



# Pennsylvania Career Guide

EXPLORE • DISCOVER • LEARN • PREPARE • ACHIEVE



COMMONWEALTH OF PENNSYLVANIA • DEPARTMENT OF LABOR & INDUSTRY



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# How to Use the Pennsylvania Career Guide

*The Pennsylvania Career Guide* has helped students and job seekers evaluate their career options for more than 25 years. This guide is broken into five sections to help you navigate through the job search process.

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.

While you probably know something about college, there are other options beyond high school. *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.

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](mailto:workforceinfo@pa.gov).



# 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.

**The CHANGES formula provides a framework for keeping your career relevant and thriving.**

**Careers evolve.** Today, workers must get used to change and risk. The average worker will change jobs between seven and nine 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.



## 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 particular 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](http://www.jobshadow.com) for more information. Virtual job shadowing is also available through Pennsylvania’s JobGateway® system: [www.jobgateway.pa.gov](http://www.jobgateway.pa.gov).

**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 firm handshake. 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 Inventory<sup>1</sup>, 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.

**STEP 1:**

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!

	<b>R</b>	<b>I</b>	<b>A</b>	<b>S</b>	<b>E</b>	<b>C</b>
<b>Are You:</b>	Practical	Scientific	Imaginative	Helpful	Sociable	Orderly
	Mechanically inclined	Precise	Intuitive	Idealistic	Ambitious	Accurate
	Shy or modest	Observant	Romantic	Generous	Witty	Conscientious
	Reliable	Curious	Creative	Cooperative	Argumentative	Efficient
	A nature lover	Analytical	Independent	Friendly or cheerful	Persuasive	Methodical
	Athletic	Self-motivated	Sensitive or emotional	Responsible	Self-confident	Careful
	Work on cars	Solve math problems	Play a musical instrument	Teach others	Convince others to see things your way	Keep accurate records
	Solve mechanical problems	Conduct research	Act or perform	Mediate disputes	Lead a group	Write a business report
	Start a campfire	Analyze data	Write stories or poems	Lead a group discussion	Sell things or promote ideas	Make charts and graphs
	Read a blueprint	Think abstractly	Dance	Work with others	Entertain guests	Operate office machines
<b>Can You:</b>	Fix electronic equipment	Perform laboratory work	Sketch, draw, or paint	Plan or supervise an activity	Manage people or products	Work well within a system
	Play a sport	Do complex calculations	Work independently	Offer others guidance	Give talks or speeches	Use a computer
	Hunt or fish	Use computers	Decorate	Do volunteer work	Belong to clubs	Play board games
	Build or repair things	Read scientific magazines	Take photographs	Organize parties	Start or lead a social organization	Collect items
	Operate tools and machinery	Use a telescope	Attend concerts or plays	Play team sports	Meet important people	Work on home improvement projects
	Be physically active	Experiment or observe events	Collect artwork	Babysit or work with children	Make decisions affecting others	Build models
	Work outdoors	Play chess	Read fiction, plays, and poetry	Be the center of attention	Win awards	Work with numbers
	Use your hands	Work independently	Work on crafts	Attend meetings	Run a political campaign	Be responsible for details
	<b>TOTAL FOR "R" =</b>	<b>TOTAL FOR "I" =</b>	<b>TOTAL FOR "A" =</b>	<b>TOTAL FOR "S" =</b>	<b>TOTAL FOR "E" =</b>	<b>TOTAL FOR "C" =</b>
	<b>Do You Like To:</b>					



**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)
- Clinical & School 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 & Correspondents (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)
- Personal Financial Advisors (pg. 21)
- 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:**



- Bookkeeping & Accounting Clerks (pg. 23)
- Legal Secretaries (pg. 24)
- Library Assistants (pg. 24)
- Cost Estimators (pg. 23)

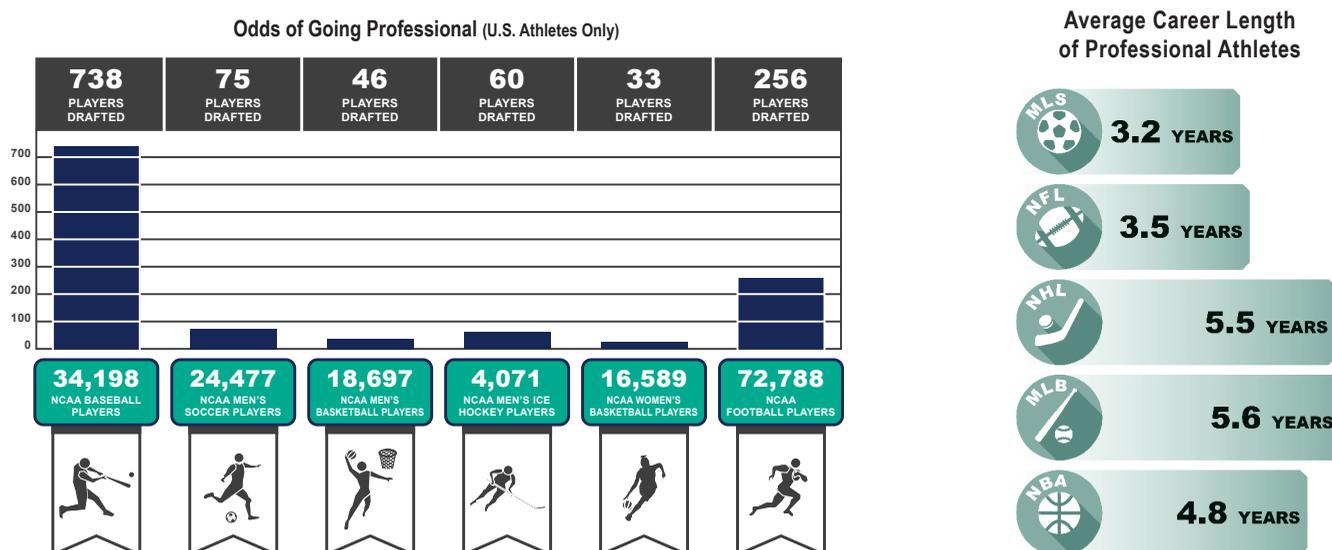
## A Career in Sports

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. Experts estimate that only one out of every 1,000 high school senior athletes will make it to the pros. And 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** – 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 Turf Specialist** – Tends to grass in stadiums, golf courses and tennis courts.

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 the 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 NCIS, Law & Order, and Grey's Anatomy 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. Lawyers spend countless hours reading and doing research prior to the few hours a month they may stand in a courtroom. 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 comedy like The Big Bang Theory tends to gloss over the hours and hours of lab work and research that goes into Sheldon, Leonard and Amy's careers. They do show them in the lab, taking months long trips to the North Pole, and traveling to the International Space Station. However, all of that is included as a lead-in to a punchline for a joke rather than being honest to the nature of their occupational work environment.

Here 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 of 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 Openings	Entry Wage	Typical Preparation Required
Lawyers	629	\$61,530	Professional degree
Police Detectives	85	\$56,520	HS diploma plus work experience
Surgeons	85	\$70,050	Doctoral degree
Microbiologists	37	\$43,570	Bachelor's degree
Physicists	6	\$77,030	Doctoral or professional degree
Chefs & Head Cooks	129	\$31,150	HS diploma plus work experience

Source: CWIA, 2014-2024 Occupational Employment Projections & 2015 Occupational Employment Statistics Wages



LAWYERS



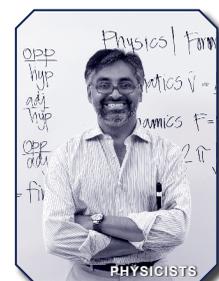
MICROBIOLOGISTS



DETECTIVES



FASHION DESIGNERS

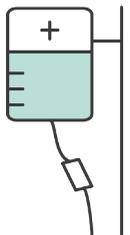


PHYSICISTS



CHEFS

## 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:

**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 Sonographer:** These workers produce ultrasonic recordings of internal organs for use by physicians. Areas of employment include hospitals, clinics, private physicians' offices, as well as freelance sonographers for mobile services.

**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 Device Salesman
Medical Administrator	Cafeteria Cooks	Medical Aesthetician
Occupational Therapy Assistant	Psychologist	Medical Billing Specialist
Physical Therapist	Psychiatrist	Dietitian
Occupational Therapist	Medical Sales Recruiter	Radiation Therapist
Health Information Manager	Allergist	Genetic Counselor
Radiologist	Chiropractor	Interpreters & Translators



**911 Dispatcher:**  
Page 23



**Physical Therapy Assistant:**  
Page 20



**Pharmacy Technician:**  
Page 24



**Medical Sonographer:**  
Page 17



**Medical Records Techs:**  
Page 24

### Very Important Tip:

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



# Occupational Data Bank (ODB)

## Your Quick Reference Guide



Information provided in the ODB:

- Interest Code** – Links the occupation to the categories established in the interest assessment test on page 6.
- 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*

- Occupational Title** – The common title used in this occupation.
- 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 2024. Openings per year are the number of annual job openings per year, due to growth and replacement needs caused by exiting workers. Wage information is from the Occupational Employment Statistics program. Wages are 2015 annual figures and represent the entry-level and average wage in Pennsylvania.
- Common Employers** – Examples of common employers for this occupation.

