

Career and job search information

CAREERS

QualityInfo.org

OREGON 2024

**CONNECT WITH
MORE THAN A
CAREER**

**HELP YOURSELF
BY HELPING
OTHERS**

**MAKE YOUR
JOB SEARCH
COUNT**

Disponible
en Español



Contents



4 CAREER PLANNING

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, find resources and learn about paying for your education.

OREGON CAREERS 2024

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State of Oregon Employment Department
WorkSource Oregon Employment
Department
RS PUB 107 (01-24)

FREE Brochures, Activities, and Parent Resources

TO ORDER THESE FREE MATERIALS, CONTACT:

Oregon Employment Department
Workforce and Economic Research
Lmipubs@oregon.gov
(503) 947-1204,
(800) 262-3912, ext. 71204
TDD (800) 947-1391

CAREERS MAGAZINE IN ENGLISH OR SPANISH

Order hard copies of this magazine in English at no charge. The Spanish edition, *Carreras en Oregon 2024*, will be available online only in early 2024 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. The median wage for each of these most in-demand occupations is also listed.



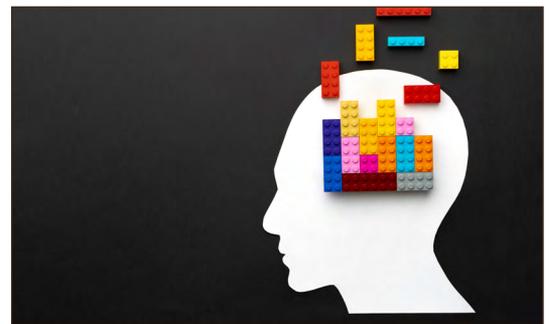
24 JOB SEARCH

Get ideas and learn more about searching for employment in today's job market. Prepare for a positive job search, from building your resume in the right format for you to knocking that interview out of the park.



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 path, read over this section.

EDUCATION PAYS POSTER

Posters are 18" x 12"



ACTIVITIES FOR STUDENTS

The CAREERS 2024 Activities Guide contains activities to help students explore this magazine.

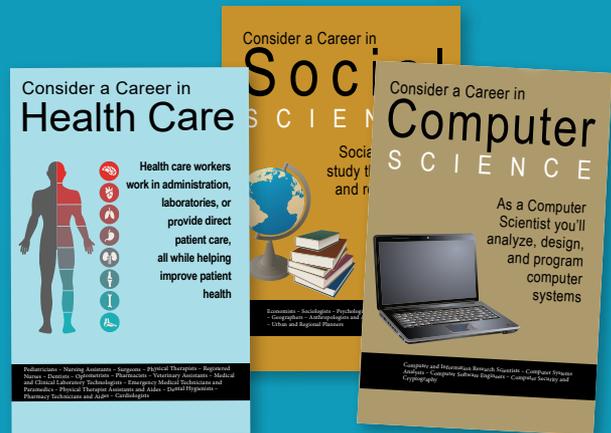
To print a copy of the CAREERS 2024 Activities Guide, go to www.QualityInfo.org/pubs.



STEM BROCHURES

These brochures will help students learn about STEM careers, with information about nine STEM fields to help pique their interest.

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



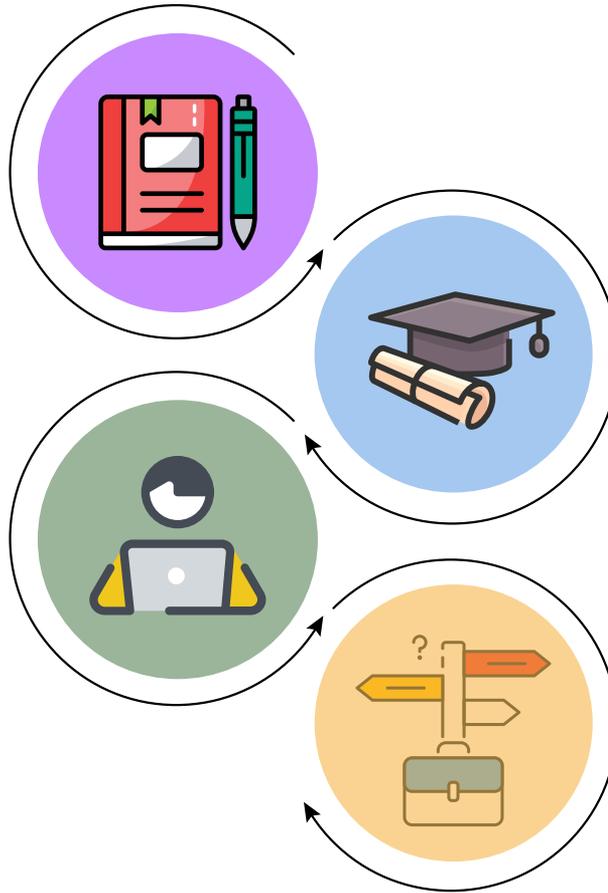
Career Planning: Trying New Paths Can Start a Journey of a Lifetime

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.

Career Planning

There are so many paths to reach a career that's right for you. Curious how to get there?

- Internships
- Informational Interviews
- Job Shadowing
- Volunteering
- Job Corps



Job Search

How can you prepare to apply and interview for jobs?

- Looking for work
- Applying to jobs
- First impressions
- Creating a resume
- Writing a cover letter
 - Job fairs
- Interview tips

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. Check it out at oregoncis.uoregon.edu.

Education

Thinking about what you're going to pursue after high school graduation and how to pay for it?

- Teach for America
- Apprenticeships
- Career School
- College/University
- Military

Career Guide

Not sure which career is right for you?

- What level of education do I need?
- Do I need a license or certification?
- Will there be jobs available?
- How much money could I earn?
- Where can I get the credentials to work in this occupation?

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. I'm talking 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 many high-level jobs. While it is still absolutely

necessary for many jobs, employers these days 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 perform a service for your community
- Coaching or officiating in a youth sports league
- Tutoring students or mentoring youth in a community organization
- Asking someone with an interesting hobby to teach you about it
- Teaching others about something that you love to do

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.

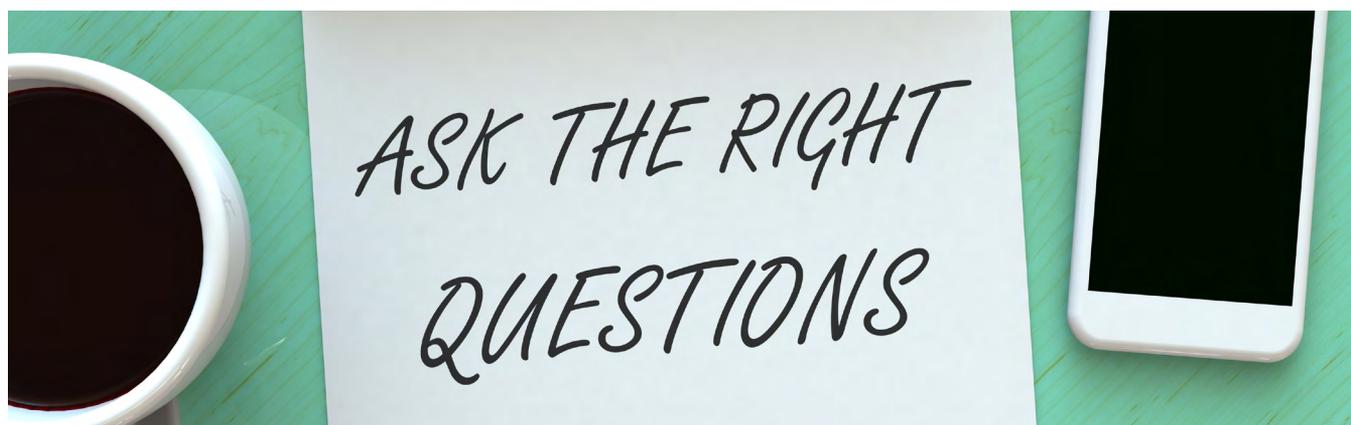
Just like a job, you must go through an application process to get an internship. Applying and interviewing for internships enhances your job application and interviewing skills, which will be helpful when you apply for a job. An

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. However, 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 job applications, college applications, or even scholarship applications.

While some internships are unpaid, completing an internship can benefit your career path.





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 do 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?
 - What are the advancement opportunities?
 - If you were starting again, what, if anything, would you do differently?
 - What is a typical pay range for someone entering this occupation?
6. Why do people leave this occupation?
7. What other local companies hire people in this occupation?
8. What social obligations go along with your job?
 - Are there organizations you must join?
 - Are there other activities you are expected to do outside work hours?
9. What sources of information would you recommend?
 - Are there any books I should read?
 - Are there online forums for this occupation or industry?
10. 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.

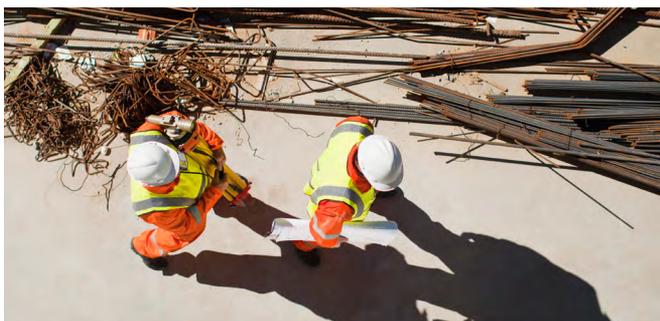
Follow up with a thank-you card or letter. Let them know they were helpful, and thank them for their time. Ask them to keep you in mind if they come across any information that may be helpful to you in your career research. If the interview went well, consider asking if they will allow you to do a job 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, ©2023, 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; 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

Volunteers are important to plenty of organizations all across Oregon. Volunteering can help you gain experience and make connections that will help you get a job.

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 in 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.

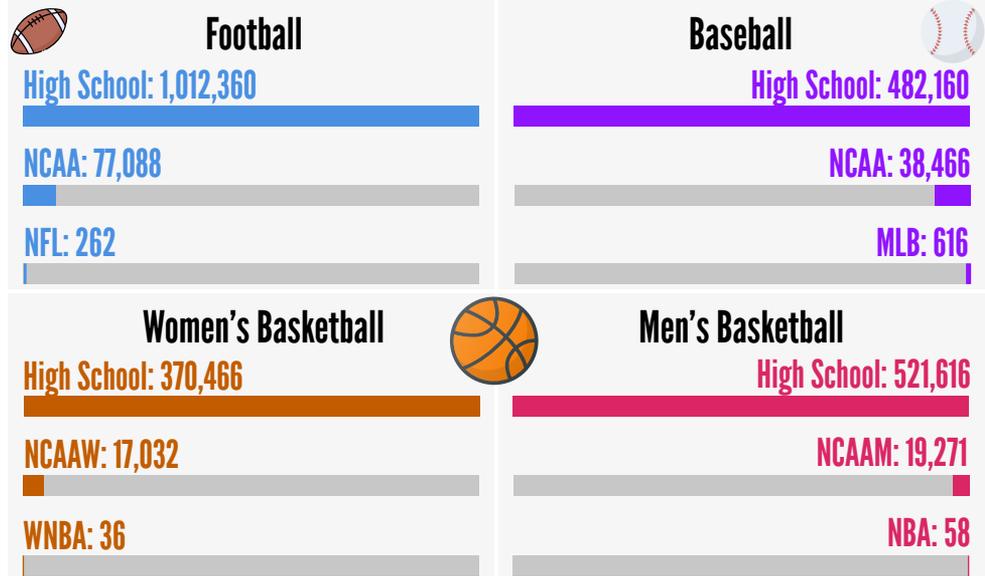


Find a volunteer opportunity at nonprofits and government agencies in your area. Many international and national organizations offer online volunteer opportunities, where you can work remotely from your school or home completing tasks such as writing and editing, art and design, event organization, or making and editing videos.

HOW MANY HIGH SCHOOL ATHLETES ACTUALLY BECOME PROFESSIONAL ATHLETES?

The thought of being a professional athlete is a thrill! A spot on the big screen and the keys to a fast car. In reality, most high school and college athletes do not continue on to the professional level.

CHECK THIS OUT.



Source: NCAA Research. Figures based on 2021-2022 school year. Professional figures, which include NFL, MLB, WNBA, and NBA include only those drafted from NCAA.

YouthBuild Programs – Building Community, Building Lives

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.

Each YouthBuild program offers participants the ability to earn their high school diploma or GED while learning job skills and serving their local community, though the specific programs offered at each location vary. Participants also acquire industry-recognized certifications.

The Heart of Oregon Corps YouthBuild is available to participants in Central Oregon that are interested in construction or child and youth development. In the construction track, participants will be building, repairing, and renovating homes, in addition to learning apprenticeship skills. In the Child and Youth Development program, participants will be working in childcare facilities to assist teachers and learn positive development skills and practices.

Portland YouthBuilders offers students the ability to participate in either a construction or technology vocational training program. The construction program allows students to learn all aspects of residential construction while building

affordable homes for low-income families. The technology program teaches students how to code and learn the ins and outs of computer hardware and software.

The Community Services Consortium YouthBuild helps participants that have experienced barriers in their educational and employment path prepare for post-secondary success. There is an emphasis on leadership development, work ethic, community service, and the creation of social and employment networks committed to each other's success. Participants assist community partners with a variety of construction, land restoration, and essential maintenance projects, all while getting paid!

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.

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.

For more information, contact the organizations listed above.

Dago Mendoza Zurita – Youth Corps Adventures at AntFarm

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.

The mission of Oregon Youth Corps is to advance youth workforce and stewardship experiences that strengthen communities across Oregon. Oregon Youth Corps improves access for opportunities, strengthens communities, prepares a future ready workforce, and advances pathways.

