

# Connecticut Career Paths



**Paving the Way to Your  
Next Career!**

**Information and Insights  
on Employment,  
Careers and Training  
2001-2002**

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**Connecticut Career  
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**CONNECTICUT CAREER PATHS**

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*Connecticut Career Paths is also available  
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# State of Connecticut



## *A Message from the Governor*

Dear Reader:

Connecticut's highly educated work force has produced the visionaries, innovators, professionals and technicians that have thrust Connecticut into the forefront of the new economy. We rank first in the nation in per capita income, and have one of the highest percentages of technology workers of any state. The best and brightest minds of today and tomorrow are choosing to call Connecticut their home.

An array of job opportunities will exist over the next decade for Connecticut's diverse and well-educated workforce. These include careers in engineering, computer and systems analysis, health, education, and finance. The need for teachers, nurses, and skilled production workers will be especially acute.

Connecticut's education resources - 47 colleges and universities, 18 regional vocational-technical schools, and over 150 private occupational schools - will help prepare workers for this future.

Combined with your ambition and dedication to training, lifelong career planning can determine your quality of life and your role in Connecticut's future. More importantly, it provides an immeasurable gift - making the most of your talents, interests, and skills. *Connecticut Career Paths*, with information on over 150 careers and employment services, is key in getting you started on your career path and will serve as a guide to re-evaluate your goals along the way.

Sincerely,

John G. Rowland  
Governor of Connecticut

*Visit the official State of Connecticut Web site at [www.state.ct.us](http://www.state.ct.us)*

**Department of Labor**  
**Shaun B. Cashman, Commissioner**

**Department of Education**  
**Theodore S. Sergi, Commissioner**

# What is My Career Path?

People often feel overwhelmed in trying to find their one perfect career path. Relax. Not only are there many careers that will suit you, choosing one is not a lifetime commitment. Career planning begins with self knowledge. Give thought to your characteristics-your interests, values, abilities, skills, and personality. You may want to take a personality test to help pinpoint your preferences. The second step is to research several careers that would fit your character. You can learn about different jobs through books, Web sites, asking people about their work, part-time and volunteer work. The more you know about a career, the easier it will be to judge if it is right for you. The third step is to develop a plan to reach your goal. Career counselors can be very helpful in choosing a training program, applying for financial aid, and finding employment. Remember that it is easier to be successful at a job you enjoy doing.



# How Much Will I Earn?

For most people, salary is a significant factor in career decision making. Consider what kind of lifestyle you will want to have. How often will you want to take a vacation? Will you want to live in an apartment or a house? How many children would you like to have? When would you like to retire? Work with a guidance counselor and your parents to estimate your annual expenses and a salary range you will find comfortable. Keep this range in mind when considering a career. Overall, your income will increase along with your education and training level. However, a college degree does not automatically mean you will make more money. For example, dental hygienists require vocational training and can earn \$55,580 a year for full-time work. Social workers require a bachelor's degree, but earn an average of \$41,830 a year. Wage information is available in the career tables beginning on page 13, or by consulting these resources:

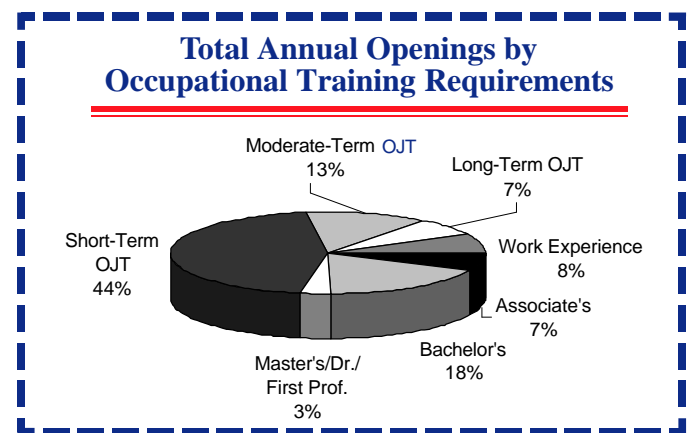
- ♦ *Connecticut Occupational Employment & Wages*, call 860-263-6275 for a copy or visit [www.ctdol.state.ct.us/lmi](http://www.ctdol.state.ct.us/lmi).
- ♦ *Occupational Outlook Handbook*, available in your library or on-line at [www.bls.gov/ocohome.htm](http://www.bls.gov/ocohome.htm).

*Please note that occupational titles and wages may differ due to different classification systems.*

# Which Jobs are in Demand?

When considering occupations, it is important to research how much training or education is necessary and how difficult it will be to find employment after graduating or completing training. If your career choice has few openings, you must be willing to face competition in finding a job, take a position that is below your training level, take a position in a different field, or relocate to find employment.

As the chart displays, 18 percent of annual job openings in Connecticut will require a Bachelor's degree. Workers will be rewarded for their extra preparation with an average salary of \$55,494. While there will be a greater number of job openings for positions that need short-term on-the-job training (OJT), the annual salary for these positions averages \$20,987. There are some short-term OJT jobs in demand that do have higher than average wages, which include:



- |                                               |          |                                            |          |
|-----------------------------------------------|----------|--------------------------------------------|----------|
| ■ Highway Maintenance Workers                 | \$34,810 | ■ Production, Planning & Expediting Clerks | \$31,770 |
| ■ Postal Mail Carriers                        | \$34,530 | ■ Bill and Account Collectors              | \$29,250 |
| ■ Customer Service Representatives, Utilities | \$32,200 | ■ Library Technicians                      | \$28,880 |

The next three pages detail the careers with the highest demand in Connecticut. More information on job growth and occupations that require short-term on-the-job training can be found at [www.ctdol.state.ct.us/lmi](http://www.ctdol.state.ct.us/lmi).



# Hot Jobs in a Hot Market

## Bachelor's Degree plus Experience

A Bachelor's degree traditionally requires four years of full-time study after high school. Some of these occupations require work experience as an additional prerequisite. In Connecticut, a person can start teaching with a Bachelor's degree, but must complete a fifth year of study within ten years. The average annual wage for workers in this group is \$55,494.

Occupation	Annual Job Openings	Average Annual Wage
Managers, General and Top Executives	1,460	\$74,390
Teachers, Secondary School	824	\$51,240
Systems Analysts	781	\$58,860
Teachers, Elementary School	499	\$47,630
Computer Programmers	418	\$59,060
Accountants & Auditors	418	\$46,210
Managers, Engineering, Info. Systems & Science	409	\$73,640
Engineers, Computer	367	\$62,230
Residential Counselors	313	\$23,740
Managers, Financial	285	\$68,750
Sales Agents, Securities, Commodities, Financial	281	\$81,080
Insurance Sales Agents	254	\$41,680
Managers, Advertising, Marketing, Public Relations	252	\$67,500
Artists & Commercial Artists	239	\$41,570
Social Workers, excluding Medical & Psychiatric	238	\$41,830
Teachers, Preschool	233	\$22,400
Engineers, Electrical & Electronics	218	\$58,720
Human Resource, Training, Labor Relations Specialists	216	\$44,910
Engineers, Mechanical	195	\$58,110
Education Administrators	186	\$63,450
Teachers, Special Education	183	\$48,550
Recreation Workers	136	\$24,160
Writers and Editors	134	\$44,700
Insurance Underwriters	129	\$50,320
Designers, excluding Interior Designers	128	\$38,200
Managers, Medical & Health Services	123	\$66,620
Managers, Human Resources	119	\$64,410
Managers, Property and Real Estate	115	\$40,880
Managers, Administrative Services	110	\$58,910
Purchasing Agents, excluding Wholesale/Retail	101	\$44,640
Public Relations Specialists	90	\$46,180
Database Administrators	83	\$53,160
Engineers, Sales	82	\$59,180
Engineers, Civil	82	\$55,720
Loan Counselors & Officers	79	\$46,760
Chemists	79	\$56,950
Management Analysts	78	\$62,630
Managers, Construction	77	\$56,270
Teachers, Graduate Assistants	71	\$23,270
Managers, Industrial Production	62	\$65,150
Financial Analysts, Statistical	56	\$52,010
Physician Assistants	56	\$58,040
Writers and Editors, Technical	56	\$50,300
Managers, Communication, Transportation, Utilities	52	\$58,620

## First Professional, Doctor's and Master's Degrees

This table includes three groups of occupations that require study beyond a Bachelor's degree: first professional degree - such as law; Doctoral degree - such as college faculty; and Master's degree - such as psychologists. The average annual wage for workers in this group is \$71,260.

Occupation	Annual Job Openings	Average Annual Wage
Physicians and Surgeons	423	\$104,140
Lawyers	293	\$79,100
Biological Scientists	160	\$61,170
Social Workers, Medical & Psychiatric Counselors, Vocational/Educational	135	\$46,270
Physical Therapists	113	\$40,950
Dentists	111	\$62,360
Pharmacists	105	\$102,890
Librarians	94	\$63,200
Psychologists	80	\$48,530
Operations Research Analysts	72	\$57,340
Speech Pathologists & Audiologists	59	\$51,310
	59	\$55,900

## Associate's Degree or Vocational Training

This table includes occupations that require an Associate's degree, which is generally two years of full-time academic work after high school. Also included are occupations requiring training, anywhere from a few weeks to a year, resulting in certification. To be certified, some occupations require passing an examination after completion of training. The average annual wage for workers in this group is \$37,648.

Registered Nurses (RN)	947	\$48,180
Computer Support Specialists	495	\$46,990
Hairdressers, Hairstylists, & Cosmetologists	439	\$20,260
Automotive Mechanics/Service Technicians	400	\$30,590
Licensed Practical Nurses (LPN)	338	\$37,950
Electrical & Electronic Technicians/Technologists	164	\$38,940
Dental Hygienists	130	\$55,580
Paralegals & Legal Assistants	104	\$39,020
Drafters	101	\$38,500
Medical Secretaries	95	\$28,560
Real Estate Agents	88	\$43,030
Emergency Medical Technicians & Paramedics	70	\$25,100
Legal Secretaries	72	\$32,700
Manicurists	72	\$14,150
Radiologic Technologists	72	\$38,880
Travel Agents	63	\$30,130
Physical Therapy Assistants & Aides	59	\$26,080
Mechanical Engineering Technicians/Technologists	57	\$41,390

## Work Experience in a Related Occupation

This group includes occupations that require skills and experience that may be gained from another occupation or activity. These activities may include hobbies and service in the Armed Forces. The average annual wage for workers in this group is \$36,774.

Administrative Support, Office Supervisors/Managers	846	\$36,740
First Line Supervisors, Production & Operating	231	\$43,640
First Line Supervisors, Mechanics & Repairers	193	\$45,650
Production Inspectors, Testers, Graders	179	\$26,300
Food Service & Lodging Managers	146	\$34,440
First Line Supervisors, Construction & Extractive	114	\$47,930
Instructors, Adult Education (Nonvocational)	108	\$32,340
Precision Electrical & Elec. Equipment Assemblers	79	\$26,700
First Line Supervisors, Transportation	72	\$37,800
Precision Inspectors, Testers, Graders	68	\$33,250
Teachers & Instructors, Vocational Education/Training	62	\$38,730
First Line Supervisors, Helpers & Laborers	54	\$35,650
Police & Detective Supervisors	54	\$57,590

## Long-Term On-the-Job Training

This category includes workers that are considered employed in an occupation while receiving more than 12 months of on-the-job training or instruction. It includes apprenticeships and intensive employer-sponsored training. The average annual wage for workers in this group is \$33,946.

Occupation	Annual Job Openings	Average Annual Wage
Carpenters	373	\$35,760
Maintenance Repairers, General Utility	316	\$28,580
Police Officers	293	\$43,710
Cooks, Restaurant	262	\$21,720
Electricians	251	\$37,640
Correctional Officers	194	\$34,820
Machinists	177	\$32,300
Heat/Air Conditioning/Refrigeration Mechanics	158	\$36,230
Plumbers, Pipefitters & Steamfitters	139	\$37,890
Automotive Body Repairers	134	\$30,880
Firefighters	133	\$44,320
Cooks, Institution & Cafeteria	102	\$23,560
Welders & Cutters	91	\$29,450
Insurance Adjusters, Examiners & Investigators	87	\$38,050
Mechanics, Industrial Machinery	75	\$34,730
Tool & Die Makers	72	\$40,080
Bus, Truck & Diesel Mechanics	60	\$34,010
Cabinetmakers & Bench Carpenters	59	\$30,490
Telephone & Cable TV Installers & Repairers	58	\$39,230

## Moderate-Term On-the-Job Training

This category covers occupations in which workers can develop the skills needed for average job performance after one to twelve months of combined on-the-job experience and informal training. The average annual wage for workers in this group is \$30,077.

Secretaries, excluding Legal or Medical	671	\$29,940
Bookkeeping, Accounting Clerks	517	\$27,530
Sales Representatives, Nonscientific Products	477	\$45,230
Telemarketers, Door-to-Door, & News Vendors	343	\$19,460
Social & Human Service Assistants	328	\$24,810
Sales Representatives, Scientific Products	251	\$53,330
Medical Assistants	208	\$24,040
Painters & Paperhangers	201	\$31,340
Sales Agents, Business Services	186	\$42,310
Bus Drivers, Transit & Intercity	140	\$26,120
Machine Operators & Tenders, Packaging & Filling	122	\$23,020
Dental Assistants	121	\$26,620
Bakers, Bread & Pastry	117	\$19,940
Instructors & Coaches, Sports & Physical Therapy	109	\$27,620
Sales Agents, Advertising	99	\$36,620
Machine Tool Operators, Numerical Control	85	\$33,110
Word Processors & Typists	85	\$24,200
Machine Forming Setters & Tenders	72	\$24,550
Salespersons, Parts	69	\$27,240
Data Entry Keyers, excluding Composing	62	\$21,820
Dispatchers, excluding Police, Fire & Ambulance	57	\$28,700
Grinding/Buffering Machine Setters & Operators	57	\$31,410
Machine Operators, Laundry & Dry-Cleaning	57	\$17,350
Brokerage Clerks	54	\$29,620

# Deciding on a Career

What would you like to do for work? This answer may be very different from what your family, friends, and even you think you should do. Often the idea of your dream job comes with a but - “but I don’t have the education,” “but I don’t have the experience,” “but it’s so competitive.” Focus on solutions; perhaps you can go to school on a part-time basis while working for an employer that offers tuition reimbursement. Consider part-time or volunteer work in a field of your interest to gain experience. If you are undecided between two career paths, ask a career counselor about job shadowing opportunities or obtain two part-time positions (one in each field) to better understand the job characteristics before committing to a lengthy training program. Even if your progress is slower than you desire, you are still one step closer to your new career. The reward is the satisfaction of knowing that you are working toward a goal you find important and will ultimately have a job you enjoy.

In order to gain a better understanding of a specific career, consult with guidance counselors, librarians, and, most importantly, employees who work in the field. Ask as many people as possible what they do for a living and for a description of their daily work routine. You may stumble onto a career that you would have otherwise never known about. Another good resource is newspaper ads. Clip out job descriptions that pique your interest, and list what specifically attracts you to the job along with the requirements for employment. Investigate the following categories for each of the careers you are researching:

- ⊙ Advantages and disadvantages of the job
- ⊙ Brief description of the job and daily tasks
- ⊙ Career ladder, advancement possibilities
- ⊙ Cost and location of training
- ⊙ Education/training requirements
- ⊙ Job security and future changes
- ⊙ Location of jobs
- ⊙ Physical demands
- ⊙ Professional associations
- ⊙ Related occupations
- ⊙ Salary for entry-level and experienced workers
- ⊙ Skills/interests required
- ⊙ Stress level
- ⊙ Tools/materials/machines used
- ⊙ Typical working hours on daily and yearly basis
- ⊙ Work environment

Keep in mind that there are many options within a field. For instance, the medical profession not only includes nurses and doctors, but also physician assistants, laboratory technicians, home healthcare aides and research staff. So, if upon self-assessment you find you are interested in science, value serving others, and need mental challenge, but want a dependable 40-hour work week with set times, low stress and limited contact with the public, you would be better suited for laboratory technician or research worker than a nurse or doctor.



## What if I Still Can't Decide What I Want to Do?

One exercise that is often helpful is describing your ideal job to friends and asking them for suggestions that fit the description. For instance, if you said your ideal job involved hiking, cleaning up the environment, and helping animals, your friend might suggest a forest ranger, parks and recreation manager, or groundskeeping job. Researching these careers at the library or on-line provides even more career possibilities. Go into as much detail as possible in your description, and use your imagination.

If you cannot describe your ideal job, start by describing your worst job or an activity you dread and then try to find a job that reflects the opposite characteristics. For instance, if your worst job would be a low-paying baby-sitting job for hyperactive children, your job description may start with a quiet office environment, moderate income, and organization. Then brainstorm with a friend to find occupations that fit this description.



[www.ctjobandcareer.org](http://www.ctjobandcareer.org)

The Connecticut Job & Career ConneCTion specializes in providing comprehensive information on your occupational choices, and gives you a five step process to develop a solid career plan. There are many Web sites available for career development, but the Job & Career ConneCTion provides a one-stop source of information. Its uniqueness lies in wage information and projected job growth for occupations that are specific to Connecticut. Data is even available for specific areas of the state. Users can easily identify occupations that are the highest paying, fastest growing, or in the highest demand in Connecticut. Visit [www.ctjobandcareer.org](http://www.ctjobandcareer.org) to explore these options:

Local wages, number of job openings, and projected growth rate of occupations

Connecticut education, training, and financial aid information

Descriptions of over 800 occupations, 200 with videos

Search for local services: child care, transportation, health care, and housing

Detailed information of over 140,000 Connecticut employers, including maps to their locations

Connecticut Job Bank and other popular job search Web sites

*Connecticut  
Department of Labor*  
Working with you for a better future.

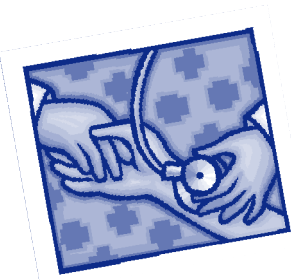
**Don't have a computer?** Visit your local Connecticut Department of Labor office or library for public computers with Internet access.

## Regional Vocational Technical Schools

There are 18 Connecticut regional vocational-technical schools and two satellites that serve high school and adult students. Over 30 programs are offered, including autobody repair, bioscience environmental technology, carpentry, certified nurses assistant, culinary arts, dental assistants, electronics, fashion technology, plumbing and heating, surgical technician, and welding. Adult students are provided full-time post-high school programs, apprenticeship training and part-time programs for retraining and updating skills. High school students can enjoy:

- Free tuition for grades 9-12 and transportation provided by their town,
- Graduating with a high school diploma while gaining experience and instruction in a trade,
- Earning college credit in high school through the Tech Prep program,
- Sports including basketball, soccer, volleyball, baseball, and softball,
- Club activities including yearbook, newspaper, student council, dance committee,
- Vocational Industrial Clubs of America, and National Honor Society.

Vocational Technical students can also go on to college - about 30 percent of graduates choose to further their education. If you are seriously thinking about trying to find a job as soon as you leave high school, and prefer project-based learning over book-based learning, a voc-tech program may be right for you. For more information, consult a counselor, visit [www.cttech.org](http://www.cttech.org), or call 1-800-U-Can-Tech (1-800-822-6832).



# Explore Healthcare

## Making a Difference in a High-Tech, Flexible, and Rewarding Career!

The health services industry continues to provide excellent career opportunities for individuals interested in combining medical technology and the human touch. Healthcare is one of the largest industries in the country with about 11.3 million jobs. **Health services employment in Connecticut grew 21% between 1988 and 1998, which ranks Connecticut 7<sup>th</sup> among the states in per capita health services employment.**

Health services personnel provide care to meet the needs of millions of people from newborns to the critically ill. Technological advances have made many new procedures and methods of diagnosis and treatment possible. For example, information technology continues to improve care and efficiency with devices such as hand-held computers that record notes on each patient. Information on vital signs and orders for tests are then transferred to a main database, eliminating paper and reducing record-keeping errors. Clinical developments, such as organ transplants, less invasive surgical techniques, skin grafts, and gene therapy for cancer treatment, continue to increase longevity and improve the quality of life for many Americans.

The health services industry includes rural physicians with

private practices, as well as busy inner city hospitals, that provide thousands of diverse jobs. Job settings include hospitals, nursing and personal care facilities, home healthcare agencies, clinical laboratories, dentist offices and research facilities. In Connecticut, more health service workers are employed by hospitals (36.9%) than in any other healthcare setting.

Some of the most exciting and rewarding jobs available can be found in the health services industry, including jobs in the nursing profession, diagnostic imaging, pharmacy, laboratory medicine, respiratory care, counseling and administrative support. Each area provides opportunities for students entering the field with a variety of entry points and a multitude of career options along the way.

**Nursing.** Nursing professionals, including registered nurses, licensed practical nurses, advanced practice nurses and certified nursing assistants, work in all areas of the health services industry including hospitals, home care agencies, personal care facilities, clinics, offices, and schools, as well as industry settings such as research facilities and insurance companies. Areas of nursing practice include caring for everyone from newborn infants to the elderly; operating

room, critical care and emergency departments; and mental health. There are also many subspecialty nursing practice areas. The Nursing Career Center of Connecticut estimates **an annual shortage of 300 to 450 nursing graduates, creating greater choice and security in job selection.**

**Radiology/Diagnostic Imaging.** There has never been a better time to be in the profession of medical imaging and radiation therapy than today. Most people are familiar with chest x-rays and also know that x-rays are the best way to diagnose broken bones. The radiologic technologist performs these procedures, as well as procedures that require the use of contrast agents that make it possible to study organs that otherwise cannot be seen. Experienced radiologic technologists may perform more complex imaging tests. For fluoroscopies, radiologic technologists prepare a solution of contrast medium for the patient to drink, allowing the radiologist, a physician who interprets radiographs, to see soft tissues in the body. Some radiologic technologists, called *CT technologists*, operate computerized tomography scanners to produce cross sectional views of patients. Others operate machines using giant magnets and radio waves rather than radiation to create an image and are called

## *Magnetic Resonance Imaging (MRI) Technologists.*

**Pharmacy.** Pharmacists and pharmacy technicians work closely together to provide prescribed medication for patients. Pharmacists are experts in the science of drugs and the art of drug therapy. In addition to the traditional role of dispensing prescriptions in community pharmacies, pharmacists actively participate in the direct care of the patient. Pharmacists understand and advise health care professionals on the use, composition, and effects of drugs. Pharmacists may also be involved in patient education and monitoring and evaluation of drug therapy. Within the pharmaceutical industry, pharmacists are key to marketing, research and product development, quality control, sales and administration. Pharmacists also serve as faculty at colleges and universities. Pharmacy Technicians, working under the supervision of licensed registered pharmacists, perform routine tasks to help prepare prescribed medication for patients, such as counting and labeling. A pharmacist must check every prescription before it can be given to a patient and answer their questions regarding prescriptions, drug information, or health matters.