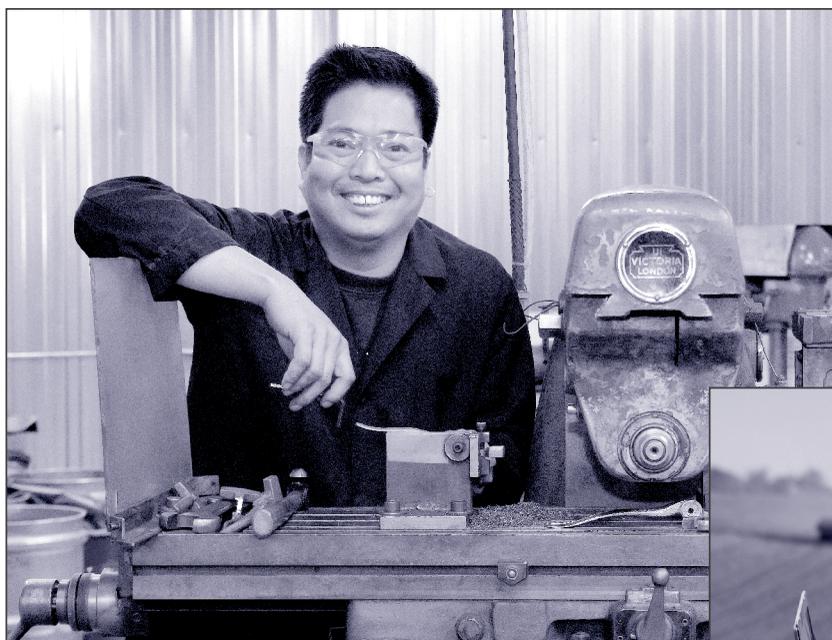
1	2	3	4			5	
Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA			Common Employers	
			Projected 2024 Employment	Average Annual Openings	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage

Data Bank Key

Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA					Common Employers
			Projected 2024 Employment	Average Annual Openings	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
R	W	Alarm Systems Installers 49-2098	3,570	124	\$1,260	\$32,760	\$45,840	Building systems contractors; Detective & security agencies
R	T	Auto Body Repairers 49-3021	7,880	227	\$1,082	\$28,130	\$41,960	Automotive repair shops; Car dealers
RIC	T	Auto Mechanics 49-3023	39,650	1,156	\$892	\$23,180	\$37,690	Automotive repair shops; Car dealers
R	T	Bakers 51-3011	10,240	245	\$700	\$18,200	\$26,560	Bakeries; Grocery stores
RIC	C	Biological Techs 19-4021	4,800	158	\$1,192	\$30,990	\$45,480	Other hospitals; Scientific R&D firms
R	T	Brickmasons 47-2021	4,350	99	\$1,371	\$35,650	\$52,790	Foundation contractors; Self-employed
R	T	Bus & Truck Mechanics 49-3031	14,630	395	\$1,206	\$31,350	\$43,870	Freight trucking firms; Vehicle wholesalers
RC	T	Butchers 51-3021	6,900	151	\$912	\$23,700	\$33,390	Grocery stores; Slaughterhouses
RSI	T	Cardiovascular Techs 29-2031	3,540	116	\$1,275	\$33,160	\$51,850	Hospitals; Physician offices
RCI	T	Carpenters 47-2031	53,760	1,051	\$1,118	\$29,070	\$47,540	Nonresidential builders; Residential builders
R	W	Cement Masons 47-2051	6,210	148	\$1,162	\$30,200	\$45,880	Foundation contractors; Other specialty contractors
R	W	Chemical Equipment Oprs 51-9011	4,590	145	\$1,115	\$29,000	\$45,240	Other chemical producers; Pharmaceutical producers
RIC	C	Civil Engineers 17-2051	14,640	511	\$2,166	\$56,320	\$84,490	Archtc'l & engineering firms; State & local government
R	W	CNC Machinists 51-4011	10,310	435	\$1,049	\$27,280	\$38,040	Machine shops
RIC	T	Computer Support Techs 15-1151	28,460	629	\$1,244	\$32,340	\$52,360	Computer systems design firms; Elementary & secondary schools
R	W	Construction Laborers 47-2061	50,300	1,530	\$902	\$23,460	\$37,740	Other specialty contractors; Residential builders
REC	W	Correctional Officers 33-3012	16,760	470	\$1,353	\$35,190	\$49,830	Federal, state & local government
RSE	W	Counter Attendants 35-3022	12,390	770	\$655	\$17,030	\$19,620	Food service contractors; Restaurants
RC	W	Delivery Drivers 53-3033	39,580	775	\$737	\$19,170	\$33,110	Courier firms; Vehicle wholesalers
R	W	Electr Equip Assemblers 51-2024	9,290	115	\$913	\$23,730	\$35,640	Electronic component makers; Electronic instrument makers
RIC	T	Electrical Engrng Techs 17-3023	4,130	102	\$1,471	\$38,240	\$55,620	Archtc'l & engineering firms; Electronic component makers
R	T	Electricians 47-2111	26,610	681	\$1,422	\$36,960	\$58,060	Building systems contractors; Self-employed
R	W	Farm & Ranch Workers 45-2093	5,260	142	\$721	\$18,740	\$28,210	Animal farm support firms; Animal farms

Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA					Common Employers
			Projected 2024 Employment	Average Annual Openings	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
R	W	Farmworkers 45-2092	29,770	802	\$655	\$17,040	\$24,040	Animal farms; Crop farms
RC	W	Fast Food Cooks 35-2011	7,620	232	\$655	\$17,040	\$19,330	Restaurants
RS	T	Firefighters 33-2011	4,970	145	\$1,397	\$36,320	\$55,120	Local government
RC	W	Food Preparation Workers 35-2021	37,680	1,185	\$655	\$17,020	\$21,530	Grocery stores; Restaurants
R	W	General Laborers 53-7062	124,540	4,257	\$765	\$19,880	\$29,930	Employment agencies; Warehouse & storage facilities
R	W	Highway Maint Workers 47-4051	11,490	311	\$1,032	\$26,840	\$39,100	State & local government
RCI	T	HVAC Mechanics 49-9021	14,860	356	\$1,221	\$31,750	\$47,530	Building systems contractors
RI	T	Industrial Mechanics 49-9041	19,230	754	\$1,379	\$35,860	\$48,900	Machinery & equip repair shops; Machinery wholesalers
R	W	Janitors 37-2011	99,830	2,387	\$706	\$18,360	\$26,790	Building services firms; Elementary & secondary schools
RC	W	Landscapers 37-3011	47,440	1,080	\$755	\$19,640	\$27,730	Building services firms; Self-employed
RC	T	Locomotive Engineers 53-4011	2,220	90	\$1,659	\$43,130	\$57,410	Railroads
RCI	T	Machinists 51-4041	22,230	813	\$1,085	\$28,210	\$40,840	Machine shops; Metalworking machinery makers
RC	W	Maids & Housekeepers 37-2012	62,130	1,851	\$654	\$17,000	\$22,170	Hotels & motels; Private households
RIC	C	Mechanical Engineers 17-2141	11,160	405	\$2,131	\$55,410	\$86,100	Archtc'l & engineering firms; Management companies
RIC	T	Medical Lab Technicians 29-2012	10,850	348	\$1,113	\$28,940	\$42,060	Hospitals; Medical & diagnostic labs
R	T	Mobile Heavy Equip Mechs 49-3042	4,410	121	\$1,398	\$36,350	\$49,660	Federal & local government; Machinery wholesalers
R	W	Operating Engineers 47-2073	23,070	565	\$1,267	\$32,950	\$47,800	Other specialty contractors; State government
RC	W	Parking Lot Attendants 53-6021	5,730	333	\$658	\$17,120	\$21,720	Car dealers; Other personal services firms
R	T	Plumbers 47-2152	18,670	396	\$1,377	\$35,800	\$56,860	Building systems contractors; Self-employed
R	T	Power-Line Installers 49-9051	4,680	234	\$2,055	\$53,440	\$70,270	Electric companies
RS	T	Radiological Techs 29-2034	10,290	229	\$1,540	\$40,030	\$56,170	Hospitals; Medical & diagnostic labs
R	W	Refuse/Recycle Collectors 53-7081	6,550	230	\$834	\$21,680	\$33,500	Waste collection companies; Waste treatment firms
RE	T	Restaurant Cooks 35-2014	41,170	1,509	\$664	\$17,260	\$23,780	Restaurants
R	W	Roofers 47-2181	5,320	129	\$987	\$25,670	\$39,910	Foundation contractors; Self-employed

Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA					Common Employers
			Projected 2024 Employment	Average Annual Openings	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
RC	W	School Bus Drivers 53-3022	30,120	566	\$752	\$19,550	\$29,290	Local government; School bus companies
RCE	W	Security Guards 33-9032	47,260	957	\$705	\$18,340	\$25,420	Detective & security agencies; Hospitals
RE	W	Taxi Drivers & Chauffeurs 53-3041	11,220	313	\$680	\$17,690	\$24,090	Self-employed; Taxi & limousine companies
RE	W	Team Assemblers 51-2092	37,900	911	\$810	\$21,070	\$30,900	Employment agencies; Plastics manufacturers
R	T	Telecomm Line Installers 49-9052	7,680	143	\$1,487	\$38,670	\$59,780	Utility systems contractors; Wired telecomm providers
RC	T	Truck Drivers 53-3032	89,240	2,335	\$1,170	\$30,430	\$43,840	Freight trucking firms; Specialized trucking firms
RI	T	Vet Techs 29-2056	5,040	119	\$965	\$25,080	\$34,050	Other technical services firms
R	T	Water Treatm't Plant Oprs 51-8031	6,110	162	\$1,265	\$32,890	\$47,740	Local government; Water & sewage plants
R	W	Welders 51-4121	19,930	652	\$1,150	\$29,890	\$40,510	Fabricated metal shops; Other machinery producers



