

Wyoming Career Explorer

1999



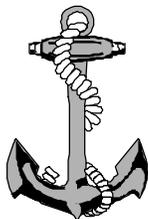
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Employment Resources
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What You Should Know
Before You Interview
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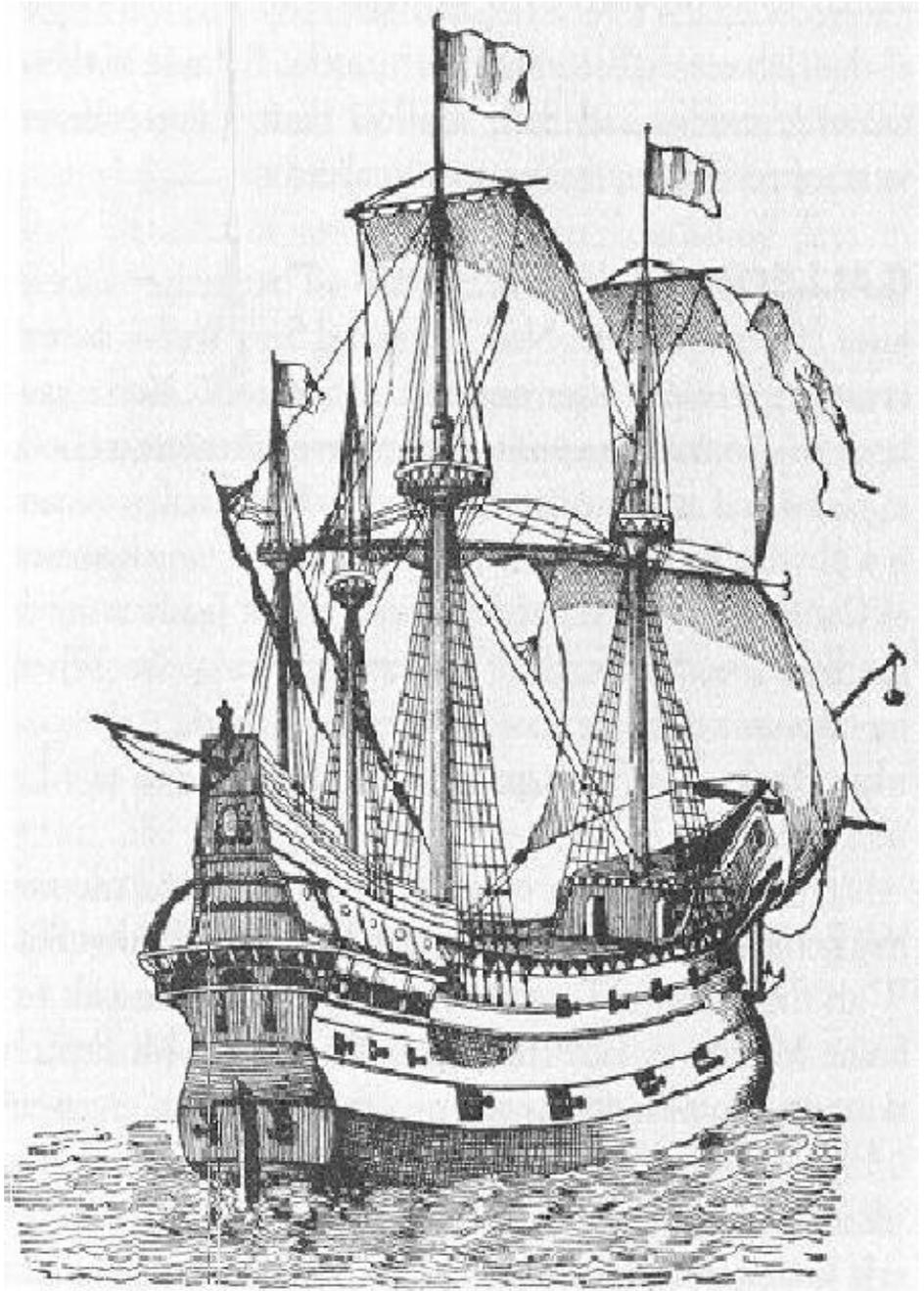


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Wyoming Career Explorer

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Internet - Quick Reference

Armed Forces

<http://goang.af.mil>
<http://www.1800goguard.com>
<http://www.airforce.com>
<http://www.goarmy.com>
<http://www.Marines.com>
<http://www.navyjobs.com>
<http://uscg.mil/jobs>

Career Planning

<http://www.careermosaic.com>
<http://www.collegenet.com/guide/info.html>
<http://www.mapping-your-future.org>

Employment Resources

<http://wyjobs.state.wy.us>

Financial Aid

<http://www.finaid.org>

Interview Tips

<http://www.myfuture.com>

Libraries

<http://www-wsl.state.wy.us/wyld/libraries/index.html>

Multi Cultural Resources

<http://blackcollegian.com>
<http://fie.com/web/mol>
<http://hacu2000.org>
<http://hanksville.phast.umass.edu/misc/naschools.html>
<http://unconf.org>
<http://www.aihec.org>
<http://www.aimd.org>
<http://www.naacp.org>

National Collegiate Athletic Association

<http://www.ncaa.org>

Research & Planning

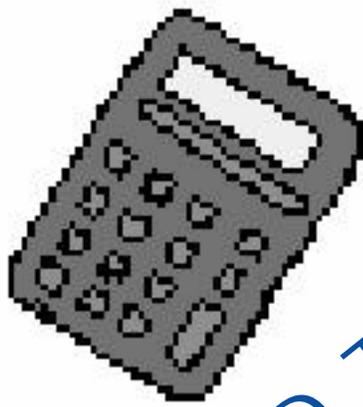
<http://lmi.state.wy.us>

Starting Your Own Business

<http://entrepreneurmag.com>
<http://www.entreworld.org>
<http://www.sbaonline.sba.gov>
<http://www.smartbiz.com>

The **Wyoming Occupational Coordinating Council**, through the **Wyoming Career Explorer** makes information about employment and career planning available. Council members work to improve communication, coordination and availability of data from Wyoming state agencies that deal with education, employment and economic development. Member agencies include:

- Wyoming Department of Education
- Wyoming Department of Employment
 - Division of Vocational Rehabilitation
 - Employment Resources Division
 - Research and Planning

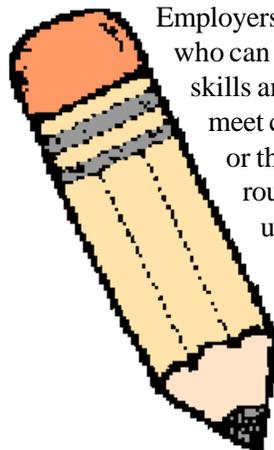


BEYOND THE BASICS

Reading, Writing and Arithmetic Are No Longer Enough

by: Craig R. Henderson

Whether you plan to take a briefcase, tool belt, laptop, stethoscope or sack lunch to work – the emerging 21st Century labor market requires nearly everyone to acquire an assortment of skills they can carry with them throughout their working lives.

