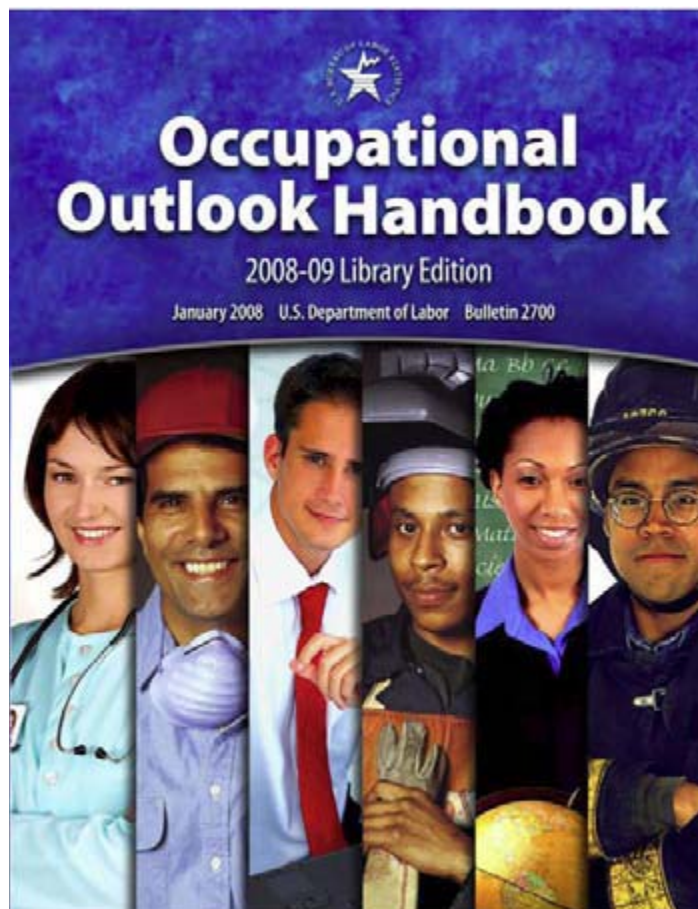


Tomorrow's Jobs



Reprinted from the
Occupational Outlook Handbook, 2008-09 Edition

U.S. Department of Labor
Bureau of Labor Statistics



Occupations Included in this Reprint

Tomorrow's Jobs
Sources of Career Information
Finding a Job and Evaluating a Job Offer

Tomorrow's Jobs

Making informed career decisions requires reliable information about opportunities in the future. Opportunities result from the relationships between the population, labor force, and the demand for goods and services.

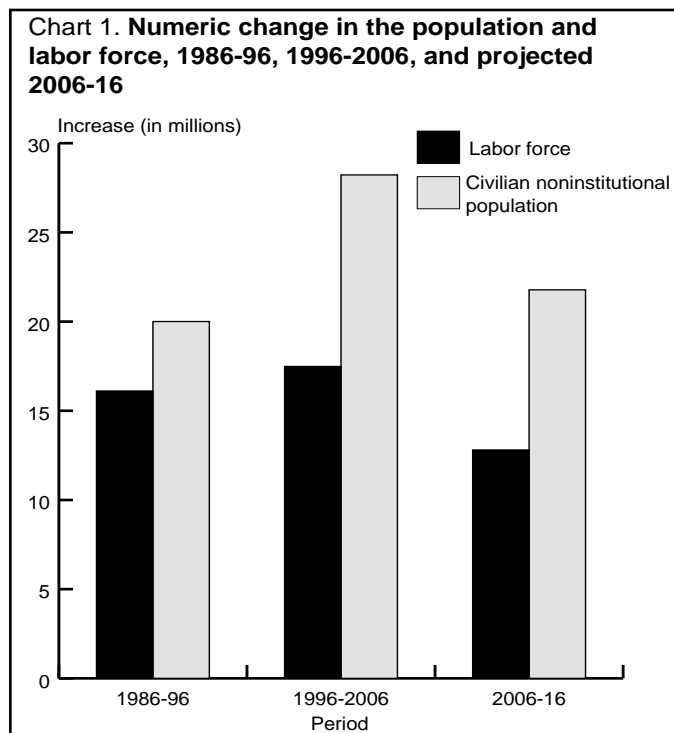
Population ultimately limits the size of the labor force—individuals working or looking for work—which limits the goods and services that can be produced. Demand for various goods and services is largely responsible for employment in the industries providing them. Employment opportunities, in turn, result from demand for skills needed within specific industries. Opportunities for medical assistants and other healthcare occupations, for example, have surged in response to rapid growth in demand for health services.

Examining the past and present, and projecting changes in these relationships is the foundation of the Occupational Outlook Program. This chapter presents highlights of Bureau of Labor Statistics' projections of the labor force and occupational and industry employment that can help guide your career plans. Sources of additional information about the projections appear on the preceding page.

Population

Population trends affect employment opportunities in a number of ways. Changes in population influence the demand for goods and services. For example, a growing and aging population has increased the demand for health services. Equally important, population changes produce corresponding changes in the size and demographic composition of the labor force.

The U.S. civilian noninstitutional population is expected to increase by 21.8 million over the 2006-2016 period (chart 1). The 2006-2016 rate of growth is slower than the growth rate



over the 1986-1996 and 1996-2006 periods—9 percent, 11 percent, and 13 percent, respectively. Continued growth, however, will mean more consumers of goods and services, spurring demand for workers in a wide range of occupations and industries. The effects of population growth on various occupations will differ. The differences are partially accounted for by the age distribution of the future population.

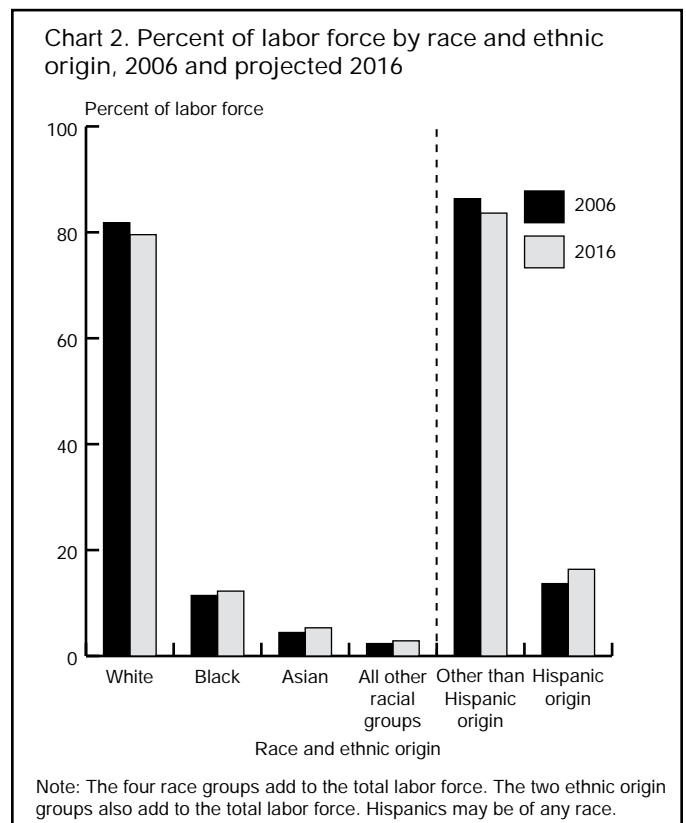
As the baby boomers continue to age, the 55 to 64 age group will increase by 30.3 percent or 9.5 million persons, more than any other group. The 35 to 44 age group will decrease by 5.5 percent, reflecting a slowed birth rate following the baby boom generation, while the youth population, aged 16 to 24, will decline 1.1 percent over the 2006-2016 period.

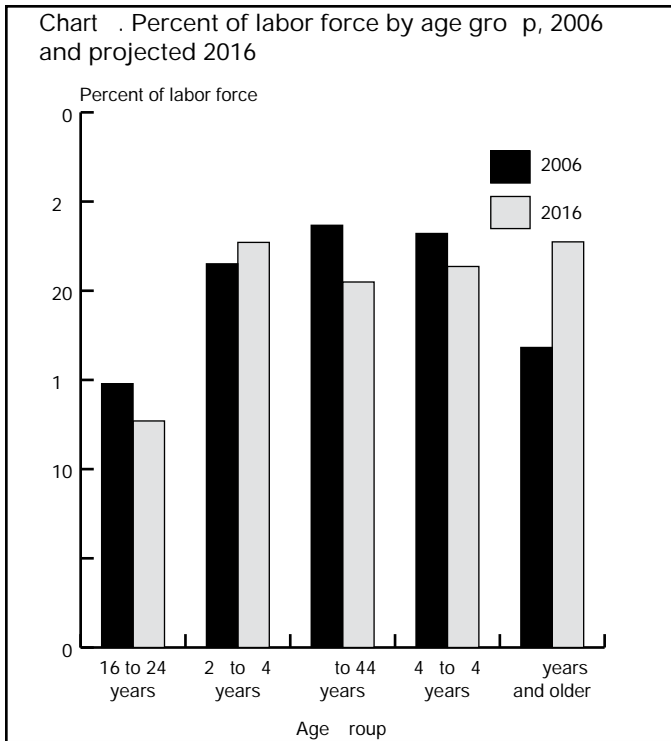
Minorities and immigrants will constitute a larger share of the U.S. population in 2016. The number of Asians and people of Hispanic origin are projected to continue to grow much faster than other racial and ethnic groups.

Labor force

Population is the single most important factor in determining the size and composition of the labor force—people either working or looking for work. The civilian labor force is projected to increase by 12.8 million, or 8.5 percent, to 164.2 million over the 2006-2016 period.

The U.S. workforce will become more diverse by 2016. White, non-Hispanic persons will continue to make up a decreasing share of the labor force, falling from 69.1 percent in 2006 to 64.6 percent in 2016 (chart 2). However, despite rela





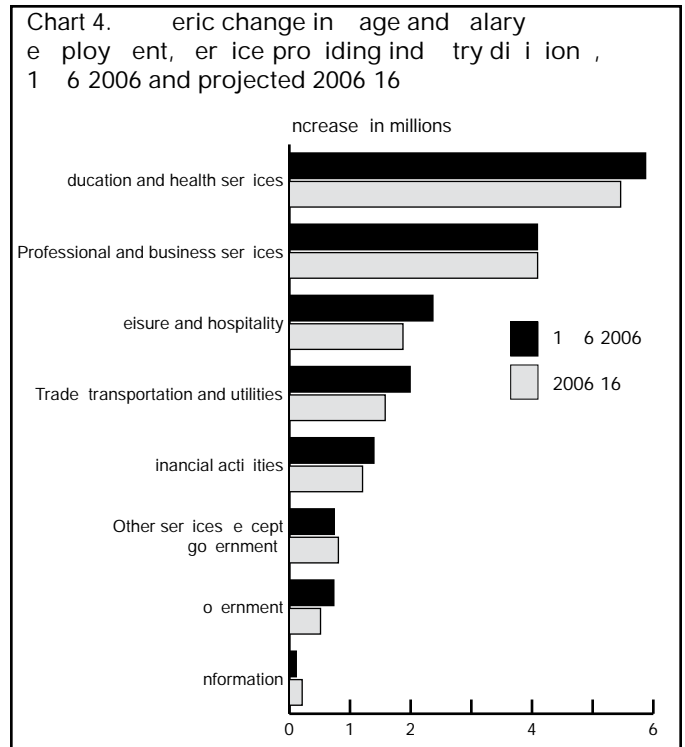
tively slow growth, white non-Hispanics will remain the overwhelming majority of the labor force. Hispanics are projected to be the fastest growing ethnic group, growing by 29.9 percent. By 2016, Hispanics will continue to constitute an increasing proportion of the labor force, growing from 13.7 percent to 16.4 percent. Asians are projected to account for an increasing share of the labor force by 2016, growing from 4.4 to 5.3 percent. Blacks will also increase their share of the labor force, growing from 11.4 percent to 12.3 percent.