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			Projected 2024 Employment	Average Annual Openings	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
IRC	C	Aerospace Engineers 17-2011	1,760	51	\$2,632	\$68,430	\$99,190	Aerospace product fabricators; Scientific R&D firms
IRC	C	Applications Engineers 15-1132	20,790	530	\$2,328	\$60,540	\$93,920	Computer systems design firms; Insurance carriers
IS	C	Audiologists 29-1181	710	27	\$1,979	\$51,460	\$71,630	Drug stores; Physician offices
IAR	C	Biochemists 19-1021	1,930	59	\$2,273	\$59,100	\$90,350	Pharmaceutical producers; Scientific R&D firms
IRC	C	Biomedical Engineers 17-2031	1,290	52	\$1,683	\$43,750	\$75,560	Hospitals; Pharmaceutical producers
IR	C	Chemical Engineers 17-2041	1,730	55	\$2,475	\$64,350	\$97,690	Archtc'l & engineering firms; Pharmaceutical producers
IRC	T	Chemical Techs 19-4031	4,420	147	\$1,109	\$28,830	\$45,440	Pharmaceutical producers; Scientific R&D firms
IRC	C	Chemists 19-2031	6,290	166	\$1,636	\$42,540	\$72,280	Pharmaceutical producers; Scientific R&D firms
ICR	T	CNC Programmers 51-4012	1,120	47	\$1,387	\$36,050	\$48,640	Machine shops; Metalworking machinery makers
IRC	C	Computer Engineers 17-2061	2,800	85	\$1,790	\$46,550	\$88,900	Computer systems design firms; Scientific R&D firms
IC	C	Computer Programmers 15-1131	15,000	372	\$1,860	\$48,360	\$78,830	Computer systems design firms; Management companies
IRS	C	Dentists 29-1021	5,030	133	\$2,562	\$66,610	\$150,620	Dentist offices; Self-employed
ISE	C	Dietitians 29-1031	4,100	82	\$1,369	\$35,600	\$54,790	Hospitals; Nursing care facilities
ICE	C	Economists 19-3011	740	21	\$1,806	\$46,950	\$83,480	Federal & state government; Scientific R&D firms
IRC	C	Electrical Engineers 17-2071	6,800	169	\$2,435	\$63,320	\$91,280	Archtc'l & engineering firms; Electric companies
IRC	C	Electronics Engineers 17-2072	3,880	86	\$2,233	\$58,050	\$90,990	Electronic instrument makers; Federal government
IR	C	Environmental Engineers 17-2081	3,660	131	\$2,001	\$52,030	\$85,200	Archtc'l & engineering firms; Management consulting firms
IRE	C	Environmental Scientists 19-2041	3,340	124	\$1,720	\$44,720	\$74,060	Archtc'l & engineering firms; Management consulting firms;
IR	T	Environmental Techs 19-4091	2,020	97	\$1,158	\$30,100	\$44,340	Archtc'l & engineering firms; Management consulting firms
IRC	C	Food Scientists 19-1012	380	14	\$1,483	\$38,560	\$67,730	Candy & sugar producers; Other food producers
ISR	C	General Practitioners 29-1062	7,150	195	\$4,563	\$118,630	\$205,310	Hospitals; Physician offices
IRC	C	Geoscientists 19-2042	1,430	51	\$1,710	\$44,450	\$75,920	Archtc'l & engineering firms; Management consulting firms
IR	C	Industrial Engineers 17-2112	9,860	307	\$2,264	\$58,860	\$84,790	Archtc'l & engineering firms; Other elec equip producers

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			Projected 2024 Employment	Average Annual Openings	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
IRC	T	Industrial Engrng Techs 17-3026	1,870	47	\$1,387	\$36,060	\$54,300	Medical equip manufacturers; Plastics manufacturers
IEC	C	Management Analysts 13-1111	29,770	672	\$1,838	\$47,790	\$85,680	Management consulting firms; Self-employed
IEC	C	Market Research Analysts 13-1161	28,340	704	\$1,415	\$36,790	\$67,360	Management companies; Management consulting firms
IR	C	Materials Engineers 17-2131	1,400	54	\$2,230	\$57,990	\$84,520	Archtc'l & engineering firms; Scientific R&D firms
IRC	C	Medical Lab Technologists 29-2011	9,570	301	\$1,707	\$44,380	\$59,280	Hospitals; Medical & diagnostic labs
IRA	C	Medical Scientists 19-1042	6,100	204	\$2,205	\$57,340	\$94,500	Pharmaceutical producers; Scientific R&D firms
ISR	T	Medical Sonographers 29-2032	2,900	92	\$1,899	\$49,380	\$64,730	Hospitals; Medical & diagnostic labs
IRC	C	Microbiologists 19-1022	1,240	37	\$1,676	\$43,570	\$74,020	Pharmaceutical producers; Scientific R&D firms
IRC	C	Network Administrators 15-1142	15,790	285	\$1,917	\$49,850	\$75,410	Computer systems design firms; Elementary & secondary schools
IR	C	Nuclear Engineers 17-2161	1,710	45	\$2,418	\$62,870	\$92,180	Archtc'l & engineering firms; Electric companies
IR	T	Nuclear Medicine Techs 29-2033	1,030	20	\$2,000	\$52,000	\$69,910	Hospitals; Physician offices
IRS	C	Nurse Anesthetists 29-1151	2,330	73	\$4,892	\$127,200	\$152,850	Hospitals; Physician offices
ISR	C	Optometrists 29-1041	1,880	83	\$1,950	\$50,710	\$113,530	Other practitioner offices; Physician offices
IC	C	Pharmacists 29-1051	12,560	300	\$3,315	\$86,200	\$111,160	Drug stores; Hospitals
ISA	C	Psychiatrists 29-1066	1,180	41	\$2,867	\$74,550	\$178,440	Hospitals; Outpatient care centers
ISA	C	Psychologists 19-3031	8,610	276	\$1,688	\$43,900	\$69,420	Elementary & secondary schools; Other practitioner offices
IRC	C	Safety Engineers 17-2111	1,360	47	\$2,121	\$55,140	\$83,870	Archtc'l & engineering firms; Management consulting firms
IRS	C	Surgeons 29-1067	2,520	85	\$2,694	\$70,050	\$203,350	Hospitals; Physician offices
IC	C	Systems Analysts 15-1121	29,030	809	\$2,137	\$55,560	\$86,160	Computer systems design firms; Insurance carriers
ICR	C	Systems Engineers 15-1133	18,660	511	\$2,416	\$62,820	\$92,980	Computer systems design firms; Management companies
IR	C	Veterinarians 29-1131	3,310	73	\$2,426	\$63,080	\$112,950	Other technical services firms; Self-employed



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			Projected 2024 Employment	Average Annual Openings	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
AES	T	Actors 27-2011	2,050	91	\$765*	\$19,900*	\$48,500*	Movie, video & TV companies; Performing arts companies
AI	C	Architects 17-1011	3,860	79	\$1,854	\$48,200	\$80,470	Archtc'l & engineering firms; Self-employed
AE	C	Art Directors 27-1011	2,660	52	\$1,639	\$42,610	\$75,200	Advertising & PR firms; Self-employed
AER	C	Commercial Designers 27-1021	2,060	52	\$1,501	\$39,030	\$66,870	Self-employed; Specialized design firms
AI	T	Desktop Publishers 43-9031	700	23	\$977	\$25,390	\$41,040	Management consulting firms; Newspaper & book publishers
AEC	C	Editors 27-3041	3,510	137	\$1,250	\$32,490	\$58,950	Newspaper & book publishers; Self-employed
AEI	C	Film & Video Editors 27-4032	500	12	\$993	\$25,820	\$45,620	Movie, video & TV companies; Radio & TV stations
AR	C	Fine Artists 27-1013	640	12	\$1,008	\$26,210	\$45,290	Independent artist; Self-employed
AER	W	Floral Designers 27-1023	2,380	62	\$774	\$20,120	\$27,300	Florists; Grocery stores
ARE	C	Graphic Designers 27-1024	10,970	263	\$1,140	\$29,640	\$48,220	Newspaper & book publishers; Specialized design firms
AES	T	Hairstylists 39-5012	45,540	1,480	\$666	\$17,310	\$26,580	Personal care companies; Self-employed
AE	C	Interior Designers 27-1025	1,910	50	\$1,084	\$28,180	\$49,950	Archtc'l & engineering firms; Specialized design firms
AS	C	Interpreters 27-3091	1,900	71	\$1,098	\$28,560	\$50,600	Elementary & secondary schools; Other technical services firms
AIR	C	Landscape Architects 17-1012	890	18	\$1,792	\$46,600	\$67,940	Archtc'l & engineering firms; Building services firms
AER	W	Merchandise Displayers 27-1026	2,640	63	\$745	\$19,380	\$29,490	Other support services firms; Self-employed
AI	C	Multimedia Artists 27-1014	1,120	22	\$1,304	\$33,900	\$53,730	Computer systems design firms; Newspaper & book publishers
AE	C	Music Directors 27-2041	3,180	93	\$876	\$22,780	\$47,450	Religious organizations; Self-employed
AE	T	Musicians & Singers 27-2042	4,790	139	\$796*	\$20,700*	\$69,400*	Religious organizations; Self-employed
AR	T	Photographers 27-4021	4,710	117	\$707	\$18,380	\$32,650	Other technical services firms; Self-employed
AES	C	Radio & TV Announcers 27-3011	1,510	51	\$658	\$17,100	\$35,940	Radio & TV stations; Self-employed
AEI	C	Reporters 27-3022	1,370	50	\$853	\$22,170	\$38,460	Newspaper & book publishers; Radio & TV stations
AR	C	Set Designers 27-1027	360	10	\$1,152	\$29,960	\$46,470	Performing arts companies; Self-employed
AI	C	Technical Writers 27-3042	1,590	45	\$1,710	\$44,450	\$68,080	Computer systems design firms; Employment agencies
AEI	C	Writers & Authors 27-3043	4,470	77	\$1,346	\$35,000	\$65,950	Advertising & PR firms; Newspaper & book publishers

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.