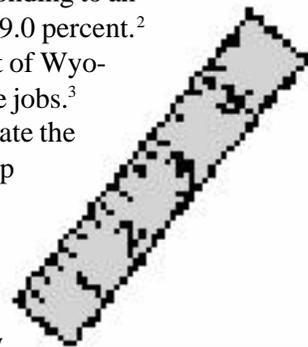


Employers increasingly demand workers who can learn new tools, upgrade old skills and adapt their work habits to meet changing economic conditions or the unexpected events that routinely challenge business-as-usual attitudes. Business is anything but usual in the context of an emerging global economy. Many employers struggle to understand and cope with its effects. More businesses relocate to

increase profits or gain access to new markets. Workers relocate, too, or commute long distances to keep their jobs or increase their wages. New technologies challenge how employees traditionally have carried out their work. The demands of work and home life often intertwine and conflict. For example, more people work from their homes, while others rely heavily on day cares, schools and family support to balance their need to work with other needs and desires. For all of these reasons, career planning becomes more important.

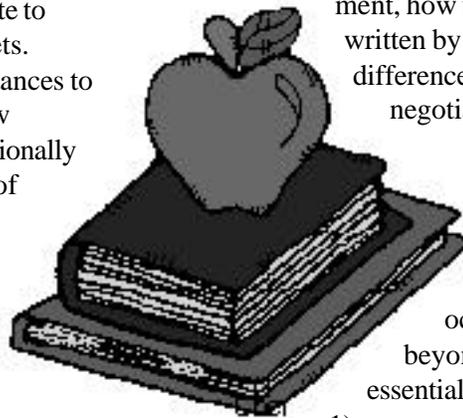
Wyoming's workforce is also changing. A recent analysis of employment patterns shows that only 8.3 percent of all Wyoming workers stayed with the same employer for a minimum of six years.¹ In

other words, more than 90 percent of Wyoming's workers changed jobs at least once in a six-year period. In 1997, for every 100 people employed, Wyoming firms had to find replacements for nine employees; thus, responding to an employee turnover rate of 9.0 percent.² Also, in 1996, 14.2 percent of Wyoming workers held multiple jobs.³ These measures demonstrate the need for workers to develop more than one interest and be adaptable. People must train themselves to be ready for brand new challenges, even while they commit themselves to securing the stepping-stone positions supporting their journey toward their preferred, long-term career objectives.



For a moment, consider how technological change has affected the local librarian, restaurant owner, coal miner or business teacher. Today, even a musician — someone with a well-developed, specialized talent — needs to know more than how to play a guitar or flute. A musician must learn how the instrument interacts with sound and recording equipment, how to interpret musical scores written by others and communicate differences in interpretation, how to negotiate contracts and market

talents or services in a highly competitive industry, and, perhaps, even learn a foreign language or two. Most occupations today reach beyond the basics to reflect five essential workplace competencies:



1) resources, 2) interpersonal, 3) information, 4) systems, and 5) technology.⁴ These skill categories are described in the checklist on page 5. In combination, these skills represent a variety pack for employees to offer prospective employers.

8 Keys to Employability

Employers value:

1. Ethical workers
2. Team players
3. Creative problem-solvers
4. Communication skills
5. Maturity
6. Professional appearance
7. Results-oriented workers
8. Commitment

Source: Adapted from *NH Job Notes*,
Fall 1998, p. 7.

“Learning-how-to-learn” is not just an over-rehearsed sound-bite from the lips of well-meaning teachers. As a career strategy, a commitment to learning makes economic sense. According to Figure 2 (page23), careers requiring all levels of additional education and training are experiencing job growth nationally. The highest demand (25%) is for jobs requiring a bachelor’s degree. Figure 3 (page23) shows that educational and training success leads to higher wages. A high school diploma opens doors and jump starts career planning, but no longer by itself does it pave a path to job security.

Although Wyoming’s 30 top fastest-growing occupations do not always equate with the state’s 30 top-paying occupations (see tables, page 12), Electricians and Financial Managers appear on both lists. These trends are meant to inform people, not impose limits on them. For example, a comparison of occupational pay and job growth also demonstrates that both vocational training and a college education can lead to meaningful work in high-paying industries. The career matrix (pages 12-19) identifies several alternative careers and their corresponding wages.

Among the under-reported characteristics of Wyoming’s workforce are the large proportion of men and women who work for themselves. In 1995, the self-employed represented nearly 22.7 percent of the workforce.⁵ Also, the prevalence of small firms throughout Wyoming suggests greater opportunities for career cross-training. Where businesses rely on

fewer employees, those they hire often are asked to learn a larger cross-section of skills. Smaller Wyoming businesses may provide new workers apprenticeships or opportunities to find a mentor, training options not as customary in larger organizations which emphasize specialization of tasks. These opportunities, in turn, permit individuals to explore self-employment options before assuming the risks.

In addition to pursuing the training requirements necessary to get an employer’s attention, workers need to project values that *keep* the employer’s attention. The “8 Keys to Employability” demonstrate the focused, ready-to-work attitude that employers seek. Self-presentation skills and a responsible nature do not always compensate for a lack of education or experience, but they often tip the scale in an applicant’s favor when other factors are equal. Also, they may make or break a job performance evaluation. Most employers issue some type of employee “report card” each year to review quality of work and productivity. These performance reports help employers determine raises or bonuses.

The *Career Explorer* offers a variety of labor market information sources and helpful tips for seasoning an employee’s knowledge about employment opportunities. Moreover, this publication provides a useful mix of ideas for preparing yourself, catching the attention of hungry employers and nurturing your career goals. In a global economy, employers are demanding a menu of skills, knowledge and values from their employees. Plan your career menu carefully, and remember that for many employers, vanilla ice cream has given way to 31 flavors.

¹ Gregg Detweiler, “Industry Variations in Wyoming’s Steady Workers,” *Wyoming Labor Force Trends*, May 1999, p. 1. This percentage is based on an analysis of Wyoming workers appearing in Unemployment Insurance Wage Records between 1992-1997.

² Mike Evans, “Job Turnover and Hire Rates in Wyoming,” *Wyoming Labor Force Trends*, June 1999, p. 3.

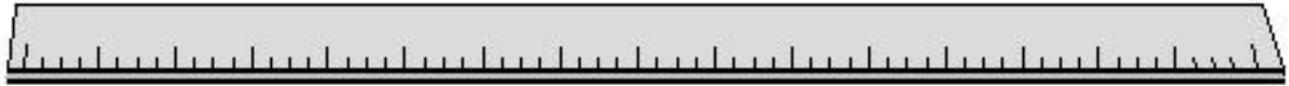
³ Krista R. Shinkle, “Wyoming-Attached Workers: Living and Working in Wyoming,” *Wyoming Labor Force Trends*, April 1999, p. 1.

⁴ Secretary’s Commission on Achieving Necessary Skills, 1991. “What Work Requires of Schools: A SCANS Report for American 2000.” Washington: U.S. Department of Labor, [handout derived from this source].

⁵ Carol Toups, “Self-Employment as a Work Option in Wyoming,” *Wyoming Labor Force Trends*, November 1998, p. 1.

