

Career Navigator

A globe is positioned at the top left, resting on a base. Below it, a map is spread out, with a pen and a compass resting on it. The text 'Career Exploration' is written in a large, purple, 3D font across the map and globe.

Career Exploration

for

Middle Schools

*Learn to Plan
for Your Future!*

- * *What are my skills?*
- * *What are my interests?*
- * *What will my future be?*
- * *Will I go to college?*



Rhode Island Career Resource Network

The Rhode Island Career Navigator

Career management knowledge and skills should be part of the “tool kit” of every person. The Rhode Island Career Navigator was developed to help provide this knowledge and skills to middle/junior high school students. It is based on the National Career Development Guidelines, the Standards of the American School Counselor Association (ASCA), and the Regulations of the RI Board of Regents for Elementary and Secondary Education. For maximum effectiveness, it should be used with other tools, such as *The Real Game*; the computer programs, *Choices Explorer* or *Career Futures*; and other quality resources.

The Career Resource Network



The Rhode Island Career Resource Network (CRN) is part of the national America's Career Resource Network, funded by Congress to support academic and career guidance. The CRN provides training to counselors, teachers, and others who assist students or clients of all ages with career management. It also produces or supports computer programs, publications, and classroom activities materials related to career management. Current information on CRN training and products is available on the CRN web site and may also be obtained by contacting the CRN.

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The Rhode Island Career Resource Network (CRN) gives special thanks to the Career Resource Networks in other states who shared ideas, and to the many Rhode Island individuals and organizations which supplied information. CRN would also like to thank the Rhode Island National Guard for their assistance delivering the Career Navigator.

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The Rhode Island Department of Labor and Training is an Equal Opportunity Employer/Program.
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Your Future Starts Today!

What kind of future life would you like?

Would you like to be happy? Famous? Serve your country? Influence other people? Be a leader? Make lots of money? What kind of a life would you like? Don't be afraid to dream! If you don't dream it, you will never make it come true.



Decisions you make today will help form your future.

You have opportunities every day to shape your future. You can take advantage of these opportunities, or you can reject or ignore them. Where you go is up to you.

This publication will help you...

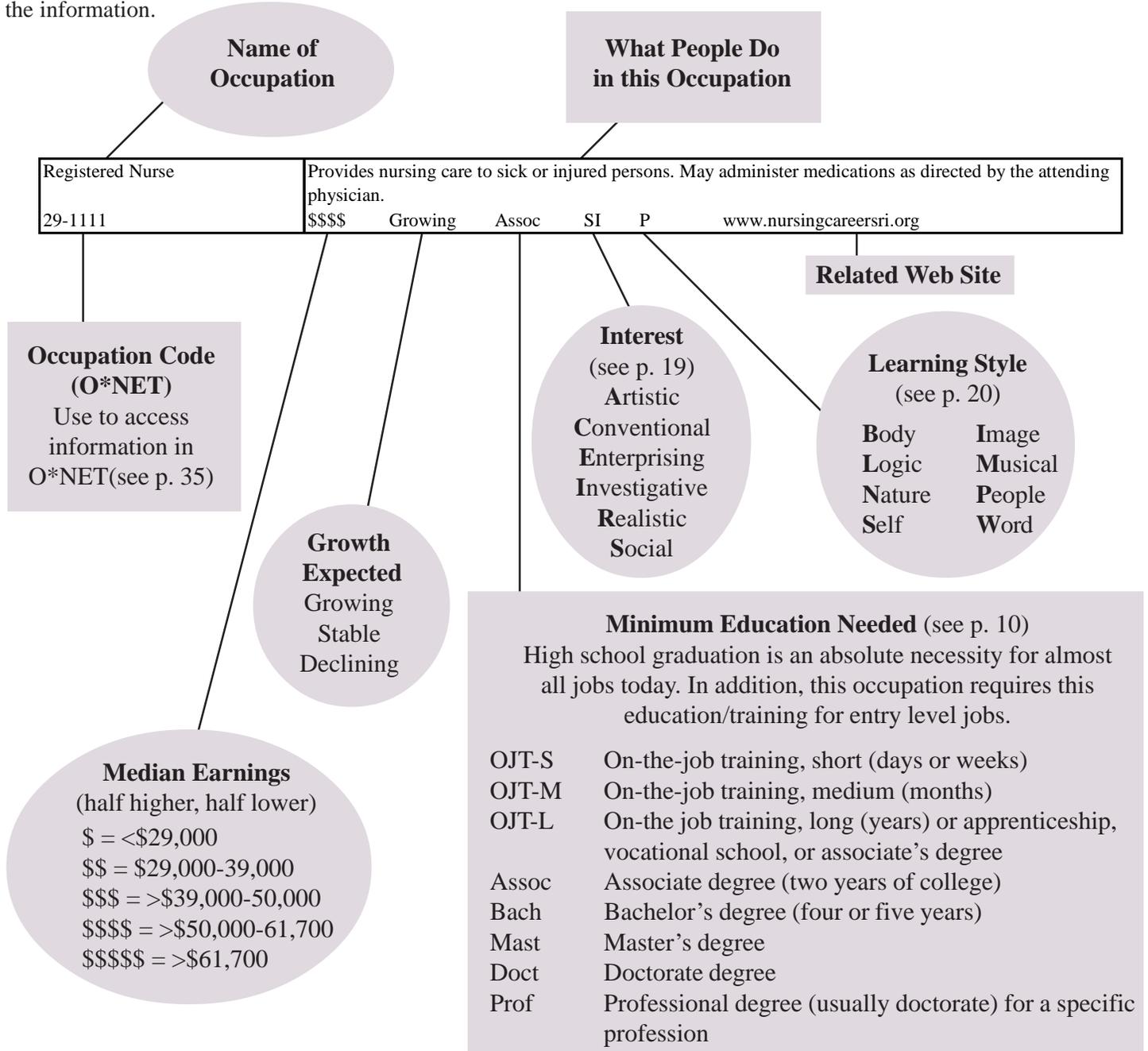
- ★ Develop skills and knowledge you will need. Planning your future is work, and like other work you will be more successful if you are prepared.
- ★ Expand your knowledge of the world of work. We live in a constantly changing world. People who are most successful are aware of the changes which affect their work and how to take advantage of them.
- ★ Learn about different occupations and how to compare them. There are hundreds of different occupations. Some are old, some are newly developing, and some require physical strength or unusual hours of work. Know where to find information like this when you need it.
- ★ Match occupations to your interests and skills. Every individual is unique, with interests and skills different from those of other people. If you are aware of your interests, skills, and learning style, you can identify occupations which are a good match for you. You will then be more likely to be satisfied and productive.
- ★ Define your goals. "Life is a journey," it is said. You need to know where you want this journey to take you, and what some of the points are along the way.
- ★ Decide how to attain your goals in middle school, high school, and beyond.



Information About Occupations in this Publication

In Middle School you should investigate as many occupations as possible, including those which seem too easy or too hard for you and those which may seem silly or unrealistic. Feel free to dream – explore many occupations. Pages 5 and 6 tell more about occupations.

To help you get started, information on many occupations has been placed in tables throughout this publication. Each table highlights a few occupations in the same general area. When you find an occupation of interest you will need much more information than is available here. See page 35 for some suggestions. The sample below provides an explanation of the information.



What is a Career?

A career is the combined total of all the events in our lives, from the time we are born until we die, including education, work, family, leisure activities, and more. What you are doing in school now is part of your career. Even though you spend more time outside of school than you do in school, out-of-school activities are also part of your career.



Two other words are often confused with career - occupation and job. Occupation is defined on page 5, and job on page 7.

Why is a Career Important?

A **career** is the journey through life. As with any journey, you should have a destination in mind and a route to take to get to that destination. Your destination is your career goal. The route includes the effort you need to reach your goal, including education and experience. Your success will influence your happiness, your financial condition, and perhaps even your health.

Interested in **Agriculture and Natural Resources?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Environmental Protection Officer 33-3031	Patrols assigned areas to prevent fish and game law violations, monitor animal control, and collect data on animal populations. \$\$\$\$	Stable	OJT-L	IC	N	www.fws.gov
Farmer 11-9012	Plants, tends, and harvests food crops or specialty crops. Raises livestock for food or breeding purposes. \$\$\$\$	Stable	OJT-L	REC	N	www.ffa.org
Food Science Technician 19-1012	Performs standardized tests to determine physical or chemical properties of food or beverage products. \$\$	Stable	Assoc	RI	L	
Landscape Architect 17-1012	Designs landscaping for public and private grounds according to client specifications for maximum usefulness and attractiveness. \$\$\$\$	Stable	Bach	ARI	I	www.asla.org
Landscapers and Groundskeepers 37-3011	Landscapes and maintains gardens, lawns, and grounds of public or private property. \$	Stable	OJT-S	R	N	www.ashs.org/careers.html
Nursery Worker 45-2092.01	Works in nursery facilities or at a customer location to plant, cultivate, harvest, and transplant trees, shrubs, or plants. \$	Stable	OJT-S	R	N	
Pest Control Worker 37-2021	Sprays or releases chemical solutions or gases and sets mechanical traps to kill pests and vermin that infest buildings and nearby areas. \$	Declining	OJT-M	RC	N	www.pestworldofkids.org

Why Should I Plan My Career?

Going through your career without a plan is like taking a trip without a destination. Career planning is simply setting realistic and informed goals, and making those decisions which will enable us to reach those goals.



Every day we make decisions, many of which affect the future course of our lives. Some decisions are made for us, but others we make ourselves. For example, after we get up in the morning we go to school (at least on school days). Our parents and the state laws made this decision for us. However, once we get to school we can decide to work hard and learn a lot, or to coast along doing as little work as possible. Obviously, the decision to work hard and learn a lot in school will influence the future of your career.

It is important, therefore, to recognize that we make many decisions each day that will have some impact on the quality of our future lives. The total of all these decisions will determine how successful your career will be.