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			Projected 2024 Employment	Average Annual Openings	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
S	C	Addictions Counselors 21-1011	10,200	336	\$1,151	\$29,920	\$42,720	Mental health care homes; Outpatient care centers
SRI	C	Athletic Trainers 29-9091	1,570	50	\$1,162	\$30,220	\$43,070	Hospitals; Other practitioner offices
S	C	Career Counselors 21-1012	11,600	283	\$1,396	\$36,290	\$57,320	Colleges & universities; Elementary & secondary schools
SA	W	Childcare Workers 39-9011	50,370	1,646	\$654	\$17,000	\$21,010	Child care facilities; Self-employed
SIR	C	Chiropractors 29-1011	2,040	46	\$1,309	\$34,030	\$75,100	Other practitioner offices; Self-employed
S	C	Clergy 21-2011	15,640	345	\$915	\$23,780	\$43,940	Religious organizations
SER	C	Coaches & Scouts 27-2022	8,430	300	\$696	\$18,090	\$38,830	Colleges & universities; Elementary & secondary schools
S	W	Community Health Workers 21-1094	1,430	42	\$989	\$25,710	\$40,070	Local government; Social service providers
SE	W	Customer Service Reps 43-4051	114,820	3,302	\$893	\$23,220	\$34,780	Banks & credit unions; Insurance agencies
SR	T	Dental Hygienists 29-2021	9,920	221	\$1,848	\$48,060	\$62,830	Dentist offices
SAC	C	Elementary Teachers 25-2021	53,310	1,227	\$1,587	\$41,250	\$61,730	Elementary & secondary schools
SIR	T	EMTs 29-2041	15,260	418	\$853	\$22,170	\$32,590	Ambulance services; Hospitals
S	C	Family Social Workers 21-1021	18,420	561	\$1,095	\$28,470	\$40,530	Local government; Social service providers
SRE	W	Fitness Trainers 39-9031	13,850	353	\$710	\$18,470	\$33,500	Civic & social organizations; Other recreational facilities
S	C	Health Educators 21-1091	3,200	92	\$1,463	\$38,030	\$60,430	Hospitals; State government
S	C	Healthcare Social Workers 21-1022	9,730	344	\$1,348	\$35,050	\$49,270	Hospitals; Social service providers
SR	W	Home Health Aides 31-1011	72,840	2,824	\$657	\$17,090	\$22,000	Home health care agencies; Social service providers
SA	C	Kindergarten Teachers 25-2012	5,650	170	\$1,315	\$34,180	\$52,790	Child care facilities; Elementary & secondary schools
S	C	Marriage Therapists 21-1013	1,490	47	\$1,290	\$33,540	\$48,260	Outpatient care centers; Social service providers
SR	T	Massage Therapists 31-9011	3,770	85	\$677	\$17,600	\$35,780	Personal care companies; Self-employed
SI	C	Mental Health Counselors 21-1014	14,200	458	\$1,147	\$29,810	\$43,800	Mental health care homes; Outpatient care centers
SA	C	Middle School Teachers 25-2024	23,340	558	\$1,597	\$41,520	\$58,950	Elementary & secondary schools
SIR	C	Nurse Practitioners 29-1171	5,120	206	\$2,592	\$67,400	\$92,670	Hospitals; Physician offices
SCR	T	Nursing Assistants 31-1014	88,350	2,708	\$868	\$22,560	\$28,460	Hospitals; Nursing care facilities



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			Projected 2024 Employment	Average Annual Openings	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
SIR	C	Occupational Therapists 29-1122	7,820	262	\$2,058	\$53,510	\$75,930	Hospitals; Other practitioner offices
SR	T	Occup'n'l Therapy Asst's 31-2011	3,360	157	\$1,326	\$34,470	\$47,170	Hospitals; Other practitioner offices
SRC	W	Personal Care Aides 39-9021	75,310	1,818	\$700	\$18,190	\$22,160	Assisted living facilities; Mental health care homes
SIR	C	Physical Therapists 29-1123	13,970	584	\$2,319	\$60,300	\$84,060	Hospitals; Other practitioner offices
SR	T	Physical Therapy Asst's 31-2021	6,100	275	\$1,293	\$33,630	\$48,010	Hospitals; Other practitioner offices
SIR	C	Physician Assistants 29-1071	6,060	222	\$2,352	\$61,160	\$87,610	Hospitals; Physician offices
SR	T	Practical Nurses 29-2061	41,680	1,440	\$1,309	\$34,030	\$44,570	Hospitals; Nursing care facilities
SA	T	Preschool Teachers 25-2011	17,130	581	\$771	\$20,040	\$28,330	Child care facilities; Religious organizations
SEC	C	Probation Officers 21-1092	4,210	83	\$1,475	\$38,350	\$52,620	State & local government
SRC	T	Radiation Therapists 29-1124	810	22	\$2,338	\$60,780	\$81,820	Hospitals; Psychiatric hospitals
SEA	W	Recreation Workers 39-9032	16,010	407	\$657	\$17,080	\$26,560	Assisted living facilities; Nursing care facilities
SI	C	Registered Nurses 29-1141	148,240	4,886	\$1,945	\$50,560	\$67,550	Hospitals; Physician offices
SEC	W	Residential Advisors 39-9041	8,710	320	\$770	\$20,010	\$26,090	Mental health care homes; Social service providers
SIR	T	Respiratory Therapists 29-1126	5,900	187	\$1,720	\$44,720	\$57,990	Hospitals; Other hospitals
S	C	Secondary School Teachers 25-2031	48,530	1,206	\$1,710	\$44,470	\$64,380	Elementary & secondary schools
S	C	Special Educ Tchrs (Secd) 25-2054	7,500	150	\$1,746	\$45,400	\$65,350	Elementary & secondary schools
SI	C	Speech/Lang Pathologists 29-1127	5,870	215	\$2,007	\$52,190	\$76,700	Elementary & secondary schools; Other practitioner offices
SE	W	Tour Guides 39-7011	1,850	81	\$734	\$19,080	\$27,850	Museums, zoos & parks; Self-employed
SCE	W	Ushers & Lobby Attendants 39-3031	5,080	333	\$652	\$16,950	\$20,780	Arts & sports event promoters; Movie, video & TV companies
S	C	VocEd Teachers (Secd) 25-2032	4,010	100	\$1,737	\$45,170	\$62,220	Elementary & secondary schools
SEC	W	Waiters & Waitresses 35-3031	103,090	5,208	\$654	\$17,010	\$20,850	Hotels & motels; Restaurants



Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA					Common Employers
			Projected 2024 Employment	Average Annual Openings	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
ECA	W	Advertising Sales Agents 41-3011	6,070	182	\$918	\$23,880	\$55,710	Advertising & PR firms; Newspaper & book publishers
ECR	W	Bartenders 35-3011	35,000	1,531	\$654	\$17,010	\$20,680	Bars & drinking places; Civic & social organizations
ERA	T	Chefs & Head Cooks 35-1011	5,590	129	\$1,198	\$31,150	\$47,590	Food service contractors; Restaurants
ECI	C	Chief Executives 11-1011	14,400	252	\$3,833	\$99,650	\$199,920	Management companies; Self-employed
EC	C	Compensation Specialists 13-1141	3,870	106	\$1,565	\$40,690	\$63,650	Management companies; Management consulting firms
ECI	C	Computer Mgrs 11-3021	13,090	324	\$3,502	\$91,060	\$139,290	Computer systems design firms; Management companies
ERC	C	Construction Mgrs 11-9021	9,910	177	\$2,515	\$65,400	\$115,520	Building systems contractors; Self-employed
ESC	C	Credit Counselors 13-2071	1,390	32	\$1,316	\$34,210	\$51,890	Colleges & universities; Credit & lending institutions
EAC	C	Directors 27-2012	3,610	130	\$1,224	\$31,830	\$71,560	Movie, video & TV companies; Radio & TV stations
ESC	C	Educ Admin, Elem & Secon 11-9032	7,540	223	\$2,717	\$70,640	\$97,440	Elementary & secondary schools; Self-employed
EIR	C	Engineering Mgrs 11-9041	5,700	190	\$3,563	\$92,640	\$139,360	Archtc'l & engineering firms; Management companies
ERC	T	Farmers & Agrict'l Mgrs 11-9013	31,040	547	\$2,284	\$59,380	\$88,270	Animal farms; Self-employed
EC	C	Financial Examiners 13-2061	1,620	48	\$2,047	\$53,230	\$86,420	Federal & state government; Management companies
EC	C	Financial Planners 13-2052	12,730	523	\$1,908	\$49,600	\$126,970	Other investment firms; Self-employed
ECA	C	Fundraisers 13-1131	2,620	56	\$1,286	\$33,440	\$53,800	Colleges & universities; Grant foundations & trusts
E	C	General Mgrs 11-1021	67,290	1,993	\$2,176	\$56,580	\$122,280	Local government; Management companies
ES	W	Hosts & Hostesses 35-9031	15,860	1,155	\$653	\$16,980	\$20,250	Hotels & motels; Restaurants
ECS	C	HR Specialists 13-1071	21,300	594	\$1,546	\$40,200	\$65,540	Management companies; Management consulting firms
ECS	W	Insurance Sales Agents 41-3021	21,300	654	\$1,172	\$30,470	\$72,430	Insurance agencies; Insurance carriers
EIC	C	Lawyers 23-1011	32,960	629	\$2,367	\$61,530	\$131,090	Law firms; Local government
ES	C	Legislators 11-1031	2,110	49	\$658	\$17,120	\$38,510	State & local government
EC	C	Marketing Mgrs 11-2021	6,080	180	\$3,425	\$89,040	\$151,270	Insurance carriers; Management companies
ESC	T	Morticians & Funeral Dirs 39-4031	1,300	34	\$1,107	\$28,790	\$48,570	Funeral homes; Self-employed