How do your skills measure up?

Check (✓) those skills you have.



I. FOUNDATION SKILLS:

Competent workers in the high-performance work place need the following skills:

A. Basic Skills - reading, writing, arithmetic and mathematics, algebra I, algebra II, science, geometry, trigonometry, physics, speaking and listening.

I am able to:

- ___ Read, write, and compute mathematical problems
- ___ Apply basic skills to unfamiliar situations
- ___ Read or listen to directions and carry them out

B. Thinking skills - the ability to learn, to reason, to think creatively, to make decisions and to solve problems.

I am able to:

- ___ Think, work and act independently without continuous supervision
- ___ Think creatively
- ___ Identify and isolate problems
- ___ Solve task-related problems
- ___ Continually upgrade my skills

C. Personal Qualities - individual responsibility, self-esteem and self-management, sociability and integrity.

I am able to:

- ___ Present a positive attitude toward work
- ___ Maintain a professional appearance
- ___ Accept new responsibilities
- ___ Be reliable and prompt
- ___ Show pride in my accomplishments
- ___ Practice effective people skills
- ___ Respect others
- ___ Be a self-starter

II. WORKPLACE COMPETENCIES

A. Resources - Workers of the future know how to allocate time, money, materials, space and staff.

I am able to:

- ___ Understand how a business operates
- ___ Understand why business operates for a profit
- ___ Practice effective time management skills
- ___ Work quickly and accurately
- ___ Organize project materials
- ___ Quickly become self-reliant

B. Interpersonal skills - Effective workers can productively use interpersonal skills. They can work on teams, teach others, serve customers, lead, negotiate and work well with people from culturally diverse backgrounds.

I am able to:

- ___ Serve positively on problem-solving teams
- ___ Interact productively with others
- ___ Teach others
- ___ Assume initiative
- ___ Negotiate and resolve problems
- ___ Accommodate the needs of others
- ___ Work productively with people from culturally diverse backgrounds

C. Information - They can acquire and evaluate data, organize and maintain files, interpret and communicate and use computers to process information.

I am able to:

- ___ Acquire and evaluate data
- ___ Keyboard or enter data on a computer
- ___ Apply basic software to the job
- ___ Interpret, communicate and use computers to process information
- ___ Organize and maintain files

D. Systems - Effective workers can productively use systems. They understand social, organizational, and technological systems; they can monitor and correct performance; and they design or improve systems.

I am able to:

- ___ Comprehend basic concepts of social, organizational and technological systems
- ___ Monitor and correct performance
- ___ Display curiosity about how things work
- ___ Design and improve systems in performing project tasks

E. Technology - Effective workers can productively use technology. They can select equipment and tools, apply technology to specific tasks and maintain and troubleshoot equipment.

I am able to:

- ___ Select appropriate equipment to do the job
- ___ Apply technology to specific tasks
- ___ Maintain and troubleshoot equipment
- ___ Adapt knowledge and skills to new technology

Source: Adapted from the Secretary's Commission on Achieving Necessary Skills (SCANS) final 1992 report "Learning a Living."



Emphasize the skills you checked on resumes and during job interviews! Work on acquiring those skills you did not check.

Career Pathways: Leading You to the Job of Your Dreams

Arts and Humanities - Careers involving creating and designing, through writing, performing, drawing or sketching to entertain or inform others, as well as helping others with mental, emotional, or social needs through communicating, listening, counseling and informing others.

Entry-Level Jobs

On-the-Job Training
High School Diploma

Classified Ad Writer
Floral Arranger
Freelance Writer
Library Worker
Merchandise Displayer
Model
Musician
Office Assistant
Picture Framer
Print Shop Assistant
Production Craftsperson
Proofreader
Radio Announcer
Reporter
Retail Book Sales
Stagehand (Grip)
Studio Assistant

Skilled-Level Jobs

Specialized Schools
Community College

Artist
Cartoonist/Animator
Copywriter
Dancer/Choreographer
Fashion/Costume Designer
Foreign Language Interpreter
Graphic Designer
Legal Secretary
Library Assistant
Photo Journalist
Photographer
Print & Broadcast Reporter
Printing Machine Operator
Public Relations Specialist
Textile Designer
TV/Film Camera Operator
Writer/Author

Professional-Level Jobs

Four-Year College Degree
Advanced Degree

Architect
Cinematographer
Editor
Education Administrator
Foreign Correspondent
Historian/Curator
Interior Designer
Journalist
Judge
Landscape Architect
Lawyer
Librarian
Lobbyist/Politician
Musician
Playwright
Teacher
Technical Writer

suggested high school classes



Subject	High School			
	9th	10th	11th	12th
Math	Applied Math, Algebra I, Algebra II, Geometry, and Math Elective			
English	English I	English II	English III or Speech or Applied Communication	English IV or Debate or Applied Communication
Science	As Required			
Social Studies	As Required			Psychology or Sociology
Physical Education	As Required			
Technical Core	Keyboarding	Computer Applications		
Technical Speciality	Commercial Art Graphic Arts Design Drafting Art Ceramics	Family & Consumer Sciences, such as Housing/Home Furnishing Clothing Design Foods and Nutrition Fashion Design & Merchandising Home/Interior Design	Band Chorus Dance Music Theory & Composition Desktop Publishing Journalism Multi-Media Communication	World Literature Foreign Languages Cooperative Education or Mentorship Entrepreneurship Marketing
	Play Production Photography Television Production			

Business and Management - Careers involving business contact with others, including sales management and planning; business operations, including recordkeeping, accounting, information storage and retrieval; and business machine operation.

Entry-Level Jobs
On-the-Job Training
High School Diploma

Auctioneer
Bank Teller
Bill Collector
Billing Clerk
Cashier
Clerk (General)
Courier
Fast Food Cook
File Clerk
Hotel Clerk
Janitor
Maid
Order Clerk
Postal Mail Carrier
Receptionist
Telemarketer
Switchboard Operator

Skilled-Level Jobs
Specialized Schools
Community College

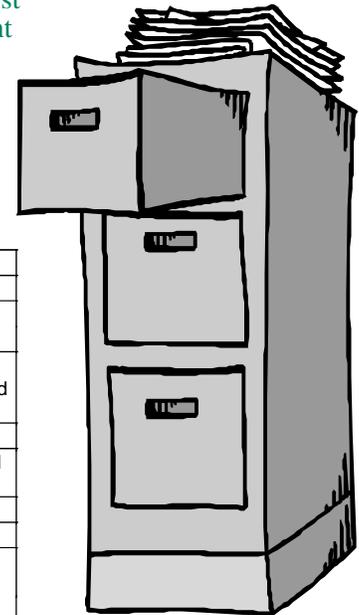
Bookkeeper
Building Manager
Chef/Caterer
Cost Estimator
Dispatcher
Executive Secretary
Financial Manager
Funeral Director
Hotel Manager
Insurance Agent
Insurance Examiner
Office Manager
Paralegal
Postmaster
Real Estate Appraiser
Secretary
Travel Agent