**Laboratory.** Clinical laboratory personnel – medical technologists and medical laboratory technicians – perform a full range of laboratory tests, from simple pre-marital blood tests to more complex tests to uncover disease such as AIDS, diabetes, and cancer.

The medical technologist is also responsible for confirming the accuracy of test results, and reporting laboratory findings to the pathologist and other doctors.

**Respiratory Therapy.** Respiratory therapists perform procedures that are both diagnostic and therapeutic. Employed by hospitals to perform intensive care, critical care and neonatal procedures, they are typically a vital part of the hospital's lifesaving response team that handles patient emergencies.

**Counseling.** Counselors work in many different types of settings, employing many different methods to meet their goals. Areas of counseling work include substance misuse and addictions, aging, child welfare, public welfare, school social work, justice/corrections, developmental disabilities, employment/occupational social work, mental health/clinical social work, community outreach, and management/administration. The counseling profession includes clinical social workers, alcohol and drug counselors, marriage and family therapists, psychiatrists and psychologists, among others.

**Health Information Management.** Administrative support positions in healthcare include a growing sector in health information management. Health information technicians, who may also be called medical record technicians or coders, begin to assemble patients' health information by first making sure their initial medical charts are complete. They ensure that all

forms are completed and properly identified and signed, and all necessary information is in the computer. They talk to physicians or others to clarify diagnoses or get additional information. Technicians also use computer programs to tabulate and analyze data to help improve patient care, control costs or provide research information. *Tumor Registrars* compile and maintain records of patients who have cancer to provide information to physicians and for research studies.

**How To Prepare?** Students interested in pursuing a health career should begin their preparation early. While the various professions require different preparation, a good base for high school students will include courses in health, biology, mathematics, chemistry, and computer science. Students should also have a genuine interest in the care of patients and clients, and an ability to deal with diverse people and high-stress situations. Beyond high school, individuals can enter programs leading to a certificate or a degree at the associate, baccalaureate, professional or graduate levels. **The health services industry also provides many job opportunities for people without specialized training beyond high school.**

Employment in the health services industry is projected to increase 17 percent by 2008, compared with an average of 9 percent for all industries. Take the opportunity to join a growing, dynamic and rewarding industry! - *Contributed by the Connecticut Hospital Association*

# Connecticut Learns: A School-to-Career System

Connecticut's School-to-Career System is a combination of career exploration, rigorous school-based learning, and work-based learning (from job shadowing to internships). Students are encouraged to take a more active role in learning about careers by choosing an industry cluster to explore by the end of their sophomore year. If you are interested in a particular cluster, look for occupations in the Career Table with the same cluster code.

**Arts and Media:** This career cluster includes jobs performing in theater, dance and music, and behind-the-scenes jobs such as set design, set lighting and camera work. It also includes the visual arts, such as painting and sculpture, and the management of theaters, museums, art galleries and concert spaces. *Job possibilities: musician, actor, camera operator, writer, graphic designer, multimedia developer, producer, director, reporter, teacher, announcer, newspaper editor. Look for career cluster code 1.*

**Business and Finance:** This career cluster includes jobs in “offices” found in a variety of settings. There are jobs for graduates with accounting backgrounds, for employees who can manage both people and money, and for others who can make business decisions on developing and selling products and services. All offices depend upon well-trained administrative support staff people, who need to know how to use computers, fax machines and other office equipment. *Job possibilities: administrative assistant, tax technician, computer technician, systems analyst, executive, sales manager, financial manager, securities broker, underwriter, computer engineer, public accountant. Look for career cluster code 2.*

**Construction: Technologies and Design:** The design and construction of homes, buildings, bridges and roads is a major category of jobs in the Connecticut economy. Some knowledge of the whole industry is a cornerstone for people who are interested in a range of different jobs — buying and developing land, designing or building projects. *Job possibilities: diesel mechanic, industrial designer, risk and hazard evaluator, industrial engineer, developer. Look for career cluster code 3.*

**Environmental, Natural Resources and Agriculture:** These workers improve the indoor and outdoor environment, reduce waste and byproducts, manage forests and land, produce food from the land and sea, and nurture animals. *Job possibilities: hazmat cleanup and response technician, instrumental/optical lab analyst, food scientist and nutritionist, pollution control engineer, recycling and recovery specialist, environmental analyst, marine biologist, animal scientist. Look for career cluster code 4.*

**Government, Education and Human Services:** This cluster is dedicated to providing public services in order to better people's lives. It includes teachers, educational administrators, political officeholders, government service workers, social workers, psychologists, librarians, public safety workers (police/fire) and legal professionals. *Job possibilities: child services worker, parent educator, disability specialist, employment and training counselor, urban/regional planner, parole and probation officer, public administrator. Look for career cluster code 5.*

**Health and Biosciences:** The Health and Biosciences cluster embraces careers in a wide range of health-care settings, such as hospitals, medical laboratories, and medical and dental practices. It also includes industries in researching and manufacturing drugs and other medical products. *Job possibilities: physical therapy assistant, biomedical equipment technician, home healthcare worker, laboratory technician, pharmacist, speech pathologist, healthcare executive, family practitioner, internist, registered nurse, medical technologist. Look for career cluster code 6.*

**Retail, Tourism, Recreation and Entrepreneurship:** The Connecticut economy offers many jobs in retail stores, restaurants, hotels and motels, tourist attractions and recreational facilities. These businesses are where many young people get their first jobs — often earning the minimum wage. The opportunity to earn better salaries with benefits, and to build a career, usually requires getting into management and operations positions. *Job possibilities: customer service representative, travel agent, chef, small business owner, restaurant and food service manager, casino manager, cyberspace specialist, independent consultant, store planner, hotel manager, buyer. Look for career cluster code 7.*

**Technologies: Manufacturing, Communications and Repair:** This cluster includes technical jobs in manufacturing, the electric utilities, and the telephone and cable companies. This cluster also includes jobs in companies that repair automobiles, airplanes, computers and other technical products, as well as companies that develop computer software. *Job possibilities: machinist, tool and die maker, CAD technician, research and design engineer, chemist, electrical engineer. Look for career cluster code 8.*

# CAREER TABLE

## Occupational Title, Description, and OES Code

This column indicates the title and duties of each occupation. The Occupational Employment Statistics (OES) program classifies occupations based on the skills required to perform those jobs. The duties performed will depend upon your employer, training, and experience. Each occupation is identified by a code that can be used to find more detailed information about that occupation in reference books or through on-line data applications.

## Number Employed, Annual Job Openings, Average Yearly Salary and Average Hourly Wage

This data is provided by the Connecticut Department of Labor and is specific to Connecticut. Regional data, entry level wages, and data on additional careers are also available by visiting the Connecticut Department of Labor Web site at [www.ctdol.state.ct.us/lmi](http://www.ctdol.state.ct.us/lmi) or by calling 860-263-6275. Please note that the on-line occupational titles and wages may be different due to a new occupational classification system.

### Group Codes - used in the OES system

- A Managerial and Administrative
- B Professional, Paraprofessional and Technical
- C Sales and Related
- D Clerical and Administrative Support
- E Service
- F Agricultural, Forestry, Fishing and Related
- G Production, Construction, Operation, Maintenance, Material Handling

### Career Cluster Codes - used in school-to-career

programs; complete descriptions are provided on page 12.

- 1 Arts and Media
- 2 Business and Finance
- 3 Construction: Technologies and Design
- 4 Environmental, Natural Resources and Agriculture
- 5 Government, Education and Human Services
- 6 Health and Biosciences
- 7 Retail, Tourism, Recreation and Entrepreneurship
- 8 Technologies: Manufacturing, Communications and Repair

### Education & Training Routes

The typical requirements to work in the profession are listed with the abbreviations below:

- OJT On-the-Job training by the employer;
- Appren Apprenticeship training from two to four years in length, depending upon the trade;
- HS High school diploma or equivalent;
- Cert Up to two years of post-secondary training resulting in a certificate or license;
- Assoc Associate's degree program requiring two years of college;
- Bach Bachelor's degree program requiring four or more years of college;
- MA/MS Master's degree program requiring one to two years of college beyond the Bachelor's level;
- MBA Master's degree program in business administration;
- Ph.D. Doctorate degree program requiring four to five years beyond the Bachelor's level;
- Military Training available through the military

### Education & Training Site Codes

The three-digit codes correspond to Connecticut schools, listed on pages 33-36, that provide appropriate education or training.

## Occupational Title, Description and OES Code

## Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code

## Education & Training Routes and Site Codes

**Accountants and Auditors** — Study financial records in order to give advice on money matters or prepare financial statements. May prepare income tax forms or advise clients on certain business or financial decisions. May develop estate plans, accounting systems or budgets. May teach courses, do consulting work, or serve on committees of professional organizations. *OES Code 21114.*

Number Employed	17,910	Bach
Annual Job Openings	418	305, 307, 308, 320, 321, 322,
Average Yearly Salary	\$46,210	323, 326, 330, 331, 332, 333,
Average Hourly Wage	\$22.22	335, 342, 343, 348
Group Code	B	
Career Cluster Code	2	

**Administrative Services Managers** — Manage the supportive services of a business, agency or organization. Review reports and records and plan department activities. Assign duties to staff and prepare work schedules and budgets. Review operations, write reports, enforce rules and help staff solve work problems. May deal with outside organizations on matters such as business services or contracts. *OES Code 13014.*

Number Employed	4,370	Assoc, Bach, MA/MS, MBA
Annual Job Openings	110	221, 222, 223, 224, 225, 226,
Average Yearly Salary	\$58,910	227, 228, 229, 231, 232, 301,
Average Hourly Wage	\$28.32	303, 305, 307, 308, 310, 315,
Group Code	A	320, 321, 322, 323, 326, 330,
Career Cluster Code	2	331, 332, 333, 335, 337, 339,
		342, 343

Occupational Title, Description and OES Code	Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code	Education & Training Routes and Site Codes
<b>Aircraft Mechanics</b> — Service and repair aircraft. Repair hydraulic systems, landing gear, propeller assemblies, fuel tanks and airframe assemblies, such as wings and tail units. Work from blueprints and engineering orders. Inspect wiring, switches and controls to make sure they are in safe operating condition. <i>OES Code 85323.</i>	Number Employed 1,640 Annual Job Openings 38 Average Yearly Salary \$40,620 Average Hourly Wage \$19.53 Group Code G Career Cluster Code 8	HS, Cert, Military 223, 230, 231, 268, 281
<b>Aircraft Pilots</b> — Fly planes and other aircraft to transport passengers and cargo. May perform tasks such as crop dusting, inspecting power lines and taking pictures. May fly new aircraft to test performance and safety. May teach courses and give flying lessons. <i>OES Code 97702.</i>	Number Employed 340 Annual Job Openings 13 Average Yearly Salary \$54,470 Average Hourly Wage N/A Group Code G Career Cluster Code 8	Military, Flight Training Flight School, 333
<b>Animal Caretakers</b> — Feed, water, groom, exercise or otherwise care for small or large animals, fish or birds in zoos, circuses, pounds, laboratories, animal hospitals, aquariums, kennels or stables. May administer tests to animals used in experiments or give treatments to sick or injured animals. May keep records of feeding, tests and treatments, and of animals received and discharged. <i>OES Code 79017.</i>	Number Employed 1,830 Annual Job Openings 71 Average Yearly Salary \$18,070 Average Hourly Wage \$8.69 Group Code F Career Cluster Code 4	HS, OJT, Cert, Assoc 026, 041, 320
<b>Announcers, Radio and Television</b> — Announce station program information such as program schedules and station breaks for commercials or public service information, and introduce or close programs. Read prepared scripts or ad-lib commentary, interview guests, moderate panel discussions, and may research and write articles. <i>OES Code 34017.</i>	Number Employed 460 Annual Job Openings 33 Average Yearly Salary \$27,080 Average Hourly Wage \$13.02 Group Code B Career Cluster Code 1	Cert, Assoc, Bach, Military 027, 028, 224
<b>Architects</b> — Plan, design and supervise the construction of homes, office buildings and other structures. Plan and design projects such as parks, airports and highways. Prepare detailed drawings that show the scale and structure of buildings, the dimensions of every part of the structure, and location of plumbing, heating and other units. <i>OES Code 22302.</i>	Number Employed 1,410 Annual Job Openings 33 Average Yearly Salary \$54,940 Average Hourly Wage \$26.42 Group Code B Career Cluster Code 3	Professional Degree, MA/MS 337
<b>Artists/Commercial Artists</b> — Design and execute artwork to illustrate subject matter; to promote public consumption of materials, products or services; and to influence others in forming opinions of individuals or organizations. Many use computer software to design new images. <i>OES Code 34035.</i>	Number Employed 7,110 Annual Job Openings 239 Average Yearly Salary \$41,570 Average Hourly Wage \$19.98 Group Code B Career Cluster Code 1	Cert, Assoc, Bach 089, 105, 221, 223, 224, 226, 227, 228, 229, 230, 232, 301, 305, 315, 319, 330, 332, 333
<b>Automotive Body Repairers</b> — Repair, repaint and refinish automotive vehicle bodies, straighten vehicle frames and replace damaged vehicle glass. Use special equipment including hydraulic jacks and hammers, pneumatic hammers and metal-cutting guns. Also weld, use pick hammers, punches, and solder to repair damage. <i>OES Code 85305.</i>	Number Employed 3,380 Annual Job Openings 134 Average Yearly Salary \$30,880 Average Hourly Wage \$14.85 Group Code G Career Cluster Code 8	HS, OJT, Cert, Appren, Military 038, 260, 264, 268, 269, 271, 273, 274, 275, 276, 278
<b>Automotive Mechanics and Technicians</b> — Service and repair cars and other gas-powered vehicles. Some specialize in the repair of a certain part of a car such as the brakes, transmission or engine. Mechanics and technicians use a growing variety of electronic service equipment, such as infrared engine analyzers and computerized diagnostic devices. “Automotive master technician” is a designation earned by those achieving the highest degree of competence in diagnostics and repair. Those who earn this title may teach or work in automotive research and development. <i>OES Code 85302.</i>	Number Employed 11,010 Annual Job Openings 400 Average Yearly Salary \$30,590 Average Hourly Wage \$14.71 Group Code G Career Cluster Code 8	HS, Cert, Assoc, Appren, Military, Bach 029, 038, 077, 085, 086, 087, 088, 225, 260, 261, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 278, 280
<b>Bakers, Bread &amp; Pastry</b> — Measure, mix, and bake ingredients according to recipes to produce breads, pastries and other baked goods. Goods are produced in smaller quantities for consumption on premises or for sale as specialty baked goods. May work in restaurants, institutions, and retail bakery shops. <i>OES Code 65021.</i>	Number Employed 3,170 Annual Job Openings 117 Average Yearly Salary \$19,940 Average Hourly Wage \$9.59 Group Code E Career Cluster Code 7	HS, Cert, Assoc 108, 229, 260, 261, 263, 264, 265, 266, 269, 270, 271, 273, 274, 275, 276, 278, 280, 333, 471, 556

Occupational Title, Description and OES Code	Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code	Education & Training Routes and Site Codes
<p><b>Bank Tellers</b> — Assist bank customers by cashing checks and by depositing and withdrawing money from the customer's accounts. In small banks, tellers may also sort checks, total credit and debit slips, and prepare monthly statements for depositors. In large banks, tellers often specialize in such areas as selling savings bonds or travelers checks, keeping loan records, handling foreign monies or computing interest on savings accounts. New-accounts tellers interview customers desiring to open bank accounts, explain banking services available to prospective customers and assist them in preparing application forms. <i>OES Code 53102.</i></p>	<p>Number Employed 6,800 Annual Job Openings 292 Average Yearly Salary \$19,870 Average Hourly Wage \$9.55 Group Code D Career Cluster Code 2</p>	<p>OJT, Cert 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 232, 322</p>
<p><b>Bartenders</b> — Prepare and serve alcoholic and nonalcoholic drinks for customers in bars, lounges, restaurants and clubs. Also serve snacks, order supplies, collect payments and keep bar areas clean. Those who own their bar keep records, hire, train and direct staff. <i>OES Code 65005.</i></p>	<p>Number Employed 5,960 Annual Job Openings 255 Average Yearly Salary \$15,360 Average Hourly Wage \$7.39 Group Code E Career Cluster Code 7</p>	<p>OJT, Cert 003, 014, 424, 452, 515</p>
<p><b>Biological Scientists</b> — Study living things. Many conduct research to gain information about living things that can be used to solve problems in medicine, industry and agriculture. Others do consulting work, teach, write for technical journals or test and inspect foods, drugs and other products. <i>OES Code 24308.</i></p>	<p>Number Employed \$2,510 Annual Job Openings 160 Average Yearly Salary \$61,170 Average Hourly Wage \$29.41 Group Code B Career Cluster Code 6</p>	<p>Bach, MA/MS, Ph.D. 301, 305, 306, 307, 308, 320, 321, 322, 323, 326, 327, 330, 331, 332, 333, 334, 335, 337, 341</p>
<p><b>Bookkeeping and Accounting Clerks</b> — Perform a variety of routine tasks to calculate, post and verify financial data needed for maintaining accounting records. Use adding machines, calculators and other business machines to total lists of figures and to compute interest, payroll or other figures. <i>OES Code 55338.</i></p>	<p>Number Employed 27,730 Annual Job Openings 517 Average Yearly Salary \$27,530 Average Hourly Wage \$13.24 Group Code D Career Cluster Code 2</p>	<p>HS, OJT, Cert, Assoc 001, 017, 018, 064, 079, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 303, 320, 321, 322, 466</p>
<p><b>Brickmasons</b> — Lay bricks, concrete, cinder blocks and similar materials to build and repair walls, sewers, boilers, furnaces, smokestacks, fireplaces, and other structures. Calculate angles and layers for building walls, arches, columns and corners. The work varies in complexity, from laying a simple masonry walkway to installing an ornate exterior of a high-rise building. <i>OES Code 87302.</i></p>	<p>Number Employed 910 Annual Job Openings 29 Average Yearly Salary \$46,530 Average Hourly Wage \$22.37 Group Code G Career Cluster Code 3</p>	<p>HS, OJT, Appren, Military 260, 261, 268</p>
<p><b>Bus, Truck and Diesel Mechanics</b> — Service and repair engines used to power industrial vehicles and machinery. This includes bus, truck, tractor, train and boat engines as well as engines used to power machines. Some work primarily on preventive maintenance to ensure that equipment can be operated safely. <i>OES Code 85311.</i></p>	<p>Number Employed 1,970 Annual Job Openings 60 Average Yearly Salary \$34,010 Average Hourly Wage \$16.35 Group Code G Career Cluster Code 8</p>	<p>OJT, Appren, Cert, Military 038, 078, 270</p>
<p><b>Butchers and Meat Cutters</b> — Cut, trim and prepare carcasses and consumer-sized portions of meat for sale or for use in food service establishments. Meat cutters commonly work in meatpacking processing plants, while butchers are usually employed at the retail level. <i>OES Code 65023.</i></p>	<p>Number Employed 1,390 Annual Job Openings 33 Average Yearly Salary \$35,230 Average Hourly Wage \$16.94 Group Code E Career Cluster Code 7</p>	<p>OJT, Appren, Military</p>
<p><b>Buyers, Retail/Wholesale</b> — Buy goods for resale in wholesale and retail stores. Attend fashion and trade shows, visit showrooms or talk with sales workers to select merchandise that will satisfy their store's customers. A buyer for a small store may purchase its complete stock of goods. Those who work for larger businesses usually handle one or a few related lines of goods. <i>OES Code 21302.</i></p>	<p>Number Employed 1,570 Annual Job Openings 40 Average Yearly Salary \$43,110 Average Hourly Wage \$20.72 Group Code B Career Cluster Code 2, 7</p>	<p>Cert, Assoc, Bach 231, 232, 303, 320, 330</p>
<p><b>Cabinetmakers/Bench Carpenters</b> — Cut, shape and assemble wooden articles, such as store fixtures, office equipment, cabinets and high-grade furniture. Set up and operate a variety of machines, such as power saws, jointers, mortisers, tenoners, molders and shapers to cut and shape parts from wood stock. <i>OES Code 89311.</i></p>	<p>Number Employed 1,720 Annual Job Openings 59 Average Yearly Salary \$30,490 Average Hourly Wage \$14.66 Group Code G Career Cluster Code 3</p>	<p>OJT, Appren 260, 261, 263, 264, 265, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 278, 280</p>