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			Projected 2024 Employment	Average Annual Openings	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
EIC	C	Natural Sciences Mgrs 11-9121	2,030	48	\$3,217	\$83,640	\$150,390	Federal government; Scientific R&D firms
ERC	C	Network Architects 15-1143	3,910	70	\$2,518	\$65,460	\$105,070	Computer systems design firms; Insurance carriers
EC	T	Opticians 29-2081	3,640	131	\$939	\$24,420	\$37,070	Drug stores; Other practitioner offices
EC	W	Parts Salespersons 41-2024	10,400	277	\$845	\$21,970	\$32,420	Auto parts & tire stores; Vehicle wholesalers
ECI	T	Police Detectives 33-3021	3,450	85	\$2,174	\$56,520	\$81,180	Federal, state & local government
ERS	W	Police Officers 33-3051	28,150	931	\$1,512	\$39,310	\$63,480	State & local government
EC	T	Private Investigators 33-9021	2,030	57	\$1,085	\$28,200	\$45,390	Detective & security agencies; Self-employed
EC	C	Production Mgrs 11-3051	6,970	200	\$2,632	\$68,440	\$105,370	Management companies; Plastics manufacturers
EAS	C	Public Reln's Specialists 27-3031	10,960	187	\$1,307	\$33,980	\$58,350	Advertising & PR firms; Colleges & universities
EC	W	Real Estate Agents 41-9022	14,550	129	\$1,126	\$29,270	\$57,970	Real estate lessors; Self-employed
ECR	W	Recreation Attendants 39-3091	16,020	738	\$653	\$16,980	\$20,630	Amusement parks & arcades; Other recreational facilities
ESC	C	Religious Directors 21-2021	8,970	243	\$792	\$20,590	\$38,370	Religious organizations
ECS	W	Retail Salespersons 41-2031	202,340	7,431	\$657	\$17,070	\$26,350	Clothing stores; Department stores
ERI	C	Sales Engineers 41-9031	3,080	86	\$2,178	\$56,630	\$90,220	Commercial equip wholesalers; Wholesale electronic brokers
EC	C	Sales Mgrs 11-2024	10,800	281	\$2,785	\$72,420	\$142,730	Management companies; Wholesale electronic brokers
EC	C	Sci/Tech Sales Reps 41-4011	10,910	250	\$1,858	\$48,320	\$96,880	Commercial equip wholesalers; Pharmaceutical wholesalers
ECS	C	Securities Sales Reps 41-3031	12,380	277	\$1,594	\$41,440	\$94,120	Banks & credit unions; Other investment firms
EC	W	Telemarketers 41-9041	6,580	139	\$657	\$17,070	\$25,360	Business support agencies; Newspaper & book publishers
EC	T	Transportation Mgrs 11-3071	4,140	110	\$2,504	\$65,110	\$102,470	Federal & local government; Warehouse & storage facilities
ECS	W	Travel Agents 41-3041	2,560	44	\$994	\$25,840	\$40,130	Self-employed; Travel agencies
EC	C	Wholesale/Retail Buyers 13-1022	4,920	164	\$1,406	\$36,560	\$57,920	Management companies; Self-employed



Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA					Common Employers
			Projected 2024 Employment	Average Annual Openings	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
CR	W	911 Dispatchers 43-5031	2,990	81	\$935	\$24,300	\$36,060	State & local government
CE	C	Accountants 13-2011	65,170	2,168	\$1,733	\$45,050	\$72,000	Accounting firms; Management companies
CE	W	Bank Tellers 43-3071	21,590	975	\$800	\$20,810	\$26,250	Banks & credit unions
CE	W	Bill & Account Collectors 43-3011	11,970	302	\$977	\$25,400	\$36,140	Business support agencies; Management companies
CE	W	Billing Clerks 43-3021	29,460	800	\$994	\$25,850	\$35,950	Accounting firms; Physician offices
C	T	Bookkeepers 43-3031	66,880	698	\$957	\$24,880	\$37,400	Local government; Management companies
CE	C	Budget Analysts 13-2031	2,360	67	\$1,968	\$51,170	\$71,250	Federal & state government
CE	W	Cashiers 41-2011	146,970	6,284	\$655	\$17,030	\$19,700	Gas stations; Grocery stores
CE	T	Claims Adjusters 13-1031	14,480	384	\$1,535	\$39,910	\$61,280	Insurance agencies; Insurance carriers
CE	C	Cost Estimators 13-1051	11,000	387	\$1,611	\$41,880	\$63,290	Nonresidential builders; Residential builders
CE	C	Credit Analysts 13-2041	2,220	98	\$1,666	\$43,310	\$69,330	Banks & credit unions; Management companies
CRS	T	Dental Assistants 31-9091	13,560	408	\$966	\$25,120	\$34,890	Dentist offices; Physician offices
CRE	W	Dispatchers 43-5032	7,770	233	\$1,001	\$26,030	\$40,260	Freight trucking firms; Taxi & limousine companies
CES	T	Executive Assistants 43-6011	22,930	258	\$1,490	\$38,740	\$55,650	Colleges & universities; Management companies
CEI	C	Financial Analysts 13-2051	3,970	56	\$1,864	\$48,470	\$80,600	Federal government; Management companies;
CRE	W	Food Prep & Serving Wrkrs 35-3021	150,800	5,983	\$652	\$16,960	\$18,910	Food service contractors; Restaurants
CER	W	Gaming Dealers 39-3011	5,550	169	\$653	\$16,980	\$19,990	Gambling facilities
CE	W	General Office Clerks 43-9061	133,850	3,071	\$790	\$20,540	\$31,810	Colleges & universities; Local government
CES	W	Hotel Desk Clerks 43-4081	9,320	533	\$658	\$17,100	\$22,060	Hotels & motels
CSE	W	Human Service Assistants 21-1093	27,030	790	\$847	\$22,020	\$30,690	Mental health care homes; Social service providers
CIR	C	Information Security Analysts 15-1122	2,890	74	\$2,092	\$54,380	\$86,780	Computer systems design firms; Insurance carriers
CR	W	Inspectors & Testers 51-9061	20,650	558	\$988	\$25,690	\$39,600	Plastics manufacturers; Warehouse & storage facilities
CE	W	Insurance Claims Clerks 43-9041	12,580	331	\$1,129	\$29,360	\$39,840	Insurance agencies; Insurance carriers



Interest Code	Career Path Icon	Occupational Title	PENNSYLVANIA					Common Employers
			Projected 2024 Employment	Average Annual Openings	Entry Level Bi-Weekly Wage	Entry Level Annual Wage	Average Annual Wage	
CEI	C	Insurance Underwriters 13-2053	4,680	104	\$1,819	\$47,290	\$76,060	Insurance agencies; Insurance carriers
CE	W	Legal Secretaries 43-6012	11,600	128	\$1,173	\$30,510	\$43,670	Law firms; State & local government
CSE	C	Librarians 25-4021	5,370	102	\$1,288	\$33,490	\$55,870	Colleges & universities; Elementary & secondary schools
CRS	W	Library Assistants 43-4121	4,830	159	\$657	\$17,090	\$23,960	Elementary & secondary schools; Local government
CES	C	Loan Officers 13-2072	12,490	229	\$1,503	\$39,080	\$70,900	Banks & credit unions; Credit & lending institutions
CEI	C	Logisticians 13-1081	5,360	97	\$1,923	\$50,000	\$74,890	Federal government; Management companies
CS	T	Medical Assistants 31-9092	27,410	848	\$912	\$23,720	\$30,590	Other practitioner offices; Physician offices
C	T	Medical Records Techs 29-2071	9,050	280	\$1,037	\$26,970	\$38,120	Hospitals; Physician offices
CS	W	Medical Secretaries 43-6013	24,810	517	\$970	\$25,230	\$33,800	Hospitals; Physician offices
CES	W	Order Clerks 43-4151	9,610	271	\$801	\$20,820	\$31,550	Electronic shopping houses; Management companies
CIE	T	Paralegals 23-2011	10,770	306	\$1,328	\$34,520	\$53,390	Law firms; Management companies
CR	W	Pharmacy Techs 29-2052	15,340	227	\$819	\$21,300	\$29,900	Drug stores; Hospitals
CR	T	Phlebotomists 31-9097	6,090	186	\$994	\$25,840	\$32,470	Ambulance services; Hospitals
CR	W	Postal Mail Carriers 43-5052	9,800	256	\$1,387	\$36,050	\$50,890	Post offices
CES	W	Receptionists 43-4171	45,010	1,370	\$756	\$19,650	\$27,120	Dentist offices; Physician offices
CE	W	Sales Reps 41-4012	73,680	1,731	\$1,353	\$35,180	\$67,250	Machinery wholesalers; Wholesale electronic brokers
CE	W	Secretaries 43-6014	115,080	1,330	\$897	\$23,330	\$34,070	Colleges & universities; Elementary & secondary schools
CR	W	Ship/Receiving Clerks 43-5071	25,770	570	\$907	\$23,580	\$33,410	Warehouse & storage facilities
CI	C	Statisticians 15-2041	2,470	69	\$1,757	\$45,690	\$76,780	Computer systems design firms; Scientific R&D firms
CRE	W	Stock Clerks 43-5081	81,320	2,722	\$655	\$17,030	\$24,210	Grocery stores; Other gen'l merchandise stores
CE	C	Tax Collectors 13-2081	3,780	160	\$1,005	\$26,140	\$49,050	Federal, state & local government
CE	W	Tax Preparers 13-2082	2,800	71	\$837	\$21,760	\$42,450	Accounting firms; Self-employed
CIR	T	Web Developers 15-1134	5,700	168	\$1,468	\$38,160	\$62,830	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. Nearly one out of every four jobs on the market today require advanced technical training, which can be acquired at any two-year college or technical school.

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 are in approximately 200 school districts, and are required to offer a sequence of courses supplemented by work-based experiences such as internships or apprenticeships. 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.

**Modern CTE is vastly different from the days of “vocational education.”**

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

### 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](http://www.pacareerzone.org) or at [www.education.pa.gov](http://www.education.pa.gov).

### Pennsylvania Skills Certificate

If you pursue career and technical education in high school, you will graduate with a diploma and education in a specific career. That makes you a desirable job candidate, but 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. Internships, mentorships, 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” of your potential career path.



### Internships:

- Gives potential employees the chance to see how the business operates.
- Lasts from one week to 12 months.
- Targeted to students and undergraduates.
- May or may not be paid.



### Mentorships:

- Allows for job shadowing with an experienced employee or craftsman.
- Permits you to see just what may be involved with a particular job.
- Great option for transferring institutional knowledge to the younger generation.