Professional-Level Jobs
Four-Year College Degree
Advanced Degree

Accountant
Administrative Manager
Air Traffic Controller
Attorney
Auditor
Budget Analyst
Consultant
Farm Owner/Manager
Loan Officer
Mortgage Banker
Production Planner
Purchasing Agent
Safety Engineer
Securities Sales
Systems Analyst
Tax Accountant
Urban Planner

suggested high school classes

Subject	High School			
	9th	10th	11th	12th
Math	Algebra I, Algebra II, Probability & Statistics, and Math Elective or Applied Math, Algebra II, and Probability & Statistics			
English	English I	English II	English III or Applied Communication	English IV or Speech or Applied Communication
Science	As Required			
Social Studies	As Required		Psychology or Sociology	Government and Economics
Physical Education	As Required			
Technical Core	Keyboarding	Computer Applications		
Technical Speciality: Accounting Careers	Accounting I & II Advanced Computer Applications		Recommended Electives: Accounting III & IV Business Law Entrepreneurship Cooperative Education	
Technical Speciality: Computer Information Careers	Advanced Computer Applications Accounting I & II Administrative Office Procedures		Recommended Electives: Cooperative Education	
Technical Speciality: Administrative Support Careers	Accounting I & II Desktop Publishing Administrative Office Procedures Advanced Computer Applications		Recommended Electives: Cooperative Education	
Technical Speciality: Marketing & Management Careers	Introduction to Marketing Advanced Marketing		Recommended Electives: Entrepreneurship Cooperative Education	



Health and Human Services - Careers involving contact with others in a helping role, including education, caregiving, personal services and health care. Also included are occupations that meet personal needs through communications and relationship skills.

Entry-Level Jobs On-the-Job Training High School Diploma

- Bus Driver
- Certified Nurse Aide
- Child Care Worker
- Corrections Worker
- Day Care Owner
- Dietetic Technician
- Exercise Instructor
- Geriatric Aide
- Home Health Aide
- Hospital Aide
- Hospital Clerk
- Medical Secretary
- Nanny
- Office Aide
- Security Guard
- Social Services Aide
- Teacher Aide
- Weight Reduction Specialist

Skilled-Level Jobs Specialized Schools Community College

- Addiction Specialist
- Agriculture Specialist
- Barber
- Chef/Caterer
- Correction Officer
- Daycare Operator
- Dental Assistant/Hygienist
- Exercise Trainer
- Food Service Manager
- Hairdresser/Stylist
- Licensed Practical Nurse
- Manicurist
- Medical Lab Technician
- Medical Transcriptionist
- Physicians Assistant
- Police Officer
- Registered Nurse
- Respiratory Therapist

Professional-Level Jobs Four-Year College Degree Advanced Degree

- Athletic Coach/Trainer
- Audiologist
- Chiropractor
- Counselor
- Dentist
- Dietitian
- Forensics Pathologist
- Forester
- Gerontologist
- Natural Resources Specialist
- Nurse Anesthetist
- Nurse Practitioner
- Parole Officer
- Pharmacist
- Physician
- Psychologist
- Teacher
- Veterinarian



suggested high school classes

Subject	High School			
	9th	10th	11th	12th
Math	Algebra I	Algebra II	Geometry	Probability & Statistics or Math Elective
English	English I	English II	English III or Applied Communication	English IV or Applied Communication
Science	Physical Science	Biology or Chemistry	Chemistry or Applied Biology/Chemistry	Anatomy or Advanced Biology or Physics
Social Studies	As Required		Psychology or Sociology	Government and Economics
Physical Education	As Required			
Technical Core	Keyboarding	Computer Applications		
Technical Speciality	Health Careers Family & Consumer Sciences, such as Child Development Child Care Parent Education Foods and Nutrition		Recommended Electives: Cooperative Education Weight Management Aerobics Strength Training/Conditioning	



Science and Technology - Careers involving science, math, and technology to produce goods, repair and operate equipment, solve problems and meet developing needs through the use of computers, robots, or computer controlled machines.

Entry-Level Jobs

On-the-Job Training
High School Diploma

Assembly Worker
Baker Assistant
Cable TV Installer
Construction Worker
Dry Cleaner
Energy Conservation Tech
Engineering Aide
Farm/Ranch Worker
Heavy Equipment Operator
Telephone/TV Installer
Maintenance Mechanic
Maintenance Worker
Milling Assistant
Oil Field Laborer
Seismograph Helper
Surveyor Technician
Switcher/Operator
Truck Driver

Skilled-Level Jobs

Specialized Schools
Community College

Aircraft Mechanic
Automotive/Diesel Mechanic
Bricklayer
Cabinet Maker
Carpenter
Cartographer
Computer Aide
Concrete Finisher
Draftsperson
Drywall Installer
Electrician
Insulation Installer
Machinist
Power Plant Operator
Plumber
Robotics Technician
Tool and Die Maker
Welder/Cutter

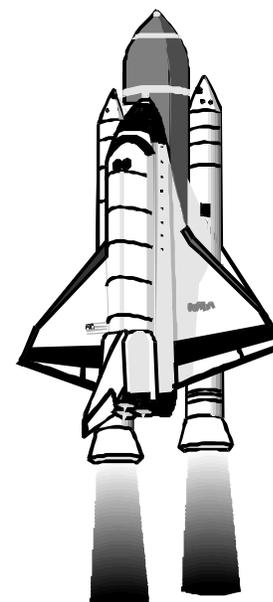
Professional-Level Jobs

Four-Year College Degree
Advanced Degree

Aerospace Engineer
Anthropologist
Architect
Automotive Engineer
Building Inspector
Civil Engineer
Commercial Pilot
Computer Programmer
Conservation Scientist
Consultant
Electrical Engineer
Fish and Game Warden
Mechanical Engineer
Meteorologist
Pathologist
Petroleum Engineer
Surveyor
Veterinarian

suggested high school classes

Subject	High School			
	9th	10th	11th	12th
Math	Algebra I	Algebra II	Geometry	Probability & Statistics or Math Elective
English	English I	English II	English III or Speech or Applied Communication	English IV or Speech
Science	Physical Science	Biology or Applied Biology/Chemistry	Science Elective	Science Elective
Social Studies	As Required			
Physical Education	As Required			
Technical Core	Technology Education			
Technical Speciality	See specific technology program area curriculum in Agricultural Mechanics Auto Collision Automotive Technology Construction Diesel Mechanics Drafting Electronics Engineering Welding		Recommended Electives: Computer-Assisted Drafting Cooperative Education Entrepreneurship	



Source: Adapted from North Dakota State Occupational Information Coordinating Committee and the North Dakota University System, *Career Outlook*, 1998, pp. 26-27.

Q: How do I get a job without any experience?

A: Student organizations and extracurricular activities can beef up experience!

Become an active member of a student organization or participate in extracurricular activities. You can incorporate your experiences into "real life" examples of your ability to work as a team player, to organize an activity or conduct a meeting. You will have a working knowledge of issues related to your career choice by joining a vocational organization.

Not only can participation in school activities and groups help you gain valuable experience, but it can improve your chances of getting college scholarships. Many financial aid and scholarship committees use involvement in school programs as a means of rating applicants.

