do you actively seek out work for yourself, or do you wait for someone to tell you what to do?
- **Flexibility:** When asked to do something you've never done before; do you rise to the challenge or complain that you don't know how to do it?
- **Teamwork:** Do you think working as a team is a waste of time, or does it motivate you to do your best?

You also have to realize that the mistakes you make at one job could stay with you as bad performance reviews, unfavorable references and as part of your professional reputation as you look for another job. With that in mind, the following is a list of professional behavior guidelines to keep in mind as you start a new job:

Basic Professionalism

- **Get** any dental or medical appointments out of the way before you start a new job. You don't want to take off work early in your employment unless it's an emergency situation.
- **Be** on time for work. Nothing says 'unreliable' like repeated tardiness.
- **Come** to work clean and well groomed. Yes, it sounds obvious, but poor appearance leaves a lasting impression.
- **Dress** appropriately for work. Don't wear a suit to your job if it's dirty and labor intensive. Likewise, don't wear a t-shirt to an office job at a law firm.
- **Take** the time to read the office manual on policies and procedures. Then follow it.
- **Keep** your personal life separate from your office life. Don't address personal matters while you're on a company phone on company time.
- **Remember** that the supplies and equipment provided to you are there to help you do your job, and are NOT there for your own personal use.



Keeping Your Job

Professional Behavior at Work

Outward Professionalism

- In any work environment you will confront situations that cause frustration. When that happens, it's always best to remain cool and control your emotions. Shouting matches and dramatics rarely work to your advantage.
- Keep your opinions and biases to yourself. It's very easy to alienate someone with a single poorly chosen conversation; it's a lot more work to overcome the damage done by that conversation.
- Don't engage in gossip about co-workers or supervisors. First, it makes you look bad. Secondly, think about the people involved. How much would you like to hear rumors about yourself?
- Maintain a positive attitude at work. Cynicism and moodiness only serve to alienate co-workers.
- Similarly, make friends with and surround yourself with positive people who don't engage in gossip or play office politics. (Actually, this is good advice for life outside of the office, too.)
- Always remember to be diplomatic and polite. Good manners can earn you nothing but respect at work.

Job Professionalism

- Get a feel for the culture of your workplace. If it's a corporate, professional environment, a laid-back attitude won't get you far. If the workplace is more relaxed, it's probably not to your advantage to be overly assertive.
- Be patient with yourself at work. You aren't expected to know everything, especially when you first start your employment. Learning the ropes takes time, and impatience will lead to rash decisions and a poor attitude.
- Team players are highly valued. Be on, whether through support or encouragement. Always be willing to help your co-workers and employer.
- Another part of being a team player is shouldering your own workload. Don't make others set aside their projects to do your work for you.
- Use your performance reviews as a learning experience. The criticism offered in them is meant to be constructive – to help both you and the company – so don't get overly defensive.
- Be willing to take on new tasks. By learning new skills, you enhance your résumé and make yourself more valuable to your employer.
- Finally, try to make yourself 'layoff proof' by becoming valuable to your employer. However, don't become too valuable in your position that you'll be passed over for a promotion.

A Note on Substance Abuse:

No doubt you've heard this countless times: Engaging in drug or alcohol abuse is dangerous behavior. Substance abuse can have an adverse effect on your career. Increasingly, employers are conducting drug tests on their employees or prospective employees. The U.S. military has a zero-tolerance drug policy; the Federal Government allows drug testing at all levels. Screenings may take the form of polygraph (lie detector) and tests of the blood, urine or hair. Many employers will dismiss employees or reject applicants solely on the basis of a positive test.

Apart from testing, drug and alcohol abuse will affect your work life. Drugs and alcohol affect your physical and mental health, making you less sharp and an overall liability to the company.

Solutions:

- **DON'T USE DRUGS**
- Know the company policy on drug testing.
- Understand that refusing a drug test might be grounds for disciplinary action (including dismissal), depending on the company policy.
- Be prepared to discuss any prescriptions you are taking with your employer or prospective employer if they could be captured by a drug test.
- False positives do occur. Over-the-counter drugs and some foods (poppy seeds are infamous) can cause a positive drug test despite the taker not being a drug user. If this happens, discuss re-testing with your employer at once.

How to Move on After Getting Fired

Fired, let go, terminated, laid off; regardless of the way it is phrased, losing your job is often a negative experience. Becoming unemployed often carries with it a large amount of emotional and financial stress. However, that negativity and stress can do nothing for you. The only way forward is through positivity; and remember a job does not define who we are, rather we define our job by the effort and actions we put into it.

Your initial reaction will likely be frustration or anger with your employer and boss. This is natural but venting towards them or about them through social media is completely unproductive. Think about how a new employer would react to your behavior. If you are unable to shake the anger and bitterness, talk with someone who you trust or a professional. And, if you were dismissed for a reason outside of your own control, you may be able to still get a reference on your positive qualities. It never hurts to ask.

Understand where you are financially. Most likely you will need to cut costs and spending immediately. Having a budget in place will help you determine what is essential and what is not. If applicable, sign up for unemployment insurance as soon as possible and verify if you can afford

COBRA (health insurance through the employer) or if you need to purchase health insurance privately.

