

Career and job search information

CAREERS

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OREGON 2021

IMAGINE THE NEXT MOVE

CONTINUE YOUR EDUCATION

FIND THE CAREER
THAT FITS

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There are many paths to help you reach a career that is right for you. Here is your guide to a variety of opportunities to help you gain education, training, skills, knowledge, and abilities in different settings on the way to your careers.

15 EDUCATION

This section displays a variety of education options after high school, from apprenticeships to the military to college and more. Also, learn tips on paying for that education.

OREGON CAREERS 2021

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The WorkSource Oregon Employment Department is an equal opportunity program/employer. Language assistance is available to individuals with limited English proficiency free of cost. Auxiliary aids or services are available upon request to individuals with disabilities. Contact your nearest WorkSource Oregon Center for assistance.

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FREE Brochures, Activities, and Parent Resources

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CAREERS MAGAZINE IN ENGLISH OR SPANISH

Order hard copies of this magazine in English at no charge. The Spanish edition, *Carreras en Oregon 2021*, will be available online only in early 2021 in the "Careers" section of www.QualityInfo.org/pubs.

PARENT RESOURCES IN ENGLISH OR SPANISH

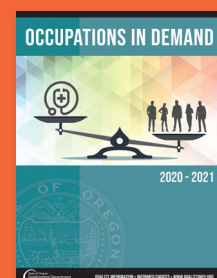
The Parent Involvement = Future Success brochure is a free resource that offers tips, guidelines, and a wealth of information



for parents to support their children's career development. Brochures are available for schools to hand out at parent-teacher conferences, use in student packets, or distribute at parent nights.

OCCUPATIONS IN DEMAND

This brochure lists occupations with the most projected job openings in the coming years sorted by education level. Median wages for each of these most in demand occupations is also listed.



24 JOB SEARCH

Looking for a job today is very different than looking for a job a decade or two ago. Learn the dos and don'ts of searching for employment in today's job market.

42 CAREER GUIDE

Want to know what a certain career pays? Or where to go to get higher education in a particular career field? Or if a particular career has a positive employment outlook? Look at more than 200 occupations in this section.

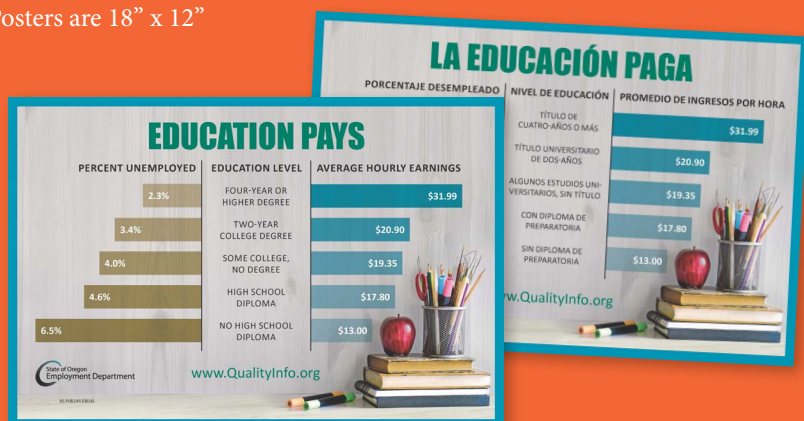
68 RESOURCES

So you don't overlook a single resource that could be beneficial in your career search, read over this section.



EDUCATION PAYS POSTER

Posters are 18" x 12"



ACTIVITIES FOR STUDENTS

The CAREERS 2021 Activities Guide contains activities to help students explore this magazine.

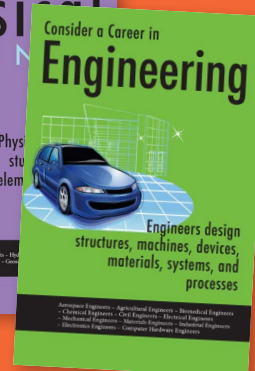
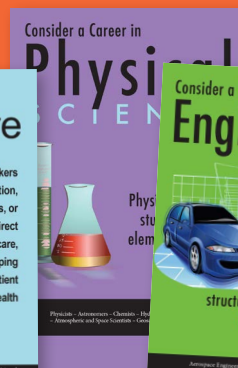
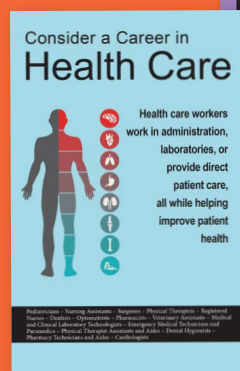
To print a copy of the CAREERS 2021 Activities Guide, go to www.QualityInfo.org/pubs.



STEM BROCHURES

These brochures will help students learn about STEM (Science, Technology, Engineering and Mathematics) careers, with information about nine STEM fields to help pique their interest.

- Biological Sciences
- Computer Information Systems
- Computer Science
- Drafting and Surveying
- Engineering
- Health Care
- Mathematics
- Physical Sciences
- Social Sciences



Career Planning – A Kernel of an Idea Can Grow into a Harvest of Possibility

Thinking about your interests, your preferences, things you enjoy doing, and looking at options available to you for learning and gaining additional education are all part of career planning. Whether you are having a conversation about different occupations, or talking about work-related goals you have for yourself, you are pulling together the pieces that will help you create a career plan.

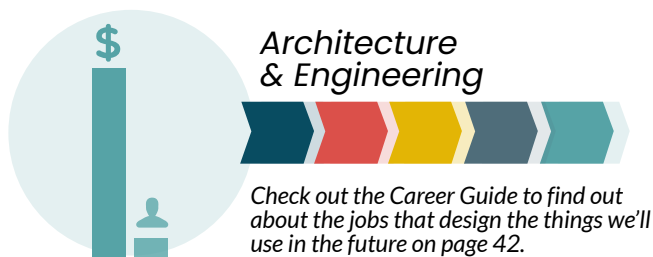
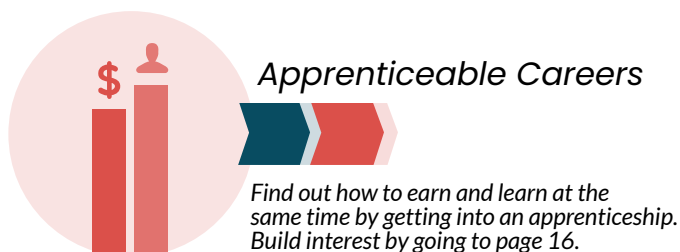
SO MANY OPTIONS!

Learning about different careers can be a lot of fun. You can visit someone working in a job you are interested in learning more about and ask them questions about their job, how they got it, what education they have and more in an *informational interview*. You can also *job shadow* or complete an *internship*. Or *volunteer* for a variety of organizations or events to get exposed to all kinds of jobs.

Maybe you want to have some life experiences while learning about the hundreds of career options available to you, in which case being an *AmeriCorps* or *Peace Corps* member may work well for you.

You can also explore information online. One of the best websites in Oregon to read about careers is the *Oregon Career Information System* at oregoncis.uoregon.edu. You may have access to Oregon CIS at your school – just ask your counselor. You can also explore Oregon CIS at libraries and WorkSource Oregon offices all over Oregon.

On Oregon CIS, you can take a survey to help you match your interests to different careers, read detailed information about various careers, read testimonials from people working in jobs, and learn where you can go to get additional education after high school that you may need to qualify for your future job.



\$ Wages Person Job Openings

Keep up in Today's World, Never Stop Learning

Want to increase your chances of getting and keeping a good job? How about increasing the odds of advancing in your career over time? As you plan for your career, keep in mind that increasing your education and expanding your skills with lifelong learning will increase your chances of getting and keeping a job in the future.

Learning is power. And it does not need to end when you get a diploma. It's important to think about seeking new things to learn and new ways to learn in all aspects of your life. (Maybe that is why they call it *lifelong learning*.)

In years, or perhaps decades, past, holding a degree or a certificate was enough to qualify for certain high-level jobs. While it is still absolutely necessary for many jobs, these days employers are focused on much more than just your formal education.

Employers want their employees to have skills, to be able to do certain tasks, and to learn quickly if they don't have just the right skills for the job.

There is so much to learn from other aspects of your life outside of formal education! For instance, you can learn organization and leadership skills in so many ways. Here are just a few examples:

- Organizing a group to pick up roadside trash
- Coaching a youth academic or sports team
- Learning communication skills by tutoring students or volunteering at a community event
- Asking someone with an interesting hobby to teach you about it
- Teaching others about your hobbies

If you embrace a lifelong learning attitude, and seek ways to create new learning opportunities, there is a good chance you will become inspired and inspire those around you. Who knows? You may discover a new love for learning as it's fueled by the passion of your dreams.

Benefits of an Internship

An internship is a hands-on way to learn new skills at a company or organization rather than in a classroom. Internships are a great opportunity for high school students, recent high school graduates, college students, and even adults looking to explore a career change.

Completing an internship can expose you to the workplace, letting you see what really goes on in a certain industry, which is helpful information as you consider various careers. It can help you understand whether the field or industry you would like to work in is the right path for you. This can help

you avoid the costs of obtaining a degree in a field that is not a good fit for you or that you are not interested in.

In addition to gaining valuable work experience, an internship helps improve your soft skills. You will advance your self-confidence, email and phone etiquette, and your awareness of a workplace. You also get the opportunity to get valuable professional feedback from people who work in the field. These skills are highly sought after by employers today.

Just like a job, you must go through an application process to get an internship. Applying and interviewing for internships enhances your job application and interviewing skills, which will be helpful when you apply for a job. An internship on a résumé differentiates you from other job seekers and makes you more competitive.

Internships are temporary. They can last from a few weeks to a few months, with varying work hours. But they can lead to long-term benefits, such as job opportunities in the company and increased knowledge about the industry. In addition, your supervisor and colleagues can be a reference for a job, college applications, or even scholarship applications.

While many internships are unpaid, the benefits of completing an internship are priceless.





Informational Interviews

When you meet with people for informational interviews, you can learn what they do in their jobs, how they prepared to do it, what they like and do not like about their jobs, and what advice they have to offer you. They may even have ideas for you after you share your goals and interests with them.

Remember that an informational interview is not a job interview. Applying for a job is an entirely separate process. While you can expect an informational interview to give you confidence and expand your network, you cannot expect it to result in a job offer. Just relax and enjoy learning about occupations.

When contacting people to request informational interviews, introduce yourself and explain that you are gathering career information and how you got their names. Ask for 15 to 20 minutes of their time to talk about the career field in which you are interested. Since every job is slightly different, it is helpful to meet with more than one person in each occupation.

THE FOLLOWING QUESTIONS WILL HELP YOU GET THE MOST FROM A VISIT:

1. What is your job like?
 - On a typical day what do you do?
 - What kinds of problems do you solve?
 - What kinds of decisions do you make?
2. What do you like most about your job?
 - What do you find challenging?
 - What do you not like about your job?
 - Is your job different from how you first thought it would be?
3. What things (work, activities, classes, or hobbies) did you do before you entered this occupation?
 - Which have been most helpful?
 - What other jobs can you get with the same background?
 - What attracted you to this type of work?
4. Has technology changed your work in any way?
5. How could I start working in your field?
 - What are the major qualifications for success in this occupation?
 - If you were starting again, what, if anything, would you do differently?
 - What is a typical pay range for someone entering this occupation?
6. What other advice do you have for a person considering this career?

AFTER THE INTERVIEW

Ask your interviewees for referrals to others in the same field. However, you should not expect them to help with personal problems or provide career guidance.

Follow up with a thank-you card or letter. Let them know they were helpful, and thank them for their time. Ask them to keep you in mind if they come across any information that may be helpful to you in your career research. If the interview went well, consider asking if they will allow you to do a job shadow, where you spend a day watching them work. Also consider asking an interviewee if they are willing to mentor you as you look for work.

Source: Excerpted from Oregon Career Information System, ©2020, University of Oregon, All Rights Reserved.

Tips for Job Shadowing

Job shadowing is a career-exploration activity that allows you to spend time observing a professional doing their job in real time. It is a great way to decide if the day-to-day responsibilities are appealing to you. Usually, job shadow opportunities last a few hours or one work day and they are not long-term opportunities. It is important to make the most of your time.

Along with informational interviews and internships, job shadows can help you learn about different occupations, which can help you make career decisions.



The easiest way to set up a job shadow is to contact companies or organizations directly. School counselors, local chambers of commerce, and colleges' career centers can also help you arrange a job shadow.

Before your job shadow, make sure to do your research. The organization's website is always a good place to start. Be familiar with the products or services the employer offers. Be ready to discuss your career goals and interests. Ask what to wear to the job shadow in advance. Depending on the work environment, the required dress can vary. Prepare questions to ask the employer in advance. Plan to arrive early on your job shadow day.

When job shadowing, it is important to act professionally. Stay focused on your host's job and career field. Be thoughtful of the host's time constraints. Try not to ask questions that can be easily found through the internet. Stay off your phone and give the job shadowing experience your full attention.

After the job shadow, be sure to thank your host by sending an email or a handwritten note.

Benefits of Volunteering

Some view volunteering as investing your time and resources to help others without any benefit to yourself. However, this is far from the truth. Volunteering can help you gain experience and make connections that will help you get a job.

Volunteers are important to plenty of organizations all across Oregon. Before jumping into a volunteering opportunity, think about what you would like to learn and the goal you would like to accomplish. Think about the skills you would like to improve and the work experience you would like to gain.

Volunteers learn a lot during their service. They improve their customer service, teamwork, communication, work ethic, and interpersonal skills. They also gain specialized skills,

such as acquiring knowledge on a particular topic, organizing events, and managing volunteers.

Volunteering helps you learn about your community and the larger world. It helps you explore different careers and roles in an organization that in turn will help you make an informed decision about the career or education you would like to pursue.

In addition, volunteering gives you a sense of accomplishment through helping others and increases your self-esteem. Include your volunteer experience when applying for colleges, scholarships, or jobs.

Find a volunteer opportunity at nonprofits and government agencies in your area. Many international and national organizations offer online

volunteer opportunities, where you can work remotely from your school or home completing tasks such as writing and editing, art and design, event organization, or making and editing videos.



QualityInfo.org – Quality Information, Informed Choices

Not sure where to start with planning your future career? Looking for job opportunities in your chosen occupation? Or are you interested in details about the state of Oregon's economy? Look no further than QualityInfo.org!

QualityInfo.org is a site run by the Oregon Employment Department's Communications and Research Division. The site contains wages, skills, and employment information, such as where jobs are located and future job trends for hundreds of occupations.

Several times a week, the site is updated with articles about varying employment topics around the state. These articles cover a range of topics, including industry trends, wages and income, jobs and careers, workforce trends, training and education, and employment and unemployment.

The site contains numerous tools designed to help job seekers, employers, researchers, and anyone else looking for information about jobs, workers, wages, and all things employment related in Oregon.

TOOLS ON QUALITYINFO.ORG:

- **Occupation Profiles:** Provides an array of information about over 700 occupations, such as wages, projected growth, and job openings.
- **Job Finder:** Allows you to search your area for jobs listed with the Oregon Employment Department and for jobs that are posted elsewhere on the internet.

- **Find Employers:** Contains information on thousands of employers that can be searched by industry or employer name.
- **Wage Conversion Calculator:** Allows you to convert hourly wages to weekly, monthly, or annual wages.
- **Career Explorer:** Helps you filter occupations that meet your required characteristics.
- **Current Employment Estimates:** Provides industry employment trends from the Current Employment Statistics program, one of the best measures of state and local economic performance.
- **Employment and Wages by Industry:** Details industry employment, wages, and the number of business establishments based on unemployment insurance tax records.
- **Unemployment Rates:** Provides unemployment rates for every month back to the 1970s for Oregon and each county.
- **Industry Profiles:** Provides information about employment trends, wages, and staffing patterns for industries statewide and in local areas.
- **Biz News:** Summarizes major employment-related news in Oregon from the Around the State weekly tip-sheet.
- **Inflation Calculator:** Shows how much the value of the dollar has changed over time.
- **State Unemployment Rankings:** Compares Oregon's unemployment rate to other states in America.



Is a Career HOT or NOT for YOU?

THERE ARE MANY QUESTIONS TO ASK YOURSELF WHEN YOU ARE EXPLORING CAREERS. HERE ARE A FEW:

- Where do I want to live? Are there jobs in my career field there?
- What matters most to me? Having fun, working with my hands, working with others, getting paid well, or some combination of these and other?
- Would I like to work outdoors?
- Do I have any specific skills or talents that I could apply to a job?
- Am I artistic?
- Do I like working with numbers?

Answers to these types of questions can help you narrow down your career search.

To help guide your career exploration, consider taking a career assessment test. These tests are fun and easy. They ask you about your likes, your dislikes, and questions similar to those above. You can find them on the Oregon Career Information System's website (oregoncis.uoregon.edu) or ask your career counselor about them. Be sure to talk with your counselor after you take an assessment so they can help you interpret the results.

Complete this simple questionnaire, utilizing the Career Guide in this publication or QualityInfo.org's Occupational Profiles, to see if a career may be a good choice for you.

- PICK AN OCCUPATION FROM THE CAREER GUIDE (pages 43-62) OR PICK AN OCCUPATION TO SEARCH IN THE OCCUPATIONAL PROFILE ON QualityInfo.org.**

Occupation Title: _____

- Does the Occupational Description describe a job you might like to have?
Yes _____ No _____

- LOOK AT WAGES FOR THE OCCUPATION:**

- Entry wage (10th percentile) \$ _____
- Wage for more experienced worker (90th percentile) \$ _____
- Is this enough income to meet your needs? You can use the Budget Exercise on page 41 to help answer this. Yes _____ No _____

- CHECK OUT THE EDUCATION LEVEL TO ENTER THIS OCCUPATION. HOW MUCH EDUCATION IS NEEDED?**

- _____ None
- _____ High school or equivalent
- _____ Postsecondary (a certificate earned at a private career school or a community college, can take from a few months up to two years to earn)
- _____ Associate's degree (two-year college degree)
- _____ Bachelor's degree (four-year college degree)
- _____ Master's degree (one or two years of college beyond bachelor's degree)
- _____ Doctoral or professional degree (usually two to four years of college beyond a bachelor's)
- Are you willing to get this level of education?
Yes _____ No _____

HOW MANY OF THE QUESTIONS DID YOU ANSWER "YES"? _____

SCORING:

- 3 - Very promising match for this type of work
- 2 - Might be a good choice, but keep your options open
- 1 - Might want to consider a different choice

Also, if the number of job openings in the 4th column is average, above average, or substantial, this occupation is expected to have a good number of openings, increasing your likelihood of landing a job in this field.

HOW MANY HIGH SCHOOL ATHLETES ACTUALLY BECOME PROFESSIONAL ATHLETES?

Do you dream of becoming a professional athlete? You are not alone. You, and many others like you, may be very athletic and talented in your sport. The problem is, there are

only a handful of slots for professional athletes compared with the thousands that want to become one. It can happen, and it does for a lucky few, but the odds are not that great.

CHECK THIS OUT.



Source: NCAA Research. Figures based on 2018-2019 school year. Professional figures, which include NFL, MLB, WNBA, and NBA include only those drafted from NCAA.

Check Out These Resources to Help You Start a Business

Do you want to start a business or have a great idea to fill a gap in the marketplace? Feel like you don't know how to get your business off the ground? You are not alone. Entrepreneurs exist all across the state and many are working hard to get their goods and services to their target audience. There are numerous programs in Oregon designed to help!

Market Biz Kidz and the Young Entrepreneurs Club is a program jointly run by the Oregon State University Extension Service's 4-H program and the Astoria Sunday Market. The club is open to students in kindergarten through 12th grade. The curriculum includes monthly workshops for the budding entrepreneurs from February to June. astoriasundaymarket.com/biz-kidz

Oregon Secretary of State, Corporate Division provides several business guides online, free of charge. sos.oregon.gov/business/Pages/default.aspx

Oregon Small Business Development Centers offer help in developing management skills vital to a successful business. <https://oregonsbdc.org>

Distributive Education Clubs of America is an international association of high school and college students that prepares entrepreneurs in various career fields. www.deca.org

Service Corps of Retired Executives provides counseling to small businesses. To locate the SCORE chapter nearest you, visit: www.score.org

Job Corps – A Path for a Successful Future

Abihail Amaral-Urbe is a 22-year-old from Carlton, Oregon who dreams of working in the automotive industry diagnosing and fixing mechanical problems. This is not only a dream, because Abihail is working to make it a reality through her dedication to her training at the Angell Job Corps Center in Yachats, Oregon. The automotive and repair program teaches her the skills required to succeed as a professional automotive technician.

“I started in September and we have two years to complete the program. I wanted to learn something that not all women know, and that’s pretty much automotive stuff. I come from a Mexican household, and women usually don’t do mechanics stuff,” said Abihail.

Abihail recommends Job Corps to anyone who wants a jump-start in their life, but doesn’t know what career they can pursue. “You can try each trade and see which one you would like. I think it’s a great program! I wish more people knew about it,” said Abihail.



Abihail says she learns a lot at Job Corps, like communication, skills, time management, how to find a job and be able to keep it, and using computers to diagnose automotive problems.

At Job Corps, Abihail receives housing, food service, a living allowance, basic health care, and transportation for her initial and final trip to the center and home, all at no cost.

WHAT IS JOB CORPS?

Job Corps is a career and education program that helps young people advance their education, begin a career, get a better job, and make more money. Job Corps might be right for you if you are 16 to 24 years old, a citizen, permanent resident, refugee, asylee, parolee, or on DACA status, and meet income qualifications.

WHAT PROGRAMS ARE AVAILABLE AT JOB CORPS?

Job Corps offers training in more than 100 occupations across the U.S. in:

- automotive and machine repair,
- health care,
- information and technology,
- finance and business services,
- advanced manufacturing,
- hospitality,
- culinary arts, and
- protective and security services.

In Oregon, around 30 career programs are available at one of the five Job Corps centers:

- Angell Job Corps Center in Yachats,
- Partners in Vocational Opportunity Training (PIVOT) Job Corps Center in Portland,
- Springdale Job Corps Center in Troutdale,
- Tongue Point Job Corps Center in Astoria, and
- Wolf Creek Job Corps Civilian Conservation Center in Glide.

For more information, visit www.jobcorps.gov or call (800) 733-5627.

AmeriCorps – Making a Positive Change in Your Community

AmeriCorps is a program in which participants serve in communities across the U.S and is often considered the “domestic Peace Corps.” Each year, 75,000 members complete assignments in education, environmental protection, economic opportunity, health care, public safety, and disaster services at public agencies, schools, nonprofits, community- and faith-based organizations.

Daniel Stephenson from Salem, Oregon, served in AmeriCorps in Billings, Montana. “I applied for AmeriCorps because it provided me a chance to get work experience in a government organization and explore a career in public service,” said Daniel.

He worked with volunteer coordinators from Billings city departments. He developed a survey that identified how to best market volunteer opportunities to residents. He created a new volunteer manual and organized a recognition event for city volunteers. Daniel also helped develop an art therapy workshop for patients of a mental health crisis center.

“I learned a lot about organizational development and how a city government department functions,” said Daniel about his experience in AmeriCorps.