Also, you can use common organizations as a way of networking with potential employers. Club or organization alumni can provide valuable leads (and even jobs!) when looking for employment.

Here are Some Examples...



GIRL SCOUTS

Hospital Volunteers

Student Government

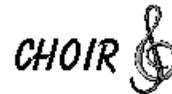


BOY SCOUTS

Future Problem Solvers



Odyssey of the Mind



National Honor Society



Future Business Leaders of America (FBLA)

Cheerleading/Pep Club



Future Farmers of America (FFA)



Vocational/Industrial Clubs of America (VICA)



Athletics



Band/Orchestra

DEBATE/FORENSICS



Journalism/Yearbook



4-H



SCIENCE FAIRS

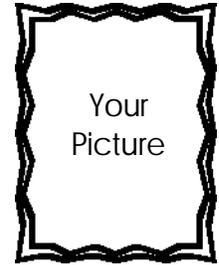


Future Homemakers of America (FHA)

Clubs (Art, Chess, Computer, Key, Rodeo, Photography, Foreign Language Clubs, Drama, etc.)

MONEY MATTERS

We all know that money is necessary, yet you probably aren't aware of the many expenses adults have to pay for on a monthly basis. Below are the budgets for Tom and Cindy. They have different professions, incomes and expenses. On the right side are blank spaces for you to write down your future budget. We have only listed major expenses and have omitted such items as Internet service, haircuts, cosmetics and medical and auto insurance. On a separate sheet of paper write down all the expenses you can think of that you will have in your future.



Budgets

	Tom	Cindy	You
Profession	Video Store Clerk	Computer Programmer	_____
Monthly Salary	\$1,120	\$5,000	\$ _____
- Taxes ¹	- 257	- 1,500	\$ _____
Take Home Pay	\$863	\$3,500	\$ _____

EXPENSES

Housing ²	\$450	\$1,000	\$ _____
Electricity	\$75	\$125	\$ _____
Cable T.V.	none	\$40	\$ _____
Phone	none	\$45	\$ _____
Groceries	\$210	\$280	\$ _____
Clothes	none	\$200	\$ _____
Transportation ³	\$100	\$410	\$ _____
Entertainment	\$28	\$200	\$ _____
Student Loan	none	\$200	\$ _____
Remainder	\$0	\$1,000	\$ _____

1. Tom pays about 23% in taxes; Cindy about 30%.
2. Tom rents a 1 bedroom apartment; Cindy is buying a 3 bedroom/2 bath home.
3. Tom uses public transportation; Cindy drives a new car.

Source: Adapted from Texas State Occupational Information Coordinating Committee, *Career Success*, 1998, p.5.

Top 30 Highest Paying Jobs in Wyoming

Occupation	Average Hourly Wage
Physicians & surgeons	\$48.29
Dentists	\$41.22
Chemical engineers	\$30.92
All other health practitioners	\$30.20
Petroleum engineers	\$30.05
Safety engineers, except mining	\$29.35
Managers, engineering, math & natural sciences	\$29.01
Managers, mining & related occupations	\$28.36
Optometrists	\$27.66
Industrial engineers, except safety	\$27.59
Mining machine operators	\$27.24
Mining engineers, including mine safety	\$27.00
Dragline operators	\$26.36
Estimators & drafters, utilities	\$26.02
Geologists, geophysicists & oceanographers	\$25.93
Blasters & explosives workers	\$25.80
Electricians, powerhouse, substation & relay	\$25.24
Education administrators	\$25.19
Physical therapists	\$24.73
Pharmacists	\$24.61
First line supervisors, production/const./maint.	\$24.32
Mechanical engineers	\$24.15
Computer engineers	\$23.83
Engineering teachers	\$23.66
Agricultural & food scientists	\$23.36
Gaugers	\$23.35
Lawyers	\$23.33
Financial managers	\$23.07
Rotary drill operators, oil & gas extraction	\$22.97
Railroad conductors and yardmasters	\$22.70

Top 30 Jobs With Highest Projected Growth

Occupation	Projected Number of New Jobs By 2006
Salespersons, retail	1247
Cashiers	929
Managers, general & top executives	647
Maintenance repairers	455
Marketing/sales supervisors	416
Food preparation workers	369
Carpenters	346
Nursing aides & orderlies	291
Waiters & waitresses	290
Stock clerks, stockroom/warehouse	266
Receptionists	265
Electricians	256
Registered nurses	250
Home health aides	245
Managers, financial	240
Truck drivers, light	238
Helpers & laborers	228
Carpenters & related helpers	184
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For more information on wages, an occupation not listed in the career tables below or to receive a copy of the *Wyoming Wage Survey*, contact the Occupational Employment Statistics (OES) unit at Research & Planning - (307) 473-3805 or visit our website <http://lmi.state.wy.us>

For more information on occupational projections or to receive a copy of *Wyoming Industry & Occupational Projections 1996 - 2006*, contact the Current Employment Statistics (CES) unit at Research & Planning - (307) 473-3817 or visit our website <http://lmi.state.wy.us>

What Do You Want To Do? The Career Matrix Can Help You Find Out.

Deciding what you want to do for the rest of your life is a big decision. It might help to know some of the jobs that are out there. The following pages contain a sampling of all the jobs available to you. Some of them may be jobs you've already considered and some may be jobs you didn't even know existed.



Accountant & Auditor

Average Hourly Wage = \$17.27

Examines, analyzes and interprets accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

Agricultural/Food Scientist

Average Hourly Wage = \$23.36

Researches problems related to agriculture, animal husbandry and horticulture, including the development of improved methods of cultivation, the processing, handling, and storing of products, and related activities.

Air Traffic Controller

Average Hourly Wage = \$27.41*

Controls air traffic on and within vicinity of airport and movement of air traffic between altitude sectors and control centers according to established procedures. Authorizes, regulates, and controls commercial airlines flights to expedite and insure safety of flight.

Aircraft Mechanic

Average Hourly Wage = \$15.97

Repairs and maintains the operating condition of aircraft assemblies, such as hydraulic and pneumatic systems, landing gear, propeller assemblies, fuel tanks, and airframe assemblies. Inspects, tests, modifies, and installs equipment according to specifications using tools.

Aircraft Pilot

Average Hourly Wage = \$19.09

Pilots and navigates flight of private or commercial aircraft for the transportation of passengers, freight, mail, or other purposes. Must be Federally licensed. Includes occupations concerned with flight operations and maintenance; i.e. test pilots, helicopter pilots, and others.

Amusement & Recreation Attendant

Average Hourly Wage = \$6.38

Performs any of a variety of attending duties at an amusement or recreation facility. Schedules use of recreation facilities, allocates equipment to participants of sporting events or recreational pursuits, collects fees for games played, or operates carnival rides and amusement concessions.

Announcer, Radio & TV**Average Hourly Wage = \$7.39**

Introduces various types of radio or television programs, interviews or questions guests, or acts as master of ceremonies. Reads news flashes and identifies station by giving call letters.

Anthropologist**Average Hourly Wage = \$20.14***

Engages in research concerned with human society and its characteristic elements, such as origin, race, or state. Collects, interprets, and applies scientific data relating to human behavior and mental processes.