Take some time for you and try to understand why this happened. Even if you do not have the money to travel to get away from it all, time to decompress is important. This “you” time can help you understand who you are and who you want to be. Evaluate yourself honestly. This is your opportunity to take a good look at your career path so far and will help you find the career path in front of you. A few questions to ask yourself:

- **Did I enjoy the work or the people?**
- **What about my previous jobs did I like or dislike?**
- **Do I want to try something new?**
- **Do I want to go back to school?**

These are just a few questions to help you understand where you want to go. Also, if you were let go due to an inability on your part, ask yourself “What could I have done differently?”, “what skills do I need to improve?” or “did I promote myself beyond my job level?” If you were in a managerial or supervisory position, did you enjoy it or was the stress overwhelming?



Finding yourself no longer employed does not have to be a scary and angry time. View it as an opportunity to explore new ideas for the next chapter in your life.

Job Search Advice for Older Workers

For an older (or any aged) worker looking for employment, it is important to maintain a weekday schedule that is as structured as possible. This helps to keep you in a 'daily work' frame of mind. Try to keep the same hours that you would keep if you were working. This means not staying up late or sleeping in most weekdays and keeping weekend routines as regular as possible. Weekdays should still be thought of as working days. This daily schedule should include resume review and updates. Also, review work, education and life experiences to see if you left out anything that is now relevant. Use your "workday hours" time for reviewing your professional knowledge base and furthering your education by additional course work, including on-line seminars, etc. Also, if you are "behind the times", work on improving your technical or computer skills and to familiarize yourself with social media.



It never hurts to spend some time on ancillary material, not directly related to work, to get a big picture perspective. This could include reading history, economics, science and philosophy/theology. This will aid in filing the hours of your day and take your mind off job hunting. Spend some of your preparation/reading time in a different environment away from home. Try going to a library, book store, park or garden. Take a mental break during the week for an afternoon and watch a movie, go for a hike or leisurely drive.

Be sure to keep yourself physically active. If you are financially able, join a gym. Even without a gym, there are still plenty of ways for you to stay physically active. More and more studies are showing the importance of activity. Stand up, stretch and move about for five minutes every hour and walk around the block every other hour. This is important psychologically and physiologically! A good 30+ minute walk helps release endorphins and various 'feel good' hormones.

Now is a good time to start (or increase) the many health hints/tips that are available. Get some sunlight every day, perhaps include some breathing and relaxation techniques. Remember that old axiom, 'laughter is the best medicine.' Healthful stimulants during the day may include dark chocolate, fruit, vegetables and herbal teas. Too many energy and sugary drinks will take their toll when they wear off. It is also important to continue hobbies, interests and social activities.



Did we mention that walking is very important? Walking with friends is even better. All this boosts Serotonin levels, burns calories, tones muscles and flexes joints. Finally, and perhaps most important- Gently remind ALL your family, friends and acquaintances not to ask you every time they see you, "did you get an offer yet?" Tell them you will let them know any time you get good news in your job hunt.

Helpful Links

GENERAL JOB SEARCH:

www.pacareerlink.pa.gov

In PA CareerLink®, job-seekers have access to more than 200,000 job openings.

You can create and upload a resume and make yourself available to thousands of employers.

PA CareerLink® will also recommend jobs for you based on your preferences.

One exciting feature is an automatic capture of all your job-search activities within PA CareerLink®.

You have the ability to record any outside job-search activities too. All in one place. All for free.

FEDERAL GOVERNMENT EMPLOYMENT/INTERNSHIPS:

www.usajobs.gov

Federal government's job database for full-time, internships, part-time and temporary positions.

Includes jobs and internships for students and recent grads.

www.gogovernment.org

A student-centered website with a wealth of information on opportunities in the federal government. Information on preparing your application, interest-specific career guides, agency profiles and profiles of young federal employees.

www.usa.gov

Search an A-Z listing of federal agencies.

STATE GOVERNMENT EMPLOYMENT/INTERNSHIPS:

The Commonwealth of Pennsylvania offers employment opportunities in over 2,000 job classifications, all of which fit into two broad categories: non-civil service or civil service.

www.employment.pa.gov

PA Civil & Non-Civil Service Employment

<https://www.governmentjobs.com/careers/pabureau/transferjobs>

State Government Internship & Externship Opportunities

SCHOLARSHIP SEARCH:

There are several different sources you can reference when applying for scholarships. You may first want to start with your high school guidance office as they may have a list of resources for you. You can also check to see if any scholarships are available through your parents' places of employment, labor unions, professional associations, community organizations, religious organizations, etc.

Finally, while you will most likely be automatically considered for scholarships at your college of choice based on your academic performance you can check with the Student Aid Office to see if there are any additional scholarships that you can apply for.

<https://www.studentscholarshipsearch.com/state/pennsylvania>
www.fastweb.com

If you have questions or comments about this publication, we would like to hear from you.

For additional copies of the Pennsylvania Career Guide, or to provide feedback, please contact the Pennsylvania Department of Labor & Industry, Center for Workforce Information & Analysis at 877.493.3282 or at workforceinfo@pa.gov.



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