A significant educational advantage is the Segal AmeriCorps Education Award (up to \$ 6,345). The education award can be used to pay tuition or student loans. If AmeriCorps members have student loans while they are serving, AmeriCorps pays the interest. Members can choose to receive the education award or a post-service stipend. Other AmeriCorps benefits include:

- A living allowance
- Relocation expenses if you serve more than 50 miles from your home
- Limited healthcare benefits
- Student-loan forbearance, deferment, or postponement
- Service scholarships at nearly 200 universities
- Training and work experience in an area of your interest
- The opportunity to serve in your community or across the U.S. and expand your professional networks
- Job skills such as leadership, team building, and negotiation skills
- CPR, first aid, and disaster response training
- Childcare assistance
- One year of non-competitive eligibility for federal government jobs.

To learn more about AmeriCorps programs, go to www.nationalservice.gov/programs/ameri-corps.

Youth Corps Adventures – Work and Learn in Nature

Are you looking for a summer job or a temporary job during the school year? Are you looking for an educational and fun experience in nature? If you are, then apply for one of Oregon’s Youth Corps programs.



Ashley is a 17-year-old from Burns, Oregon who joined the Oregon Youth Conservation Corps in Harney County. She works to restore riparian habitats and protect aspen trees. She builds and maintains fences. “It’s fun to be outdoors and spend time in the environment!”

She decided to join the Oregon Youth Conservation Corps program, because it allows her to adjust her schedule with her high school schedule and extracurricular activities.

“I learn a lot of skills through the program. I learn how to work in a team, how to actively listen to other people’s ideas, and life skills, such as math, construction, and how to chain a tire,” said Ashley.

Youth Corps programs are paid positions. Depending on the program, Youth Corps members get paid minimum wage for their service. Other programs offer a modest educational stipend.

Members learn about good-decision making, how to write a resume and interview for a job, and how to conduct oneself professionally.

Doug Denning, the director for the Oregon Youth Conservation Corps, said the program offer many benefits for youth. Young people learn about the environment and natural resources, work ethic, discipline, and how to take responsibility for their actions. They also have the opportunity to connect with their communities and take pride in the work they do.

To participate in the program, contact oycc.info@oregon.gov and ask about programs in your county.

Other organizations offering Youth Corps programs that you can contact are:

- Northwest Youth Corps: www.nwyouthcorps.org
- Heart of Oregon: www.heartoforegon.org

FEMA Corps – Making a Difference When it Matters Most

Every year, millions of individuals suffer the effects of natural and man-made disasters. FEMA Corps is an excellent opportunity for those who have an interest in a career in emergency management or a related field. Members are involved in projects within the Federal Emergency Management Agency (FEMA).

Ravi Patel from Woodburn, Oregon is part of the Planning and Geographic Information Systems team for FEMA Corps. He did his training at the Pacific region campus close to Sacramento, California. As part of FEMA Corps, he travels across the country. He is now in Herndon, Virginia working with FEMA's Incident Management Assistance Team.

"I am hoping we will be able to help communities prepare for disasters and also when a disaster strikes we will be able to quickly set in motion a plan that will help people recover from it," said Ravi.

FEMA Corps offers Ravi a living allowance, free room and board, a budget for food, college credits, and training in

different skills that can be used outside of FEMA Corps. "We get an educational award of \$6,345 when we graduate from the program that we can use for education." If members have any student loans, they can defer them until after graduating from the program.

Members have the opportunity to build a network that will bring multiple job opportunities after they graduate.

Ravi recommends FEMA Corps to anyone who wants to serve people who lost everything from a disaster. Reflecting on his experience, Ravi said that FEMA is one of the most intense and life changing experiences he could have. "This program will not only train you for a job in emergency management, but it will help you grow as a person. It brings people from different walks of life, with different values and views on the world, and creates an environment where we can all learn, work together, and grow."

To apply, go to www.nationalservice.gov/programs/americorps/fema-corps.

YouthBuild Programs – Building Community, Building Lives

Abigail Hartung, a 20-year-old from Redmond, Oregon, builds affordable housing for low-income people as part of her YouthBuild program at the Heart of Oregon Corps in Sisters. She earns a monthly stipend and will get an education award (\$1,678) to pay for college or vocational school.

"I first learned about YouthBuild when I was in another program – AmeriCorps. I found out there was an education component of YouthBuild. I thought it would be really good for me, because I didn't finish high school. I struggled in high school and YouthBuild helps me get my high school diploma," said Abigail who recently passed two GED tests.

Through the program, participants acquire a high school diploma, GED, or college credits. They also acquire industry-recognized certifications.

With YouthBuild programs, participants learn to be leaders. They put in hundreds of hours of volunteer service in their community. They build affordable housing that is environmentally friendly. They learn construction skills and gain environmental expertise. YouthBuild participants gain experience in public speaking and speak about issues that affect them.

"We learn how to work with different construction tools. We improve our communication, writing, and interviewing skills for jobs," Abigail said about the skills she is learning at YouthBuild.

After YouthBuild, Abigail plans to go back to AmeriCorps and work in landscaping at the Bend Parks and Recreation District.

To apply, you must be 16 to 24 years old and a U.S. citizen or resident who is allowed to work in the U.S. You must have an interest in building trades, construction, or energy conservation, and meet income qualifications.

In Oregon, there are three organizations offering YouthBuild programs:

- Heart of Oregon Corps in Sisters, where youth from Central Oregon can apply,
- Portland YouthBuilders in Portland, and
- Community Services Consortium YouthBuild in Linn County.

For more information about YouthBuild go to www.youthbuild.org.

Peace Corps – A Launching Pad for a 21st Century Career

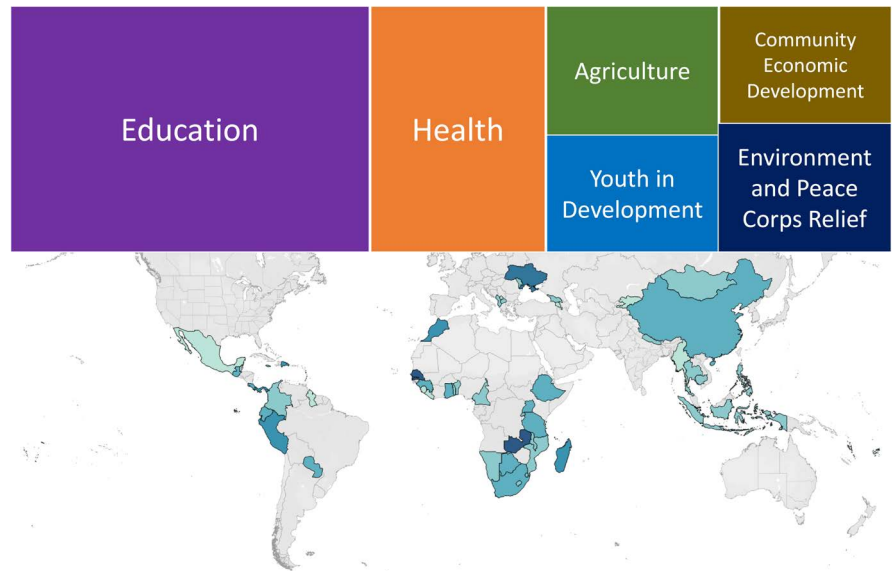
Penny Feltner from Salem, Oregon served in the Peace Corps in the Blue Mountains of Jamaica. There, she worked with a small farmers' organization to promote agricultural best practices and facilitate their organization's development. She also promoted recycling and proper waste management at the local community center, taught computer lessons for adults, and led environmental education efforts at summer eco-camps for children.

"Sometimes if you want to create change, you just have to start, even when you have no idea what you're doing. I learned the importance of cultural sensitivity and good communication – both in my language, and in the Jamaican dialect. Navigating social and professional spheres takes more than the mastery of the skill – it takes understanding and respect for diversity and a willingness to meet people on their own terms," said Penny on the skills she mastered during her service.

In Jamaica, Penny received:

- A monthly stipend that covered living and housing expenses,
- Compensation for transportation costs,
- 48 paid vacation days,
- Leave for family emergencies,
- Full medical and dental coverage,
- When volunteers return home, they earn a resettlement allowance of more than \$8,000 (pre-tax) to help with the transition to life back home,
- Volunteers with public student loans may be eligible for loan forgiveness or deferment,
- Upon completion of service, returned volunteers receive one year of noncompetitive eligibility for federal jobs.

VOLUNTEERS IN PEACE CORPS 2020



Source: Peace Corps, ©2020 MapBox ©OpenStreetMap

Peace Corps volunteers receive unique training in local language, intercultural diversity and inclusion, and project design and management. Peace Corps volunteers serve for 27 months. Applicants can choose their country of service among 61 countries in Africa, Latin America, Europe, and Asia. They can select a program area they would like to focus on, such as education, youth development, health, environment, community economic development, and agriculture. Peace Corps volunteers return home with proof that they enhanced professional abilities in specific areas and overcame challenges, setting them apart from other job applicants.

During service, volunteers are given a tremendous amount of responsibility and autonomy. In order to successfully complete their tenure as a volunteer, they must develop the ability to self-manage and solve problems without intensive management from their supervisor, because often their supervisor is located in a different city. They learn to adjust quickly to the needs of the community and implement projects in unknown environments with limited resources and limited experience.

To apply you must be at least 18 years old and a U.S. citizen. For more information, visit peacecorps.gov.

So Many Education and Training Choices after High School

Regardless of what you do after high school, you'll gain knowledge and skills that you'll use for the rest of your life in the career you choose.

Continuing your education, either through schooling or through a volunteer or paid program, will help you gain invaluable skills and knowledge to enhance your job opportunities.

Also, a person who continues their education beyond high school generally earns more than a person who doesn't. They are also less likely to be unemployed. But you do have to weigh the costs of education with the benefits. While you will likely earn more, you will also have to pay for that education. There are many ways to pay for it. For example, some of the corps

organizations have tuition assistance, as does the military. And apprenticeships pay while the apprentice learns.

Read about all these opportunities in this section of the *Careers* magazine.



Teach for America – Be on the Front Lines of Change

Are you passionate about education? Do you like to teach and help children have better academic outcomes? Then be part of Teach for America, a nonprofit organization that recruits college graduates to serve as teachers. In the classroom, you can grow every day as a leader and problem-solver, while expanding opportunities for students.

Members teach for two years in one of 50 low-income communities in the U.S. They earn a salary ranging from \$33,000 to \$58,000 depending on where they teach. Health and retirement benefits are also available.

Members may be eligible for:

- Education awards up to \$6,300
- Loan forbearance and loan forgiveness
- Tuition funding or scholarships for graduate school at selected U.S. colleges
- Discounts for technology, clothing, classroom materials and travel at selected retailers, and much more.

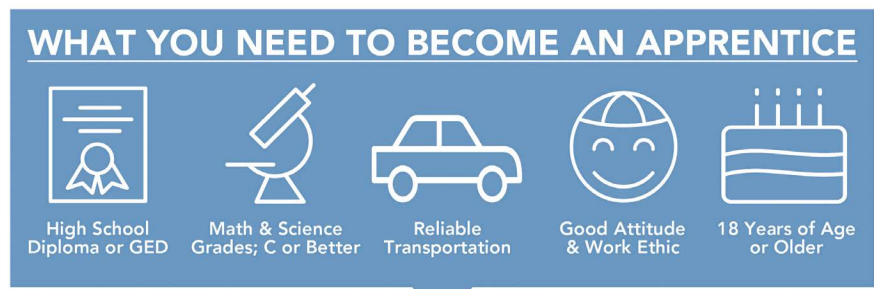
For more information about Teach for America, visit teachforamerica.org.

Apprenticeships: Get TRAINING and Get PAID at the same time!

An apprenticeship is training that combines on-the-job experience with classroom instruction. Individuals in apprenticeship programs get direct, relevant experience in their chosen career, and advance in the profession as they learn. Apprentices graduate fully trained in their field – and not as an entry-level worker.

Benefits: It is a terrific way to earn a living wage and pursue higher education at the same time! With a registered apprenticeship, you receive:

- **A paycheck:** From day one, you will earn a paycheck guaranteed to increase over time as you learn new skills.
- **Hands-on career training:** You will receive practical on-the-job training in a wide selection of programs.
- **An education:** You'll receive hands-on training and have the potential to earn college credit, even an associate or bachelor's degree, in many cases paid for by your employer.
- **A career:** Once you complete your apprenticeship, you will be on your way to a successful long-term career with a competitive salary, and little or no educational debt.



- **National industry certification:** When you graduate from a career training program, you'll be certified and can take your certification anywhere in the U.S.

When you apply for an apprenticeship program, it is important to be prepared! Pre-apprenticeship programs exist to make you a better candidate when you go to apply for an apprenticeship. They can help guide you through the résumé and interview process and give you a heads-up on what to expect as an apprentice and tradesperson. They will also expose you to many different career options. Some pre-apprenticeship programs are free, while others are available at community colleges for a

small fee, and they are stretched out over several weeks or months. For more information, visit oregon.gov/boli/pages/index.aspx.

You can also contact your local community college and ask them about their apprenticeship and trade-related programs. If you need to brush up on your algebra, science, or writing skills – or take a placement test – community colleges are a great resource. They also often have information on the different trades and can provide contacts within the apprenticeship programs.

HOW TO BECOME AN APPRENTICE

EXPLORE AVAILABLE TRADES AND LOCATE AN APPRENTICE PROGRAM.

Start your exploration with the Apprenticeship Locator at oregonapprenticeship.org.

Examples: carpenter, elevator mechanic, pipefitter, renewable energy tech.

CONTACT PROGRAM FOR REQUIREMENTS.

Different programs have different minimum requirements. It is also important to know when to submit an application, as not all programs accept applications year-round. Contact your program of interest to get these details.

DO YOU NEED HELP MEETING THE REQUIREMENTS?

→ YES →

→ NO →

CARLY RUSH IS SHAPING HER APPRENTICESHIP INTO A CAREER THAT FITS

I didn't know that working in sheet metal would be a calling when I graduated high school. When I finished school, I tried a number of different jobs. I never got the feeling they were leading to a career I could stick with. They did show me that I liked physically demanding work, building things, and problem solving.

I had coworkers suggest I become an apprentice. I started getting serious about it after talking with a family friend who was an electrician. I applied for an electrician apprenticeship and was told that the best way for me to start was by checking out a pre-apprenticeship program. That's how I found Oregon Tradeswomen.

with Mt. Hood Community College. One of the great benefits is I can complete my apprenticeship and have the option to get an associate's degree by taking a few more classes.

I've learned a lot in my four years as an apprentice. You don't need to know everything when you start. You learn, make mistakes, and develop skills. My apprenticeship has given me the self-confidence and trust in myself to bend whatever challenge I have back into shape.

Working in the trades can be challenging at times; the work is physically demanding and sometimes requires working in challenging spaces. Apprenticeships are not for everyone, but they are for anyone interested in exploring a lasting career that fits.

For more information about the pre-apprenticeship program that helped me, check out tradeswomen.net.



Oregon Tradeswomen promotes success for women in the trades. There are not many women I know working in the trades and through Oregon Tradeswomen I saw other women doing this work. It was the first time I really thought that this was something I could do.

I had planned to be an apprentice electrician, but on-site visits and experience working with metal showed me that sheet metal work really called to my interests. My apprenticeship is a five-year program requiring 8,000 hours of on-the-job experience and completing 25 related classes. Classes are provided through a partnership

Contact the program for more information.

Apply for and complete the pre-apprenticeship program.

Apply for the apprenticeship program once your skills meet the requirements for the program of your choice.

It is a good idea to stay in contact with the program so you meet application deadlines.

Take any required tests and complete application process.

BECOME AN APPRENTICE!

Oregon's Colleges and Universities: In Person or Online

Many careers with high levels of responsibility require at least a bachelor's degree. Hundreds of fascinating majors and quality programs are available across the state, from traditional or emerging fields including veterinary medicine, computer science, journalism, the arts, engineering, and agricultural studies. Oregon's colleges and universities offer diverse and high-quality programs of study.

Urban or rural, big or small, there is a university in Oregon that fits you. You can even start your education at a community college and then transfer to a four-year university in Oregon. Can't move away to go to school? Not a problem. Check out the numerous distance education alternatives (online courses or classes at different locations) on each university's website.

Oregon's universities offer many ways to help you pay for your education, including scholarships, grants, work study, and loans (see the "How do I Pay for College?" article in this publication for more information).

To learn more about Oregon's seven public universities, find links to the colleges at www.oregon.gov/highered/plan-pay-for-college/Pages/community-colleges.aspx. For private universities, go to the Oregon Alliance of Independent Colleges and Universities website at <http://oaicu.org>.



Career School: Short-term Training for Long Lasting Skills

Private career schools offer education after high school. Courses range from a few weeks to a year or more.

Career schools offer training in a variety of career fields, including **cosmetology, truck driving, phlebotomy, pet grooming, real estate, massage therapy, dental assisting, bookkeeping, tax preparation**, and many more!

BEFORE YOU ENROLL IN A CAREER SCHOOL:

Talk with others who are working in the field you are considering. Make sure you really understand what people in that profession do on a daily basis.

Visit the school you are considering attending. Visit classes, too.

Determine total cost for the entire program, including tuition, fees, books, and supplies.

Talk with employers at companies where you might want to work. Ask them if they have hired any graduates of the school you are considering. If they have, ask them if the employees were well prepared. If they have not, ask them if the training you are considering would help you get a job in their company.

Prepare to enroll by talking with the admissions representative at the school. Review the catalog, the school calendar, the student handbook and any other material that might help you know more about the school. Also read through the enrollment agreement with the school representative.

Make sure you understand all the school costs, and student rights and responsibilities. Read the policies on attendance, satisfactory progress, and requirements for graduation or completion. Read the school's policy on filing a grievance if you are dissatisfied with the program.

Verify that you meet admission requirements.

Verify loans you will be taking to make sure that your potential earnings are enough to repay the loan and also provide for your living expenses. To learn about the potential wages in a career, go to www.QualityInfo.org and click on Jobs and Careers, and then find Occupation and Wage Information.

Analyze the loan agreement carefully for any money you might borrow to go to school.

Don't rush. Take your time. Don't let yourself be rushed into making a decision.

For more information, call (503) 947-5716 or visit oregon.gov/highered/institutions-programs/private/Pages/PCS-licensed.aspx

Source: Excerpted from Tips on Selecting a Private Career School, Private Career Schools, Higher Education Coordinating Commission.

EDUCATION

[illegible]

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How Do I Pay for College?

Students of all backgrounds can afford college. More than half of all college students in Oregon receive some sort of financial aid, including:

- Grants and scholarships – these do not have to be repaid.
- Loans – these must be repaid with interest.
- Work-study – students get paid for working while in school.

You can start today by researching your options, and planning your college path.

GETTING STARTED

If you are getting ready to attend college or thinking about going back to college:

- If you will be a first-year student in the fall, be sure to complete an application for admission to the college(s) you hope to attend and apply for financial aid.
- Fill out the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. The FAFSA is the required application for federal financial aid programs, the need-based Oregon Opportunity Grant, the Oregon Promise grant, and many scholarships. Complete your FAFSA as soon as possible after it opens on October 1, 2020, if you plan to attend college anytime between fall 2021 and summer 2022. DACA and undocumented students in Oregon can submit the Oregon Student Aid Application (ORSAA), which is the Oregon alternative to the FAFSA. Students who complete the ORSAA will be considered for state grants and some private scholarships. Be sure to submit a new FAFSA or ORSAA each year you plan to attend college. The sooner you submit your FAFSA or ORSAA each year, the better your chances of being selected for financial aid programs that have

limited funds.

- Apply for the Oregon Promise Grant if you are planning to graduate high school or receive a GED® between July 1, 2020 and June 30, 2021. The Oregon Promise Grant helps cover tuition at an Oregon community college for recent graduates. Students must complete an Oregon Promise application, meet GPA and other eligibility requirements, and enroll at an Oregon community college within six months of graduating high school or receiving a GED® in Oregon. For most students who graduate between March and June, the application deadline is June 1. If you are a GED® student or are not graduating between March and June, check the website to determine your application deadline. The application opens in late September 2020. Details about requirements and deadlines are available at www.OregonStudentAid.gov/oregon-promise.aspx.
- Apply for scholarships for the 2021-22 academic year by filling out the online “OSAC scholarship application” administered by the Office of Student Access and Completion (OSAC), and

explore the scholarships offered at www.OregonStudentAid.gov. Completing the online application lets you apply to more than 600 scholarship programs that pertain to academic and career choices; specific populations; employers and membership organizations; and the high school from which the student graduated. The deadline is March 1, 2021, and applications submitted by February 15 qualify for an early bird review and a chance to win a \$1,000 scholarship.

- Research which school and programs will best help you meet your goals by browsing campus websites, contacting admissions offices, or accessing the Oregon Career Information System at many schools, libraries, and all Oregon Employment Department offices. You can also use the U.S. Department of Education’s College Navigator website (nces.ed.gov/collegenavigator) to search for colleges, build a list, and view side-by-side comparisons of costs and other features for up to four colleges at a time.
- Contact financial aid offices and research college costs at the schools you are thinking of attending.

2020-21 AVERAGE COST FOR AN OREGON RESIDENT TO ATTEND COLLEGE

Expenses	Oregon Community College	Oregon Public Universities	Oregon Independent College or University
Tuition & Fees	\$5,962	\$11,306	\$37,258
Room & Board	\$10,431	\$12,416	\$11,665
Books & Supplies	\$1,361	\$1,173	\$963
Personal Expenses (including transportation)	\$3,337	\$2,839	\$2,921

Note: Estimates are based on full-time enrollment for 15 credit-hours per semester/quarter, as of August 2020. Actual budgets may vary. Private career schools such as beauty and business schools are not listed because their tuition varies widely.

Financial aid offices will have information about campus-based awards and application deadlines. They will also require FAFSA data (see page 20). Average costs for Oregon students are listed here, but individual student budgets vary by school and program of study.

- Attend a College Night in Oregon event (October 2020 through April 2021 in various locations) to get help filling out your FAFSA and learn about available funding and scholarship tips. Go to www.collegenights.org for information.
- If possible, attend a local “financial aid night” workshop or college fair.
- Research application requirements and deadlines, and send in your completed applications to the colleges you are interested in.

FOR MORE INFORMATION

Call OSAC at (800) 452-8807 or visit www.OregonStudentAid.gov for links to help you understand the financial aid process as well as information on careers, colleges, and how to fill out scholarship applications. The OSAC website also includes information on these targeted grant programs:

- Oregon National Guard State Tuition Assistance
- Oregon Chafee Education and Training Grant
- Oregon Student Child Care Grant
- Deceased or Disabled Public Safety Officer Grant

Source: Oregon Office of Student Access and Completion, an office of the Higher Education Coordinating Commission.

Visit OSAC
for more information
on these targeted grant
programs:

**OREGON NATIONAL GUARD
STATE TUITION ASSISTANCE
OREGON CHAFEE EDUCATION
AND TRAINING GRANT
OREGON STUDENT
CHILD CARE GRANT
DECEASED OR DISABLED
PUBLIC SAFETY OFFICER
GRANT**

www.OregonStudentAid.gov



If you plan to attend college, be sure to create a budget (or a spending plan) and start saving for college. There are many ways you can earn money, save for college, and reduce your dependency on student loans:

- Get a summer job when you are in high school. You can start saving money from your summer jobs long before you enter college.
- Birthdays, Christmas, high school graduation and other holidays are great ways to earn additional money. You can ask your family and friends to donate to your college savings fund in lieu of gifts during holidays and birthday celebrations.