Dago Mendoza Zurita began with AntFarm by volunteering with CommunityConnect before moving into his first paid position with YouthCore. CommunityConnect helps elders in Clackamas County, Oregon maintain independent living. Volunteers assist with home management tasks, including yardwork. YouthCore builds connections and fosters growth through service to the community and hard work.

Dago's favorite part of working at AntFarm has been figuring out what he is interested in. It felt great to help people, and seeing the tangible differences in the community was really impactful! Through AntFarm, Dago has enhanced his skills in community engagement and bonding: "You meet a lot of different people. With that comes a lot of interaction with the community and all the people in it."

AntFarm encourages volunteers to think seriously about their future and explore areas of interest. Dago emphasizes that AntFarm has a lot of variety in projects which he really appreciates. There is a lot of exposure to new projects and responsibilities.

When asked what he would tell others considering signing up for this program, Dago said, "Do it, honestly. Go for it. Give it a shot. It's really fun to see all the things you can do and the people you can help, and all the changes. It's really awesome."

Learn more about all of the programs at AntFarm including CommunityConnect and YouthCore at antfarmyouthservices.com.

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

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



Zeke Zeff – Getting Youth Outside with Northwest Youth Corps

Growing up, I was always an outdoor kid and did Youth Crew as a kid on the East Coast, and it was kind of addictive. That pushed me to work in recreation and outreach. Over time, I realized what really inspires me about outdoor recreation are the people involved. I joined the Northwest Youth Corps, where I'm now the member services coordinator, to get more people engaged. It is pretty amazing what our members can do.

The programs we offer for high school students are Youth Community and Youth Camping. Both programs work on similar conservation projects, like repairing existing trails, building new trails or structures, cleaning up natural areas and removing invasive plants. The difference is that the Youth Community is open to youths ages 15-18 and it is a day only program. Members meet Monday through Friday and return to their own homes at the end of the day. The Youth Camping program, on

the other hand, consists of five-week backcountry trips where you join a crew of eight or nine other people ages 16 to 18.

I really want to hype up the Youth Camping program. By joining a Youth Camping crew, members get to live in totally different environments and travel to different places in Oregon, like Mount Hood, Crater Lake, or Steens Mountain. This is a fantastic way to get outside, meet a group of people with shared interests, and get skill development. Members on camping crews also have some pretty unique experiences in addition to exploring amazing areas. One group, for example, found a lost dog that they were able to care for until they found a good shelter for it.

As long as you are interested and you're willing to challenge yourself, we don't care whether you have ever been camping before or have spent much time outside. We regularly have people join who haven't had much experience

outside the city and learn everything, get good at it, and end up having a great time. These programs are a great way to build confidence. I've helped members through the onboarding process who were pretty uncertain and shy, who came back five weeks later outgoing and very much a part of their group. I am proud of the professional development and job skills that we provide, but also the personal development.

We don't need a resume for youth programs, but we ask applicants to submit a short application, including four short answer questions. They don't need to be long, but they should reveal where people are coming from. I also would recommend that interested students or families reach out to me directly because if you're ages 16 to 18, know the parameters, and you're interested or you want to learn more, we want you and we will get you through that application process. Our application is at <https://www.nwyouthcorps.org>.



Job Corps – a Path for a Successful Future

If you are interested in learning skills in specific training areas through the nation's largest residential career training program, check out Job Corps! Eligible young people ages 16 to 24 can complete their high school education, train for meaningful careers, and get assistance with obtaining employment. Students have access to room and board while in training for up to three years. And even better: Job Corps is fully funded by the federal government and is FREE to eligible students and their families.

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 also provides transitional support services, such as help finding employment, housing, child care, and transportation. 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. Job Corps also now offers virtual enrollment for new students who may not yet be ready for a full-time residential experience.

WHAT PROGRAMS ARE AVAILABLE AT JOB CORPS?

Job Corps offers career technical skills training in 10 high-growth industry sectors:

- Advanced Manufacturing
- Automotive and Machine Repair
- Construction
- Finance and Business
- Healthcare
- Homeland Security
- Hospitality
- Information Technology
- Renewable Resources and Energy
- Transportation

For instance, if you are interested in healthcare, you could enroll in the pharmacy technician program at the Springdale Job Corps Center in Troutdale. Pharmacy technicians measure, mix, count out, label, and prepare medications under the direction of a pharmacist. They go to work for pharmacies, including those found in grocery stores, drug stores, and in hospitals, and often interact with patients. The pharmacy technician program provides students the opportunity to earn credentials that may lead to greater employment opportunities, higher wages, and promotions.

In Oregon, around 30 career programs are available at one of the six 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,
- Timberlake Job Corps Center in Estacada,
- 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.



Janet Scott – AmeriCorps National Civilian Community Corps Team Leader

I was interested in AmeriCorps because I wanted an experience; a way to travel, take a break from formal education, and meet a lot of new people. AmeriCorps ended up providing that for me. I am now a team leader for a subsection of AmeriCorps called the National Civilian Community Corps, which is a 10-month residential service program. It involves a lot of traveling and working in a group-based environment.

Currently, we are working in the Willamette Valley doing conservation and restoration work, like planting native plants or removing invasive species. Our projects can vary quite a bit, though. My last service term included construction work through Habitat for Humanity and disaster recovery organizations. In the upcoming service project, my team will be down in Los Angeles helping low-income folks file their taxes.

I think one of the largest beauties of this program has been the connections you make with other team members. You get really close with people pretty fast and learn how to develop awesome, sustainable relationships with members who are very different than you. I still keep in touch with friends that I lived with five years ago who continue to be really important in my life. I've also been surprised how quickly the places we travel to can start to feel like home. Even when homesickness hits, it's really cool to see how quickly I can connect with new places.

The opportunity for development and adventure in this program is amazing. Everyone I've seen go through this program has really grown into themselves. It also gives you so many opportunities to try things that you wouldn't be able to in most other settings. I've been able to explore different career paths and find what actually feels right for me and fits with what I want my future to look like.

To learn more about AmeriCorps programs, go to www.nationalservice.gov/programs/amicorps.

AMERICORPS VOLUNTEER OPPORTUNITIES IN OREGON

Campus Compact of Oregon AmeriCorps Connect2Complete

Members promote academic engagement and attendance in K12 schools and community colleges. www.oregoncampuscompact.org
Contact: Rachel De La Haya Email: racheldlh@oregoncampuscompact.org

College Possible IV

Members prepare low-income students for success in post-secondary education through academic and college preparation programming. www.collegepossible.org/oregon Contact: Margarita Gutierrez Lemus
Email: MGutierrezLemus@collegepossible.org

Confluence Environmental Center

Members address critical environmental needs related to: Energy & Resource Conservation; Healthy Watersheds, Environmental Education. Members educate and engage with low-income populations affected by social inequities. www.confluencecenter.org
Contact: Elizabeth Cabral Email: ecabral@confluencecenter.org

ETHOS INC

Rural Outreach Center

Members serve youth in underserved rural communities to access music education and programming, and engage volunteers to stimulate ongoing support for music education offerings. ethos.org
Contact: Amoree Lovell Email: amoree@ethos.org

Forest Grove School District

Partnerships for Student Achievement

Members serve in Washington County schools providing tutoring, after school activities, volunteer recruitment and parent connection. www.fgsdk12.org
Contact: Jeri Lerwick Email: jlerwick@fgsd.k12.or.us

Heart of Oregon Corps

Heart of Oregon Corps is a youth training and employment program that provides an avenue to reduce poverty, stimulate economic growth, and maintain the natural environment. heartforegon.org
Contact: Patrick Orr Email: Patrick.orr@heartforegon.org

Metropolitan Family Service AmeriCorps

Members facilitate life skills and leadership learning opportunities for students, support family and community engagement activities, recruit and coordinate community volunteers, and conduct financial education workshops. www.metfamily.org
Contact: Amanda Hart Email: amandah@mfs.email

University of Oregon

Resource Assistance for Rural Environments

The RARE program trains, places, and provides technical support to graduate level participants who live and work in communities throughout Oregon helping improve economic, social, and environmental conditions. rare.uoregon.edu
Contact: Titus Tomlinson Email: titust@uoregon.edu

United Communities AmeriCorps

Members are placed with social service agencies in Douglas and Josephine Counties to address locally identified needs. www.ucanap.org/index.php/what-we-do/national-service-programs
Contact: Rachele Mills Email: Rachele.Mills@ucanap.org

HELPING YOURSELF BY HELPING OTHERS THROUGH FEMA CORPS



For Madison Dobbertin, becoming a FEMA Corps associate has provided an experience that has been nothing short of transformative.

FEMA Corps associates are the backbone of the Federal Emergency Management Agency's mission, providing vital support during times of crisis. Whether it's responding to hurricanes, floods, wildfires, or other disasters, our team is always ready to lend a helping hand.

I grew up in New York. My father was a chief of a fire department, so from an early age I saw the benefit you can get by helping others. I started college thinking that I could do that by becoming a nurse. I started nursing school just as the COVID pandemic hit. It really tested me, and I found that I needed another path to help others and switched to a public health degree. As I got close to graduating, I saw FEMA Corps as an opportunity to help others, and get experience in emergency management.

FEMA Corps associates come from all across the country. Applicants must be at least graduating high school and be between 18 and 26 years old when participating. Associates receive housing, a monthly stipend, and an education credit around \$6,000 after completion.

Once my application was accepted, I was sent to Sacramento to begin my training. The training is designed to equip associates with the skills, knowledge, and mindset necessary to effectively contribute to FEMA's mission. After we completed training our team was assigned to be deployed to Florida for hurricane season. Our team drove across

the country to get there, and I was not ready for how great that time with the team was. The time we shared, and the memories we made on the way really helped us as work together, and I really learned a lot about myself as well.

Our team worked through two hurricanes while in Florida. I first worked on making flood maps, to help identify hospitals and other key buildings that would be impacted by flooding. For the second hurricane, I worked directly with hurricane victims who needed immediate help applying for FEMA services. We walked door to door for 61 miles, checking in helping victims who needed medical equipment, recovery support, and being there in their time of need.

I'm now wrapping up my term at the FEMA Corps headquarters in Washington D.C. Here, the work is focused more on the coordination of disaster relief. I'm considering a future in emergency management. FEMA Corps associates have fast-track hiring with FEMA, so I've really given myself an option to continue this path in the future.

Being a FEMA Corps associate is more than a job; it's a calling. It's about making a difference when it matters most and being part of a team that stands ready to respond to the nation's emergencies. I am proud to be a FEMA Corps associate, contributing to a safer and more resilient future for all.

If you want to learn more about applying to FEMA Corps, go to americorps.gov/serve/amicorps/amicorps-nccc/fema-corps

Peace Corps – Helping Others Around the World



If you want to change the world, you have to start somewhere. 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.

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.

Some Peace Corps programs abroad were suspended due to the pandemic. Programs began to resume internationally in the summer of 2022. To apply, you must be at least 18 years old and a U.S. citizen. For more information, and to get the latest update on opportunities, visit www.peacecorps.gov.



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 join 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 opportunity for students.

Members teach for two years in one of over 50 low-income communities in the U.S. They earn a salary ranging from \$32,000 to \$68,000 depending on where they teach. Health and retirement benefits are also available.

Members may be eligible for:

- Education awards up to \$6,195
- Loan forbearance and loan forgiveness
- Tuition funding or scholarships for graduate school at selected U.S. colleges

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

So Many Education and Training Choices after High School



Pages 16-17 **Apprenticeship:** Earn while you learn dozens of occupations



Page 18 **Private career school:** Learn dental assisting, truck driving, welding, floral design, and so much more!



Page 19 **Community College:** Get a certificate in a few months, or earn a two-year degree.

Page 18 **University:** Small. Large. Urban. Rural. So many choices!

Pages 20-21 **Paying for college:** Find out what more than half of all college students are doing to pay for college.

Pages 22-23 **Military:** Opportunities abound.

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 programs in the Corps 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.

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 www.oregon.gov/boli/apprenticeship/Pages/default.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.

What You Need to Become an Apprentice



HIGH SCHOOL
DIPLOMA OR GED



MATH & SCIENCE
GRADE C OR BETTER



RELIABLE
TRANSPORTATION



GOOD ATTITUDE
& WORK ETHIC



18 YEARS OF AGE
AND OLDER

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

BUILD A GOOD FOUNDATION THROUGH A PRE-APPRENTICESHIP PROGRAM

Leaping right into an apprenticeship is not always that easy. With apprenticeships ranging from crane operators to construction divers, you may have questions about what type of apprenticeship is the right fit. Maybe you need related experience or have to improve your math skills before applying. Pre-apprenticeship programs around the state provide an opportunity to train up and build out the skills that will help you succeed in an apprenticeship.

Just as construction workers follow blueprints to guide their work, pre-apprenticeships provide students with a blueprint for their future careers. Programs typically run 6 to 9 weeks. Through a pre-apprenticeship you can learn basic trade skills. You can also develop required math skills and get the fundamentals to read schematics or blueprints. Pre-apprenticeships offer benefits beyond the classroom, and include:

AN APPROVED TRAINING CURRICULUM - Learn fundamental skills specific to your industry to help you feel ready for an apprenticeship. Examples include basic hand tool and equipment operation, math and measuring, workplace harassment and discrimination training, and onsite safety.