Interested in **Architecture and Construction?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Architect	Plans and designs structures such as homes, office buildings, factories, or other.					
17-1011	\$\$\$\$\$	Stable	Bach	ARI	I	
Carpenter	Uses hand or power tools to build or repair structures of wood, plywood, and wallboard, such as houses and commercial buildings.					
47-2031	\$	Stable	OJT-L	R	B	www.nahb.org
Construction Manager	Directs activities in the construction and maintenance of structures and systems.					
11-9021	\$\$\$\$\$	Growing	Bach	ERC	L	
Cost Estimator	Prepares estimates to aid management in determining the price of a product or service.					
13-1051	\$\$\$\$	Stable	Bach	CE	L	
Electrician	Installs and maintains electrical wiring, equipment, and systems.					
47-2111	\$\$\$	Stable	OJT-L	RI	B	
Land Surveyor	Researches and measures land or land features for engineering, mapmaking, mining, construction, and other purposes.					
17-1022	\$\$\$	Stable	Bach	IE	I	
Roofer	Installs or repairs the roofs of buildings by applying tile, slate, composition, or other material.					
47-2181	\$	Growing	OJT-M	R	B	

What is an Occupation?

An **occupation** is a broad category of jobs with similar characteristics, such as engineer, physician, or educator. A profession is an occupation requiring advanced academic training and/or specialized knowledge. Education and experience prepare you for an occupation.



Why is an Occupation Important?



At some point you need to decide which occupation you would like to prepare for. This will determine what education or training is required to develop the occupational skills you will need. At this point in your career, in middle school, you could identify a group or class of occupations that you find attractive, and make the necessary decisions to prepare for these occupations. You don't need to select a specific occupation until high school or later.

Interested in **Arts, AV Technology, and Communication?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Editor	Coordinates and edits written material for production.					
27-3041	\$\$\$\$	Stable	Bach	ASE	W	
Film and Video Editor	Edits motion picture films, television videotapes, and sound tracks.					
27-4032	\$\$\$	Growing	Assoc	A	I	www.afi.edu/
Producer	Selects plays or scripts, arranges financing, and decides on the size of the production and its budget.					
27-2012-01	na	Stable	OJT-L	AE	P	www.afi.edu/
Proofreader	Reads documents to detect errors in grammar, composition, or others and marks them for correction.					
43-9081	\$	Declining	Bach	C	W	
Reporter	Collects and analyzes facts about various events for newspapers, television, or radio.					
27-3022	\$\$	Stable	Bach	AIE	W	
Technical Writer	Researches, writes, and edits technical materials such as equipment manuals, operating procedures, and maintenance instructions.					
27-3042	\$\$\$\$	Stable	Bach	AI	W	
Writer	Prepares written material such as scripts, stories, and news items.					
27-3043	\$\$\$	Stable	Bach	A	WS	

Where Can I Learn More About Occupations?

The occupations tables throughout this book will get you started on your exploration of occupations. However, there is not room to provide as much information as you need, or information on the hundreds of other occupations. When you find an occupation that interests you, be a detective and look for clues about it.

A good source of detailed information is O*NET, which can be accessed on the Internet at <http://online.onetcenter.org> or in a more user-friendly format at www.cdmcareerzone.com.

At O*NET you will find, among other information:

- exactly what a person does in this occupation
- what tools and technology are needed
- where work is performed (for example, indoors or outside)
- what skills are required
- what training/education is needed
- whether work schedule is regular (for example, Monday through Friday eight hours per day) or irregular (for example, work six days, or work ten hours per day, or work weekends and holidays)



Some good print and computer resources are listed on page 35. You can also learn much from people you know, such as your parents, teachers, friends, or youth group leaders. Ask them about their careers, occupations, and jobs.

Interested in **Business and Administration?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Accountant 13-2011	Analyzes financial reports and offers advice to businesses or individuals. \$\$\$\$	Growing	Bach	CE	L	
Advertising and Promotions Manager 11-2011	Plans and directs advertising policies and programs to create or promote interest in a product or service. \$\$\$\$\$	Stable	Bach	AE	I	
Customer Service Representative 43-4051	Responds to customer inquiries about products and services. May also handle and resolve complaints. \$\$	Stable	OJT-M	CES	P	
Market Research Analyst 19-3021	Researches market conditions in local, regional, or national areas to determine potential sales of a product or service. \$\$\$\$	Stable	Bach	IEC	L	
Purchasing Manager 11-3061	Plans, directs, and coordinates the activities of workers involved in purchasing materials, products, or services. \$\$\$\$\$	Declining	Bach	ECS	L	
Receptionist 43-4171	Greets office visitors and directs them accordingly. May answer phones and perform other clerical duties. \$	Growing	OJT-S	CES	P	
Secretary 43-6014	Schedules meetings, makes appointments, types letters, and handles incoming mail. May also take dictation. \$	Declining	OJT-M	CES	W	

What is a Job?

A **job** is regular work in one place for which you receive a pay check or other compensation (e.g., civil engineer at ABC Construction or medical technologist working in a hospital in Pleasantville). In a job you earn a living by using the occupational knowledge and skills you have acquired.

Why is a Job Important?

A job is important for several reasons:

- ↪ It provides a source of income which can buy food, housing, transportation, entertainment, and other necessities and luxuries.
- ↪ It provides social contacts with other workers, customers, and people.
- ↪ It provides a sense of accomplishment.
- ↪ It is an opportunity to use one's skills for the benefit of the community as well as one's family.



Interested in **Education and Training?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Adult Education Teacher 25-3011	Teaches one or more subjects, often related to specific skills, in a program for adults. \$\$	Stable	Bach	SAI	S	
Archivist 25-4011	Responsible for safekeeping of permanent records and historically valuable documents. Engages in research based on archived materials. \$\$	Stable	M ast	IC	W	www.archivists.org
College and University Teacher 25-1000	Teaches one or more subjects within a prescribed curriculum to undergraduate or graduate students. \$\$\$\$	Growing	Doct	ISA	S	
Librarian 25-4021	M aintains library collections of books, publications, audio-visual, and other materials. \$\$\$\$	Stable	Bach	AC	W	www.ala.org
Principal 11-9032	A dministers programs to provide educational opportunities for students. M onitors effectiveness and compliance with regulations. \$\$\$\$\$	Growing	M ast	SEI	S	
Teacher 25-2021-31-41	Teaches one or more subjects to students in preschool, kindergarten, elementary, secondary, or special education programs. \$\$\$\$	Stable	Bach	SAI	S	
Teacher Assistant 25-9041	Assists teachers by arranging materials, keeping records, or supervising students.. \$	Stable	OJT-M	SC	P	

Labor Market Information

Our economy is based on the exchange of money or goods or services. When you spend a dollar at a store, the merchant uses that dollar to buy goods or services, and his supplier, in turn, uses it to buy something else. That's why you hear the word "circulation" used in reference to money. Many of the dollars in circulation are used to pay workers, who receive money in exchange for their work.

Our whole economy is based on the idea that people work in return for money, which they then spend to obtain the goods and services they need, which are produced by other workers. The workers are the labor market.

The labor market is constantly changing. New developments in technology are creating new industries and businesses, causing others to decline, and are also causing occupations and jobs to increase or decline. As businesses grow, they hire more workers. If business declines, workers are laid off. Some businesses may be hiring more workers with desired skills at the same time they are laying off workers who lack these skills.

The national and state governments collect information about the labor market. Much of this information is valuable to people planning careers, particularly as it tracks the growth or decline of industries or occupations and wages paid to workers. This information is the basis for estimates of wages and future growth of occupations which are shown in the occupations tables in this publication.



Get more information about the state labor market at www.dlt.ri.gov/lmi and the national labor market at www.dol.gov.

Interested in **Finance?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Actuary 15-2011	Applies knowledge of mathematics, probability, statistics, and business finance to problems in insurance, annuities, and pensions. \$\$\$\$\$	Stable	Bach	CI	L	www.beanactuary.org
Economist 19-3011	Researches, prepares reports, or formulates plans for solving economic problems from production and distribution of goods and services. \$\$\$\$\$	Stable	Master	IEC	L	
Financial Manager 11-3031	Plans or directs the financial activities of a company. \$\$\$\$\$	Stable	Bach	ECS	L	
Financial Planner 13-2052	Uses knowledge of tax and investment strategies to advise clients on financial plans. \$\$\$\$\$	Growing	Bach	SEC	L	
Loan Officer 13-2072	Evaluates and recommends approval of commercial, real estate, or credit loans. Advises borrowers on options and methods of paying. \$\$\$\$\$	Growing	Bach	ESC	L	
Sales Agent, Securities 41-3031	Buys and sells securities in investment and trading firms. Develops financial plans for individuals, businesses, and organizations. \$\$\$\$\$	Growing	Bach	EC	L	
Teller 43-3071	Receives and pays out money, keeps records of all negotiable items involved in financial transactions. \$	Stable	OJT-S	CE	L	

How Do People Earn Money?

Our country has one of the highest living standards in the world, partly because of our well-educated and skilled work force. You will soon become part of that work force and, if you plan well, you will make enough money to have a comfortable life style. Certainly money is essential to maintain that life style. Depending on the occupation, there are several ways to make money.

- \$ **Hourly:** Earnings for many workers are stated as dollars per hour. Most earnings information is stated as hourly wages.
- \$ **Annual:** For some occupations (such as teachers and some other professionals) earnings are stated as dollars per year.
- \$ **Commission:** Some workers in sales are paid as a percentage of their sales.
- \$ **Tips:** Given to service employees, such as waitpersons, by customers.
- \$ **Benefits:** Vacation pay, health care, training/education, or others in addition to money.



The occupations tables in the *Career Navigator* show approximate median annual earnings (half higher, half lower) by dollar signs, \$ for very low to \$\$\$\$ for very high. Keep in mind that beginning workers earn less, and experienced workers earn more, and that amounts change over time as the economy and the labor market change.