Occupational Title, Description and OES Code	Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code	Education & Training Routes and Site Codes
<p><b>Carpenters</b> — Build, install and repair all kinds of wooden structures. Also work with materials such as plastic or fiberglass. May build house frameworks, scaffolds and wooden forms for concrete. May erect docks, bridges and supports for tunnels and sewers; build stairs; install floors, cabinets, doors and wood paneling; and put up tile. Follow blueprints and use measuring tools, power tools and a variety of hand tools to do their work. <i>OES Code 87102.</i></p>	<p>Number Employed 10,820 Annual Job Openings 373 Average Yearly Salary \$35,760 Average Hourly Wage \$17.19 Group Code G Career Cluster Code 3</p>	<p>HS, OJT, Appren, Military 260, 261, 263, 264, 265, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 278, 280</p>
<p><b>Cashiers</b> — Handle payments from customers for businesses. Most cashiers receive money, make change, fill out charge forms and give receipts. May sell tickets or goods, add up the cost of purchases and operate several types of machines. A growing number use electronic registers that automatically add in taxes and record inventory numbers and other information. <i>OES Code 49023.</i></p>	<p>Number Employed 48,390 Annual Job Openings 2,668 Average Yearly Salary \$16,000 Average Hourly Wage \$7.69 Group Code C Career Cluster Code 2</p>	<p>OJT</p>
<p><b>Casino Gaming Occupations</b> — Conduct gaming activities such as craps (dice), roulette, baccarat or blackjack in casino facilities in Connecticut and other approved locations around the country. They may be dealers or supervisors of one or more games on the casino floor. <i>OES Codes 61076, 61080, 68072, 68074, 68075, 68076, 68077, 68079, 68080, 68081, and 68083.</i></p>	<p>Number Employed 5,006 Annual Job Openings 253 Average Yearly Salary N/A Average Hourly Wage N/A Group Code E Career Cluster Code 7</p>	<p>OJT</p>
<p><b>Chemists</b> — Study substances and materials. Use their knowledge to develop chemical compounds and to improve products and processes. Most chemists work in research and development. However, some work in other areas such as production and inspection, sales, consulting and teaching. <i>OES Code 24105.</i></p>	<p>Number Employed 2,280 Annual Job Openings 79 Average Yearly Salary \$56,950 Average Hourly Wage \$27.38 Group Code B Career Cluster Code 6</p>	<p>Bach, MA/MS, Ph.D. 301, 305, 306, 308, 321, 322, 323, 326, 327, 331, 332, 333, 334, 335, 337</p>
<p><b>Child-Care Workers</b> — Attend to children at school, businesses and institutions, performing a variety of tasks, such as dressing, feeding, bathing and overseeing play. Organize activities that stimulate the children's physical, emotional, and intellectual growth. Help children explore interests, build self-esteem and learn how to behave with others. <i>OES Code 68038.</i></p>	<p>Number Employed 13,910 Annual Job Openings 408 Average Yearly Salary \$18,630 Average Hourly Wage \$8.96 Group Code E Career Cluster Code 5</p>	<p>HS, Cert, Assoc, Bach 035, 039, 221, 222, 223, 225, 227, 228, 229, 231, 303, 315, 320</p>
<p><b>Claims Examiners, Insurance</b> — Review settled insurance claims to determine that payments and settlements have been made in accordance with company practices and procedures and ensure that adjusters have followed proper methods. Report overpayments, underpayments and other irregularities. Confer with legal counsel on claims requiring litigation. <i>OES Code 21921.</i></p>	<p>Number Employed 1,390 Annual Job Openings 39 Average Yearly Salary \$52,240 Average Hourly Wage \$25.12 Group Code B Career Cluster Code 2</p>	<p>OJT, Cert, Bach 331, 332</p>
<p><b>Clerical Supervisors</b> — Supervise clerical staff people who perform routine duties in an office. Set up work procedures, prepare work schedules and see to it that office work runs smoothly. May prepare letters and forms, take dictation, check inventories, order office supplies and keep payroll and other records. These positions are available mostly through promotion. <i>OES Code 51002.</i></p>	<p>Number Employed 24,670 Annual Job Openings 846 Average Yearly Salary \$36,740 Average Hourly Wage \$17.67 Group Code D Career Cluster Code 2</p>	<p>Cert, Assoc, Bach, Promotion 018, 228, 230, 466</p>
<p><b>Computer Engineers</b> — Apply the theories and principles of science and mathematics to design hardware, software, networks, and processes and to solve technical problems. Often work as part of a team that designs new computing devices or computer-related equipment, systems, or software. Evening or weekend work may be necessary to meet deadlines or solve specific problems. <i>OES Code 22127.</i></p>	<p>Number Employed 5,190 Annual Job Openings 367 Average Yearly Salary \$62,230 Average Hourly Wage \$29.92 Group Code B Career Cluster Code 8</p>	<p>Bach, MA/MS, Ph.D. 308, 310, 330, 331, 332, 333</p>
<p><b>Computer Operators</b> — Control and tend computers used to process business, scientific, engineering and other data. Read special instructions prepared by programmers and decide what computer equipment should be set up for each job. <i>OES Code 56011.</i></p>	<p>Number Employed 3,370 Annual Job Openings 48 Average Yearly Salary \$31,020 Average Hourly Wage \$14.91 Group Code D Career Cluster Code 2</p>	<p>Cert, OJT, Military</p>



Occupational Title, Description and OES Code	Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code	Education & Training Routes and Site Codes
<p><b>Computer Programmers</b> — Programs are detailed instructions that list steps machines must follow to organize data, solve problems or do other tasks. Programmers break each step into a series of coded instructions, using one of the languages developed for computers. They test the programs and then prepare instruction sheets for workers to use in running those programs. <i>OES Code 25105.</i></p>	<p>Number Employed 9,230 Annual Job Openings 418 Average Yearly Salary \$59,060 Average Hourly Wage \$28.39 Group Code B Career Cluster Code 2</p>	<p>Cert, Assoc, Bach 221, 222, 225, 228, 229, 232, 305, 307, 308, 310, 321, 322, 323, 327, 330, 331, 332, 333, 335, 337, 510, 555, 558, 559</p>
<p><b>Computer Support Specialists</b> — Provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming language, electronic mail and operating systems. <i>OES Code 25104.</i></p>	<p>Number Employed 6,620 Annual Job Openings 495 Average Yearly Salary \$46,990 Average Hourly Wage \$22.59 Group Code B Career Cluster Code 2</p>	<p>Cert, Assoc, Bach 015, 017, 018, 062, 085, 086, 087, 088, 221, 222, 223, 224, 226, 227, 228, 229, 230, 231, 232, 260, 267, 270, 271, 274, 275, 276, 301, 305, 308, 315, 320, 321, 322, 330, 331, 332, 333, 335, 415, 439, 440, 463, 466, 490, 508, 510, 511, 553, 555, 557, 558, 559</p>
<p><b>Concrete and Terrazzo Finishers</b> — Apply cement, sand, pigment and marble chips to floors, stairways, cabinet fixtures and decorative surfaces according to specifications and drawings. Finish surfaces of freshly poured concrete walls, roads, walkways and ornamental stone facings of concrete structural products to remove imperfections. <i>OES Code 87311.</i></p>	<p>Number Employed 600 Annual Job Openings 7 Average Yearly Salary \$30,620 Average Hourly Wage \$14.72 Group Code G Career Cluster Code 3</p>	<p>OJT, Appren 260, 261, 268</p>
<p><b>Construction and Building Inspectors</b> — Inspect new or remodeled construction to determine its soundness and compliance with specifications, building codes and other regulations. Inspections may be limited to a single area, such as electrical systems or elevators, or may be more general in nature. <i>OES Code 21908.</i></p>	<p>Number Employed 600 Annual Job Openings 20 Average Yearly Salary \$47,490 Average Hourly Wage \$22.83 Group Code B Career Cluster Code 3</p>	<p>OJT, Appren, Assoc 229, 305</p>
<p><b>Cooks and Chefs</b> — Plan menus and cook foods in restaurants, hotels, hospitals and other places where meals are served. In small restaurants, one cook may prepare all food with the aid of kitchen helpers. In large eating places, kitchen staffs often include several specialty cooks and many helpers. Head cooks or chefs direct kitchen staff, plan menus and buy food supplies. <i>OES Codes 65026 and 65028.</i></p>	<p>Number Employed 10,989 Annual Job Openings 364 Average Yearly Salary \$22,364 Average Hourly Wage \$10.75 Group Code E Career Cluster Code 7</p>	<p>HS, Cert, Appren, Assoc, Military 108, 221, 224, 225, 227, 229, 231, 260, 261, 263, 264, 265, 266, 269, 270, 271, 273, 274, 275, 276, 278, 280, 333, 471, 556</p>
<p><b>Corrections Officers</b> — Are charged with the safekeeping of persons who have been arrested and sent to prison or jail. Keep order within the institution, enforce rules and may counsel inmates. Also assign work duties and instruct on specific tasks, search inmates and cells for items such as weapons or drugs, settle disputes between inmates and enforce discipline. <i>OES Code 63017.</i></p>	<p>Number Employed 4,200 Annual Job Openings 194 Average Yearly Salary \$34,820 Average Hourly Wage \$16.74 Group Code E Career Cluster Code 5</p>	<p>HS, OJT, Cert, Assoc, Military 221, 223, 225, 229, 232, 333, 335</p>
<p><b>Counselors, Vocational/Education</b> — Help people evaluate their interests and abilities and advise and assist them with personal, social, educational and career problems and concerns. Counselors' duties depend on the individuals they serve and the settings in which they work. <i>OES Code 31514.</i></p>	<p>Number Employed 2,820 Annual Job Openings 113 Average Yearly Salary \$40,950 Average Hourly Wage \$19.69 Group Code B Career Cluster Code 5</p>	<p>Bach, MA/MS, Ph.D. 305, 308, 323, 330, 331, 332, 335</p>
<p><b>Crane and Tower Operators</b> — Operate mechanical boom, cable or tower equipment to lift, move and load materials, machines and products. May inspect, clean and make minor repairs to the equipment. <i>OES Code 97944.</i></p>	<p>Number Employed 450 Annual Job Openings 12 Average Yearly Salary \$35,930 Average Hourly Wage \$17.27 Group Code G Career Cluster Code 3</p>	<p>OJT, Appren</p>

Occupational Title, Description and OES Code	Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code	Education & Training Routes and Site Codes
<b>Database Administrators</b> — Coordinate physical changes to computer databases and code, test and implement the database applying knowledge of database management systems. May design logical and physical databases and coordinate database development as part of a project team. <i>OES Code 25103.</i>	Number Employed 1,440 Annual Job Openings 83 Average Yearly Salary \$53,160 Average Hourly Wage \$25.56 Group Code B Career Cluster Code 2	Bach 221, 222, 224, 225, 226, 227, 228, 229, 231, 232, 301, 305, 307, 308, 310, 315, 320, 321, 322, 323, 327, 330, 331, 332, 333, 334, 335, 337, 510, 555, 558, 559
<b>Dental Assistants</b> — Work with dentists as they examine and treat patients. Make the patients comfortable in the dental chair, prepare them for treatment and obtain their dental records. Hand the dentist the proper tools and materials and keep patients' mouths clear by using suction or other devices. Prepare materials for making impressions and restorations, and process X-ray film. Also instruct patients in oral health and prepare instruments for sterilization. Some perform clerical duties as well. <i>OES Code 66002.</i>	Number Employed 2,880 Annual Job Openings 121 Average Yearly Salary \$26,620 Average Hourly Wage \$12.80 Group Code E Career Cluster Code 6	HS, Cert, Assoc, OJT 064, 085, 232, 260, 264, 280, 303, 425, 450, 453, 465, 502, 505
<b>Dental Hygienists</b> — Work with dentists as part of a dental health team. Clean and polish patients' teeth, give them fluoride treatments to prevent tooth decay, and tell them how to care for their teeth and gums. Also take medical and dental histories, expose and develop X-ray film, and make impressions of teeth for study models. Some give talks on dental health in schools, assist in research projects or teach. <i>OES Code 32908.</i>	Number Employed 2,680 Annual Job Openings 130 Average Yearly Salary \$55,580 Average Hourly Wage \$26.72 Group Code B Career Cluster Code 6	Assoc. Bach 232, 330, 333
<b>Dental Lab Technicians</b> — Make dentures (false teeth), crowns and inlays used to restore people's teeth. Also make bridges of metal and porcelain used to replace missing teeth, and special devices used to straighten teeth. Work from written instructions from dentists and impressions made of patients' teeth and mouths. <i>OES Code 89921.</i>	Number Employed 770 Annual Job Openings 22 Average Yearly Salary \$29,210 Average Hourly Wage \$14.04 Group Code G Career Cluster Code 6	HS, Cert, OJT, Appren, Military 264
<b>Dentists</b> — Examine teeth and the mouth to diagnose diseases or disorders. Take X-rays, fill cavities, straighten teeth, treat gum diseases, pull teeth and fit dentures. Perform surgery on gums and supporting bones. Some specialize in areas such as children's dentistry or the treatment of gums. May teach in dental schools, do research or run dental health programs. <i>OES Code 32105.</i>	Number Employed 3,410 Annual Job Openings 105 Average Yearly Salary \$102,890 Average Hourly Wage \$49.47 Group Code B Career Cluster Code 6	Dental School 340
<b>Designers, excluding Interior Designers</b> — Design and/or arrange objects and materials to achieve artistic or decorative effects for apparel or other commercial items. Design all kinds of products, including toys, furniture, cars, clothes and bank notes. Some arrange flowers to decorate homes, churches and offices or design ads to describe products, events and services. <i>OES Code 34038.</i>	Number Employed 4,280 Annual Job Openings 128 Average Yearly Salary \$38,200 Average Hourly Wage \$18.36 Group Code B Career Cluster Code 1, 8	Cert, Assoc, Bach 089, 105, 221, 223, 224, 226, 227, 228, 229, 232, 301, 315, 319, 330, 332, 333
<b>Desktop Publication Specialists</b> — Using a computer screen, call up type and art elements from computer memory and position them into a completed page, using knowledge of type styles and size and composition patterns. The composited page is then transmitted for production into film or directly into plates. <i>OES Code 89707.</i>	Number Employed 500 Annual Job Openings 42 Average Yearly Salary \$35,850 Average Hourly Wage \$17.24 Group Code G Career Cluster Code 8	HS, OJT 228, 231, 260, 261, 263, 264, 267, 269, 271, 272, 273
<b>Dietitians</b> — Plan healthful and tasty meals to help people keep or recover their good health. Also supervise staff who prepare and serve meals, manage food and related purchases, prepare food budgets and give advice on good eating habits. Some dietitians plan food preparation in places such as hospitals, nursing homes, clinics and schools. Others teach, do research or act as consultants. <i>OES Code 32521.</i>	Number Employed 570 Annual Job Openings 18 Average Yearly Salary \$46,860 Average Hourly Wage \$22.53 Group Code B Career Cluster Code 6	Bach 326, 330, 331, 333, 494
<b>Dispatchers (Police, Fire and Ambulance)</b> — Receive reports from public concerning crimes and police emergencies, and broadcast orders to police radio patrol units in vicinity to investigate. Operate radio and telephone equipment to receive reports of fires and medical emergencies and relay information or orders to proper officials. <i>OES Code 58002.</i>	Number Employed 850 Annual Job Openings 15 Average Yearly Salary \$31,300 Average Hourly Wage \$15.05 Group Code D Career Cluster Code 5	OJT

Occupational Title, Description and OES Code	Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code	Education & Training Routes and Site Codes
<b>Drafters</b> — Prepare detailed plans and drawings based on rough sketches, specifications and calculations made by scientists, engineers, architects and designers. These plans and drawings are used in construction, manufacturing and engineering. May use computer-assisted design (CAD) equipment and software. <i>OES Code 22514.</i>	Number Employed 4,150 Annual Job Openings 101 Average Yearly Salary \$38,500 Average Hourly Wage \$18.51 Group Code B Career Cluster Code 3,8	HS, Cert, Assoc, Military 025, 029, 085, 086, 087, 088, 223, 225, 227, 231, 232, 260, 261, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 278, 280
<b>Drywall Installers</b> — Install and finish drywall panels. Drywall is often used instead of wet plaster to make walls and ceilings in new buildings. Some installers build metal or wooden frameworks and attach laths (wire mesh) to them so drywall can be applied. May fill the joints between drywall sheets and prepare walls for painting. <i>OES Code 87108.</i>	Number Employed 1,200 Annual Job Openings 28 Average Yearly Salary \$35,600 Average Hourly Wage \$17.12 Group Code G Career Cluster Code 3	OJT, Appren
<b>Economists, Market Research Analysts</b> — Conduct research, prepare reports and formulate plans to aid in solution of economic problems arising from production and distribution of goods and services. Market research analysts research market conditions in local, regional or national area to determine potential sales of a product or service. Examine and analyze statistical data on past sales and wholesale or retail trade trends to forecast future sales trends. <i>OES Code 27102.</i>	Number Employed 1,290 Annual Job Openings 39 Average Yearly Salary \$51,190 Average Hourly Wage \$24.61 Group Code B Career Cluster Code 2	Bach, MA/MS, Ph.D. 305, 306, 307, 308, 321, 322, 323, 327, 330, 331, 332, 333, 334, 335, 337, 342
<b>Electrical and Electronic Equipment Assemblers</b> — Follow blueprints and wiring diagrams to put together electrical or electronic equipment parts and products. The equipment they assemble includes, for example, electric control units, telegraph equipment, missile control systems, radio and test equipment, computers, machine-tool numerical controls, radar and sonar, telemetering systems, appliances, etc. <i>OES Code 93114.</i>	Number Employed 3,340 Annual Job Openings 79 Average Yearly Salary \$26,700 Average Hourly Wage \$12.84 Group Code G Career Cluster Code 8	HS, Military 038, 227, 260, 261, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 278, 280
<b>Electrical and Electronic Technicians</b> — Work with engineers and scientists to design and build electrical and electronic equipment. Also install, repair, test and operate such equipment. The types of equipment they work with range from radio, radar, sonar and TV equipment to industrial and medical measuring and control devices. <i>OES Code 22505.</i>	Number Employed 5,680 Annual Job Openings 164 Average Yearly Salary \$38,940 Average Hourly Wage \$18.72 Group Code B Career Cluster Code 8	Cert, Assoc, Appren, Military 029, 077, 222, 224, 225, 227, 228, 229, 231, 308, 332, 410, 473
<b>Electric Home Appliance and Power Tool Repairers</b> — Repair, adjust and install all types of electric household appliances, such as refrigerators, washing machines, dishwashers, vacuum cleaners, room air conditioners and small appliances, including toasters, mixers and food processors. Also repair electrical hand and bench tools such as lathes, drills, saws, grinders and polishers. <i>OES Code 85711.</i>	Number Employed 790 Annual Job Openings 23 Average Yearly Salary \$27,840 Average Hourly Wage \$13.39 Group Code G Career Cluster Code 8	HS, OJT 261, 263, 266, 268, 274, 276
<b>Electricians</b> — Install and repair electrical wiring in buildings and ships. Follow blueprints and building plans and use hand tools, power tools and soldering irons. Connect wiring to light fixtures and power equipment. Install and test switches, relays and circuit breakers. May climb ladders to reach and repair equipment. <i>OES Code 87202.</i>	Number Employed 8,420 Annual Job Openings 251 Average Yearly Salary \$37,640 Average Hourly Wage \$18.09 Group Code G Career Cluster Code 3	HS, OJT, Appren, Military 077, 260, 261, 263, 264, 265, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 278, 280, 410, 473
<b>Electromedical and Biomedical Equipment Repairers</b> — Test and repair electromedical equipment such as electrocardiographs, electroencephalographs, sterilizers and operating room lamps and tables, following schematic diagrams and using hand tools and test meters. <i>OES Code 85908.</i>	Number Employed 150 Annual Job Openings 4 Average Yearly Salary \$40,460 Average Hourly Wage \$19.45 Group Code G Career Cluster Code 6,8	Cert, Assoc 231, 332
<b>Electronic Home Entertainment Equipment Repairers</b> — Repair and service television sets, radios, stereos, tape recorders and other home electronic products. Some specialize in one kind of equipment, while others repair several types. May use wiring diagrams and service manuals to locate and solve problems. Use test equipment such as volt meters and hand tools such as soldering irons and wire cutters. <i>OES Code 85708.</i>	Number Employed 370 Annual Job Openings 10 Average Yearly Salary \$31,110 Average Hourly Wage \$14.96 Group Code G Career Cluster Code 8	HS, OJT, Appren, Cert 077, 261, 263, 268, 276, 410, 473

Occupational Title, Description and OES Code	Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code	Education & Training Routes and Site Codes
<b>Embalmers</b> — Treat deceased bodies for preservation and preparation for burial by washing the body with germicidal soap and replacing the blood with embalming fluid. May reconstruct disfigured or maimed bodies with clay, cotton, plaster of Paris, and wax, apply cosmetics, and dress the body. Maintain records and itemized lists of articles delivered with the body. <i>OES Code 39014.</i>	Number Employed 230 Annual Job Openings 14 Average Yearly Salary \$50,430 Average Hourly Wage \$24.24 Group Code B Career Cluster Code 6	Appren, Assoc 303
<b>Emergency Medical Technicians &amp; Paramedics</b> — Administer first aid treatment and transport sick or injured persons to medical facility, working as a member of an emergency medical team. Deal with a variety of incidents including automobile accidents, heart attacks, drownings, childbirth, and gunshot wounds. <i>OES Code 32508.</i>	Number Employed 1,600 Annual Job Openings 70 Average Yearly Salary \$25,100 Average Hourly Wage \$12.07 Group Code B Career Cluster Code 6	Cert, Military 112, 222, 225, 227, 229, 487, 488, 489; Check with Department of Public Health for location of other programs (860-509-7975).
<b>Employment Interviewers</b> — Interview job applicants in employment office and refer them to prospective employers for consideration. Search application files, notify selected applicants of job openings, and refer qualified applicants to prospective employers. Contact employers to verify referral results and record data. <i>OES Code 21508.</i>	Number Employed 1,140 Annual Job Openings 31 Average Yearly Salary \$45,910 Average Hourly Wage \$22.07 Group Code B Career Cluster Code 2, 5	OJT, Cert, Assoc, Bach 333
<b>Engineering Technicians, Civil</b> — Apply theory and principles of civil engineering in planning, designing and overseeing construction and maintenance of structures and facilities under the direction of engineering staff and physical scientists. <i>OES Code 22502.</i>	Number Employed 670 Annual Job Openings 24 Average Yearly Salary \$39,200 Average Hourly Wage \$18.85 Group Code B Career Cluster Code 3	Cert, Assoc 222, 227, 229, 305
<b>Engineering Technicians, Industrial</b> — Help industrial engineers plan the best uses of workers, materials and machines to produce goods and services. Prepare layouts of machinery and equipment, plan the work flow, do statistical studies and determine production costs. Also conduct time and motion studies (analyze the time and movements a worker needs to complete a task). <i>OES Code 22508.</i>	Number Employed 660 Annual Job Openings 17 Average Yearly Salary \$38,570 Average Hourly Wage \$18.54 Group Code B Career Cluster Code 8	Assoc, Bach 221, 222, 224, 225, 227, 231, 305
<b>Engineers, Chemical</b> — Develop new ways to make chemicals and related products. Help design, build and operate plants that use or process chemicals. Because their duties cut across many fields, they must have a knowledge of chemistry, physics and mechanical and electrical engineering. Some specialize in certain areas such as pollution control or heat transfer, or in the production of certain types of products such as plastics or drugs. Some teach or do research. <i>OES Code 22114.</i>	Number Employed 780 Annual Job Openings 21 Average Yearly Salary \$60,120 Average Hourly Wage \$28.90 Group Code B Career Cluster Code 6	Bach, MA/MS 331, 333, 337
<b>Engineers, Civil</b> — Plan, design and supervise the construction of structures such as buildings, roads, water and sewage systems, bridges and dams. May also conduct research, advise on engineering problems, prepare technical reports and materials, and teach. <i>OES Code 22121.</i>	Number Employed 2,890 Annual Job Openings 82 Average Yearly Salary \$55,720 Average Hourly Wage \$26.79 Group Code B Career Cluster Code 3	Bach, MA/MS 331, 332, 333, 339
<b>Engineers, Electrical and Electronic</b> — Design, develop, test and supervise the manufacture and installation of electrical and electronic equipment, components or systems, computers and related equipment and systems for commercial, industrial, military or scientific use. <i>OES Code 22126.</i>	Number Employed 5,470 Annual Job Openings 218 Average Yearly Salary \$58,720 Average Hourly Wage \$28.23 Group Code B Career Cluster Code 8	Bach, MA/MS 308, 310, 330, 331, 332, 333, 337, 339
<b>Engineers, Industrial</b> — Study and design ways to make the best use of people, machines and materials in business and industry. Advise on and set up methods to promote efficient, safe and cost-effective use of people and machines. Plan equipment layout, work flow and means to prevent accidents. Plan and oversee training programs and develop ways to control product quality and keep production records. <i>OES Code 22128.</i>	Number Employed 2,440 Annual Job Openings 46 Average Yearly Salary \$55,770 Average Hourly Wage \$26.81 Group Code B Career Cluster Code 8	Bach, MA/MS 331, 333