The numbers of men and women in the labor force will grow, but the number of women will grow at a slightly faster rate than the number of men. The male labor force is projected to grow by 8.0 percent from 2006 to 2016, compared with 8.9 percent for women, down from 12.7 and 13.4 percent, respectively, from 1996 to 2006. As a result, men's share of the labor force is expected to decrease from 53.7 to 53.4 percent, while women's share is expected to increase from 46.3 to 46.6 percent.

The youth labor force, aged 16 to 24, is expected to decrease its share of the labor force to 12.7 percent by 2016. The primary working age group, between 25 and 54 years old, is projected to decline from 68.4 percent of the labor force in 2006 to 64.6 percent by 2016. Workers 55 and older, on the other hand, are projected to leap from 16.8 percent to 22.7 percent of the labor force between 2006 and 2016 (chart 3). The aging of the baby boom generation will cause not only an increase in the percentage of workers in the oldest age category, but a decrease in the percentage of younger workers.

Employment

Total employment is expected to increase from 150.6 million in 2006 to 166.2 million in 2016, or by 10 percent. The 15.6 million jobs that will be added by 2016 will not be evenly distributed across major industrial and occupational groups. Changes in consumer demand, technology, and many other factors will



contribute to the continually changing employment structure in the U.S. economy.

The following two sections examine projected employment change from industrial and occupational perspectives. The industrial profile is discussed in terms of primary wage and salary employment. Primary employment excludes secondary jobs for those who hold multiple jobs. The exception is employment in agriculture, which includes self-employed and unpaid family workers in addition to wage and salary workers.

The occupational profile is viewed in terms of total employment—including primary and secondary jobs for wage and salary, self-employed, and unpaid family workers. Of the roughly 150 million jobs in the U.S. economy in 2006, wage and salary workers accounted for 138.3 million, self-employed workers accounted for 12.2 million, and unpaid family workers accounted for about 130,000. Secondary employment accounted for 1.8 million jobs. Self-employed workers held nearly 9 out of 10 secondary jobs and wage and salary workers held most of the remainder.

Industry

Service-providing industries. The long-term shift from goods-producing to service-providing employment is expected to continue. Service-providing industries are expected to account for approximately 15.7 million new wage and salary jobs generated over the 2006-2016 period (chart 4), while goods-producing industries will see overall job loss.

Education and health services. This industry supersector is projected to grow by 18.8 percent, and add more jobs, nearly 5.5 million, than any other industry supersector. More than 3 out of every 10 new jobs created in the U.S. economy will be in either the healthcare and social assistance or public and private educational services sectors.

Healthcare and social assistance—including public and private hospitals, nursing and residential care facilities, and individual and family services—will grow by 25.4 percent and add 4 million new jobs. Employment growth will be driven by increasing demand for healthcare and social assistance because of an aging population and longer life expectancies. Also, as more women enter the labor force, demand for childcare services is expected to grow.

Public and private educational services will grow by 10.7 percent and add 1.4 million new jobs through 2016. Rising student enrollments at all levels of education will create demand for educational services.

Professional and business services. This industry supersector, which includes some of the fastest growing industries in the U.S. economy, will grow by 23.3 percent and add 4.1 million new jobs.

Employment in administrative and support and waste management and remediation services will grow by 20.3 percent and add 1.7 million new jobs to the economy by 2016. The largest industry growth in this sector will be enjoyed by employment services, which will be responsible for 692,000 new jobs, or over 40 percent of all new jobs in administrative and support and waste management and remediation services. Employment services ranks second among industries with the most new employment opportunities in the Nation and is expected to have a growth rate that is faster than the average for all industries. This will be due to the need for seasonal and temporary workers and for highly specialized human resources services.

Employment in professional, scientific, and technical services will grow by 28.8 percent and add 2.1 million new jobs by 2016. Employment in computer systems design and related services will grow by 38.3 percent and add nearly one-fourth of all new jobs in professional, scientific, and technical services. Employment growth will be driven by the increasing reliance of businesses on information technology and the continuing importance of maintaining system and network security. Management, scientific, and technical consulting services also will grow at a staggering 78 percent and account for another third of growth in this supersector. Demand for these services will be spurred by the increased use of new technology and computer software and the growing complexity of business.

Management of companies and enterprises will grow by 14.9 percent and add 270,000 new jobs.

Information. Employment in the information supersector is expected to increase by 6.9 percent, adding 212,000 jobs by 2016. Information contains some of the fast-growing computer-related industries such as software publishing, Internet publishing and broadcasting, and wireless telecommunication carriers. Employment in these industries is expected to grow by 32 percent, 44.1 percent, and 40.9 percent, respectively. The information supersector also includes motion picture production; broadcasting; and newspaper, periodical, book, and directory publishing. Increased demand for telecommunications services, cable service, high-speed Internet connections, and software will fuel job growth among these industries.

Leisure and hospitality. Overall employment will grow by 14.3 percent. Arts, entertainment, and recreation will grow by 30.9 percent and add 595,000 new jobs by 2016. Most of these

new job openings, 79 percent, will be in the amusement, gambling, and recreation sector. Job growth will stem from public participation in arts, entertainment, and recreation activities—reflecting increasing incomes, leisure time, and awareness of the health benefits of physical fitness.

Accommodation and food services is expected to grow by 11.4 percent and add 1.3 million new jobs through 2016. Job growth will be concentrated in food services and drinking places, reflecting increases in population, dual-income families, and the convenience of many new food establishments.

Trade, transportation, and utilities. Overall employment in this industry supersector will grow by 6 percent between 2006 and 2016. Transportation and warehousing is expected to increase by 496,000 jobs, or by 11.1 percent through 2016. Truck transportation will grow by 11 percent, adding 158,000 new jobs, while rail transportation is projected to decline. The warehousing and storage sector is projected to grow rapidly at 23.5 percent, adding 150,000 jobs. Demand for truck transportation and warehousing services will expand as many manufacturers concentrate on their core competencies and contract out their product transportation and storage functions.

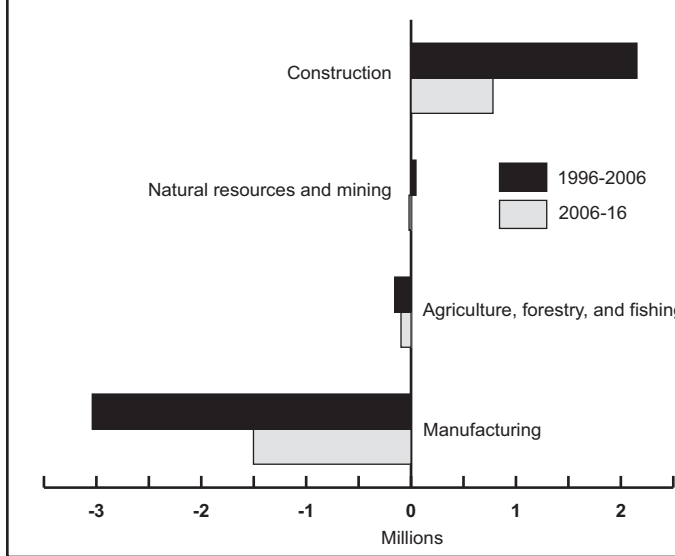
Employment in retail trade is expected to increase by 4.5 percent. Despite slower than average growth, this industry will add almost 700,000 new jobs over the 2006-2016 period, growing from 15.3 million employees to 16 million. While consumers will continue to demand more goods, consolidation among grocery stores and department stores will temper growth. Wholesale trade is expected to increase by 7.3 percent, growing from 5.9 million to 6.3 million jobs.

Employment in utilities is projected to decrease by 5.7 percent through 2016. Despite increased output, employment in electric power generation, transmission, and distribution and natural gas distribution is expected to decline through 2016 due to improved technology that increases worker productivity. However, employment in water, sewage, and other systems is expected to increase 18.7 percent by 2016. Jobs are not easily eliminated by technological gains in this industry because water treatment and waste disposal are very labor-intensive activities.

Financial activities. Employment is projected to grow 14.4 percent over the 2006-2016 period. Real estate and rental and leasing is expected to grow by 18 percent and add 392,000 jobs by 2016. Growth will be due, in part, to increased demand for housing as the population grows. The fastest growing industry in the real estate and rental and leasing services sector will be activities related to real estate, such as property management and real estate appraisal, which will grow by 29 percent—remnants of the housing boom that pervaded much of the first half of the decade.

Finance and insurance are expected to add 815,000 jobs, an increase of 13.2 percent, by 2016. Employment in securities, commodity contracts, and other financial investments and related activities is expected to grow 46 percent by 2016, reflecting the increased number of baby boomers in their peak savings years, the growth of tax-favorable retirement plans, and the globalization of the securities markets. Employment in credit intermediation and related services, including banks, will grow by 8.2 percent and add almost one-third of all new jobs within

Chart 5. Numeric change in wage and salary employment, goods-producing industry divisions, 1996-2006 and projected 2006-16



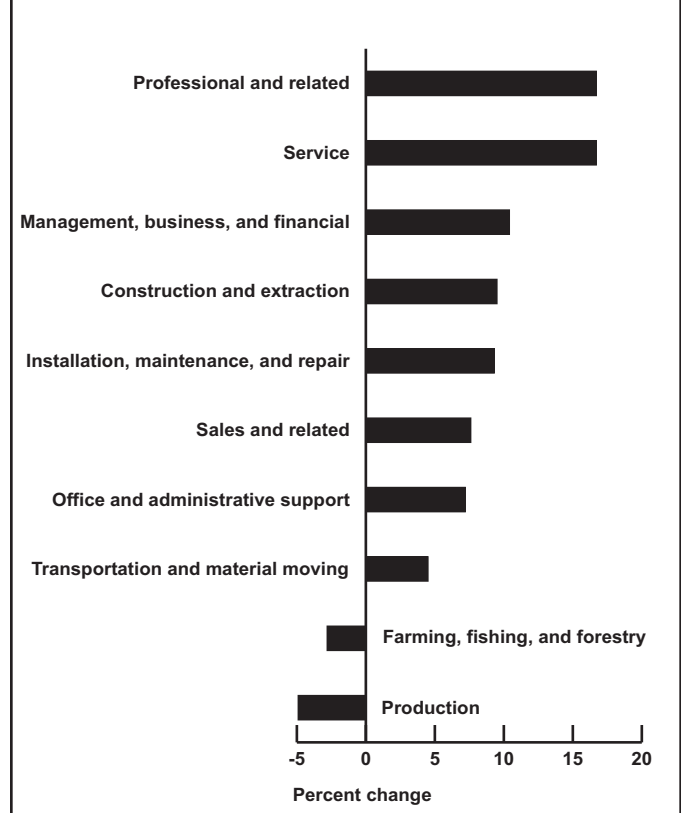
finance and insurance. Insurance carriers and related activities are expected to grow by 7.4 percent and add 172,000 new jobs by 2016. The number of jobs within agencies, brokerages, and other insurance related activities is expected to grow about 15.4 percent. Growth will stem from the needs of an increasing population and new insurance products on the market.