Architect**Average Hourly Wage = \$18.57**

Plans and designs structures, such as private residences, office buildings, theaters, factories, and other structural property.

Artist/Commercial Artist**Average Hourly Wage = \$16.52***

Designs and executes artwork to illustrate subject matter or promote public consumption of materials, products, or services and to influence others in their opinions of individuals or organizations.

Assembler & Fabricator**Average Hourly Wage = \$10.30***

Workers engaged in production assembly or fabrication, generally found in manufacturing industries doing non-precision assembly work.

Audiologist**Average Hourly Wage = \$21.33***

Examines and provides remedial services for persons with hearing disorders.

Automotive Mechanic**Average Hourly Wage = \$12.37**

Adjusts, repairs, and overhauls automotive vehicles. May be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. May estimate damage for customer and negotiate repair costs. May use computerized diagnostic equipment.

Baker**Average Hourly Wage = \$7.10**

Mixes and bakes ingredients according to recipes to produce small quantities of breads, pastries, and other baked goods for consumption on premises or for sale as specialty baked goods.

Bank Teller**Average Hourly Wage = \$7.54**

Receives and pays out money. Keeps records of money and negotiable instruments involved in a financial institutions' various transactions.

Barber**Average Hourly Wage = \$9.63***

Provides customers with barbering services, including cutting, trimming, shampooing, and styling hair. Gives shaves and shapes contour of hair line. May sell lotions, tonics, and other cosmetic supplies.

Bill & Account Collector**Average Hourly Wage = \$10.20**

Locates and notifies customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Receives payment and posts amount to customer's account; prepares statements to credit department if customer fails to respond; initiates repossession procedures.

Billings Clerk**Average Hourly Wage = \$9.37**

Compiles data, computes fees and charges, and prepares invoices for billing purposes. Computes costs and calculates rates for goods, services, and shipment of goods. Posts data and keeps other relevant records. Uses business machines such as computers and calculators.

Blaster & Explosives Worker**Average Hourly Wage = \$25.80**

Places explosives in holes or other spots and detonates the explosives to demolish structures or to loosen, remove, or displace earth, rock, or other materials.

Bookkeeping, Accounting, & Audit Clerk**Average Hourly Wage = \$9.64**

Computes, classifies, and records numerical data to keep sets of financial records complete. Performs any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check accuracy of records.

Brick Mason**Average Hourly Wage = \$16.99**

Lays building materials, such as brick, structural tile, concrete, cinder, glass, gypsum, and terra cotta block (except stone), to construct or repair walls, partitions, arches, sewers, and other structures.

Budget Analyst**Average Hourly Wage = \$21.73**

Examines budget estimates for completeness, accuracy, and conformance with procedures and regulations. Examines requests for budget revisions, recommends approval or denial, and drafts correspondence. Analyzes monthly department budgeting and accounting reports.

Building & Construction Inspector**Average Hourly Wage = \$16.96**

Inspects new or remodeled construction to determine its soundness and compliance to specifications, building codes, and other regulations.

Bus Driver**Average Hourly Wage = \$8.15**

Drives bus to transport passengers or students over specified routes to local or distance points or to and from schools. Assists passengers with luggage and collect tickets. Maintains order during school trips and adheres to safety rules.

Cabinet Maker**Average Hourly Wage = \$11.07***

Cuts, shapes, and assembles wooden articles, such as store furniture. Sets up and operates a variety of machinery, such as power saws, jointers, mortises, tenoners, molders, and shapers, to cut and shape parts from wood stock.

Camera Operator, TV**Average Hourly Wage = \$12.19***

Operates television or motion picture camera to photograph scenes for television broadcasts, advertising, or motion pictures.

Carpenter**Average Hourly Wage = \$13.22**

Performs carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Studies blueprints, sketches, or building plans for information. Must use multiple hand and power tools.

Cashier**Average Hourly Wage = \$6.63**

Receives and disburses money in establishments other than financial institutions. Usually involves use of adding machines, cash registers, and change makers.

Child Care Worker**Average Hourly Wage = \$6.05**

Attends children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play.

Chiropractor**Average Hourly Wage = \$32.69***

Adjusts spinal column and other articulations of the body to prevent disease and correct abnormalities of the human body believed to be caused by interference with the nervous system. Examines patients to determine nature and extent of disorder. May use supplementary measures.

Clerical Supervisor**Average Hourly Wage = \$13.32**

Directly supervises and coordinates activities of clerical and administrative support workers. Functions may include accounting, marketing, and personnel work, and may also engage in the same clerical work as the workers they supervise.

Coach/Trainer**Average Hourly Wage = \$11.15**

Instructs or coaches groups or individuals in the fundamentals of sports. Demonstrates techniques and methods of participation. Observes and informs participants of corrective measures necessary to improve their skills.

Computer Programmer**Average Hourly Wage = \$17.01**

Converts symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations to detailed logical flow chart for coding into computer language; develops and writes computer programs to store, locate, and retrieve specific data or information.

Computer Programmer Aid**Average Hourly Wage = \$14.83***

Assists computer programmers or systems analysts by performing computer-related tasks such as entering computed programs for conversion to machine instructions, writes simple programs to retrieve data, and other duties to assist in the processing of data or controlling of processes.

Computer Support Specialist**Average Hourly Wage = \$13.55**

Provides technical assistance to computer system users. Answers questions or resolves computer problems for clients in person, via telephone, or from remote location. Provides assistance concerning the use of computer hardware and software, including operating systems and e-mail.

Concrete and Terrazzo Finisher**Average Hourly Wage = \$11.29**

Applies cement, sand, pigment, and marble chips to floors, stairways, and cabinet fixtures to finish and attain durable and decorative surfaces according to specifications and drawings. Finishes surfaces of freshly poured concrete walls, roads, walkways, and ornamental stone faces.

Cook, Fast Foods**Average Hourly Wage = \$5.79**

Prepares and cooks food in a fast food restaurant with a limited menu. Duties of the cooks are limited to preparation of a few basic items and normally involve operating large-volume single-purpose cooking equipment.

Cook, Restaurant**Average Hourly Wage = \$7.43**

Prepares, seasons, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.

Correction Officer**Average Hourly Wage = \$14.59***

Guards inmates in penal or rehabilitative institution in accordance with established regulations and procedures. May guard prisoners in transit between jail, courtroom, prison, or other points, traveling by car or public transportation. Includes Deputy Sheriffs.

Cost Estimator**Average Hourly Wage = 19.14**

Prepares costs estimates for product manufacturing, construction projects, or services, to aid management in bidding on or determining price of product or service.

Counselor**Average Hourly Wage = \$18.78***

Counsels individuals and provides group educational and vocational guidance services. Collects, organizes and analyzes information about individuals through records, tests, and interviews to appraise their abilities, aptitudes, personality, and interests for vocational or educational planning.

Curator/Archivist/Museum Technician**Average Hourly Wages = \$13.90**

Administers affairs of museum and conducts scientific research programs. Directs instructional, research, and public service activities of institution. Appraises, edits, and directs safekeeping of permanent records and historically valuable documents. Prepares specimens and restores items.