Occupational Title, Description and OES Code	Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code	Education & Training Routes and Site Codes
<b>Engineers, Mechanical</b> — Design and develop tools, engines, machines and other equipment. Direct the installation, use, upkeep and repair of equipment used in heat, gas, water and steam systems. Many specialize in a product area, such as motor vehicles, marine equipment, heating and cooling units, or plastics. Some do research or sales work or teach. <i>OES Code 22135.</i>	Number Employed 7,210 Annual Job Openings 195 Average Yearly Salary \$58,110 Average Hourly Wage \$27.94 Group Code B Career Cluster Code 8	Bach, MA/MS 308, 310, 330, 331, 332, 333, 337, 339
<b>Financial Analysts, Statistical</b> — Oversee the preparation of financial reports, direct investment activities, and implement cash management strategies for institutions and individuals. Perform detailed data analysis and keep updated on computer technology in order to increase efficiency and maximize profits. <i>OES Code 25315.</i>	Number Employed 1,180 Annual Job Openings 56 Average Yearly Salary \$52,010 Average Hourly Wage \$25.01 Group Code B Career Cluster Code 2	Bach 305, 308, 320, 321, 322, 323, 330, 331, 332, 333, 335
<b>Firefighters</b> — Work as members of a team to control and put out fires to protect lives and property from this hazard. Use firefighting equipment such as hoses and ladders as well as chemicals, axes, crowbars and many other tools and materials to fight fires. May operate emergency vehicles or parachute from planes. Clean and service their equipment, take part in fire drills and training programs, and inspect areas for fire hazards. May also give first aid to the injured. <i>OES Code 63008.</i>	Number Employed 4,580 Annual Job Openings 133 Average Yearly Salary \$44,320 Average Hourly Wage \$21.31 Group Code E Career Cluster Code 5	Cert, Appren, Military 201
<b>Food Preparation Workers</b> — Perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. Perform simple tasks such as preparing shellfish or slicing meat. May brew coffee and tea or prepare sandwiches. <i>OES Code 65038.</i>	Number Employed 14,770 Annual Job Openings 851 Average Yearly Salary \$16,800 Average Hourly Wage \$8.08 Group Code E Career Cluster Code 7	OJT
<b>Food Service and Lodging Managers</b> — Plan, organize, direct, control or coordinate management activities of an organization or department that serves food and beverages and/or provides lodging and other accommodations. <i>OES Code 15026.</i>	Number Employed 5,330 Annual Job Openings 146 Average Yearly Salary \$34,440 Average Hourly Wage \$16.56 Group Code A Career Cluster Code 7	Cert, Assoc, Bach 221, 224, 225, 227, 229, 231, 267, 271, 273, 275, 303, 320, 333, 345
<b>Forest and Conservation Specialists</b> — Protect forests, rangelands, wildlife, minerals, water and other natural resources. They develop forest lands and ranges for purposes of recreation, as wildlife habitats, and for the efficient use of resources such as lumber, livestock forage, minerals and water. <i>OES Codes 24302 and 79002.</i>	Number Employed 300 Annual Job Openings 14 Average Yearly Salary N/A Average Hourly Wage N/A Group Code F Career Cluster Code 4	HS, OJT, Assoc, Bach 331, 337
<b>General Office Clerks</b> — Do general clerical work. Type, file, record information, answer the phone and perform other similar tasks that help an office run smoothly. Senior office clerks may supervise other clerks, maintain financial records, make travel arrangements, inventory supplies, prepare invoices or budgetary requests. <i>OES Code 55347.</i>	Number Employed 32,150 Annual Job Openings 1,184 Average Yearly Salary \$23,010 Average Hourly Wage \$11.06 Group Code D Career Cluster Code 2	HS, Cert 039, 062, 221, 222, 223, 224, 225, 227, 232, 303, 466
<b>Grader, Bulldozer, Scraper Operators</b> — Operate bulldozers, trench excavators, road graders, and similar equipment to remove, distribute, level or grade earth. May uproot trees and move large rocks while preparing the surface. <i>OES Code 97938.</i>	Number Employed 670 Annual Job Openings 9 Average Yearly Salary \$37,460 Average Hourly Wage \$18.01 Group Code G Career Cluster Code 3	OJT
<b>Grinding/Buffering Machine Setters/Operators</b> — Set up and/or operate grinding and related tools that remove excess materials or burrs from internal and external surfaces, sharpen edges or corners, or buff, hone and polish metal or plastic workpieces according to specifications. <i>OES Code 91114.</i>	Number Employed 2,140 Annual Job Openings 57 Average Yearly Salary \$31,410 Average Hourly Wage \$15.10 Group Code G Career Cluster Code 8	HS, OJT, Cert 260, 261, 263, 264, 265, 266, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 278, 280

Occupational Title, Description and OES Code	Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code	Education & Training Routes and Site Codes
<b>Hairdressers and Cosmetologists</b> — Shampoo, cut and style hair and advise on hair care. Often straighten, curl, bleach or dye hair. May give facials; provide advice on the use of makeup; and clean and style wigs and hairpieces. Those who run their own shops hire and supervise workers, keep business records and order supplies. <i>OES Code 68005.</i>	Number Employed 12,190 Annual Job Openings 439 Average Yearly Salary \$20,260 Average Hourly Wage \$9.74 Group Code E Career Cluster Code 7	HS, Cert 132, 134, 135, 136, 140, 142, 146, 148, 150, 154, 159, 163, 166, 169, 260, 261, 263, 264, 265, 267, 268, 269, 271, 272, 273, 274, 275, 276, 278, 455, 456, 457, 474, 475, 477, 478, 520, 521, 522, 523, 524, 525
<b>Heating/Air Conditioning/Refrigeration Mechanics</b> — Install, maintain and repair equipment used to heat and cool buildings and to store food, drugs or other items that can spoil. May specialize in installation or repair work or in servicing a particular type of equipment. Inspect and test units for defects, take faulty units apart and repair or replace parts. Follow blueprints or other technical instructions. May clean parts, replace filters, adjust controls, assemble switches and cut and connect pipes. <i>OES Code 85902.</i>	Number Employed 4,190 Annual Job Openings 158 Average Yearly Salary \$36,230 Average Hourly Wage \$17.42 Group Code G Career Cluster Code 3,8	HS, Appren, Cert, Military 029, 038, 077, 085, 086, 087, 088, 263, 265, 266, 267, 269, 270, 272, 273, 274, 276, 280, 410
<b>Home Health Aides</b> — Care for the elderly, convalescent or handicapped person in home of patient. Perform duties for patient such as changing bed linen; preparing meals; assisting in and out of bed; bathing, dressing, and grooming; and administering of oral medications under doctor's orders or direction of nurse. <i>OES Code 66011.</i>	Number Employed 8,870 Annual Job Openings 393 Average Yearly Salary \$20,060 Average Hourly Wage \$9.65 Group Code E Career Cluster Code 6	HS, OJT, Cert 035, 039, 111, 264, 267, 271, 273, 280, 330, 417, 425, 426, 430, 447, 453, 465, 469, 472, 503, 507, 512, 513, 514, 518, 519
<b>Human Resource, Training and Labor Relations Specialists</b> — Conduct programs of recruitment, selection, placement, training, promotion, welfare, safety, compensation or separation of employees. May specialize in specific areas such as labor-management relations, counseling, job analysis, position classification, training or compensation. <i>OES Code 21511.</i>	Number Employed 5,750 Annual Job Openings 216 Average Yearly Salary \$44,910 Average Hourly Wage \$21.59 Group Code B Career Cluster Code 2	Assoc, Bach, MA/MS 222, 223, 301, 330, 333
<b>Human Service Workers</b> — Help clients obtain and use social and related services under supervision of professional staff or as part of a team. Specific tasks may include assessing eligibility, examining financial documents, arranging transportation and providing emotional support. <i>OES Code 27308.</i>	Number Employed 4,340 Annual Job Openings 328 Average Yearly Salary \$24,810 Average Hourly Wage \$11.93 Group Code B Career Cluster Code 5	OJT, Cert, Assoc 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 315
<b>Industrial Truck and Tractor Operators</b> — Move materials using industrial trucks or tractors equipped with lifts, platforms, trailer hitches, etc. Some drive electric cars that pull dump cars filled with materials. Move materials from place to place in factories, plants or storage yards. May also load, unload and weigh materials. <i>OES Code 97947.</i>	Number Employed 2,740 Annual Job Openings 48 Average Yearly Salary \$28,760 Average Hourly Wage \$13.83 Group Code G Career Cluster Code 7,8	OJT
<b>Insulation Workers</b> — Fill or line walls, floor and ceilings with materials such as cork or fiberglass. Install insulation around steam pipes and boilers to prevent the transfer or loss of heat. May paste, wire, tape or spray insulation onto surfaces or between surfaces. <i>OES Code 87802.</i>	Number Employed 470 Annual Job Openings 20 Average Yearly Salary \$32,190 Average Hourly Wage \$15.48 Group Code G Career Cluster Code 3	OJT, Appren
<b>Insurance Underwriters</b> — Decide what risks the insurance companies will insure. Study information on insurance applications and loss-control, medical and actuarial reports. May outline the terms of contracts or policies, including the amounts of premiums. Deal with clients, agents and managers to obtain or give out information about policies. Most specialize in one of three major categories of insurance: life, property and liability, or health. <i>OES Code 21102.</i>	Number Employed 3,850 Annual Job Openings 129 Average Yearly Salary \$50,320 Average Hourly Wage \$24.19 Group Code B Career Cluster Code 2	OJT, Bach 305, 308, 320, 321, 322, 323, 330, 331, 332, 333, 335
<b>Interior Designers</b> — Plan, design and furnish interior environments of residential, commercial or industrial buildings. Formulate design to be practical, aesthetic and conducive to intended purposes, such as raising productivity, selling merchandise or improving lifestyle. <i>OES Code 34041.</i>	Number Employed 970 Annual Job Openings 28 Average Yearly Salary \$34,990 Average Hourly Wage \$16.82 Group Code B Career Cluster Code 3	Cert, Assoc, Bach 319, 320, 330, 333

Occupational Title, Description and OES Code	Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code	Education & Training Routes and Site Codes
<b>Laborers, Landscaping and Groundskeeping</b> — Take care of lawns, trees, shrubs, flower gardens and grounds in such places as parks, greenhouses, golf courses, cemeteries or estates. May also care for buildings and equipment in these places. Work duties may range from planting trees, flowers and shrubs to mowing the grass and digging ditches. May also shovel snow, pick up litter and repair fences and walks. <i>OES Code 79041.</i>	Number Employed 10,510 Annual Job Openings 447 Average Yearly Salary \$21,960 Average Hourly Wage \$10.56 Group Code F Career Cluster Code 4	Cert, OJT 225
<b>Lathe/Turning Machine Setters/Operators</b> — Set up and operate machines used to turn, bore, thread or cut metal or plastic workpieces. Read blueprints or work orders, install and adjust the required cutting tools, and position the workpieces for machining. <i>OES Code 91105.</i>	Number Employed 2,120 Annual Job Openings 46 Average Yearly Salary \$35,230 Average Hourly Wage \$16.94 Group Code G Career Cluster Code 8	HS, OJT, Cert 260, 261, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 278, 280
<b>Lawyers</b> — Advise individuals and businesses on legal matters. Consult with clients to determine the details of problems, advise them of the law and suggest action that might be taken. Study and interpret laws, draft legal papers and represent clients in courts of law. Many lawyers specialize in a certain branch of law. Some help write laws and establish ways to enforce them. A few teach or hold management positions. <i>OES Code 28108.</i>	Number Employed 12,990 Annual Job Openings 293 Average Yearly Salary \$79,100 Average Hourly Wage \$38.03 Group Code B Career Cluster Code 5	Law School 321, 331, 337
<b>Librarians</b> — Make information available to people in libraries. Select, order, catalog and take care of library materials such as books, magazines, newspapers, films and records. Help people find information they need. Other duties may include supervising staff, preparing budgets, repairing materials and handling special collections. <i>OES Code 31502.</i>	Number Employed 3,150 Annual Job Openings 80 Average Yearly Salary \$48,530 Average Hourly Wage \$23.33 Group Code B Career Cluster Code 5	Bach, MA/MS 323
<b>Library Technical Assistants</b> — Help librarians acquire, prepare and organize material, and help library users find materials and information. They answer questions about the use of the card catalog, direct library users to standard reference books, retrieve information from computer databases, and perform routine cataloging and coding of library materials. <i>OES Code 31505.</i>	Number Employed 1,730 Annual Job Openings 11 Average Yearly Salary \$28,880 Average Hourly Wage \$13.88 Group Code B Career Cluster Code 5	Assoc 222, 227
<b>Licensed Practical Nurses</b> — Help care for sick and injured people in hospitals, clinics, doctors' offices and private homes. Work under the direction of doctors and registered nurses to provide bedside patient care and help examine and treat patients. Bathe, dress, feed and give medicines to patients. <i>OES Code 32505.</i>	Number Employed 7,950 Annual Job Openings 338 Average Yearly Salary \$37,950 Average Hourly Wage \$18.25 Group Code B Career Cluster Code 6	Cert 077, 260, 261, 262, 263, 264, 269, 271, 272, 276, 278, 280, 473
<b>Machinery Maintenance Mechanics, Industrial</b> — Install, repair and service industrial machinery. Keep machines well oiled and greased, replace parts as needed, and use meters and gauges to measure and align all parts. Keep up-to-date records of repairs and inspection schedules. Follow blueprints and other technical instructions to diagnose problems and make repairs. <i>OES Code 85110.</i>	Number Employed 3,130 Annual Job Openings 75 Average Yearly Salary \$34,730 Average Hourly Wage \$16.70 Group Code G Career Cluster Code 8	OJT, Appren
<b>Machine Tool Operators, Combination</b> — Operate various types of nonportable power-driven machine tools that shape metal by progressively removing portions of the stock in the form of chips or shavings or by abrasion. Machines used may include lathes, boring machines, grinding machines and milling machines. May set up as well as operate machines. <i>OES Code 91508.</i>	Number Employed 980 Annual Job Openings 26 Average Yearly Salary \$21,920 Average Hourly Wage \$10.54 Group Code G Career Cluster Code 8	HS, Cert, Appren 260, 261, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 278, 280
<b>Machine Tool Operators, Numerical Control</b> — Set up and operate machines that can be programmed to cut and shape workpieces automatically. Read job orders or blueprints, select the correct program for the work to be done, and install the required tools. May lift workpieces onto the machine, using their hands or a hoist. Check each machined piece for proper shape or cut. Replace worn or broken cutting tools. <i>OES Code 91502.</i>	Number Employed 2,720 Annual Job Openings 84 Average Yearly Salary \$33,110 Average Hourly Wage \$15.92 Group Code G Career Cluster Code 8	HS, Cert, Appren 260, 261, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 278, 280

Occupational Title, Description and OES Code	Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code	Education & Training Routes and Site Codes
<p><b>Machinists</b> — Shape pieces of metal into machine parts. Know how to set up and operate most types of machine tools used to make or repair metal parts for cars, machines and other equipment. Know about the working properties of metals used to make these parts. Plan and carry out all the operations needed to make a machined product. Work from blueprints and drawings to select tools and materials for the job and plan the cutting and finishing of parts. <i>OES Code 89108.</i></p>	<p>Number Employed 9,060            Annual Job Openings 181            Average Yearly Salary \$32,300            Average Hourly Wage \$15.53            Group Code G            Career Cluster Code 8</p>	<p>HS, Cert, Appren, Military            260, 261, 263, 264, 265, 266,            267, 268, 269, 270, 271, 272,            273, 274, 275, 276, 278, 280</p>
<p><b>Maintenance Repairers, General Utility</b> — Maintain machines, mechanical equipment and/or structure of an establishment in good working condition. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry and electrical work, as well as planning and laying out work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors or stairs. <i>OES Code 85132.</i></p>	<p>Number Employed 12,190            Annual Job Openings 316            Average Yearly Salary \$28,580            Average Hourly Wage \$13.74            Group Code G            Career Cluster Code 8</p>	<p>HS, Cert, Appren            267</p>
<p><b>Medical and Clinical Lab Technicians</b> — Perform routine tests in medical laboratory for use in treatment and diagnosis of disease. Prepare vaccines, biologicals and serums for prevention of disease. Prepare tissue samples for pathologists, take blood samples and execute such laboratory tests as urinalysis and blood counts. May work under the general supervision of a medical lab technologist. <i>OES Code 32905.</i></p>	<p>Number Employed 1,490            Annual Job Openings 40            Average Yearly Salary \$35,760            Average Hourly Wage \$17.19            Group Code B            Career Cluster Code 6</p>	<p>Cert, Assoc, Military            112, 223, 224</p>
<p><b>Medical and Clinical Lab Technologists</b> — Perform lab tests to get information doctors need to diagnose the causes and nature of diseases. Use microscopes, chemicals and precise instruments to run tests on blood, tissues and fluids from the human body. In small labs, they often perform many types of tests. In large labs, they usually specialize in one area. Most conduct tests related to patient treatment; however, some do research, develop lab techniques, teach or head lab programs. <i>OES Code 32902.</i></p>	<p>Number Employed 1,770            Annual Job Openings 38            Average Yearly Salary \$43,570            Average Hourly Wage \$20.95            Group Code B            Career Cluster Code 6</p>	<p>Bach            112, 114, 305, 321, 322, 326,            330, 331, 332, 335</p>
<p><b>Medical Assistants</b> — Work under the direction of a doctor in examination and treatment of patients. Prepare treatment room supplies and instruments, and prepare patients to be seen by a physician. Hand instruments and materials to doctor as directed. May schedule appointments, keep medical records or perform secretarial duties. <i>OES Code 66005.</i></p>	<p>Number Employed 2,810            Annual Job Openings 208            Average Yearly Salary \$24,040            Average Hourly Wage \$11.56            Group Code E            Career Cluster Code 6</p>	<p>OJT, Cert, Assoc            001, 015, 017, 029, 062, 064,            077, 079, 085, 086, 087, 088,            124, 222, 228, 230, 274, 303,            347, 415, 439, 440, 463, 490</p>
<p><b>Medical Records Technicians</b> — Organize and evaluate medical records of a patient's symptoms, medical history, examination results, diagnoses and treatment plans for completeness and accuracy. Use computer programs to tabulate and analyze data to help improve patient care or control costs, for use in legal actions, or in response to surveys. <i>OES Code 32911.</i></p>	<p>Number Employed 760            Annual Job Openings 44            Average Yearly Salary \$25,670            Average Hourly Wage \$12.34            Group Code B            Career Cluster Code 6</p>	<p>Cert, Assoc, Military            015, 230, 231, 303, 463, 490</p>
<p><b>Millwrights</b> — Install, repair and maintain complex machinery. Perform all tasks required to prepare machinery for use in plants. May include building concrete or wooden platforms on which heavy machines are mounted, building structures, or directing workers to do these jobs. Work from blueprints and use all types of building materials and tools. Do a variety of installation work or specialize in certain types of machinery. <i>OES Code 85123.</i></p>	<p>Number Employed 240            Annual Job Openings 8            Average Yearly Salary \$37,630            Average Hourly Wage \$18.09            Group Code G            Career Cluster Code 8</p>	<p>OJT, Appren</p>
<p><b>Nurses Aides/Orderlies</b> — Perform a variety of duties to care for sick and injured people. Answer patients' bell calls, deliver messages, serve meals and make beds. Feed, bathe and dress patients. May take temperatures and help patients get around. May store or move medical supplies and clean patients' rooms. <i>OES Code 66008.</i></p>	<p>Number Employed 25,590            Annual Job Openings 744            Average Yearly Salary \$24,320            Average Hourly Wage \$11.69            Group Code E            Career Cluster Code 6</p>	<p>HS, Cert, Military            035, 039, 111, 264, 271, 417,            425, 426, 430, 447, 453, 465,            469, 472, 503, 507, 512, 513,            514, 518, 519</p>