Government. Between 2006 and 2016, government employment, not including employment in public education and hospitals, is expected to increase by 4.8 percent, from 10.8 million to 11.3 million jobs. Growth in government employment will be fueled by an increased demand for public safety, but dampened by budgetary constraints and outsourcing of government jobs to the private sector. State and local governments, excluding education and hospitals, are expected to grow by 7.7 percent as a result of the continued shift of responsibilities from the Federal Government to State and local governments. Federal Government employment, including the Postal Service, is expected to decrease by 3.8 percent.

Other services (except government and private households). Employment will grow by 14.9 percent. About 2 out of every 5 new jobs in this supersector will be in religious organizations, which are expected to grow by 18.9 percent. Other automotive repair and maintenance will be the fastest growing industry at 40.7 percent, reflecting demand for quick maintenance services for the increasing number of automobiles on the Nation's roads. Also included among other services are business, professional, labor, political, and similar organizations, which are expected to increase by 13.6 percent and add 68,000 new jobs. This industry includes homeowner, tenant, and property owner associations.

Goods-producing industries. Employment in the goods-producing industries has been relatively stagnant since the early 1980s. Overall, this sector is expected to decline 3.3 percent over the 2006-2016 period. Although employment is expected to decline overall, projected growth among goods-producing industries varies considerably (chart 5).

Chart 6. Percent change in total employment by major occupational group, projected 2006-16



Construction. Employment in construction is expected to increase by 10.2 percent, from 7.7 million to 8.5 million. Demand for commercial construction and an increase in road, bridge, and tunnel construction will account for the bulk of job growth in this supersector.

Manufacturing. While overall employment in this supersector will decline by 10.6 percent or 1.5 million jobs, employment in a few detailed manufacturing industries will increase. For example, employment in pharmaceutical and medicine manufacturing is expected to grow by 23.8 percent and add 69,000 new jobs by 2016. However, productivity gains, job automation, and international competition will adversely affect employment in most manufacturing industries. Employment in household appliance manufacturing is expected to decline by 25.8 percent and lose 21,000 jobs over the decade. Similarly, employment in machinery manufacturing, apparel manufacturing, and computer and electronic product manufacturing will decline by 146,000, 129,000, and 157,000 jobs, respectively.

Agriculture, forestry, fishing, and hunting. Overall employment in agriculture, forestry, fishing, and hunting is expected to decrease by 2.8 percent. Employment is expected to continue to decline due to rising costs of production, increasing consolidation, and more imports of food and lumber. The only industry within this supersector expected to grow is support activities for agriculture and forestry, which includes farm labor contractors and farm management services. This industry is expected to grow by 10.5 percent and add 12,000 new jobs. Crop production will see the largest job loss, with 98,000 fewer jobs in 2016 than in 2006.

Mining. Employment in mining is expected to decrease 1.6 percent, or by some 10,000 jobs, by 2016. Employment in support activities for mining will be responsible for most of the employment decline in this industry, seeing a loss of 17,000 jobs. Other mining industries, such as coal mining and metal ore mining, are expected to see little or no change or a small increase in employment. Employment stagnation in these industries is attributable mainly to technology gains that boost worker productivity and strict environmental regulations.

Occupation

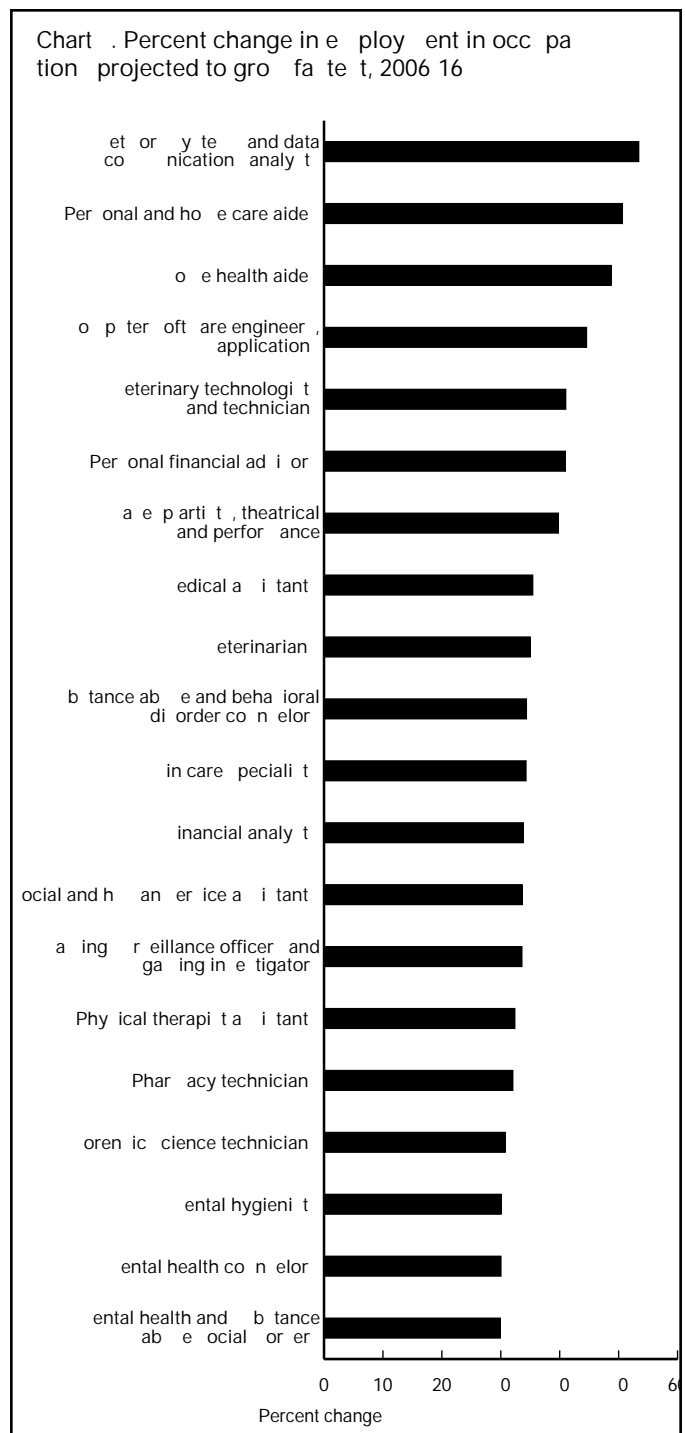
Expansion of service-providing industries is expected to continue, creating demand for many occupations. However, projected job growth varies among major occupational groups (chart 6).

Professional and related occupations. These occupations include a wide variety of skilled professions. Professional and related occupations will be one of the two fastest growing major occupational groups, and will add the most new jobs. Over the 2006-2016 period, a 16.7-percent increase in the number of professional and related jobs is projected, which translates into nearly 5 million new jobs. Professional and related workers perform a wide variety of duties, and are employed throughout private industry and government. Almost three-quarters of the job growth will come from three groups of professional occupations—computer and mathematical occupations, healthcare practitioners and technical occupations, and education, training, and library occupations—which together will add 3.5 million jobs.

Service occupations. Duties of service workers range from fighting fires to cooking meals. Employment in service occupations is projected to increase by 4.8 million, or 16.7 percent, the second largest numerical gain and tied with professional and related occupations for the fastest rate of growth among the major occupational groups. Food preparation and serving related occupations are expected to add the most jobs among the service occupations, 1.4 million, by 2016. However, healthcare support occupations and personal care and service occupations are expected to grow the fastest, at 26.8 percent and 22 percent, respectively. Combined, these two occupational groups will account for 2.1 million new jobs.

Management, business, and financial occupations. Workers in management, business, and financial occupations plan and direct the activities of business, government, and other organizations. Their employment is expected to increase by 1.6 million, or 10.4 percent, by 2016. Among management occupations, the numbers of social and community service managers and gaming managers will grow the fastest, by 24.7 percent and 24.4 percent, respectively. Construction managers will add the most new jobs—77,000—by 2016. Farmers and ranchers are the only workers whose numbers are expected to see a large decline, losing 90,000 jobs. Among business and financial occupations, accountants and auditors and all other business operation specialists will add the most jobs, 444,000 combined. Financial analysts and personal financial advisors will be the fastest growing occupations in this group, with growth rates of 33.8 percent and 41 percent, respectively.

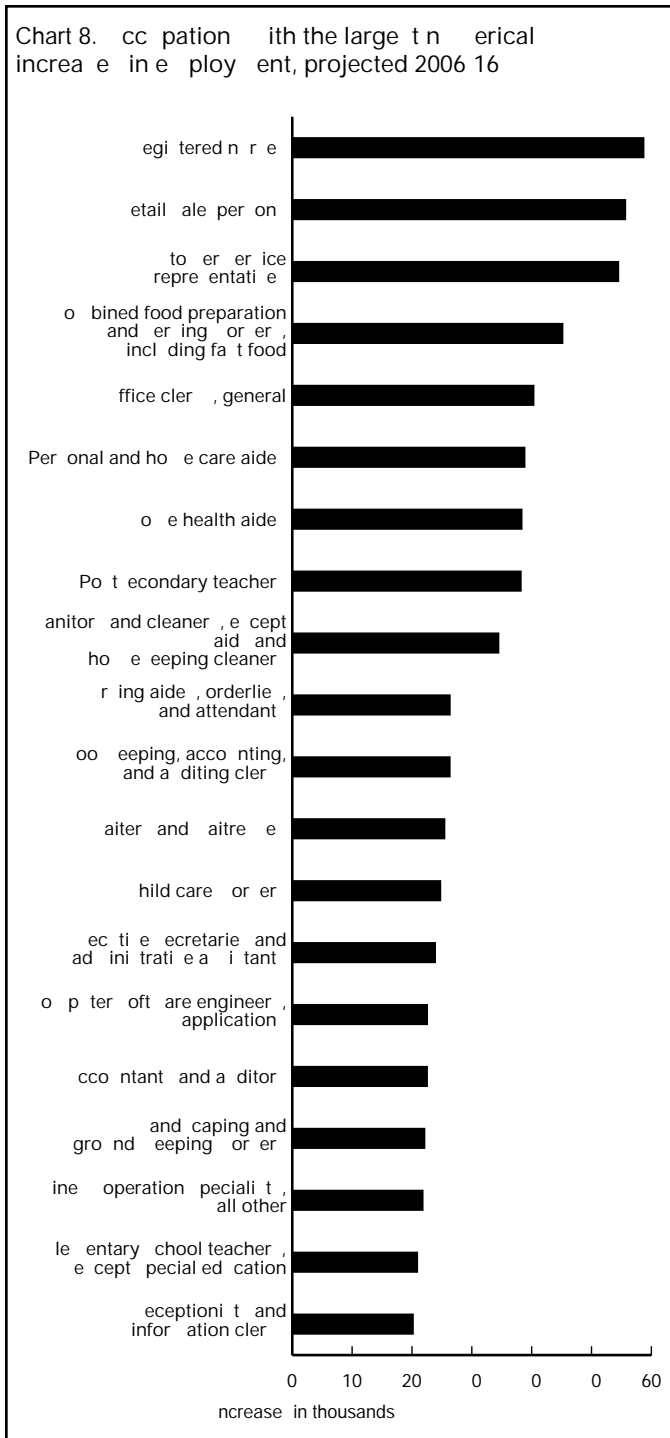
Construction and extraction occupations. Construction and extraction workers build new residential and commercial buildings, and also work in mines, quarries, and oil and gas fields.