### Apprenticeships:

- Lets you learn a skill or trade while working – usually a combination of on-the-job training and classroom learning.
- Often sponsored by local unions, especially for welding, plumbing, electrical, etc. However, there are apprenticeships in the health care, public safety and even IT fields.
- Paychecks are likely since you are learning while working.

### What Makes a Registered Apprenticeship Different?

A registered apprenticeship (RA) is backed by the U.S. Department of Labor, who works with independent State Apprenticeship Agencies (SAAs) to administer the programs. To be eligible, you must be 16 years of age or older - 18 years of age for hazardous occupations. Depending on the program, there may be other qualifications needed such as physical ability and education.

#### RA FUN FACT #1

In 2015, more than **14,000** individuals participated in Pennsylvania-registered apprenticeship programs. Currently, there are more than **730** registered apprenticeship program sponsors.

**RA FUN FACT #2**

While construction and manufacturing trades make up the majority of registered apprenticeship, there are **100's** of apprentice-related occupations.

**RA FUN FACT #3**

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

**RA FUN FACT #4**

Upon completion, the average wage for an apprentice in Pennsylvania is **\$23.75** per hour or about **\$49,000** a year.

**RA FUN FACT #5**

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

**Traditional RAs in Pennsylvania:**

- Machinist
- Electrician
- Ship Fitter
- Pipe Fitter
- Sheet Metal Worker

**Non-Traditional RAs in Pennsylvania:**

- Community Health Worker
- Certified Nurse Assistant
- IT Generalist
- 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 RAs:**

- Learn while you learn: 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 a RA 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 online using **Job Gateway®**; [www.jobgateway.pa.gov](http://www.jobgateway.pa.gov).

**Other Helpful Links:**

- Office of Apprenticeship website: [dol.gov/apprenticeship](http://dol.gov/apprenticeship)
- List of Apprentice-able Occupations: [doleta.gov/OA/occupations.cfm](http://doleta.gov/OA/occupations.cfm)
- Search program sponsors database: [oa.doleta.gov](http://oa.doleta.gov)



# Pennsylvania Office of Vocational Rehabilitation

An estimated 620,000 Pennsylvanians between the ages of 16 and 63 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:

717.787.6176 (BBVS Voice)  
866.622.2842\* (BBVS Voice)

#### Hiram G. Andrews Center (HGAC):

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

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

717.783.4912 (Voice/TTY)  
717.831.1928 (videophone)

\* 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 used 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. OVR can arrange for a consultant to evaluate your situation and to make appropriate recommendations

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 your functional capacities in the following areas: 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



OVR accepts referrals at least  
two years prior to graduation

#### 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 the 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.

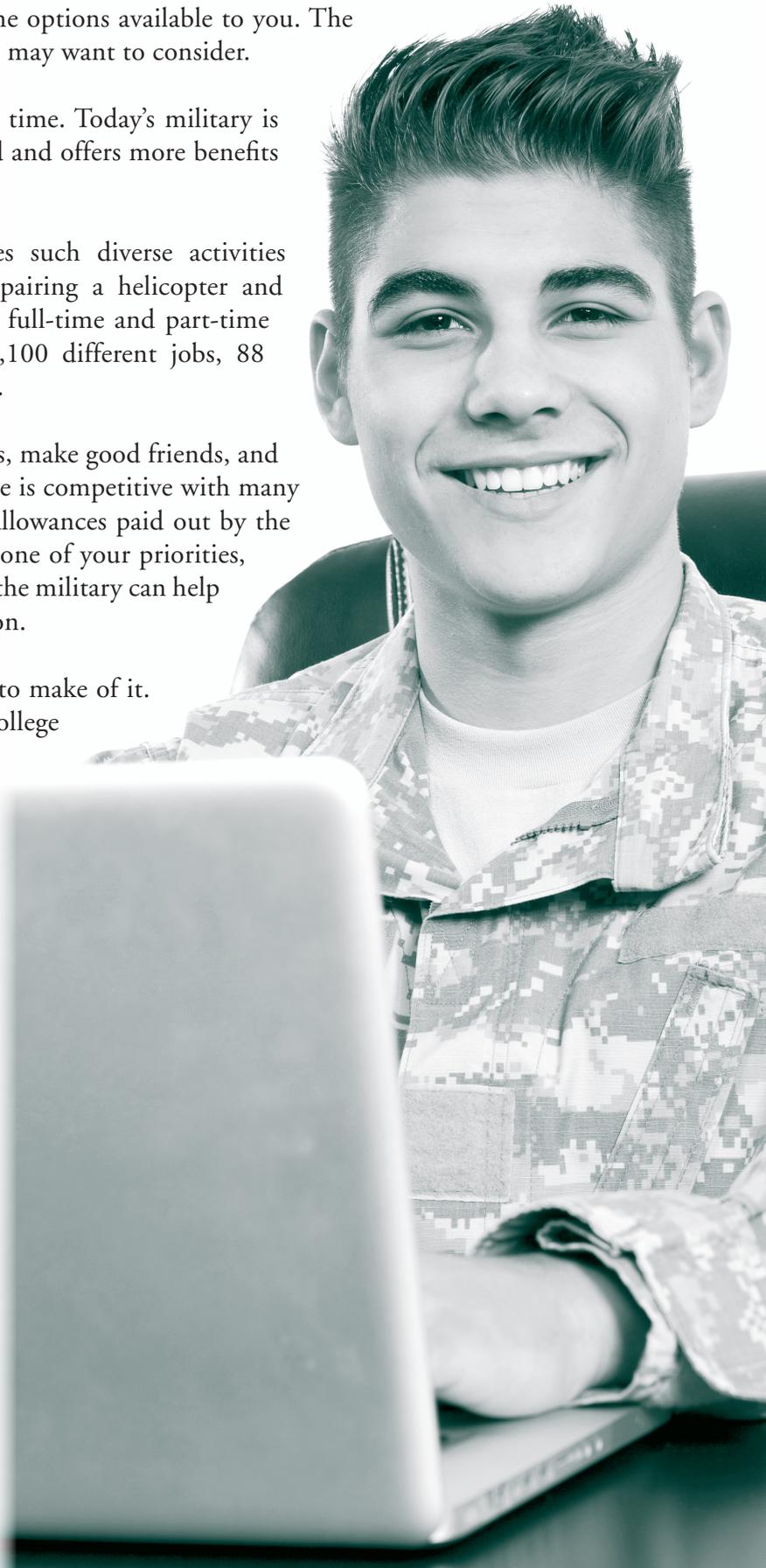
The U.S. military has changed dramatically over time. Today's military is more professional; more technologically-advanced and offers more benefits and rewards than ever before.

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 4,100 different jobs, 88 percent 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 60 percent of all 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. 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](http://www.myfuture.com) and [www.todaysmilitary.com](http://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** | 800-USA-ARMY | [www.goarmy.com](http://www.goarmy.com)

**U.S. Navy** | 800-USA-NAVY | [www.navy.com](http://www.navy.com)

**U.S. Air Force** | 800-423-USAF | [www.airforce.com](http://www.airforce.com)

**U.S. Marine Corps** | 800-MARINES | [www.marines.com](http://www.marines.com)

**U.S. Coast Guard** | 877-NOW-USCG | [www.gocoastguard.com](http://www.gocoastguard.com)

**Air National Guard** | 800-TO-GO-ANG | [www.ang.af.mil](http://www.ang.af.mil)

**Army National Guard** | 800-GO-GUARD | [www.nationalguard.com](http://www.nationalguard.com)



## 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. Since the program began, more than 21 million veterans have benefited from the G.I. Bill. In 2005 alone, the U.S. Department of Veterans Affairs helped pay for the education and training nearly 500,000 veterans, active-duty personnel, reservists, National Guardsmen and survivors.

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 of the U.S. Department of Veterans Affairs.



Pennsylvania CareerLink | [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

PA Veterans Affairs | [www.dmva.pa.gov](http://www.dmva.pa.gov)

U.S. Department of Veterans Affairs | [www.va.gov](http://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. Examine the table below and check out [www.newpa.com](http://www.newpa.com) or call **866-GO-NEW-PA** for more information (and possible assistance) in starting a new enterprise. Also, be sure to visit the Small Business Administration at [www.sba.gov](http://www.sba.gov), especially the "Starting a Business" page.

### 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	Ecological Program Specialists	Mass Transit Analysts
Blasting and Explosives Inspector	Electricians	Nuclear Safety Specialist
Carpenter	Forensic Scientist Trainees	Nurses (both RNs and LPNs)
Chemists	Geologic Scientists	Park Ranger
Civil Engineers	Health Facility Quality Examiners	Pharmacists
Clerk Typists	HVAC Mechanics	Physical Therapists
Driver License Examiners	Librarians	Speech, Language & Hearing Specialists
Drug & Alcohol Treatment Specialists	Liquor Store Clerks	Vocational Rehabilitation Instructors
Early Childhood Education Advisors	Locksmiths	And many, many more...