Interested in **Health Services?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Home Health Aide 31-1011	Provides routine personal healthcare to elderly or disabled individuals at the person's home or a residential care facility. \$	Growing	OJT-S	SR	S	
Medical Laboratory Technologist 29-2010	Performs complex procedures in the clinical laboratory and specialized procedures in such areas as cytology, and histology. \$\$\$\$	Stable	OJT-M	IR	L	www.healthcareersri.org
Medical Records Technician 29-2071	Compiles, processes, and maintains medical records of hospital and clinic patients. \$\$	Growing	Assoc	C	L	www.healthcareersri.org
Pharmacist 29-1051	Compounds and dispenses medications following the prescriptions issued by medical practitioners. \$\$\$\$\$	Stable	Prof	ICR	L	www.healthcareersri.org
Physical Therapist 29-1123	Develops and organizes rehabilitative programs to help patients recover from or adjust to injuries or disabilities. \$\$\$\$\$	Growing	Mast	SRI	B	www.healthcareersri.org
Physician 29-1062 to 29-1069	Diagnoses and treats physical or mental disorders. May specialize in surgery, obstetrics, psychiatry, or other fields. \$\$\$\$\$	Stable	Prof	I	B I	www.healthcareersri.org
Registered Nurse 29-1111	Provides nursing care to sick or injured persons. May administer medications as directed by the attending physician. \$\$\$\$	Growing	Assoc	SI	P	www.nursingcareersri.org www.discovernursing.com

What Affects Differences in Earnings?

Obviously some people make more money than others. In addition, over a period of time a person's earnings may go up or down. There are several explanations.

- **Very high levels of skills or knowledge** usually result in higher income. Doctors, lawyers, accountants, and outstanding professional athletes are examples. These occupations also require extensive education or training after high school. Occupations which require little or no education beyond high school, such as retail sales clerks and waiters/waitresses are likely to have lower income.
- **How well a person does a job** can affect earnings, especially for those who run their own businesses or are paid on commission. Workers on wages or salary may receive increases in pay for excellent work.
- **Changes in the economy:** The demand for certain products or services and the value of a dollar change over time. Most often dollar value goes down (called "inflation") so that it costs more dollars to purchase an item.
- **Environmental disasters** (such as hurricane Katrina in the summer of '05) cause some businesses to close or lay off many workers. At the same time, other businesses and occupations (such as construction worker after a hurricane) grow and some workers may see increased earnings.
- **Gaining new skills or knowledge** may qualify a person for a better paying job.
- **Skills or knowledge no longer needed** because of improved technology or more efficient business operation will often lead to a lower paying job or to unemployment.

Interested in **Hospitality?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Food Preparation and Serving Worker 35-3021						
Conference Organizer 13-1121						
Food Service Manager 11-9051						
Hotel, Motel, and Resort Desk Clerk 43-4081						
Tour Guide 39-6021						
Travel Agent 41-3041						
Waiter or Waitress 35-3031						

What is a Skill?

A skill is simply something you can do.

Skills may be physical or mental, or even social. Reading is a skill; So is running fast; So are singing in tune, drawing a picture, solving puzzles, identifying trees and animals, working well with other people, and feeling good about yourself. You get the idea! Skills make you what you are!

Skills are often considered in two groups. Employability skills (or SCANS skills) are skills needed in all occupations. Examples are reading, math skills, and computer literacy. Occupational skills are those needed in a particular occupation. For example, a pharmacist must know about all kinds of drugs and their effects on the body.

Each person is unique. Therefore, it is important that you know what your skills are and how they make you different from other people. Of course some of your skills will be stronger than others. If you know what your strong skills are you can take advantage of them. You must also know what your weak skills are so that you can work on building them.

Why are Skills Important?

Skills are important for several reasons, among which they:

- ⊙ Are needed for admission to postsecondary education.
- ⊙ Provide a basis for hobbies and fun activities.
- ⊙ Help you to relate to other people, both individuals and groups.
- ⊙ Lead to good grades in school.
- ⊙ Qualify you for employment.
- ⊙ Make you feel good about yourself.

Remember, the better your skills the more satisfying your career will be.

Interested in ***Human Services?***

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Clergy						
21-2011	\$\$	Declining	BS	SAE	P	
Counseling Psychologist						
19-3031	\$\$\$	Growing	Doct	SIA	P	
Child Care Worker						
39-9011	\$	Stable	OJT-S	SA	P	
Mental Health Counselor						
21-1014	\$\$	Growing	Mast	SI	P	
Personal and Home Care Aide						
39-9021	\$	Growing	OJT-S	SR	P	
Recreation Worker						
39-9032	\$	Stable	Bach	SAR	B	
Social Worker						
21-1021	\$\$\$	Stable	Mast	S	S	www.afi.edu/

What are Employability (SCANS) Skills?

A national committee studied what employers value in their workers and found that, regardless of occupation or job, employers expect the following:

- **Basic Skills:** Reading, writing, arithmetic and mathematics, speaking and listening
- **Thinking Skills:** Ability to learn, reason, think creatively, make decisions and solve problems
- **Personal Qualities:** Responsibility, self-esteem and self-management, sociability, and integrity
- **Resources:** Manage time, money, materials, space, and staff
- **Interpersonal Skills:** Team work, teach others, serve customers, work with diversity, negotiate, lead
- **Technology:** Select equipment and tools, apply technology to specific tasks, maintain and troubleshoot equipment
- **Systems:** Understand social, organization, and technological systems, monitor and correct performance, design or improve systems
- **Information:** Acquire and evaluate data, organize and maintain files, interpret and communicate, use computers



Note that these are the same skills needed to do well in school. Therefore, as you work to become a better student, you will also be developing the skills that will enable you to get and keep a good job in the future.

Interested in **Information Technology?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Computer Programmer 15-1021	Develops and writes computer programs to store, locate, and retrieve information by converting raw data into coded computer language. \$\$\$\$	Stable	Bach	IRC	L	
Computer Security Specialist 15-1071	Develops and controls security measures to regulate access and prevent unauthorized modification or destruction of information. \$\$\$\$\$	Growing	Bach	IRC	L	
Computer Service and Repair Technician 49-2011	Repairs, maintains, or installs computers and related equipment. \$\$	Stable	Assoc	RCI	L	
Computer Support Specialist 15-1041	Provides technical assistance, in person or by phone, to computer systems users. \$\$	Growing	Assoc	ICR	L	
Computer Systems Analyst 15-1051	Analyzes business and scientific problems for application to electronic data processing systems. \$\$\$\$\$	Growing	Bach	ICR	L	
Network Systems and Data Communications Analyst 15-1081	Studies need for and plans network for sharing computer resources among a number of users. \$\$\$\$	Growing	Bach	IR	L	
Telecommunication Line Installer and Repairer 49-9052	Installs, repairs, and maintains telephone and television cable and other equipment for transmitting messages or TV programming. \$\$\$	Growing	OJT-L	R	L	

What are Professional Skills?

A plumber must know how to install or repair plumbing so that it is safe and does not leak. A medical doctor must know how to use medical science to keep you healthy and to treat your injuries and illnesses. You really don't care whether the doctor can install or fix plumbing, and you don't care whether the plumber can cure your cold. You do care that they have the skills to do their jobs well. These occupation-specific, or professional skills are needed in addition to the SCANS skills on the previous page.

Professional skills can be physical or mental or both. The plumber must have the physical skills needed to lift heavy objects, climb ladders, and work in confined spaces. He must also know about materials, techniques, and building codes.

Professional skills are most often developed through education or training. This may be in college (as with the medical doctor), an apprenticeship or trade school (as with the plumber), or in training on-the-job provided by an employer (as with sales clerks or waiters).



Occupations are becoming more complicated as more knowledge is developed. Therefore, it is essential to have postsecondary education or training for most occupations which pay well. Because new knowledge and skills are being developed at a rapid rate, it is also essential to continue learning throughout one's career.

Interested in **Law, Public Safety, and Security?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Correctional Officer 33-3012	\$\$	Growing	OJT-M	RS	P	
Court Clerk 43-4031.01	\$\$	Stable	OJT-S	CE	L	
Lawyer 23-1011	\$\$\$\$\$	Stable	Prof	EC	L	
Legal Assistant (Paralegal) 23-2011	\$\$\$	Growing	Assoc	EC	W	
Firefighter 33-2011	\$\$\$	Stable	OJT-L	RS	L	
Police Officer 33-3051	\$\$\$	Stable	OJT-L	SRE	P	
Private Investigator 33-9021	\$\$	Growing	OJT-M	ESR	P	

How the Changing Economy Affects Needed Skills

There is one thing you can count on in our society and economy: **Change**

Sometimes change takes place gradually over time so that you will hardly notice it. Other times it happens quickly. If you are aware of these changes, you can plan your skill development so that changes will help, not hurt, you. Some experts have stated that the total knowledge of mankind has doubled every seven years over at least the past century. Here are some of the major changes that have occurred recently.



- ◆ **World economy:** Companies manufacture, distribute and sell products, and provide services all over the world. Therefore, workers with skills in more than one language and culture are in demand.
- ◆ **Technology:** Computers have become very common, and are used in many creative ways. Communication with others all over the world is readily available. Robotic machines are doing many tasks formerly done by workers. Workers who are comfortable with using technology are valued.
- ◆ **Increasing knowledge:** Researchers in companies and government are constantly discovering new information and developing new ways to use it. Workers who understand research and development are in demand.
- ◆ **Changing duties of workers** as the economy moves from manufacturing to services. Not many years ago most workers worked with “things.” Today, most workers work with people. Skills in interpersonal communication and teamwork have increased in value.

Interested in **Manufacturing?**

Check out these occupations!