Employment of these workers is expected to grow 9.5 percent, adding 785,000 new jobs. Construction trades and related workers will account for nearly 4 out of 5 of these new jobs, or 622,000, by 2016. Minor declines in extraction occupations will reflect overall employment stagnation in the mining and oil and gas extraction industries.

Installation, maintenance, and repair occupations. Workers in installation, maintenance, and repair occupations install new equipment and maintain and repair older equipment. These occupations will add 550,000 jobs by 2016, growing by 9.3 percent. Automotive service technicians and mechanics and general maintenance and repair workers will account for close to

Chart 8. Occupation with the largest numerical increase in employment, projected 2006-16



half of all new installation, maintenance, and repair jobs.

The fastest growth rate will be among locksmiths and safe repairers, an occupation that is expected to grow 22.1 percent over the 2006-2016 period.

Transportation and material moving occupations. Transportation and material moving workers transport people and materials by land, sea, or air. Employment of these workers should increase by 4.5 percent, accounting for 462,000 new jobs by 2016. Among transportation occupations, motor vehicle operators will add the most jobs, 368,000. Material moving occupations will decline slightly, 0.5 percent, losing 25,000 jobs.

Sales and related occupations. Sales and related workers solicit goods and services to businesses and consumers. Sales and

related occupations are expected to add 1.2 million new jobs by 2016, growing by 7.6 percent. Retail salespersons will contribute the most to this growth by adding 557,000 new jobs.

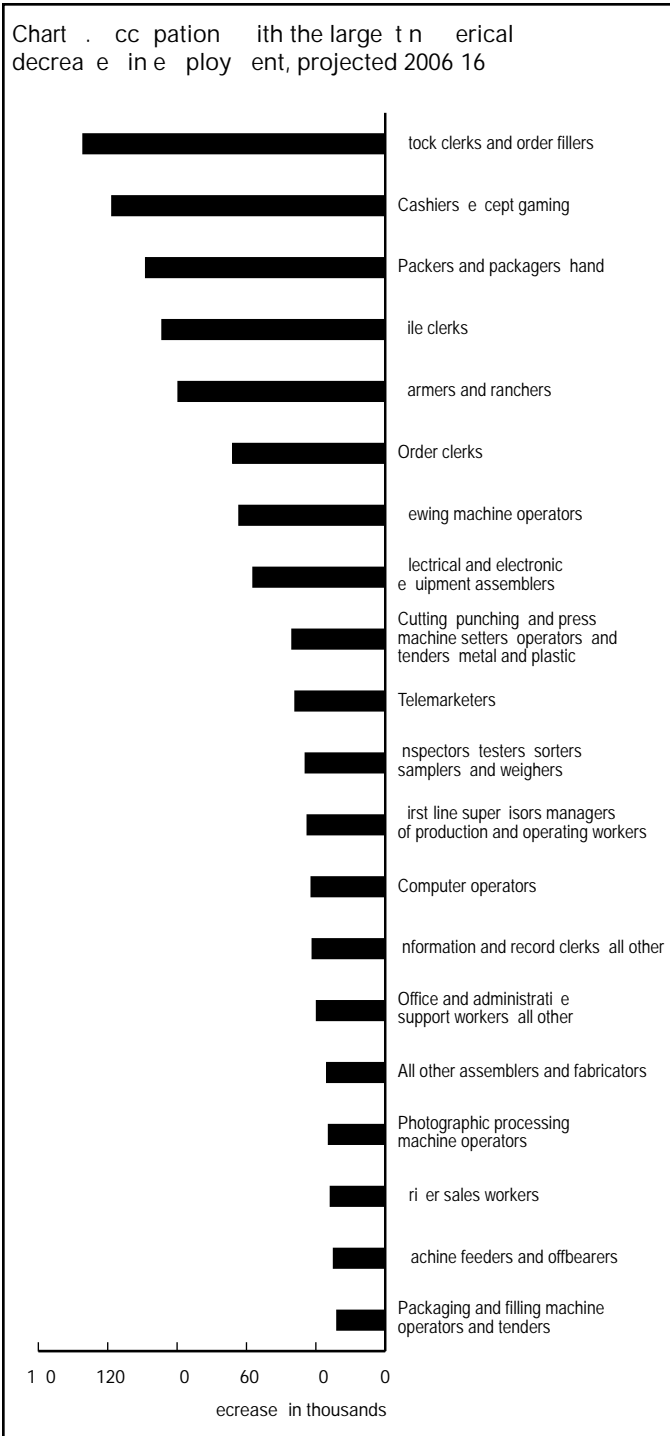
Office and administrative support occupations. Office and administrative support workers perform the day-to-day activities of the office, such as preparing and filing documents, dealing with the public, and distributing information. Employment in these occupations is expected to grow by 7.2 percent, adding 1.7 million new jobs by 2016. Customer service representatives will add the most new jobs, 545,000, while stock clerks and order fillers is expected to see the largest employment decline among all occupations, losing 131,000 jobs.

Farming, fishing, and forestry occupations. Farming, fishing, and forestry workers cultivate plants, breed and raise livestock, and catch animals. These occupations will decline 2.8 percent and lose 29,000 jobs by 2016. Agricultural workers, including farmworkers and laborers, will account for nearly 3 out of 4 lost jobs in this group. The number of fishing and hunting workers is expected to decline by 16.2 percent, while the number of forest, conservation, and logging workers is expected to decline by 1.4 percent.

Production occupations. Production workers are employed mainly in manufacturing, where they assemble goods and operate plants. Production occupations are expected to decline by 4.9 percent, losing 528,000 jobs by 2016. Some jobs will be created in production occupations, mostly in food processing and woodworking. Metal workers and plastic workers; assemblers and fabricators; textile, apparel, and furnishings occupations; and other production workers will account for most of the job loss among production occupations.

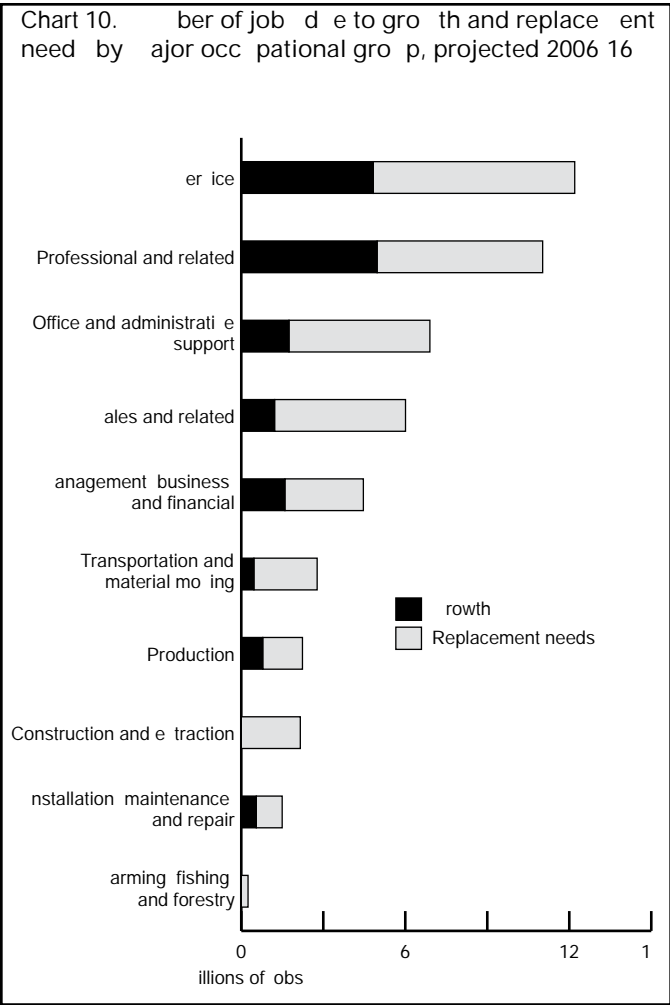
Among all occupations in the economy, healthcare occupations are expected to make up 7 of the 20 fastest growing occupations, the largest proportion of any occupational group (chart 7). These 7 healthcare occupations, in addition to exhibiting high growth rates, will add nearly 750,000 new jobs between 2006 and 2016. Other occupational groups that have more than one occupation in the 20 fastest growing occupations are computer occupations, personal care and service occupations, community and social services occupations, and business and financial operations occupations. High growth rates among occupations in the top 20 fastest growing occupations reflect projected rapid growth in the health care and social assistance industries and the professional, scientific, and technical services industries.

The 20 occupations listed in chart 8 will account for more than one-third of all new jobs, 6.6 million combined, over the 2006-2016 period. The occupations with the largest numerical increases cover a wider range of occupational categories than do those occupations with the fastest growth rates. Health occupations will account for some of these increases in employment, as will occupations in education, sales, and food service. Occupations in office and administrative services will grow by 1.7 million jobs, one-fourth of the job growth among the 20 occupations with the largest job growth. Many of the occupations listed below are very large, and will create more new jobs than will those with high growth rates. Only 3 out of the 20 fastest growing occupations—home health aides, personal and home care aides, and computer software application engineers—also



are projected to be among the 20 occupations with the largest numerical increases in employment.

Declining occupational employment stems from declining industry employment, technological advances, changes in business practices, and other factors. For example, installation of self-checkouts and other forms of automation will increase productivity and are expected to contribute to a decline of 118,000 cashiers over the 2006-2016 period (chart 9). Fourteen of the 20 occupations with the largest numerical decreases are either production occupations or office and administrative support occupations, which are affected by increasing plant and factory automation and the implementation of office technology that reduces the need for these workers. The difference between the



office and administrative occupations that are expected to experience the largest declines and those that are expected to see the largest increases is the extent to which job functions can be easily automated or performed by other workers. For instance, the duties of executive secretaries and administrative assistants involve a great deal of personal interaction that cannot be automated, while the duties of file clerks—adding, locating, and removing business records—can be automated or performed by other workers.

Education and training

For 12 of the 20 fastest growing occupations, an associate degree or higher is the most significant level of postsecondary education or training. On-the-job training is the most significant level of postsecondary education or training for another 6 of the 20 fastest growing occupations. In contrast, on-the-job training is the most significant level of postsecondary education or training for 12 of the 20 occupations with the largest numerical increases, while 6 of these 20 occupations have an associate degree or higher as the most significant level of postsecondary education or training. On-the-job training is the most significant level of postsecondary education or training for 19 of the 20 occupations with the largest numerical decreases. Table 1 lists the fastest growing occupations and occupations projected to have the largest numerical increases in employment between 2006 and 2016, by level of postsecondary education or training.

Total job openings

Job openings stem from both employment growth and replacement needs (chart 10). Replacement needs arise as workers leave occupations. Some transfer to other occupations while others retire, return to school, or quit to assume household responsibilities. Replacement needs are projected to account for 68 percent of the approximately 50 million job openings between 2006 and 2016. Thus, even occupations projected to experience slower than average growth or to decline in employment still may offer many job openings.

Service occupations are projected to have the largest number of total job openings, 12.2 million, and 60 percent of those will be due to replacement needs. A large number of replacements will be necessary as young workers leave food preparation and service occupations. Replacement needs generally are greatest in the largest occupations and in those with relatively low pay or limited training requirements.

Professional and related occupations are projected to be one of the two fastest growing major occupational groups, and are

expected to add more jobs than any other major occupational group, about 5 million, by 2016. However, the majority of job openings are expected to come from more than 6 million replacements.

Office automation will significantly affect many individual office and administrative support occupations. While these occupations are projected to grow about as fast as average, some are projected to decline rapidly. Office and administrative support occupations are projected to create 6.9 million total job openings over the 2006-2016 period, ranking third behind service occupations and professional and related occupations.