**There are two agencies that oversee government employment:**

**The State Civil Service Commission (SCSC)** recruits employees for civil service positions with state or local governments. Nearly 70 percent of the 80,000 state employees are civil service members. The SCSC's website lists all jobs open within the civil service. To be eligible for a civil service job, you must complete a written or performance test at an SCSC office location. You can find civil service applications and announcements online at [www.scsc.pa.gov](http://www.scsc.pa.gov)

#### State Civil Service Commission Offices:

<p><b>Harrisburg</b> Strawberry Square Complex 320 Market Street, Second Floor PO Box 569 Harrisburg, PA 17108-0569</p> <p>Phone: 717-783-3058 TTY: 717-772-02685</p>	<p><b>Pittsburgh</b> 411 Seventh Avenue Room 410 Pittsburgh, PA 15219</p> <p>Phone: 412-565-7666 TTY: 412-565-2484</p>	<p><b>Philadelphia</b> 110 North 8th Street, Suite 503 Philadelphia, PA 19107</p> <p>Phone: 215-560-2253 TTY: 215-560-4367</p>
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**The Bureau of State Employment (BSE)** handles non-civil service positions in the state government, most of which do not require testing. For more information, visit [www.pa.gov](http://www.pa.gov) and search "Bureau of State Employment." There you will find information about job opportunities and internships through the BSE. The BSE also administers the Agency Temporary Services Division, which oversees temporary clerical services. For more information, contact the BSE at **717-787-5703** or (TTY) **717-787-0570**

## 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 and having the personal connection may get you in the door.



A listing of companies that hire ex-offenders can be found online at <https://exoffenders.net>. However, just because they are listed on the site does not make them a sure thing. You will still need to have 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. And, in fact there is a political movement to “ban the box” which is intended to remove the stigma around a criminal conviction and make employers focus more on a jobseeker’s qualifications. 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:

- “The Ex-Offender’s Job Hunting Guide: 10 Steps to a New Life in the Work World” by Ron Krannich
- “Support Programs for Ex-Offenders: A State-by-State Directory” by Harry Spiller
- “Beyond Bars: Rejoining Society After Prison” by Jeffrey Ian Ross
- “Jobs For Felons” by Michael Ford
- A listing of all the Pennsylvania state resources and assistance programs:

<http://www.hirenetwork.org/content/pennsylvania>



## 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.

- ◆ 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?

### The to-do list is divided into two sections:

A brief overview of what you should be doing prior to your senior year to prepare for life after high school.

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.



## 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 in the Career Tools section of the **JobGateway**® system ([www.jobgateway.pa.gov](http://www.jobgateway.pa.gov)).
- 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.

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

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



## 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.

## 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.



## 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 currently 82 colleges and universities in Pennsylvania who offer rolling admissions, and can be found here: <http://blog.prepscholar.com/colleges-with-rolling-admissions>.

#### DECEMBER

Pick up a FAFSA (Free Application for Federal Student Aid) form. 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.

#### 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.

#### 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.

#### 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. Also 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.

#### 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.

#### 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 1st.

#### 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.

#### 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. Although many colleges and universities no longer mandate score submissions from standardized tests as part of the application process, 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.	<b>What do the tests focus on?</b>	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 2015 was 21.0.	<b>How is scoring handled?</b>	Each section of the SAT has a range from 200 to 800, making the total range from 400 to 1600. The national average for 2015 was 1006.
No. If you do not know an answer you may as well try your best guess, even if you can't eliminate possibilities.	<b>Is there a penalty for wrong answers?</b>	No. If you do not know an answer you may as well try your best guess, even if you can't eliminate possibilities.
\$39.50 without writing; \$56.50 with writing; three hours, 35 minutes (including 40 minutes optional writing test).	<b>How much and how long are the tests?*</b>	\$43 without essay; \$54.50 with essay; three hours for math and critical reading; 50 minutes for writing.
The ACT is administered six times a year. You should register at least 5 weeks before the test date.	<b>When should I register?</b>	The SAT is administered seven times a year. You should register at least five weeks before the test date.
<a href="http://www.act.org">www.act.org</a>	websites	<a href="http://www.collegeboard.org">www.collegeboard.org</a>

\*Few waivers are available for low income students for both exams

## 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.

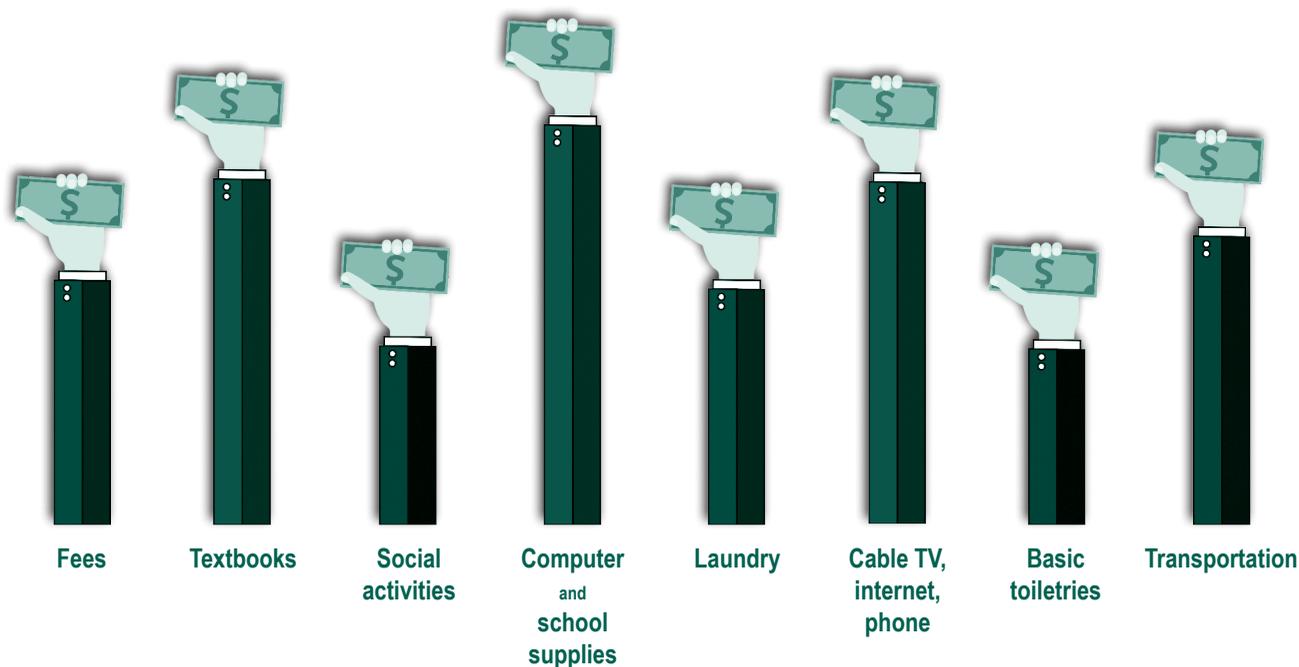
The average costs of undergraduate education in Pennsylvania at different types of schools are shown in the table below. Both in-state tuition and room and board costs per year are provided.

College Type	Tuition	Room and Board
Colleges of Technology	\$17,658	\$6,581
Community Colleges	\$6,464	NA
Private Colleges and Universities	\$31,097	\$11,193
Private, State-Aided Institutions	\$37,660	\$12,153
Private Two-Year Colleges	\$15,894	\$8,301
State-Related Commonwealth Universities	\$14,002	\$10,172
State Universities	\$9,420	\$9,948
Theological Seminaries	NA	\$8,883

Source: National Center for Education Statistics (2014-2015)

### *And don't forget those additional costs...*

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



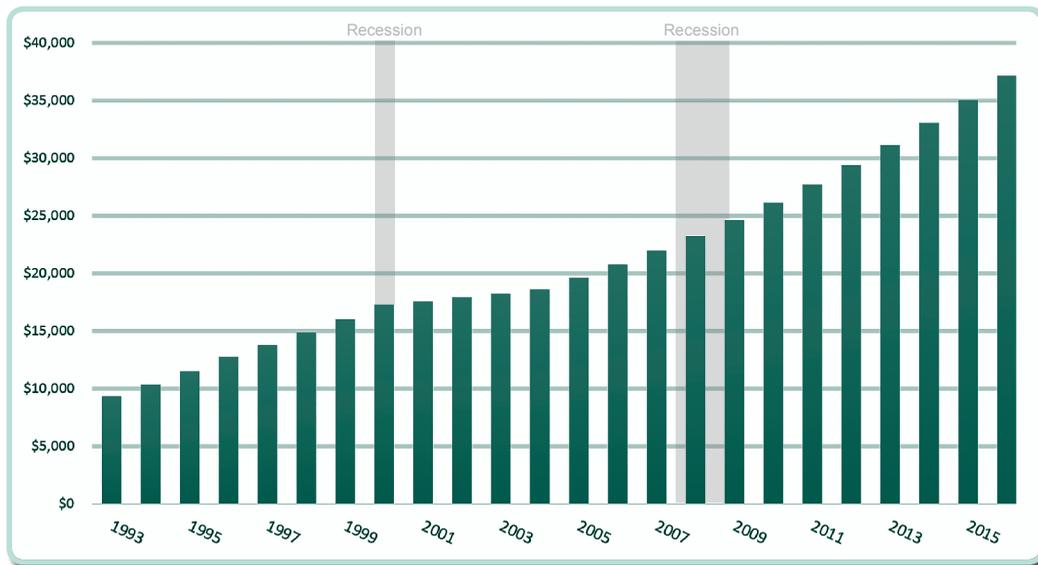
# Scholarships

According to the Wall Street Journal, more than 70 percent of college graduates leave school with debt. The average student owes more than \$35,000 after completing his or her undergraduate work. As the chart below shows, this is more than three and a half times what the average student owed in 1993, and trends indicate this will continue to rise.

*The average student owes more than \$35,000*

### Head of the Class

Average debt per borrower in each year's graduating class



Source: Mark Kantrowitz

THE WALL STREET JOURNAL

With this in mind, it makes sense to pursue as many opportunities as you can to help finance your education. Scholarships 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.

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

- Federal Student Aid – [studentaid.ed.gov](http://studentaid.ed.gov)
- Pennsylvania’s State System of Higher Education [www.passhe.edu/answers/Pages/Scholarship-Opportunities.aspx](http://www.passhe.edu/answers/Pages/Scholarship-Opportunities.aspx)
- Student Scholarship Search – [www.studentscholarshipsearch.com/state.pennsylvania](http://www.studentscholarshipsearch.com/state.pennsylvania)

## 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.jobgateway.pa.gov](http://www.jobgateway.pa.gov)**

### *The staff will help you:*

- Assess your skills
- Plan a career path
- Build your résumé and polish your interviewing skills
- Identify networking opportunities and job fairs in your area
- Locate training programs in order to gain new job skills
- Connect with financial aid options to further your education
- Find and get the right job

### *You can also visit online at [www.jobgateway.pa.gov](http://www.jobgateway.pa.gov) to:*

- Develop an online résumé
- Store multiple résumés and track positions for which you've applied
- Access information regarding statewide training programs and labor statistics
- View tens of thousands of job openings
- Research a company's business profile
- Apply for jobs that pique your interest
- Access career exploration and interviewing tools

#### **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.

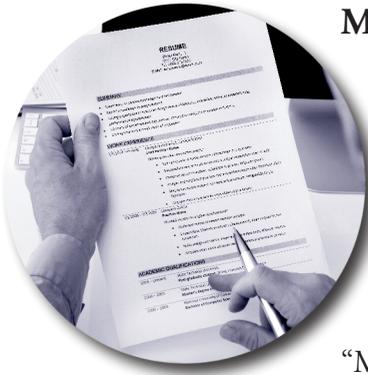
#### **Benefits include:**

- 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®.