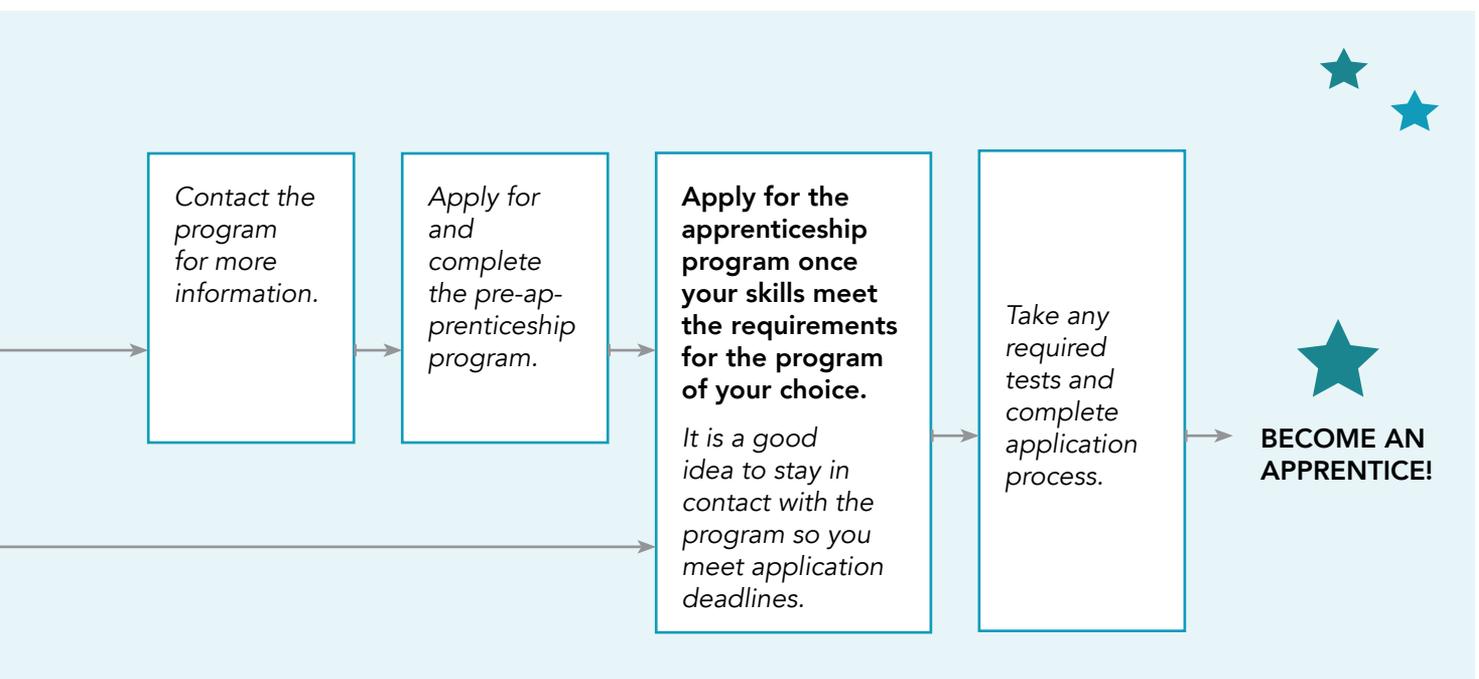
EDUCATIONAL AND PRE-VOCATIONAL SERVICES - Sharpen your math skills. Master the art of blueprint reading. Gain access to support services like transportation support, clothing and work boot supply, tools, access to childcare, and more.

HANDS-ON TRAINING - As an apprentice, you'll be on the ground getting experience from skilled mentors in your field. A pre-apprenticeship prepares you for the next step in your career with a variety of experiences including simulated labs, field trips, and guest speakers.

APPLICATION ASSISTANCE - Towards the end of your pre-apprenticeship, you'll receive assistance in the registered apprentice application process. Tackle everything from resume building to interview and communication skills. By the end of your pre-apprenticeship, you'll be one step closer to becoming a registered apprentice!

Programs are available across the state and can begin while you are still in high school. For instance, Umpqua Community College works with a number of Southern Oregon high schools to offer youth pre-apprenticeship programs. Other opportunities may be available through volunteer programs like Heart of Oregon's Youth Build program. There also a number of training organizations like Oregon Tradeswomen or the Pacific Northwest Carpenters Institute who offer a number of opportunities.

A successful apprenticeship relies on a solid foundation, and a pre-apprenticeship is a great way to strengthen yours. For more information about current pre-apprenticeship programs around the state, check out www.oregon.gov/boli/apprenticeship/Pages/default.aspx.



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 may be 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 Help Paying for College article in this publication for more information).

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

OVER 21,000
STUDENTS ATTEND
OREGON PRIVATE
CAREER SCHOOLS

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, culinary, tattooing, 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, ask questions, and get a feel for the school.

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 make sure to 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 *Tools*, and then find *Occupation & 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](https://www.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.

Find Your Future at an Oregon Community College!

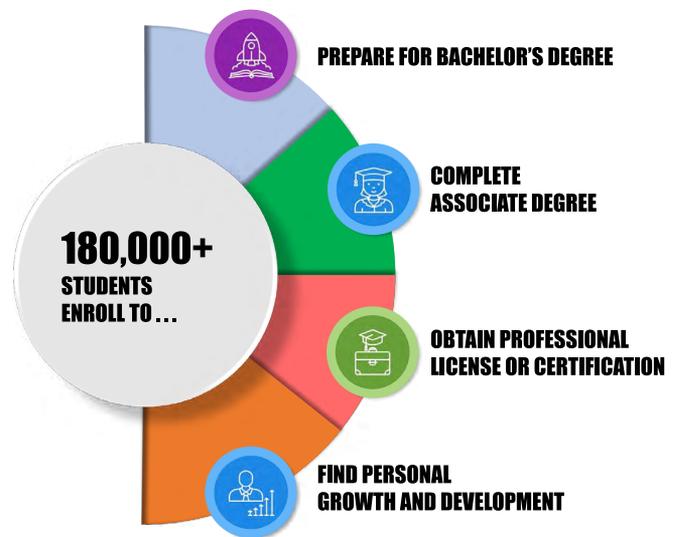
At Oregon’s community colleges you can get training for many high demand careers with one to two years of college courses. There are even options for short-term training or certificates – just one or two terms – that can lead to higher-paying, in-demand jobs.

And with the Associate of Arts Oregon Transfer degree you can start at a community college and then transfer to one of Oregon’s four-year universities, as well as to many private and out-of-state colleges.

NOT YET READY FOR A DEGREE BUT NEED TO ENHANCE SOME SKILLS? Community colleges can help with that, too. Not only can you prepare for specialized careers, but community colleges also help students improve basics skills such as math, writing, and English.

Community colleges have flexible course schedules including classes offered at night and on weekends, at different locations, and online. And the cost of courses at community colleges is significantly lower than at four-year colleges. You can save money while earning credits during the first two years of college and then transfer. Finally, enrollment at community colleges depends on a student’s ability to benefit, not a required grade point average (GPA) or test score.

Whether you’re starting out, applying for a promotion, or looking for a career change, take action.



Right here in Oregon you’ll find 17 community colleges with resources to get you started and moving toward the life you want for yourself.

For more information, visit <https://www.oregon.gov/highered/plan-pay-for-college/Pages/community-colleges.aspx>

Source: Oregon Higher Education Coordinating Commission, Office of Community Colleges and Workforce Development.

Scholarship Scams – Be Careful!

A scam is when someone deceives “customers” to take something from them, usually money. There are scammers out there that want to make money from you! These tips will help you keep your money in your pocket.

There are many scholarship search agencies. Some are free, while others charge hundreds of dollars. Some provide good information; others do not. Many search companies will not refund your fee if you are dissatisfied with their services. Be sure to check out refund policies before you pay any enrollment fees.

SIGNS OF A SCHOLARSHIP SCAM:

- You have to pay money before or after you receive money.
- The matching service guarantees success.
- Financial aid “seminars” turn out to be sales pitches.
- You are a “finalist” in a contest you never entered or are “selected” by a national foundation for a scholarship you did not apply for.

- The scholarship offer requires you to give a credit card or bank account number.
- The “scholarships” are actually loans.

A small number of legitimate scholarships do charge a small processing fee. Check with your high school guidance counselor or financial aid office if you are unsure about a scholarship.

LEARN MORE AT:

- studentaid.gov/resources/scams
- Federal Trade Commission: consumer.ftc.gov/articles/how-avoid-scholarship-and-financial-aid-scams

You can report scams to the National Fraud Information Center at fraud.org.

Source: Excerpted from Oregon Career Information System, ©2023, University of Oregon, All Rights Reserved.

Help Paying for College

Financial Aid

No matter where you are from, what kind of school you want to attend, or how much money you earn, there may be financial aid opportunities for you. More than half of all college students in Oregon receive some sort of college 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.

The Office of Student Access and Completion (OSAC) is designed to help you find money for college and make a plan for paying for your degree.

FAFSA & ORSAA

A key step in securing financial aid is completing either the Free Application for Federal Student Aid (FAFSA) or the Oregon Student Aid Application (ORSAA). U.S. citizens and eligible non-residents should complete the FAFSA. Students with undocumented and/or DACA status should fill out the ORSAA. Both applications determine a student's Estimated Family Contribution (EFC), and the EFC determines how much financial aid you are eligible for.

- The FAFSA (studentaid.gov) is the primary application for federal and state grants as well as federal student loans. This includes programs like the federal Pell grant, federal Stafford loans, the Oregon Promise, and the Oregon Opportunity Grant. Many need-based scholarships also require a completed FAFSA.
- The ORSAA (oregonstudentaid.gov) is for students who cannot file a FAFSA. It serves the same purpose as the FAFSA, but ORSAA students are not eligible for federal financial aid programs. The information students provide on the ORSAA is confidential. The data is only shared with OSAC and any schools the student lists on their ORSAA. Students completing the ORSAA are still eligible for Oregon aid programs such as the Oregon Opportunity Grant, the Oregon Promise Grant, and hundreds of OSAC Scholarships.

Applications for FAFSA and ORSAA opened December 31, 2023 to students planning to attend college between fall 2024 and summer 2025, and should be completed as soon as possible.

Oregon Promise

If you are finishing high school or a GED® program between October 1, 2023 and June 30, 2024, consider applying for the Oregon Promise Grant. The Oregon Promise Grant helps resident students pay for tuition at any Oregon community college. Eligible students must graduate from an Oregon high school with a 2.0 GPA or higher (or complete their GED®) and enroll at an Oregon community college within six months of graduation.

To apply, students need to complete their FAFSA or ORSAA and submit an Oregon Promise application at oregonstudentaid.gov. For most students who graduate between March and June, the application deadline is June 1, 2024. If you are a GED® student or are not graduating between March and June 2024, check oregonstudentaid.gov/grants/oregon-promise-grant to find your application deadline.

OSAC Scholarships

The OSAC Scholarship Application houses more than 600 scholarships that you can access through a single application. You can apply for up to 40 scholarships that you qualify for, and there are a diverse array of scholarships in the OSAC catalog (academic and career goals, specific populations, employers and membership organizations, hometown, etc.) The application is open from November 1, 2023 until April 1, 2024. Applications submitted by February 15 can qualify for an early bird review and a chance to win a \$1,000 scholarship.

Additional OSAC Grants

Visit oregonstudentaid.gov for more information on these targeted grant programs:

- Oregon National Guard State Tuition Assistance – *for National Guard members*
- Oregon Chafee Education and Training Grant – *for current and former foster youth*
- Oregon Student Child Care Grant – *for students raising children 12 or under*
- Deceased or Disabled Public Safety Officer Grant – *for dependents of public safety officers*

More Information

Call OSAC at (800) 452-8807 or visit 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.

2023-24 AVERAGE COST FOR AN OREGON RESIDENT TO ATTEND COLLEGE

Expenses	Oregon Community College	Oregon Public Universities	Oregon Independent College or University
Tuition & Fees	\$6,484	\$13,760	\$42,100
Room & Board	\$13,425	\$15,130	\$15,128
Books & Supplies	\$1,487	\$1,177	\$978
Personal Expenses (including transportation)	\$3,758	\$3,379	\$3,028

Note: Estimates are based on full-time enrollment for 15 credit-hours per semester/quarter, as of August 2023. Actual budgets may vary. Private career schools such as beauty and business schools are not listed because their tuition varies widely.

Weighing Costs

- Oregon Career Information System (Oregon CIS) is now available to anyone in Oregon (oregoncis.uoregon.edu/Portal.aspx). The system helps students determine their goals and find matching programs.
- Compare schools side-by-side based on price, programs offered, and more with the U.S. Department of Education's College Navigator tool (nces.ed.gov/collegenavigator/).
- Contact financial aid offices at the schools you are thinking of attending. Financial aid offices will have information about annual tuition, scholarships for incoming students, and application deadlines.
- If possible, attend a local or virtual "financial aid night" workshop. These may be held by high schools and colleges, college and career fairs, and community organizations.

Source: Office of Student Access and Completion, Oregon Higher Education Coordinating Commission

Tips for Boosting Your College Savings

If you plan to attend college, be sure to create a budget (or a spending plan) and start saving for college expenses early. There are various 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, holidays, and high school graduation 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.
- Put your money into a college savings account. These plans were created to help you save for future higher education expenses. For more information, go to www.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 based on the financial aid award letter and consider taking community college courses during high school or summer breaks. These community college credits you earn can be transferred and count toward your degree requirements.
- Once on campus, get a part-time job. This can cover part of your college expenses. Work-study may also be an option.
- Save on tuition, housing, and books. Many colleges don't charge if you take additional credits beyond what is considered a full course load, but make sure your schedule is manageable. 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 as well as 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 at 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 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.

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 Armed Services Vocational Aptitude Battery (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, 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 many 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 www.todaysmilitary.com.