Farming, fishing, and forestry occupations and production occupations should offer job opportunities despite overall declines in employment. These occupations will lose 29,000 and 528,000 jobs, respectively, but are expected to provide more than 2.4 million total job openings. Job openings among these groups will be solely due to the replacement needs of a workforce that is exhibiting high levels of retirement and job turnover.

Table 1. Fastest growing occupations and occupations projected to have the largest numerical increases in employment between 2006 and 2016, by level of postsecondary education or training

<i>Fastest growing occupations</i>	<i>Occupations having the largest numerical job growth</i>
<i>First-professional degree</i>	
Veterinarians Pharmacists Chiropractors Physicians and surgeons Optometrists	Physicians and surgeons Lawyers Pharmacists Veterinarians Dentists
<i>Doctoral degree</i>	
Postsecondary teachers Computer and information scientists, research Medical scientists, except epidemiologists Biochemists and biophysicists Clinical, counseling, and school psychologists	Postsecondary teachers Clinical, counseling, and school psychologists Medical scientists, except epidemiologists Computer and information scientists, research Biochemists and biophysicists
<i>Master's degree</i>	
Mental health counselors Mental health and substance abuse social workers Marriage and family counselors Physical therapists Physician assistants	Clergy Physical therapists Mental health and substance abuse social workers Educational, vocational, and school counselors Rehabilitation counselors
<i>Bachelor's or higher degree, plus work experience</i>	
Actuaries Education administrators, preschool and child care center/program Management analysts Training and development specialists Public relations managers	Management analysts Financial managers Computer and information systems managers Medical and health services managers Training and development specialists
<i>Bachelor's degree</i>	
Network systems and data communications analysts Computer software engineers, applications Personal financial advisors Substance abuse and behavioral disorder counselors Financial analysts	Computer software engineers, applications Accountants and auditors Business operations specialists, all other Elementary schoolteachers, except special education Computer systems analysts
<i>Associate degree</i>	
Veterinary technologists and technicians Physical therapist assistant Dental hygienists Environmental science and protection technicians, including health Cardiovascular technologists and technicians	Registered nurses Computer support specialists Paralegals and legal assistants Dental hygienists Legal secretaries
<i>Postsecondary vocational award</i>	
Makeup artists, theatrical and performance Skin care specialists Manicurists and pedicurists Fitness trainers and aerobics instructors Preschool teachers, except special education	Nursing aides, orderlies, and attendants Preschool teachers, except special education Automotive service technicians and mechanics Licensed practical and licensed vocational nurses Hairdressers, hairstylists, and cosmetologists
<i>Work experience in a related occupation</i>	
Sales representatives, services, all other Gaming managers Gaming supervisors Aircraft cargo handling supervisors Self-enrichment education teachers	Executive secretaries and administrative assistants Sales representatives, services, all other Sales representatives, wholesale and manufacturing, except technical and scientific products First-line supervisors/managers of food preparation and serving workers First-line supervisors/managers of office and administrative support workers
<i>Long-term on-the-job training</i>	
Audio and video equipment technicians Interpreters and translators Athletes and sports competitors Motorboat mechanics Automotive glass installers and repairers	Carpenters Cooks, restaurant Police and sheriff's patrol officers Plumbers, pipefitters, and steamfitters Electricians
<i>Moderate-term on-the-job training</i>	
Medical assistants Social and human service assistants Gaming surveillance officers and gaming investigators Pharmacy technicians Dental assistants	Customer service representatives Bookkeeping, accounting, and auditing clerks Truck drivers, heavy and tractor-trailer Medical assistants Maintenance and repair workers, general
<i>Short-term on-the-job training</i>	
Personal and home care aides Home health aides Gaming and sports book writers and runners Physical therapist aides Amusement and recreation attendants	Retail salespersons Combined food preparation and serving workers, including fast food Office clerks, general Personal and home care aides Home health aides

Sources of Career Information

This section identifies some major sources of information on careers. These sources are meant to be used in addition to those listed at the end of each *Handbook* statement, and may provide additional information.

How to best use this information. The sources mentioned in this section offer different types of information. For example, people you know may provide very specific information because they have knowledge of you, your abilities and interests, and your qualifications. Other sources, such as those found in State Sources below, provide information on occupations in each State. Gathering information from a wide range of sources is the best way to determine what occupations may be appropriate for you, and in what geographic regions these occupations are found. The sources of information discussed in this section are not exhaustive, and other sources could prove equally valuable in your career search.

Career information

Like any major decision, selecting a career involves a lot of fact finding. Fortunately, some of the best informational resources are easily accessible. You should assess career guidance materials carefully. Information that seems out of date or glamorizes an occupation—overstates its earnings or exaggerates the demand for workers, for example—should be evaluated with skepticism. Gathering as much information as possible will help you make a more informed decision.

People you know. One of the best resources can be those you know, such as friends and family. They may answer some questions about a particular occupation or put you in touch with someone who has some experience in the field. This personal networking can be invaluable in evaluating an occupation or an employer. These people will be able to tell you about their specific duties and training, as well as what they did or did not like about a job. People who have worked in an occupation locally also may be able to recommend and get you in touch with specific employers.

Employers. This is the primary source of information on specific jobs. Employers may post lists of job openings and application requirements, including the exact training and experience required, starting wages and benefits, and advancement opportunities and career paths.

Informational interviews. People already working in a particular field often are willing to speak with people interested in joining their field. An informational interview will allow you to get good information from experts in a specific career without the pressure of a job interview. These interviews allow you to determine how a certain career may appeal to you while helping you build a network of personal contacts.

Professional societies, trade groups, and labor unions. These groups have information on an occupation or various related occupations with which they are associated or which they actively represent. This information may cover training requirements, earnings, and listings of local employers. These groups may train members or potential members themselves, or may be able to put you in contact with organizations or individuals who perform such training.

Each occupational statement in the *Handbook* concludes with a section on sources of additional information, which lists organizations that may be contacted for more information. Another valuable source for finding organizations associated with occupations is *The Encyclopedia of Associations*, an annual publication that lists trade associations, professional societies, labor unions, and other organizations.

Guidance and career counselors. Counselors can help you make choices about which careers might suit you best. They can help you determine what occupations suit your skills by testing your aptitude for various types of work, and determining your strengths and interests. Counselors can help you evaluate your options and search for a job in your field or help you select a new field altogether. They can also help you determine which educational or training institutions best fit your goals, and find ways to finance them. Some counselors offer other services such as interview coaching, résumé building, and help in filling out various forms. Counselors in secondary schools and post-secondary institutions may arrange guest speakers, field trips, or job fairs.

Common places where guidance and career counselors are employed include:

- High school guidance offices
- College career planning and placement offices
- Placement offices in private vocational or technical schools and institutions
- Vocational rehabilitation agencies
- Counseling services offered by community organizations
- Private counseling agencies and private practices
- State employment service offices

When using a private counselor, check to see that the counselor is experienced. One way to do so is to ask people who have used their services in the past. The National Board of Certified Counselors and Affiliates is an institution which accredits career counselors. To verify the credentials of a career counselor and to find a career counselor in your area, contact:

► National Board for Certified Counselor and Affiliates, 3 Terrace Way, Suite D, Greensboro, NC 27403-3660. Internet: <http://www.nbcc.org/cfind>

Postsecondary institutions. Colleges, universities, and other postsecondary institutions may put a lot of effort into helping place their graduates in good jobs, because the success of their graduates may indicate the quality of their institution and may affect the institution's ability to attract new students. Postsecondary institutions typically have career centers with libraries of information on different careers, listings of related jobs, and alumni contacts in various professions. Career centers frequently employ career counselors who generally provide their services only to their students and alumni. Career centers can help you build your résumé, find internships and co-ops—which can lead to full-time positions—and tailor your course selection or program to make you a more attractive job applicant.

Local libraries. Libraries can be an invaluable source of information. Since most areas have libraries, they can be a convenient place to look for information. Also, many libraries provide access to the Internet and e-mail.

Libraries may have information on job openings, locally and nationally; potential contacts within occupations or industries; colleges and financial aid; vocational training; individual businesses or careers; and writing résumés. Libraries frequently have subscriptions to various trade magazines that can provide information on occupations and industries. Your local library also may have video materials. These sources often have references to organizations which can provide additional information about training and employment opportunities.

If you need help getting started or finding a resource, ask your librarian for assistance.

Internet resources. With the growing popularity of the Internet, a wide verity of career information has become easily accessible. Many online resources include job listings, résumé posting services, and information on job fairs, training, and local wages. Many of the resources listed elsewhere in this section have Internet sites that include valuable information on potential careers. Since no single source contains all information on an occupation, field, or employer, you will likely need to use a variety of sources.

When using Internet resources, be sure that the organization is a credible, established source of information on the particular occupation. Individual companies may include job listings on their Web sites, and may include information about required credentials, wages and benefits, and the job's location. Contact information, such as whom to call or where to send a résumé, is usually included.

Some sources exist primarily as a Web service. These services often have information on specific jobs, and can greatly aid in the job hunting process. Some commercial sites offer these services, as do Federal, State, and some local governments. *Career OneStop*, a joint program by the Department of Labor and the States as well as local agencies, provides these services free of charge.

Online Sources from the Department of Labor. A major portion of the U.S. Department of Labor's Labor Market Information System is the Career OneStop site. This site includes:

- *State Job Banks* allow you to search over a million job openings listed with State employment agencies.
- *America's Career InfoNet* provides data on employment growth and wages by occupation; the knowledge, skills, and abilities required by an occupation; and links to employers.
- *America's Service Locator* is a comprehensive database of career centers and information on unemployment benefits, job training, youth programs, seminars, educational opportunities, and disabled or older worker programs.

Career OneStop, along with the National Toll free Helpline (877-USA-JOBS) and the local One-Stop Career Centers in each State, combine to provide a wide range of workforce assistance and resources:

- Career OneStop. Internet: <http://www.careeronestop.org>

Use the O*NET numbers at the start of each *Handbook* statement to find more information on specific occupations:

- O*NET Online. Internet: <http://www.onetcenter.org>

Provided in collaboration with the U.S. Department of Education, *Career Voyages* has information on certain high-demand occupations:

- Career Voyages. Internet: <http://www.careervoyages.gov>

The Department of Labor's Bureau of Labor Statistics publishes a wide range of labor market information, from regional wages for specific occupations to statistics on National, State, and area employment.

- Bureau of Labor Statistics. Internet: <http://www.bls.gov>

While the *Handbook* discusses careers from an occupational perspective, a companion publication—*Career Guide to Industries*—discusses careers from an industry perspective. The *Career Guide* is also available at your local career center and library:

- *Career Guide to Industries*.
Internet: <http://www.bls.gov/oco/cg/home.htm>

For information on occupational wages:

- Wage Data. Internet: <http://www.bls.gov/bls/blswage.htm>

For information on training, workers' rights, and job listings:

- Education and Training Administration.
Internet: <http://www.doleta.gov/jobseekers>

Organizations for specific groups. Some organizations provide information designed to help specific groups of people. Consult directories in your library's reference center or a career guidance office for information on additional organizations associated with specific groups.