Tips for Boosting Your College Savings

- Put your money into a college savings account. The plans were created to help you save for future higher education expenses. For more information, go to oregoncollegesavings.com.
- Get good grades; participate in extracurricular activities; and develop and maintain relationships with individuals who can provide a recommendation letter, such as teachers, employers, and community members. This could help you receive a scholarship as recommendation letters are often required as part of many scholarship applications.
- Choose an affordable college and consider taking community college courses during high school or summer breaks.
- Once on campus, get a part-time job. This can cover part of your college expenses.
- Save on tuition, housing, and books. Many colleges don't charge if you take additional credits beyond a full load. Get books from the library or buy them used either online or from a student that has them from the previous year.

Marching into a Career with the Military

You can gain valuable experience and other benefits by joining the military. Serving in the military can provide training, education, and work experience in many different occupations. These occupations all work together to maintain national security.

There are five main service branches: the Army, Navy, Air Force, Marine Corps, and Coast Guard, along with the reservists for each branch and the Air and Army National Guard.

EXAMPLES OF MILITARY CAREERS

- Engineering, science, and technical personnel operate technical equipment, solve problems, and collect and interpret information.
- Vehicle and machinery mechanics conduct preventative and corrective maintenance on aircraft, automotive and heavy equipment, and powerhouse station equipment.
- Combat specialty personnel train and work in combat units, such as the infantry, artillery, or special forces. Combat specialty personnel may maneuver against enemy

forces and fire artillery, guns, mortars, or missiles to neutralize them. Members of elite Special Forces teams are trained to perform specialized missions anywhere in the world on a moment's notice.

More examples of careers in the military can be found at www.careersinthemilitary.com.

You can enter the military in a full-time or part-time capacity. Full-time active duty is a similar time commitment to working at a full-time civilian job. Some people serve for a relatively brief period in the armed forces – three to six years of active duty. Others begin a career that lasts 20 years or more.

For those interested in continuing a civilian career or attending college there are two primary ways to enlist part-time: the Reserves or the National Guard.

- **Reserves:** reservists are part-time service members who maintain trained units at home. The reservists are available for active duty deployment in times of war or national emergency.

- **National Guard:** the Army or Air National Guard are part-time service members whose main focus is on homeland security and humanitarian relief. These units assist communities in their state during emergencies like storms, floods, fires, and other national disasters. During times of conflict, the President can federalize the National Guards and the service members can be deployed overseas.

MILITARY PAY

Pay in the military is based on your current rank and the amount of time you've been in the service. Members can receive additional pay for foreign, hazardous, submarine or flight duty, or for being medical or dental officers.

In addition to basic pay, qualifying service members can receive additional benefits including housing allowances, low-cost health insurance, medical care at military or veterans' hospitals, coverage of some educational costs at accredited institutions, and guaranteed home loans.

Money for Education if You Are a Child or Spouse of a Veteran

Children and spouses of veterans who are permanently and totally disabled due to a service-related condition, or who died while on active duty or as a result of a service-related condition, may be eligible to receive money for school or job training.

There are two programs offering education assistance to survivors and dependents of veterans:

- The Fry Scholarship is available for children and spouses of Service members who died in the line of duty after September 10, 2001. For more information, go to benefits.va.gov/GIBILL/Fry_scholarship.asp

- The Survivors' and Dependents' Educational Assistance (DEA) Program offers up to 45 months of education benefits for degree and certificate programs, apprenticeship and on-the-job training. For more information, visit www.va.gov/education/survivor-dependent-benefits/fry-scholarship

In addition, spouses of currently deployed or recently returned veterans can receive job search assistance from Local Veteran Employment Representatives and Disabled Veteran Outreach specialists. Get started by visiting www.oregon.gov/employ/jobseeker and clicking on "Veterans."

Source: United States Department of Veteran's Affairs and WorkSource Oregon Employment Department.

TO BE ENLISTED OR TO BE AN OFFICER?

If you are interested in military service, a question to consider is whether you would like to enlist or enter as an officer.

In order to enlist in the military with a high school diploma or a general education diploma (GED), you must be at least 18 years old. The maximum age to join most military branches is 35. When you start the enlistment process, you take the ASVAB test to determine what your job placement will be. Each job and each branch require different scores. You must also pass a physical fitness test, and some jobs may have stricter requirements. Enlisted service

members participate in military operations such as combat or training operations. They operate, maintain, and repair equipment, perform technical and support activities, and supervise junior enlisted personnel. You can also join the military as an officer, if you have already obtained a college degree. Officers manage enlisted personnel, they plan missions, provide orders, and assign tasks. Officers also operate and command aircrafts, ships, or armored vehicles. If you have a specialized professional degree, you could also be responsible for providing medical, legal, engineering, and other services to military personnel.







Why would you want to join the military? You need to take the time to

consider this question carefully. There are thousands of good reasons to join the military, including:

- Answering the call to serve your country
- Educational and monetary benefits that can last a lifetime
- Personal satisfaction and pride
- Family tradition
- Devotion to duty
- Learning useful new skills
- Full-time employment
- Job security
- Personal improvement

A great place to learn more about the military is at <http://todaysmilitary.com>.

If you decide to join, be sure you have a good reason to do so.

Full Time		Part Time	
	Army www.goarmy.com As the oldest branch of the U.S. Military, the Army protects the security of the United States and its resources.	Army Reserve The Army Reserve trains part time near home until needed, and members deploy alongside the Army.	Army National Guard Army National Guard members deploy with the Army on a part-time basis, with a special focus on homeland security and relief programs.
	Marine Corps www.marines.com The Marine Corps is often first on the ground in combat situations.	Marine Corps Reserve Marine Corps reservists train domestically until needed, then deploy with the rest of the Corps.	
	Navy www.navy.com The Navy defends the right to travel and trade freely on the world's oceans and protects national interests overseas.	Navy Reserve The Navy Reserve trains service members close to home until they are needed in action.	
	Air Force www.airforce.com The U.S. Air Force protects American interests at home and abroad with a focus on air power.	Air Force Reserve The Air Force Reserve gives service members the opportunity to train and serve on a part-time basis, as needed.	Air National Guard The Air National Guard trains part time to assist in domestic disasters and international conflicts.
	Space Force www.spaceforce.mil The Space Force defends U.S. interests on land, in the air, and from orbit with a range of advanced training and technology. <i>The Air Force currently determines career and accession paths for military and civilian personnel assigned to, or wanting to be assigned to, the Space Force.</i>		
	Coast Guard www.uscg.mil The Coast Guard protects America's waterways and deploys with the Navy during wartime.	Coast Guard Reserve The Coast Guard Reserve offers a part-time service opportunity for service members to train near home.	

Prepare for a Winning Job Search



Searching for a job can sometimes seem daunting. Perhaps you've never applied for a job before, or maybe you were just laid off after years at the same job. No matter the circumstances, your search will be much more productive and much less stressful if you organize all of your information.

Keep track of the people you talk to, the resources you use, the jobs you apply for, your interviews, and any follow-up notes. This information will be very helpful if you have multiple job applications. When people contact you, you need to know how they are connected to your search. You don't want to miss a job opportunity because you forgot where one of your contacts works.

Everyone organizes differently, and you need to do so in a way that makes sense to you. Whether you use a notebook, a weekly planner, or software, the most important thing is that you stay organized. Remember to write down dates and keep copies of applications and letters you send out. Whatever you decide to use, track the items listed below.

IMPORTANT INFORMATION

Before you apply for any jobs, it's a good idea to collect important information (e.g., places and dates of past employment, list of skills and certifications, special accomplishments, references) that you will need for job applications. You will then be able to use this information to write your résumés and cover letters.

PEOPLE IN YOUR NETWORK

Keep a list of your contacts with their job title, phone numbers, e-mail addresses, and mailing addresses, as well as anyone they have suggested you contact. Keep in touch with your network.

RESOURCES

It's also a good idea to track resources you use in your job search. The most obvious ones include websites, employment centers, or books. But you should also keep copies of tests that you take so that you can refer back to them, and save receipts of money spent on your search for tax purposes.

JOBS APPLIED FOR

Keep a detailed record of each job you apply for. Include the name of the company, the department, and the specific position. Write down dates and times of phone calls, résumés sent, and who you have talked to. When a potential employer calls you to set up an interview, they assume you know which job they are talking about.

INTERVIEWS

Keep track of all your interviews, whether they are informational interviews or interviews for jobs. Include a calendar for upcoming interviews, and record the names and contact information of the people who interviewed you. Make notes about the questions asked, what you learned about the workplace, and your impressions of the interviewers.

FOLLOW-UP

Thank you notes are an important way for you to stand out from other applicants or interviewees. Send them immediately after informational interviews and job interviews.

It's also important to organize your life so that you stay positive and motivated. Searching for a new job can take a long time, and there may be disappointments and rejection along the way. Stay positive!

Source: Excerpted from Oregon Career Information System, ©2020, University of Oregon, All Rights Reserved.

BE POSITIVE WHILE JOB SEARCHING

Finding a new job often takes a long time, even for the most qualified people. Stay positive! The better you manage stress and anxiety as you look for a job, the more successful you will be in the process. There are many things you can do to prevent the stress of your job search from having a negative impact on your life.

MOTIVATE YOURSELF

Set intermediate goals for your job search, such as submitting five applications. Reward yourself when you reach certain goals. Review your skills often to stay enthusiastic about your own abilities.

SCHEDULE YOUR TIME

You will feel more in control if you schedule your job search activities and make long-range plans. Have a plan for each day of the week, and take breaks on weekends.

IMPROVE YOURSELF

Take classes, work on hobbies, volunteer, or participate in workshops. Improving your skills will help you stay positive about yourself. Volunteering can help you keep your skills active and your mind sharp. It also shows employers that you are self-motivated.

CONNECT WITH OTHERS

Keep in touch with your support network of friends and family. Talk about your frustrations. Their support will build

your confidence and lessen your fears. If you don't have friends or family to talk with, consider a job counselor or support group.

EAT A BALANCED DIET

Make sure your body is getting the nutrients it needs. Eat regular meals, and eat foods high in protein and fiber. Avoid junk food, especially if you are feeling stressed.

EXERCISE REGULARLY

Exercise is a proven way to relieve stress. It also helps you stay positive. If you can't afford a gym membership, take regular walks, run, or participate in a community sport league.

SLEEP REGULARLY

Sleep seven to eight hours a night to restore your body and mind. It might be tempting to stay up late playing video games or watching TV and then sleep in late. But looking for a job is a 40-hour a week task. Don't waste time sleeping all day when you could be finding your next job.

AVOID DRUGS AND ALCOHOL

Using drugs or alcohol will only impair your job search, and may lead to bigger problems. Your mind needs to be clear so you can organize, concentrate, and make decisions.

Source: Excerpted from Oregon Career Information System, ©2019, University of Oregon, All Rights Reserved.

Ways to Job Search

Once you have identified the people in your network and have contacted them, it's time to start searching for jobs. While it might be tempting to jump online and start looking through job websites right away, keep in mind that more than half of all workers found their current jobs through two methods: networking and contacting employers. Be sure to use all of your job search options.

★ CONTACT EMPLOYERS

Most employers don't advertise open positions, often because they don't need to in order to find good workers. If you don't contact these employers, you will never learn what jobs they have open!

★ AGENCIES & LISTINGS

There are numerous organizations to help you find work, such as state employment agencies and private temp agencies.

★ ONLINE SEARCHES

Many jobs are posted online. There are national websites to help your search, but you'll want to check local websites as well. Just remember: jobs posted online usually have a lot of applicants.

★ JOB FAIRS

Job fairs allow you to talk to hiring managers from dozens of companies at once, build your network, and even interview for positions. You'll want to look your best and stay positive.

Source: Excerpted from Oregon Career Information System, ©2020, University of Oregon, All Rights Reserved.

How to Tell if a Job Is a Scam

It is unfortunate that people try to take advantage of others. But they do, and job searching is no exception.

When you look for a job, make sure the job you are applying for is legitimate.

- Visit the company's website. Does it look professional? Does it contain contact information? Are there job openings posted?
- Research the company online, not just on their website.
- Does the salary sound too good to be true? If so, then there is a good chance it is.
- Does the company want money? Don't give it to them. If they are legitimate, they won't ask for money. Also don't

give them important personal documents with private information, such as credit card numbers or passports, or anything with your social security number on it unless you are confident that the business is legitimate.

- While some work-at-home jobs are legitimate, others are not. Carefully research any work-at-home jobs.
- Be careful of email from job recruiters that found your contact information online. Posting résumés on job boards can be a productive way to find a job, but it can also lead to unsolicited emails that may not be legitimate.
- Finally, are there grammatical or spelling errors in the job posting? Legitimate companies will post cleanly written job announcements.

LOOKING FOR YOUR FIRST JOB? Spelling and Grammar Matter!

Whether you find a job working for a business, or become your own boss, working as a teenager can help you:

- Learn to be responsible and have a good work ethic.
- Develop your interpersonal and customer service skills.
- Boost your savings account or give you some pocket money.
- Contribute to your college expenses.
- Explore an industry or a career you would like to work in.
- Obtain reference contacts for future job opportunities.

Don't be afraid to become your own boss. Sometimes the best way to get that first job is to create it yourself. Offer your services to neighbors and relatives. Get creative and design a flyer for your "business," letting people know what you could do for them.

WORK FOR YOURSELF:

Babysitting Lawn and yard care
Dog walking Construction work
Car washing or detailing PACKING OR MOVING ASSISTANCE
Painting
COMPUTER REPAIR AND ASSISTANCE

OR APPLY FOR A PART-TIME JOB TO WORK FOR SOMEONE ELSE:

Retail store Restaurant LIFEGUARD
Farm Gas station AMUSEMENT PARK
Hotel Movie theater Refereeing
TUTORING Political campaigning

MISTAKES, POOR GRAMMAR HURT COLLEGE ADMISSION AND JOB SEARCH

Résumés, letters, applications, and essays with mistakes are much less likely to receive a reply or result in a college admission or job interview.

Mistakes are a **big turn-off** for college admissions officers and employers. They see errors as a red flag that you don't pay attention to details and don't do your best work when it really counts.

Some college admission officers and employers electronically scan resumes and search for keywords in education, skills, or job titles to find prospective students or job applicants to interview. If the words they are searching for are spelled wrong, they won't get picked up!

Read everything you send to any college or potential employer carefully. Read it more than once, use spell checker, and ask someone else to review it. **Don't let simple errors hinder your college admission or job search.**

Looking for Work? Look to WorkSource Oregon

Looking for work can be intimidating. Where do you start? Classified ads? Online ads? Job boards?

There is a free service available where professionals walk you through every step of the way to ensure your success in finding the job that best suits you.

WORKSOURCE OREGON.

So, what is WorkSource Oregon?

WorkSource Oregon is a partnership of state and local agencies and organizations that offer personalized services to help you with job and career information. Whether you are looking for your first job, your next job, or you want to explore career options, the professionals at WorkSource Oregon can help.

Here are a few of the services WorkSource Oregon offers:

- Assessment of your skills and interests.
- Training to help you become more marketable.
- The National Career Readiness Certificate (NCRC) to highlight your skills and help you stand out to employers.

- Information on careers, occupations, wages, jobs, and educational options.
- Information about programs, community resources, and events.
- Information about the hidden job market and networking with employers to uncover opportunities for job shadowing, informational interviews, or apprenticeships.
- Assistance with building your resume and learning how to succeed in an interview.
- Assistance with finding and applying for jobs that match your skills.

At WorkSource Oregon, it is all about you. We tailor our services to meet your needs and goals. Maybe you are not sure exactly what career field you would like to go into. We can help there too. By asking questions about your interests and background, we can help you build a profile of your skills and show you the occupations that best match your skills.

STOP BY YOUR LOCAL WORKSOURCE OREGON CENTER AND SEE FOR YOURSELF.

Visit www.WorkSourceOregon.org.

OREGON'S NATIONAL CAREER READINESS CERTIFICATE

The National Career Readiness Certificate (NCRC) is one way to measure what you can DO, rather than what you KNOW. A certificate helps those applying for jobs show potential employers their career readiness skills. Earning a certificate helps job applicants stand out to employers who prefer the NCRC, both in Oregon and across the country.

NCRC BENEFITS

The National Career Readiness Certificate is used by thousands of employers, employees, and job applicants nationwide. Earn yours to experience the benefits of the NCRC:

- Be confident in your skills when you earn a nationally recognized certificate.
- Stand out to employers who prefer the NCRC in their hiring practices.

- Earn a portable certification recognized by employers nationwide.
- Be acknowledged for the skills you have worked hard to gain.
- Available at no cost to you.

Job applicants can complete a brief pre-assessment to learn whether they are ready to take the NCRC or if they first need to brush up on their skills. Online courses can help work on your skills before taking the NCRC test. Tests are given at local WorkSource Oregon centers around the state.

RECEIVE YOUR CERTIFICATE BY TESTING YOUR SKILLS WITH ACT WORKKEYS ASSESSMENTS

Applied Mathematics: Measures the skill people use when they apply mathematical reasoning, critical thinking, and problem-solving

techniques to work-related problems.

Reading for Information: Measures the skill people use when they read and use written text in order to perform job tasks. The written texts include memos, letters, directions, signs, notices, bulletins, policies, and regulations.

Locating Information: Measures the skill people use when they work with workplace graphics, including comparing, summarizing, and analyzing information found in charts, graphs, tables, forms, flowcharts, diagrams, floor plans, maps, and instrument gauges.

For more information on the NCRC, visit www.oregonworkready.com/job-seekers.html. You can also contact your local WorkSource Oregon Center to see how you can get started.

Disclosing Your Disability in a Job Interview

Many people with disabilities feel unsure about disclosing their disability in a job interview. Talking about your disability involves thought and planning. It is up to you to decide when, where and how much information you would like to share.

The Americans with Disabilities Act limits what employers can ask people about disabilities prior to a job offer. You are not required to disclose your disability to an employer. However, if you have a visible disability, you may benefit by explaining how you're able to do the job. Some people with no visible disability choose not to disclose their disability at all.

If your disability is visible, describe any accommodation you use and how it enhances your ability to perform the job requirements. Share examples from your educational training, previous volunteer or work experience and talk about how you accomplished your goals in the past.

Let the employer know that you are glad to answer any questions about your disability and accommodations you may require. Being open about your disability helps put your employer at ease. Being open can play an important role in whether or not you receive a job offer or a second interview.

Be sure to close the interview with a positive statement about how you have the skills needed to perform the job and how you would be an asset to the employer's team.

Ready, Willing, and Able

If you have a disability and you are wondering about your ability to work, know that you are not alone. There are 140,000 Oregonians working right now who have a disability. Understanding what you like to do, gaining experience, working with your community, and being persistent will help you on your way to landing a job.



That is what Erik from Corvallis did. When Erik was in elementary school he started volunteering clearing tables after events at a local church. When he was in high school Erik worked at a local pizza restaurant. He also worked at a senior center where he learned how to use a commercial dishwasher.

Erik has now worked at Oregon State University's McNary Dining Hall for the last four years. He is a dishwasher and loves his job. Erik developed the skills needed for dishwashing with his previous volunteer and work experience. It took him nine to 10 months to get employed. Prior to being employed at McNary Dining, he sent dozens of resumes without a response. A family friend learned about this job opportunity and worked with a local agency to help Erik get this job.

TIPS FOR PARENTS

Erik's mother, Jennifer, is a former special education teacher who worked with students with disabilities in the Young Adult Skills program. She said that the best way to help people with disabilities find a job is to approach successful well-established businesses that are willing to give back to their community.

When looking for jobs, she highlighted that it's important to look at what the person likes to do, what skills they are good at, and what jobs can fit them. Parents who try to find a job for their children with disabilities should remember to keep trying, use their personal connections, and ask people in their community.

Additional ways to search for jobs include searching online, using connections with friends and relatives, using a government agency or working with a state vocational rehabilitation specialist to look for work. "It's possible for anyone with a disability to find a job. It takes creativity, a lot of walking around and talking to people."

Several Oregon businesses offer specialized training and job coaching services to people with disabilities. Besides helping disabled workers find and keep jobs, these services can reduce company costs associated with new hires. To find out more about the benefits of hiring workers with disabilities, visit:

- the www.oregonresource.org/index.html,
- the Employment First policy of the Oregon Department of Human Services, oregon.gov/dhs/employment/employment-first/pages/employer-info.aspx, and
- the yourtickettowork.ssa.gov/index.html program.

Do You Have the Required Skills?

Most jobs require specific skills – operating a cash register, running an automated car washing machine, diagnosing car engine problems and fixing them, or speaking in front of a class.

These skills are known as technical skills (or hard skills) and they are very important. They are needed to be a checker in a grocery store, work at a car wash, and be an auto mechanic or teacher.

Technical skills can include activities like:

- Equipment maintenance
- Installation and operations monitoring
- Use of different software applications
- Programming
- Quality control analysis
- Repairing
- Technology design
- Troubleshooting

Technical skills can be learned in many ways, such as taking a class, teaching yourself through information online, or learning from others. But are these technical skills the only type of skills that you need to do a job?

WHAT ABOUT SOFT SKILLS?

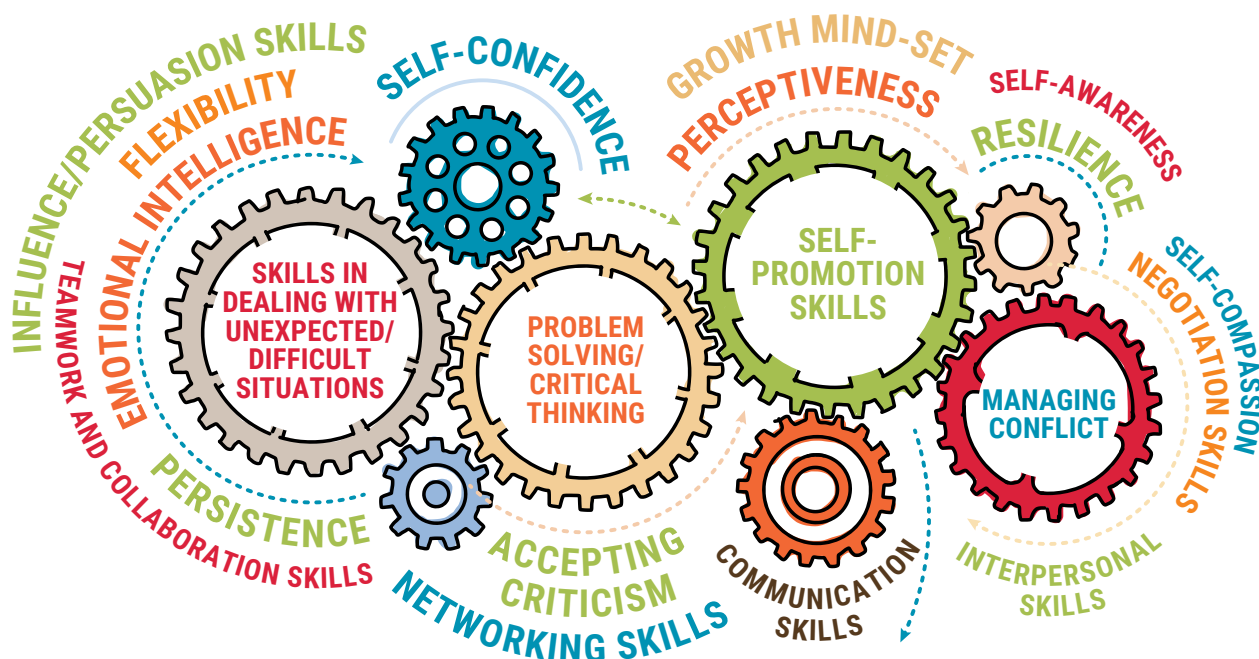
Soft skills are often described as ‘people skills,’ ‘social skills,’ or ‘interpersonal skills.’ They affect your relationships with other people, how you present yourself, and how you interact with others.