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

The Military is comprised of six service branches:

	Full Time	Part Time	
	<p>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.</p>	<p>Army Reserve The Army Reserve trains part time near home until needed, and members deploy alongside the Army.</p>	<p>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.</p>
	<p>Marine Corps www.marines.com The Marine Corps is often first on the ground in combat situations.</p>	<p>Marine Corps Reserve Marine Corps reservists train domestically until needed, then deploy with the rest of the Corps.</p>	
	<p>Navy www.navy.com The Navy defends the right to travel and trade freely on the world's oceans and protects national interests overseas.</p>	<p>Navy Reserve The Navy Reserve trains service members close to home until they are needed in action.</p>	
	<p>Air Force www.airforce.com The U.S. Air Force protects American interests at home and abroad with a focus on air power.</p>	<p>Air Force Reserve The Air Force Reserve gives service members the opportunity to train and serve on a part-time basis, as needed.</p>	<p>Air National Guard The Air National Guard trains part time to assist in domestic disasters and international conflicts.</p>
	<p>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.</p> <p><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></p>		
	<p>Coast Guard www.uscg.mil The Coast Guard protects America's waterways and deploys with the Navy during wartime.</p>	<p>Coast Guard Reserve The Coast Guard Reserve offers a part-time service opportunity for service members to train near home.</p>	

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 on or after September 11, 2001. For more information, go to www.va.gov/education/survivor-dependent-benefits/fry-scholarship/.
- The Survivors' and Dependents' Educational Assistance (DEA) program offers up to 36 months of education benefits for degree and certificate programs, apprenticeships, and on-the-job training. For more information, visit www.va.gov/education/survivor-dependent-benefits/dependents-education-assistance/.

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

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

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, ©2023, 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.

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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.

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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 emails 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?

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
- Dog walking
- Lawn and yard care
- Painting
- Construction work
- Car washing or detailing
- Packing or moving assistance
- Computer repair and assistance

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

- Retail store
- Restaurant
- Gas station
- Amusement park
- Movie theater
- Farm
- Hotel
- Tutoring
- Refereeing
- Lifeguard
- Political campaigning

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 to ensure your success in finding the job that best suits you.

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 résumé and learning how to succeed in an interview.
- Assistance with finding and applying for jobs that match your skills.

At WorkSource Oregon, it's all about you. The services are tailored to meet your needs and goals. Maybe you are not sure exactly what career field you would like to go into. They can help there too. By asking questions about your interests and background, they 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 <https://www.worksourceoregon.org/>.

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 of the 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 Permanent Resident 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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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 Workforce and Economic 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 new 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 more than 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.

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 others?
- 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 Occupation Profiles, to see if a career may be a good choice for you.

1. PICK AN OCCUPATION FROM THE CAREER GUIDE (PAGES 43-62) OR PICK AN OCCUPATION TO SEARCH IN THE OCCUPATION PROFILES ON QUALITYINFO.ORG.

Occupation Title: _____

- Does the Occupational Description describe a job you might like to have?
Yes____ No____

2. LOOK AT WAGES FOR THE OCCUPATION:

- Entry wage (25th percentile) \$ _____
- Wage for more experienced worker (75th Percentile) \$ _____
- Is this enough income to meet your needs? You can use the Budget Exercise on page 41 to help answer this. Yes____ No____

3. 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 3rd 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.

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 during your service. Include significant awards or decorations received.

Education History: If you 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(s) 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.

The following sections of your résumé are important to include, but should 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.

Skills: 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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QUICK TIPS FOR HIGH SCHOOL STUDENTS

Employment History: If you have a limited work history, use the other sections of your résumé to emphasize your extracurricular activities and school work. They may be enough to get you the job or internship.

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 grammatical 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.

For more examples of different résumé types, go to oregoncis.uoregon.edu.

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Will Spell Check and Auto-Fill Always Have Your Back?

Software programs today can flag many issues with our spelling, grammar, and punctuation. However, you cannot rely on auto-correct or auto-fill to fix everything.

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 applications and résumés 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, and ask someone else to review it. **Don't let simple errors hinder your college admission or job search.**

Did you mean...

CENT 

SCENT 

SENT 

Chronological Résumé

GAIL BELLCAMP

541.###.####

bellcampg@example.org

OBJECTIVE Full-time employment as an Assistant Accountant.

EXPERIENCE

Accounting Clerk I, Klamath Community College. February 2021 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 2016 to June 2019.

- 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: 2017, 2018.

Machine Tool Cutting Operator, ABC Company. March 2013 to September 2016.

- 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 2011 to March 2013.

- 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%.

EDUCATION Associate of Applied Science, Accounting Technology.
July 2019 to December 2021.
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	<ul style="list-style-type: none">• 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	<p><i>Diploma</i> June 2023 Corvallis High School, Corvallis, OR</p> <p><i>Shelter Volunteer Training</i> August 2020 Heartland Humane Society, Corvallis, OR</p>
RELATED COURSES	Animal Science, Computer Fundamentals, Introduction to Healthcare.
EXPERIENCE	<p><i>Animal Ambassador I</i> August 2021-June 2023 Society for the Prevention of Cruelty to Animals (SPCA) Corvallis, OR</p> <ul style="list-style-type: none">• Assist in training, socializing, and feeding animals• Exercise animals• Clean shelter facilities <p><i>Sales Clerk</i> June 2022-September 2022 Sears, Corvallis, OR</p> <ul style="list-style-type: none">• Set up floor and counter displays• Demonstrated and sold household appliances• Maintained receipts
AWARDS & ACHIEVEMENTS	<p>County Winner, 4-H Public Speaking Contest June 2022</p> <p>State 4-H Finalist, Level I Equestrian June 2023</p>
SKILLS	Microsoft Office (Word, Excel, PowerPoint, Outlook)

Functional Skills Résumé

JAN MOSSIER

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 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	2022-Present
Construction Helper, The Builder's Group	Summers 2019-2021

EDUCATION

Roosevelt High School, Portland, OR	2024
Related courses: drafting, basic electronics, management	



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.

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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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 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.

Do You Need Help Staying Connected?

Over 150,000 households in Oregon do not have an internet subscription. While public resources, such as your local public library or school library, can be helpful, sometimes internet access at home is necessary. If you can't afford to pay for internet services or a computer, the Affordable Connectivity Program can help.

You may be able to get free or reduced-price monthly internet services and discounts for buying a computer. More than half a million Oregonians may be eligible. Go to [GetInternet.gov](https://www.getinternet.gov) to check your eligibility and sign up. Call 877-384-2575 for assistance. Servicios son disponibles en español.

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 Newport, 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.

Many job fairs have moved to an online or drive-thru setting because of COVID-19. Virtual hiring events and drive-thru events are just as important as the job fairs you may have attended in the past. These are not casual events. Present yourself in a professional manner.

- **Dress professionally** and be prepared for any conversation just as you would during an in-person event.
- Learn how to have a **professional or neutral background** for your virtual interviews or for attending meetings.
- Always **check your sound** and speaker connections. It's awkward to attempt to speak and have no one hear you! Attention to detail is still critical.
- **Check your video** and adjust its position prior to joining an event.

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.
- 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.
- Buy or borrow appropriate clothing.
- 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).
- 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.

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.

Source: Excerpted from Oregon Career Information System, ©2023, University of Oregon, All Rights Reserved.

Where Will Your Money Go?

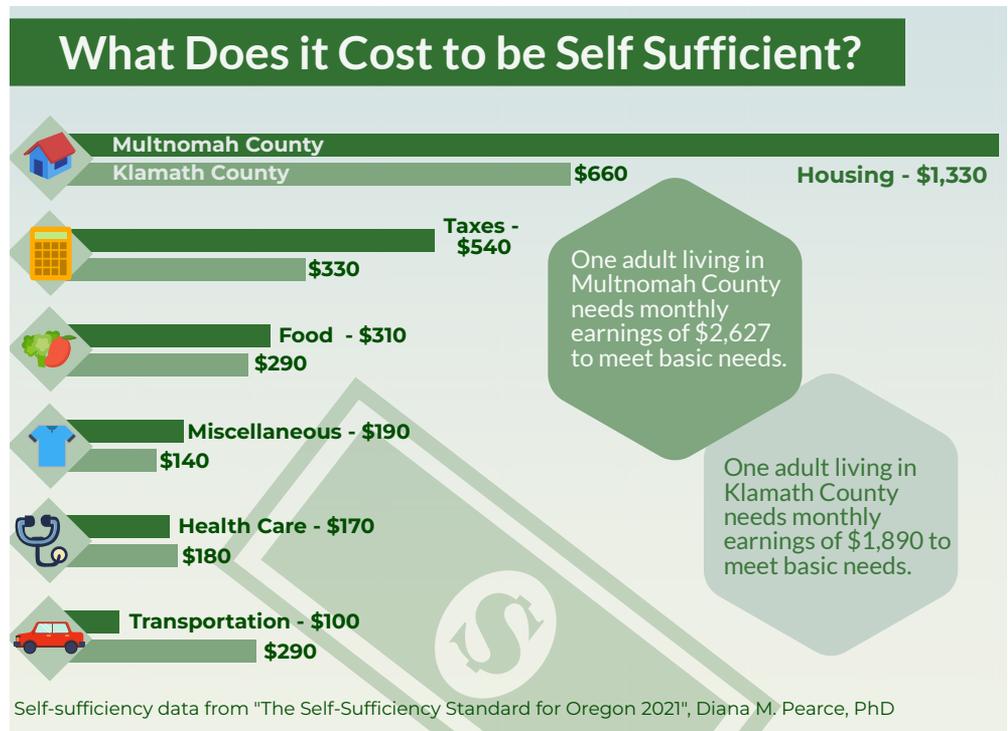
Whether you're saving money for college or a new car, or just paying your monthly bills, you need to make sure you have enough to cover your expenses.

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% 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 (pages 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	\$600	\$1,100	\$1,700	\$
Utilities (electricity, water, cable, Internet, etc.)	\$150	\$200	\$300	\$
Phone	\$50	\$75	\$125	\$
Food - eating at home	\$300	\$500	\$700	\$
Food - eating out	\$100	\$300	\$500	\$
Entertainment and recreation	\$50	\$100	\$200	\$
Clothing	\$50	\$100	\$200	\$
Car - payments, gas, maintenance, insurance, etc.	\$350	\$475	\$600	\$
Public transportation	\$0	\$50	\$100	\$
Healthcare (insurance, doctor visits, supplies)	\$70	\$200	\$320	\$
Personal care (toiletries, haircuts, etc.)	\$50	\$75	\$125	\$
Student education loan payments	\$0	\$400	\$700	\$
Miscellaneous (pet food and care, donations, gym fees, anything else you can think of)				\$
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 ©2023, 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 in 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 (14,739) Substantial (1,331)	\$29.90 - \$45.95	3, 7, 8, 10, 14, 17, 23, 24, 29, 30, 32, 34, 35, 38, 39, 46, 47, 48
Actors portray characters in stage, TV, radio, video or movie productions. They entertain audiences and communicate ideas. They may dance or sing.				Very Small (395) Fair (62)	\$16.74 - \$29.17	8, 10, 13, 14, 19, 24, 29, 30, 31, 32, 34, 35, 38, 39, 42, 50, 52, 54, 55, 57, 59, 109
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 (175) Limited (15)	\$48.92 - \$67.96	7, 8, 10, 13, 14, 23, 24, 29, 30, 32, 34, 35, 39, 42
Acupuncturists treat many common ailments. They do this by inserting thin needles through the skin at specific points on the body.	Yes		    	Small (1,007) Fair (76)	\$28.34 - \$46.27	18, 21
Adult basic education teachers teach people literacy, English as a Second Language, or high school equivalency. CIS Title: Adult and Vocational Education Teachers			   	Very Small (464) Fair (50)	\$36.85 - \$66.14	3, 10, 13, 17, 24, 29, 30
Aerospace engineering technologists and technicians build, install, and test parts and systems of air or space craft. CIS Title: Engineering Technologists and Technicians			  	Very Small (NA) Limited (NA)	NA - NA	52
Agricultural products graders and sorters examine products such as fruits, vegetables, and textiles. They assign items to quality levels before they are sold to the public.	Yes			Average (1,928) Average (269)	\$13.80 - \$16.52	43
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 (552) Fair (87)	\$17.55 - \$23.96	44, 57
Aircraft mechanics service and repair aircraft and aircraft engines.			 	Average (1,529) Average (147)	\$26.17 - \$42.47	9, 48, 50, 54, 156
Airplane assemblers build airplanes, space vehicles, and satellites.				Very Small (234) Limited (24)	\$23.02 - \$45.91	Work Site
Animal caretakers care for animals at shelters, zoos, kennels, pet shops, stables, aquariums, and research labs.	Yes			Large (4,180) Above Average (910)	\$14.89 - \$18.26	51, 58, 94, 99, 102
Arbitrators and mediators help prevent and solve disputes between people or organizations.			   	Very Small (97) Limited (6)	\$19.58 - \$44.88	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)
Architects plan and design buildings and structures, including homes, office buildings, stores, and factories.	Yes		   	Average (2,195) Average (189)	\$32.35 - \$49.88	30, 34
Athletic trainers help prevent and treat injuries in people who are physically active.			   	Very Small (249) Limited (22)	\$54,623 - \$75,301	24, 29, 36
Audio-visual specialists produce and maintain audio-visual materials. Specialists operate audio-visual equipment at presentations and entertainment venues.			 	Small (568) Fair (60)	\$17.61 - \$25.96	45, 46
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 (149) Limited (11)	\$29.95 - \$52.17	29, 30, 34
Automobile mechanics inspect, maintain, and repair cars and light trucks.		Yes	 	Large (7,840) Above Average (743)	\$19.86 - \$31.93	44, 45, 46, 47, 49, 50, 51, 52, 54, 55, 59, Work Site
Auto body repairers fix or replace damaged parts of vehicle bodies and frames. CIS Title: Auto Body Repairers				Average (1,524) Average (146)	\$20.66 - \$31.23	45, 46, 54, 92
Bakers mix and bake ingredients to produce breads, pastries and other baked goods.		Yes		Average (3,409) Above Average (580)	\$15.28 - \$18.93	44, 50, 51, 56, Work Site
Barbers wash and cut customers' hair and also may trim customers' mustaches and beards.	Yes		 	Very Small (NA) Limited (NA)	\$15.66 - \$15.66	49, See list of Beauty and Barber Schools
Bartenders mix and serve drinks to customers in bars and restaurants.	Yes			Large (7,896) Substantial (1,638)	\$14.42 - \$16.63	Work Site
Bicycle repairers fix bicycles and build new ones using hand tools.				Very Small (258) Limited (30)	\$18.65 - \$20.30	125, Work Site
Biological technicians study living organisms. Many assist scientists with medical research helping to develop new treatments that can treat or cure diseases. CIS Title: Science Technicians			  	Average (2,858) Average (393)	\$19.77 - \$27.54	22, 24, 29, 39
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 (25,552) Substantial (2,984)	\$19.34 - \$27.71	38, 71, All Community Colleges, 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)
Bricklayers and blockmasons use bricks, stones, and mortar to build and repair walls, archways, paths, and other structures. CIS Title: Bricklayers and Stonemasons		Yes		Small (539) Fair (53)	\$33.25 - \$44.43	52, 92, 156, Work Site
Bus and truck mechanics maintain and repair diesel engines.		Yes		Large (4,631) Above Average (428)	\$23.68 - \$31.68	43, 45, 49
Bus drivers transport people en masse from one place to another. There are three types of bus drivers: local, intercity and charter.				Average (NA) Average (NA)	\$23.09 - \$28.67	49, 58, 60, 65, 70, 75, 78, 87, 88, 100, Work Site
Business executives run companies or government agencies. They create plans to help their organizations grow.			   	Average (1,284) Fair (78)	\$78.84 - Over \$115.00	3, 7, 8, 9, 10, 14, 17, 22, 23, 24, 25, 29, 30, 32, 34, 35, 38, 39, 42, 46, 59
Butchers and meat cutters cut animal carcasses into pieces of meat for sale to consumers. CIS Title: Meat Cutters				Average (1,635) Average (205)	\$18.41 - \$23.23	Work Site
Cabinetmakers build cabinets and other items that are made from wood.				Average (3,159) Average (342)	\$17.77 - \$22.80	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 (445) Limited (44)	\$29.11 - \$57.10	47, 92
Carpenters cut, fit and assemble wood and other materials. They help build and repair buildings, furniture, and other structures.		Yes		Very Large (19,724) Substantial (1,957)	\$23.25 - \$33.08	47, 50, 52, 92, 156, Work Site
Cartographers and photogrammetrists make maps and similar displays. They use information from geographic information systems.			   	Small (652) Fair (54)	\$30.35 - \$41.97	23, 24, 30, 34, 44, 46, 50, 54, 56
Cashiers ring up sales and receive payments for merchandise.				Very Large (38,523) Substantial (7,289)	\$14.43 - \$17.07	Work Site
Cement masons place and finish the concrete for many types of construction jobs.		Yes		Average (3,542) Average (294)	\$22.82 - \$37.10	43, 44, 45, 47, 49, 50, 54, 59, 92, 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 (1,769) Average (270)	\$22.30 - \$32.66	44, 50, 56, 73, 91, 92