Disabled workers:

State counseling, training, and placement services for those with disabilities are available from:

- State Vocational Rehabilitation Agency. Internet: <http://wdcrobcopol01.ed.gov/Programs/EROD>

Information on employment opportunities, transportation, and other considerations for people with all types of disabilities is available from:

- National Organization on Disability, 910 Sixteenth St. NW., Suite 600, Washington, DC 20006. Telephone: (202) 293-5960. TTY: (202) 293-5968. Internet: <http://www.nod.org/economic>

For information on making accommodations in the work place for people with disabilities:

- JobAccommodationNetwork (JAN), P.O. Box 6080, Morgantown, WV 26506. Internet: <http://www.jan.wvu.edu>

A comprehensive Federal Web site of disability-related resources is accessible at:

Blind workers:

Information on the free national reference and referral service for the blind can be obtained by contacting:

- National Federation of the Blind, Job Opportunities for the Blind (JOB), 1800 Johnson St., Baltimore, MD 21230. Telephone: (410) 659-9314. Internet: <http://www.nfb.org>

Older workers:

- National Council on the Aging, 1901 2nd St. NW., 4th Floor., Washington, DC 20036. Telephone: (202) 479-1200. Internet: <http://www.ncoa.org>
- National Caucus and Center on Black Aged, Inc., Senior Employment Programs, 1220 L St. NW., Suite 800, Washington, DC 20005. Telephone: (202) 637-8400. Fax: (202) 347-0895. Internet: <http://www.ncba-aged.org>

Veterans:

Contact the nearest regional office of the U.S. Department of Labor's Veterans Employment and Training Service or:

- Credentialing Opportunities Online (COOL), which explains how military personnel can meet civilian certification and license requirements related to their Military Occupational Specialty (MOS). Internet: <http://www.cool.army.mil/index.htm>

Women:

- Department of Labor, Women's Bureau, 200 Constitution Ave. NW., Washington, DC 20210. Telephone: (800) 827-5335. Internet: <http://www.dol.gov/wb>

Federal laws, executive orders, and selected Federal grant programs bar discrimination in employment based on race, color, religion, sex, national origin, age, and handicap. Information on how to file a charge of discrimination is available from U.S. Equal Employment Opportunity Commission offices around the country. Their addresses and telephone numbers are listed in telephone directories under U.S. Government, EEOC. Telephone: (800) 669-4000. TTY: (800) 669-6820. Internet: <http://www.eeoc.gov>

Office of Personnel Management. Information on obtaining civilian positions within the Federal Government is available

from the U.S. Office of Personnel Management through USA-Jobs, the Federal Government's official employment information system. This resource for locating and applying for job opportunities can be accessed through the Internet or through an interactive voice response telephone system at (703) 724-1850 or TDD (978) 461-8404. These numbers are not toll free, and charges may result.

- USA Jobs: <http://www.usajobs.opm.gov>

Military. The military employs and has information on hundreds of occupations. Information is available on the Montgomery G.I. Bill, which provides money for school and educational debt repayments. Information on military service can be provided by your local recruiting office. Also see the *Handbook* statement on Job Opportunities in the Armed Forces. You will find more information on careers in the military at:

- Today's Military. Internet: <http://www.todaysmilitary.com>

State Sources. Most States have career information delivery systems (CIDS), which may be found in secondary and post-secondary institutions, as well as libraries, job training sites, vocational-technical schools, and employment offices. A wide range of information is provided, from employment opportunities to unemployment insurance claims.

Whereas the *Handbook* provides information for occupations on a national level, each State has detailed information on occupations and labor markets within their respective jurisdictions. State occupational projections are available at: <http://www.projectionscentral.com>

Alabama

Labor Market Information Division, Alabama Department of Industrial Relations, 649 Monroe St., Room 422, Montgomery, AL 36131. Telephone: (334) 242-8859. Internet: <http://dir.alabama.gov>

Alaska

Research and Analysis Section, Department of Labor and Workforce Development, P.O. Box 25501, Juneau, AK 99802-5501. Telephone: (907) 465-4500. Internet: <http://www.jobs.state.ak.us>

Arizona

Arizona Department of Economic Security, P.O. Box 6123 SC 733A, Phoenix, AZ 85005-6123. Telephone: (602) 542-5984. Internet: <http://www.workforce.az.gov>

Arkansas

Labor Market Information, Department of Workforce Services, #2 Capital Mall, Little Rock, AR 72201. Telephone: (501) 682-3198. Internet: <http://www.arkansas.gov/esd>

California

State of California Employment Development Department, Labor Market Information Division, P.O. Box 826880, Sacramento, CA 94280-0001. Telephone: (916) 262-2162. Internet: <http://www.labormarketinfo.edd.ca.gov>

Colorado

Labor Market Information, Colorado Department of Labor and Employment, 633 17th St., Suite 201, Denver, CO 80202-3660. Telephone: (303) 318-8000. Internet: <http://www.coworkforce.com/lmi>

Connecticut

Office of Research, Connecticut Department of Labor, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114. Telephone: (860) 263-6275. Internet: <http://www.ctdol.state.ct.us/lmi>

Delaware

Office of Occupational and Labor Market Information, Department of Labor, 19 West Lea Blvd., Wilmington, DE 19802-. Telephone: (302) 761-8069.
Internet: <http://www.delawareworks.com/oolmi/welcome.shtml>

District of Columbia

DC Department of Employment Services, 609 H St. NE., Washington, D.C. 20002. Telephone: (202) 724-7000.
Internet: <http://www.does.dc.gov/does>

Florida

Labor Market Statistics, Agency for Workforce Innovation, MSC G-020, 107 E. Madison St., Tallahassee, FL 32399-4111. Telephone: (850) 245-7205. Internet: <http://www.labormarketinfo.com>

Georgia

Workforce Information and Analysis, Room 300, Department of Labor, 223 Courtland St., CWC Building, Atlanta, GA 30303. Telephone: (404) 232-3875. Internet: http://www.dol.state.ga.us/em/get_labor_market_information.htm

Guam

Guam Department of Labor, 504 D St., Tiyan, Guam 96910. Telephone: (671) 475-0101.

Hawaii

Research and Statistics Office, Department of Labor and Industrial Relations, 830 Punchbowl St., Room 304, Honolulu, HI 96813. Telephone: (808) 586-8999. Internet: <http://www.hiwi.org>

Idaho

Research and Analysis Bureau, Department of Commerce and Labor, 317 West Main St., Boise, ID 83735-0670. Telephone: (208) 332-3570. Internet: <http://lmi.idaho.gov>

Illinois

Illinois Department of Employment Security, Economic Information and Analysis Division, 33 S. State St., 9th Floor, Chicago, IL 60603. Telephone: (312) 793-2316. Internet: <http://lmi.ides.state.il.us>

Indiana

Research and Analysis—Indiana Workforce Development, Indiana Government Center South, 10 North Senate Ave., Indianapolis, IN 46204. Telephone: (800) 891-6499. Internet: <http://www.in.gov/dwd>

Iowa

Policy and Information Division, Iowa Workforce Development, 1000 East Grand Ave., Des Moines, IA 50319-0209. Telephone: (515) 281-5116. Internet: <http://www.iowaworkforce.org/lmi>

Kansas

Kansas Department of Labor, Labor Market Information Services, 401 SW Topeka Blvd., Topeka, KS 66603-3182. Telephone: (785) 296-5000. Internet: <http://laborstats.dol.ks.gov>

Kentucky

Research and Statistics Branch, Office of Employment and Training, 275 East Main St., Frankfort, KY 40621. Telephone: (502) 564-7976. Internet: <http://www.workforcekentucky.ky.gov>

Louisiana

Research and Statistics Division, Department of Labor, 1001 North 23rd St., Baton Rouge, LA 70802-3338. Telephone: (225) 342-3111. Internet: <http://www.laworks.net>

Maine

Labor Market Information Services Division, Maine Department of Labor, State House Station 54, P.O. Box 259 45 Commerce Dr., Augusta, ME 04330. Telephone: (207) 621-5182. Internet: <http://www.state.me.us/labor/lmis/index.html>

Maryland

Maryland Department of Labor Licensing and Regulation, Office of Labor Market Analysis and Information, Room 316, 1100 N. Eutaw, Baltimore, MD 21201. Telephone: (410) 767-2250. Internet: <http://www.dllr.state.md.us/lmi/index.htm>

Massachusetts

Executive Office of Labor and Workforce Development, Division of Career Services, 19 Staniford St., Boston, MA 02114. Telephone: (617) 626-5300. Internet: <http://www.detma.org/LMIdataprog.htm>

Michigan

Bureau of Labor Market Information and Strategic Initiatives, Department of Labor and Economic Growth, 3032 West Grand Blvd., Suite 9-100, Detroit, MI 48202. Telephone: (313) 456-3090. Internet: <http://www.milmi.org>

Minnesota

Department of Employment and Economic Development, Labor Market Information Office, 1st National Bank Building, 332 Minnesota St., Suite E200, St. Paul, MN 55101-1351. Telephone: (888) 234-1114. Internet: <http://www.deed.state.mn.us/lmi>

Mississippi

Labor Market Information Division, Mississippi Department of Employment Security, 1235 Echelon Pkwy., P.O. Box 1699, Jackson, MS 39215. Telephone: (601) 321-6000. Internet: <http://mdes.ms.gov>

Missouri

Missouri Economic Research and Information Center, P.O. Box 3150, Jefferson City, MO 65102-3150. Telephone: (866) 225-8113. Internet: <http://www.missourieconomy.org>

Montana

Research and Analysis Bureau, P.O. Box 1728, Helena, MT 59624. Telephone: (800) 541-3904. Internet: <http://www.ourfactsyourfuture.org>

Nebraska

Nebraska Workforce Development—Labor Market Information, Nebraska Department of Labor, 550 South 16th St., P.O. Box 94600, Lincoln, NE 68509. Telephone: (402) 471-2600. Internet: <http://www.dol.state.ne.us/nelmi.htm>

Nevada

Research and Analysis, Department of Employment Training and Rehabilitation, 500 East Third St., Carson City, NV 89713. Telephone: (775) 684-0450. Internet: <http://www.nevadaworkforce.com>

New Hampshire

Economic and Labor Market Information Bureau, New Hampshire Employment Security, 32 South Main St., Concord, NH 03301-4857. Telephone: (603) 228-4124. Internet: <http://www.nhes.state.nh.us/elmi>

New Jersey

Division of Labor Market and Demographic Research, Department of Labor and Workforce Development, P.O. Box 388, Trenton, NJ 08625-0388. Telephone: (609) 984-2593. Internet: <http://www.wnjin.net>

New Mexico

New Mexico Department of Labor, Economic Research and Analysis, 401 Broadway NE., Albuquerque, NM 87102. Telephone: (505) 222-4683. Internet: <http://www.dws.state.nm.us/dws-lmi.html>

New York

Research and Statistics, New York State Department of Labor, State Office Campus, Room 490, Albany, NY 12240. Telephone: (518) 457-2919. Internet: <http://www.labor.state.ny.us/workforceindustrydata/index.asp>

North Carolina

Labor Market Information Division, Employment Security Commission, 700 Wade Ave., Raleigh, NC 27605. Telephone: (919) 733-4329. Internet: <http://www.ncesc.com>

North Dakota

Labor Market Information Manager, Job Service North Dakota, 1000 East Divide Ave., Bismarck, ND 58506. Telephone: (800) 732-9787. Internet: <http://www.ndworkforceintelligence.com>

Ohio

Bureau of Labor Market Information, Office of Workforce Development, Ohio Department of Job and Family Services, P.O. Box 1618, Columbus, OH 43216-1618. Telephone: (614) 752-9494. Internet: <http://www.ohioworkforceinformer.org>

Oklahoma

Labor Market Information, Oklahoma Employment Security Commission, 2401 N. Lincoln Blvd., Oklahoma City, OK 73105. Telephone: (405) 557-7100. Internet: <http://www.oesc.state.ok.us/lmi/default.htm>