# 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.

## 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.

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

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, that including 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

Convert your résumé to plain text by saving it as a “plain text” or “text only.”

Proofread after converting; some errors may have occurred in the process.

Replace bullets with asterisks (\*) or another symbol.

Do not use tabs or try to center the text. Left-justify the entire résumé.

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.

#### USE CAUTION WHEN PROVIDING PERSONAL INFORMATION

Do not list your phone number or your home address; the city name should be enough.

Do not list your references; say that you can provide them upon request for an interview.

Remove dates and specific company names. Use a general description of the company. (Instead of “IBM” for example use “a multinational information technology company.”)

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.

#### DON'T LET YOUR RÉSUMÉ SIT

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.

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.

If you have no results after a few months, remove your résumé and try another website.

Remove all your résumé postings after obtaining a job.

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:

JobGateway®  
[www.jobgateway.pa.gov](http://www.jobgateway.pa.gov)

PA CareerLink®  
[www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

The Riley Guide: Résumés & Cover Letters  
<http://www.rileyguide.com/letters.html>

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

Employment 360  
[www.employment360.com/resume-writing-tip.html](http://www.employment360.com/resume-writing-tip.html)

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



# 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, but after taxes, deductions and health care premiums, your two-week paycheck may only be \$560.)

**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.



## 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.



## Save and Plan for Emergencies

Savings should be considered an expense. And it should be somewhere between five percent and 10 percent 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 life like buying a house, starting an investment portfolio, planning a wedding or taking a great 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 (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:** \_\_\_\_\_

### Transportation

Car Payment \_\_\_\_\_  
 Car Insurance \_\_\_\_\_  
 Gas \_\_\_\_\_  
 Parking & Tolls \_\_\_\_\_  
 Repairs & Maintenance \_\_\_\_\_  
 Public Transportation \_\_\_\_\_  
**Total Transportation:** \_\_\_\_\_



### Everyday Expenses

Clothing \_\_\_\_\_  
 Toiletries \_\_\_\_\_  
 Laundry & Cleaners \_\_\_\_\_  
 Hair Care \_\_\_\_\_  
 Other \_\_\_\_\_  
**Total Everyday Expenses:** \_\_\_\_\_

### Health

Medical Insurance \_\_\_\_\_  
 Dentist \_\_\_\_\_  
 Eye Doctor \_\_\_\_\_  
 Prescriptions \_\_\_\_\_  
 Other \_\_\_\_\_  
**Total Health:** \_\_\_\_\_

### Entertainment

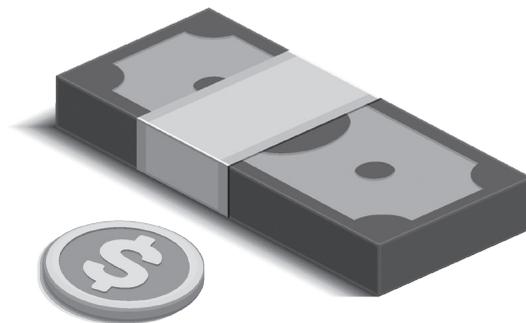
Movies/Games/Concerts \_\_\_\_\_  
 Satellite Radio/Netflix/Hulu \_\_\_\_\_  
 Dates/Vacation \_\_\_\_\_  
 Hobbies \_\_\_\_\_  
 Other \_\_\_\_\_  
**Total Entertainment:** \_\_\_\_\_

**Total Monthly Expenses:** \_\_\_\_\_

# Budget Worksheet Sample

## INCOME

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



## EXPENSES

### Financial

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

### Housing

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

### Food

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

### Transportation

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

### Everyday Expenses

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

### Health

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

### Entertainment

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

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

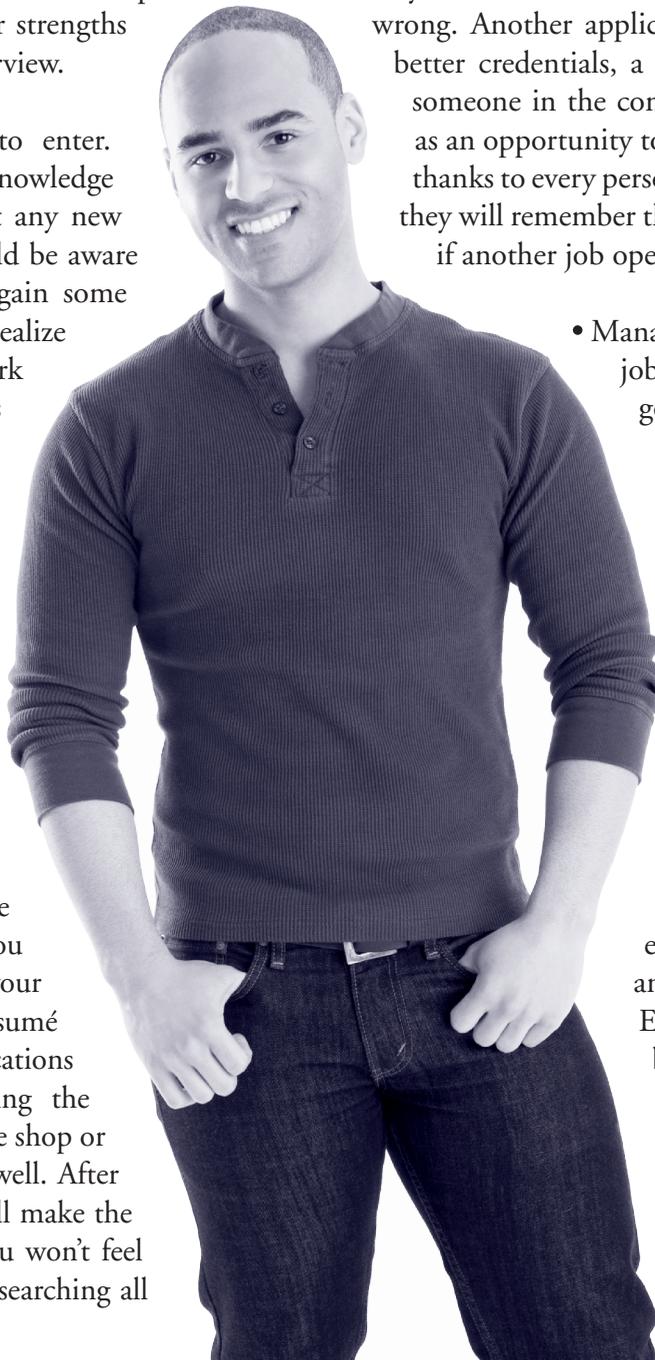


## How to Stay Positive During Your Job Search

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 aren't 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 ever 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 and any you contact. 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, 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:

<b>DON'T</b>		
<p>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.</p>	<p>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.</p>	<p>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.</p>

<b>DO</b>	
<p>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.</p>	<p>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.</p>

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 shake hands firmly.
- 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 Commonwealth's JobGateway® 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 experience 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.



### 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.

## 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 **JobGateway®** at [www.jobgateway.pa.gov](http://www.jobgateway.pa.gov) today, and get working on those interviews!

## 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

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- 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

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- 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. 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:

**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.**

- 
- 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?



## Job Search Advice for Older Workers



As an older (or any aged) worker looking for employment, it is important to keep your daily weekday schedule as structured as possible. This helps to keep one in a 'daily work' frame of mind. Try to keep approximately 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 pertinent. Time should be spent reviewing your professional knowledge base and furthering your education by additional course work, including on-line seminars, etc. You should make an effort to improve your technical or computer skills and to familiarize yourself with social media.

It could help 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 also help fill out the day without always having job-hunting on your mind. Some of this preparation time should be spent in a different environment away from home, such as a library, book store, park or garden. Try to keep the same weekend/holiday schedule that you would do if you were working. During the week take an afternoon off for a movie, hike or leisurely drive.



An aspect often overlooked is physical activity. Consider joining a gym, but definitely get plenty of physical activity. More and more studies/research are showing the importance of activity. Walk around the house five minutes every hour and 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, low sodium V8 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:

#### [jobgateway.pa.gov](http://jobgateway.pa.gov)

In JobGateway®, 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. JobGateway® will also recommend jobs for you based on your preferences. One exciting feature is an automatic capture of all of your job-search activities within JobGateway®. You have the ability to record any outside job-search activities, too. All in one place. All for free.

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### FEDERAL GOVERNMENT EMPLOYMENT/INTERNSHIPS:

#### [usajobs.gov](http://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.

#### [gogovernment.org](http://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.

#### [usa.gov](http://usa.gov)

Search an A-Z listing of federal agencies.

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### 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.

#### [scsc.pa.gov](http://scsc.pa.gov)

PA Civil Service Employment

#### [employment.pa.gov](http://employment.pa.gov)

PA Non-Civil Service Employment

#### [scsc.pa.gov/Job-Seekers/Pages/Commonwealth-Internship-Opportunities.aspx](http://scsc.pa.gov/Job-Seekers/Pages/Commonwealth-Internship-Opportunities.aspx)

State Government Internship & Externship Opportunities

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### 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.

#### [studentscholarshipsearch.com/state.pennsylvania](http://studentscholarshipsearch.com/state.pennsylvania)

#### [fastweb.com](http://fastweb.com)





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