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)
Chemical equipment operators control the flow of chemicals through production equipment.				Small (475) Fair (53)	\$21.63 - \$29.93	Work Site
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 (762) Fair (70)	\$31.43 - \$47.24	8, 10, 13, 14, 22, 24, 29, 30, 31, 32, 34, 35, 39, 42, 44, 47, 52, 56, 59
Child care workers supervise, care for and teach children in schools or businesses.				Large (6,907) Above Average (1,307)	\$14.82 - \$18.24	8, 85, 95, 96, All Community Colleges, Work Site
Chiropractors treat patients with health problems related to back, neck and other joint injuries.	Yes		    	Small (839) Fair (51)	\$38.12 - \$50.92	36
Choreographers create dance routines and teach them to dancers.				Very Small (NA) Limited (NA)	\$18.95 - \$29.59	29, 30, 31, 34, 39
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 (1,123) Fair (119)	\$31.62 - \$40.79	52, 44, 45, 51, 54, 55
Civil engineers plan and design roads, buildings, airports, tunnels, dams, bridges and water systems. They may also supervise construction.	Yes		   	Large (4,341) Average (347)	\$38.75 - \$53.05	10, 23, 24, 30, 34, 35, 59
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 (4,752) Above Average (453)	\$22.63 - \$38.06	3, 7, 10, 15, 16, 17, 19, 20, 26, 27, 35, 38, 40
Clinical and counseling psychologists help people solve life and mental health problems. CIS Title: Psychologists	Yes		    	Small (941) Fair (72)	\$46.44 - \$79.80	13, 23, 29, 30, 34, 38, 39, 55, 59
Commercial pilots fly airplanes and helicopters. CIS Title: Airplane Pilots			  	Small (933) Average (122)	\$62,713 - \$128,665	44, 49, 50, 58
Community health workers provide basic medical care to the public.			 	Small (996) Average (127)	\$20.08 - \$34.78	22
Computer and information research scientists develop solutions to problems in the field of computer hardware and software.			    	Small (642) Fair (64)	\$68.15 - \$112.25	30
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 (8,152) Above Average (757)	\$55.26 - \$85.07	3, 8, 13, 14, 22, 23, 24, 29, 30, 31, 32, 34, 39, 42, 46, 51, 52, 58, 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)
Computer hardware engineers research, design, develop, and test computers or computer-related equipment. CIS Title: Computer Engineers			   	Large (NA) Above Average (NA)	\$65.24 - \$83.58	23, 24, 30, 35
Computer user support specialists help people solve problems with their computer hardware and software.			 	Large (9,384) Above Average (743)	\$23.92 - \$36.29	10, 23, 30, 39, 44, 45, 46, 49, 50, 51, 54, 55, 56, 58, 59, 76, 92
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 (368) Limited (32)	\$30.56 - \$34.28	Work Site
Conservation scientists work in soil conservation and range management to preserve water, soil and forage. CIS Title: Conservation Scientists; Park Naturalists			   	Small (644) Fair (60)	\$32.70 - \$47.52	8, 24, 25, 30, 49, 52
Construction and building inspectors examine new or remodeled structures for quality and safety.	Yes			Average (1,315) Average (165)	\$33.50 - \$46.10	24, 30, 45, 54, Work Site
Construction equipment operators drive bulldozers, graders and shovels, and other machines to move dirt and rocks. CIS Title: Operating Engineers		Yes		Large (4,801) Above Average (501)	\$25.52 - \$35.42	51, 55, 156, 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 (7,973) Above Average (730)	\$39.29 - \$63.10	54
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	Yes		Large (4,864) Above Average (411)	\$30.55 - \$40.04	3, 30, 32, 39, 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 (3,548) Average (330)	\$27.54 - \$47.34	3, 7, 8, 10, 14, 23, 24, 29, 30, 31, 32, 54, 55, Work Site
Crane and tower operators use mechanical booms, cables, or tower and cable equipment to lift and move heavy objects or loads.		Yes		Very Small (220) Limited (25)	\$34.24 - \$50.27	156, Work Site
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 (2,100) Above Average (542)	\$17.44 - \$21.58	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)
Customer service representatives answer customer questions, provide information, and resolve complaints about products and services.				Very Large (26,736) Substantial (3,445)	\$17.41 - \$23.43	All Community Colleges, Work Site
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 (5,646) Above Average (888)	\$24.02 - \$28.98	2, 4, 6, 32, 44, 45, 46, 50, 51, 54, 55, 56, 59, 92, 112, Work Site
Dental hygienists clean teeth and teach customers how to prevent tooth decay and gum disease.	Yes		  	Large (3,885) Average (317)	\$46.12 - \$50.32	23, 29, 44, 45, 50, 52, 54, 55
Dentists examine teeth and gums. They correct dental problems by filling cavities, pulling teeth, and treating dental diseases. Most are general practitioners.	Yes		    	Average (1,643) Fair (63)	\$46.73 - \$109.25	22
Detectives and investigators gather facts and evidence for criminal cases.	Yes		  	Small (519) Limited (44)	\$39.59 - \$54.88	44, 45
Dietitians plan diets for people and educate them about healthy eating. Some supervise food preparation and service.	Yes		   	Small (814) Fair (67)	\$32.19 - \$41.42	18, 22, 24, 36, 79
Dispatchers coordinate the movement of workers, equipment, and vehicles to meet customers' needs.		Yes		Average (2,759) Average (288)	\$18.59 - \$27.18	Work Site
Drafters make detailed drawings of objects that will be manufactured or built.			 	Average (1,198) Average (134)	\$25.36 - \$38.30	44, 45, 47, 50, 51, 54, 59
Drywall installers attach drywall panels to the inside walls of houses and other buildings.	Yes	Yes		Average (2,395) Average (210)	\$20.18 - \$40.10	Work Site
Editors select and prepare written material for such documents as newspapers, magazines and books.			   	Small (1,019) Fair (90)	\$21.58 - \$39.75	3, 7, 8, 10, 13, 14, 29, 30, 32, 34, 35, 38, 42
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 (500) Limited (41)	\$34.45 - \$44.17	4, 43, 44, 45, 48, 49, 50, 54, 55, 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			  	Average (2,782) Average (291)	\$28.44 - \$40.23	9, 23, 45, 46, 47, 48, 49, 50, 52, 54, 55
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 (2,314) Average (165)	\$40.28 - \$62.51	10, 22, 23, 24, 30, 35, 52

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)
Line installers and repairers construct and maintain networks of wires and cables. CIS Title: Line Installers and Repairers				Average (1,162) Fair (102)	\$52.06 - \$59.75	37, 43, 44, 46, 49, 50, 54, 55, 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		Very Large (11,192) Above Average (1,297)	\$31.64 - \$51.51	43, 44, 45, 46, 49, 50, 51, 52, 54, 55, 57, 59, 70, 92, 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 (14,216) Above Average (992)	\$62,550 - \$104,951	3, 7, 8, 10, 13, 14, 24, 25, 29, 30, 34, 35, 38, 39, 43, 51, 53, 56, 57, 59, 96
Emergency medical technicians (EMTs) give immediate care to ill or injured people. If patients need additional care, EMTs drive them to medical facilities. CIS Title: Emergency Medical Technicians	Yes			Average (1,516) Average (127)	\$17.82 - \$24.16	5, 9, 23, 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	Yes		Small (940) Fair (110)	\$25.42 - \$34.10	Work Site
Environmental engineers find ways to solve environmental problems that affect the welfare of humans and nature.				Small (558) Fair (50)	\$42.85 - \$58.06	24, 30
Environmental scientists study problems in the natural world that affect the health of living things.				Average (1,167) Fair (117)	\$36.39 - \$51.08	14, 17, 23, 29, 30, 31, 32, 34, 35, 56, 57, 59
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				Very Small (345) Fair (46)	\$39.97 - \$51.96	Work Site
Family medicine physicians treat a wide range of conditions and help people try to stay healthy.	Yes			Small (692) Limited (27)	\$83.67 - \$112.77	22
Farmers and ranchers raise crops and livestock for market.				Very Large (18,739) Substantial (1,965)	\$16.40 - \$40.01	7, 49, 58
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 (26,268) Substantial (4,069)	\$15.09 - \$17.16	57, Work Site
Fashion designers design clothes and accessories for manufacture and sale to the public.				Small (727) Fair (83)	\$33.94 - \$55.29	24, 110

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)
Fast food cooks prepare food for customers at fast food restaurants.				Large (4,650) Above Average (672)	\$14.35 - \$17.77	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 (61,883) Substantial (15,930)	\$14.36 - \$16.54	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 (562) Fair (70)	\$22.75 - \$37.16	28, 29, 30, 32, 34, 46, 52, 54, 55
Financial examiners analyze the finances of banks and other financial organizations to make sure they comply with laws and regulations.				Small (696) Fair (70)	\$31.48 - \$50.29	Work Site
Financial managers oversee the financial activities of a company, including budgets and investments. They may negotiate with banks or investment firms.				Large (7,850) Above Average (736)	\$48.65 - \$82.30	3, 7, 8, 10, 14, 23, 24, 29, 30, 32, 34, 35, 38
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. CIS Title: Fire Fighters				Large (3,905) Average (356)	\$22.13 - \$42.33	9, 43, 44, 45, 46, 47, 49, 54, 55, 56, 58, 59, 92, 156, Work Site
Fishers hunt, trap, catch, or gather wild animals or aquatic animals and plants. May use nets, traps, or other equipment. May haul catch onto ship or other vessel. CIS Title: Commercial Fishers				Small (NA) Average (NA)	NA - NA	Work Site
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 (4,100) Above Average (975)	\$18.26 - \$31.48	3, 7, 8, 14, 17, 24, 25, 29, 30, 32, 34, 36, 38, 39, 42, 44, 45, 46, 50, 51, 52, 54, 55, 56, 59, 97
Floral designers cut and arrange live, dried and artificial flowers and plants to create designs according to clients' needs.				Small (873) Fair (98)	\$16.31 - \$19.93	82, Work Site
Food batchmakers set up and operate equipment that mixes or blends large amounts of ingredients. CIS Title: Food Processing Workers	Yes			Large (3,982) Above Average (652)	\$16.17 - \$20.32	Work Site
Food science technicians help scientists conduct tests and experiments on food and beverages. CIS Title: Science Technicians				Small (537) Fair (79)	\$18.02 - \$25.21	24