Occupational Title, Description and OES Code	Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code	Education & Training Routes and Site Codes
<b>Occupational Therapy Assistants and Aides</b> — Assist occupational therapists to provide rehabilitative services to persons with mental, physical, emotional, or developmental impairments. Aides typically prepare materials and assemble equipment used during treatment and perform clerical tasks. Assistants help clients with activities and exercises and record their progress. <i>OES Code 66021.</i>	Number Employed 370 Annual Job Openings 16 Average Yearly Salary \$36,720 Average Hourly Wage \$17.66 Group Code E Career Cluster Code 6	OJT, Cert, Assoc 223, 224, 303
<b>Offset Lithographic Press Operators</b> — Set up and operate offset printing presses to produce simple and multicolor copy from lithographic plates. Follow job orders to determine the press operating time and prepare the machine for operation. Fill ink containers and adjust press controls and feeding devices. May thread paper through the press. Run off proof sheets to check the machine setup. Also clean, inspect and oil the moving parts of the press. <i>OES Code 92512.</i>	Number Employed 900 Annual Job Openings 18 Average Yearly Salary \$35,940 Average Hourly Wage \$17.28 Group Code G Career Cluster Code 8	OJT, Appren, Military 231, 260, 261, 263, 264, 267, 269, 271, 272, 273
<b>Opticians, Dispensing</b> — Design, measure, fit and adapt lenses and frames for clients according to written optical prescriptions. Assist clients with selecting frame styles and colors. Measure customers for size of eyeglasses and coordinate frames with facial and eye measurements and optical prescriptions. Prepare orders for optical laboratory, including instructions for grinding and mounting lenses in frames; verify exactness of finished lens spectacles. <i>OES Code 32514.</i>	Number Employed 830 Annual Job Openings 12 Average Yearly Salary \$35,830 Average Hourly Wage \$17.23 Group Code B Career Cluster Code 6	OJT, Appren, Assoc, Military 226
<b>Painters and Paperhangers</b> — <b>Painters</b> paint walls, equipment, buildings, bridges and other structural surfaces using brushes, rollers and spray guns. May mix colors or oils to obtain desired color or consistency. <b>Paperhangers</b> cover interior walls and ceilings of rooms with decorative wallpaper or fabric. <i>OES Code 87402.</i>	Number Employed 6,240 Annual Job Openings 201 Average Yearly Salary \$31,340 Average Hourly Wage \$15.07 Group Code G Career Cluster Code 3	OJT, Appren 261
<b>Paralegals &amp; Legal Assistants</b> — Assist lawyers to search for public records and prepare lists or summaries of legal documents. Some study papers to see if they meet legal requirements. Others hold funds and records until legal contracts are fulfilled. Sometimes help lawyers prepare drafts of legal documents such as briefs, wills, contracts, deeds, sworn statements or patent applications. <i>OES Code 28305.</i>	Number Employed 2,050 Annual Job Openings 104 Average Yearly Salary \$39,020 Average Hourly Wage \$18.76 Group Code B Career Cluster Code 5	Cert, Assoc, Bach 015, 024, 224, 225, 228, 229, 303, 320, 322, 330, 332, 333, 463, 490
<b>Paving, Surfacing and Tamping Equipment Operators</b> — Operate equipment used for applying concrete, asphalt or other materials to roadbeds, parking lots or airport runways and taxiways, or equipment used for tamping gravel or dirt. <i>OES Code 87708.</i>	Number Employed 700 Annual Job Openings 18 Average Yearly Salary \$33,450 Average Hourly Wage \$16.08 Group Code G Career Cluster Code 3	OJT, Military
<b>Personal and Home Care Aides</b> — Help elderly, disabled, and ill persons live in their homes instead of in a health facility. May help clients move from bed, bathe, dress, and groom. Duties include keeping house and advising families having problems with such things as nutrition, cleanliness and household utilities. <i>OES Code 68035.</i>	Number Employed 3,200 Annual Job Openings 173 Average Yearly Salary \$18,140 Average Hourly Wage \$8.72 Group Code E Career Cluster Code 6	OJT
<b>Pharmacists</b> — Dispense drugs and medicine prescribed by doctors and dentists. Advise people on the use of medicines that can be bought without a doctor's order. May prepare medicines and test drugs for purity and strength. Some keep records of the drugs patients use and advise doctors on the selection and use of drugs. Many who work in drugstores also buy and sell goods and hire and supervise staff. Others teach, do research, do consulting work or write and edit technical articles. <i>OES Code 32517.</i>	Number Employed 2,540 Annual Job Openings 94 Average Yearly Salary \$63,200 Average Hourly Wage \$30.38 Group Code B Career Cluster Code 6	Bach, MA/MS 331
<b>Photographers</b> — Use a variety of cameras, lenses, and film to take still and motion pictures of people, things, places and events. May use special lighting equipment such as flash units, floodlights and reflectors. Some develop and print their own photographs, enlarging and changing filmed images. May specialize in news, portrait, commercial or industrial work. Some cover weddings and other events. <i>OES Code 34023.</i>	Number Employed 1,080 Annual Job Openings 32 Average Yearly Salary \$29,210 Average Hourly Wage \$14.05 Group Code B Career Cluster Code 1	OJT, Cert, Assoc, Bach, Appren, Military 232, 319, 332

Occupational Title, Description and OES Code	Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code	Education & Training Routes and Site Codes
<b>Physical Therapy Assistants and Aides</b> — Prepare patient and/or administer physical therapy treatment, such as massages, traction and heat, light and sound treatment. Instruct, motivate and assist patients with learning and improving functional activities. Normally work under the direction of a physical or corrective therapist. <i>OES Code 66017.</i>	Number Employed 1,020 Annual Job Openings 59 Average Yearly Salary \$26,080 Average Hourly Wage \$12.54 Group Code E Career Cluster Code 6	Cert, Assoc 222, 223, 224, 225, 228, 232
<b>Physicians and Surgeons</b> — Perform medical exams, diagnose diseases and treat people who are suffering from injury or disease. Also advise patients on how to prevent disease and keep fit through proper exercise and diet. Most physicians specialize in a certain field of medicine. Some also do research or teach in medical schools. <i>OES Code 32102.</i>	Number Employed 11,060 Annual Job Openings 423 Average Yearly Salary \$104,140 Average Hourly Wage \$50.07 Group Code B Career Cluster Code 6	Medical School 337, 340
<b>Physician's Assistants</b> — Treat sick or injured patients under the direct supervision of a doctor. Talk with patients to get detailed medical information. Give medical exams and order lab tests. Provide the doctor with information needed to treat patients. Provide minor medical services such as sewing up minor cuts and applying and removing casts. May assist in surgery and counsel patients on health and disease matters. <i>OES Code 32511.</i>	Number Employed 1,000 Annual Job Openings 56 Average Yearly Salary \$58,040 Average Hourly Wage \$27.90 Group Code B Career Cluster Code 6	Bach, MA/MS 321, 337
<b>Plumbers, Pipefitters, Steamfitters</b> — Install pipe systems that carry water, steam, air or other liquids or gases. Repair piping systems and put in plumbing fixtures, appliances and heating and cooling equipment. Some install water, gas and waste disposal systems in buildings; oil, air and water lines in engines; or piping systems in planes or ships. Others install complex pipe systems used in oil refineries and nuclear plants. <i>OES Code 87502.</i>	Number Employed 5,470 Annual Job Openings 139 Average Yearly Salary \$37,890 Average Hourly Wage \$18.22 Group Code G Career Cluster Code 3	Cert, OJT, Appren, Military 260, 261, 263, 264, 265, 267, 269, 271, 272, 274, 275, 278, 410
<b>Police Officers</b> — Enforce law, prevent crime and protect the public. Duties range from controlling traffic to solving criminal cases. Many specialize in a particular work area such as customs patrol, protective services, traffic safety, crime prevention or narcotics and vice. Some work in special units such as motorcycle squads, harbor or helicopter patrols, rescue squads or youth aid services. <i>OES Code 63014.</i>	Number Employed 5,850 Annual Job Openings 293 Average Yearly Salary \$43,710 Average Hourly Wage \$21.01 Group Code E Career Cluster Code 5	HS, Assoc, Bach, Military 200, 221, 222, 223, 224, 225, 227, 228, 229, 232, 333, 335; (also municipal police academies)
<b>Precision Instrument Repairers</b> — Install, repair, maintain and adjust instruments used to indicate, measure, record and control variables such as pressure, flow, temperature, motion, force and chemical composition. Often work from blueprints or drawings and use precision instruments to test assemblies. <i>OES Code 85905.</i>	Number Employed 410 Annual Job Openings 11 Average Yearly Salary \$39,670 Average Hourly Wage \$19.07 Group Code G Career Cluster Code 8	HS, OJT, Military
<b>Production Inspectors, Testers, Graders</b> — Inspect, test, grade, sort, sample or weigh nonagricultural raw materials or processed, machined, fabricated or assembled parts or products. Work may be performed before, during or after processing. <i>OES Code 83005.</i>	Number Employed 6,530 Annual Job Openings 179 Average Yearly Salary \$26,300 Average Hourly Wage \$12.64 Group Code G Career Cluster Code 8	OJT, Promotion, Cert
<b>Psychologists</b> — Seek to understand and explain people's actions. Some do research, using lab experiments, tests, interviews and surveys, to get information about the ways people think and behave. Others conduct training sessions, do market research, help disturbed patients, and design human-machine systems. Some work in schools, where they teach, counsel and do research work. <i>OES Code 27108.</i>	Number Employed 2,500 Annual Job Openings 72 Average Yearly Salary \$57,340 Average Hourly Wage \$27.57 Group Code B Career Cluster Code 5	MA/MS, Ph.D. 305, 306, 308, 323, 326, 331, 332, 333, 334, 337
<b>Public Relations Specialists</b> — Help individuals, groups or organizations promote ideas, services or products and build a good public image. Some handle media or consumer relations. Some conduct political or fund-raising campaigns. Some represent an interest group and promote a policy on a public issue. May recruit workers or students, or prepare press releases and ads for use in newspapers, radio and TV. May make speeches or plan and conduct sales campaigns. <i>OES Code 34008.</i>	Number Employed 1,610 Annual Job Openings 90 Average Yearly Salary \$46,180 Average Hourly Wage \$22.20 Group Code B Career Cluster Code 2	Cert, Assoc, Bach 224, 227, 321

Occupational Title, Description and OES Code	Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code	Education & Training Routes and Site Codes
<p><b>Purchasing Agents</b> — Represent companies and institutions as they buy goods and contract for services. Examine similar products, determine the best value and arrange contracts to purchase goods. Ask companies to bid items they sell. Talk with sales agents and visit wholesale houses. The goods bought are resold in commercial stores or are used in the operation of a business, industry or educational institution, so agents buy at special prices. <i>OES Code 21308.</i></p>	<p>Number Employed 3,320 Annual Job Openings 101 Average Yearly Salary \$44,640 Average Hourly Wage \$21.46 Group Code B Career Cluster Code 7</p>	<p>Assoc, Bach, MBA 228, 301, 305, 308, 310, 320, 321, 322, 323, 326, 330, 331, 332, 333, 335, 342</p>
<p><b>Radiologic Technologists</b> — Take X-rays, CAT scans, or administer nonradioactive materials into patient's bloodstream for diagnostic and therapeutic purposes. Maintain and safely use equipment and supplies necessary to show portions of the human body on X-ray film or fluoroscopic screen for diagnostic purposes. <i>OES Code 32919.</i></p>	<p>Number Employed 2,510 Annual Job Openings 72 Average Yearly Salary \$38,880 Average Hourly Wage \$18.69 Group Code B Career Cluster Code 6</p>	<p>Cert, Assoc, Bach, Military 112, 124, 126, 128, 129, 222, 225, 226, 231, 321, 332, 499</p>
<p><b>Real Estate Agents</b> — Rent, buy and sell property to clients on commission basis, performing duties such as studying property listings, interviewing prospective clients, accompanying clients to property site, discussing conditions of sale and drawing up real estate contracts. <i>OES Code 43008.</i></p>	<p>Number Employed 2,920 Annual Job Openings 88 Average Yearly Salary \$43,030 Average Hourly Wage \$20.69 Group Code C Career Cluster Code 2</p>	<p>Cert, Assoc, Bach 171, 178, 183, 186, 224, 331, 414, 480, 481, 482, 483, 492, 527, 528, 529, 530, 531, 532, 535, 539, 541, 543, 544, 545, 546, 547, 548, 550, 551, 552</p>
<p><b>Receptionists and Information Clerks</b> — Greet customers or visitors, determine their needs and refer them to people who can help them. Their daily duties depend upon where they work. Those in medical offices may obtain information from patients. In beauty shops, they set up appointments. In large businesses, they give ID cards to callers and arrange for escorts. Many receptionists also type, answer the phone, file and sort mail. <i>OES Code 55305.</i></p>	<p>Number Employed 15,680 Annual Job Openings 535 Average Yearly Salary \$22,530 Average Hourly Wage \$10.83 Group Code D Career Cluster Code 2</p>	<p>HS, OJT, Cert 018, 039, 223, 224, 225, 227, 228, 303, 466</p>
<p><b>Recreation Workers</b> — Plan, organize and direct activities designed to help people enjoy their free time. Work in such places as summer camps, parks, playgrounds or recreation centers. May work with children or adults or with special groups, such as prisoners, hospital patients, military personnel or the aged. Some plan and direct activities such as hikes, cookouts and campfires, or teach people how to swim, ride horseback, sail or play games. Others organize activities such as arts and crafts, sports, music, dramatics and dancing. <i>OES Code 27311.</i></p>	<p>Number Employed 3,640 Annual Job Openings 136 Average Yearly Salary \$24,160 Average Hourly Wage \$11.62 Group Code B Career Cluster Code 7</p>	<p>OJT, Cert, Assoc, Bach 224, 228, 229, 303, 315, 323, 331</p>
<p><b>Registered Nurses</b> — As important members of the healthcare team, registered nurses perform a wide range of functions. Observe and record symptoms, reactions and the progress of patients. Give medicine and drugs to patients as prescribed by doctors. Help treat patients and instruct them and their families in proper health care. Some of these nurses provide nursing services in hospitals, doctors' offices and nursing homes. Others do research work or instruct students. <i>OES Code 32502.</i></p>	<p>Number Employed 29,980 Annual Job Openings 947 Average Yearly Salary \$48,180 Average Hourly Wage \$23.17 Group Code B Career Cluster Code 6</p>	<p>Diploma, Assoc, Bach 111, 124, 222, 223, 225, 227, 229, 305, 308, 321, 322, 323, 326, 331, 332, 335, 337, 493</p>
<p><b>Robotics Technicians (Electromechanical Engineering Technicians)</b> — Install, program and repair robots and related equipment, such as programmable controllers, robot controllers, end-of-arm tools, conveyors and parts orienters. Technicians apply knowledge of electronics, electrical circuits, mechanics, pneumatics, hydraulics and programming. They use power tools, hand tools and testing instruments and follow manuals, schematic diagrams and blueprints. <i>OES Codes 22505 and 22511.</i></p>	<p>Number Employed N/A Annual Job Openings N/A Average Yearly Salary N/A Average Hourly Wage N/A Group Code B Career Cluster Code 8</p>	<p>Cert, Assoc 229</p>
<p><b>Roofers</b> — Cover the tops of buildings with materials such as slate, wood, asphalt, aluminum or tile to insulate them and make them waterproof. Install and repair various kinds of roofing, including tar and gravel, slate or wooden shingles, and tiles. May waterproof walls and floors. Measure, cut and lay shingles and tiles, and nail or cement them to roofs. May spread hot tar over roof, cover tar with layers of roofing felt, and then add gravel to the top. <i>OES Code 87808.</i></p>	<p>Number Employed 1,050 Annual Job Openings 39 Average Yearly Salary \$35,840 Average Hourly Wage \$17.23 Group Code G Career Cluster Code 3</p>	<p>OJT, Appren</p>

Occupational Title, Description and OES Code	Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code	Education & Training Routes and Site Codes
<b>Sales Agents, Insurance</b> — Sell life, fire, accident and other types of insurance. Sell policies that protect individuals and businesses against losses or damages. May help plan financial protection for families. May advise clients on ways to protect their cars, homes, businesses or other property. Some help clients get settlements for claims. Prepare reports, keep records and plan insurance programs for clients. <i>OES Code 43002.</i>	Number Employed 7,870 Annual Job Openings 254 Average Yearly Salary \$41,680 Average Hourly Wage \$20.04 Group Code C Career Cluster Code 2	OJT, Cert, Bach 331, 332
<b>Sales Agents, Securities, Commodities and Financial</b> — Buy and sell securities in investment and trading firms, or call upon businesses and individuals to sell financial services. Provide financial services, such as loan, tax and securities counseling. May advise securities customers about such things as stocks, bonds and market conditions. <i>OES Code 43014.</i>	Number Employed 5,740 Annual Job Openings 281 Average Yearly Salary \$81,080 Average Hourly Wage \$38.98 Group Code C Career Cluster Code 2	OJT, Assoc, Bach 305, 308, 320, 321, 322, 323, 330, 331, 332, 333, 335
<b>Salespersons, Retail</b> — Sell a variety of products to customers in such places as department stores, drugstores, hardware stores and grocery stores. Show items to customers and help them decide what to buy. Also do such things as stock shelves with goods, wrap and package customers' purchases, take payment for goods, make change and keep records of sales. <i>OES Code 49011.</i>	Number Employed 53,340 Annual Job Openings 2,373 Average Yearly Salary \$20,220 Average Hourly Wage \$9.72 Group Code C Career Cluster Code 7	HS, OJT
<b>Secretaries</b> — Make appointments, deal with callers, take dictation and type. They often handle a number of other duties, ranging from filing, routing mail and answering the phone to answering letters, doing research and writing reports. Some specialize in a certain area, such as medicine, law, science or education, or supervise a clerical staff. <i>OES Codes 55102, 55105, and 55108.</i>	Number Employed 49,360 Annual Job Openings 806 Average Yearly Salary \$30,400 Average Hourly Wage \$14.61 Group Code D Career Cluster Code 2	HS, Cert, Assoc, Bach 001, 015, 017, 018, 029, 039, 062, 064, 068, 079, 085, 086, 087, 088, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 303, 347, 415, 439, 440, 444, 463, 466, 490, 502, 553
<b>Service Station Attendants</b> — Service automobiles, buses, trucks, boats and other automotive or marine vehicles with fuel, lubricants and accessories. May lubricate vehicle and change motor oil, replace lights or other accessories such as windshield wiper blades or fan belts. May repair or replace tires. Collect payment for services and supplies. <i>OES Code 97805.</i>	Number Employed 1,980 Annual Job Openings 87 Average Yearly Salary \$16,240 Average Hourly Wage \$7.81 Group Code G Career Cluster Code 7	HS, OJT
<b>Sheet Metal Workers</b> — Assemble, install and repair sheet metal products and equipment. Cut, bend and straighten metal sheets to form equipment parts or sections. Make items such as duct work, ventilators, furnace casing and roofing. Use many different hand tools and power machines, including shears, punch and drill presses, soldering and welding equipment, grinders and buffers. Work from blueprints and use precise measuring instruments to check their assemblies and installations. <i>OES Code 89132.</i>	Number Employed 2,170 Annual Job Openings 53 Average Yearly Salary \$33,290 Average Hourly Wage \$16.01 Group Code G Career Cluster Code 3	HS, Cert, Appren, Military 275
<b>Social Workers, excluding Medical/Psychological</b> — Counsel and aid individuals and families requiring social service assistance. Plan activities and services for children, teenagers, adults and older persons. Provide information and referral services in many areas. Advise on child care and place children in foster homes. <i>OES Code 27305.</i>	Number Employed 6,290 Annual Job Openings 238 Average Yearly Salary \$41,830 Average Hourly Wage \$20.11 Group Code B Career Cluster Code 5	Bach, MA/MS 305, 307, 320, 322, 323, 326, 331, 335, 343
<b>Speech Pathologists/Audiologists</b> — Provide direct services to people by evaluating their speech, language or hearing disorders and providing treatment. Help clients whose disorders result from causes such as hearing loss, brain injury, cleft palate, mental retardation, emotional problems or foreign dialect. Some do research to find causes of speech and hearing disorders and better methods to treat them. Others teach or do consulting work. <i>OES Code 32314.</i>	Number Employed 1,350 Annual Job Openings 59 Average Yearly Salary \$55,900 Average Hourly Wage \$26.87 Group Code B Career Cluster Code 6	MA/MS 323, 331