When you have a job, having good soft skills is often just as important as technical skills. For example, maybe you know how to operate a cash register, but what if you are not kind and courteous to your customers, ignore people when they ask you questions, and complain about how much your feet hurt and how heavy the groceries are while scanning a customer’s produce?

Soft skills can also be learned in a variety of ways. You can learn by observing others. Such observation often starts at home. How do people react when they are treated in different ways? How do others handle situations that may be difficult or intense? Do those around you take initiative to get things done, and if so how does that initiative impact their lives compared with others who don’t take initiative?

You can also learn by doing. You could work on your self-confidence and communication skills by enrolling in a debate club or taking a public speaking course. Or perhaps volunteering for a nonprofit organization where you have to interact with the public, which can also boost your communication skills. Want to take initiative more? Make a point to think ahead. What responsibilities do you have in the near future, and how and when will you do them? Take initiative – because there is no time like the present!

To be successful on the job, you will need both soft and technical, or hard skills! Focus on improving these skills and you will have a happier work life.



First Impressions Online Matter!

What impression will someone who doesn't know you get based on what they see and read about you online? More and more employers collect information online about job applicants and screen out individuals based on what they find.

You've submitted a carefully crafted résumé. Your skills and experience match the job requirements perfectly. You think to yourself, "I'm guaranteed a call back," and yet the recruiter has already disqualified your application!

You may have been disqualified because of your **online reputation**. Any information about you in blogs and social networks, comments, tweets, videos, and links make up your online reputation.

HOW IS IT USED TO GET A JOB?

It's as simple as a Google or Facebook search. When surveyed in a Career Builder's annual survey, most U.S. hiring managers say they review online reputations of job applicants. And they take their findings seriously.

Top 5 Disqualifiers:

- Provocative or unsuitable photos, videos, or information
- Information about job applicant drinking or using drugs

- Inappropriate comments related to race, gender, religion, etc.
- Inappropriate comments about a previous employer or a fellow employee
- Weak communication skills

HOW DO I MANAGE MY ONLINE REPUTATION?

First, see what others see. Start by searching for your name by putting your name in quotation marks in popular search engines such as Google. Include your hometown if you have a common name. Also run your name through popular social media sites (remember to log out of your account to see what others see). Don't forget to look at accounts you no longer use but that still exist. You may find that the Internet "remembers" things you have long forgotten about.

Also, look at what others have posted about you. What do they say about you in comments? What videos or photos are they sharing that feature you?

Did your results present you in a light you want others to see? Does your search present a person entirely different from the professional persona in your résumé or application? Would someone be offended by what they've learned about you online, or worried about your ability to be a good and successful employee?

You may find out that your online personal life is much more public than you would like. You may even decide that you would like to better advertise your achievements and good character.

PROTECT YOURSELF

Use these tips to help protect your online reputation:

- THINK before you share.
- Delete inactive accounts. This prevents your information from being hijacked, or embarrassing you later.
- Talk with your friends and family about what you do or don't want shared. Honor their privacy and reputation as well.
- Consider untagging yourself from photos.
- Sign up for personal alerts tied to mentions of your name or other personal information.
- Continue monitoring your reputation. Consider this regular maintenance like changing the oil in your car, or online spring-cleaning.
- Do something about it quickly. The longer the bad information is there, the more susceptible you are to having it spread or archived.

TAKE YOUR ONLINE REPUTATION SERIOUSLY, OR SOMEONE ELSE WILL.

Before you ...



THINK! Is it ...
True Inspiring Kind
Helpful Necessary

What Information Is Included in a Résumé?

Résumés contain much of the same information as a job application. The difference is that your résumé should sell you, your skills, and your knowledge to the employer. Your résumé should be designed to get you a job interview.

Tailor each résumé to the job you are applying for. Include the most relevant facts about yourself and your skills. Write your résumé using vocabulary common to the industry, company, or occupation.

Start by writing down the skills listed on the job description. When you write about your skills and experiences in your résumé, show how they relate to the current job by the words you use. Statements should answer who, what, where, and how questions. Whenever possible, include numbers and words that demonstrate your experience and show results of your actions.

PERSONAL INFORMATION

Your name and contact information should be at the top of your résumé. Include your full name, mailing address, phone number, and e-mail address. Avoid abbreviations and nicknames. It's important that your e-mail address is appropriate and professional.

WORK HISTORY

Your work history is a chronological listing of all of your paid employment, from most recent to least recent. Include the names and locations of employers, and use action words to describe your work. Tailor each description to focus on skills important to the job you are applying for.

Include at least 15 years of employment, if you have been working for that long. You may want to have longer descriptions for jobs that are most relevant to the job you are applying for,

and shorter descriptions for others. Since most résumés should fit on one page, use concise bullet points. Include dates for each job, but only the beginning and ending dates by month and year. Be prepared to explain any gaps in employment and show how you used your time.

VOLUNTEER WORK/ COMMUNITY SERVICE

If you have performed volunteer work that shows your skills or abilities related to the job you are seeking, it is important to include it in your résumé. List each organization you have worked with, and describe your role. Be sure to highlight any supervision or project management tasks you have done.

MILITARY SERVICE

If you have served in the military, you can add it to your Work History, described above. This works well if you spent a significant amount of time on active duty, where the military was your main job. Another option is to place your military service in a separate section. This is effective if you are a Reserve or National Guard member and held jobs outside of the military. Use civilian terms to describe the skills and training you received. Include significant awards or decorations received.

EDUCATION HISTORY

If you just recently graduated from high school or earned your GED, it is important to list your high school information. If you are a college graduate, you do not need to list your high school. If you are a recent graduate, include information about positions held, awards, honors, and athletics. If you have been out of school for a while, give less detail. You should at least include the school name, dates attended, and degree earned. Finally, list courses relevant to the job you are applying for.

LICENSES, CERTIFICATES, AND TRAINING

List any licenses or certificates you hold, with a brief description of their importance. Include workshops and other training events that are relevant to the job you are applying for. Describe the skills and knowledge you gained. Include the dates of the training.

These sections of your résumé are important to include, but should also be very brief.

ACHIEVEMENTS

Awards, recognition, scholarly work, and presentations are just a few of the achievements you could list here. Any important achievement that demonstrates your knowledge, work ethic, or skill should be listed. Have you traveled around the world? Climbed Denali? Built a log cabin? These are all achievements and can go here.

ACTIVITIES

List any activities that are relevant to the job or will give your employer a better sense of your skills and work ethic. Include items such as athletics, clubs, or hobbies.

It is very important to tailor this section of your résumé to the job you are applying for. Include languages you speak, specialized equipment, computer hardware and software, and any other special skills.

REFERENCES

Some applications ask for references on your résumé. Only include them if asked to.

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Job Application Tips

Job application forms ask for information about education, work history, skills and abilities, and references. It's easiest to collect this information before you start filling out applications.

Your application is just as important as your résumé and cover letter. It is another opportunity to demonstrate your communication and organization skills. Some specific things to keep in mind as you fill out applications include:

- Follow directions carefully. Employers will notice if you do not.
- Review your application before you submit it. Check your spelling and grammar, and make sure you answered all questions.
- Don't leave blank spaces on the application. If a space does not apply to you, simply write "Not Applicable."
- If the application asks what days or hours you can work, be as flexible as possible.
- When writing down your work history, focus on aspects of each job that relate to the job you are applying for. Emphasize duties or accomplishments.
- Where appropriate, list all of the computer operating systems, software, equipment, and tools you are able to use.
- If asked which position you are applying for, be specific and list each one by name. Don't just write "anything."
- If asked for a salary range, make sure the range you list is within the range being offered for the position.
- When listing references, list three people that have known you for at least a year and are willing to be listed. Previous supervisors or former customers are often the best references. They should have some knowledge of your work. Do not list relatives.
- If applying in person, treat the application process as you would a job interview.

You may be required to present certain documents during the application process. Make sure you have these with you:

- Social Security card
- Proof of citizenship or Alien Registration Card (green card)
- Driver's license or state-issued ID card
- Birth certificate or passport
- High School or GED diploma
- College diploma and transcripts
- DD214 (if you have served in the military)

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What Format Will You Use to Create Your Résumé?

Because many employers read résumés quickly, the order of the information on your résumé is very important. Some industries prefer certain résumé formats. Talk to people in your network to find out how you should format your résumé. If you are still unsure, use the chronological format, as it is the most common. The main résumé types are:

RECENT GRADUATE

- Includes most important educational accomplishments
- Provides work history in a chronological format
- May include classes or projects relevant to the job you are applying for

CHRONOLOGICAL

- Lists work experience from most recent to least recent
- Good for people with recent related experience or no breaks in employment
- Most commonly used résumé format
- Can make gaps in employment harder to explain

FUNCTIONAL-SKILLS

- Relates your skills to the employer's needs
- Good for people with a broad range of experiences
- Skill statements must be more descriptive as they are not presented in the context of a job

Regardless of how you format your résumé, there should be no spelling or grammar errors. It should be clean, neat, and easy to read. Don't use flashy paper or odd fonts.

The length of your résumé will depend on your experience and the requirements of the job you are applying for. Potential employers may be turned off by wordy or unnecessarily long résumés. Try to keep your résumé to one or two pages.

There are several ways to present your résumé online as well. LinkedIn is the most popular, and can also be an effective networking tool.

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Chronological Résumé

GAIL BELL CAMP

541.###.####

bellcampg@example.org

OBJECTIVE

Full-time employment as an Assistant Accountant.

EXPERIENCE

Accounting Clerk I, Klamath Community College. February 2013 to present.

- Maintain accounts payable and receivable, general ledger, and payroll for an operations budget of \$700,000.
- Implement new ledger process and management procedures that save employee and management time.

Machine Forming Operator, ABC Company. September 2008 to June 2011.

- Read complex blueprint specification to assemble, install, and align dies in press.
- Inspected work for conformance to specifications and made necessary adjustments.
- Received Zero Percent Error Award: 2009, 2010.

Machine Tool Cutting Operator, ABC Company. March 2005 to September 2008.

- Observed, regulated and controlled all phases of operation.
- Planned work process and sequence of operations using blueprints and layouts.
- Set up and operated automated cutting machine to cut metal stampings.

Set-Up Operator, ABC Company. February 2003 to March 2005.

- Monitored gauges and dials to assure machines ran properly.
- Set up and operated a variety of machine tools, such as lathes, milling machines, and drill presses, on a custom basis.
- Performed routine maintenance, decreasing breakdowns by 40 percent.

EDUCATION

Associate of Applied Science, Accounting Technology.

July 2011 to December 2013.

Klamath Community College, Klamath Falls, OR.

COMPUTER SKILLS

Microsoft Office, including Excel, Word, and PowerPoint.

CHRONOLOGICAL RÉSUMÉ SAMPLE

OREGON CIS Job Search and Résumé Creator

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Recent Graduate Résumé

ROBERT T. GILBREATH

541.###.#### ~ robgilbreath@example.com

OBJECTIVE

Entry-level position as a veterinary assistant.

SUMMARY OF QUALIFICATIONS

- Excellent customer service skills
- Two years of service as an SPCA animal shelter volunteer
- Three years as an active member/officer in 4-H
- Six years of experience as a pet owner

EDUCATION

Diploma June 2015
Corvallis High School, Corvallis, OR

Shelter Volunteer Training August 2012
Heartland Humane Society, Corvallis, OR

RELATED COURSES

Animal Science, Computer Fundamentals, Introduction to Healthcare.

EXPERIENCE

Animal Ambassador I August 2013-June 2015
Society for the Prevention of Cruelty to Animals (SPCA)
Corvallis, OR

- Assist in training, socializing, and feeding animals
- Exercise animals
- Clean shelter facilities

Sales Clerk June 2014-September 2014
Sears, Corvallis, OR

- Set up floor and counter displays
- Demonstrated and sold household appliances
- Maintained receipts

AWARDS & ACHIEVEMENTS

County Winner, 4-H Public Speaking Contest June 2014

State 4-H Finalist, Level I Equestrian June 2015

SKILLS

Microsoft Office (Word, Excel, PowerPoint, Outlook)

RECENT GRADUATE'S RÉSUMÉ SAMPLE
OREGON CIS Job Search and Résumé Creator

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Functional Skills Résumé

J A N M O S S I E R

541.###.####
mossier1@example.com

SUMMARY OF SKILLS

- Able to solve and repair electronic equipment.
- Contribute to teams and create good work relationships.
- Energetic, hardworking, willing to learn.
- Basic understanding of computers.

EXPERIENCE

ELECTRICAL SKILLS

- Built a TV scrambler from a circuit board in electronics class.
- Rewired lamps, repaired plumbing and appliances in home maintenance projects.
- Operated power tools (saws, drills, sanders) to cut and help frame buildings.

BUSINESS SKILLS

- Tracked and priced inventory with team to improve product availability to customers in grocery store.
- Greeted customers and helped them to find hard-to-locate items.
- Cashiered and calculated cash flow at the end of each shift.

COMPUTER SKILLS

- Set up and entered personal budget on Excel.

EMPLOYMENT HISTORY

Stock Clerk/Cashier, Sunny's Market
Construction Helper, The Builder's Group

2015-Present
Summers 2012-2014

EDUCATION

Roosevelt High School, Portland, OR
Related courses: drafting, basic electronics, management

2015



Send a Cover Letter with Your Résumé

Always write a cover letter when sending your résumé to a prospective employer. While your résumé shows that you are qualified for a position, a cover letter explains why you are the best fit for the job. It gives you an opportunity to provide specific examples of your abilities.

Cover letters should be brief and to the point. You should explain why you are interested in the job, state your qualifications, and request an interview. You should also rewrite your cover letter for each job you apply for. Potential employers can often tell when a letter is just a copy from another application, and may treat it as junk mail.

Proofread your cover letter very carefully, and have a friend review it as well. Format the letter using a letter template in Word or other computer program. Print your cover letter on the same high quality paper as your résumé.

A cover letter usually consists of the address and content. The content, the actual text of the letter, should be written in three parts. Each part should only be one brief paragraph.

ADDRESS

Your contact information followed by the date is the first item on the letter, near the top of the page, on the left side. The employer contact information should follow.

Whenever possible, your letters should be addressed to a specific person by name. You may need to contact the employer, search the company's website, or reread the job posting carefully to find the person's name. It may be a hiring manager, the business owner, or the head of the department. You can also call the employer and ask the receptionist or secretary who answers the phone.

Be absolutely sure you have the spelling of the person's name correct, and double check the company's name and address as well. If you aren't sure from the person's name whether they are a man or a woman, be sure to ask. You will want to address the person formally, using *Ms.* for women and *Mr.* for men.

INTRODUCTION

State the job you are applying for and explain your reasons for applying in this first paragraph. Perhaps you want to further the mission of the organization, or you believe you are the best possible candidate for the position.

If you and the person you are writing to have met before at a job fair or other event, mention that contact in this paragraph as well.

MIDDLE

Use this paragraph to share your main qualifications and accomplishments. Relate these to the job you are applying for, and explain why they make you the best person for the job. Focus on two or three qualifications that set you apart. Your résumé will demonstrate your other qualifications. For each skill, explain where you used it and how it would be helpful to the employer.

Although you are talking about your skills and experience, be sure to focus your writing on the company you are applying to.

CLOSING

Request an interview in the last paragraph. Restate your interest in the company or organization and the job. Thank them for taking the time to review your application, and express your interest in coming in for an interview.

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HOW TO PREPARE FOR A JOB FAIR

A job fair is an event in which employers share information with job seekers, like you. Job fairs offer excellent opportunities for high school and college students to connect with employers to ask questions and learn what types of jobs employers are hiring for.

Lonnie Martinez, Employment Specialist with the Oregon Employment Department at WorkSource Tualatin, helps students get ready for job fairs and their first job. “Arrive on time and have a well written and professional appearing résumé,” he says. “Employers may not be interested in hiring someone that has a crumpled résumé in their backpack or brings a bunch of friends with them to inquire about or apply for a job.”

Lonnie also suggests using a professional e-mail address for résumés and applications. These days we can have a personal AND professional email address. Be sure to check your social media presence. Update your security settings in Facebook, Twitter, Instagram and any other social media you are using. Google your name and see what others will see. You might be surprised! We never get a second chance to make a first impression.

Employers are willing to give you a chance at your first job. A little preparation will go a long way!

Before the event, learn about employers that will attend the event. Look for the employers that match your short-term job or long-term career interests. Employers will ask, “Do you have any questions for me?” Take the opportunity to prepare questions in advance.

Prepare a 30-second concise message about your background and career goals. Be ready to communicate your skills and interests. Don’t forget a pen when attending a job fair in the event

you get to fill out job applications, provide contact information, or take notes. It demonstrates to employers you are prepared.

When meeting an employer it is important to:

- Engage with company representatives.
- Offer a firm handshake.
- Make eye contact with a smile.
- Speak clearly and confidently.
- Have a positive attitude.
- Be yourself!

Appropriate attire and good manners are essential! Take the opportunity to speak with several employers. This experience can teach important skills, such as beginning a conversation in a business environment and conducting yourself professionally.

Collect business cards and send thank-you and follow-up letters or emails to the employers you speak with. When you have the name of the Employer Representative, it creates a more sincere follow up call or thank you note.

How to Get a Great Reference Letter

A reference letter is a letter in which someone assesses another person’s skills and capabilities, usually in a positive way. They are often necessary when **applying for college, a job, or a scholarship.**

It is important to ask someone who knows you well to write a reference letter for you. If you aren’t sure about asking someone, politely ask if he or she feels comfortable recommending you. This way you will avoid having weak letters of recommendation that do not fully show your value.

Don’t be shy about asking for a reference letter. Remember that whoever you ask had to ask for reference letters themselves at one time.

Writing a good letter takes time. Request a reference letter at least a month before you absolutely need it.

Schedule an appointment with your potential references. Tell them

about your accomplishments and participation in class or on the job. Remind them about specific projects or work you are proud of. Talk to them about your plans for the future. Provide them with a résumé that highlights your extracurricular activities, accomplishments, and goals.

Make sure your references know the deadline for your application and follow up with them a week or so before your reference letter is due. You want to be sure that your reference letter will be sent on time. You may also want to provide pre-addressed, stamped envelopes and additional copies of forms or documents that may be needed to append to your letter.

Send a handwritten note or email to thank everyone who writes a reference letter on your behalf. Once you get a job offer, scholarship, or college acceptance, let your references know and tell them how much you appreciate their support.

5 STEPS TO A SUCCESSFUL INTERVIEW

► STEP 1 PREPARE FOR THE INTERVIEW

GATHER INFORMATION

First, make sure that you know the time that the interview is scheduled for, where the interview will take place, the name and job title of the person who will interview you, and whether you need to bring anything to the interview.

Then gather as much information as you can about the company. Having this background information also makes it easier for you to think of questions to ask the employer during your interview. Find out the essential elements of the job and think about how they match your skills and interests.

Knowing in advance where the interview will take place increases your confidence and decreases the possibility of arriving late. Allow extra time for unexpected delays. If the place of interview is in a busy part of town or where parking spaces are limited, you may want to consider using public transportation.

WHAT TO BRING

- Paper and pen for taking notes
- Your driver's license (if applicable)
- Samples of your work
- Copies of transcripts, educational certificates, and professional qualifications
- Copies of your résumé
- A copy of your application
- Your reference list
- Your list of questions that you would like to ask

► STEP 2 DRESS FOR SUCCESS

Your appearance says a lot about you. To make the best first impression at your interview, be clean, well groomed, and nicely dressed. A good rule of thumb is to dress one step

above what you would wear on the job, or at minimum in good, clean dress clothing.

Before your interview, you need to:

- Get a haircut
- Groom your hands and nails
- If you have a beard or moustache, trim it so it looks neat
- Lay your clothing out the night before so you are sure it is clean and all there
- Get a good night's sleep

To prepare the morning of the interview you need to:

- Take a shower or bath
- Wash your hair
- Use extra unscented deodorant
- Do not use perfume or aftershave (some people are allergic)
- Cover visible piercings or tattoos
- Eat a light meal or snack before the interview
- Brush and floss your teeth
- Use mouthwash or breath mints
- Bring a small mirror, brush, and/or comb

Learning how to dress smart for your interview will create a great impression and also give your self-confidence a real boost. Do not wait until the night before to prepare. Your job interview is too important, so get yourself organized early.

► STEP 3 PRACTICE MAKES PERFECT

Try a mock interview. Several days before your interview, have a friend or family member ask you interview questions.

Prepare for your interview by reviewing sample interview questions you could expect an employer to ask you such as:

- Why do you want to work for this company?
- What are your strengths? Weaknesses?
- Tell me about your education and training background.
- What was your favorite subject or activity in school?

Review these strategies for the interview:

- Be honest and think quickly.
- Speak clearly and maintain eye contact with the interviewer.
- Explain what you can do for the employer and why you want the job.
- Remember to use good examples to illustrate your point and your skills.
- Express yourself in a positive manner.
- Avoid appearing desperate or overly confident for the position.
- Avoid saying negative things about previous employers.

► STEP 4 THE INTERVIEW

Most interviews start with introductions, handshakes, and casual conversation. Remember that the interviewer may be nervous too! This conversation helps everyone relax a bit. Be energetic and enthusiastic, smile, and offer a firm handshake. It is fine for you to initiate the handshake. If you are meeting someone who is unable to shake hands for some reason, it is still polite for you to offer your right hand.

Sit up straight in the chair, leaning forward occasionally. Look the potential employer straight in the eye, because good eye contact means that you are interested in the person and confident in yourself. It is alright to smile and laugh during the interview, as long as it is appropriate.

The interviewer may give you a lot of detail about the job, or he or she may start by asking about you. Many times job interviews turn into conversations, and that is fine. Feel free to ask questions throughout the interview. Remain composed and enthusiastic to show how well you work under pressure.

It is also important to articulate your skill set to the interviewer. Although you need to answer the questions they ask, it is essential to illustrate your skills and abilities through your answers to the questions and make your qualifications clear to the interviewer. It may feel uncomfortable to be so forward about your abilities, but this is not the time to be shy!

Expect that the interviewer will have a prepared list of questions and may take notes as you answer the questions. Do not be concerned if the interviewer is writing things down.