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)
Forensic science technicians study physical evidence using scientific methods to solve crimes. They often collect physical evidence at crime scenes.	Yes			Very Small (223) Limited (34)	\$41.66 - \$52.16	7, 8, 10, 23, 24, 29, 30, 31, 32, 34, 39, 44, 57
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.				Very Small (444) Limited (37)	\$31.19 - \$41.54	24, 25, 31, 42, 44, 56, 57, 58, 59, 92
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				Large (7,910) Above Average (866)	\$19.59 - \$24.71	Work Site
General construction workers complete a variety of tasks on construction projects.		Yes		Very Large (18,309) Substantial (2,000)	\$19.26 - \$27.90	43, 48, 54, 57, 92
Geologists and geophysicists study the earth.	Yes			Small (523) Fair (57)	\$31.20 - \$52.63	24, 30, 34, 55, 58, 59
Glass blowers create artistic or functional objects from glass.				Small (607) Fair (84)	\$16.74 - \$22.97	58, Work Site
Glaziers install windows and mirrors in homes and other buildings. They may install new glass or repair broken panes.		Yes		Small (1,132) Average (137)	\$22.52 - \$47.27	50, 52, 92, 156, 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 (3,837) Average (387)	\$23.07 - \$39.01	8, 10, 24, 25, 28, 29, 30, 32, 44, 45, 46, 50, 51, 52, 54, 55, 56, 59
Grinders setup and use equipment to smooth metal and plastic. CIS Title: Metal and Plastic Processing Workers				Average (1,204) Average (149)	\$20.03 - \$30.43	Work Site
Hairstylists and cosmetologists wash, cut, color, perm and style hair. Cosmetologists also apply makeup.	Yes			Large (4,886) Above Average (853)	\$14.35 - \$22.70	49, 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	Yes			Small (749) Fair (90)	\$28.44 - \$42.98	14, 22, 24, 29, 30, 39
Health specialties teachers teach dentistry, laboratory technology, medicine, pharmacy, public health, therapy, and veterinary medicine. CIS Title: College and University Teachers				Average (3,680) Average (400)	\$82,912 - \$212,930	3, 22, 29

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)
Heating and cooling system mechanics install and repair heating, air-conditioning, and refrigeration systems.		Yes	 	Large (3,839) Above Average (424)	\$23.76 - \$36.16	45, 50, 51, 54, 55, 156
Heavy equipment mechanics repair and maintain such equipment as graders, backhoes and loading shovels used in construction, logging and other industrial work.		Yes		Average (2,479) Average (254)	\$26.14 - \$37.24	43, 49, 50, 51, 54, 55, 156, Work Site
Heavy truck drivers transport goods and materials in large trucks or tractor-trailers.	Yes	Yes	 	Very Large (25,483) Substantial (2,982)	\$23.94 - \$30.65	88, 49, 55, 60, 65, 70, 75, 78, 87, 100, 124, 156, 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.			   	Large (7,647) Above Average (497)	\$64,027 - \$104,731	3, 7, 8, 10, 13, 14, 24, 25, 29, 30, 32, 34, 35, 38, 39, 44, 45, 58
Highway maintenance workers make basic repairs to highways and rural roads.				Average (1,977) Average (221)	\$24.30 - \$29.64	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 (3,766) Above Average (696)	\$14.95 - \$17.57	Work Site
Human resources specialists recruit, screen, interview, and place qualified job applicants.			   	Large (9,692) Above Average (935)	\$23.93 - \$40.49	9, 14, 30, 46
Industrial machinery mechanics install, maintain and repair machinery in factories or pipeline distribution systems.		Yes		Large (5,523) Above Average (606)	\$25.39 - \$36.57	43, 44, 46, 51, 54, 55, 57, 59, Work Site
Insurance agents sell policies that provide financial protection in case of death, accidents or acts of nature.	Yes		 	Large (6,677) Above Average (523)	\$22.75 - \$39.94	7, 8, 10, 23, 24, 25, 29, 30, 32, 62, 67, 69, 90
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 (1,336) Average (159)	\$24.76 - \$34.09	7, 8, 10, 13, 14, 24, 29, 30, 31, 32, 34, 35, 39, 42, 44, 45, 46, 47, 50, 51, 52, 54, 59
Janitors keep buildings tidy and in good condition. They clean and maintain buildings using power and hand tools.				Very Large (24,307) Substantial (3,830)	\$15.40 - \$19.17	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)
Judges and hearing officers review cases and make decisions about them based on the law.	Yes			Very Small (365) Limited (17)	\$77.23 - \$77.23	Work Site
Kindergarten teachers help children explore their interests and develop their talents. They help children build self-esteem and learn how to behave with others. CIS Title: Preschool and Kindergarten Teachers	Yes			Small (998) Fair (109)	\$57,354 - \$105,724	3, 7, 8, 13, 14, 24, 25, 26, 29, 30, 32, 35, 38, 39, 85, 95, 96, All Community Colleges
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.		Yes		Very Large (15,033) Substantial (2,280)	\$18.14 - \$22.97	34, 46, 51, 54, 62, Work Site
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 (5,616) Above Average (523)	\$33.00 - \$43.48	7, 30, 32, 35, 39, 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 (7,920) Average (367)	\$49.06 - \$85.98	13, 34, 42
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. CIS Title: Licensed Practical Nurses	Yes			Average (3,540) Average (329)	\$30.34 - \$36.32	6, 12, 33, 44, 45, 49, 50, 53, 55, 59
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 (15,418) Substantial (1,988)	\$18.54 - \$24.37	33, 40, 49, 60, 65, 70, 75, 78, 87, 88, 100, 124, 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				Very Small (375) Limited (29)	\$23.05 - \$31.09	3, 7, 8, 10, 14, 23, 24, 25, 29, 30, 32, 35, 42
Locomotive engineers run trains that carry cargo and passengers.				Very Small (304) Limited (26)	\$31.89 - \$43.93	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 (2,684) Average (385)	\$24.08 - \$30.01	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 (2,789) Above Average (476)	\$18.42 - \$23.59	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)
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 (2,348) Average (222)	\$19.39 - \$26.11	44, 45, 46, 50, 51, 52, 54, 55, 58, Work Site
Machinists use such machine tools as lathes, drill presses and milling machines to produce precision metal parts.		Yes		Average (3,242) Average (378)	\$22.89 - \$31.41	45, 46, 50, 51, 52, 54, 55, 57, 156, 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 (15,575) Substantial (2,581)	\$15.12 - \$18.52	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.				Average (3,630) Average (269)	\$21.78 - \$35.43	Work Site
Manicurists clean, shape and polish nails.	Yes		 	Average (2,506) Average (392)	\$17.14 - \$30.71	49, All Beauty Schools except 142, 150, 152, and 154
Manufacturing worker supervisors oversee and assign tasks to production workers. CIS Title: Manufacturing, Transportation, and Construction Worker Supervisors				Large (7,368) Above Average (777)	\$23.94 - \$38.45	47, 54, 55
Market research analysts gather data to help organizations make decisions about products and services.			   	Very Large (10,471) Substantial (1,308)	\$25.71 - \$47.75	7, 14, 34
Massage therapists improve circulation and provide relaxation by rubbing, kneading, pressing, stroking, tapping, thumping and stretching muscles and connective tissues.	Yes		 	Average (2,282) Average (391)	\$31.36 - \$41.92	4, 18, 44, 50, 55, 68, 77, 99, 104, 118, 149
Mechanical engineering technologists and technicians help design, build, and inspect machinery or mechanical parts. CIS Title: Engineering Technologists and Technicians			  	Very Small (382) Limited (41)	\$25.13 - \$39.70	23, 52
Mechanical engineers oversee the design, construction and testing of mechanical products and systems.	Yes		   	Average (3,314) Average (269)	\$40.36 - \$60.96	10, 23, 24, 30, 35, 56
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 (3,353) Average (252)	\$25.47 - \$45.00	22, 23, 44, 46, 49, 54
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			   	Average (1,984) Average (206)	\$30.89 - \$42.85	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)
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 (11,955) Substantial (1,942)	\$20.10 - \$25.42	4, 6, 12, 29, 44, 45, 46, 47, 48, 49, 50, 51, 53, 55, 56, 57, 58, 59, 92
Medical records specialists collect and maintain medical information about patients. CIS Title: Health Information Technicians				Average (2,436) Average (208)	\$20.92 - \$32.14	4, 23, 45, 49
Medical scientists conduct research to find causes of and treatments for disease.				Average (1,473) Fair (111)	\$32.97 - \$53.45	22, 29
Medical secretaries perform clerical duties in health care facilities.				Very Large (15,743) Substantial (1,972)	\$19.34 - \$24.99	6, 12, 43, 44, 45, 48, 50, 52, 55, 56, 58, 59, 92
Medical sonographers and ultrasound technologists produce ultrasonic recordings of internal organs for use by physicians. CIS Title: Medical Sonographers				Small (1,067) Fair (81)	\$47.65 - \$54.47	6, 23
Meeting and convention planners organize and coordinate such group events as meetings, conferences and conventions.				Average (1,609) Average (207)	\$20.90 - \$30.90	30, 32, 35, 45, 52
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			Large (5,190) Above Average (485)	\$23.17 - \$35.61	29, 30
Mental health counselors help people manage or overcome a range of mental illnesses and emotional problems.	Yes			Large (7,487) Above Average (905)	\$22.75 - \$37.16	3, 7, 8, 10, 13, 17, 23, 25, 29, 30, 34, 39, 41, 45, 47, 126
Mental health social workers help people with mental, emotional, or substance abuse problems. CIS Title: Social Workers	Yes			Average (2,103) Average (190)	\$19.27 - \$33.31	10, 30, 38
Millwrights install, dismantle or move machinery and heavy equipment.		Yes		Very Small (464) Limited (45)	\$24.98 - \$37.35	43, 50, 51, 54, 55, 57, 59, 156, Work Site
Molders create castings from molten metal. To do this they use patterns to make molds. CIS Title: Metal and Plastic Processing Workers				Small (1,024) Fair (110)	\$17.30 - \$26.00	Work Site
Morticians, undertakers, and funeral arrangers perform various tasks to arrange and direct individual funeral services. CIS Title: Funeral Home Managers and Arrangers	Yes			Very Small (298) Limited (44)	\$18.44 - \$30.38	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)
MRI technologists use magnetic resonance imaging (MRI) to take pictures of the interior of the body. CIS Title: Magnetic Resonance Imaging Technologists	Yes			Small (505) Limited (35)	\$43.25 - \$54.02	23, 54
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				Small (740) Fair (95)	\$36.28 - \$53.96	8, 10, 14, 28, 29, 30, 32, 34, 42, 54
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 (1,173) Average (184)	\$28.69 - \$51.95	3, 7, 8, 10, 13, 14, 17, 19, 24, 29, 30, 31, 32, 34, 35, 38, 39, 42, 44, 45, 46, 48, 50, 51, 52, 54, 55, 58, 59, 63, Private Training
Natural sciences managers plan and direct the work of natural scientists.				Average (1,307) Fair (109)	\$52.06 - \$72.15	3, 7, 8, 10, 13, 14, 22, 23, 24, 25, 29, 30, 31, 32, 34, 35, 38, 39, 42
Numerical control tool programmers write programs that control machine tools.				Small (775) Fair (103)	\$27.76 - \$41.52	Work Site
Nurse practitioners serve as primary and specialty care providers. They treat and care for patients with a broad range of health issues.	Yes			Average (2,244) Average (244)	\$62.35 - \$71.78	22
Nursing assistants give personal care to patients in hospitals and nursing homes. They work under the direction of nurses and doctors.	Yes			Very Large (13,477) Substantial (2,213)	\$19.05 - \$23.98	43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 57, 58, 59, 70, 105
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. CIS Title: Occupational Therapists	Yes			Average (1,258) Fair (93)	\$42.62 - \$53.73	29
Office managers plan and oversee the work of office staff.				Very Large (14,842) Substantial (1,415)	\$24.01 - \$37.42	All Community Colleges except Oregon Coast, 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. CIS Title: Packaging and Filling Machine Operators				Large (6,814) Above Average (808)	\$15.41 - \$19.88	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)
Packers and packagers prepare materials for shipping by hand.				Large (7,003) Above Average (1,048)	\$14.70 - \$18.63	Work Site
Painters apply such finishes as paint, stain and varnish to buildings and other structures.		Yes		Large (8,300) Above Average (838)	\$18.83 - \$24.96	92, 156, Work Site
Painting and coating machine operators set up and run machines that coat or paint products.				Average (2,334) Average (247)	\$19.24 - \$26.31	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 (5,164) Above Average (535)	\$25.60 - \$38.24	54, 59
Paramedics give care to ill or injured people in emergency situations. CIS Title: Emergency Medical Technicians	Yes		 	Small (916) Fair (54)	\$24.31 - \$33.16	8, 23
Parking lot attendants park cars in lots and garages, or help customers park cars.				Average (1,155) Average (175)	\$15.31 - \$17.20	Work Site
Parts salespersons sell parts and equipment in repair shops and parts stores. CIS Title: Parts Salespeople				Large (NA) Above Average (NA)	\$16.91 - \$23.47	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 (2,356) Average (198)	\$20.86 - \$30.39	All Community Colleges, Work Site
Pediatricians provide medical care for infants, children, teenagers, and young adults.	Yes		    	Small (702) Limited (24)	\$67.87 - \$106.72	22
Pest control workers use chemicals and other methods to destroy or repel bugs and rodents.	Yes			Small (NA) Fair (NA)	\$18.56 - \$24.67	43, 45, Work Site
Pharmacists dispense drugs and provide information about their use.	Yes		    	Large (4,240) Average (218)	\$65.19 - \$83.01	22, 24, 29
Pharmacy technicians help pharmacists provide drugs and other health care products to patients.	Yes		 	Large (4,455) Above Average (445)	\$19.62 - \$25.77	4, 22, 44, 45, 49, 50, 55, 56, 57, 92, 103