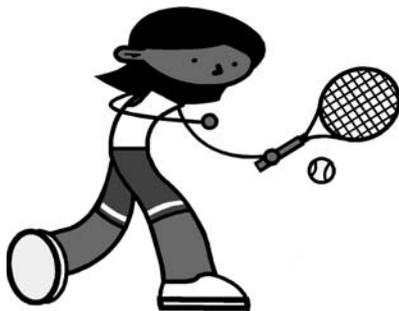
O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Industrial Designer 27-1021	Designs manufactured products such as cars, home appliances, and children's toys. Combines artistic talent with research of product use \$\$\$\$	Stable	Bach	ARE	I	
Machinist 51-4041	Makes or repairs metal parts for machines. \$\$	Declining	OJT-L	RIC	I	
Mechanical Drafter 17-3013	Prepares detailed working diagrams of machinery and mechanical devices. Often uses computer-aided drafting (CAD) systems. \$\$\$	Declining	Voc	RCI	L	
Mechanical Engineering Technician 17-3027	Develops and tests machinery and equipment under the direction of engineering staff or physical scientists. \$\$\$	Stable	AssocRI	R	L	www.asme.org
Sheet Metal Worker 47-2211	Makes, installs, and repairs sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. \$\$\$	Growing	OJT-L	R	L	www.smwia.org
Tool and Die Maker 51-4111	Uses machines to make molds, fixtures, and dies that are used by other machinists to manufacture metal products. \$\$\$	Declining	OJT-L	RC	L	
Welder 51-4121	Makes new products or repairs existing ones by using heat and pressure to join metal pieces together. \$	Declining	OJT-L	RC	B	

First, Know Yourself

They say “life is a journey.” As with any journey, you must know where you are when you start. If you don’t know the starting location you will have a difficult time deciding where to go or what direction to take.

Before planning your career moves you must know yourself: your skills, interests, abilities, and desires as they are now, and as you would like to see them develop over the coming months and years.

The next four pages include some activities which will help you to do this. There are no right or wrong answers, and the answers you give will change over time. Feel free to dream. You will be looking at yourself as you are now and also as you want to be in the future.



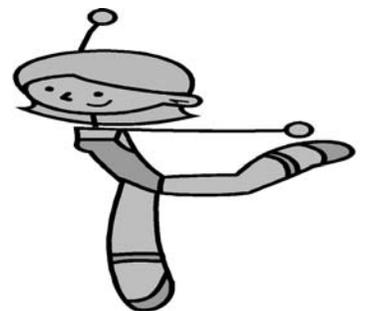
Skills: Page 17, “What are Your Skills,” has a list of general skills. Carefully consider how often you practice these skills. Page 18 has another list, arranged in a somewhat different way, but also to help you identify your skills. Feel free to add other skills (things you can do well).

Interests: Page 19 will help you identify your interests. After you check the things you would enjoy doing, follow the directions at the bottom of the page. Find your highest number under “Total,” and the page in the last column. Go to that page to find some examples of occupations that are appropriate for persons with that interest.

Learning Style: The activity on page 20 will help you look at yourself from another perspective. You have noticed that some people are good in sports, some in mathematics, some in writing, and some in other fields. But very few people are good in all of these areas. What are your strong areas?

Work Preferences: Although there are no pages in this publication to help you, you should also ask yourself some questions about what kind of work environment appeals to you. Indoor or outdoor? Working alone or with other people? Noisy or quiet? Weekend or night work ok? Work at a desk or moving around?

Your teacher or counselor may provide other tools to help you know yourself better.



What are Your Skills?

How often do you display these skills? You've heard the saying, "Practice makes perfect." Do you practice these skills enough to become a real expert?

Always	Sometimes	Rarely	Skill
Personal Qualities			
			Work hard to do the best I can.
			Believe I am a good person.
			In a group I am understanding, friendly, and polite.
			Always choose to do the right thing.
Basic Skills			
			Locate and understand written information in documents.
			Communicate ideas in writing.
			Perform basic computation and use the best math techniques.
			I am sensitive and respond to verbal messages and other cues.
			Organize ideas and communicate well orally.
Thinking Skills			
			Generate new ideas.
			Recognize problems and develop a plan of action to solve them.
			Define goals and constraints, and generate alternative plans.
			Organize symbols, pictures, graphs, objects so they make sense.
			Acquire and apply new knowledge and skills.
			Discover relationships between two or more objects and use to solve problems.
Information and Technology			
			Recognize need for information, obtain it, judge its relevance and accuracy.
			Organize and maintain information in a systematic way.
			Analyze information and communicate it to others by variety of methods.
			Use computers to acquire, organize, and communicate information.
			Choose the most useful procedures, tools, or equipment for a job.
			Understand and follow procedures for use of equipment.
			Prevent or solve problems with equipment.
Resources Management			
			Select appropriate activities, allow time, follow schedules.
			Use budgets, forecasts, records to help meet objectives.
			Acquire, store, and use materials or space efficiently.
			Assess skills, evaluate performance, and provide feedback.
Interpersonal			
			Contribute to group efforts.
			Help others to learn.
			Work to satisfy customers' expectations.
			Communicate to justify position, convince others, challenge existing policies.
			Work toward agreements among parties with different interests.
			Work well with people from diverse backgrounds.

Identify Your Skills, Knowledge, Attitudes

Knowing your skills, knowledge, and attitudes/opinions is important. Check the items on the list below to help you identify what you do well. Add more items to the list as you think of them. Also consider what your favorite classes are in school, and what your favorite activities are in or out of school. When you explore occupations consider how well they match your skills, knowledge, and attitudes which you checked below.

Skills – Physical and Mental

I am (or would like to be) good at:

- Typing on computer or typewriter
- Sports
- Speaking to my class or other groups
- Writing correctly and clearly
- Reading
- Arithmetic (get right answers)
- Mathematics (understand)
- Playing a musical instrument
- Singing
- Drawing or painting pictures
- Growing plants
- Solving problems or mysteries
- Using tools
- Planning a project and doing it well
- Keeping records
- Listening well
- Making things attractive
- Writing poems, plans, novels

Attitudes & Opinions

I like (or dislike):

- Doing things outdoors
- Challenges to do difficult things
- Lots of contact with people
- School work
- Learning something new
- Meeting new people
- Competition (in sports or schoolwork)
- Physical challenges
- Helping others
- Reducing conflicts between people
- Working as a member of a team
- Doing things independently
- Using tools, machinery
- Helping other people
- Being regarded as an expert
- Work or play requiring great precision
- Working fast or hard to meet deadline
- Excitement
- Working or playing alone

Knowledge

I know (or would like to know) a lot about:

- Use of a computer
- Science of animals and plants
- History
- How government works
- Geography
- Foreign language
- Mathematics
- People – how they think and act and why
- Economy of nation, state, locality
- How to measure things accurately



What are Your Interests?

Knowing what type of person you are will help you select appropriate occupations to investigate.

1. Place a check by each statement below that seems interesting to you. Check as many as you like.
2. Complete the Answer Grid below to determine your highest interests.
3. See a list of occupations that relate to your Interest Areas on the page indicated in the last column of the answer grid.

I would enjoy . . .

<input type="checkbox"/> 1. Working outdoors with plants and animals.	<input type="checkbox"/> 25. Building or repairing objects.
<input type="checkbox"/> 2. Researching and developing new knowledge in mathematics.	<input type="checkbox"/> 26. Doing puzzles.
<input type="checkbox"/> 3. Being a “creator.”	<input type="checkbox"/> 27. Expressing feelings or ideas creatively.
<input type="checkbox"/> 4. Working and socializing with other people.	<input type="checkbox"/> 28. Teaching children.
<input type="checkbox"/> 5. Using language skills to influence others.	<input type="checkbox"/> 29. Being with leaders.
<input type="checkbox"/> 6. Keeping things neat and organized.	<input type="checkbox"/> 30. Typing reports or working on a computer.
<input type="checkbox"/> 7. Being a “doer;” being involved in getting things done.	<input type="checkbox"/> 31. Working in farming, forestry, or fishing.
<input type="checkbox"/> 8. Analyzing situations and finding a solution.	<input type="checkbox"/> 32. Solving math and science questions.
<input type="checkbox"/> 9. Painting, sculpting, or making ceramics.	<input type="checkbox"/> 33. Acting in a play.
<input type="checkbox"/> 10. Helping people solve problems.	<input type="checkbox"/> 34. Catering to the wishes and needs of others.
<input type="checkbox"/> 11. Working on a sales campaign.	<input type="checkbox"/> 35. Selling products and/or ideas.
<input type="checkbox"/> 12. Working with forms, charts, and reports.	<input type="checkbox"/> 36. Using a cash register or other business machines.
<input type="checkbox"/> 13. Doing physical activities, games, and projects.	<input type="checkbox"/> 37. Building or carpentry work.
<input type="checkbox"/> 14. Participating in a science fair.	<input type="checkbox"/> 38. Working in a laboratory.
<input type="checkbox"/> 15. Reading art and music magazines.	<input type="checkbox"/> 39. Designing new fashions.
<input type="checkbox"/> 16. Belonging to a club.	<input type="checkbox"/> 40. Studying people in other lands.
<input type="checkbox"/> 17. “Persuading” others.	<input type="checkbox"/> 41. Being elected class president.
<input type="checkbox"/> 18. Working a regular schedule, such as eight to five.	<input type="checkbox"/> 42. Working on clearly defined activities requiring accuracy and attention to details.
<input type="checkbox"/> 19. Applying mechanical principles to practical situations by using machines or hand tools.	<input type="checkbox"/> 43. Fixing a car.
<input type="checkbox"/> 20. Using a chemistry set.	<input type="checkbox"/> 44. Working with scientific equipment and procedures.
<input type="checkbox"/> 21. Going to concerts.	<input type="checkbox"/> 45. Studying a foreign language.
<input type="checkbox"/> 22. Working with the elderly.	<input type="checkbox"/> 46. Helping others with their mental, spiritual, physical, or vocational needs.
<input type="checkbox"/> 23. Giving speeches.	<input type="checkbox"/> 47. Working in stores, sales, or offices.
<input type="checkbox"/> 24. Following a budget.	<input type="checkbox"/> 48. Following other people’s instructions.

What are Your Interests? Answer Grid

Circle the number of each statement you checked above.

On each line count the number of circles and write in “Totals” column.

Refer to the occupations chart on the indicated page for examples of occupations which fit your selections.

Interest Area	Statements Checked								Total	See page
	1	2	3	4	5	6	7	8		
Realistic	1	7	13	19	25	31	37	43		29
Investigative	2	8	14	20	26	32	38	44		28
Artistic	3	9	15	21	27	33	39	45		25
Social	4	10	16	22	28	34	40	46		30
Enterprising	5	11	17	23	29	35	41	47		27
Conventional	6	12	18	24	30	36	42	48		26

What is Your Learning Style?