Here are a few key tips on what to bring and what to do:

- Bring your handbag, briefcase, and/or portfolio.
- Go alone and arrive 10 to 15 minutes early.
- Be very courteous to receptionists.
- Visualize the interview going well, take deep breaths, and relax.
- Do not chew gum during an interview.
- Avoid swearing or using slang.

QUESTIONS TO ASK

The employer may ask directly if you have any questions about the job. It is very important that you have some questions to ask. It is helpful if you think of these questions in advance, using the information you learned when you researched the company. Keep in mind that while the interviewer is determining whether

you are a good fit for the job, you are determining whether the job is a good fit for you.

Your questions should relate to the company or the job duties, but it is not appropriate to ask how much the job pays. Use the following questions to help you think about what you may want to ask your interviewer.

- When do you expect to fill the position?
- May I see the area where I will be working?
- What education and training does the company provide?
- Why is this a good place to work?
- Will I work alone or with other people?
- Is there a probation period?
- What opportunities are there for advancement?
- What tools, safety gear, or uniforms are required? Do I purchase them, or does the company supply them?

DISCUSSING SALARY

You may be asked, “What is your expected salary?” Keep your answer as general as possible, because employers would not consider you if your amount is too high. If you are pressed for a dollar amount, you could say, “I would like to earn approximately the average salary for someone with my experience.”

FINISH WITH CONFIDENCE

At this point, the interviewer may ask you if you have anything else that you would like to tell them. This is a great opportunity to emphasize your skills and abilities in a concise and confident manner, and to share information that did not come up in the interview. Keep it brief, around 30 seconds to one minute. Remember, it is up to you to explain why you are the best person for the position.

It is appropriate to shake the interviewer’s hand again at the end of the interview, thank him or her for taking the time to interview you, and say goodbye.

► STEP 5 AFTER THE INTERVIEW

Write and send a thank you letter to your interviewer and anyone else you spoke with during your interview. Type your thank you letter on a computer. Be sure to check your spelling of all names and titles. Thank the interviewer for the time he or she took to interview you, re-emphasize your skills, talents, and abilities, and include anything you may have forgotten to add during the interview or in your résumé that might help get you the job.

What to do after the interview:

- Send a thank you letter.
- If you take the job, do not be shy about negotiating a salary.
- If you did not get the job, get feedback on why you did not get the position and stay positive.
- Reflect on what went well and what did not go well to improve for the next interview.

Source: Excerpted from Oregon Career Information System, ©2020, University of Oregon, All Rights Reserved.



Where Will Your Money Go?

Whether you're saving money for college or a new car, or just paying your monthly bills, you need to make sure you have enough to cover your expenses.

The average person spends a portion of their income on the basics (like food, housing, and clothing), as well as other important expenses such as health care and transportation. It's also important to save some money each month to prepare for planned and unplanned expenses.

If your wage is \$10 per hour, and you work 40 hours, you earn \$400, right? Right. BUT, your paycheck will not be in the amount of \$400. Why? Your employer will withhold money for federal income taxes, social security taxes, and state and local income taxes.

Taxes are payments of money to the government that are used to provide public goods and services for the community. Some examples of public goods are national defense, street lights, and roads, and highways. Public services include welfare programs, sanitation, law enforcement, and education.

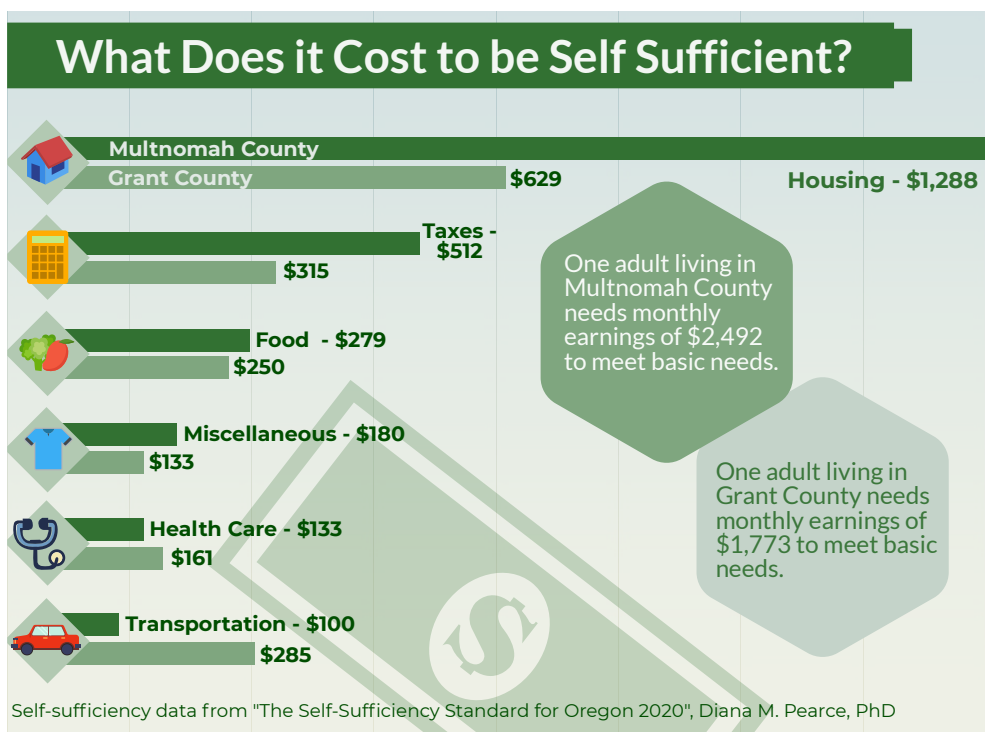
When you work, your employer will subtract a portion of your income for taxes. That money goes to the government. The amount of tax you pay depends on how much money you make, how many people you support, and where you live. The less you make, the smaller the share of taxes you pay on your income. If you earn higher wages, a larger share of your income goes to taxes. Also, each state has its own rules on taxation. Some states have

a state income tax. Others don't because they have other tax revenues such as sales taxes and property taxes. Some local communities have a local income tax as well.

The following budget exercise can help you identify where your income will go, and help you understand how much you will need to earn to pay your expenses. For this exercise, we are assuming 25 percent of your wages will be deducted to pay taxes.

The budget sheet provides an approximate low, medium, and high amount for each expense. If you have a roommate, and are frugal, your expenses may tend to fall into the low category. If you are less frugal, perhaps live on your own, enjoy eating out and generally spending more money, your expenses may fall into the high category more often.

1. First, select an occupation and look up its average hourly wage in the Career Guide (page 43-67).
2. Multiply the hourly wage by 174 hours to find your Monthly Gross Income (there are an average of 174 work hours in a month if working full-time).
3. Calculate your Net Monthly Income.
4. Estimate how you may spend your money on a monthly basis by entering the amount you think you'll spend on each expense category. A low – medium – high range is provided for each expense.
5. Finally, add up your expenses and subtract the total expenses from your Net Monthly Income.
6. If the Difference is greater than \$0, your income is enough to pay your expenses. If it is less than \$0, your expenses are greater than your income.



Budget Exercise

Income per Month				
Monthly gross income				\$
Taxes (monthly gross income x 0.25)				\$
Net monthly income (monthly gross income - taxes)				\$
Expenses per Month	Low	Medium	High	Your Expense
Rent or home mortgage	\$500	\$850	\$1,500	\$
Utilities (electricity, water, cable, Internet, etc.)	\$160	\$230	\$300	\$
Phone	\$50	\$75	\$100	\$
Food - eating at home	\$200	\$400	\$600	\$
Food - eating out	\$50	\$100	\$200	\$
Entertainment and recreation	\$25	\$75	\$150	\$
Clothing	\$25	\$75	\$150	\$
Car - payments, gas, maintenance, insurance, etc.	\$300	\$425	\$600	\$
Public transportation	\$0	\$50	\$100	\$
Healthcare (insurance, doctor visits, supplies)	\$70	\$200	\$320	\$
Personal care (toiletries, haircuts, etc.)	\$25	\$60	\$100	\$
Student education loan payments	\$0	\$400	\$700	\$
Miscellaneous (pet food and care, donations, gym fees, anything else you can think of)	varies	varies	varies	\$
Savings	varies	varies	varies	\$
Total Monthly Expenses				\$
Difference (Net Monthly Income Minus Monthly Expenses)				\$

What Is in the Career Guide? (pages 43-67)

DESCRIPTION

The **CIS Title** refers to the related occupational title that you see on the online Oregon Career Information System, oregoncis.uoregon.edu. If a CIS title is not listed, the Occupational Title in the first column is the same as the CIS Title.

EMPLOYMENT AND JOB OPENINGS

Employment: Shows how many jobs are in the occupations. A “very small” occupation has few jobs in the state, while “very large” indicates high level of employment.

Job Openings: The estimated number of job openings each year helps to show the likelihood of finding a job in the occupation. “Substantial” means there will likely be a lot of opportunities, but “limited” means there will be fewer opportunities, thus possibly making it harder to find a job.

WAGES

The two wages shown represent the lower-end wage an individual could earn while working in the occupation and higher-end wage an individual could earn after years in the occupation. Wages for teachers are presented as an annual wage.

To calculate a **monthly wage**, multiply the hourly wage by 174 (the average number of hours worked in a month working full time).

To calculate an **annual wage**, multiply the hourly wage by 2,080 (the number of hours worked in a year working full time).

EDUCATION/LICENSE/APPRENTICESHIP

Education: Lists the typical education level needed to enter the occupation. In some cases, there is no education needed.

License: Indicates if there are state licensing requirements associated with the occupation.





































Apprenticeship: Indicates if there are apprenticeship opportunities associated with the occupation.

SCHOOLS


















Schools and training entities for each occupation are listed by number on pages 63-67.








































Source: Information in the schools column is from the Oregon Career Information System. Occupational descriptions are based on information from intoCareers and Oregon Career Information System ©2020, University of Oregon and the Bureau of Labor Statistics. Used with permission.




























Education	What Do I Need to Do to Get the Education?		How Long Will it Take?
None	No education is typically needed to get a job this this occupation	No educational requirement	
High school diploma or equivalent	Complete high school or get a GED		4 years
Postsecondary non-degree award	Completion of a program for which a certificate is awarded	 	Varies, usually less than 2 years beyond high school
Associate degree	Education and training offered by a community college	  	2 years of study beyond high school
Bachelor's degree	Education offered by a college or university; a requirement for some professional occupations.	   	4 (maybe 5) years of study beyond high school
Master's degree, doctoral or professional degree	Advanced education offered by a college or university; a requirement for some professional occupations.	    	1-3+ years of study beyond a bachelor's degree

































Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Accountants and auditors work with financial information. They gather data, make sure it's accurate, study it, and create reports. The four major accounting fields are public, management, government and internal auditing.	Yes		   	Very Large (13,221) Substantial (1,442)	\$27.35 - \$40.93	3, 6, 8, 11, 14, 17, 24, 25, 26, 30, 33, 36, 38, 39, 42
Actors portray characters in stage, TV, radio, video or movie productions. They entertain audiences and communicate ideas. They may dance or sing.				Very Small (327) Fair (44)	NA - NA	8, 11, 13, 14, 19, 25, 30, 33, 35, 36, 38, 39, 42, 44, 47, 50, 51, 53, 55, 57, 59, 60, 64, 110
Actuaries use math and statistics to calculate odds. They design insurance programs and pension plans. Their duties depend on whether they work in insurance, finance or employee benefits.			   	Very Small (202) Limited (17)	\$35.99 - \$67.10	3, 6, 8, 11, 13, 14, 24, 25, 26, 30, 33, 36, 38, 39, 44, 47
Advertising managers plan, develop, and direct promotional materials and events like posters and contests in order to sell products or services. Advertising creates extra interest in these products and services.			   	Very Small (327) Limited (37)	\$31.71 - \$60.53	3, 8, 11, 14, 25, 30, 33, 36, 38, 39, 54
Agricultural and food science technicians work with scientists to conduct food and animal research. They help scientists conduct tests and experiments. CIS Title: Science Technicians			  	Small (606) Fair (83)	\$17.37 - \$23.64	48, 50, 53, 56, 59, 63
Air traffic controllers work in airports. They coordinate air flights to ensure pilots and passengers travel safely, and they manage airplane traffic.			 	Very Small (168) Limited (17)	\$38.07 - \$57.84	The Federal Aviation Administration (FAA) Academy
Ambulance drivers transport sick, injured and recuperating persons. They are assisted by ambulance attendants.				Very Small (109) Limited (17)	\$12.39 - \$15.94	Work Site
Appraisers and assessors estimate the value of items such as art, antiques, buildings, and land. Their work can help determine property taxes paid by homes and businesses.	Yes		  	Average (1,351) Fair (111)	\$26.47 - \$46.27	33, 55, 100
Architects plan and design buildings and structures, including homes, office buildings, stores, and factories.	Yes		   	Average (2,545) Average (251)	\$30.38 - \$48.33	33, 38
Athletic trainers help prevent and treat injuries in people who are physically active.			   	Very Small (201) Limited (16)	\$44,718 - \$60,602	25, 40
Audiologists test how well people can hear and help people with hearing disorders. They may fit hearing aids and research hearing problems. CIS Title: Speech Pathologists and Audiologists	Yes		    	Very Small (196) Limited (11)	\$30.58 - \$50.92	30, 33, 38
Auto body repairers fix or replace damaged parts of vehicle bodies and frames. CIS Title: Auto Body Repairers				Average (1,882) Average (203)	\$16.08 - \$25.00	50, 51, 56, 59, 90



























Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Automobile mechanics inspect, maintain, and repair cars and light trucks.			 	Large (7,988) Above Average (808)	\$16.36 - \$27.55	49, 50, 51, 52, 54, 55, 56, 57, 59, 60, 64, 90, Work Site
Bakers mix and bake ingredients to produce breads, pastries and other baked goods.				Average (2,987) Above Average (472)	\$12.75 - \$17.55	31, 49, 55, 56, 61, 90, Work Site
Bank tellers help customers with banking activities. They do such routine banking operations as cashing checks and accepting deposits and payments. They handle withdrawals and sometimes prepare cashier's checks.				Large (4,748) Above Average (476)	\$13.99 - \$17.76	Work Site
Bartenders mix and serve drinks to customers in bars and restaurants.	Yes			Large (9,648) Substantial (1,878)	\$12.21 - \$14.63	Work Site
Bicycle repairers fix bicycles and build new ones using hand tools.				Very Small (276) Limited (37)	\$12.79 - \$17.50	122, Work Site
Bill and account collectors find and notify people who have overdue bills. May also collect the overdue payments.				Average (2,044) Average (215)	\$16.58 - \$22.89	Work Site
Bookkeeping and accounting clerks create and review financial records. They record income and expenses. They make sure the information is complete and accurate.			 	Very Large (26,435) Substantial (3,064)	\$16.90 - \$25.08	24, 31, 42, 77, 82, 89, 90, 106, All Community Colleges except Oregon Coast, Work Site
Bricklayers and blockmasons use bricks, stones, and mortar to build and repair walls, archways, paths, and other structures.	Yes			Small (578) Fair (65)	\$23.23 - \$36.52	57, 90, 97, 153, Work Site
Broadcast technicians record and broadcast radio and television programs. They work with electrical equipment, adjusting the picture and sound of the broadcast to ensure clarity for viewers.			 	Very Small (299) Limited (27)	\$13.83 - \$28.35	57
Budget analysts help prepare and manage financial plans for how money will be spent. They review how it has been spent in the past and plan how it should be spent in the future.			   	Small (566) Fair (49)	\$30.94 - \$43.11	3, 6, 8, 11, 14, 23, 24, 25, 26, 30, 31, 33, 36, 38, 39, 42, 44, 47
Building maintenance and repair workers keep buildings in good shape. They repair plumbing, electrical fixtures, machinery and the structure of buildings. CIS Title: Building Maintenance Workers	Yes			Very Large (16,837) Substantial (1,869)	\$15.03 - \$24.34	48, 49, 50, 51, 52, 54, 55, 59, 60, 62, 63, 64, 90, 97, Work Site
Bus drivers transport people en masse from one place to another. There are three types of bus drivers: local, intercity and charter.				Average (3,318) Above Average (463)	\$18.85 - \$30.30	48, 51, 54, 60, 64, 68, 78, 86, 99, 127, Work Site
Business executives run companies or government agencies. They create plans to help their organizations grow.			   	Average (1,428) Fair (92)	\$71.91 - Over \$98.66	3, 6, 8, 9, 11, 14, 17, 23, 24, 25, 26, 30, 31, 33, 36, 38, 39, 42, 44, 47








Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Cabinetmakers build cabinets and other items that are made from wood.		Yes		Average (2,708) Average (318)	\$15.41 - \$22.67	Work Site
Camera operators film a wide range of subjects. They use different types of cameras, including movie, TV, and video cameras.				Small (411) Fair (48)	\$14.62 - \$44.71	11, 33, 36, 38, 51, 57, 59, Work Site
Captains command ships. They set the course and speed and steer vessels to avoid hazards and other ships. Mates oversee the operation of the vessel for part of the day. CIS Title: Ship Captains and Mates	Yes		 	Very Small (304) Limited (27)	\$30.70 - \$51.10	52, 90
Cardiovascular technologists and technicians help doctors identify and treat heart and blood vessel problems. CIS Title: Cardiovascular Technologists			  	Small (841) Fair (57)	\$31.62 - \$48.13	24, 102, Work Site
Carpenters cut, fit and assemble wood and other materials. They help build and repair buildings, furniture, and other structures.		Yes		Very Large (22,383) Substantial (2,658)	\$19.29 - \$32.08	52, 55, 90, 97, 105, 153, Work Site
Cartographers and photogrammetrists make maps and similar displays. They use information from geographic information systems.			   	Small (472) Fair (53)	\$27.56 - \$41.11	24, 25, 33, 38, 49, 51, 55, 59
Cashiers ring up sales and receive payments for merchandise.				Very Large (43,662) Substantial (8,198)	\$12.31 - \$14.86	Work Site
Cement masons place and finish the concrete for many types of construction jobs.		Yes		Average (2,572) Average (315)	\$19.94 - \$30.75	48, 49, 50, 51, 52, 54, 55, 59, 60, 64, 90, 97, Work Site
Chefs and dinner cooks prepare meals in restaurants, hotels, and institutions. Although the terms "chef" and "cook" are used interchangeably, chefs tend to be more highly skilled and better trained than cooks.			 	Average (1,888) Average (285)	\$18.03 - \$29.90	31, 49, 55, 56, 61, 74, 90
Chemists work with chemicals to conduct experiments and learn new things. They observe how substances react to heat, light or other chemicals. They also prepare test solutions to study how chemicals combine.			   	Small (647) Fair (67)	\$27.51 - \$42.30	8, 11, 13, 14, 23, 25, 26, 30, 33, 35, 36, 38, 39, 44, 47, 49, 56, 57
Child care workers supervise, care for and teach children in schools or businesses.				Very Large (10,110) Substantial (1,724)	\$12.28 - \$15.12	8, 84, 91, 92, All Community Colleges except Oregon Coast, Work Site
Child, family and school social workers work to ensure the safety and health of children. They help families solve social, financial, and health problems. In schools, social workers identify students' problems and work to find help for them. CIS Title: Social Workers	Yes		   	Average (3,011) Average (343)	\$21.16 - \$30.93	11, 30, 33, 38, 39, 42


























Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Chiropractors treat patients with health problems related to back, neck and other joint injuries.	Yes		    	Small (1,175) Limited (33)	\$23.77 - \$40.68	40
Choreographers create dance routines and teach them to dancers.				Very Small (NA) Limited (NA)	\$12.28 - \$24.00	30, 33, 35, 38, 44
Civil engineering technicians help engineers plan, design and oversee construction and maintenance of buildings and structures like sewer systems and bridges. CIS Title: Engineering Technicians			  	Small (1,002) Fair (112)	\$28.07 - \$36.66	50, 56, 57, 59, 60, 64
Civil engineers plan and design roads, buildings, airports, tunnels, dams, bridges and water systems. They may also supervise construction.	Yes		   	Large (4,432) Above Average (415)	\$34.24 - \$52.23	11, 24, 25, 33, 39
Claim investigators, adjusters and examiners decide if insurance claims have been properly paid. CIS Title: Insurance Adjusters and Examiners	Yes			Average (3,334) Average (244)	\$26.47 - \$40.39	Work Site
Clergy provide spiritual leadership. Most U.S. clergy are Protestant ministers, Jewish rabbis or Roman Catholic priests. Other religious organizations also have spiritual teachers and leaders.			   	Large (4,356) Above Average (495)	\$17.52 - \$33.46	3, 6, 7, 11, 15, 16, 17, 19, 20, 21, 27, 28, 32, 39, 42, 45
College instructors teach one or more subjects. They give presentations to their classes, plan assignments, and grade the assignments. They may be designated as professor, associate professor, assistant professor or instructor. CIS Title: College and University Teachers			    	Average (2,857) Average (253)	\$56,484 - \$138,479	3, 6, 8, 9, 11, 13, 17, 22, 23, 24, 25, 26, 29, 30, 33, 34, 35, 36, 38, 39, 42, 44, 47
Computer and information systems managers coordinate the tasks of computer-related workers. They determine computer and information needs and find workers who will meet those needs.			   	Large (5,533) Above Average (547)	\$48.38 - \$76.55	3, 8, 11, 13, 14, 23, 24, 25, 30, 31, 33, 35, 36, 38, 39, 44, 47, 51, 56, 57, 63, 64, 95
Computer hardware engineers research, design, develop, and test computers or computer-related equipment. CIS Title: Computer Engineers			   	Average (1,383) Average (122)	\$43.52 - \$65.81	8, 11, 13, 14, 23, 24, 25, 30, 33, 35, 36, 38, 39, 44, 47
Computer programmers write and test the instructions that computers follow to perform tasks.			   	Average (2,776) Average (172)	\$30.62 - \$48.06	8, 11, 13, 14, 23, 25, 26, 30, 33, 35, 36, 38, 39, 44, 47, 48, 55, 57, 61, 69, 80, 95, 107, 120
Computer software engineers (applications) develop, create, and modify general computer applications software. They analyze user needs and design software or customize software for their clients. CIS Title: Computer Engineers			   	Very Large (16,467) Substantial (1,787)	\$39.72 - \$62.67	8, 11, 13, 14, 23, 24, 25, 26, 30, 33, 35, 36, 38, 47

























Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Computer software engineers (systems software) research, design, develop, and test operating systems-level software. They develop computer software systems, such as those that control manufacturing processes. CIS Title: Computer Engineers			   	Average (2,702) Average (239)	\$39.72 - \$62.67	8, 11, 13, 14, 23, 24, 25, 30, 33, 35, 36, 38, 39, 44, 47
Computer systems analysts improve existing computer systems. They plan and develop new systems and help organizations redesign computer systems.			   	Large (5,882) Above Average (487)	\$36.31 - \$56.11	8, 11, 13, 14, 23, 24, 25, 30, 31, 33, 35, 36, 38, 39, 44, 47, 64
Computer user support specialists help people solve problems with their computer hardware and software.			 	Large (8,272) Above Average (849)	\$21.02 - \$33.35	11, 24, 31, 33, 44, 49, 50, 51, 55, 56, 59, 60, 61, 63, 64, 90, 95
Conductors coordinate and supervise the travel of passengers and cargo on trains. Yardmasters move trains in yards and see that they come and go safely with the correct cars attached. CIS Title: Train Conductors and Yardmasters				Very Small (NA) Limited (NA)	\$28.79 - \$42.41	Work Site
Conservation scientists work in soil conservation and range management to preserve water, soil and forage. CIS Title: Conservation Scientists; Park Naturalists			   	Small (620) Fair (71)	\$28.99 - \$43.95	8, 25, 26, 33, 54, 57
Construction and building inspectors examine new or remodeled structures for quality and safety.	Yes			Average (1,575) Average (222)	\$28.69 - \$44.76	25, 33, 50, 59, Work Site
Construction equipment operators drive bulldozers, graders and shovels, and other machines to move dirt and rocks. CIS Title: Operating Engineers		Yes		Large (4,858) Above Average (638)	\$23.43 - \$33.44	56, 60, 64, 97, 153, Work Site
Construction managers are in charge of construction projects, such as buildings, roads, or bridges. They receive the plans for a project and must figure out how to build it.			  	Large (6,026) Above Average (535)	\$35.82 - \$59.35	59, 97
Correctional officers guard inmates in prison. They keep order, enforce rules, and maintain security. They also supervise inmates' activities and work assignments. CIS Title: Corrections Officers	Yes			Large (3,761) Average (315)	\$25.89 - \$32.40	3, 31, 33, 36, 44, All Community Colleges, Work Site
Cost estimators calculate how much time and money it takes to complete a construction project. They talk to project managers to learn what they want to build, read bid proposals, and study blueprints and drawings.			   	Average (3,197) Average (371)	\$25.83 - \$41.85	3, 6, 8, 11, 13, 14, 24, 25, 30, 33, 35, 36, 38, 39, 42, 44, 47, 59, 60, 97, Work Site
Court reporters keep records of official proceedings using a steno machine. They record every word spoken at legal trials, hearings, business conferences, legal depositions, and arbitrations.	Yes		 	Very Small (NA) Limited (NA)	\$21.30 - \$24.38	37




Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Crane and tower operators use mechanical booms, cables, or tower and cable equipment to lift and move heavy objects or loads.		Yes		Small (891) Fair (120)	\$28.00 - \$40.61	60, 64, 97, 153, Work Site
Credit analysts evaluate requests for credit and loans. They prepare reports about whether a company should lend money to loan applicants.			   	Small (757) Fair (74)	\$27.54 - \$43.83	6, 8, 11, 14, 24, 25, 33, 36, 38, 39, 42
Crossing guards direct the movement of pedestrians and drivers at street intersections and construction sites. They guide traffic through school zones, construction sites and detour routes.				Average (2,230) Above Average (407)	\$13.98 - \$19.04	49, 54, 55, 60, 63, 97, Work Site
Customer service representatives answer customer questions, provide information, and resolve complaints about products and services.				Very Large (27,368) Substantial (3,662)	\$14.56 - \$22.13	90, All Community Colleges except Oregon Coast, Work Site
Data entry keyers use computers to enter numbers and information into a database.				Average (1,899) Average (156)	\$15.08 - \$19.60	90, All Community Colleges except Oregon Coast, Work Site
Database administrators create and maintain computer database systems, which contain complex sets of information.			   	Average (1,394) Fair (121)	\$36.79 - \$56.28	8, 11, 13, 14, 23, 25, 30, 33, 35, 36, 38, 39, 44, 47, 95
Dental assistants help dentists with patient care, office tasks and lab duties. They perform a variety of tasks depending on the office in which they work. They work closely with dentists as they examine and treat patients.			 	Large (5,115) Above Average (684)	\$20.23 - \$26.28	4, 49, 50, 51, 54, 55, 56, 59, 60, 61, 64, 73, 75, 90, 112, 117, Work Site
Dental hygienists clean teeth and teach customers how to prevent tooth decay and gum disease.	Yes		  	Large (3,734) Average (320)	\$37.93 - \$48.32	24, 30, 49, 50, 55, 57, 59, 60, 64
Dentists examine teeth and gums. They correct dental problems by filling cavities, pulling teeth, and treating dental diseases. Most are general practitioners.	Yes		    	Average (2,406) Fair (100)	\$74.14 - Over \$98.66	23
Desktop publishers format text and images for publications. They use specialized computer software to create such documents as newsletters, pamphlets, brochures, catalogs, magazines and books.			 	Very Small (330) Limited (37)	\$17.24 - \$27.18	8, 25, 26, 30, 33, 49, 50, 51, 55, 56, 57, 59, 60, 64, 95
Dietitians plan diets for people and educate them about healthy eating. Some supervise food preparation and service.	Yes		   	Small (771) Fair (59)	\$28.67 - \$39.67	18, 23, 25, 40, 121
Dispatchers coordinate the movement of workers, equipment, and vehicles to meet customers' needs.				Average (2,990) Average (304)	\$16.44 - \$27.21	Work Site
Editors select and prepare written material for such documents as newspapers, magazines and books.			   	Small (1,211) Average (132)	\$17.76 - \$31.18	3, 6, 8, 11, 13, 14, 30, 33, 36, 38, 39, 42, 47

Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Electric motor and power tool repairers install, maintain, and repair electric motors, wiring, and switches. Some repairers work on motors in small appliances and power tools. Other work on large motors in large appliances, such as industrial dryers. CIS Title: Electric Motor Repairers			 	Very Small (233) Limited (27)	\$16.14 - \$28.56	48, 49, 54, 56, 59, 60, 62, 90, 153, Work Site
Electrical and electronics repairers install, maintain and fix such complex electronic equipment as industrial controls, transmitters and antennas. CIS Title: Industrial Electronics Repairers		Yes	 	Small (920) Fair (84)	\$19.99 - \$36.72	48, 49, 50, 52, 54, 55, 56, 59, 60, 62, 90, 153, Work Site
Electrical engineering technicians help engineers design, build and repair electrical components used in medical devices, radar, computers, and more. CIS Title: Engineering Technicians			  	Large (3,592) Average (382)	\$26.27 - \$36.78	9, 24, 50, 51, 52, 53, 54, 55, 59, 60
Electrical engineers design, develop, test, and maintain the electrical equipment used for commercial, scientific, or military purposes. CIS Title: Electrical and Electronic Engineers	Yes		   	Average (2,729) Average (233)	\$35.62 - \$52.99	11, 23, 24, 25, 33, 39, 57
Line installers and repairers construct and maintain networks of wires and cables. CIS Title: Line Installers and Repairers		Yes	 	Small (1,016) Fair (92)	\$42.56 - \$52.82	48, 49, 50, 51, 52, 54, 55, 59, 60, 62, 64, 90, 124, Work Site
Electricians install, test and maintain electrical wiring, fixtures, and equipment. Many electricians work in new construction and maintain old electrical systems.	Yes	Yes		Large (10,075) Above Average (1,336)	\$29.25 - \$46.14	48, 49, 50, 51, 52, 54, 55, 56, 57, 59, 60, 62, 64, 90, 153, Work Site
Electrician helpers assist electricians as they install and maintain electrical systems.				Very Small (271) Fair (39)	\$14.19 - \$23.79	Work Site
Elementary school teachers instruct public and private school children in grades one through six. Sometimes they teach combined grades. They usually teach one class of about 25 students.	Yes		   	Very Large (13,934) Above Average (1,174)	\$53,345 - \$88,321	3, 6, 8, 11, 13, 14, 17, 25, 26, 30, 33, 38, 39, 42, 44, 47, 56, 84, 91, 92
Emergency medical technicians (EMTs) give immediate care to ill or injured people. If patients need additional care, EMTs drive them to medical facilities.	Yes		 	Average (2,696) Average (201)	\$15.42 - \$25.58	5, 9, 23, 24, 79, All Community Colleges except Linn-Benton
Emergency vehicle dispatchers direct police car, fire truck and ambulance activity. They coordinate movement of workers and vehicles. CIS Title: Dispatchers	Yes			Small (1,056) Fair (109)	\$23.08 - \$33.67	90, Work Site
Environmental engineers find ways to solve environmental problems that affect the welfare of humans and nature.			   	Small (821) Fair (74)	\$40.14 - \$58.21	23, 25, 33


































Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Environmental technicians perform laboratory and field tests to monitor the environment and investigate sources of pollution. They may collect samples of gases, soil, water and other materials for testing. CIS Title: Science Technicians				Very Small (323) Fair (44)	\$23.58 - \$35.77	8, 14, 23, 24, 25, 26, 30, 33, 35, 36, 38, 39, 47, 49, 51, 54, 55, 57, 63
Fallers use axes or chainsaws to cut down trees. Their understanding of tree characteristics and cutting techniques allow them to control the direction the tree will fall and to minimize damage to the tree. CIS Title: Loggers				Small (NA) Fair (NA)	\$27.62 - \$40.20	64, 90, Work Site
Farmworkers help farmers raise crops and nursery plants. They help plant, water and harvest crops. At nurseries, they may plant, weed and prune plants. CIS Title: Farm and Ranch Workers; Nursery Workers				Very Large (23,843) Substantial (4,242)	\$12.34 - \$14.90	Work Site
Farriers take care of horses' feet. They examine hooves for bruises and cracks, trim and shape hooves, and fit, shape and nail shoes to hooves. CIS Title: Animal Caretakers				NA	NA - NA	56, 101
Fashion designers design clothes and accessories for manufacture and sale to the public.				Small (675) Fair (74)	\$28.07 - \$48.47	25, 111
Fast food cooks prepare food for customers at fast food restaurants.				Large (5,525) Above Average (689)	\$12.46 - \$15.83	Work Site
Fast food workers take and fill food orders. They total bills, receive cash, make change and give receipts. They may clean and restock work areas. CIS Title: Counter Attendants				Very Large (40,398) Substantial (8,445)	\$12.14 - \$13.92	90, Work Site
Film and video editors use editing equipment to remove unwanted parts of a film or video. They reassemble the best parts so that the film is entertaining and interesting.				Small (444) Fair (53)	\$17.87 - \$37.90	29, 33, 36, 38, 51, 57, 59
Financial managers oversee the financial activities of a company, including budgets and investments. They may negotiate with banks or investment firms.				Large (7,916) Above Average (837)	\$39.28 - \$71.46	3, 6, 8, 11, 14, 24, 25, 30, 33, 36, 38, 39, 42
Firefighters put out fires and rescue people in danger. They may provide medical assistance. Forest firefighters work only on fires in forests and rangelands. City fire fighters handle all other fires.				Large (4,448) Average (348)	\$25.41 - \$44.17	9, 48, 49, 50, 51, 52, 59, 60, 61, 63, 64, 90, 153, Work Site
Fishers catch ocean fish and other marine life using nets, hooks and traps. CIS Title: Commercial Fishers				Average (2,131) Average (352)	NA - NA	52, Work Site


































Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Fitness trainers and aerobics instructors teach or coach exercise activities or sports to improve clients' fitness levels and sports skills. CIS Title: Fitness and Aerobics Instructors				Large (5,669) Above Average (1,117)	\$15.34 - \$28.18	3, 6, 8, 14, 25, 26, 30, 33, 36, 38, 40, 42, 44, 47, 49, 50, 51, 53, 55, 56, 57, 59, 60, 61, 64, 93, 94
Floral designers cut and arrange live, dried and artificial flowers and plants to create designs according to clients' needs.				Small (1,227) Average (138)	\$12.31 - \$15.41	81, Work Site
Forensic science technicians study physical evidence using scientific methods to solve crimes. They often collect physical evidence at crime scenes.	Yes		   	Very Small (148) Limited (22)	\$26.27 - \$40.33	6, 8, 11, 24, 25, 30, 33, 35, 36, 38, 39, 42, 44, 47, 49, 53, 61, 62, 63
Forest conservation workers perform labor that develops, maintains, and protects forest areas. CIS Title: Forest Conservation Workers				Average (2,838) Above Average (523)	\$15.28 - \$19.94	Work Site
Foresters manage, use and help protect forests and other natural resources. Forests supply timber for wood products. They also provide sites for recreation and habitats for wildlife.			   	Small (721) Fair (79)	\$29.49 - \$39.14	25, 26, 35, 47, 90
Forklift and industrial truck operators use trucks and tractors to lift and move heavy loads of materials around a warehouse, storage yard or construction site. CIS Title: Forklift Operators				Very Large (10,651) Substantial (1,390)	\$16.74 - \$23.26	60, 97, Work Site
Funeral directors organize and direct funeral services, providing important assistance in times of sadness and loss.	Yes		  	Very Small (30) Limited (3)	\$27.36 - \$56.35	57
General office clerks perform a variety of duties that help keep offices running. Most general office clerks file and type. They also operate office machines such as photocopiers and fax machines.				Very Large (35,469) Substantial (4,186)	\$14.52 - \$21.41	90, All Community Colleges except Oregon Coast, Work Site
Glaziers install windows and mirrors in homes and other buildings. They may install new glass or repair broken panes.		Yes		Small (642) Fair (85)	\$21.64 - \$37.35	57, 90, 153, Work Site
Graphic designers design or create graphics such as brochures, logos, packaging and displays for commercial or promotional purposes. They use many media, including electronic, film, and print.			  	Large (4,514) Above Average (528)	\$19.81 - \$33.20	8, 11, 25, 26, 29, 30, 33, 36, 38, 49, 50, 51, 55, 56, 57, 59, 60, 61, 64, 95
Hairstylists and cosmetologists wash, cut, color, perm and style hair. Cosmetologists also apply makeup.	Yes		 	Large (5,065) Above Average (728)	\$12.09 - \$14.69	57, See list of Beauty and Barber Schools
Health educators improve individual and community health by helping individuals and communities adopt healthy behaviors. They collect and analyze data to identify community needs and may administer funds for health education programs. CIS Title: Public Health Educators			   	Small (1,154) Average (155)	\$19.87 - \$33.88	14, 23, 25, 30, 33, 44







Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Health information technicians collect, code and maintain patients' medical information, which includes data doctor and hospital visits. Such records include symptoms, medical history and test results.			 	Average (3,054) Average (239)	\$19.15 - \$29.84	4, 24, 49, 50, 54, 55, 57, 59, 60
Heating and cooling system mechanics install and repair heating, air-conditioning, and refrigeration systems.		Yes	 	Large (3,723) Above Average (439)	\$18.23 - \$30.74	50, 55, 56, 59, 60, 87, 97, 153
Heavy equipment mechanics repair and maintain such equipment as graders, backhoes and loading shovels used in construction, logging and other industrial work.		Yes		Average (2,574) Average (278)	\$22.03 - \$31.26	9, 48, 54, 55, 56, 59, 60, 153, Work Site
Heavy truck drivers transport goods and materials in large trucks or tractor-trailers.	Yes	Yes	 	Very Large (25,827) Substantial (3,307)	\$20.10 - \$27.10	48, 51, 54, 64, 68, 78, 86, 99, 127, 153, Work Site
High school teachers teach specific subjects to students in grades nine through 12. They help students study subjects more closely than they did in elementary school in subjects that include English, history, math, science and foreign languages.	Yes		   	Large (9,382) Above Average (757)	\$56,255 - \$90,092	3, 6, 8, 11, 13, 14, 25, 26, 30, 33, 36, 38, 39, 42, 44, 47
Highway maintenance workers make basic repairs to highways and rural roads.				Average (1,787) Average (220)	\$22.61 - \$27.89	97, Work Site
Home health aides care for elderly, recovering or disabled persons in their own homes.				Large (5,907) Above Average (859)	\$12.72 - \$15.29	54, 60, 61, Work Site
Hotel desk clerks ensure the comfort of hotel guests. They work at the front desk in hotels, motels and resorts, make reservations by telephone and greet guests when they arrive.				Average (3,277) Above Average (566)	\$12.27 - \$14.76	Work Site
Industrial machinery mechanics install, maintain and repair machinery in factories or pipeline distribution systems.		Yes		Large (5,138) Above Average (567)	\$22.70 - \$33.06	48, 49, 51, 52, 56, 59, 60, 62, 64, 153, Work Site
Instructional coordinators help teachers and others plan and carry out educational programs.			   	Small (1,119) Fair (121)	\$28.78 - \$52.26	8, 30, 33, 38
Insurance agents sell policies that provide financial protection in case of death, accidents or acts of nature.	Yes		 	Large (4,680) Above Average (487)	\$19.31 - \$42.50	3, 6, 8, 11, 14, 24, 25, 26, 30, 33, 36, 39, 42, 44, 47, 65, 70, 88, 100, 119
Interior designers plan and design spaces and furnish the interior of private homes, public buildings and such commercial spaces as offices and hotels.			  	Small (897) Fair (107)	\$21.96 - \$34.22	11, 25, 38, 59, 85
Interpreters and translators convert spoken or written words from one language to another. They may work with live speech, listening to speakers and translating what they say.	Yes			Average (1,516) Average (198)	\$20.55 - \$29.07	8, 11, 13, 14, 25, 30, 33, 35, 36, 38, 39, 44, 47, 49, 50, 51, 52, 53, 55, 56, 57, 59, 64





































Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Janitors keep buildings tidy and in good condition. They clean and maintain buildings using power and hand tools.		Yes		Very Large (25,111) Substantial (3,755)	\$12.67 - \$17.86	Work Site
Jewelers design, repair, and appraise jewelry and precious metals like gold and silver. Gem cutters and polishers shape and polish gems used in jewelry.				Small (446) Fair (55)	NA - NA	38, 49, 55
Landscapers and groundskeepers water and mow lawns, trim plants, prune trees and shrubs and rake leaves. They may plant trees, shrubs, lawns and flowers, and apply mulch, fertilizers and pesticides.				Very Large (15,810) Substantial (2,408)	\$13.80 - \$19.89	51, 56, 59, 90, Work Site
Laundry and dry cleaning workers clean clothing, linens, rugs and other items. They also may staff the counter and receive articles from customers.				Average (1,824) Average (263)	\$12.46 - \$15.24	Work Site
Law clerks research, write and read legal arguments and summarize information for lawyers and judges. Duties depend on place of work. Clerks who work for lawyers are usually interns preparing to become attorneys.				Very Small (35) Limited (1)	\$24.88 - \$26.88	13, 38, 47
Law enforcement officers keep order and make sure people obey laws. Their main duties are to protect life and property, prevent crimes and investigate complaints and crimes. They make arrests, write reports of their activities and testify in court.	Yes	Yes		Large (5,946) Above Average (470)	\$30.88 - \$41.52	6, 31, 33, 36, 39, 44, All Community Colleges, Work Site
Lawyers study, explain and apply laws to specific problems. They advise clients of their legal rights and suggest courses of action. They represent clients in court and present supporting evidence.	Yes			Large (7,811) Above Average (436)	\$37.05 - \$70.76	13, 38, 47
Librarians organize materials in libraries and help people find them. Most libraries contain books, magazines, documents, recordings and films. Librarians select, order and classify items.				Small (1,282) Average (142)	\$23.54 - \$38.66	10
Licensed practical nurses (LPNs) care for the sick, injured and disabled. They work under the direction of a doctor or registered nurse. Most LPNs provide basic bedside care.	Yes			Large (3,823) Average (344)	\$24.30 - \$29.84	31, 37, 49, 50, 53, 55, 57, 58, 60, 62, 64, 75, 83, 87
Light truck drivers transport goods or materials in small trucks. They help load trucks, drive them to customers and help unload shipments.	Yes			Very Large (12,233) Substantial (1,669)	\$14.39 - \$23.26	48, 51, 54, 64, 68, 78, 86, 99, 127, Work Site
Loan counselors guide prospective loan applicants who have problems qualifying for traditional loans. They may help customers determine the best type of loan and explain loan requirements and restrictions. CIS Title: Loan Officers				Small (380) Fair (39)	\$19.79 - \$26.60	3, 6, 8, 11, 14, 24, 25, 26, 30, 33, 36, 39, 42, 44, 47






























Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Locksmiths and safe repairers install and repair locks and safes. They unlock homes or cars for locked-out customers. CIS Title: Locksmiths	Yes			Small (407) Fair (41)	\$14.13 - \$23.17	Work Site
Locomotive engineers run trains that carry cargo and passengers.				Small (663) Fair (60)	\$28.53 - \$32.95	Work Site
Logging equipment operators drive logging tractors or other equipment with one or more accessories, including bulldozers, blades, grapples, cable winches and crane booms to fell trees, skid, load, unload or stack logs, or to pull stumps or clear brush. CIS Title: Loggers				Average (2,546) Average (376)	\$21.24 - \$27.93	64, Work Site
Machine feeders and offbearers feed materials into or remove materials from machines or equipment that is automatic or tended by other workers. CIS Title: Production Helpers				Average (3,069) Above Average (418)	\$13.94 - \$19.94	Work Site
Machine tool operators run computer-controlled machines or robots programmed to cut and shape metal and plastic parts. CIS Title: Numerical Control Machine Operators		Yes		Average (2,361) Average (245)	\$17.40 - \$25.99	49, 50, 51, 55, 56, 57, 59, 64, 153, Work Site
Machinists use such machine tools as lathes, drill presses and milling machines to produce precision metal parts.		Yes		Average (3,486) Above Average (416)	\$19.46 - \$30.10	50, 51, 55, 56, 57, 59, 60, 62, 153, Work Site
Maids and housekeepers clean hotels, motels, hospitals, and private households. Responsibilities include making beds and stocking linens. CIS Title: Room Cleaners				Very Large (17,612) Substantial (2,607)	\$12.43 - \$15.37	Work Site
Mail carriers deliver mail to homes and businesses on established routes. At the post office, they sort mail in the order it will be delivered and then distribute it on foot, by vehicle or a combination of both.				Large (3,788) Average (329)	\$18.73 - \$31.71	Work Site
Manicurists clean, shape and polish nails.	Yes		 	Average (2,962) Above Average (399)	\$12.72 - \$18.03	57, All Beauty Schools except 140, 146, 148, and 150
Massage therapists improve circulation and provide relaxation by rubbing, kneading, pressing, stroking, tapping, thumping and stretching muscles and connective tissues.	Yes		 	Large (3,601) Above Average (569)	\$20.09 - \$39.04	4, 18, 22, 49, 50, 55, 60, 71, 76, 98, 103, 116, 121, 145
Material moving machine operators use machines to move mining products and other heavy loads.				Small (710) Fair (94)	\$19.18 - \$28.06	51, 97, Work Site
Mechanical engineers oversee the design, construction and testing of mechanical products and systems.	Yes		   	Large (4,306) Average (365)	\$35.37 - \$52.84	11, 24, 25, 33, 39

Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Medical and clinical laboratory technicians conduct routine tests to detect, diagnose and treat diseases using samples of body fluids, cells and tissues. CIS Title: Medical Laboratory Technicians			 	Average (3,363) Average (255)	\$23.97 - \$39.67	51, 54, 59, 61, 126
Medical and clinical laboratory technologists perform complex medical laboratory tests for diagnosis, treatment and prevention of disease. CIS Title: Medical Laboratory Technologists			   	Average (3,363) Average (255)	\$23.97 - \$39.67	23, 24, 33, 62
Medical and public health social workers provide psychosocial support to help people cope with chronic, acute or terminal illnesses, including Alzheimer's, cancer and AIDS. They advise family caregivers, provide patient education and counseling and make referrals to services. CIS Title: Social Workers	Yes		   	Average (1,772) Average (208)	\$29.70 - \$43.17	11, 30, 33, 39, 42
Medical assistants help care for patients under the direction of a physician. They record vital signs, prepare patients for examination and maintain office records.			 	Very Large (13,717) Substantial (2,028)	\$16.89 - \$22.95	4, 31, 49, 50, 51, 52, 53, 54, 55, 56, 58, 59, 60, 61, 62, 63, 64, 75, 87, 90, 123
Medical secretaries perform clerical duties in health care facilities.				Very Large (14,439) Substantial (1,994)	\$16.90 - \$24.15	31, 48, 49, 50, 53, 55, 57, 60, 61, 63, 64, 75, 87, 90
Medical sonographers and ultrasound technologists produce ultrasonic recordings of internal organs for use by physicians. CIS Title: Medical Sonographers	Yes		  	Small (1,130) Fair (93)	\$39.46 - \$49.63	24
Medical transcriptionists listen to audio recordings made by physicians and other health care professionals and type what they hear into a computer.			 	Small (1,318) Average (163)	\$14.29 - \$22.14	49, 50, 53, 55, 56, 60, 61, 63, 75
Meeting and convention planners organize and coordinate such group events as meetings, conferences and conventions.			   	Average (1,485) Average (194)	\$18.69 - \$30.86	3, 8, 11, 14, 25, 33, 36, 38, 39, 50, 57
Mental health and substance abuse social workers help clients with mental, emotional or substance abuse problems. They may provide individual or group therapy sessions, crisis intervention and education about mental health and substance abuse. CIS Title: Social Workers	Yes		    	Average (2,127) Average (260)	\$17.34 - \$31.88	11, 17, 30, 33, 39, 42
Merchandise displayers plan and build displays in windows, retail stores, and at trade shows.				Average (2,209) Average (253)	\$13.82 - \$22.81	Work Site
Meter readers walk or drive trucks over established routes and take readings of electric, gas, steam and water meter dials.				Very Small (305) Limited (25)	\$20.65 - \$29.81	Work Site
Middle school teachers teach seventh- and eighth-grade students in public and private schools in one or more subjects.	Yes		   	Large (5,689) Above Average (481)	\$54,377 - \$90,435	3, 6, 8, 11, 13, 14, 25, 26, 30, 33, 36, 38, 39, 42, 44, 47

Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Millwrights install, dismantle or move machinery and heavy equipment.		Yes		Small (694) Fair (73)	\$24.54 - \$38.13	48, 49, 52, 56, 59, 60, 62, 64, 153, Work Site
Multi-media artists/animators create special effects, animation and other visual images using film, video, computers or other electronic tools and media for use in products or creations, including computer games, movies, music videos and commercials. CIS Title: Animators and Multimedia Artists			   	Average (1,812) Average (219)	\$26.46 - \$53.85	8, 11, 14, 29, 30, 33, 36, 38, 47, 59
Musical instrument repairers and tuners adjust, repair and tune instruments to improve their sound. They often specialize in one type of instrument.			 	Very Small (NA) Limited (NA)	\$12.51 - \$19.36	114, Work Site
Musicians and singers play musical instruments and sing songs to entertain people. They may perform alone or be members of musical groups. Musical performers may entertain on stage, radio, TV, film, video or record in studios. CIS Title: Musicians; Singers				Average (2,239) Average (276)	\$12.93 - \$44.56	3, 6, 8, 11, 13, 14, 17, 19, 25, 30, 33, 35, 36, 38, 39, 42, 44, 47, 49, 50, 51, 53, 55, 56, 57, 59, 63, 64, Private Training
Natural sciences managers plan and direct the work of natural scientists.			   	Small (1,196) Fair (121)	\$45.36 - \$63.69	3, 6, 8, 11, 13, 14, 23, 24, 25, 26, 30, 33, 35, 36, 38, 39, 40, 42, 44, 47
Naturopathic physicians help patients maintain and improve health with natural medicines and remedies.	Yes		    	NA	NA - NA	1, 18, 22
Nuclear medicine technologists give patients radioactive drugs or radiation treatments. They administer radioactive isotopes for tracer studies and to identify selected internal areas.			  	Very Small (200) Limited (13)	\$39.61 - \$48.68	24
Nursing assistants give personal care to patients in hospitals and nursing homes. They work under the direction of nurses and doctors.	Yes		 	Very Large (14,079) Substantial (1,826)	\$14.37 - \$19.64	48, 49, 50, 52, 53, 54, 55, 56, 57, 58, 59, 62, 63, 64, 72, 90, 104, 123
Occupational therapists (OTs) help people regain or learn daily living or work skills. They help people who have mental, physical or developmental disabilities caused by birth defects, injuries, illnesses or aging.	Yes		    	Average (1,528) Fair (113)	\$38.90 - \$51.83	30
Office managers plan and oversee the work of office staff.				Very Large (14,639) Substantial (1,567)	\$22.08 - \$34.24	31, All Community Colleges except Oregon Coast, Work Site
Optometrists examine eyes to diagnose vision problems. They prescribe corrective lenses or other treatments.	Yes		    	Small (592) Limited (22)	\$40.37 - \$60.91	30

Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Order clerks take and process orders for materials, merchandise, and services.				Average (2,178) Average (256)	\$12.81 - \$20.57	90, All Community Colleges except Clatsop, Oregon Coast, and Tillamook Bay, Work Site
Packaging and filling machine operators and tenders run machines to produce or wrap products. They may stuff sausage meat into casings, add potato chips to bags or put plastic wrap around rolls of paper towels.				Large (5,797) Above Average (756)	\$13.21 - \$19.02	Work Site
Packers and packagers prepare materials for shipping by hand.				Large (7,292) Above Average (1,070)	\$12.56 - \$15.77	Work Site
Painters apply such finishes as paint, stain and varnish to buildings and other structures.		Yes		Large (8,130) Above Average (946)	\$16.48 - \$23.28	90, 153, Work Site
Paralegals research and investigate facts for lawyers. They are often called legal assistants and do almost everything lawyers do, except give legal advice and present court cases. They help lawyers prepare for hearings, trials and corporate meetings.			  	Large (4,149) Above Average (504)	\$20.45 - \$34.00	31, 37, 48, 56, 59, 63, 64
Parking lot attendants park cars in lots and garages, or help customers park cars.				Small (1,036) Average (162)	\$12.75 - \$15.11	Work Site
Parts salespersons sell parts and equipment in repair shops and parts stores.				Large (5,040) Above Average (662)	\$14.07 - \$21.69	Work Site
Payroll and timekeeping clerks check employee time records and issue paychecks. They distribute and collect timecards for each pay period and review employee work charts or timecards to be sure they are complete.				Average (2,159) Average (238)	\$18.94 - \$28.07	31, All Community Colleges except Oregon Coast, Work Site
Pediatricians provide medical care for infants, children, teenagers, and young adults.	Yes		    	Small (598) Limited (23)	\$68.75 - Over \$98.66	23, 46
Personnel clerks document and file employee information, including names, Social Security numbers, job titles and salaries. CIS Title: Human Resources Assistants				Average (1,340) Average (152)	\$17.89 - \$24.56	90, All Community Colleges except Oregon Coast, Work Site
Pest control workers use chemicals and other methods to destroy or repel bugs and rodents.	Yes			Small (NA) Fair (NA)	\$16.65 - \$24.77	48, 50, Work Site
Pharmacists dispense drugs and provide information about their use.	Yes		    	Large (4,524) Average (240)	\$59.90 - \$76.83	23, 25, 30
Pharmacy technicians help pharmacists provide drugs and other health care products to patients.	Yes		 	Large (5,106) Above Average (475)	\$17.76 - \$23.67	4, 49, 50, 54, 55, 60, 61, 62, 90, 102

Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Photographers produce images that paint a picture, tell a story or record an event.				Average (1,888) Average (153)	\$13.38 - \$21.10	8, 25, 26, 29, 30, 33, 38, 57, Work Site
Physical therapy assistants help patients regain physical function after illness or injury. They are supervised by physical therapists.	Yes		    	Average (3,352) Average (210)	\$36.25 - \$49.54	11, 30
Physical therapists help relieve pain and increase strength and mobility. Doctors may refer patients recovering from accidents, strokes and heart disease to physical therapists.	Yes		  	Small (753) Average (122)	\$26.77 - \$34.63	11, 55, 57
Physician assistants (PAs) provide health care services under doctor supervision. They perform many duties, including interviewing patients, performing physical exams and ordering lab tests. PAs make basic diagnoses and give shots.	Yes		    	Average (1,684) Average (170)	\$46.60 - \$63.56	23, 30
Physicians help people maintain and improve their health.	Yes		    	Large (6,096) Average (250)	\$53.63 - Over \$98.66	18, 23, 46
Plumbers and pipefitters install and repair pipe systems that carry water, steam, air and other fluids and gases. CIS Title: Plumbers and Pipefitters; Pipelayers	Yes	Yes		Large (6,826) Above Average (908)	\$24.88 - \$47.05	50, 55, 56, 60, 61, 64, 90, 153, Work Site
Preschool and kindergarten teachers help children explore interests and develop talents. They help children build self-esteem and learn how to behave with others.	Yes		  	Large (7,063) Above Average (890)	\$12.61 - \$18.02	3, 6, 8, 13, 14, 17, 25, 26, 30, 33, 38, 39, 42, 44, 84, 91, 92, All Community Colleges except Oregon Coast
Private detectives and investigators help lawyers, businesses and the public find information or detect such unlawful acts as shoplifting.	Yes		  	Very Small (339) Limited (33)	\$23.31 - \$34.08	6, 31, 33, 36, 39, 44, All Community Colleges except Oregon Coast
Producers select plays or scripts, arrange financing, and make other production decisions. Directors interpret plays or scripts by directing the work of the cast and crew.			   	Average (1,535) Average (164)	\$20.38 - \$39.16	8, 11, 33, 36, 38, 39, 47, 51
Production helpers move items between work areas and clean work areas.				Large (3,980) Above Average (689)	\$13.70 - \$19.05	Work Site
Professional athletes compete individually or as part of a team in athletic events.				Very Small (NA) Fair (NA)	NA - NA	Work Site
Psychiatric aides care for patients with mental and emotional disorders in hospitals and institutions.				Average (NA) Average (NA)	\$17.77 - \$23.26	Work Site
Public relations specialists help build a positive public image for organizations.			   	Average (3,207) Average (376)	\$22.56 - \$40.26	3, 11, 13, 14, 24, 25, 30, 33, 36, 38, 39, 42, 44, 47, 64

Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Purchasing agents buy products and services necessary for the operation of a business. CIS Title: Buyers and Purchasing Agents			   	Large (5,557) Above Average (568)	\$22.33 - \$37.77	3, 6, 8, 11, 14, 23, 24, 25, 26, 30, 31, 36, 38, 39, 42, 44, 47
Quality control inspectors examine products to make sure they meet standards. They monitor quality standards for products and make sure companies follow product manufacturing rules.				Large (6,302) Above Average (662)	\$16.39 - \$27.45	51, 56, Work Site
Radio and television announcers talk on radio or television. They may interview guests, act as masters of ceremonies, read news flashes, identify stations by giving call letters, or announce song titles and artists. CIS Title: Announcers			   	Very Small (376) Limited (32)	\$12.84 - \$28.75	57, 118, Work Site
Radiologic technologists use special equipment to create images of internal organs, tissues and bones.	Yes		  	Average (2,396) Average (163)	\$30.88 - \$43.15	24, 31, 48, 52, 53, 56, 59, 62
Real estate agents help clients buy, sell or lease property and buildings.	Yes		 	Very Large (13,650) Substantial (1,414)	\$16.13 - \$31.67	48, 49, 50, 51, 53, 54, 55, 56, 57, 58, 59, 60, 61, 64, 65, 66, 67, 70, 96, 100, 108, 119
Receptionists and information clerks greet visitors, provide information regarding services or activities and answer questions about the location of people and places within an organization.				Very Large (14,209) Substantial (2,076)	\$13.37 - \$18.32	31, 87, 90, All Community Colleges except Oregon Coast, Work Site
Recreation workers design and lead classes in a variety of activities, such as arts and crafts, music, camping, sports, or exercise. Recreation workers teach participants and encourage them to try new things.				Large (4,785) Above Average (903)	\$12.50 - \$18.39	6, 8, 25, 26, 30, 33, 36, 42, 44, 47, 48, 49, 51, 53, 55, 57, 59, 60, 64
Trash collectors collect garbage and transport it to dumps or landfills. CIS Title: Trash Collectors				Average (2,597) Above Average (409)	\$17.96 - \$26.59	Work Site
Registered nurses care for patients who are ill or injured.	Yes		   	Very Large (40,661) Substantial (2,860)	\$39.26 - \$52.56	8, 11, 14, 23, 24, 37, 39, 41, 83, All Community Colleges except Tillamook Bay
Rehabilitation counselors help clients identify and remove barriers to educational, career, emotional and social development. They work with clients who have been in accidents or have disabilities from illnesses or from birth.	Yes		    	Average (1,694) Average (201)	\$15.11 - \$28.17	30, 33, 44
Reporters and correspondents collect and analyze facts about news events by investigation and interviewing individuals. They report and write stories for newspapers, news magazines, radio and television. CIS Title: News Reporters			   	Small (471) Limited (38)	\$13.66 - \$21.87	3, 6, 8, 11, 14, 30, 36, 38, 39, 56, 59

Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Respiratory therapists evaluate, treat, and care for patients with breathing disorders.				Average (1,603) Average (131)	\$30.20 - \$38.64	24, 55, 57, 75
Restaurant hosts greet customers and escort them to tables.				Large (4,587) Above Average (1,145)	\$12.27 - \$14.09	Work Site
Restaurant managers plan and direct the activities of places that serve food and beverages.				Large (5,172) Above Average (679)	\$19.74 - \$30.42	25, 26, 33, 36, 48, 49, 50, 55, 56, 57, 61, Work Site
Retail salespersons help customers find items in stores, demonstrate how items work and explain details of items to customers.				Very Large (58,202) Substantial (8,772)	\$12.56 - \$16.55	All Community Colleges except Central Oregon, Clackamas, and Treasure Valley, Work Site
Sailors and marine oilers help operate and maintain ships and their equipment. CIS Title: Deckhands				Very Small (263) Limited (30)	\$18.77 - \$34.18	52, 90, Work Site
School counselors teach people about career choices and help them find jobs. They also counsel students about personal problems. In high schools, school counselors help students evaluate abilities and interests and discuss their goals.	Yes			Average (2,557) Average (297)	\$21.62 - \$38.83	3, 13, 25, 26, 30, 33
Secretaries perform routine clerical and administrative functions including writing letters and memos, scheduling appointments, organizing and maintaining paper and electronic files and providing information to callers.				Very Large (29,558) Substantial (2,963)	\$16.46 - \$24.07	31, 90, All Community Colleges except Oregon Coast, Work Site
Security and fire alarm systems installers install, program, maintain and repair security and fire alarm wiring and equipment.	Yes			Small (729) Fair (105)	\$22.34 - \$35.05	56, Work Site
Security guards protect property from illegal entry, vandalism, theft and fire.	Yes			Large (9,191) Above Average (1,299)	\$12.74 - \$16.85	90, Work Site
Semiconductor processing operators make wafers and microcircuits. These parts are found in computers and other digital devices.				Large (4,200) Above Average (511)	\$15.81 - \$23.50	24, 50, 51, 55, 59, 60
Sewing machine operators run or tend machines that join parts of garments and such items as clothing, shoes, drapes, towels and sheets.				Average (1,530) Average (181)	\$12.68 - \$16.55	Work Site
Sheet metal workers make and install metal building parts and products.		Yes		Average (2,991) Average (373)	\$19.38 - \$39.15	49, 50, 55, 97, Work Site
Ship engineers operate engines and other equipment on many types of ships.				Very Small (92) Limited (8)	\$26.97 - \$44.85	52, 90
Small engine mechanics service and repair outdoor power equipment including lawnmowers and chainsaws.				Small (453) Fair (53)	\$16.42 - \$24.05	Work Site

Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Solar panel installers place solar panels in sunny places to gather the sun's power.		Yes		Very Small (87) Limited (21)	\$26.23 - \$31.96	55, 60, 63
Sound engineers use console boards to record, copy and edit music and voice.			 	Small (428) Fair (53)	\$16.81 - \$23.42	3, 33, 51
Speech pathologists help people speak more clearly or hear better. They treat language and speaking disorders and often are referred to as speech-language pathologists or speech therapists. CIS Title: Speech Pathologists and Audiologists	Yes		    	Average (1,584) Average (131)	\$32.99 - \$48.40	30, 33, 38
Stationary engineers operate and maintain such large equipment as steam engines and generators.		Yes		Small (400) Fair (45)	\$23.74 - \$34.91	59, 153, Work Site
Stock clerks receive, unpack, check, store, and track merchandise or materials.				Very Large (27,896) Substantial (4,026)	\$12.91 - \$18.59	Work Site
Structural metal workers make and install steel frameworks used in buildings and other structures. They also repair and renovate older buildings and structures. CIS Title: Structural Metal Workers				Average (2,086) Average (201)	\$18.40 - \$28.22	49, 50, 55, 57, 62, 97, Work Site
Substance abuse and behavioral disorder counselors help those who have alcohol, tobacco, drug, gambling, eating and other disorders. They may counsel individuals, families and groups, or work in abuse prevention programs. CIS Title: Addictions Counselors	Yes		 	Large (5,241) Above Average (756)	\$20.82 - \$36.39	13, 33, 49, 50, 51, 54, 57, 59, 60, 63, 64
Surgical technologists help with medical operations under the supervision of surgeons and nurses. They also are called operating room technicians.			 	Average (1,437) Average (139)	\$24.48 - \$33.51	56, 57, 75
Surveyors measure and map land, air space and water boundaries. They determine official boundaries and write descriptions of land for such legal documents as deeds and leases.	Yes		   	Small (809) Fair (72)	\$26.99 - \$40.84	24, 25, 33, 64
Tax preparers complete tax returns for individuals and small businesses and attempt to minimize customer's taxes.	Yes		 	Average (1,341) Average (175)	\$19.75 - \$29.21	54, 82, 89, 106
Teacher assistants provide teaching and clerical support for classroom teachers. They help children learn lesson material and may work with groups of children or individual students. CIS Title: Teacher Aides				Very Large (18,808) Substantial (2,220)	\$27,692 - \$38,437	6, 48, 49, 50, 51, 54, 55, 56, 57, 59, 61, 63, 125
Telecommunication line installers and repairers construct and maintain telephone or television wire and cable networks. CIS Title: Line Installers and Repairers		Yes		Small (427) Fair (55)	\$20.10 - \$31.36	48, 51, 153, Work Site
Tool and die makers produce tools, dies and special devices that enable machines to make products.		Yes	 	Small (391) Fair (42)	\$25.02 - \$42.10	153, Work Site

Occupation and Description	State License Requirement	Apprenticeship available	Education	Employment and Average Annual Job Openings	Wages (Less Experienced - More Experienced)	Schools and Training Sites (see pages 63-67 for school list)
Travel agents plan trips and make travel arrangements clients.				Small (663) Fair (79)	\$13.38 - \$24.43	25, 26, 48, 50, 55, 57, Work Site
Urban and regional planners conduct studies and develop proposals for cities and counties. They plan for overall growth and improvement of urban, suburban and rural areas.			   	Small (1,013) Fair (114)	\$33.52 - \$47.76	33, 38
Veterinarians diagnose and treat animal health problems. They work to prevent, control and cure animal diseases. Veterinarians work with sick, injured and healthy animals.	Yes		    	Average (1,748) Fair (114)	\$36.34 - \$61.70	25
Veterinary assistants care for animals and help with lab tests, treatment and surgery.				Average (1,746) Average (354)	\$13.82 - \$18.63	4, 48, 59, 60, Work Site
Veterinary technologists and technicians help diagnose and treat animal illnesses and injuries.	Yes		  	Average (1,871) Average (210)	\$14.89 - \$19.71	48, 49, 55, 56, 59
Waiters and waitresses serve food in restaurants and other dining establishments.				Very Large (33,896) Substantial (6,860)	\$12.20 - \$14.48	Work Site
Water treatment plant operators help make water safe to drink. They remove pollutants from wastewater so it may be safely returned to the environment.	Yes		 	Average (1,328) Fair (115)	\$22.96 - \$33.44	51, 56, 60, 64
Web developers design and create web pages. Clients include companies, organizations, and individuals.			   	Average (2,488) Average (239)	NA - NA	8, 11, 13, 14, 25, 26, 30, 33, 36, 38, 39, 44, 47, 49, 50, 51, 53, 54, 55, 56, 57, 59, 61, 63, 64, 69, 80, 107, 120
Welders, cutters, solderers and brazers use heat to permanently join metal pieces. CIS Title: Welders and Solderers		Yes		Large (5,125) Above Average (659)	\$18.94 - \$27.83	90, 113, 128, 153, All Community Colleges except Oregon Coast, Work Site
Wind turbine technicians assemble, maintain, and repair wind turbines used in energy generation. CIS Title: Wind Turbine Technicians			  	Very Small (NA) Limited (NA)	\$24.50 - \$34.69	48, 49, 52, 54, 56, 59, 60
Woodworking machine operators cut and shape raw wood to make products. They use such machines as power saws, lathes, planers, routers and sanders.				Average (2,162) Average (304)	\$15.35 - \$21.92	Work Site
Writers and authors originate and prepare such written material as scripts, stories and advertisements. CIS Title: Writers			   	Average (1,761) Average (196)	\$22.74 - \$39.50	3, 6, 8, 11, 13, 14, 17, 25, 26, 29, 30, 33, 35, 36, 38, 39, 42, 44, 47
Zoologists and wildlife biologists study the origins, behavior, diseases, genetics and life processes of animals and wildlife. They may specialize in wildlife research and management. CIS Title: Zoologists			   	Small (799) Fair (81)	\$31.47 - \$39.46	25