Occupational Title, Description and OES Code	Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code	Education & Training Routes and Site Codes
<b>Stationary Engineers</b> — Operate and maintain the machinery that provides power for industry, plus heating, cooling and ventilation in factories and other buildings. Machinery includes steam boilers, diesel engines, turbines, generators, pumps and condensers. Start and stop equipment, watch meters and gauges, and adjust equipment when necessary. <i>OES Code 95032.</i>	Number Employed 280 Annual Job Openings 6 Average Yearly Salary \$39,050 Average Hourly Wage \$18.77 Group Code G Career Cluster Code 8	OJT, Appren, Military
<b>Supervisors, Production</b> — Supervise and coordinate activities of production and operating workers. Study work schedules and estimate employee-hour requirements for completion of job assignment. These positions are available mostly through promotion. <i>OES Code 81008.</i>	Number Employed 8,860 Annual Job Openings 231 Average Yearly Salary \$43,640 Average Hourly Wage \$20.98 Group Code G Career Cluster Code 8	OJT, Promotion
<b>Surgical Technologists and Technicians</b> — Prepare patient by washing, shaving, etc. Place equipment and supplies in operating room according to surgeon's instructions. Arrange instruments under direction of nurse. Maintain specified supply of fluid levels for use during operation. Adjust lights and equipment as directed. Clean operating room. Count sponges, needles and instruments used during operation. May assist in administering blood, plasma or other injections or transfusions. May hand surgeon instruments and supplies, hold retractors and cut sutures as directed. <i>OES Code 32928.</i>	Number Employed 640 Annual Job Openings 38 Average Yearly Salary \$33,080 Average Hourly Wage \$15.91 Group Code B Career Cluster Code 6	Cert, Assoc, Military 111, 112, 224, 260, 264, 500
<b>Surveying and Mapping Technicians</b> — Perform surveying and mapping duties to obtain data on angles, elevations, points and contours used for construction, mapmaking, boundary location, mining or other purposes. Draw maps of geographical areas to show natural and constructed features, political boundaries and other features from surveying notes, aerial photography or other maps. Draw topographical maps from aerial photographs or verify accuracy and completeness of topographical maps. <i>OES Code 22521.</i>	Number Employed 420 Annual Job Openings 13 Average Yearly Salary \$29,460 Average Hourly Wage \$14.16 Group Code B Career Cluster Code 3	OJT, Cert, Appren, Military
<b>Systems Analysts</b> — Plan ways to use computers to solve scientific, engineering and business problems. Determine what data must be collected, equipment needed for computations, and steps to be followed in processing the information. Once a computer system has been developed, they prepare charts and diagrams that describe its operation. May prepare reports to help clients understand the proposed systems. <i>OES Code 25102.</i>	Number Employed 11,170 Annual Job Openings 781 Average Yearly Salary \$58,860 Average Hourly Wage \$28.30 Group Code B Career Cluster Code 2	Bach, MA/MS 305, 307, 308, 310, 321, 322, 323, 327, 330, 332, 333, 334, 335, 337
<b>Teachers (Elementary and Secondary)</b> — Duties depend on the age group and subject they teach and on the type of institution in which they work. May teach basic subjects at the elementary level or specific subjects such as English, welding or business at the secondary level. Others teach children with special needs, such as physical or mental disabilities. <i>OES Codes 31305 and 31308.</i>	Number Employed 36,830 Annual Job Openings 1,323 Average Yearly Salary \$49,435 Average Hourly Wage N/A Group Code B Career Cluster Code 5	Bach, MA/MS, Ph.D. 305, 306, 307, 308, 315, 321, 322, 323, 326, 330, 331, 332, 333, 334, 335, 337
<b>Teacher Aides, Paraprofessional</b> — Perform duties that are instructional in nature or deliver direct services to students and/or parents. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services. <i>OES Code 31521.</i>	Number Employed 9,770 Annual Job Openings 340 Average Yearly Salary \$19,700 Average Hourly Wage \$9.47 Group Code B Career Cluster Code 5	OJT, Cert, Assoc 224, 230
<b>Telephone and Cable T.V. Installers and Repairers</b> — String and repair telephone and telegraph cable and other equipment for transmitting messages or television programming. Duties include locating and repairing defects in existing systems; placing, rearranging and removing underground or aerial cables; installing supports, insulation or guywire systems; or other auxiliary tasks necessary to maintain lines and cables. <i>OES Code 85702.</i>	Number Employed 1,100 Annual Job Openings 58 Average Yearly Salary \$39,230 Average Hourly Wage \$18.86 Group Code G Career Cluster Code 8	OJT, Cert, Military 274

Occupational Title, Description and OES Code	Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code	Education & Training Routes and Site Codes
<p><b>Therapists, Occupational</b> — Plan and direct educational, vocational and recreational activities designed to help patients with physical, mental or emotional problems become self-sufficient. Evaluate abilities of patients, set goals for them and plan therapy programs. Teach skills and use of tools to restore client's movement, coordination and confidence. Also plan and direct games and other activities, and may design devices to aid clients. Some teach or do consulting work. <i>OES Code 32305.</i></p>	<p>Number Employed 890            Annual Job Openings 32            Average Yearly Salary \$58,090            Average Hourly Wage \$27.93            Group Code B            Career Cluster Code 6</p>	<p>Bach            321, 322, 332</p>
<p><b>Therapists, Physical</b> — Give treatments to help relieve patients' pain and develop or restore their physical health. Help persons with muscle, nerve, joint and bone diseases or injuries to overcome their disabilities. Patients include accident victims, persons with disabilities, and disabled older persons. Test and measure physical abilities and plan treatment programs. May use such means as exercise, massage, water or electricity to relieve pain or improve the condition of muscles and skin. <i>OES Code 32308.</i></p>	<p>Number Employed 2,760            Annual Job Openings 111            Average Yearly Salary \$62,360            Average Hourly Wage \$29.98            Group Code B            Career Cluster Code 6</p>	<p>Masters            321, 322, 331, 332</p>
<p><b>Therapists, Respiratory</b> — Treat patients who have breathing problems. Treatment may range from giving short-term relief to asthma patients to giving emergency care in cases of heart failure, stroke, drowning and shock. Among the first medical specialists called in to treat breathing problems caused by head injury or drug poisoning. <i>OES Code 32302.</i></p>	<p>Number Employed 970            Annual Job Openings 47            Average Yearly Salary \$39,940            Average Hourly Wage \$19.20            Group Code B            Career Cluster Code 6</p>	<p>Cert, Assoc, Bach, Military            110, 112, 224, 225, 229, 321,            322, 330, 332</p>
<p><b>Tool and Die Makers</b> — Make machine shop tools, jigs, fixtures, instruments and metal-forming dies. Toolmakers produce jigs and fixtures (devices that hold metal while it is shaved, stamped or drilled). Also make gauges and other measuring devices used in making precision metal parts. Die makers construct metal forms (dies) to shape metal in stamping and forging operations. Make metal molds for diecasting and for molding plastics. These workers also repair tools and dies. <i>OES Code 89102.</i></p>	<p>Number Employed 3,860            Annual Job Openings 72            Average Yearly Salary \$40,080            Average Hourly Wage \$19.27            Group Code G            Career Cluster Code 8</p>	<p>HS, Appren</p>
<p><b>Travel Agents</b> — Arrange transportation, accommodations and/or tours for clients. Inspect and rate hotels, motels, restaurants and resorts for cleanliness, quality of service, type of accommodations provided, rates charged and related factors. Classify each establishment according to travel accommodations standards. <i>OES Code 43021.</i></p>	<p>Number Employed 2,660            Annual Job Openings 63            Average Yearly Salary \$30,130            Average Hourly Wage \$14.49            Group Code C            Career Cluster Code 7</p>	<p>OJT, Cert, Assoc, Bach            001, 017, 043, 044, 079, 227,            228, 303, 305, 333, 439</p>
<p><b>Truck Drivers, Heavy and Light</b> — May drive tractor-trailer trucks between cities or across the country to deliver goods. May drive heavy trucks that haul construction materials or smaller delivery trucks. Some drivers have regular runs. Others have schedules that change from trip to trip. Besides driving, they check their trucks and loads for safety, write trip reports, and may load or unload goods. May collect receipts or payments for loads delivered and keep records of deliveries made. May make minor repairs to trucks and report other repairs needed. <i>OES Codes 97101, 97102, and 97105.</i></p>	<p>Number Employed 31,040            Annual Job Openings 897            Average Yearly Salary \$27,985            Average Hourly Wage \$13.46            Group Code G            Career Cluster Code 3</p>	<p>OJT, Cert, Military            006, 038, 078, 464</p>
<p><b>Urban and Regional Planners</b> — Develop programs to provide for the future growth and development of city, suburban and rural communities. Study the long-range needs of a community for housing, transportation and business sites. Propose ways to meet those needs. Prepare materials that show how these programs can be carried out and what they will cost. <i>OES Code 27105.</i></p>	<p>Number Employed 320            Annual Job Openings 8            Average Yearly Salary \$57,210            Average Hourly Wage \$27.50            Group Code B            Career Cluster Code 4, 5</p>	<p>Bach, MA/MS            306, 323, 327, 331</p>
<p><b>Veterinarians</b> — Study, diagnose, treat and help to control diseases and injuries among animals. Help prevent the outbreak and spread of animal diseases, many of which can affect humans. Treat animals in hospitals and clinics or on farms and ranches. Operate on sick or injured animals and prescribe and give medicines, drugs and vaccines. <i>OES Code 32114.</i></p>	<p>Number Employed 720            Annual Job Openings 31            Average Yearly Salary \$67,290            Average Hourly Wage \$32.35            Group Code B            Career Cluster Code 4, 6</p>	<p>School of Veterinary Medicine</p>

## Occupational Title, Description and OES Code

## Number Employed, Annual Job Openings, Salary, Group Code, and Career Cluster Code

## Education & Training Routes and Site Codes

**Water and Waste Treatment Plant Operators** — Operate equipment in water treatment plants to purify and clarify water for human consumption and industrial use. Operate pumps, pipes, valves and processing equipment to move water through various treatment processes. Read and interpret meters and gauges to be sure equipment is working properly. Also operate chemical-feeding devices, test water samples and keep records of their work. They use common hand tools and special tools to repair and adjust plant equipment. *OES Code 95002.*

Number Employed	1,500
Annual Job Openings	49
Average Yearly Salary	\$38,780
Average Hourly Wage	\$18.64
Group Code	G
Career Cluster Code	8

OJT, Cert, Appren  
221, 222, 223, 224, 225, 226,  
228, 230, 231, 232

**Welders and Cutters** — Use hand-held welding equipment and torches to join or cut metal or plastic parts. Do such things as fuse together plastic sheets, weld metal parts, or trim metal from objects. May work in a shop, on an assembly line or at construction sites. Follow blueprints and work orders. Select proper torch tips, connect fuel or power lines to torches, position parts to be cut or welded, and guide flame or electric arc along welding or cutting lines. *OES Code 93914.*

Number Employed	2,850
Annual Job Openings	91
Average Yearly Salary	\$29,450
Average Hourly Wage	\$14.16
Group Code	G
Career Cluster Code	3,8

HS, OJT, Cert, Military  
038, 261, 266, 270, 278

# My Perfect Job Won't Work - Now What?

If you are interested in a career, but realize it simply isn't feasible at this time, don't despair. Examine the characteristics of the job that attracted you to it in the first place and look for another one with similar qualities. For example, you decide you want to become a travel agent. During your research, you discover that the income is unreliable because would-be customers are booking their own flights using the Internet, airlines are cutting commissions, and people tend to reduce their travel time during recessions. You would like a job that has more security and promising future. To help decide on an alternative career, begin by taking a look at what attracted you to the position:

### Travel Agent Characteristics

- Opportunity to travel
- Short training program
- Works with the public
- Average stress
- Pays the salary I need
- Uses my organizational skills
- It's fun

After considering the list and other interests, you decide to investigate flight attendant and children's party clown careers.

The flight attendant career relies on travel, has a short training program, involves the public, is fun, and pays more than a travel agent, but has more stress and does not rely on organizational skills. Also, layoffs are common during recessions.



The children's party clown career would allow you to travel on a local level, has a short training program, works with the public, has less stress, requires organizational skills, and is fun. Extended travel would be possible if working for a circus, and self-employment is possible. However, the salary would be initially less than a travel agent.



These possibilities are promising, and after talking to people in these fields along with further research, you decide to pursue a career as a children's party clown.

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Computer Operators .....	16	Human Service Workers .....	22	Salespersons, Retail .....	28
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Construction and Building Inspectors .....	17	Interior Designers .....	22	Social Workers, excluding Medical/	
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Counselors, Vocational/Education .....	17	Lathe/Turning Machine Setters/Operators ..	23	Stationary Engineers .....	29
Crane and Tower Operators .....	17	Lawyers .....	23	Supervisors, Production .....	29
Database Administrators .....	18	Librarians .....	23	Surgical Technologists and Technicians .....	29
Dental Assistants .....	18	Library Technical Assistants .....	23	Surveying and Mapping Technicians .....	29
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# E ducation and T raining S ites

## Private Occupational Schools

- 001 Stone Academy  
Hamden, (203) 288-7474
- 003 Boston Bartender's School of America  
Hamden, (203) 281-6499
- 006 Allstate Commercial Driver Training School  
Shelton, (800) 246-9567
- 014 Boston Bartenders School of America  
Hartford, (860) 522-1999
- 015 Branford Hall Career Institute  
Branford, (203) 488-2525
- 017 Butler Business School  
Bridgeport, (203) 333-3601
- 018 Academy of Learning  
Waterbury, (203) 574-4342
- 019 Academy of Learning  
Hartford, (860) 278-8889
- 023 Connecticut Center for Massage Therapy  
Newington, (860) 667-1886
- 024 Connecticut Institute for Paralegal Studies  
Stamford, (203) 325-2181
- 026 Connecticut K-9 Education Center  
Newington, (860) 666-4646
- 027 Connecticut School of Broadcasting  
Farmington, (800) 887-2346
- 028 Connecticut School of Broadcasting  
Stratford, (800) 887-2346
- 029 Connecticut School of Electronics  
Branford, (203) 315-1060
- 035 Connecticut Training Centers  
East Hartford, (860) 291-9898
- 038 Baran Institute of Technology  
Windsor, (860) 688-3353
- 039 Stone Academy  
Waterbury, (203) 756-5500
- 041 Edwardian School of Dog Grooming  
New Canaan, (203) 966-4080
- 043 Worldtek Travel School  
Hartford, (860) 728-6680
- 044 Worldtek Travel School  
New Haven, (203) 772-0470
- 050 Institute of Aesthetic Arts and Sciences  
Southbury, (203) 262-6070
- 060 Hartford Conservatory, The  
Hartford, (860) 246-2588
- 062 Fox Institute of Business  
West Hartford, (860) 947-2299
- 064 Huntington Institute  
Norwich, (860) 886-0507
- 066 The Institute  
West Redding, (203) 792-8600
- 070 John Casablancas Modeling and Career Center  
Berlin, (860) 828-7577
- 077 New England Technical Institute  
New Britain, (860) 225-8641
- 078 New England Tractor Trailer Training School of Connecticut  
Somers, (860) 749-0711
- 079 Ridley-Lowell Business and Technical Institute  
New London, (860) 443-7441
- 085 Porter and Chester Institute  
Enfield, (860) 741-2561
- 086 Porter and Chester Institute  
Wethersfield, (860) 529-2519
- 087 Porter and Chester Institute  
Stratford, (203) 375-4463
- 088 Porter and Chester Institute  
Watertown, (860) 274-9294
- 089 Connecticut Institute of Art  
Greenwich, (203) 869-4430
- 090 School of Dance Connecticut  
Hartford, (860) 525-9396
- 100 Westlawn Institute of Marine Technology  
Stamford, (203) 359-0500
- 105 Shoreline School of Art and Music  
Branford, (203) 481-4830
- 108 Connecticut Culinary Institute  
Farmington, (860) 677-7869
- 110 Norwalk Hospital School of Respiratory Care  
Norwalk, (203) 852-2479
- 111 Bridgeport Hospital School of Nursing  
Bridgeport, (203) 384-3022
- 112 Hartford Hospital School of Allied Health  
Hartford, (860) 545-2611
- 114 St. Mary's Hospital  
Waterbury, (203) 597-3155
- 115 Danbury Hospital School of Medical Records  
Danbury, (203) 797-7195
- 126 Stamford Hospital School of Radiologic Technology  
Stamford, (203) 325-7877
- 128 Windham Community Memorial Hospital/Program of Radiologic Technology  
Willimantic, (860) 456-6871
- 129 Yale-New Haven Hospital School of Diagnostic Ultrasonography  
New Haven, (203) 688-6415
- 132 American Academy of Cosmetology  
Danbury, (203) 744-0900
- 134 Connecticut Institute of Hair Design  
Wolcott, (203) 879-4247
- 135 Connecticut Institute of Hair Design  
East Hartford, (860) 528-5032
- 136 Creative School of Hairdressing  
Manchester, (860) 646-5960
- 140 Gal-Mar Academy of Hairdressing  
North Haven, (203) 281-4477
- 142 Leon Institute of Hair Design  
Bridgeport, (203) 333-1465
- 146 Renasci Academy of Hair, Inc.  
Stratford, (203) 377-3396
- 148 Renasci Academy of Hair, Inc.  
Norwalk, (203) 838-0753
- 150 New England School of Hairdressing  
Newington, (860) 667-2266
- 154 Brio Academy of Cosmetology  
Meriden, (203) 237-6683
- 159 Torrington Beauty Academy  
Torrington, (860) 482-4386
- 163 Willimantic Institute of Hairdressing  
Willimantic, (860) 423-6339
- 166 Albert School, The  
Niantic, (860) 739-2466
- 169 Creative School of Hairdressing  
Enfield, (860) 741-5562
- 171 American Academy of Real Estate Studies  
Suffield, (860) 668-2086
- 178 Connecticut Institute for Real Estate and Appraisal  
Stamford, (203) 531-9153
- 183 New Haven Real Estate School  
North Haven, (203) 234-3938
- 186 Real Estate School, The  
South Woodstock, (860) 928-6463
- 410 Industrial Management and Training Institute  
Waterbury, (203) 753-7910

continued...



## Private Occupational Schools (continued)

- 412 Connecticut School of Nails  
Wallingford, (203) 284-0761
- 414 Home Inspection Institute of  
America, Inc.  
Yalesville, (203) 284-2311
- 415 Sawyer School, The  
Hamden, (203) 239-6200
- 417 Stat Training Center  
Bridgeport, (203) 366-1140
- 418 Carmen's Academy of Nails  
Waterbury, (203) 755-1080
- 420 Connecticut Center for Massage  
Therapy  
Westport, (203) 221-7325
- 424 Connecticut School of Bartending  
Norwich, (860) 886-1955
- 425 Med-Care Training  
Danbury, (203) 205-0406
- 426 New Haven Professional School  
New Haven, (203) 562-3399
- 430 Cook's Nurse Aide Training  
Program  
Thomaston, (860) 283-1322
- 439 Sawyer School, The  
Hartford, (860) 247-4440
- 440 Sawyer School, The  
New London, (860) 439-0065
- 444 Stone Academy  
Milford, (203) 877-9889
- 447 Educational Training of  
Wethersfield  
Wethersfield, (860) 571-7666
- 450 Dental Careers Institute  
Orange, (203) 795-4740
- 452 National Bartenders School  
Norwalk, (203) 846-9662
- 453 Valley Medical Institute  
Trumbull, (203) 378-2210
- 455 Josie's Big Apple Beauty Academy  
New Haven, (203) 562-2544
- 456 Pawcatuck School of Hair Design  
Pawcatuck, (860) 599-8100
- 457 Ricci's Academy  
Newtown, (203) 426-1138
- 463 Branford Hall Career Institute  
Windsor, (860) 683-4900
- 464 D & L Tractor Trailer School  
Milford, (203) 878-6606
- 465 Valley Medical Institute  
Waterbury, (203) 754-2161
- 466 Academy of Learning  
Norwalk, (203) 838-0355
- 469 Educational Training of New  
London  
New London, (860) 447-8673
- 471 New England Technical Institute  
Center for Culinary Arts  
Cromwell, (860) 613-3350
- 472 National Medical Training Institute  
Manchester, (860) 643-2966
- 473 New England Technical Institute  
Hamden, (203) 287-7300
- 474 Clinton Academy of Hairdressing  
Clinton, (860) 669-8199
- 475 Fifth Avenue Academy  
North Haven, (203) 234-7540
- 477 Nirvana Salon Academy  
Wethersfield, (860) 529-2600
- 478 Vision Academy of Hairdressing  
West Hartford, (860) 953-6333
- 480 Andover Real Estate Institute  
Ridgefield, (203) 431-6370
- 481 Berkshire School of Real Estate and  
Appraisal  
Fairfield, (203) 259-9999
- 482 Mid-Shore Real Estate School  
Old Saybrook, (860) 395-0588
- 483 National Real Estate Institute  
Middletown, (860) 344-8207
- 487 Connecticut Medical Training  
Academy  
Windsor Locks, (860) 623-9937
- 488 EMS Institute/Stamford Hospital  
Stamford, (203) 325-7068
- 489 New Haven Sponsor Hospital  
Paramedic Program  
New Haven, (203) 562-3320
- 490 Branford Hall Career Institute  
Southington, (860) 276-0600
- 492 Learning Unlimited  
Litchfield, (860) 567-9104
- 493 Hospital of St. Raphael/School of  
Nurse Anesthesia  
New Haven, (203) 789-3538
- 494 Yale New Haven Hospital/Dietetic  
Internship  
New Haven, (203) 688-5074
- 497 Bridgeport Hospital, Nurse  
Anesthesia Program  
Bridgeport, (203) 384-3280
- 499 Danbury Hospital/School of  
Radiologic Technology  
Danbury, (203) 797-7182
- 500 Danbury Hospital/School of  
Surgical Technology  
Danbury, (203) 797-7724
- 501 Galen Institute  
Wethersfield, (860) 721-1904
- 502 Teamwork, LLC  
Salem, (860) 887-9990
- 503 Care Training Center, LLC  
New Haven, (203) 387-4002
- 505 Dent-Temp Careers  
Darien, (203) 944-9693
- 507 Health Careers Institute  
Middletown, (860) 704-0577
- 508 IKON Office Solutions  
Bloomfield, (860) 243-1000
- 509 MediTrans  
East Windsor, (860) 623-5671
- 510 New Horizons Computer Learning  
Center  
Windsor, (860) 298-7070
- 511 TrainAmerica  
Bridgeport, (203) 372-4836
- 512 American Red Cross Vocational  
School/University of Bridgeport  
Bridgeport, (203) 787-6721
- 513 American Red Cross Vocational  
School/Shady Knoll  
Seymour, (203) 787-6721
- 514 American Red Cross Vocational  
School/South Central  
New Haven, (203) 787-6721
- 515 Atlantic Bartender School  
Waterbury, (203) 754-6000
- 518 Health Careers Institute, Rocky Hill  
Rocky Hill, (860) 529-2521
- 519 Health Careers Institute, New  
Haven  
New Haven, (203) 789-0500
- 520 Concepts Institute of Hair Design  
Watertown, (203) 596-0203
- 521 DiLeo Universal School of  
Cosmetology & Barbering  
Waterbury, (203) 573-9090
- 522 First Impression Academy of  
Advanced Cosmetology  
Bloomfield, (860) 726-1089
- 523 Hair's the Place School of  
Cosmetology and Hair Design  
Groton, (860) 448-6017
- 524 Shaw's Hairdressing &  
Cosmetology School  
Hamden, (203) 288-8297
- 525 Shear Brilliance Institute of Hair  
Design  
West Haven, (203) 934-7983
- 526 Appraisal Institute, Connecticut  
Chapter  
Torrington, (860) 482-9992
- 527 Charters Real Estate Program  
Hartford, (860) 956-6225
- 528 Connecticut Association of  
Realtors  
East Hartford, (860) 290-6601
- 529 Connecticut Real Estate Academy  
Middlebury, (203) 598-3147
- 530 Continuous Progress Education  
Center  
East Hartford, (860) 528-5704
- 531 Corporate Education Center  
The Real Estate Institute  
Milford, (203) 878-4064
- 532 Dynamic Directions  
Berlin, (860) 331-0015
- 533 Eastern Connecticut Association of  
Realtors  
Norwich, (860) 892-2595
- 534 Greater Hartford Association of  
Realtors  
West Hartford, (860) 561-1800

continued...