Courier**Average Hourly Wages = \$8.46**

Runs errands. Sorts and delivers messages, documents, packages, and other items to offices or departments within an establishment or to other business concerns, traveling by foot, bicycle, motorcycle, automobile, or public conveyance. May use telephone to complete assigned tasks.

Dancer/Choreographer**Average Hourly Wage = \$11.52***

Performs dance solos or dances with partners or groups to entertain audiences. May also sing or act. Creates and teaches original dance for ballet, musical, or review. May direct and stage presentations.

Dental Assistant**Average Hourly Wage = \$8.92**

Assists Dentist at chair, sets up patient and equipment, keeps records, and performs related duties as required. Provides diagnostic aids including exposing radiographs, taking medical histories, recording vital signs, making preliminary impressions, and making occlusion registrations.

Dental Hygienist**Average Hourly Wage = \$19.57**

Performs dental prophylactic treatments and instructs groups and individuals in the care of the teeth and mouth. Removes stains and deposits of tartar from teeth and beneath margin of gums. Charts conditions of decay and disease for diagnosis and treatment.

Dentist**Average Hourly Wage = \$41.22**

Diagnoses and treats diseases, injuries, and malformations of teeth or gums and related oral structures. Examines patients and X-rays to diagnose maladies. Cleans, fills, extracts, and replaces teeth using rotary and hand instruments, dental appliances, and surgical implants.

Designer**Average Hourly Wage = \$8.92**

Designs or arranges objects and materials to achieve artistic or decorative affects for apparel or other commercial items. May also create, mark out, or draw designs for items, such as furniture and machinery. Includes art director, layout artist, creative designers.

Dietitian & Nutritionist**Average Hourly Wage = \$15.00**

Organizes, plans, and conducts food service or nutritional program to assist in promotion of health and control of disease. May administer activities of department providing quantity food service.

Dietetic Technician**Average Hourly Wage = \$9.62**

Under direct supervision of Dietitians, or following established nutritional guidelines, advises on food or nutrition.

Dispatcher, Police/Fire/Ambulance**Average Hourly Wage = \$9.81**

Schedules and dispatches police, fire crews, or ambulance crews to scenes of crime, accidents, and destruction. Keeps in contact with officials at site and directs back-up help where needed. Duties may include transmitting assignments and compiling statistics and reports.

Drafter**Average Hourly Wage = \$14.52**

Prepares clear, complete, and accurate working plans and detail drawings from rough or detailed sketches or notes for engineering or manufacturing purposes according to specified dimensions. Utilizes knowledge of various machines, mathematics, and other physical sciences.

Dragline Operator**Average Hourly Wage = \$26.36**

Operates power-driven crane equipment with dragline bucket to excavate or move sand, gravel, mud, or other materials.

Dry Cleaner and Laundry Machine Operator**Average Hourly Wage = \$6.90**

Operates and tends dry cleaning or washing machines to dry-clean or wash commercial, industrial, or household articles, such as cloth garments, suede, leather, furs, blankets, draperies, fine linens, rugs, and carpets.

Drywall Installer**Average Hourly Wage = \$14.44**

Applies plasterboard or other wallboard to ceilings and interior walls of buildings.

Education Administrator**Average Hourly Wage = \$25.19**

Plans, organizes, directs, controls, or coordinates the education activities of colleges and universities, elementary, secondary, or post-secondary schools, vocational or technical schools, or training and instructional organizations for private business or other agencies.

Electrician**Average Hourly Wage = \$16.05**

Installs, maintains, and repairs wiring, electrical equipment, and fixtures. Insures that work is in accordance with relevant codes. May read blueprints. Measures, cuts, bends, threads, assembles, and installs electrical conduit. Pulls wires through conduit and splices them together.

Electrician, Powerhouse, Substation, & Relay**Average Hourly Wage = \$25.24**

Inspects, repairs, and maintains electrical equipment in generating stations or powerhouses; substation equipment, such as oil circuit breakers and transformers; and in-service relays, to prevent and remedy abnormal behavior of transmission and distribution lines and equipment.

Engineering Technician**Average Hourly Wage = \$18.44***

Applies engineering principles in planning, designing, and overseeing construction projects, electrical equipment, machinery, or surveying, depending on field of engineering. Works under the direction of trained engineers.

Engineer, Aeronautical**Average Hourly Wage = \$30.35**

Performs a variety of engineering work in designing, constructing, and testing aircraft, missiles, and spacecraft. May apply basic and applied research to evaluate adaptability of materials and equipment to aircraft design and manufacture.

Engineer, Chemical**Average Hourly Wage = \$30.92**

Designs chemical plant equipment and devises processes for manufacturing chemicals and products such as gasoline, synthetic rubber, plastics, detergents, cement, paper, and pulp by applying principles and technology of chemistry, physics, and engineering.

Engineer, Civil**Average Hourly Wage = \$20.61**

Performs a variety of engineering work in planning, designing, and overseeing construction and maintenance of structures and facilities such as roads, railroads, airports, dams, bridges, and pipelines. Includes traffic engineers who study vehicular and pedestrian traffic conditions.

Engineer, Computer**Average Hourly Wage = \$23.83**

Analyzes data processing requirements to plan EDP system to provide system capabilities required for projected work loads. Plans layout and installation of new system or modification of existing system. May set up and control analog or hybrid computer systems to solve problems.

Engineer, Electric/Electronics**Average Hourly Wage = \$22.24**

Designs, develops, tests, and supervises the manufacture and installation of electrical and electronic equipment, components or systems, computers and related equipment and systems for commercial, industrial, military or scientific use.

Engineer, Industrial (except safety)**Average Hourly Wage = \$27.59**

Performs engineering duties in planning and overseeing the utilization of production facilities and personnel in departments of industrial establishments. Plans equipment layout, work flow, and accident prevention measures. Develops and oversees quality and inventory control.

Engineer, Mechanical**Average Hourly Wage = \$24.15**

Performs a variety of engineering work in the planning and designing of tools, engines, machines, and other mechanically functioning equipment, and oversees installation, operation, maintenance, and repair of such equipment, including centralized heat, gas, water, and steam systems.

Engineer, Mining**Average Hourly Wage = \$27.00**

Determines the location and plans the extraction of coal, metallic ores, nonmetallic minerals, and building materials. Conducts preliminary surveys of deposits and plans their development; examines deposits or mines to determine whether they can be worked at a profit.

Engineer, Petroleum**Average Hourly Wage = \$27.00**

Devises methods to improve oil and gas well production and determines the need for new or modified tool designs. Oversees drilling and offers technical advice to achieve economical and satisfactory progress.

Engineer, Safety (not mining)**Average Hourly Wage = \$29.35**

Applies knowledge of industrial processes, mechanics, chemistry, psychology, and industrial health and safety laws to prevent or correct injurious products or environmental conditions and minimizes effects that create hazards to life and property or reduce worker morale or efficiency.