Different people have different styles of learning. Some learn best by reading, listening or talking. Some learn best by logical thinking, or by looking at things, or by physically doing something. Check “Y” for “yes” or “N” for no for each of the following, then count the “Y” responses in each group. Then look at the descriptions at the bottom of the page for some clues about your learning style. If you think you are weak in one, you can work to improve in that area. If you are strong in one or two you can use this information to help develop your career plan.

Style One		Style Five			
Y	N	The best ideas come to me when I'm moving.	Y	N	I'm not afraid to pick up frogs or snakes.
Y	N	It's easy for me to learn a new sport.	Y	N	I like watching how the light changes from day to day.
Y	N	I'm good at fixing things.	Y	N	I love pets of all kinds and enjoy caring for them.
Y	N	I like to snowboard or skateboard.	Y	N	I believe in recycling and insist that we recycle what we can at home.
Y	N	I like playing different sports.	Y	N	I like to watch nature shows on TV.
Style Two		Style Six			
Y	N	I look at the way colors are used in publications.	Y	N	I'd prefer to be with friends than alone.
Y	N	I create pictures in my head.	Y	N	I like being in team sports
Y	N	I make drawings of different things.	Y	N	Friends talk to me about their problems
Y	N	I can follow directions to a new place.	Y	N	I like to help people learn things.
Y	N	I give my friends great ideas for looking good.	Y	N	It's easy for me to meet new people.
Style Three		Style Seven			
Y	N	Managing money is easy for me.	Y	N	I like to spend time alone, thinking.
Y	N	I enjoy doing math problems.	Y	N	My ideas are different from my friends.
Y	N	I look for patterns in things around me.	Y	N	I like to work on projects alone
Y	N	I know how to find what I want on the Internet	Y	N	I'm able to control my emotions.
Y	N	I like to do different kinds of puzzles.	Y	N	I like to know why I do what I do.
Style Four		Style Eight			
Y	N	I play a musical instrument.	Y	N	I read all kinds of stories.
Y	N	I like to sing.	Y	N	It's easy for me to remember new words.
Y	N	I'm aware of sounds in everyday life.	Y	N	I look up words in a dictionary.
Y	N	I make up songs.	Y	N	I'm good at word games.
Y	N	Rhythms in music fascinate me.	Y	N	I like to talk.

Style One: Body: Your learning style is related to physical movement. You learn best by doing and by involvement. Experience aids in learning.

Style Two: Image: You rely on the sense of sight and being able to visualize an object to create mental images and pictures.

Style Three: Logical Mathematical: You are often called the “Scientific Thinker.” You learn well using inductive and deductive thinking. Numbers and recognition of abstract patterns make sense.

Style Four: Musical: You recognize tonal patterns, including various environmental sounds, and have a sensitivity to rhythm and beats.

Style Five: Naturalist: You like being outdoors, animals, and plants. You are aware that the environment deserves respect.

Style Six: People: You tend to learn well through interacting and communicating with others. You value and learn opinions of others and prefer to study with at least one other person.

Style Seven: Self: You prefer to get work done alone using self-reflection and your own ideas and thoughts.

Style Eight: Word: You tend to do well in a traditional classroom setting dominated by the written and spoken word such as teacher lectures, notes, and worksheets.

The major learning style associated with each occupation is noted on each occupation table.

Plan Your Future

If you have used the previous pages wisely, you now can describe your skills (what you can do), your interests (what you like to do), and other information about yourself. Now you are ready to make some plans. A good first step is to begin to develop a career portfolio. If your school has the *Choices Explorer* or *Career Futures* computer program, use the portfolio tools in that program. Otherwise, ask your teacher or counselor for suggestions.

Career Portfolio: A portfolio is a folder or kit in which you keep documents about your career plans and achievements. Your portfolio should identify your career goals. It is important to have goals, but these can change from time to time. Some goals are short term (tomorrow, next week, next month) and some are longer term (next year, five or ten years in the future). Ask yourself what you want to be doing in each of these time periods. For example, your goal for this year may be to improve your grades. Your goal for several years ahead may be to graduate from high school. A longer term goal may be to go to college, or to become an engineer.



Goals: Your short term goals should be quite specific. Longer term goals can be more general. After setting a goal, decide what you must do to make it come true. The information on the following pages will help you determine your goals and steps to be taken to attain them.

Actions: The last step in planning determines specific things you will do to accomplish your goals. Make your decisions carefully so that you do not eliminate future opportunities. For example, poor selection of high school courses may limit your options when you graduate from high school. Always keep your options open!



Career planning is a lifelong process. You will be constantly modifying your goals, setting new ones, and planning new actions to accomplish them.

Me, Inc.

Think of yourself as a business. Its name might be “Me, Inc.”



You are the founder, CEO, and only employee. The purpose of your business is to sell your knowledge and skills. Your customer will be whoever you sell your skills and knowledge to: your employer. Your product is your ability to get a job done well.

Like any business, you will face certain challenges. You will need to market yourself, just as any business must market its products or services. You will need to provide for continued learning to keep up with changes in technology or the economy, just as any business must constantly train and retrain employees. You will have to budget carefully and manage your money to ensure that your expenses will not exceed your income.

If you think of yourself this way, you will have a tool to help develop a productive and satisfying career.

Interested in **Marketing, Sales, and Services?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Cashier 41-2011	\$	Stable	OJT-S	CER	L	Receives and distributes money in return for goods or services.
Cosmetologist 39-5012	\$	Stable	Voc	ESA	I	Provides wide variety of beauty services to patrons, such as shampooing, cutting, coloring, and styling hair, and massaging scalp.
Fashion Designer 27-1022	\$\$\$\$\$	Stable	Bach	AE	I	Designs clothing and accessories for manufacturer or sale directly to the public. Follows established fashion trends or creates new ones.
Interior Designer 27-1025	\$\$\$\$	Growing	Bach	AE	I	Plans, designs, and furnishes interiors of residential, commercial, or industrial buildings.
Model 41-9012	\$\$	Stable	na	AES	B	Poses for pictures taken by photographers or as subject for paintings or sculptures. Models garments for prospective customers.
Photographer 27-4021	\$\$	Stable	OJT-L	ARI	I	Photographs persons, subjects, or commercial products. May develop negatives and prints.
Retail Salesperson 41-2031	\$	Stable	OJT-S	ES	L	Sells a variety of products, such as furniture, motor vehicles, and clothing.

How Can I Develop My Skills?

Take advantage of opportunities in school. You are not in school to get good grades - you are in school to build your skills (which will most likely result in good grades). Remember that you can develop your skills in extracurricular activities as well as in classes. Join clubs or teams; try out many different activities.

Outside of school take advantage of every opportunity you can. Join a Scout troop or other youth group. Volunteer to help community organizations. Read both fiction and nonfiction books and magazines. Get plenty of exercise. Have a hobby, such as collecting things or solving puzzles.

Concentrate in middle school on the “employability” skills. Note that what the school expects is the same as what is expected when you get a job: be present when you are supposed to be, do your best work, dress well and practice good grooming, follow directions, read, write, and calculate well.



Recognize the need for education or training beyond high school to develop the professional skills you will need to get into a rewarding occupation.

Interested in **Science, Engineering, and Mathematics?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Engineer 17-20xx	Designs and oversees construction and maintenance of structures, electrical equipment, machinery, or other complex items. \$\$\$\$\$	Stable	Bach	RI	I L	www.nspe.org/media/mr1-engy ourday 1.asp
Mathematician 15-2021	Conducts research in fundamental mathematics or in the application of mathematical techniques to science, business, and other fields. \$\$\$\$\$	Stable	Bach	IC	L	www.coolmath.com/careers.htm
Meteorologist 19-2021	Studies meteorological information from multiple sources and computer models to prepare weather reports and forecasts. \$\$\$\$\$	Growing	Bach	IR	N	
Nanotechnologist na	Assists scientists and engineers in the development and use of extremely small (cell or molecule size) amounts of material. \$\$\$	na	Bach	na	L	
Paleontologist 19-2042.01	Studies fossils found in geological formations to trace the evolution of plant and animal life and the geologic history of the earth. \$\$\$	Stable	Doct	IR	N	
Physicist 19-2012.00	Conducts research into physical phenomena, develops related theories and laws, and devises methods for practical applications. \$\$\$\$\$	Stable	Doct	IRC	L	
Sociologist 19-3041	Conducts research on the development, structure, and behavior of groups of human beings. Studies culture and social organization. \$\$\$\$\$	Stable	M ast	IAS	P	

Why are Grades Important?



Grades provide evidence of your skills.

Good grades in a course indicate that you have skills in that subject. Poor grades indicate that your skills need improvement.

Since your grades are at least partly a result of how hard you have worked, they may also indicate what kind of worker you are.

Scholarships and other kinds of financial aid may be based on your grades.

Colleges like to have students who have skills and can work hard and get results.

Employers like to hire employees who have skills and can work hard and get results.

Therefore, it is important to get the best grades you can because good grades are an indication that you have skills and can work hard and get results. This will help you get into college and will help you to get a job.

Interested in **Transportation, Distribution, and Logistics?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Airline Pilot, Copilot, or Flight Engineer 53-2011-12	\$\$\$\$	Stable	Bach	REI	I	
Automotive Service Technician 49-3023	\$\$	Stable	Voc	RC	L	
Bus Driver 53-3021	\$	Stable	OJT-M	RSC	L	
Flight Attendant 39-6031	\$\$\$	Stable	OJT-L	ESA	S	
Marine Mechanic 49-3051	\$\$	Stable	OJT-L	RC	L	www.marinecareers.net
Postal Service Mail Carrier 43-5052	\$\$\$	Stable	OJT-S	CR	S	
Truck Driver, Heavy 53-3032	\$\$	Stable	OJT-M	R	L	

How Can I Get Better Grades?

Actually it is not as hard as you may think to get better grades.

To start, be sure you know what is expected of you. Your teacher can tell you what you need to do and know.

Be alert. If you have a choice, sit near the front of the classroom. If you're not sure, ask questions. If you still don't understand, ask more questions. This is not the time to be shy.

Do assigned work on time. And always do the best work you can. Check all work for spelling and neatness.