ID	School Name	City	Website
COLLEGES AND UNIVERSITIES			
1	American College of Healthcare Sciences	Portland, OR	www.achs.edu
2	Birthingway College of Midwifery	Portland, OR	birthingway.edu
3	Bushnell University	Eugene, OR	www.bushnell.edu
4	Carrington College	Portland, OR	carrington.edu/schools/portland-oregon/
5	College of Emergency Services	Clackamas, OR	collegeofems.com
6	Corban University	Salem, OR	www.corban.edu
7	Dispensational Theological Seminary	Gaston, OR	www.vbcoregon.org
8	Eastern Oregon University	La Grande, OR	www.eou.edu
9	Embry-Riddle Aeronautical University	Portland, OR	worldwide.erau.edu/locations/portland
10	Emporia State University	Portland, OR	www.emporia.edu/slim/index.html
11	George Fox University	Newberg, OR	www.georgefox.edu
12	Gutenberg College	Eugene, OR	gutenberg.edu
13	Lewis & Clark College	Portland, OR	www.lclark.edu
14	Linfield University	McMinnville, OR	www.linfield.edu
15	Maitripa College	Portland, OR	maitripa.org
16	Mount Angel Seminary	St. Benedict, OR	www.mountangelabbey.org/seminary
17	Multnomah University	Portland, OR	www.multnomah.edu
18	National University of Natural Medicine	Portland, OR	nunm.edu
19	New Hope Christian College	Eugene, OR	newhope.edu
20	Northwest College of the Bible	Portland, OR	ncbible.org
21	Northwest University - Salem Campus	Salem, OR	salem.northwestu.edu
22	Oregon College of Oriental Medicine	Portland, OR	www.ocom.edu
23	Oregon Health & Science University	Portland, OR	www.ohsu.edu
24	Oregon Institute of Technology	Klamath Falls, OR	www.oit.edu
25	Oregon State University	Corvallis, OR	oregonstate.edu
26	Oregon State University - Cascades	Bend, OR	osucascades.edu
27	Pacific Bible College	Medford, OR	pacificbible.com
28	Pacific Evangelical School of Ministry	Clackamas, OR	pacificecna.org/pesm
29	Pacific Northwest College of Art	Portland, OR	pnca.edu
30	Pacific University	Forest Grove, OR	www.pacificu.edu
31	Pioneer Pacific College	Beaverton, Portland, Salem, Wilsonville	(Closed in 2020)
32	Portland Bible College	Portland, OR	www.portlandbiblecollege.org
33	Portland State University	Portland, OR	www.pdx.edu
34	Process Work Institute	Portland, OR	www.processwork.org
35	Reed College	Portland, OR	www.reed.edu
36	Southern Oregon University	Ashland, OR	sou.edu
37	Sumner College	Portland, OR	www.sumnercollege.edu
38	University of Oregon	Eugene, OR	www.uoregon.edu
39	University of Portland	Portland, OR	www.up.edu

ID	School Name	City	Website
40	University of Western States	Portland, OR	www.uws.edu
41	Walla Walla University School of Nursing	Portland, OR	wallawalla.edu/academics/areas-of-study/undergraduate-programs/nursing/
42	Warner Pacific University	Portland, OR	www.warnerpacific.edu
43	Wayfinding Academy	Portland, OR	wayfindingacademy.org
44	Western Oregon University	Monmouth, OR	www.wou.edu
45	Western Seminary	Portland, OR	www.westernseminary.edu
46	Western University of Health Sciences	Lebanon, OR	www.westernu.edu
47	Willamette University	Salem, OR	www.willamette.edu
COMMUNITY COLLEGES			
48	Blue Mountain Community College	Pendleton, OR	www.bluecc.edu
49	Central Oregon Community College	Bend, OR	www.cocc.edu
50	Chemeketa Community College	Salem, OR	www.chemeketa.edu
51	Clackamas Community College	Oregon City, OR	www.clackamas.edu
52	Clatsop Community College	Astoria, OR	www.clatsopcc.edu
53	Columbia Gorge Community College	The Dalles, OR	www.cgcc.edu
54	Klamath Community College	Klamath Falls, OR	www.klamathcc.edu
55	Lane Community College	Eugene, OR	www.lanecc.edu
56	Linn-Benton Community College	Albany, OR	www.linnbenton.edu
57	Mt. Hood Community College	Gresham, OR	www.mhcc.edu
58	Oregon Coast Community College	Newport, OR	www.oregoncoastcc.org
59	Portland Community College	Portland, OR	www.pcc.edu
60	Rogue Community College	Grants Pass, OR	www.roguecc.edu
61	Southwestern Oregon Community College	Coos Bay, OR	www.socc.edu
62	Tillamook Bay Community College	Tillamook, OR	tillamookbaycc.edu
63	Treasure Valley Community College	Ontario, OR	www.tvcc.cc
64	Umpqua Community College	Roseburg, OR	www.umpqua.edu
CAREER SCHOOLS			
65	@ Your Pace Online	Gold Hill, OR	www.einsurancetraining.com
66	A+ Real Estate School	Portland, OR	aplusreschool.com
67	Advantage Real Estate School	Portland, OR	advantagerealestateschool.weebly.com/index.html
68	Aisling Truck Academy	White City, OR	www.aislingtruckacademy.com
69	Alchemy Code Lab	Portland, OR	www.alchemycodelab.com
70	Amerist Schools, LLC	Beaverton, OR	www.amerist.com
71	Ashland Institute of Massage	Ashland, OR	aimashland.com
72	Caregiver Training Institute	Portland, OR	cnatrainingoregon.com
73	Cascade Dental Institute	Bend, OR	www.cascadedentalinstitute.com
74	Christian Culinary Academy	Cannon Beach, OR	www.christianchefs.org/school
75	Concorde Career College	Portland, OR	www.concorde.edu/campus/portland-oregon
76	East West College of the Healing Arts	Portland, OR	www.eastwestcollege.com

ID	School Name	City	Website
77	ebs Associates	Tigard, OR	ebsassociates.com/education/
78	Elite Truck School	Hillsboro, OR	www.elitetruckschool.com
79	EMT Associates	Springfield, OR	www.emtassoc.com
80	Epicodus, Inc.	Portland, OR	www.epicodus.com
81	Floral Design Institute	Portland, OR	www.floraldesigninstitute.com
82	H & R Block Income Tax School		www.hrblock.com/corporate/income-tax-course/index.html
83	Health and Educational Consultants	Portland, OR	healtheducationalconsultants.com
84	Heart and Hand Montessori Teacher Education Program	Portland, OR	hahmontessori.org
85	Heritage School of Interior Design	Portland, OR	www.heritateschoolofinteriordesign.com
86	IITR Truck Driving School	Clackamas, Redmond, Albany, Creswell, Medford	www.iitr.edu
87	Institute of Technology	Salem, OR	www.iot.edu/locations/salem-college/
88	Insurance Training Associates	Portland, OR	www.itaamerica.com/state/oregon
89	Jackson Hewitt Tax Service		www.jacksonhewitt.com/tax-preparation-classes/
90	Job Corps	"Astoria, Glide, Portland, Troutdale, and Yachats"	www.jobcorps.gov
91	Montessori Northwest	Portland, OR	montessori-nw.org
92	Montessori of Alameda	Portland, OR	montessoriofalameda.com
93	National Association for Fitness Certification	Sheridan, OR	naconline.com
94	National Personal Training Institute	Beaverton, OR	nationalpti.org/school/portland-or
95	New Horizons Computer Learning Center	Beaverton, OR	www.newhorizons.com
96	Norman F. Webb Real Estate Courses	Salem, OR	www.webbrecourses.com
97	Northwest College of Construction	Portland, OR	nwcoc.com
98	Northwest School of Animal Massage	Portland, OR	www.nwsam.com
99	Northwest Trucking Academy	Tangent, OR	nwtruckingacademy.com
100	onlineEd.com		www.onlineed.com
101	Oregon Farrier School	Silverton, OR	www.oregonfarrierschool.com
102	Oregon Medical Training	Bend, Springfield	www.oregonmedicaltraining.com
103	Oregon School of Massage	Portland, Salem	www.oregonschoolofmassage.com
104	Pacific Healthcare Training	Central Point, OR	pacifichealthcaretraining.com
105	Pacific Northwest Carpenters Institute	Portland, OR	www.pnci.org
106	Pacific Northwest Tax Service	Portland, OR	www.pnwtaxschool.com
107	PDX Code Guild LLC	Portland, OR	pdxcodeguild.com
108	Peninsula Real Estate School	Portland, OR	www.peninsularealestateschool.com
109	POCA Technical Institute	Portland, OR	www.pocatech.org
110	Portland Actors Conservatory	Portland, OR	pac.edu
111	Portland Fashion Institute	Portland, OR	portlandfashioninstitute.com
112	Practical Dental Assisting of Oregon	Corvallis, OR	www.pdaoforegon.com
113	R&S Welding Mentors LLC	Salem, OR	www.facebook.com/weldingmentors
114	Randy Potter School of Piano Technology	Bend, OR	pianotuning.com

ID	School Name	City	Website
115	Rapid Eye Institute	Salem, OR	rapideyetechnology.com
116	Sage School of Massage and Esthetics	Bend, OR	www.sageschoolofmassage.com
117	Southern Oregon Dental Assistant Education	Medford, OR	sodaeprogram.com
118	Sports Management Worldwide	Portland, OR	www.sportsmanagementworldwide.com
119	Superior Schools, Inc.	Beaverton, Bend, Eugene, Lake Oswego, Salem	a1schools.co
120	Tech Academy	Portland, OR	www.learncodinganywhere.com
121	The Wellspring School of Healing Arts	Portland, OR	thewellspring.org
122	United Bicycle Institute, Inc.	Ashland, Portland	www.bikeschool.com
123	VanPelt Healthcare Workshops and Tutoring	Beaverton, OR	www.facebook.com/Vanpelthealthcare
124	Vocational Outside Line Training Academy (VOLTA)	Warrenton, OR	www.nwlinejatc.com
125	Waldorf Teacher Training	Eugene, OR	www.wtee.org
126	West Coast Phlebotomy	Oregon City, OR	www.westcoastphlebotomy.com
127	Western Pacific Truck School of Oregon	Portland, OR	www.wptruckschoolforegon.com
128	WW NDT Services	Eugene, OR	www.weldcerts.com
BARBER AND BEAUTY SCHOOLS			
130	Aesthetics Institute	Portland, OR	aiofportland.com
131	Aveda Institute Portland	Portland, OR	www.avedapdx.com
132	Beau Monde Academy of Cosmetology	Portland, OR	beaumontecollege.com
133	Bella Institute School of Cosmetology	Tigard, OR	bellainstitute.com
134	Champions Barbering Institute	Portland, OR	www.cbi.life
135	College of Cosmetology	Klamath Falls, OR	www.collegeofcos.com
136	College of Hair Design Careers	Salem, OR	collegeofhairdesigncareers.com
137	Gorge Academy of Cosmetology	The Dalles, OR	www.gorgeacademy.com
138	IBS School of Cosmetology and Massage	Eugene, OR	www.ibs-eug.com
139	Imani Institute of Cosmetology	Ashland, OR	www.imaniinstituteofcosmetology.com
140	Johnny Matthew's Hairdressing Training School	Salem, OR	www.johnnymatthews.com
141	Northwest College	Beaverton, Clackamas, Hillsboro, Medford, Springfield, Tualatin	www.nwcollege.edu
142	Paul Mitchell the School	Portland, OR	paulmitchell.edu/portland
143	Phagans' Cosmetology Colleges	Bend, Corvallis, Grants Pass, Medford, Newport, Salem	www.phagans-schools.com
144	Phagans School of Hair Design	Portland, Clackamas	www.phagans.com
145	Portland Beauty School	Portland, OR	www.portlandbeautyschool.com
146	Premiere Aesthetics Institute	Bend, OR	www.premieraestheticsinstitute.com
147	Salon Professional Academy	Wilsonville, OR	thesalonacademys.com

ID	School Name	City	Website
148	Spectrum Advanced Aesthetics Institute	Tigard, OR	www.spectrumlasertraining.com/advanced-aesthetics
149	Summit Salon Academy	Portland, OR	www.summitsalonacademyportland.com
150	Tangled Ends Hair Academy	Keizer, OR	www.tangledends.com
151	Tanya's Beauty School	Beaverton, OR	www.tanyasbeautyschool.com
152	Treasure Valley Academy of Beauty	Ontario, OR	treasurevalleybeauty.com
BUREAU OF LABOR AND INDUSTRIES			
153	Oregon Bureau of Labor and Industries	Bend, Eugene, Medford, Portland, Salem	www.oregon.gov/BOLI/ATD

Have You Ever Been in Foster Care?

There are a number of resources here in Oregon and nationwide serving those in foster care. Whether you're still in foster care or transitioning out, know that you're not alone! Use the links below to learn more about groups and programs that provide support, housing, financial aid, and other services.

COMMUNITY SUPPORT, MENTORSHIP, AND OTHER RESOURCES

Boys and Girls Aid Society

www.boysandgirlsaid.org

Oregon-based organization that helps teens and young adults with Transitional Living Program (TLP), Safe Place, or The STEP program.

Department of Human Services

www.oregon.gov/dhs/children/fostercare/pages/index.aspx

Coordinates foster and adoptive parenting programs, and provides resources and assistance for foster parents and families. Includes information on how businesses and communities can help support children in foster care.

Friends of the Children

friendspdx.org

Pairs at-risk children and youth with professionally trained mentors, starting in kindergarten through high school graduation.

HOUSING, LEGAL ASSISTANCE, AND HEALTH CARE

Independent Living Programs

www.oregon.gov/dhs/children/fostercare/ILP

Youth may be eligible for services through the Independent Living Program to help with building skills to live on their own, funds for continuing education, and financial support for monthly living expenses/housing.

Oregon Health Plan

www.oregon.gov/OHA/healthplan

Health care plans are available for eligible low-income Oregonians, from children and teens to adults. Applications are available online. Youth who left foster care at age 18 or older are automatically eligible for OHP coverage. If you have recently aged out and do not have health coverage, contact OHP Customer Service at 1-800-699-9075 (or 711 (TTY), Monday through Friday, 7 a.m. to 6 p.m.

Youth, Rights & Justice

www.youthrightsjustice.org

A nonprofit law firm that serves foster care children and youth. Also provides resources and information for teens as they transition out of foster care.

SCHOLARSHIPS AND FINANCIAL AID

Beat the Odds Scholarship Program

stand.org/oregon/beat-the-odds

Offers scholarships for Oregon public high school students that have overcome barriers, such as poverty or personal tragedy, to achieve academic success. Applications may be submitted online, with early submissions encouraged.

Foster Care to Success (FCS)

www.fc2success.org

The FCS Sponsored Scholarship Program provides funding for former or current foster care youth under the age of 25 who plan to attend college or other postsecondary schooling.

Office of Student Access & Completion (OSAC)

400+ scholarships are available through the Office of Student Access & Completion at oregonstudentaid.gov including:

- **Irmgard Schultz Scholarship:** This scholarship is privately funded and can be accessed through OSAC. Note: Foster youth are a secondary priority. First priority is to any graduate from Jackson County.
- **DREAM Scholarship for Foster Youth:** Primary eligibility is for those former foster teens who do not meet the requirements for the Education Training Voucher listed below. However, as a secondary purpose, this scholarship can serve youth who were adopted from DHS child welfare between the ages of 14 ½ and 16; former foster youth who did not receive Chafee funds before age 21, or are over age 23 (less than age 26) and have not yet completed their education.
- **Oregon Tuition & Fee Waiver:** Once a student is enrolled and receiving the tuition and fee waiver at one of Oregon's public colleges or universities, the student is entitled to the equivalent of four years of undergraduate studies. To be eligible a youth must:
 1. Have at least 180 days of Oregon child welfare care (DHS or Tribe) after the age of 14 and have been in DHS or Tribal custody at age 16 or older.
 2. Submit the Free Application for Federal Student Aid (FAFSA).
 3. A student must complete 30 hours of volunteer activities to retain eligibility for year two and all subsequent years.

4. A student must enroll prior to age 25. If accessing the program at age 25, the student may continue until they have accessed the equivalent of four years of undergraduate studies. Students must make satisfactory progress.
- **Education Training Voucher/Grant (ETV or ETG):**
This grant provides up to \$5,000 a year for youth who were in foster care (DHS or one of the federally recognized tribes) and dismissed from care at age 16 or older with 180 days of foster care placement services. Youth must be **accepted/enrolled** in a postsecondary

education or training program in order to receive funds. If a youth is receiving these funds at age 21, he or she may continue to receive the ETV until age 23. To be considered after age 21, a student must maintain satisfactory progress and attend at least three terms per academic year. Access application through oregonstudentaid.gov/chafee-etg.aspx.

Youth should apply for their financial aid as soon as possible after October 1st in order to obtain maximum funding (FAFSA, OSAC & ETV applications) for postsecondary education.

JOB AND INTERNSHIP WEBSITES

Here is a sample of the countless job and internship websites that can help you find a job, internship, volunteer opportunity, apprenticeships, or career event in Oregon and the U.S.

CAREERBUILDER

➔ www.careerbuilder.com

Search for jobs or careers, post resumes and let employers with job openings find you.

COOLWORKS

➔ www.coolworks.com

Jobs in great places in the U.S.: national parks, ski resorts, summer camps, resorts, guest lodges, campgrounds, retreat and conference centers, ranches, outfitters, restaurant, tour/travel and guiding companies.

CAREERONESTOP TOOLKIT

➔ <https://www.careeronestop.org/Toolkit/toolkit.aspx>

Career exploration, job hunting resources, and links to providers and services.

JOB SEARCH MADE SIMPLE

➔ www.simplyhired.com

Looking for a job shouldn't be a full-time job! We search thousands of job sites and companies, just so you don't have to.

GOVERNMENT JOBS AND INTERNSHIPS

➔ www.governmentjobs.com

Jobs in local and state government in the U.S.

INDEED

➔ www.indeed.com

Jobs from thousands of company websites, job boards and newspapers.

INTERNSHIP PROGRAMS

➔ www.internshipprograms.com

Find internships and tips for having a great internship experience.

MILITARY AND VETERANS

➔ www.militaryhire.com

This website was developed and is maintained by a team of both military veterans and corporate hiring authorities. Provides job search resources and contacts specifically for veterans.

MAC'S LIST

➔ www.macslis.org

Jobs, internships, volunteer opportunities and career events in Oregon.

MONSTER JOBS

➔ www.monster.com

One of the top job search and career exploration sites on the Web! Offers interactive career management tools for job seekers.

QUALITY INFO

➔ www.qualityinfo.org

Find jobs in your local area. Type a job title or an occupation type in the Job Finder box on the homepage.

PARTNERS IN DIVERSITY JOB BOARD

➔ www.partnersindiversity.org

To find jobs and internships, select "Job Board" from Jobs on the homepage.

URBAN LEAGUE OF PORTLAND

➔ www.ulpdx.org/jobs

Temporary, on-call, freelance, part-time and full-time jobs, apprenticeships and internships.

USAJOBS

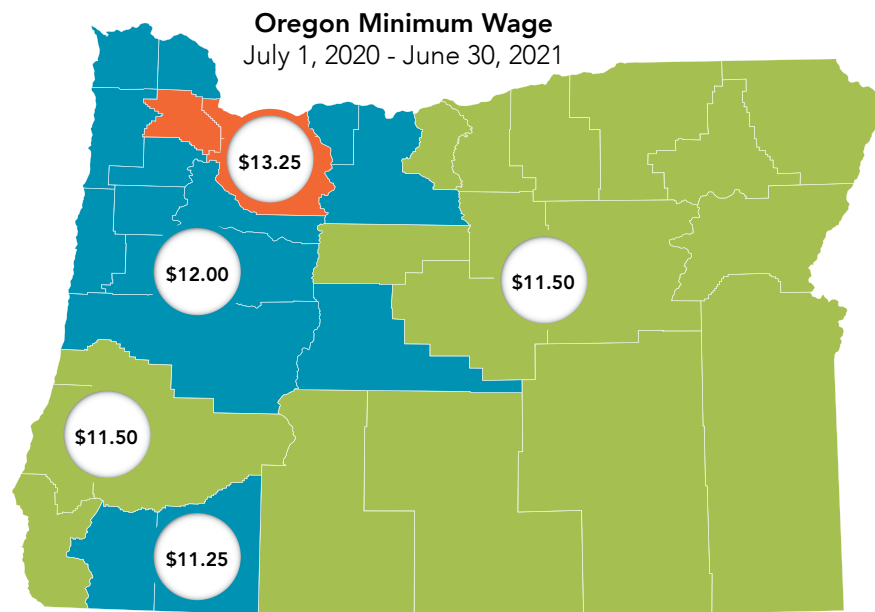
➔ www.usajobs.gov

Jobs in the federal government.

What Is the Minimum Wage?

The minimum wage is the lowest wage employers are allowed to pay workers. Did you know the minimum wage in Oregon is going to increase each year?

But, it's not the same all over Oregon. Check out the part of the state you live in and what the current and future minimum wage will be. The map shows the minimum wage as of July 2020. The chart shows the minimum wage as of July 1st each year.



Oregon Minimum Wage by Year and Location

	2020	2021	2022
PORTLAND AREA	\$13.25	\$14.00	\$14.75
NONURBAN AREAS	\$11.50	\$12.00	\$12.50
OTHER AREAS	\$12.00	\$12.75	\$13.50

Minimum wage increases go into effect July 1 of each year.

Can 14 to 17-Year-Olds Work in Oregon?

ABSOLUTELY!

They can work and take paid internship positions in offices, stores, restaurants, hotels, carwashes, service stations, theaters, amusement parks, parks, yards, nursing homes, hospitals, daycare centers, kennels, and farms.

14- and 15-year-olds can work:

When school is in session:

- Three hours per day on school days
- Eight hours per day on non-school days
- 18 hours per week maximum
- Only between the hours of 7 a.m. and 7 p.m.
- Working is not allowed during school hours.

When school is not in session:

- Eight hours per day
- 40 hours per week maximum
- From June 1 through Labor Day: 7 a.m. to 9 p.m.

16- and 17-year-olds can work any time of year, any hours, and with no daily restrictions. They can also work up to 44 hours per week.

Employees must be paid the minimum wage for all hours worked. Some employees must be paid time-and-a-half the regular rate of pay for any time worked over 40 hours a week. Door-to-door sales are not subject to minimum wage law. Non-profit youth camps are not subject to the minimum wage or overtime laws.

For more information, visit oregon.gov/boli/employers/pages/minor-workers.aspx.



16,000

Health Care Jobs Will Open EACH YEAR in Oregon

Between 2019 and 2029

HERE ARE A FEW OF THE MAIN OCCUPATIONS...

Nursing Assistants

1,800
OPENINGS EACH YEAR

NURSING ASSISTANTS
USUALLY MAKE BETWEEN **\$14 / hour** AND **\$20 / hour**

Provide basic patient care under direction of nursing staff. Nursing assistants feed, bathe, dress, groom, or move patients, or change linens.

Nursing Assistants tend to be younger than registered nurses and nurse practitioners and don't spend as long in a job. They can use their nursing assistant experience as a stepping stone into other health care jobs.

- Nursing assistants usually have postsecondary training but no degree
- A nursing assistant also needs to be certified by the Oregon State Board of Nursing



Registered Nurses

2,900
OPENINGS EACH YEAR

REGISTERED NURSES
USUALLY MAKE BETWEEN **\$39 / hour** AND **\$53 / hour**

Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients.

Registered Nurses tend to be older than nursing assistants and stay in their positions for their career. While most registered nurses remain registered nurses, becoming a registered nurse is a step towards becoming a nurse practitioner.

- One can become a registered nurse with an associate's degree, but most registered nurses have a bachelor's
- A registered nurse also needs to be certified by the Oregon State Board of Nursing



Nurse Practitioners

200
OPENINGS EACH YEAR

NURSE PRACTITIONERS USUALLY
MAKE BETWEEN **\$48 / hour** AND **\$63 / hour**

Diagnose and treat acute, episodic, or chronic illness, independently or as part of a healthcare team. May focus on health promotion and disease prevention. May order, perform, or interpret diagnostic tests such as lab work and x-rays. May prescribe medication. Must be registered nurses who have specialized graduate education.

- Nurse practitioners typically have a master's degree as a minimum
- A nurse practitioner also needs to be certified by the Oregon State Board of Nursing



WE ALL HAVE
OUR OWN PATH

NEVER STOP
LEARNING

CREATE
OPPORTUNITIES

WORK HARD

PLAY HARD

FIND YOUR
DREAM CAREER