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)
Phlebotomists draw blood from people to be analyzed or donated.			 	Average (2,360) Average (344)	\$19.45 - \$24.64	39, 46, 57, 59, 115, 116
Photographers produce images that paint a picture, tell a story or record an event.				Average (1,449) Average (139)	\$18.43 - \$32.94	8, 24, 25, 28, 29, 30, 34, 52, 58, Work Site
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		    	Average (3,106) Average (208)	\$40.50 - \$53.89	10, 23, 24, 25, 29, 42
Physical therapy assistants help patients regain physical function after illness or injury. They are supervised by physical therapists. CIS Title: Physical Therapist Assistants	Yes		  	Small (836) Average (167)	\$28.63 - \$37.30	4, 10, 50, 52, 44
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 (5,924) Above Average (634)	\$30.27 - \$51.18	45, 50, 51, 55, 56, 92, Work Site
Potters create artistic or functional objects from clay.				Small (607) Fair (84)	\$16.74 - \$22.97	58, 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 (5,530) Above Average (774)	\$15.52 - \$20.78	3, 7, 8, 13, 24, 25, 26, 29, 30, 32, 35, 38, 39, 85, 95, 96, All Community Colleges
Printing press operators set up, operate, and maintain printing presses.				Average (1,446) Average (132)	\$18.64 - \$24.95	Work Site
Probation officers work with legal offenders to help them become productive in the community.	Yes		   	Average (2,230) Average (201)	\$28.31 - \$41.70	Work Site
Production and planning clerks keep the flow of work and materials running smoothly. They make sure that orders are processed on time and correctly.				Average (3,635) Above Average (436)	\$21.07 - \$30.64	Work Site
Professional athletes compete individually or as part of a team in athletic events.				Very Small (194) Limited (29)	NA - NA	Work Site
Property and real estate managers take care of the daily operation of properties. Some find, buy, and develop property.	Yes			Large (3,977) Average (338)	\$24.70 - \$39.31	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)
Psychiatric aides care for patients with mental and emotional disorders in hospitals and institutions.				Small (796) Average (127)	\$19.82 - \$26.57	Work Site
Psychiatric technicians assist in the care and treatment of patients who are mentally ill or have developmental disabilities.			 	Small (885) Fair (90)	\$20.10 - \$29.68	Work Site
Public relations specialists help build a positive public image for organizations.			   	Average (3,576) Average (353)	\$23.36 - \$43.37	3, 10, 13, 14, 23, 24, 29, 30, 32, 34, 35, 59
Purchasing agents buy products and services necessary for the operation of a business. CIS Title: Buyers and Purchasing Agents			   	Large (6,353) Above Average (573)	\$23.49 - \$38.68	7, 10, 14, 24, 25, 29, 32, 56
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 (6,845) Above Average (824)	\$18.86 - \$29.30	46, 51, Work Site
Radiologic technologists use special equipment to create images of internal organs, tissues and bones.	Yes		  	Average (2,546) Average (166)	\$36.79 - \$49.81	23, 43, 51, 54, 57, 105
Real estate agents help clients buy, sell or lease property and buildings.	Yes		 	Very Large (15,022) Substantial (1,421)	\$22.29 - \$37.09	44, 45, 46, 48, 49, 51, 52, 54, 55, 56, 59, 61, 62, 64, 67, 69, 98
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. CIS Title: Receptionists				Very Large (14,367) Substantial (2,116)	\$15.66 - \$19.63	92, All Community Colleges, 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.				Average (3,024) Above Average (723)	\$15.49 - \$21.67	7, 8, 24, 25, 29, 30, 32, 38, 39, 42, 43, 44, 46, 50, 52, 54, 55, 59
Trash collectors collect garbage and transport it to dumps or landfills. CIS Title: Trash Collectors				Average (2,175) Average (302)	\$25.86 - \$30.76	Work Site
Registered nurses care for patients who are ill or injured.	Yes		   	Very Large (42,719) Substantial (2,926)	\$47.19 - \$59.94	8, 10, 14, 22, 23, 35, 38, 123, All Community Colleges except Tillamook Bay

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)
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		    	Large (3,998) Above Average (411)	\$18.13 - \$27.71	29, 30, 39
Residential counselors care for the people who live in their building.				Small (919) Average (182)	\$17.24 - \$23.35	Work Site
Respiratory therapists evaluate, treat, and care for patients with breathing disorders.			  	Average (1,470) Fair (107)	\$38.07 - \$42.91	4, 6, 23, 52
Restaurant cooks measure, mix, and cook food in restaurants. CIS Title: Chefs and Dinner Cooks	Yes			Very Large (20,479) Substantial (4,025)	\$16.63 - \$19.05	51
Restaurant hosts greet customers and escort them to tables.				Average (3,330) Above Average (940)	\$14.25 - \$15.72	Work Site
Restaurant managers plan and direct the activities of places that serve food and beverages.				Large (5,235) Above Average (676)	\$23.17 - \$30.73	24, 25, 30, 44, 45, 51, 52, 56, Work Site
Retail salespersons help customers find items in stores, demonstrate how items work and explain details of items to customers. CIS Title: Retail Salespeople				Very Large (52,084) Substantial (7,956)	\$15.03 - \$18.38	All Community Colleges, Work Site
Roofers apply shingles and other materials to the roofs of buildings.	Yes	Yes		Large (3,813) Average (366)	\$20.52 - \$29.30	156
Sailors and marine oilers help operate and maintain ships and their equipment. CIS Title: Deckhands				Very Small (415) Limited (44)	\$24.11 - \$43.48	47, 92, Work Site
Sales worker supervisors direct and manage salespeople. They also keep track of merchandise and help customers.				Very Large (21,013) Substantial (2,060)	\$18.38 - \$28.18	46, 51, 56, 59
Sawing machine operators run machines that turn logs into lumber.				Average (2,531) Average (296)	\$19.31 - \$24.54	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 (2,688) Average (215)	\$25.44 - \$40.97	3, 10, 13, 24, 25, 29, 30, 34

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)
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 (25,289) Substantial (2,558)	\$19.51 - \$27.27	92, All Community Colleges except Oregon Coast, Work Site
Securities salespeople buy and sell securities or offer financial services.	Yes		   	Average (3,319) Average (252)	\$23.54 - \$45.84	34
Security guards protect property from illegal entry, vandalism, theft and fire.	Yes			Large (9,785) Substantial (1,477)	\$15.68 - \$18.80	9, 92, Work Site
Semiconductor processing operators make wafers and microcircuits. These parts are found in computers and other digital devices.				Large (5,109) Above Average (602)	\$20.21 - \$31.13	23, 45, 46, 54, 55
Service station attendants sell fuel and basic automotive services.				Large (7,817) Above Average (1,089)	\$14.61 - \$16.97	Work Site
Sheet metal workers make and install metal building parts and products.		Yes		Average (3,641) Average (395)	\$23.47 - \$42.31	44, 45, 50, Work Site
Ship engineers operate engines and other equipment on many types of ships.				Very Small (77) Limited (8)	\$26.83 - \$51.32	47, 92
Shoe and leather workers create and repair products such as footwear, wallets, luggage, and saddles.				Very Small (71) Limited (9)	\$14.27 - \$23.84	Work Site
Skin care specialists clean and care for clients' skin. They also remove unwanted hair and apply makeup.	Yes		 	Small (827) Average (141)	\$16.16 - \$31.24	49, 144, 152
Small engine mechanics service and repair outdoor power equipment including lawnmowers and chainsaws.				Small (565) Fair (63)	\$17.84 - \$25.25	Work Site
Software developers research, design, and develop computer software. CIS Title: Computer Engineers			   	Very Large (20,630) Substantial (1,879)	\$47.63 - \$70.35	3, 23, 30, 35, 39, 50
Solar panel installers place solar panels in sunny places to gather the sun's power.				Very Small (353) Fair (48)	\$18.87 - \$32.31	50, 55
Special education teachers work with children and youth who have disabilities.	Yes		   	Small (723) Fair (50)	\$67,130 - \$111,360	3, 13, 24, 30, 34, 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)
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 (1,959) Average (171)	\$39.40 - \$55.27	29, 30, 34, 45
Stationary engineers operate and maintain such large equipment as steam engines and generators.		Yes		Very Small (432) Fair (46)	\$26.07 - \$41.25	54, 156, Work Site
Stock clerks receive, unpack, check, store, and track merchandise or materials.				Very Large (44,431) Substantial (8,026)	\$16.56 - \$19.99	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 (7,487) Above Average (905)	\$22.75 - \$37.16	13, 17, 30, 40, 44, 45, 46, 49, 52, 54, 55, 58, 59
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 (904) Fair (81)	\$30.38 - \$46.64	23, 24, 30, 59
Telecommunication line installers and repairers construct and maintain telephone or television wire and cable networks. CIS Title: Line Installers and Repairers		Yes		Small (909) Fair (88)	\$23.96 - \$34.06	156, 43, 46, Work Site
Tool and die makers produce tools, dies and special devices that enable machines to make products.		Yes	 	Very Small (320) Limited (35)	\$30.93 - \$41.53	156, 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 (1,129) Fair (110)	\$37.97 - \$53.58	30, 34
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 (1,898) Average (130)	\$38.69 - \$65.72	24, 57
Veterinary assistants care for animals and help with lab tests, treatment and surgery.				Average (2,745) Above Average (701)	\$17.41 - \$19.25	4, 43, 54, 55, 124, Work Site
Veterinary technologists and technicians help diagnose and treat animal illnesses and injuries.	Yes		  	Average (1,451) Average (196)	\$17.68 - \$24.30	43, 44, 51, 54

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)
Waiters and waitresses serve food in restaurants and other dining establishments.				Very Large (23,891) Substantial (5,413)	\$14.19 - \$16.43	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			Small (1,064) Fair (104)	\$25.96 - \$35.12	46, 51, 55, 59
Web developers design and create web pages. Clients include companies, organizations, and individuals.				Average (1,728) Average (158)	\$27.23 - \$41.17	8, 10, 13, 14, 24, 25, 29, 30, 32, 34, 39, 42, 44, 46, 48, 49, 50, 51, 52, 54, 59, 81, 133, 125
Welders, cutters, solderers and brazers use heat to permanently join metal pieces. CIS Title: Welders and Solderers	Yes			Large (4,627) Above Average (551)	\$22.07 - \$29.64	70, 92, 113, 130, All Community Colleges, Work Site
Wind turbine technicians assemble, maintain, and repair wind turbines used in energy generation. CIS Title: Wind Turbine Technicians				Very Small (286) Limited (42)	\$21.67 - \$34.48	43, 49, 51, 54, 91
Woodworking machine operators cut and shape raw wood to make products. They use such machines as power saws, lathes, planers, routers and sanders.				Average (2,114) Average (207)	\$19.28 - \$24.19	Work Site
Writers and authors originate and prepare such written material as scripts, stories and advertisements. CIS Title: Writers				Average (2,179) Average (239)	\$27.58 - \$47.80	3, 7, 8, 10, 13, 14, 17, 24, 25, 28, 29, 30, 31, 35, 36, 42, 56, 128, 23
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 (937) Fair (79)	\$29.79 - \$45.43	24

ID	School Name	City	Website
COLLEGES AND UNIVERSITIES			
1	American College of Healthcare Sciences	Portland, OR	www.achs.edu
2	American Denturist College	Eugene, OR	adc.edu
3	Bushnell University	Eugene, OR	www.bushnell.edu
4	Carrington College	Portland, OR	carrington.edu/location/portland-oregon
5	College of Emergency Services	Milwaukie, OR	collegeofems.com
6	Concorde Career College	Portland, OR	www.concorde.edu
7	Corban University	Salem, OR	www.corban.edu
8	Eastern Oregon University	La Grande, OR	www.eou.edu

ID	School Name	City	Website
9	Embry-Riddle Aeronautical University	Portland, OR	worldwide.erau.edu/locations/portland
10	George Fox University	Newberg, OR	www.georgefox.edu
11	Gutenberg College	Eugene, OR	gutenberg.edu
12	Institute of Technology, Salem	Salem, OR	www.iot.edu/locations/salem-college
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	www.newhope.edu
20	Northwest College of the Bible	Portland, OR	ncbible.org
21	Oregon College of Oriental Medicine	Portland, OR	www.ocom.edu
22	Oregon Health & Science University	Portland, OR	www.ohsu.edu
23	Oregon Institute of Technology	Klamath Falls, OR	www.oit.edu
24	Oregon State University	Corvallis, OR	oregonstate.edu
25	Oregon State University - Cascades	Bend, OR	osucascades.edu
26	Pacific Bible College	Medford, OR	pacificbible.edu
27	Pacific Evangelical School of Ministry	Clackamas, OR	pacificecna.org/pesm
28	Pacific Northwest College of Art	Portland, OR	pnca.willamette.edu
29	Pacific University	Forest Grove, OR	www.pacificu.edu
30	Portland State University	Portland, OR	www.pdx.edu
31	Reed College	Portland, OR	www.reed.edu
32	Southern Oregon University	Ashland, OR	www.sou.edu
33	Sumner College	Portland, OR	www.sumnercollege.edu
34	University of Oregon	Eugene, OR	www.uoregon.edu
35	University of Portland	Portland, OR	www.up.edu
36	University of Western States	Portland, OR	www.uws.edu
37	Walla Walla University School of Nursing	Portland, OR	www.wallawalla.edu/academics/areas-of-study/nursing
38	Warner Pacific University	Portland, OR	www.warnerpacific.edu
39	Western Oregon University	Monmouth, OR	wou.edu
40	Western Seminary	Portland, OR	www.westernseminary.edu
41	Western University of Health Sciences	Lebanon, OR	www.westernu.edu
42	Willamette University	Salem, OR	willamette.edu
COMMUNITY COLLEGES			
43	Blue Mountain Community College	Pendleton, OR	bluecc.edu
44	Central Oregon Community College	Bend, OR	www.cocc.edu
45	Chemeketa Community College	Salem, OR	www.chemeketa.edu
46	Clackamas Community College	Oregon City, OR	www.clackamas.edu
47	Clatsop Community College	Astoria, OR	www.clatsopcc.edu
48	Columbia Gorge Community College	The Dalles, OR	www.cgcc.edu