Oregon

Oregon Employment Department, Research Division, 875 Union St. NE., Salem, OR 97311. Telephone: (503) 947-1200. Internet: <http://www.qualityinfo.org/olmisj/OlmisZine>

Pennsylvania

Center for Workforce Information & Analysis, Pennsylvania Department of Labor and Industry, 220 Labor and Industry Building, Seventh and Forster Sts., Harrisburg, PA 17121. Telephone: (877) 493-3282. Internet: <http://www.paworkstats.state.pa.us>

Puerto Rico

Labor Market Information Office, P.O. Box 195540, San Juan, Puerto Rico 00919-5540. Telephone: (787) 281-5760. Internet: http://www.dtrh.gobierno.pr/oficina_procurador_del_trabajo.asp

Rhode Island

Labor Market Information, Rhode Island Department of Labor and Training, 1511 Pontiac Ave., Cranston, RI 02920. Telephone: (401) 462-8740. Internet: <http://www.dlt.ri.gov/lmi>

South Carolina

Labor Market Information Department, South Carolina Employment Security Commission, 631 Hampton St., Columbia, SC 29202. Telephone: (803) 737-2660. Internet: <http://www.sces.org/lmi/index.asp>

South Dakota

Labor Market Information Center, Department of Labor, P.O. Box 4730, Aberdeen, SD 57402-4730. Telephone: (605) 626-2314. Internet: <http://www.state.sd.us/dol/lmic/index.htm>

Tennessee

Research and Statistics Division, Department of Labor and Workforce Development, 710 James Robertson Pkwy., Nashville, TN 37243. Telephone: (615) 741-6642. Internet: <http://www.state.tn.us/labor-wfd/lmi.htm>

Texas

Labor Market Information, Texas Workforce Commission, 9001 North IH-35, Suite 103A, Austin, TX 75753. Telephone: (866) 938-4444. Internet: <http://www.tracer2.com>

Utah

Director of Workforce Information, Utah Department of Workforce Services, P.O. Box 45249, Salt Lake City, UT 84145-0249. Telephone: (801) 526-9675. Internet: <http://jobs.utah.gov/opencms/wi>

Vermont

Research and Analysis, Vermont Department of Labor, P.O. Box 488, Montpelier, VT 05601-0488. Telephone: (802) 828-4000. Internet: <http://www.labor.vermont.gov>

Virgin Islands

Bureau of Labor Statistics, Department of Labor, P.O. Box 302608, St Thomas, VI 00803-2608. Telephone: (340) 776-3700. Internet: <http://www.vidol.gov>

Virginia

Economic Information Services, Virginia Employment Commission, P.O. Box 1358, Richmond, VA 23218-1358. Telephone: (804) 786-8223. Internet: <http://velma.virtuallmi.com>

Washington

Labor Market and Economic Analysis, Washington Employment Security Department, PO Box 9046, Olympia, WA 98507-9046. Telephone: (800) 215-1617. Internet: <http://www.workforceexplorer.com>

West Virginia

WORKFORCE West Virginia, Research, Information and Analysis Division, 112 California Ave., Charleston, WV 25303-0112. Telephone: (304) 558-2660. Internet: <http://www.wvbep.org/bep/lmi>

Wisconsin

Bureau of Workforce Information, Department of Workforce Development, P.O. Box 7944, Madison, WI 53707-7944. Telephone: (608) 266-8212. Internet: <http://worknet.wisconsin.gov/worknet>

Wyoming

Research and Planning, Wyoming Department of Employment, 246 S. Center St., Casper, WY 82602. Telephone: (307) 473-3807. Internet: <http://doe.state.wy.us/lmi>

Finding and Applying for Jobs and Evaluating Offers

Finding—and getting—a job you want can be a challenging process, but knowing more about job search methods and application techniques can increase your chances of success. And knowing how to judge the job offers you receive makes it more likely that you will end up with the best possible job.

Where to learn about job openings

Personal contacts
 School career planning and placement offices
 Employers
 Classified ads
 —National and local newspapers
 —Professional journals
 —Trade magazines
 Internet resources
 Professional associations
 Labor unions
 State employment service offices
 Federal Government
 Community agencies
 Private employment agencies and career consultants
 Internships

Job search methods

Finding a job can take months of time and effort. But you can speed the process by using many methods to find job openings. Data from the Bureau of Labor Statistics suggest that people who use many job search methods find jobs faster than people who use only one or two.

In the box above, some sources of job openings are listed. Those sources are described more fully below.

Personal contacts. Many jobs are never advertised. People get them by talking to friends, family, neighbors, acquaintances, teachers, former coworkers, and others who know of an opening. Be sure to tell people that you are looking for a job because the people you know may be some of the most effective resources for your search. To develop new contacts, join student, community, or professional organizations.

School career planning and placement offices. High school and college placement offices help their students and alumni find jobs. Some invite recruiters to use their facilities for interviews or career fairs. They also may have lists of open jobs. Most also offer career counseling, career testing, and job search advice. Some have career resource libraries; host workshops on job search strategy, resume writing, letter writing, and effective interviewing; critique drafts of resumes; conduct mock interviews; and sponsor job fairs.

Employers. Directly contacting employers is one of the most successful means of job hunting. Through library and Internet research, develop a list of potential employers in your desired career field. Then call these employers and check their Web sites for job openings. Web sites and business directories can tell you how to apply for a position or whom to contact. Even if no open positions are posted, do not hesitate to contact the employer: You never know when a job might become available. Consider asking for an informational interview with people working in the career you want to learn more. Ask them how they got started, what they like and dislike about the work, what type of qualifications are necessary for the job, and what type of personality succeeds in that position. In addition to giving you career information, they may be able to put you in contact with other people who might hire you, and they can keep you in mind if a position opens up.

Classified ads. The “Help Wanted” ads in newspapers and the Internet list numerous jobs, and many people find work by responding to these ads. But when using classified ads, keep the following in mind:

- Follow all leads to find a job; do not rely solely on the classifieds.
- Answer ads promptly, because openings may be filled quickly, even before the ad stops appearing in the paper.
- Read the ads every day, particularly the Sunday edition, which usually includes the most listings.
- Keep a record of all ads to which you have responded, including the specific skills, educational background, and personal qualifications required for the position.

Internet resources. The Internet includes many job hunting Web sites with job listings. Some job boards provide National listings of all kinds; others are local. Some relate to a specific type of work; others are general. To find good prospects, begin with an Internet search using keywords related to the job you want. Also look for the sites of related professional associations.

Also consider checking Internet forums, also called message boards. These are online discussion groups where anyone may post and read messages. Use forums specific to your profession or to career-related topics to post questions or messages and to read about the job searches or career experiences of other people.

In online job databases, remember that job listings may be posted by field or discipline, so begin your search using keywords. Many Web sites allow job seekers to post their resumes online for free.

Professional associations. Many professions have associations that offer employment information, including career planning, educational programs, job listings, and job placement. To use these services, associations usually require that you be a member; information can be obtained directly from an association through the Internet, by telephone, or by mail.

Labor unions. Labor unions provide various employment services to members and potential members, including apprenticeship programs that teach a specific trade or skill. Contact the appropriate labor union or State apprenticeship council for more information.

State employment service offices. The State employment service, sometimes called the Job Service, operates in coordination with the U.S. Department of Labor's Employment and Training Administration. Local offices, found nationwide, help job seekers to find jobs and help employers to find qualified workers at no cost to either. To find the office nearest you, look in the State government telephone listings under "Job Service" or "Employment."

Job matching and referral. At the State employment service office, an interviewer will determine if you are "job ready" or if you need help from counseling and testing services to assess your occupational aptitudes and interests and to help you choose and prepare for a career. After you are job ready, you may examine available job listings and select openings that interest you. A staff member can then describe the job openings in detail and arrange for interviews with prospective employers.

Services for special groups. By law, veterans are entitled to priority job placement at State employment service centers. If you are a veteran, a veterans' employment representative can inform you of available assistance and help you to deal with problems.

State employment service offices also refer people to opportunities available under the Workforce Investment Act (WIA) of 1998. Educational and career services and referrals are provided to employers and job seekers, including adults, dislocated workers, and youth. These programs help to prepare people to participate in the State's workforce, increase their employment and earnings potential, improve their educational and occupational skills, and reduce their dependency on welfare.

Federal Government. Information on obtaining a position with the Federal Government is available from the U.S. Office of Personnel Management (OPM) through USAJOBS, the Federal Government's official employment information system. This resource for locating and applying for job opportunities can be accessed through the Internet at <http://www.usajobs.opm.gov> or through an interactive voice response telephone system at (703) 724-1850 or TDD (978) 461-8404. These numbers are not toll free, and charges may result.

Community agencies. Many nonprofit organizations, including religious institutions and vocational rehabilitation agencies, offer counseling, career development, and job placement services, generally targeted to a particular group, such as women, youths, minorities, ex-offenders, or older workers.

Private employment agencies and career consultants. Private agencies can save you time and they will contact employers who otherwise might be difficult to locate. But these agencies may charge for their services. Most operate on a commission basis, charging a percentage of the first-year salary paid to a successful applicant. You or the hiring company will pay the fee. Find out the exact cost and who is responsible for paying associated fees before using the service. When determining if the service is worth the cost, consider any guarantees that the agency offers.

Internships. Many people find jobs with business and organizations with whom they have interned or volunteered. Look for internships and volunteer opportunities on job boards, career centers, and company and association Web sites, but also check community service organizations and volunteer opportunity databases. Some internships and long-term volunteer positions come with stipends and all provide experience and the chance to meet employers and other good networking contacts.

Applying for a job

After you have found some jobs that interest you, the next step is to apply for them. You will almost always need to complete resumes or application forms and cover letters. Later, you will probably need to go on interviews to meet with employers face to face.

Resumes and application forms. Resumes and application forms give employers written evidence of your qualifications and skills. The goal of these documents is to prove—as clearly and directly as possible—how your qualifications match the job's requirements. Do this by highlighting the experience, accomplishments, education, and skills that most closely fit the job you want.

Gathering information. Resumes and application forms both include the same information. As a first step, gather the following facts:

- Contact information, including your name, mailing address, e-mail address (if you have one you check often), and telephone number.
- Type of work or specific job you are seeking or a qualifications summary, which describes your best skills and experience in just a few lines.
- Education, including school name and its city and State, months and years of attendance, highest grade completed or diploma or degree awarded, and major subject or subjects studied. Also consider listing courses and awards that might be relevant to the position. Include a grade point average if you think it would help in getting the job.
- Experience, paid and volunteer. For each job, include the job title, name and location of employer, and dates of employment. Briefly describe your job duties and major accomplishments. In a resume, use phrases instead of sentences to describe your work; write, for example, "Supervised 10

- **References.** Be ready to provide references if requested. Good references could be former employers, coworkers, or teachers or anyone else who can describe your abilities and job-related traits. You will be asked to provide contact information for the people you choose.

Throughout the application or resume, focus on accomplishments that relate most closely to the job you want. You can even use the job announcement as a guide, using some of the same words and phrases to describe your work and education.

Look for concrete examples that show your skills. When describing your work experience, for instance, you might say that you increased sales by 10 percent, finished a task in half the usual time, or received three letters of appreciation from customers.

Choosing a format. After gathering the information you want to present, the next step is to put it in the proper format. In an application form, the format is set. Just fill in the blanks. But make sure you fill it out completely and follow all instructions. Do not omit any requested information. Consider making a copy of the form before filling it out, in case you make a mistake and have to start over. If possible, have someone else look over the form before submitting it.