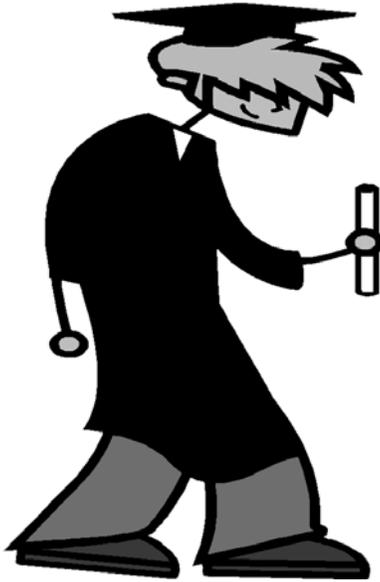
Talk to your family about your school work. Ask them to suggest improvements.

Are you **Artistic?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Actor 27-2011	Performs dramatic roles, action roles, comedy routines, or tricks of illusion to entertain audiences on stage, television, or movies. \$\$\$	Stable	OJT-L	AES	B	www.etassoc.org/thespian.asp
Choreographer 27-2032	Creates and teaches original dances to be performed in stage, television, motion picture, or nightclub productions. \$\$	Stable	OJT-L	ASE	B	
Exhibit Designer 27-1027	Plans, designs, and oversees construction and installation of permanent and temporary exhibits and displays. \$\$	Stable	OJT-L	AR	I	
Instrumental Musician 27-9063	Plays one or more musical instruments in solo performance, with accompaniment, or in an orchestra, band, or other musical group. \$\$\$\$	Stable	OJT-L	AES	B	
Painter, Sculptor, & Illustrator 27-1013	Creates original works of art using paint and canvas, wood, metal, clay, ceramics, or other materials. \$\$	Stable	OJT-L	AR	I	
Radio and Television Announcer 27-3011	Introduces radio or TV programs, provides information to listeners or viewers, and interviews guests to entertain or inform the public. \$\$\$	Declining	OJT-L	ASE	W	
Web Designer 15-1099	Designs Internet web sites, including text and graphical elements. New Occupation - Data not available				I	

Why is High School Graduation Important?



You will frequently hear that it is essential that you graduate from high school.

It's true! If you want a satisfying career and a good job, you will need to be a high school graduate. High school graduation is required for all occupations except those with very low pay. It is also required for admission to the postsecondary education or training programs that develop the professional skills essential for employment in jobs with higher pay and greater personal satisfaction.

Are you **Conventional?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Auditor 13-2011	Examines and analyzes accounting records to determine financial status of organizations. Prepares financial reports. \$\$\$\$	Growing	Bach	CE	L	
Bill & Account Collector 43-3011	Locates and notifies customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. \$\$	Stable	OJT-S	CE	L	
Call Center Operator 15-1041	Receives telephone calls from customers or clients and correctly processes the messages received. New occupation - data no OJT-S			CES	W	
Cartographer 17-1021	Collects geographic data from geodetic surveys, aerial photographs, satellites images, and global positioning systems to prepare maps. \$\$\$	Stable	Bach	CRI	I	
Inspector, Tester, and Grader 51-9061	Inspects, tests, grades, sorts, samples, or weighs raw materials or processed parts or products to verify conformity with standards. \$\$	Declining	OJT-S	RC	L	
Legal Secretary 43-6012	Prepares legal documents and correspondences such as summonses, complaints, and subpoenas. Must be familiar with legal procedures. \$\$	Stable	Assoc	CE	L	
Pharmacy Technician 29-2052	Fills orders for unit doses and prepackaged pharmaceuticals and performs related duties under the supervision of a pharmacist. \$	Stable	OJT-M	CR	L	www.healthcareersri.org

What Classes Should I Take in High School?

Before you go to high school you will likely have an opportunity to help plan your high school classes. The classes you take in high school will build your skills – the skills you need to get into college or to get a good job. Making the right choices will help you to attain these goals. Making the wrong choices may handicap your plans for your future.

Each high school has slightly different graduation requirements. Your counselor can tell you the exact requirements for the high school you will attend. Rhode Island requirements for a high school diploma are summarized on the next page.

If you know what colleges you might consider applying to, find out what high school courses they require for admission.

Take challenging courses. Easy courses will not help you. Take Advanced Placement (AP) classes if they are available. Because they are harder, your grade may not be as high, but this is more than offset because colleges and employers believe that AP courses indicate that you are serious and hard working.

National recommendations for high school courses are:

-  Four years of English
-  Three or four years of math
-  Two or three years of science
-  Two to three years of social studies
-  Two or more years of one foreign language
-  Electives that follow your interests and build your skills

Be alert for opportunities in programs such as Tech Prep and the State Scholars Program that will help support your courses, develop your proficiencies, and prepare you for college.

Are you **Enterprising?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Baggage Porter and Bellhop 39-6011	Carries baggage for guests at hotel, resort, or similar establishment, or for travelers at a transportation terminal. \$	Stable	OJT-S	ERS	P	
Chef and Head Cook 35-1011	Directs and participates in the preparation of foods. May plan and price menu items, order supplies, and keep records and accounts. \$\$	Growing	OJT-L	ER	L	
Host and Hostess 35-9031	Welcomes patrons to an establishment, seats them at tables or in a lounge, and ensures a high quality of service. \$	Growing	OJT-S	ESR	P	
Insurance Sales Agent 41-3021	Sells or advises clients on life, auto, fire, accident, and other types of insurance. \$\$\$\$\$	Declining	Bach	ESC	P	
Police Detective 33-3021	Conducts investigations to solve criminal cases and to prevent crimes from occurring. \$\$\$\$	Stable	OJT-L	ES	P	
Real Estate Sales Agent 41-9022	Rents, buys, and sells property to clients. Studies property listings, interviews clients, shows property, and draws up real estate contracts \$\$\$	Stable	Assoc	ESC	P	
Telemarketer 41-9041	Promotes and solicits orders for goods or services over the telephone. \$	Declining	OJT-S	ECS	P	

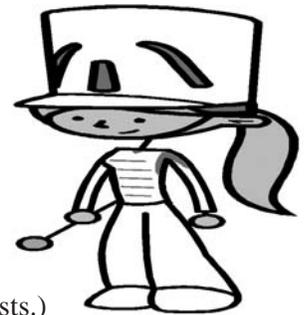
What Do I Need to Graduate from High School?

Although you have at least four years before high school graduation, you need to know in general what is required so that you will make wise choices and take maximum advantage of your high school years in building your knowledge and skills.

Within guidelines set by the state, each high school sets its own graduation requirements. Check with your counselor to get the exact requirements for the high school you will attend.

In all Rhode Island high schools, you can expect to be required to:

- ★ Complete 20 Carnegie units (classes), including four in English/language arts, three in math, and one in a math related subject.
- ★ Develop an understanding of and ability to apply content in these six areas:
 - English/language arts
 - Mathematics
 - Science
 - Social studies
 - Arts
 - Technology
- ★ Demonstrate proficiency in one of the areas listed above in two of the following ways. (Note that this provides an opportunity for you to “show off” your special skills or interests.)
 - Exhibition (may be Certificate of Initial Mastery)
 - Portfolio
 - Common tasks (determined by school)



Are you **Investigative?**

Check out these occupations!

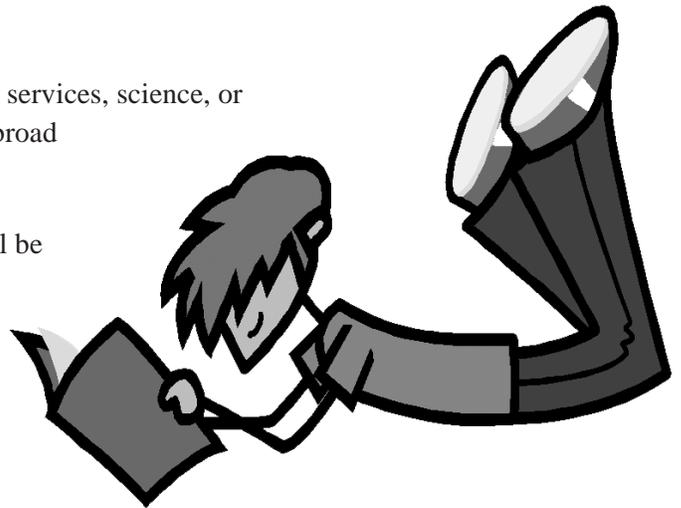
O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Astronomer 19-2011	Researches and interprets celestial and astronomical phenomena to increase basic knowledge and apply it to practical problems. \$\$\$\$\$	Stable	Doct	IRC	L	
Chemist 19-2031	Conducts chemical analyses and experiments to expand knowledge of chemical processes and develop or improve products. \$\$\$\$	Growing	Bach	IRS	L	
Computer Hardware Engineer 17-2061	Researches, designs, and tests computer or computer-related equipment for commercial, industrial, military, or scientific use. \$\$\$\$\$	Stable	Bach	IR	L	
Data Communications Analyst 15-1081	Researches, tests, evaluates, and recommends data communications hardware and software. \$\$\$\$	Growing	Bach	IR	L	
Dentist 29-1021	Diagnoses and treats problems of the teeth and tissue of the mouth. Instructs patients in prevention of tooth decay and other disorders. \$\$\$\$\$	Declining	Doct	IRS	L	
Environmental Scientist 19-2041	Conducts research to develop methods of eliminating or controlling sources of environmental pollutants. Collects and analyzes data \$\$\$\$	Stable	Bach	IR	N	
Psychologist 19-3031	Diagnoses and treats mental and emotional disorders of individuals through observation, interview, and psychological tests. \$\$\$\$\$	Growing	Doct	IAS	P S	www.healthcareersri.org

Why go to College?

It is not necessary for everyone to go to college. However, it is necessary for everyone to have some education or training after high school to develop the skills and knowledge necessary for a good career.

You should plan on attending college if:

- ✿ You want to study for a profession in which the minimum requirement is a college degree. These include physician, lawyer, teacher, accountant, and engineer.
- ✿ You are interested in an occupation in fields such as health services, science, or engineering in which well-developed thinking skills and a broad knowledge base are required.
- ✿ You want to increase the probability that your earnings will be above average.
- ✿ You like school and the challenge of learning new things.