ID	School Name	City	Website
49	Klamath Community College	Klamath Falls, OR	www.klamathcc.edu
50	Lane Community College	Eugene, OR	www.lanecc.edu
51	Linn-Benton Community College	Albany, OR	www.linnbenton.edu
52	Mt. Hood Community College	Gresham, OR	mhcc.edu
53	Oregon Coast Community College	Newport, OR	oregoncoast.edu
54	Portland Community College	Portland, OR	www.pcc.edu
55	Rogue Community College	Grants Pass, OR	www.roguecc.edu
56	Southwestern Oregon Community College	Coos Bay, OR	www.socc.edu
57	Tillamook Bay Community College	Tillamook, OR	tillamookbaycc.edu
58	Treasure Valley Community College	Ontario, OR	www.tvcc.cc
59	Umpqua Community College	Roseburg, OR	www.umpqua.edu
CAREER SCHOOLS			
60	160 Driving Academy	Portland, Creswell, Albany, Medford, Vancouver (WA)	www.160drivingacademy.com/locator
61	A+ Real Estate School	Portland, OR	aplusreschool.com
62	A1 Superior Schools	Salem, OR	a1schools.co
63	Accorda Music-Thematology Institute	Portland, OR	accordaschool.org
64	Advantage Real Estate School	Portland, OR	advantagerealestateschool.com
65	Aisling Truck Academy	Eugene, White City	www.aislingtruckacademy.com
66	Alma Institute	Portland, OR	www.almatraining.org
67	Amerist Schools, LLC	Beaverton, OR	www.amerist.com
68	Ashland Institute of Massage	Ashland, OR	aimashland.com
69	At Your Pace Online	Gold Hill, OR	www.atyourpaceonline.com
70	Baker Technical Institute	Baker City, OR	bakerti.org
71	Bookkeeping Career Institute	Tigard, OR	bookkeepingcareerinstitute.com/the-school
72	Changa Institute	Lake Oswego, OR	www.changainstitute.com
73	Christian Culinary Academy	Cannon Beach, OR	www.christianchefs.org/school
74	Clinical Cognitive Facilitator Training	Portland, OR	www.clinicalcognitivetraining.com
75	Coast Trucking School	Coos Bay, OR	www.coasttruckingschool.com
76	CompTIA Tech Career Academy	Portland, OR	www.comptia.org
77	East West College of the Healing Arts	Portland, OR	www.eastwestcollege.com
78	Elite Truck School	Hillsboro, OR	www.elitetruckschool.com
79	Energetic Health Institute	Portland, OR	www.energetichealthinstitute.org
80	Entheogen Institute	Ashland, OR	entheotraining.com
81	Epicodus, Inc.	Portland, OR	www.epicodus.com
82	Floral Design Institute	Portland, OR	www.floraldesigninstitute.com
83	Fluence	Portland, OR	www.fluencetraining.com
84	H & R Block Income Tax School	Portland, Albany, Beaverton, Clackamas, Eugene, Hillsboro, Klamath Falls, Milwaukie, Wilsonville, Salem, Tualatin	www.hrblock.com/corporate/income-tax-course
85	Heart and Hand Montessori Teacher Education Program	Portland, OR	hahmontessori.causevox.com

ID	School Name	City	Website
86	Heritage School of Interior Design	Portland, OR	www.heritageschoolofinteriordesign.com
87	I & H Trucking	Portland, OR	iandhtruckinc.com
88	IITR Truck School	Clackamas, Redmond, Albany, Creswell, Medford	www.iitr.edu
89	InnerTrek	Portland, OR	www.innertrek.org/program-details
90	Insurance Training Associates	Portland, OR	www.itaamerica.com
91	International Air and Hospitality Academy	Vancouver, OR	aha.edu
92	Job Corps	Astoria, Estacada, Glide, Portland, Troutdale, and Yachats	www.jobcorps.gov/explore
93	Liberty Tax Schools	Portland, OR	www.libertytax.com
94	Mission Farrier School	Tygh Valley, OR	missionfarrierschool.com
95	Montessori Northwest Teacher Education	Portland, OR	montessori-nw.org
96	Montessori of Alameda Teacher Education Program	Portland, OR	montessoriofalameda.com
97	National Association for Fitness Certification	Sheridan, OR	nafconline.com
98	Norman F. Webb Real Estate Courses	Salem, OR	www.webbrecourses.com
99	Northwest School of Animal Massage	Portland, Hood River	www.nwsam.com
100	Northwest Trucking Academy	Tangent, OR	nwtruckingacademy.com
101	onlineEd.com	Tigard, OR	www.onlineed.com
102	Oregon Farrier School	Silverton, OR	www.oregonfarrierschool.com
103	Oregon Medical Training	Bend, Springfield	www.oregonmedicaltraining.com
104	Oregon School of Massage	Portland, Salem	www.oregonschoolofmassage.com
105	Pacific Healthcare Training	Central Point, OR	pacifichealthcaretraining.com/phlebotomy-training
106	Pacific Northwest Tax School	Portland, OR	www.pnwtaxschool.com
107	Phlebotomy Training Specialists	Beaverton, Clackamas, Salem	www.phlebotomyusa.com/oregon-phlebotomy-schools
108	POCA Technical Institute	Portland, OR	www.workingclassacupuncture.org/poca-technical-institute/the-school
109	Portland Actors Conservatory	Portland, OR	pac.edu
110	Portland Fashion Institute	Portland, OR	portlandfashioninstitute.com
111	Portland Jewelry Academy	Portland, OR	portlandjewelry.academy
112	Practical Dental Assisting of Oregon	Corvallis, OR	www.pdaoforegon.com
113	R&S Welding Mentors LLC	Salem, OR	weldingmentors.com
114	Rapid Eye Institute	Salem, OR	rapideyetechnology.com
115	Rogue School of Phlebotomy	Medford, OR	www.roguesp.org/classes
116	Sage School of Massage and Esthetics	Bend, OR	www.sageschoolofmassage.com
117	Shoebox Taxes, LLC	McMinnville, OR	www.shoeboxpdx.com/whoweare
118	Southern Oregon Dental Assistant Education	Medford, OR	sodaeprogram.com
119	Subtle Winds	Eugene, OR	subtlewinds.com
120	Synaptic Institute	Portland, OR	www.synaptic.institute/entheogenic-medicine-training-program
121	Synthesis Institute	Ashland, OR	www.synthesisinstitute.com
122	The Leela School of Awakening	Ashland, OR	leelaschool.org/facilitator-programs

ID	School Name	City	Website
123	The Tech Academy	Portland, OR	www.learncodinganywhere.com
124	Toro Trucking Academy	Troutdale, OR	www.torotruckingacademy.com/portland-cdl-school
125	United Bicycle Institute, Inc.	Ashland, Portland	bikeschool.com
126	Vocational Outside Line Training Academy (VOLTA)	Warrenton, OR	nwlinejatc.com
127	Waldorf Teacher Education	Eugene, OR	www.wtee.org
128	West Coast Phlebotomy Inc.	Oregon City, OR	www.westcoastphlebotomy.com
129	Whole Dog Academy	Portland, OR	www.wholedogacademy.com
130	WW NDT Services	Eugene, OR	weldcerts.com

BARBER AND BEAUTY SCHOOLS

131	Advanced Esthetics Institute	Eugene, OR	www.advancedestheticsinstitute.com
132	Aesthetics Institute	Portland, OR	aiofportland.com
133	Art of Makeup School	Lake Oswego, OR	www.artofmakeup.com
134	Aveda Institute Portland	Portland, OR	avedapdx.com
135	Beau Monde Academy of Cosmetology	Portland, OR	beaumontecollege.com
136	Bella Institute School of Cosmetology	Tigard, OR	bellainstitute.com
137	Champions Barbering Institute	Portland, OR	www.cbi.life
138	College of Hair Design Careers	Salem, OR	collegeofhairdesigncareers.com
139	Gorge Academy of Cosmetology and Massage	The Dalles, OR	www.gorgeacademy.com
140	IBS School of Cosmetology and Massage	Eugene, OR	ibs-eug.com
141	Imani Institute of Cosmetology	Ashland, OR	www.imaniinstituteofcosmetology.com
142	Johnny Matthew's Hairdressing Training School	Salem, OR	www.johnnymatthews.com
143	Nai Beauty Studio and Academy	Happy Valley, OR	www.naibeauty.com
144	Northwest College School of Beauty	Beaverton, Clackamas, Hillsboro, Medford, Springfield, Tualatin	www.nwcollege.edu
145	Oregon Dermal Academy	Grants Pass, OR	oregondermalacademy.org
146	Patsy Brows & Beauty Academy	Salem, Corvallis	www.patsybrows.com/boldbrowstrainings
147	Phagans' Cosmetology Colleges	Bend, Corvallis, Grants Pass, Medford, Salem	www.phagans-schools.com
148	Phagans School of Hair Design	Clackamas, Happy Valley	www.phagans.com
149	Portland Beauty School	Portland, OR	portlandbeautyschool.com
150	Premiere Aesthetics Institute	Bend, OR	www.premiereaestheticsinstitute.com
151	Salon Academy	Wilsonville, OR	thesalonacademys.com
152	Spectrum Advanced Aesthetics Institute	Tigard, OR	www.spectrumlasertraining.com
153	Summit Salon Academy	Portland, OR	www.summitsalonacademyportland.com
154	Tangled Ends Hair Academy	Keizer, OR	tangledends.com
155	Tanya's Beauty School	Beaverton, OR	www.tanyasbeautyschool.com

APPRENTICESHIP AND PRE-APPRENTICESHIP PROGRAM DIRECTORY

156	Oregon Bureau of Labor and Industries	Bend, Eugene, Medford, Portland, Salem	www.oregon.gov/boli/apprenticeship/Pages/default.aspx
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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 TTY 711), 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. Complete 30 hours of volunteer activities to retain eligibility for year two and all subsequent years.
4. 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 are currently in foster care (DHS or one of the federally

recognized tribes) or were in foster care and dismissed from care at age 14 or older with 180 days of foster care placement services after their 13th birthday. Youth must be **accepted/enrolled** in a postsecondary education or training program in order to receive funds. Final disbursement will not exceed the term before the youth turns age 26. Students can receive the grant for a maximum number of five years. 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, apprenticeship, 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.

SIMPLYHIRED

➔ 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

Maintained by a team of both military veterans and corporate hiring authorities, this site 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 Career Center 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.

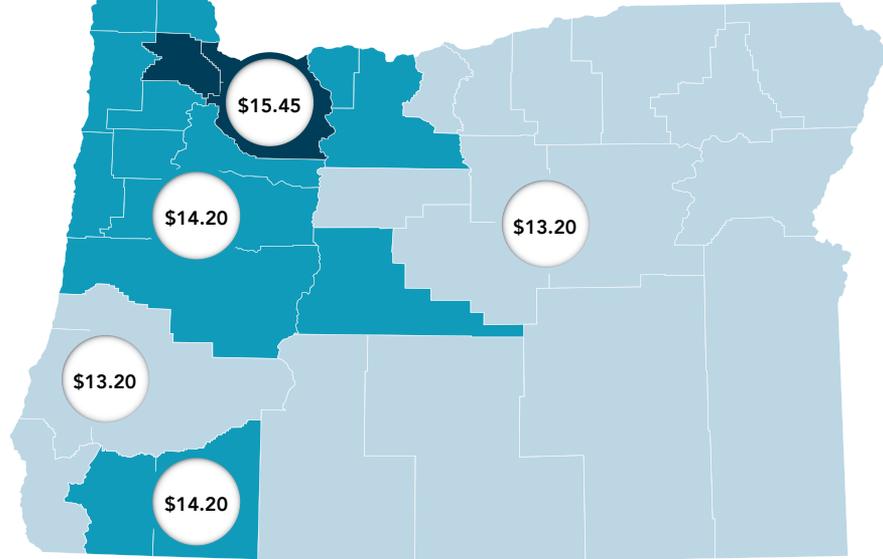
What Is the Minimum Wage?

Over 91,000 jobs in Oregon pay 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? Changes in the minimum wage go into effect every year on July 1st.

The minimum wage is 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 around the state beginning in July 2023.

Oregon Minimum Wage
July 1, 2023 - June 30, 2024



Oregon Minimum Wage by Year and Location

	JULY 2023	JULY 2024
STANDARD AREAS	\$14.20	Adjusted for Inflation
PORTLAND AREA	\$15.45	\$1.25 over the standard minimum wage
NONURBAN AREAS	\$13.20	\$1 less than the standard minimum wage

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

RESOURCES

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

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.



LEISURE & HOSPITALITY

34,000 JOBS BY 2032

Restaurant Cooks

4,000 JOBS EACH YEAR

Prepare, season, and cook dishes such as soups, meats, vegetables, or desserts in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.



\$15 to \$22 per hour



4,000 jobs each year



High school diploma or less



License from Oregon Health Authority

Fitness Trainers

980 JOBS EACH YEAR

Instruct or coach groups or individuals in exercise activities. Demonstrate techniques and form, observe participants, and explain to them corrective measures necessary to improve their skills.



\$15 to \$40 per hour



980 jobs each year



High school diploma or equivalent



National credential is typical

Bookkeeping Clerks

3,000 JOBS EACH YEAR

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.



\$17 to \$32 per hour



3,000 jobs each year



Postsecondary training (non-degree)



No license required

Sales Managers

520 JOBS EACH YEAR

Plan, direct, or coordinate the movement of a product or service. Coordinate sales distribution and establish training programs for sales representatives. Analyze sales statistics to determine sales potential and inventory requirements and monitor the preferences of customers.



\$30 to \$106 per hour



520 jobs each year



Bachelor's degree



No license required

**WE ALL HAVE
OUR OWN PATH**

**NEVER STOP
LEARNING**

**CREATE
OPPORTUNITIES**

WORK HARD

PLAY HARD

**FIND YOUR
DREAM CAREER**