## Private Occupational Schools (continued)

- 535 Greater New Milford Board of Realtors  
New Milford, (860) 355-0994
- 536 Home Builders Association of Hartford County  
Rocky Hill, (860) 563-4212
- 537 Litchfield County Conservation District  
Torrington, (860) 626-8258
- 538 Manchester Board of Realtors  
Manchester, (860) 646-2450
- 539 Mid-State Business & Real Estate Training Center  
Wallingford, (203) 265-3050
- 540 National Association Independent Fee Appraisers  
Danbury, (203) 744-3338
- 541 Northeast Career Institute  
New Milford, (860) 355-2501
- 542 North Fairfield County Association of Realtors  
Bethel, (203) 744-7255
- 543 Real Estate Educational  
Old Saybrook, (860) 388-1786
- 544 Real Estate School of Fairfield County  
Fairfield, (203) 255-6101
- 545 Real Estate School of New England  
Bridgeport, (203) 279-4287
- 546 Real Estate Training Education Services  
Bridgeport, (203) 374-2150
- 547 Real Estate Training Seminars  
Middletown, (860) 675-7439
- 548 Stafford School of Real Estate  
Stafford Springs, (860) 684-2072
- 549 Stamford Board of Realtors  
Stamford, (203) 327-1433
- 550 Superior Real Estate Training  
Monroe, (203) 452-0592
- 551 Supreme Real Estate School  
Madison, (203) 245-2801
- 552 Westport Real Estate Institute  
Westport, (203) 226-6915
- 553 Career Resources, Inc.  
Bridgeport, (203) 334-5627
- 554 CFA Floral Design School  
Cromwell, (800) 352-6946
- 555 CompuSoft Systems  
Manchester, (860) 432-3535
- 556 Connecticut Culinary Institute  
Suffield, (860) 668-3500
- 557 Corporate Training Center  
Enfield, (888) 870-0007
- 558 Connecticut Computer Service, Inc.  
Plantsville, (860) 276-1285
- 559 Connecticut Computer Service, Inc.  
Milford, (888) 806-7005



## State Service Academies

- 200 Connecticut State Police Academy Meriden (203) 238-6500  
201 Connecticut Fire Academy Windsor Locks (860) 627-6363

## Community Colleges

- 221 Asnuntuck - Enfield (860) 253-3000
- 222 Capital - Hartford (860) 520-7800
- 223 Housatonic - Bridgeport (203) 579-6400
- 224 Manchester - Manchester (860) 647-6000
- 225 Naugatuck Valley - Waterbury (203) 575-8040
- 226 Middlesex - Middletown (860) 343-5800
- 227 Three Rivers - Norwich (860) 886-1931
- 228 Northwestern Connecticut - Winsted (860) 379-8543
- 229 Norwalk - Norwalk (203) 857-7080
- 230 Quinebaug Valley - Danielson (860) 774-1130
- 231 Gateway - New Haven (203) 285-2000
- 232 Tunxis - Farmington (860) 677-7701



## Regional Vocational-Technical Schools

- 260 A.I. Prince - Hartford (860) 951-7112
- 261 Bullard-Havens - Bridgeport (203) 579-6333
- 262 Howell Cheney Satellite - Enfield (860) 253-3100
- 263 E.C. Goodwin - New Britain (860) 827-7736
- 264 Eli Whitney - Hamden (203) 397-4031
- 265 Emmett O'Brien - Ansonia (203) 732-1800
- 266 Bristol Technical Education Center -  
Bristol (860) 584-8433
- 267 H.C. Wilcox - Meriden (203) 238-6260
- 268 H.H.Ellis - Danielson (860) 774-8511
- 269 Henry Abbott - Danbury (203) 797-4460
- 270 Howell Cheney - Manchester (860) 649-5396
- 271 J.M. Wright - Stamford (203) 324-7363
- 272 Norwich - Norwich (860) 889-8453
- 273 Oliver Wolcott - Torrington (860) 496-5300
- 274 Platt - Milford (203) 783-5300
- 275 Grasso/Southeastern - Groton (860) 448-0220
- 276 Vinal - Middletown (860) 344-7100
- 278 W.F. Kaynor - Waterbury (203) 596-4302
- 280 Windham - Willimantic (860) 456-3879
- 281 Stratford School for Aviation Maintenance Technicians  
Stratford (203) 381-9250



## Colleges and Universities

- 068 Gibbs College - Norwalk (203) 838-4173  
124 St. Vincent's College - Bridgeport (203) 576-5235  
301 Albertus Magnus College - New Haven (203) 773-8550  
303 Briarwood College - Southington (860) 628-4751  
305 Central Connecticut State University -  
New Britain (860) 832-2278  
306 Connecticut College - New London (860) 447-1911  
307 Eastern Connecticut State University -  
Willimantic (860) 465-5000  
308 Fairfield University - Fairfield (203) 254-4000  
310 Rensselaer at Hartford - Hartford (860) 548-2400  
315 Mitchell College - New London (860) 701-5000  
319 Paier College of Art - Hamden (203) 287-3031  
320 Teikyo Post University - Waterbury (203) 596-4500  
321 Quinnipiac College - Hamden (203) 281-8600  
322 Sacred Heart University - Fairfield (203) 371-7999  
323 Southern Connecticut State University -  
New Haven (203) 392-7278  
326 St. Joseph College - West Hartford (860) 232-4571  
327 Trinity College - Hartford (860) 297-2000  
330 University of Bridgeport - Bridgeport (203) 576-4000  
331 University of Connecticut - Storrs (860) 486-2000  
332 University of Hartford - West Hartford (860) 768-4100  
333 University of New Haven - West Haven (203) 932-7000  
334 Wesleyan University - Middletown (860) 685-2000  
335 Western Connecticut State University -  
Danbury (203) 837-9000  
337 Yale University - New Haven (203) 432-4771  
338 Charter Oak State College - New Britain (860) 832-3800  
339 U.S. Coast Guard Academy -  
New London (860) 444-8444  
345 International College of Hospitality Management -  
Washington (860) 868-9555  
346 Lyme Academy of Fine Arts - Old Lyme (860) 434-5232  
347 Goodwin College - East Hartford (860) 528-4111  
340 University of Connecticut, Health Center -  
Farmington (860) 679-2000  
341 University of Connecticut, Avery Point -  
Groton (860) 405-9019  
342 University of Connecticut, Stamford -  
Stamford (203) 251-8400  
343 University of Connecticut, Tri-Campus -  
West Hartford (860) 570-9209  
344 University of Connecticut, Tri-Campus -  
Torrington (860) 626-6800  
348 University of Connecticut, Tri Campus -  
Waterbury (203) 236-9800



## Cover Letters

introduce you to the prospective employer and should always be included when you mail your résumé. Never write a form letter to be duplicated and mailed. Your cover letter and résumé should have the same font type and paper style.

42 Blossom Drive  
Wethersfield, CT 06109  
(860) 555-5555

December 10, 2001

Chris Thompson  
American Literature Monthly  
55 Elm Street  
Hartford, CT 06106

Dear Chris Thompson,

I understand that *American Literature Monthly* has nearly doubled its circulation in the past ten months. It is wonderful to know more people are exploring American Literature and broadening their horizons. I hope that I can be part of this phenomenal growth by filling the Assistant Writer position advertised in the *Hartford Gazette*.

I have recently graduated from Southern Connecticut State University, where I focused on American Literature. While attending, I had the good fortune to work as an intern for Name First, an advertising firm servicing local businesses. Utilizing my writing and computer skills, I created a variety of promotional materials and press releases to suit individual company's needs.

My knowledge of American Literature, along with my writing and marketing skills, would be an asset to *American Literature Monthly*. I would very much appreciate the opportunity to meet with you and discuss some of my ideas on the subject. At your request, I am providing my salary history. While working part-time at Quiet Corner Book Store, my annual salary is \$11,400. Prior to that, I earned \$54,300 while working full-time at Freeman & Reed Accounting Services. I have enclosed my résumé for your review and will telephone you on December 17th to set up a meeting.

Sincerely,  
(Signature)  
Andrew Dragon

(enclosure)

Your mailing address  
Your phone number, including area code  
Date letter is mailed  
Name and title of a specific person  
Company name  
Mailing address

Dear Mr./Ms./Mrs. Last Name,  
(If the person has a unisex first name, use his or her full name. For women, use Ms. unless you know they use the prefix Mrs.)

**First Paragraph.** In your initial paragraph, state the reason for the letter, the specific position or type of work for which you are applying, and indicate from which resource (placement center, news media, friend, employment service) you learned of the opening. Your first sentence should catch the reader's attention and reflect your interest in the company.

**Second Paragraph.** Indicate why you are interested in the position, the company, its products or services — above all, clearly state what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you had some practical work experience, point out your specific achievements or unique qualifications. Try not to repeat the same information the reader will find in your résumé.

**Final Paragraph.** In the closing paragraph, refer the reader to the enclosed résumé or application which summarizes your qualifications, training, and experiences. Indicate your desire for a personal interview and your flexibility as to the time and place. If the job announcement requests no phone calls, repeat your phone number in the letter. If no such request is made, state that you will call on a certain date to set up an interview.

**Salary information should only be provided upon request.**

Sincerely yours,  
(Your Signature)  
Your typed name  
(enclosure)

# The Anatomy of a Résumé

A résumé is a “calling card” to raise an employer’s interest in your skills and experience to secure an interview. Since this will often be the first impression you make, it is important to have a professional résumé that displays your abilities in the best light. There are two basic kinds of résumés:

# 1

## Chronological Résumé

Organized by work history, this format begins with the most recent employer with job duties, job titles, and dates, detailing up to 20 years of employment history. Most employers prefer this style, and it should be used for persons who have a recent work history, have been in a job for two or more years, and are looking for a job similar to previous jobs.

# 2

## Functional Résumé

Organized by skills and experience, this format downplays gaps in employment and unrelated work experience. This format should be used for persons who have minimal or no formal work history, have decided to change careers, have changed jobs often, or have gaps in employment.

Whichever style of résumé you feel fits your needs, a résumé should have clear, easily distinguished sections. Many people find writing a résumé a daunting task. If you find yourself avoiding it, concentrate on one section at a time.

- Keep your next job target in mind. The most effective résumés are clearly focused on a specific job title and address the employer’s stated requirements for the position. If you are looking for different types of jobs, create separate résumés.
- Use 8.5 by 11 inch paper, light or white and 70 lb or greater weight (weight refers to the thickness of paper). Use the same paper for your cover letter and list of references.
- Use easy to read fonts such as Arial, Helvetica, Times New Roman, or Garamond. The font size should be between nine and twelve points.
- Have space between paragraphs, and don’t cram too much information onto one page. Margins should be at least one inch.
- Spelling, grammar, and typing errors are unacceptable. Proofread your résumé twice, then set it aside for a few hours before proofreading it again. Always proofread it before mailing.
- Have someone else review your résumé, preferably a career counselor or a hiring authority in your field of interest.
- Each copy should be produced from a laser printer - mass photocopying should be avoided. Paper should be single-sided (print on one side of the paper only). Never make handwritten corrections on a résumé or attach notes.
- Mail it in a large, flat manilla envelope, without stapling or folding your résumé. Include a cover letter that details the position you are applying for and displays your knowledge of the company.
- Update your résumé every six months. If you find yourself suddenly looking for work or competing for a promotion, you will save yourself time and stress by not having to create an entirely new résumé at the last minute.

**More on résumés, interviewing, and other job search techniques are provided in [Your Job Search Guide](#) and [Writing Your Résumé](#). They are available by calling 860-263-6275 or visiting [www.ctdol.state.ct.us/lmi](http://www.ctdol.state.ct.us/lmi).**

## Jack Brown

- 55 Tracey Drive, Enfield, CT 06082; (860) 555-5555 •

**Objective:** To obtain greater challenge and responsibility as Director of Services in an organization whose main goal is to improve children's lives and protect their welfare.

### Summary of Qualifications

- Visionary counselor with 20 years of experience working with children.
- Organized and presented career planning assemblies for over 250 students and parents.
- Pioneered and strengthened programs with dramatic results in high school drop-out rates.
- Supervised and motivated a staff of seven to be solution-oriented.

### Work Experience

- 1990 - present **Director of Guidance Counseling**  
**Blue Leaf High School**, Enfield, CT  
Responsible for large student programs, budgeting, and overseeing a staff of seven while providing individual guidance counseling for students.
- Decreased the drop-out rate by 10% through new programs coordinating students, counselors, parents, and teachers.
  - Oversaw informational assemblies for up to 700 persons at a time, including creating materials and coordinating speakers.
  - Enabled students through education and peer groups to address physical and mental health concerns.
- 1985-1990 **Guidance Counselor**  
**Eagle High School**, Tolland, CT  
Developed expertise in guiding students with education, career, and life choices.
- Mentored in "Proud Eagles" program to increase school pride and students' self-confidence.
  - Organized student events including fund-raisers, class trips, and guest speakers.
- 1981-1983 **Administrative Assistant**  
**Green Hill High School**, Oakdale, CT
- 1981-1981 **Camp Counselor**  
**Helping Hand**, Red Rock, TN  
Planned activities and raised funds for a summer camp for underprivileged children.
- Raised \$2,500 to help fund this summer program for children aged 5-10 years.
  - Learned facets of multi-cultural backgrounds.
- Education** M.A. School Counseling, Central Connecticut State University, New Britain, CT, 1985  
B.A. Psychology, University of Connecticut, Storrs, CT, 1983

== G. Rosa Lee ==

Current Address

56 Blueberry Circle  
Manchester, CT 06040  
860-555-5555  
Lee@LS.edu

Permanent Address

1510 Sunshine Lane  
Ellington, CT 06029  
860-555-5555  
rosa.lee@home.com

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**OBJECTIVE**

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To obtain a receptionist position in a health care facility to utilize my customer service, administrative, and communication skills.

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**EDUCATION**

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Manchester Community College  
Manchester, CT  
A.A. in Liberal Arts, expected May 2003  
G.P.A. 3.6/4.0

Ellington High School  
Ellington, CT  
Diploma, June 1997  
G.P.A. 3.5/4.0

---

**EXPERIENCE**

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**Customer Service**

- Socialized with residents while cleaning
- Maintained a clean and safe living facility
- Placed special orders for hardware items for customers

**Administration**

- Balanced cash register drawer accurately
- Inventoried housekeeping supplies
- Earned A's in medical transcription and accounting classes

**Communication**

- Relayed safety concerns to supervisor
- Answered phone inquiries and directed calls
- Promoted sales and bargain items to customers

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**WORK HISTORY**

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Housekeeper, Blue Ridge Home, Manchester, CT  
Cashier, Jessica's Hardware, Ellington, CT

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**SPECIAL SKILLS**

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- Fluent in Spanish
- Proficient in WordPerfect, Word, and Excel computer applications
- Type 65 words per minute

# Scannable and Electronic Résumés

Many organizations use scanners, e-mail, and Internet recruitment to build an electronic résumé library for their hiring needs. The traditional résumé, even from the most perfect candidate, may be lost if it is not redesigned for the computer's eye. Keywords are more important in scannable and on-line résumés because computers often rank an application according to the number of keyword matches. For example, an administrative assistant position might look for "typing score," "WordPerfect," and "Excel." The more times a match is found, the better a résumé ranks.

Job seekers should check with companies if scanners are used and if the scanners require special fonts, paper, or styles of type. When e-mailing a résumé, it is important to copy and paste your résumé into the message because an employer may not have the appropriate software to open an attached document. There are many Web sites that allow you to post your resume on-line; some are listed on pages 42-43. Follow the general guidelines below to make your résumé technology friendly:

- Post your résumé on-line before you see an appropriate job opening. Often employers begin reviewing résumés as soon as there is an open position, and if they find an appropriate match, they may never post the opening.
- Check to see how often résumés are purged from the system. Typically, résumés are removed after six months and you might want to re-send yours to remain a candidate for employment.
- Always place your name as the first item at the top of the page since the scanner assumes that the first line is the applicant's name. Your name and phone number should be on separate lines.
- Provide a laser-printed original if possible. Scanners cannot read a faxed résumé; if you fax a résumé, be sure to also mail a hard copy.
- Use white or light-colored 8.5" x 11" paper, printed on one side only.
- Do not fold or staple the résumé.
- Left justify the entire document.
- Use a font of 10 to 14 points (avoid Times New Roman 10 point).
- Use standard serif and sans-serif fonts (i.e., Helvetica, Arial, Times New Roman, Courier). Avoid fonts where the characters touch. Do not condense spacing between letters.
- No line should exceed 65 characters. End each line by hitting the enter key - automatic word wrapping will create long lines that may not be readable.
- *Italics*, **boldface**, underlining, and **reverse** type cause problems for scanners, especially if combined. Use ALL CAPITAL LETTERS for emphasis, or set off words with asterisks (\*). When using asterisks, there should be a space between the asterisk and the text.
- Avoid bullets, vertical or horizontal lines, graphics, shading, or shadowing.

Gerald White  
1399 Sesame Street  
Wapping, CT 06074  
860-555-1234

#### OBJECTIVE

Seeking advanced challenge and responsibility to employ my management and communication skills as a training manager within an international pharmaceutical firm.

#### KEYWORD SUMMARY

Proficient in Excel and ACCESS, willing to travel globally, advanced verbal and written communication skills, seven years management and training experience.

#### EXPERIENCE

Statewide Manager, Feel Good Pharmacy, 1987 - present  
+ Utilized ACCESS and Excel software to organize employees' records  
+ Traveled to local stores for in-house training of new managers  
+ Created written materials, including handbooks and reference guides

Store Manager, Quickease Pharmacy, 1977 - 1987  
+ Increased sales by 25% in first year of management  
+ Managed and scheduled a staff of fifteen employees

#### VOLUNTEER EXPERIENCE

American Red Cross volunteer, 1998 - present  
Big Brothers/Big Sisters volunteer, 1996 - present

#### EDUCATION

B.A. in Business Management, Central Connecticut State University  
A.A. in Business Management, Manchester Community College



# Application Forms

Once you have found the job you want, you will usually have to complete an application form. It should be taken seriously; many applicants have lost job opportunities due to unfinished or carelessly completed forms. Prior to your initial visit with an employer, pick up a job application at almost any business establishment to see what information is requested. Document the information and bring it with you when making a contact. Follow these tips for a professional application form:

- ⦿ Read the entire application form before filling it out. Provide the information where it is requested. For example, notice if you should write your last name first or if there are separate lines for street and town information.
- ⦿ Fill out all the information. If you are not sure what the question is asking, ask for clarification. If a question does not apply to you, print “not applicable” or “n/a.” This shows that you did not just skip over a section.
- ⦿ Print or type the information. Bring a blue or black pen to fill out the application. Any other color is unprofessional, and borrowing a pen shows you are unprepared.
- ⦿ Apply for a specific job. You may list up to three job titles, but never write “anything.”
- ⦿ Be neat and clear. Do not eat or drink while completing the application, and be sure to print clearly. If an employer has to struggle to understand your handwriting, he or she will probably skip over it.
- ⦿ Keep your future job in mind when describing your previous experience. For example, if your last job was as a sales clerk but you are now applying for a bookkeeping job, you would first list the job duties of the sales position that involved bookkeeping, i.e., balancing a cash drawer, calculating sales discounts, following written instructions, etc., before the primary customer service skills.
- ⦿ Have at least three persons’ names and phone numbers to use as references. You must ask their permission to do so. Do not use family members.
- ⦿ Sign and date the application form.
- ⦿ Proofread. Once you have completed the form, reread it to make sure the information is accurate and complete. Double check that you have provided a telephone number.
- ⦿ Tell the truth. You can be fired for lying on an application form.

## Interviews:

the goal of every resume and cover letter. Employers are looking for persons who not only have the necessary experience and skills, but also demonstrate self-confidence and a willingness to be a team player. Follow these tips to maximize your job interview performance and land your next job:

- ⦿ Be On Time - be ten to fifteen minutes early. Most employers view this as very important and will automatically reject late arrivals.
- ⦿ Research the Company - know the company’s history, its locations, major competitors, work philosophy, and future goals. Brush up on current events and consider if they will impact the company.
- ⦿ Know Yourself - be prepared to introduce yourself, describe your goals, skills, and work experience. Be able to answer the question, “Tell me about yourself.”
- ⦿ Practice - you must be able to give intelligent, well thought out answers to employers’ questions. Practice until you are comfortable answering questions without sounding rehearsed.
- ⦿ Dress Professionally - dressing well is an easy way to make a good impression. A general rule of thumb is to dress for the position above what you are applying for: if applying to be a cashier, dress as the store manager. Never wear T-shirts, shorts, sneakers, jeans, revealing or baggy clothing.
- ⦿ Be Polite - maintain a positive, enthusiastic attitude with everyone you encounter. Never criticize former employers or co-workers. Answer questions “yes” or “no,” never “yeah,” “nah,” or “uh-huh.”
- ⦿ Thank You- thank the interviewer for his or her time, and send a thank-you note within two days. If you have been told that you are not the right candidate, ask to be kept in mind for an appropriate position in the future.

# Surf the Net

The Internet is rapidly becoming an essential tool for career exploration and job hunting. The number of career and job sites has virtually exploded and continues to increase every day. World Wide Web sites offer career counseling, résumé writing services, skill assessment, job listings, company information and applicant-referral services. **Don't have a computer?** Visit your local library or Connecticut Department of Labor office (see page 45) for public computers with Internet access.

## Career Exploration

### America's Career InfoNet

[www.acinet.org](http://www.acinet.org)  
Wages, employment trends, and career exploration including career videos.

### California Job Star - Guides for Specific Careers

[Jobsmart.org/tools/career](http://Jobsmart.org/tools/career)  
Links to career-specific sites with career descriptions, training needed, job outlook and more.