In a resume, there are many ways of organizing the information you want to include, but the most important information should usually come first. Most applicants list their past jobs in reverse chronological order, describing their most recent employment first and working backward. But some applicants use a functional format, organizing their work experience under headings that describe their major skills. They then include a brief work history section that lists only job titles, employers, and dates of employment. Still other applicants choose a format that combines these two approaches in some way. Choose the style that best showcases your skills and experience.

Whatever format you choose, keep your resume short. Many experts recommend that new workers use a one-page resume. Avoid long blocks of text and italicized material. Consider using bullets to highlight duties or key accomplishments.

Before submitting your resume, make sure that it is easy to read. Are the headings clear and consistently formatted with bold or some other style of type? Is the type face large enough? Then, ask at least two people to proofread the resume for spelling and other errors and make sure you use your computer's spell checker.

Keep in mind that many employers scan resumes into databases, which they then search for specific keywords or phrases. The keywords are usually nouns referring to experience, education, personal characteristics, or industry buzz words. Identify keywords by reading the job description and qualifications in the job ad; use these same words in your resume. For example, if the job description includes customer service tasks, use the words "customer service" on your resume. Scanners sometimes misread paper resumes, which could mean some of your keywords don't get into the database. So, if you know that your resume will be scanned, and you have the option, e-mail an electronic version. If you must submit a paper resume, make it scannable by using a simple font and avoiding underlines, italics, and graphics. It is also a good idea to send a tradition-

ally formatted resume along with your scannable resume, with a note on each marking its purpose.

Cover letters. When sending a resume, most people include a cover letter to introduce themselves to the prospective employer. Most cover letters are no more than three short paragraphs. Your cover letter should capture the employer's attention, follow a business letter format, and usually should include the following information:

- Name and address of the specific person to whom the letter is addressed.
- Reason for your interest in the company or position.
- Your main qualifications for the position.
- Request for an interview.
- Your home and work telephone numbers.

If you send a scannable resume, you should also include a scannable cover letter, which avoids graphics, fancy fonts, italics, and underlines.

As with your resume, it may be helpful to look for examples on the Internet or in books at your local library or bookstore, but be sure not to copy letters directly from other sources.

Interviewing. An interview gives you the opportunity to showcase your qualifications to an employer, so it pays to be well prepared. The accompanying box provides some helpful hints.

Evaluating a job offer

Once you receive a job offer, you must decide if you want the job. Fortunately, most organizations will give you a few days to accept or reject an offer.

There are many issues to consider when assessing a job offer. Will the organization be a good place to work? Will the job be interesting? Are there opportunities for advancement? Is the salary fair? Does the employer offer good benefits? Now is the time to ask the potential employer about these issues—and to do some checking on your own.

The organization. Background information on an organization can help you to decide whether it is a good place for you to work. Factors to consider include the organization's business or activity, financial condition, age, size, and location.

You generally can get background information on an organization, particularly a large organization, on its Internet site or by telephoning its public relations office. A public company's annual report to the stockholders tells about its corporate philosophy, history, products or services, goals, and financial status. Most government agencies can furnish reports that describe their programs and missions. Press releases, company newsletters or magazines, and recruitment brochures also can be useful. Ask the organization for any other items that might interest a prospective employee. If possible, speak to current or former employees of the organization.

Background information on the organization may be available at your public or school library. If you cannot get an annual report, check the library for reference directories that may provide basic facts about the company, such as earnings, prod-

Job interview tips

Preparation:

- Learn about the organization.
- Have a specific job or jobs in mind.
- Review your qualifications for the job.
- Be ready to briefly describe your experience, showing how it relates to the job.
- Be ready to answer broad questions, such as “Why should I hire you?” “Why do you want this job?” “What are your strengths and weaknesses?”
- Practice an interview with a friend or relative.

Personal appearance:

- Be well groomed.
- Dress appropriately.
- Do not chew gum or smoke.

The interview:

- Be early.
- Learn the name of your interviewer and greet him or her with a firm handshake.
- Use good manners with everyone you meet.
- Relax and answer each question concisely.
- Use proper English—avoid slang.
- Be cooperative and enthusiastic.
- Use body language to show interest—use eye contact and don't slouch.
- Ask questions about the position and the organization, but avoid questions whose answers can easily be found on the company Web site.
- Also avoid asking questions about salary and benefits unless a job offer is made.
- Thank the interviewer when you leave and shake hands.
- Send a short thank you note.

Information to bring to an interview:

- Social Security card.
- Government-issued identification (driver's license).
- Resume or application. Although not all employers require a resume, you should be able to furnish the interviewer information about your education, training, and previous employment.
- References. Employers typically require three references. Get permission before using anyone as a reference. Make sure that they will give you a good reference. Try to avoid using relatives as references.
- Transcripts. Employers may require an official copy of transcripts to verify grades, coursework, dates of attendance, and highest grade completed or degree awarded.

ucts and services, and number of employees. Some directories widely available in libraries either in print or as online databases include:

- *Dun & Bradstreet's Million Dollar Directory*
- *Standard and Poor's Register of Corporations*
- *Mergent's Industry Review (formerly Moody's Industrial Manual)*

- *Thomas Register of American Manufacturers*
- *Ward's Business Directory*

Stories about an organization in magazines and newspapers can tell a great deal about its successes, failures, and plans for the future. You can identify articles on a company by looking under its name in periodical or computerized indexes in libraries, or by using one of the Internet's search engines. However, it probably will not be useful to look back more than 2 or 3 years.

The library also may have government publications that present projections of growth for the industry in which the organization is classified. Long-term projections of employment and output for detailed industries, covering the entire U.S. economy, are developed by the Bureau of Labor Statistics and revised every 2 years. (See the *Career Guide to Industries*, online at <http://www.bls.gov/oco/cg>.) Trade magazines also may include articles on the trends for specific industries.

Career centers at colleges and universities often have information on employers that is not available in libraries. Ask a career center representative how to find out about a particular organization.

During your research consider the following questions:

Does the organization's business or activity match your own interests and beliefs?

It is easier to apply yourself to the work if you are enthusiastic about what the organization does.

How will the size of the organization affect you?

Large firms generally offer a greater variety of training programs and career paths, more managerial levels for advancement, and better employee benefits than do small firms. Large employers also may have more advanced technologies. However, many jobs in large firms tend to be highly specialized.

Jobs in small firms may offer broader authority and responsibility, a closer working relationship with top management, and a chance to clearly see your contribution to the success of the organization.

Should you work for a relatively new organization or one that is well established?

New businesses have a high failure rate, but for many people, the excitement of helping to create a company and the potential for sharing in its success more than offset the risk of job loss. However, it may be just as exciting and rewarding to work for a young firm that already has a foothold on success.

The job. Even if everything else about the job is attractive, you will be unhappy if you dislike the day-to-day work. Determining in advance whether you will like the work may be difficult. However, the more you find out about the job before accepting or rejecting the offer, the more likely you are to make the right choice. Consider the following questions:

Where is the job located?

If the job is in another section of the country, you need to consider the cost of living, the availability of housing and transportation, and the quality of educational and recreational facilities

Does the work match your interests and make good use of your skills?

The duties and responsibilities of the job should be explained in enough detail to answer this question.

How important is the job to the company or organization?

An explanation of where you fit in the organization and how you are supposed to contribute to its overall goals should give you an idea of the job's importance.

What will the hours be?

Most jobs involve regular hours—for example, 40 hours a week, during the day, Monday through Friday. Other jobs require night, weekend, or holiday work. In addition, some jobs routinely require overtime to meet deadlines or sales or production goals, or to better serve customers. Consider the effect that the work hours will have on your personal life.

How long do most people who enter this job stay with the company?

High turnover can mean dissatisfaction with the nature of the work or something else about the job.

Opportunities offered by employers. A good job offers you opportunities to learn new skills, increase your earnings, and rise to positions of greater authority, responsibility, and prestige. A lack of opportunities can dampen interest in the work and result in frustration and boredom.

The company should have a training plan for you. What valuable new skills does the company plan to teach you?

The employer should give you some idea of promotion possibilities within the organization. What is the next step on the career ladder? If you have to wait for a job to become vacant before you can be promoted, how long does this usually take? When opportunities for advancement do arise, will you compete with applicants from outside the company? Can you apply for jobs for which you qualify elsewhere within the organization, or is mobility within the firm limited?

Salaries and benefits. When an employer makes a job offer, information about earnings and benefits are usually included. You will want to research to determine if the offer is fair. If you choose to negotiate for higher pay and better benefits, objective research will help you strengthen your case.

You may have to go to several sources for information. One of the best places to start is the information from the Bureau of Labor Statistics. Data on earnings by detailed occupation from the Occupational Employment Statistics (OES) Survey are available from:

► Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections, 2 Massachusetts Ave. NE., Room 2135, Washington, DC 20212-0001. Telephone: (202) 691-6569. Internet: <http://www.bls.gov/oes>.

Data from the Bureau's National Compensation Survey are available from:

► Bureau of Labor Statistics, Office of Compensation Levels and Trends, 2 Massachusetts Ave. NE., Room 4175, Washington, DC 20212-0001. Telephone: (202) 691-6199. Internet: <http://www.bls.gov/ncs>.

You should also look for additional information, specifically tailored to your job offer and circumstances. Try to find family, friends, or acquaintances who recently were hired in similar jobs. Ask your teachers and the staff in placement offices about starting pay for graduates with your qualifications. Help-wanted ads in newspapers sometimes give salary ranges for similar positions. Check the library or your school's career center for salary surveys such as those conducted by the National Association of Colleges and Employers or various professional associations.

If you are considering the salary and benefits for a job in another geographic area, make allowances for differences in the cost of living, which may be significantly higher in a large metropolitan area than in a smaller city, town, or rural area.

You also should learn the organization's policy regarding overtime. Depending on the job, you may or may not be exempt from laws requiring the employer to compensate you for overtime. Find out how many hours you will be expected to work each week and whether you receive overtime pay or compensatory time off for working more than the specified number of hours in a week.

Also take into account that the starting salary is just that—the start. Your salary should be reviewed on a regular basis; many organizations do it every year. How much can you expect to earn after 1, 2, or 3 or more years? An employer cannot be specific about the amount of pay if it includes commissions and bonuses.

Benefits also can add a lot to your base pay, but they vary widely. Find out exactly what the benefit package includes and how much of the cost you must bear.

For more information

To learn more about finding and applying for jobs, visit your local library and career center. You can find career centers that are part of the U.S. Department of Labor One-Stop Career system by calling toll free (877) 348-0502.

The *Occupational Outlook Quarterly*, a career magazine published by the Bureau of Labor Statistics, is one of the resources available at many libraries and career centers. The magazine includes many articles about finding, applying for, and choosing jobs. See, for example:

► "Employment interviewing: Seizing the opportunity and the job," online at <http://www.bls.gov/opub/ooq/2000/summer/art02.pdf>.

► "Getting back to work: Returning to the labor force after an absence," online at <http://www.bls.gov/opub/ooq/2004/winter/art03.pdf>.

► "How to get a job in the Federal Government," online at <http://www.bls.gov/opub/ooq/2004/summer/art01.pdf>.

► "Internships: Previewing a profession," online at <http://www.bls.gov/opub/ooq/2006/summer/art02.pdf>.

► "Resumes, applications, and cover letters," online at <http://www.bls.gov/opub/ooq/1999/summer/art01.pdf>.