Are you ***Realistic?***

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Baker (Manufacturing) 51-3011	Produces breads, pastries, and other baked goods in large quantities for sale through establishments such as grocery stores. \$	Stable	OJT-L	R	L	
Chemical Technician 19-4031	Conducts chemical and physical laboratory tests to help scientists in making analyses of solids, liquids, and gases. \$\$	Stable	Assoc	RIC	L	
Civil Drafter 17-3011.02	Prepares drawings and maps used in civil engineering projects, such as highways, bridges, pipelines, and water and sewerage control. \$\$\$	Stable	Assoc	RC	I	www.afi.edu/
Computer Software Engineer 15-1031-32	Develops and tests computer software. Sets specifications and requirements. May work on operating system or applications. \$\$\$\$	Growing	Bach	RI	L	
Locksmith 49-9094	Repairs and opens locks, makes keys, and changes locks and safe combinations. May install and repair safes. \$\$	Stable	OJT-M	RC	L	
Plumber 47-2152.02	Assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems. \$\$\$	Stable	OJT-L	R	B	
Sound Engineering Technician 27-4014	Sets up, operates, and maintains sound equipment used in stage, television, or motion picture productions. \$\$\$	Growing	Assoc	RA	M	

What if I Don't go to College?

You do not have to go to a four-year college to get into a good occupation and get a rewarding job. However, you must have some kind of postsecondary education unless you will be satisfied with a low-paying and probably boring job which may lack security.

Options to four-year college include:

- ➔ **Two-year college or vocational school.** These programs prepare students for technical positions in healthcare, computers, automobile technology, and similar fields.
- ➔ **Apprenticeship.** These programs consist of classroom training and on-the-job training for two to five years. They may be in any occupational field, but most often are in the construction trades such as carpenter, electrician, or sheet metal worker.
- ➔ **Military Service.** The service academies (Naval Academy, Military Academy, Air Force Academy, and Coast Guard Academy) provide college level education at no cost to the student. Graduates become commissioned officers. Each of the services also provides a career path and training for enlisted personnel.
- ➔ **Going directly to work.** All employers provide at least short on-the-job training, and some provide more extensive training. Jobs are typically low paying and may be boring, but there may be opportunities for advancement for persons who have skills and work hard.
- ➔ **Entrepreneurship.** Persons with well developed knowledge or skills in a particular area may start their own businesses, often selling their services in such fields as pet grooming or landscaping.

Are you **Social?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Animal Trainer 30-2011	Trains animals for riding, harness, security, performance, obedience, or assisting persons with disabilities. \$\$\$	Growing	OJT-L	SR	N	
Dental Hygienist 29-2021	Performs non-surgical dental treatments and instructs individuals in the care of the teeth and gums. \$\$\$\$	Growing	Assoc	SC	P	
Director of Religious Activities 21-2021	Directs activities of a denominational group to meet the religious needs of individuals. Directs church school programs. \$\$	Stable	Bach	SEA	P	
Nursing Aide 31-1012	Works under the direction of medical staff to care for patients in health care facilities. \$	Growing	OJT-S	SR	P	www.healthcareersri.org
Speech Therapist 29-1127	Assists Social Workers and Caseworkers to aid families and individuals to prevent or resolve problems related to basic needs. \$\$\$\$	Stable	M ast	SI	P	www.healthcareersri.org
Social and Human Service Assistant 21-1093	Examines and provides remedial services for persons with speech disorders. \$	Growing	OJT-M	SC	P	
Vocational or School Counselor 21-1012	Provides educational or vocational guidance and assessment services to individuals and groups. May operate career education programs. \$\$\$\$	Stable	M ast	SAI	P	

How Can I Learn About College?

Although it will be several years before you will enter college, it is not too early to start thinking about it. You don't need to gather extensive information, but you should learn enough to know what college is all about.

Get answers to questions like these:

- ☞ If I have a particular occupation in mind, does it require a college education? For how many years? What colleges provide the needed education for that occupation?
- ☞ What is the difference between a community college and a four-year college?
- ☞ What is an Associate Degree? How does it differ from a Bachelor's Degree? From a Master's?
- ☞ Do students have to attend college full-time?



If you have siblings or friends in college, listen to their descriptions of college life, and ask questions. Also, ask your teachers and other adults who have gone to college to tell you about it.

If your school uses the *Choices Explorer* computer program, you can identify colleges with programs related to each occupation and link to web sites of the colleges that interest you.

Visit a college campus if you have an opportunity.

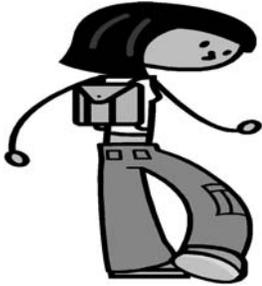
Interested in **Sports?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Athletic Trainer 29-9091	\$\$	Growing	Bach	SR	B	Evaluates, advises, and trains athletes to maintain their physical fitness.
Athlete, Professional 27-2021	\$	Stable	OJT-L	ERS	B	Participates in professional competitive athletic events to entertain sports fans.
Coach 27-2022	\$\$\$	Stable	OJT-L	ERS	B	Directs and instructs athletes in training and preparation for professional sporting events.
Physical Education Teacher 13-1314	\$\$\$\$	Stable	Bach	SAI	B	Instructs students in public or private schools in physical education. May coach school teams and teach other subjects such as health..
Sports Agent 13-1011	na	Growing	Bach	ECS	P	Represents and promotes athletes to prospective employers. May handle contract negotiation and other business matters for clients.
Statistician 15-2041	\$\$\$	Stable	Bach	IC	L	Collects, organizes, and analyzes numerical data using established methods to provide information in about athletes and teams.
Umpire/Referee 27-2023	\$	Stable	OJT-L	ESR	B	Officiates at competitive athletic or sporting events. Detects and identifies infractions of rules, and decides penalties.

YOU are Responsible for Planning

You are responsible for planning your career and taking steps to put you plan in action.



Not you parents.
Not your teachers.
Not your counselor.
Not your friends.
Not anyone else.

All of these people, and more, can be your supporters and provide you with encouragement, advice, and resources to help you, but in the end what you accomplish will be the result of your own hard work.



You are a unique person and must develop a unique plan just for you!

Interested in **Animals?**

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Interest	Learning Style	Web Site
Animal Breeder 45-2021	Breeds livestock or pets for purposes such as riding, working, or show; and for products such as milk, wool, and meat. \$\$	Stable	OJT-L	RIS	N	
Animal Control Officer 33-9011	Handles animals for the purpose of controlling the number of stray or abandoned animals or for investigating cases of mistreatment. \$	Stable	OJT-S	SR	N	
Animal Scientist 19-1011	Researches and studies the selection, feeding, breeding, management, and marketing of livestock or other animals. \$\$\$\$	Declining	M ast	IR	N	
Nonfarm Animal Caretaker 39-2021	Feeds, waters, grooms, exercises, and cares for small and large animals, fish, or birds. \$	Growing	OJT-S	R	N	
Veterinarian 29-1131	Prevents and treats disease and injury among animals. \$\$\$\$\$	Growing	Prof	IR	N	
Veterinary Technologist 29-2056	Assists veterinarians in the examination, treatment, and care of animals in a veterinary clinic, animal hospital, or research facility. \$\$	Growing	M ast	RIS	N	www.navta.net
Wildlife Rehabilitator 39-2021	Helps injured or ill wild animals recover so they can be released back into the wild. na	na	na	IR	N	www.nwrawildlife.org

How Can I Plan a Career I Love?

Many workers do not really enjoy their work. Those who do love their jobs are likely to be happier and more productive in all aspects of their lives. You can take steps to plan a career you will love.

It is most important that you have career goals, both long and short term, and that you revise them frequently.

Don't be afraid to dream about your future. This will help you understand what you really want in life.

To help plan a career you will love:

-  Know your interests, skills, and abilities.
-  Know as much as possible about the world of work.
-  Know as much as you can about many different occupations.
-  Know about available education or training opportunities.
-  At each point in your career where you make a decision, be sure to carefully consider the potential results of your decision.



Interested in ***New and Unusual Occupations?***

Check out these occupations!

O*NET Occupation	Median Earnings	Growth Expected	Education Needed	Learning Interest	Learning Style	Web Site
Criminal Profiler	Helps police investigate crimes by describing the likely personalities of criminals. Included in the occupation Detective and Criminal Investigator, 33-3021					
GIS Expert	Works with computerized systems for mapping and other analyses of land and space. May be analysts, programmers, or other specialists. Included in the occupation Cartographer and Photogrammatist, 17-1021					
Ichthyologist	Researches and studies fish. This is a specialty within the occupation Zoologists and Wildlife Biologists. Included in the occupation Zoologists and Wildlife Biologists, 19-1023					
Internet Researcher	Finds information on the Internet to meet the needs of clients. May create a report using that information. New occupation, data not available.					
Personal Trainer	Helps individual clients set fitness goals and reach these goals. Included in the occupation Fitness Trainer and Aerobics Instructor, 39-9031					
Sports Doctor	Helps prevent or treat sports-related injuries. An example of increasingly common "crossover" combining two specialties. Included in the occupation Family and General Practitioner, 29-1062					
Waste Reduction Coordinator	Manages a program to collect and process recyclable waste. Included in the occupation Administrative Services Manager, 11-3011					

The High Five - Guides for Planning Your Future

The High Five – Guides for Planning Your Future

If you have used *The Real Game* you will be familiar with *The High Five*, five guidelines for planning your future. Keep these in mind as you proceed in your career, and they will help you to avoid problems on the journey of life.

CHANGE IS CONSTANT

We change constantly and so does the world around us—including the working world. Because a single occupation will no longer take workers from the beginning to the end of their working lives, adaptability is an important skill to carry into the future.

LEARNING IS ONGOING

Graduating from high school or college doesn't mean that your education is complete. Opportunities to learn are everywhere! Learn to recognize them and make your learning a lifelong experience.