### CareerZone

[www.nycareerzone.org](http://www.nycareerzone.org)  
Job descriptions, tasks involved, skills needed and a lot more!

### College Board On Line

[www.collegeboard.com](http://www.collegeboard.com)  
College comparisons, tips on adjusting from high school, online SAT practice.

### Connecticut Department of Higher Education

[www.ctdhe.org](http://www.ctdhe.org)  
Information on private occupational schools, colleges, universities, and more.

### Connecticut Distance Learning Consortium

[www.ctdlc.org](http://www.ctdlc.org)  
Information on Connecticut schools that offer courses on-line.

### Connecticut Job & Career ConneCTion

[www.ctjobandcareer.org](http://www.ctjobandcareer.org)  
Explore your skills, job choices, potential employers, and local services.

### Connecticut Mentor

[www.ctmentor.org](http://www.ctmentor.org)  
Online resource to help students and their families select a college, finance higher education and even apply for admission online!

### Connecticut Regional Vocational-Technical Schools

[www.cttech.org](http://www.cttech.org)  
Find the schools available in your area and their programs.

### Connecticut State Department of Education

[www.state.ct.us/sde](http://www.state.ct.us/sde)  
Information on vocational technical schools, obtaining a GED, search for Connecticut schools, and more.

### Connecticut's Youth Employment Site

[www.ctdol.state.ct.us/youth/main.htm](http://www.ctdol.state.ct.us/youth/main.htm)  
Employment and training information to transition from school to work.

### Employment & Training Administration (ETA)

[www.doleta.gov/individ/careerex.asp](http://www.doleta.gov/individ/careerex.asp)  
Career exploration, job hunting resources, and links.

### Job Hunter's Bible

[www.jobhuntersbible.com](http://www.jobhuntersbible.com)  
By the author of "What Color is Your Parachute" – includes job information, searches, links.

### JobMonkey

[www.jobmonkey.com](http://www.jobmonkey.com)  
Describes some unusual jobs (resorts, casinos, cruise lines, outdoors, teaching abroad) as well as links for job searching.

### My Future

[www.myfuture.com](http://www.myfuture.com)  
Geared toward high school students. Information on financial aid, scholarships, careers and managing money.

### National Career Development Association

[www.ncda.org/cjs.htm](http://www.ncda.org/cjs.htm)  
Information and resources to assist in career planning as well as Frequently Asked Questions.

### Nursing Career Center of Connecticut

[www.nursingcareercenterct.com](http://www.nursingcareercenterct.com)  
Describes the career of nursing along with nursing schools.

### Occupational Outlook Handbook

[Stats.bls.gov/ocohome.htm](http://Stats.bls.gov/ocohome.htm)  
Lists descriptions, employment outlook, training requirements and professional associations for thousands of jobs.

### O\*NET Online

[online.onetcenter.org](http://online.onetcenter.org)  
Detailed information on occupations, including a search that finds occupations for the skills you already have.

### Peterson's Guide

[www.petersons.com](http://www.petersons.com)  
A guide to education resources.

### Riley Guide

[www.rileyguide.com](http://www.rileyguide.com)  
Loads of resources for assessment, careers, employers and more. Practical advice and extensive links including links to occupation-specific Web sites.

### School-to-Work Internet Gateway

[www.stw.ed.gov](http://www.stw.ed.gov)  
Options for students to gain work experience while attending school. Custom page for students with links to loads of resources.

### The University of North Carolina

[www.uncwil.edu/stuaff/career/majors](http://www.uncwil.edu/stuaff/career/majors)  
Answers the question, "What can I do with my college major?"

### You Belong in Connecticut

[www.youbelonginct.com](http://www.youbelonginct.com)  
Professional associations, jobs, internships, and colleges in Connecticut.

*continued...*



# Job Placement and Development

## America's Job Bank

[www.ajb.dni.us](http://www.ajb.dni.us)

Biggest and busiest job market in cyberspace. Job seekers can post their résumé where thousands of employers search every day. Use Job Scout to automatically search for job openings and generate e-mail notifications when new jobs are posted that match your job search criteria.

## Bona Fide Classified

[www.realfind.com](http://www.realfind.com)

Includes classified ads throughout Connecticut and the U.S.

## Career-Nsite's CareerComplete

[www.career-nsite.com](http://www.career-nsite.com)

Allows user to type in a keyword and click on the job search site of their choice. Contains approximately 15 different sites.

## Connecticut Department of Administrative Services

[www.das.state.ct.us/exam](http://www.das.state.ct.us/exam)

State job and exam announcements.

## Connecticut Department of Labor

[www.ctdol.state.ct.us](http://www.ctdol.state.ct.us)

Includes information on workshops, upcoming job fairs, apprenticeship programs, and training programs. Click on Labor Market Information to find occupational wages and employment trends in CT. View or download some popular DOL publications.

## Connecticut Regional Education Applicant & Placement Program (CTREAP)

[www.ctreap.net](http://www.ctreap.net)

Jobs in public education.

## Employment Guide's Career Web and Health Career Web

[www.cweb.com](http://www.cweb.com)

Recruitment site for health care and other careers.

## The Hartford Courant

[www.ctnow.com](http://www.ctnow.com)

Site's *marketplace* section includes national and employer listings, company profiles, résumé advice, and more.

## HigherEdjobs Online

[www.higheredjobs.com](http://www.higheredjobs.com)

Jobs in higher education.

## Job Web

[www.jobweb.org](http://www.jobweb.org)

Career information and tips for College students and college graduates.

## JobBank USA

[Jobbankusa.com](http://Jobbankusa.com)

Industry associations, employment and résumé services.

## Military Career Guide Online

[www.militarycareers.com](http://www.militarycareers.com)

Resource for the military world of work.

## Monster Healthcare

[healthcare.monster.com](http://healthcare.monster.com)

Find a job in healthcare.

## NBC 30's Job Bank

[www.gigjob.com](http://www.gigjob.com)

Job hunting in your local area.

## News Channel 8

[www.wtnh.com](http://www.wtnh.com)

Click on *Jobs For You* for tips and jobs.

## The Pavement

[www.thepavement.com](http://www.thepavement.com)

A comprehensive career-building service for young adults with zero to five years of work experience.

## Public Service Employees' Network

[www.pse-net.com](http://www.pse-net.com)

Government jobs, interview tips and questions, and mock interviews.

## USA Jobs

[www.usajobs.opm.gov](http://www.usajobs.opm.gov)

U.S. government's official site for job and employment information.

## www.careerbuilder.com

Includes employment sections of more than 90 newspapers; rated as one of the top five job search Web sites by Media Matrix.

## www.ELECTRICjob.com

Job bank for the electrical and electric power and utilities industries.

## www.gotajob.com

A free Internet service designed to match individuals seeking part-time, full-time or seasonal work with potential employers.

## www.headhunter.net

Rated as one of the top five job search Web sites by Media Matrix.

## www.hotjobs.com

Rated as one of the top five job search Web sites by Media Matrix.

## www.HVACjob.com

Get exposed to hundreds of companies in the heating, air conditioning, refrigeration, sheet metal and energy management controls industries.

## www.jobhunt.com

Guide to net employment resources (including many of the sites listed here).

## www.jobsonline.com

Rated as one of the top five job search Web sites by Media Matrix.

## www.monster.com

Rated as one of the top five job search Web sites by Media Matrix.

## www.myjobsearch.com

Provides links for job searching related sites. Features include résumé templates for specific occupations, building information, interviewing tips, networking, negotiating tips.

## www.PLUMBjob.com

Full service job bank for commercial, industrial, and residential plumbing and piping industries.

## www.wantedjobs.com

Searches more than 100 online job sites.

## www.wetfeet.com

Researches companies and occupations and enables you to post your résumé.



# The Workers' Compensation Commission

## Workers' Rehabilitation Services

Most workers in the State of Connecticut are protected by workers' compensation insurance. In addition to provisions covering the loss of earnings and medical care, the Workers' Compensation Act provides for vocational rehabilitation. Workers' Rehabilitation Services helps injured workers overcome substantial and permanent losses of earning power suffered due to a work related injury or occupational disease. The main goal of Rehabilitation Services is to help the injured worker get back to work and regain independence. To be eligible, the injured worker must have an accepted compensation claim or compensation claim that was stipulated between the parties, and have sustained permanent limitations that prevent him/her from returning to his/her most recent or regular work.

Services are provided at no cost and are based upon the individual's needs. Services may include: aptitude testing, evaluation, counseling, job-seeking skills, job development, on-the-job training, or formal training. There is no cost to the injured worker, and receiving services has no effect on the workers' compensation claim.

For further information on Workers' Rehabilitation Services, please contact any of the offices listed to the right. Workers' Rehabilitation Services is also available on the Workers' Compensation Commission's Internet Web site at <http://wcc.state.ct.us>.

### Workers' Compensation Commission Offices

#### Rehabilitation Services

21 Oak Street, 4<sup>th</sup> Floor  
Hartford, CT 06106  
(860) 493-1500

#### First District - Hartford

999 Asylum Avenue  
Hartford, CT 06106  
(860) 566-4154

#### Second District - Norwich

90 Sachus Street  
Norwich, CT 06360  
(860) 823-3900

#### Third District - New Haven

700 State Street  
New Haven, CT 06511  
(203) 789-7512

#### Fourth District - Bridgeport

350 Fairfield Avenue  
Bridgeport, CT 06604  
(203) 382-5600

#### Fifth District - Waterbury

55 West Main Street, Suite 200  
Waterbury, CT 06702  
(203) 596-4207

#### Sixth District - New Britain

233 Main Street  
New Britain, CT 06051  
(860) 827-7180

#### Seventh District - Stamford

111 High Ridge Road  
Stamford, CT 06905  
(203) 325-3881

#### Eighth District - Middletown

90 Court Street  
Middletown, CT 06457  
(860) 344-7453

### Have A Question About: *College? Careers? Job Training?*

#### Statewide Information & Referral Services

- college and university programs
- occupational schools
- adult & continuing education
- high school equivalency programs
- competency testing
- credit for experiential learning
- basic skills improvement programs
- student financial assistance
- veterans education benefits
- guidance & counseling services
- job outlooks
- apprenticeship training
- dislocated worker programs
- counseling services
- displaced homemaker programs
- local training programs

*Dislocated workers are especially urged to call.*

*With ready access to job listings and training schedules, the EEIC can provide you with important tips on career development.*

### **Education & Employment Information Center**

Call TOLL FREE Monday-Friday, 9:00 a.m.-4:00 p.m.  
1-800-842-0229 / In Hartford 947-1810 [www.ctdhe.org](http://www.ctdhe.org)

You can also write or visit the EEIC at the Connecticut Department of Higher Education, 61 Woodland Street, Hartford, CT 06105-2326.

# Connecticut Department of Labor

Working with you for a better future.

[www.ctdol.state.ct.us](http://www.ctdol.state.ct.us)

## Our Business is Jobs!

The Department of Labor (DOL) is committed to assisting Connecticut's workers and employers to be competitive in the global economy. If you're in the process of a job search or a career change, many of our programs and services are provided through the 18 One-Stop employment and training centers located across the state.

## No-cost services include:

- Résumé Assistance
- Internet Access
- Unemployment Insurance Benefits
- Hundreds of Job Listings
- Apprenticeship Programs
- Job Search Assistance
- Career Counseling
- Computer, Copier, Fax
- Connecticut Job Bank
- Specialized Workshops

## [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us)

Our Web site is packed with information ranging from job listings and skills training to wage and workplace guidelines. To find out more about our many services, visit us on the Internet at: [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us).

## Connecticut Job Bank

If you're looking for that dream job, the Connecticut Job Bank (CJB) can help you achieve your goal. Provided at no cost to users, CJB allows job seekers to post résumés and search current job openings. Enjoy the convenience of Job Scout, an option that performs automatic searches with your criteria and e-mails the results to you.

CJB automatically links to America's Job Bank, the world's largest on-line recruitment center. In Connecticut alone, there are over 24,000 registered job openings and more than 5,000 active résumés, all of which can be accessed 24 hours a day on DOL's Web site.

**Explore our Web site at [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us), call toll-free at 1-888-CTWORKS, or visit your local Department of Labor office listed below:**

Ansonia	555 Main Street	(203) 736-1059	Middletown	645 S. Main Street	(860) 344-2661
Bridgeport	2 Lafayette Square	(203) 330-4830	New Britain	260 Lafayette Street	(860) 827-4460
Bristol	55 South Street	(860) 314-2592	New London	Shaw's Cove Six	(860) 447-6211
Danbury	152 West Street	(203) 731-2929	Norwich	113 Salem Turnpike	(860) 859-5600
Danielson	95 Westcott Road	(860) 779-5850		North Bldg., Suite 200	
Enfield	620 Enfield Street	(860) 741-4295	Stamford	1340 Washington Blvd.	(203) 425-2439
Hamden	37 Marne Street	(203) 789-6582	Torrington	Torrington Parkade	(860) 626-6220
Hartford	3580 Main Street	(860) 566-5727		486 Winsted Road	
Manchester	587 E. Middle Tpke	(860) 649-4558	Waterbury	249 Thomaston Ave.	(203) 596-4454
Meriden	290 Pratt Street	(203) 238-6148	Willimantic	Tyler Square	(860) 465-2120
				1320 Main Street	

# Employment Help for Persons with Disabilities

If you have a physical or mental condition which affects your ability to get or keep a job, you may be able to find help through the Bureau of Rehabilitation Services (BRS). Part of the Department of Social Services, BRS administers a program called Vocational Rehabilitation (VR), which is designed to help people with disabilities become or remain part of the competitive labor force. BRS serves people with all disabilities except legal blindness (persons who are legally blind receive VR services through the Board of Education and Services for the Blind).

## BRS District Offices

### Bridgeport

1057 Broad Street  
Bridgeport, CT 06604  
203-551-5500 (V/TDD/TTY)  
Fax: 203-579-6903

### Hartford

3580 Main Street  
Hartford, CT 06120  
860-723-1400 (V/TDD/TTY)  
Fax: 860-566-4766

### New Haven

414 Chapel Street, Suite 301  
New Haven, CT 06511  
203-974-3000 (V)  
203-974-3013 (TDD/TTY)  
Fax: 203-789-7850

### Norwich

113 Salem Turnpike  
North Building, Suite 200  
Norwich, CT 06360  
860-859-5720 (V)  
860-859-5731 (TDD/TTY)  
Fax: 860-859-5733

### Waterbury

249 Thomaston Avenue  
Waterbury, CT 06702  
203-578-4550 (V/TDD/TTY)  
Fax: 203-578-4590

For information on BRS branch locations or services, call:  
1-800-537-2549 (V)  
(860) 424-4839 (TDD/TTY)

To be eligible for the VR program, you must have a physical or mental condition which constitutes a substantial barrier to work. You also must need VR services in order to prepare for, find, perform or keep a job.

Vocational rehabilitation services are designed to accommodate the unique employment related needs of each individual. Services may include—but are not limited to—vocational counseling and guidance, skill training, benefits analysis and counseling, career education, job search assistance, assistive technology services, modifications to your vehicle or home, and services to assist in restoring a physical or mental condition. VR counselors at BRS are trained to help persons with disabilities to make the most of their abilities and to plan for their employment futures. Of the more than 10,000 persons who receive services each year, approximately 1,700 find or maintain employment.

When you apply for VR services, your counselor will work with you to evaluate your present situation, including the effect of your disability on your capacity to work. If you are eligible, your counselor will:

- ✎ assist you in planning for future employment;
- ✎ help you obtain the services you need in order to reach your goal;
- ✎ assist you in your job search; and
- ✎ help you keep your job by working with you and, if appropriate, your employer.

VR counselors have the expertise to help their clients plan and prepare for their job goals. All BRS offices are linked via computer to a career information delivery system, which enables you and your counselor to explore career possibilities together, as equal partners in your rehabilitation program. Using this service, you can learn about the nature of different jobs, the skills and abilities you need to pursue specific careers, and where to get the necessary training. You can also obtain information on other resources to help you prepare for and seek employment.

VR counselors may also set up work experiences to allow you to find out what a particular job is really like. Or you may participate in an on-the-job training program, which allows you to learn a job by doing it, while receiving wages for the work you do.

More and more, VR counselors are being called upon to suggest ways to change a job or a job setting so that a person with a disability can carry out the job successfully. This may involve modifying the physical work setting (so a worker can move around in a wheelchair, for example), letting a person have a flexible schedule (to go for kidney dialysis) or providing a piece of equipment (such as a scanner that reads text to the employee who has a visual impairment).

After you find a job, BRS remains available to provide additional vocational rehabilitation services if you need help to maintain your employment.

## Board of Education and Services for the Blind

Board of Education and Services for the Blind (BESB) provides statewide comprehensive, community-based programs through a continuum of individualized educational, rehabilitation and social services programs to adults who are legally blind and to children who are legally blind or visually impaired.

The agency works with individuals and families to assist them in acquiring the life skills and support services necessary to function with independence in the home and community, as well as in the social and vocational environments. Services include referral to counseling resources: Low Vision Specialists and Assistive Technology Specialists, vocational rehabilitation counseling, orientation and mobility instruction, low vision services and public education. To request services or information, contact the agency at 184 Windsor Avenue, Windsor, CT 06095; call 1-800-842-4510, (860) 602-4000, Voice/TDD (860) 602-4002; or visit

[www.besb.state.ct.us](http://www.besb.state.ct.us)

## Commission on the Deaf and Hearing Impaired

The Commission on the Deaf and Hearing Impaired provides counseling and assistance to deaf and hard of hearing persons regarding many types of job related concerns such as locating and developing job opportunities, referral to available services such as sign language interpreters, job coaches, and vocational assistance.

Assistance is also available to employers for questions and concerns regarding reasonable accommodations, sensitivity and awareness training and resolving employment issues related to deafness. To request services or information, contact the agency at 1245 Farmington Avenue, West Hartford, CT 06107; call 1-800-708-6796 or (860) 561-0196; or visit

[www.state.ct.us/cdhi](http://www.state.ct.us/cdhi)

## The Americans with Disabilities Act

This law requires that no otherwise qualified person with a disability be denied access to, or the benefits of, or be subjected to discrimination by, any program or activity provided by any institution receiving federal assistance. In addition, it requires that an institution (public or private) be prepared to make appropriate academic adjustments and reasonable modifications to policies and practices in order to allow the full participation of students with disabilities in the same programs and activities that are available to students without disabilities.

## Adult Education Opportunities

It doesn't matter how old you are, how long ago you last sat in a classroom or where you're currently living. You can still enrich your life, complete your high school education or prepare for a career through adult education programs.

These programs are for persons who are at least 16 years old and no longer enrolled in high school. Finish the requirements of your high school diploma — at no cost to you! Programs include the following:

- ◆ General Educational Development (GED) Test;
- ◆ Adult High School Credit Diploma Program;
- ◆ External Diploma Program; and
- ◆ Regional Vocational-Technical School System Adult Credit Diploma Program.

One of these programs may meet your needs as an adult learner. Several provide credit for prior academic, work or military experience and may offer independent study projects. Other program offerings include:

- ◆ basic academic skills courses in reading, writing, mathematics and oral communication;
- ◆ English for adults with difficulty in speaking, writing, reading or understanding the English language;
- ◆ citizenship preparation for foreign-born adults; and
- ◆ general interest courses for life enrichment or career advancement.

With the exception of general interest courses, these programs are offered at no cost to students.

***For further information, contact your local school system or the State Department of Education Bureau of Career and Adult Education at (860) 807-2128.***

# Go to College or Work Full-Time, Train with us Part-Time!

**YOU CAN** earn as much as **\$40,000 for college by serving part-time** in the Connecticut Army National Guard. Eliminate, or substantially reduce, your need for student loans by becoming a member.

## The Benefits

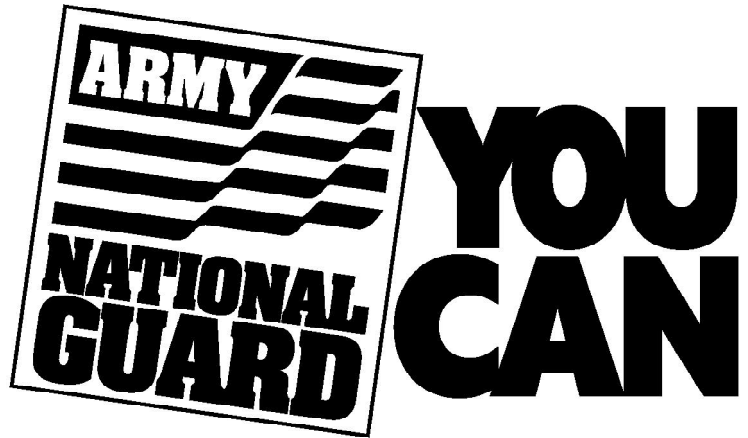
- Join the Connecticut Army National Guard now and start college soon after you graduate.
- Good pay for important part-time work (one weekend a month and two weeks a year).
- Unmatched leadership and skill training.
- Tuition Waiver Program to state schools. For example, we currently pay \$17,128 in tuition over four years at the University of Connecticut
- Montgomery G.I. Bill benefits = \$263 per month for every month you attend college full-time. This adds up to \$9,468 (TAX FREE) over four years.
- Other options may include a special "G.I. Bill Kicker" program and/or Enlistment Cash Bonuses.

## It's Not Just the College Money

Being part of the military gives you many benefits other than free college. The leadership skills you acquire and the self-confidence gained are priceless. You may select a specific job to receive training in providing greater knowledge for future employment. Without a doubt the experience alone makes it worth joining. And, if you do plan college: **We pay 100% of your tuition at UCONN, Central, Southern, Eastern, Western and all State community colleges.**

## Don't Wait

You work for us part-time, one weekend per month, and go to college/work full-time. Openings for the most exciting jobs get filled quickly, so contact us right away. **With twenty locations across the state, we have a location near your hometown.**



[www.1800GOGUARD.com](http://www.1800GOGUARD.com)

**1-800-GO-GUARD**

(1-800-464-8273)



*The Connecticut Career Resource Network expresses its appreciation to the Connecticut Army National Guard for its generous assistance in distributing **Connecticut Career Paths** throughout the State.*