FOCUS ON THE JOURNEY

Traveling through life is like traveling down a road: having a destination gives direction, but most of the time is spent moving along. Pay attention to the journey with all its pitfalls, sidetracks, opportunities, and highways to new destinations.



FOLLOW YOUR HEART

Dreaming about your future can help you understand what you really want in life. Knowing what you want and keeping it in your mind can give you the motivation you need to deal with life's challenges. Never be afraid to dream.

ACCESS YOUR ALLIES

The journey of life is not taken alone. Friends, family, teachers, neighbors—any of them can be willing and helpful ally when it comes to judging what steps to take in life's path. Be an ally to others.

The Real Game, copyright by Bill Barry

Recommended Resources

Recommended Print Materials

- ✿ *Occupational Outlook Handbook* provides an excellent overview of most occupations, including nature of the work; qualifications, job outlook; earnings; related occupations; and sources of additional information. Prepared by the Bureau of Labor Statistics at the U.S. Department of Labor, and updated every two years. Full text available on the Internet (see below).
- ✿ *Career Guide to Industries* contains extensive information on occupations organized by industry. Prepared by the Bureau of Labor Statistics at the U.S. Department of Labor, and updated every two years. Full text available on the Internet (see below).
- ✿ Check your school or public library for the many books and other publications with information on occupations, post-secondary education, and related topics.

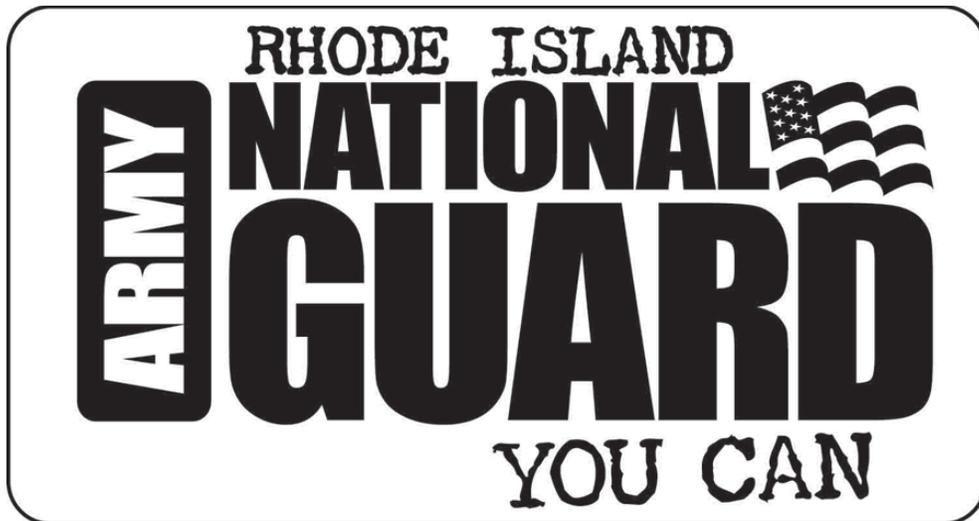
Recommended Web Sites and Computer Resources

- ✿ *Career Futures* or *Choices Explorer*, if available in your school, provide a comprehensive program for career planning.
- ✿ O*NET <http://online.onetcenter.org>. Extensive information on most occupations, particularly good for understanding the nature and requirements of the occupation and matching it to your skills and interests.
- ✿ CareerZone www.cdmcareerzone.com. Contains much information from O*NET, but in a more attractive format.
- ✿ *Occupational Outlook Handbook* <http://stats.bls.gov/oco/home.htm>. The on-line version. See description under “Recommended Print Materials,” above.
- ✿ *Career Guide to Industries*, <http://stats.bls.gov/oco/cg/home.htm>. The on-line version. See description under “Recommended Print Materials,” above.
- ✿ *Career Voyages* www.careeryoyages.com. Designed for young people, emphasizes new occupational prospects in the growing fields of biotechnology, nanotechnology, and geospatial technology.
- ✿ America’s Career InfoNet, www.acinet.org. Although designed for adults, this site has much information on careers and occupations which would be useful to middle school students.
- ✿ Cool Jobs for Girls www.work4women.org An excellent site highlighting nontraditional careers for women and girls.
- ✿ Vocational Information Center www.khake.com An excellent collection of vocational and technical career links.
- ✿ Try Tools: A Cool Career in Construction <http://abc.org/wmspage.cfm?parm1=2455> . Developed by the construction industry to explain jobs in that industry.
- ✿ What Interests You? www.bls.gov/k12/ Exploring career information, from the Bureau of Labor Statistics.
- ✿ RI Career Resource Network, www.dlt.ri.gov/crn. Sections for students and for parents contain full text of publications and other information on career planning.
- ✿ Labor Market Information Unit of the RI Department of Labor and Training, www.dlt.ri.gov/lmi. Best source of wages, projections, and other information on Rhode Island occupations and industries. Click on “Rhode Island Red” to access a program presenting this information in a user-friendly style.
- ✿ Career Key, www.careerkey.org. A short self-assessment measure, developed by Dr. Larry Jones, provides a three-letter interest (Holland) code and information about occupations related to that code.

Occupations Index

<u>Occupation</u>	<u>Page</u>	<u>Occupation</u>	<u>Page</u>	<u>Occupation</u>	<u>Page</u>
Accountant	6	Environmental Protection Officer	2	Pharmacist	10
Actor	25	Environmental Scientist	28	Pharmacy Technician	26
Actuary	8	Exhibit Designer	25	Photographer	22
Administrative Law Judge, Hearing Officer	9	Farmer	2	Physical Education Teacher	31
Adult Education Teacher	7	Fashion Designer	22	Physical Therapist	10
Advertising and Promotions Manager	6	Film and Video Editor	4	Physician	10
Airline Pilot, Copilot, or Flight Engineer	24	Financial Manager	8	Physicist	23
Animal Breeder	32	Financial Planner	8	Plumber	29
Animal Control Officer	32	Firefighter	14	Police Detectives	27
Animal Trainer	30	Flight Attendant	24	Police Officer	14
Architect	3	Food Preparation and Serving Worker	11	Postal Service Mail Carrier	24
Archivist	7	Food Science Technician	2	Principal	7
Astronomer	28	Food Service Manager	11	Private Investigator	14
Athlete, Professional	31	GIS Expert	33	Producer	4
Athletic Trainer	31	Government Service Executive	9	Proofreader	4
Auditor	26	Home Health Aide	10	Psychologist	28
Automotive Service Technician	24	Host and Hostess	27	Purchasing Manager	6
Baggage Porter and Bellhop	27	Hotel, Motel, and Resort Desk Clerk	11	Radio and Television Announcer	25
Baker (Manufacturing)	29	Ichthyologist	33	Real Estate Sales Agent	27
Bill & Account Collector	26	Industrial Designer	15	Receptionist	6
Bus Driver	24	Inspector, Tester, and Grader	26	Recreation Worker	12
Call Center Operator	26	Instrumental Musician	25	Registered Nurse	10
Carpenter	3	Insurance Sales Agent	27	Reporter	4
Cartographer	26	Interior Designer	22	Retail Salesperson	22
Cashier	22	Internet Researcher	33	Roofer	3
Chefs and Head Cooks	27	Land Surveyor	3	Sales Agent, Securities	8
Chemical Technician	29	Landscape Architect	2	Secretary	6
Chemist	28	Landscaper and Groundskeeper	2	Sheet Metal Worker	15
Child Care Worker	12	Lawyer	14	Social and Human Service Assistant	30
Choreographer	25	Legal Assistant (Paralegal)	14	Social Worker	12
Civil Drafter	29	Legal Secretary	26	Sociologist	23
Clergy	12	Legislator	9	Sound Engineering Technician	29
Coach	31	Librarian	7	Speech Therapist	30
College and University Teacher	7	License Clerk	9	Sports Agent	31
Computer Hardware Engineer	28	Loan Officer	8	Sports Doctor	33
Computer Programmer	13	Locksmith	29	Statistician	31
Computer Security Specialist	13	Machinist	15	Tax Examiner/Revenue Agent	9
Computer Service and Repair Technician	13	Marine Mechanic	24	Teacher	7
Computer Software Engineer	29	Market Research Analyst	6	Teacher Assistant	7
Computer Support Specialist	13	Mathematician	23	Technical Writer	4
Computer Systems Analyst	13	Mechanical Drafter	15	Telecommunication Line Installer and Repairer	13
Conference Organizer	11	Mechanical Engineering Technician	15	Telemarketer	27
Construction Manager	3	Medical Laboratory Technologist	10	Teller	8
Correctional Officer	14	Medical Records Technician	10	Tool and Die Maker	15
Cosmetologist	22	Mental Health Counselor	12	Tour Guide	11
Cost Estimator	3	Meteorologist	23	Travel Agent	11
Counseling Psychologist	12	Model	22	Truck Driver, Heavy	24
Court Clerk	14	Municipal Clerk	9	Umpire/Referee	31
Criminal Profiler	33	Nanotechnologist	23	Urban Planner	9
Customer Service Representative	6	Network Systems and Data Communications Analyst	13	Veterinarian	32
Data Communications Analyst	28	Nonfarm Animal Caretaker	32	Veterinary Technologist	32
Dental Hygienist	30	Nursery Worker	2	Vocational or School Counselor	30
Dentist, General	28	Nursing Aide	30	Waiter or Waitress	11
Director of Religious Activities	30	Painter, Sculptor, & Illustrator	25	Waste Reduction Coordinator	33
Economist	8	Paleontologist	23	Web Designer	25
Editor	4	Personal and Home Care Aide	12	Welder	15
Electrician	3	Personal Trainer	33	Wildlife Rehabilitator	32
Engineer	23	Pest Control Worker	2	Writer	4

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Rhode Island Career Resource Network

Career Navigator

is a product of the Rhode Island Career Resource Network

Rhode Island Department of Labor and Training
Labor Market Information Unit
1511 Pontiac Avenue, Cranston, RI 02920
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Email: crn@dlt.state.ri.us * Web: www.dlt.ri.gov/crn



Issued June 2006