Estimator & Drafter, Utilities**Average Hourly Wage = \$26.02**

Develops specifications and instructions for installation of voltage transformers, overhead or underground cables, and related electrical equipment used to conduct electrical energy from transmission lines or high-voltage distribution lines to consumers.

Farm Worker (Farm & Ranch Animals)**Average Hourly Wage = \$7.59***

Plows, plants, cultivates, sprays, and harvests crops using both hand tools and automated equipment. Operates and maintains farm machinery and repair farm structures. Tends livestock and poultry. Hauls feed to livestock during winter. Operates many kinds of machines.

File Clerk**Average Hourly Wage = \$6.97**

Files correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locates and removes material from file when requested. May be required to formulate data to reply and type correspondence.

First Line Supervisor, Prod./Constr./Maint.**Average Hourly Wage = \$24.32**

Directly supervises and coordinates activities of production, construction, extraction, transportation, maintenance, and related workers and their helpers. Performs both management and supervisory functions such as accounting, marketing, and personnel duties.

Fish & Game Warden**Average Hourly Wage = \$16.33***

Patrols assigned area to prevent game law violations. Investigates reports of damage to crops and property by wildlife. Compiles biological data.

Food Preparation Worker**Average Hourly Wage = \$6.16**

Performs a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. Performs simple tasks such as preparing shellfish or slicing meat. May brew coffee and tea or prepare sandwiches.

Forester/Conservation Scientist**Average Hourly Wage = \$20.81**

Plans, develops, and controls environmental factors affecting forests, range land, and farm land and their resources for economic and recreational purposes through activities such as researching soil erosion, fire prevention, reforestation, and preservation of natural resources.

Funeral Director & Mortician**Average Hourly Wage = \$14.93**

Performs various tasks to arrange and direct funeral services. Coordinates transportation of body to mortuary for embalming, interviews family or other persons to arrange details, selects pallbearers, procures official for religious rites, and provides transportation for mourners.

Gauger**Average Hourly Wage = \$23.35**

Gauges and tests oil in storage tanks. Regulates flow of oil into pipelines at wells, tank farms, refineries, and marine and rail terminals, following prescribed standards and regulations.

General Office Clerk**Average Hourly Wage = \$8.24**

Performs duties too varied and diverse to be classified in any specific office clerical occupation. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include bookkeeping, typing, office machine operation, and filing.

Geologist**Average Hourly Wage = \$25.93**

Studies composition, structure, and history of the earth's crust. Examines rocks, minerals, and fossil remains to identify and determine the sequence of processes affecting the development of the earth. Locates mineral and petroleum deposits and underground water resources.

Grader/Dozer/Scraper Operator**Average Hourly Wage = \$13.92***

Operates machinery or vehicles equipped with blades to remove, distribute, level, or grade earth.

Guard**Average Hourly Wage = \$8.02**

Stands guard at entrance or patrols premises to prevent theft, violence, or infractions of rules.

Hairdresser, Hairstylist & Cosmetologist**Average Hourly Wage = \$8.46**

Provides beauty services for customers, such as suggesting best hair style, cutting and treating hair and scalp, applying make-up

Health Practitioner**Average Hourly Wage = \$30.20**

Other health diagnosing and treating practitioners that are not classified separately.

Helper and Laborer**Average Hourly Wage = \$8.37**

May include any type of labor that requires lesser skills and minimal training. May involve holding equipment and tools, moving or stacking heavy loads or crates, and clean up of work area when project is finished.

Home Health Aide**Average Hourly Wage = \$7.44**

Cares for elderly, convalescent, or handicapped person in home of patient. Performs duties for patient such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and administering oral medications under doctor's orders.

Hotel Desk Clerk**Average Hourly Wage = \$6.51**

Accommodates hotel patrons by registering and assigning rooms to guests, transmitting and receiving messages, keeping records of occupied rooms and guests' accounts, making and confirming reservations, and presenting statements and collecting payment from guests.

Human Service Worker**Average Hourly Wage = \$9.29**

Assists Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. Aids families and clients in obtaining information on the use of social and community services.

Insulation Worker**Average Hourly Wage = \$10.44**

Covers and lines structures with insulation using saws, knives, rasps, trowels, and other tools and implements. May also specialize in providing blown-in insulation.

Insurance Examiner**Average Hourly Wage = \$19.04***

Reviews settled insurance claims to determine that payments and settlements have been made in accordance with company practices and procedures and insures that adjusters have followed proper methods. Reports overpayments, underpayments, and other irregularities.

Insurance Sales Agent**Average Hourly Wage = \$15.72**

Sells or advises clients on life, endowments, fire, accident, and other types of insurance. May refer clients to independent brokers, work as independent brokers, or be employed by an insurance company.

Interior Designer**Average Hourly Wage = \$11.49**

Plans, designs, and furnishes interiors of residential, commercial, or industrial buildings. Formulates design which is practical, aesthetic and conducive to intended purposes, such as raising productivity, selling merchandise, or improving life style.

Janitor & Cleaner**Average Hourly Wage = \$7.52**

Keeps buildings in clean and orderly condition. Performs heavy cleaning duties, such as motor-driven cleaning equipment mopping floors, washing walls and glass, and removing rubbish. May have additional duties such as repairs, general maintenance, and shoveling snow.

Judge & Magistrate**Average Hourly Wage = \$29.88***

Arbitrates, advises, and administers justice in a court of law. Sentences defendant in criminal cases according to State and Federal statutes. May determine liability of defendant in civil cases. Magistrates adjudicate criminal cases not involving penitentiary sentences and certain civil cases.

Landscape Architect**Average Hourly Wage = \$21.47**

Plans and designs land areas for such projects as parks and other recreational facilities, airports, highways, hospitals, schools, land subdivisions, and commercial, industrial, and residential sites.

Lawyer/Attorney**Average Hourly Wage = \$23.33**

Conducts criminal and civil lawsuits, draws up legal documents, advises clients as to legal rights, and practices other phases of law. May represent client in court, or before quasi-judicial or administrative government agencies. May specialize in single area such as patent or criminal law.

Legal Secretary**Average Hourly Wage = \$10.48**

Prepares legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May review law journals and other legal publications to identify court decisions pertinent to pending cases. Must know legal terminology, procedures, and documents.

Librarian**Average Hourly Wage = \$16.02**

Administers libraries and performs related library services including selecting, acquiring, cataloging, classifying, circulating, and maintaining library materials or furnishes references, bibliographies, and advisory services. May select music, films, or other audio-visual materials.

Library Assistant & Bookmobile Driver**Average Hourly Wage = \$7.64**

Compiles records, sorts, shelves, issues and receives library materials. Locates materials for loan and replaces materials on shelves or files according to identification number and title. Registers patrons. Drivers operate a vehicle to specific locations and assists with providing services.

Licensed Practical Nurse**Average Hourly Wage = \$11.13**

Cares for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions. Dresses wounds, takes temperature, pulse, blood pressure, and respiration. Assembles and uses equipment such as catheters and oxygen suppliers.

Loan Officer and Counselor**Average Hourly Wage = \$16.82**

Evaluates, authorizes, or recommends approval of commercial, real estate, or credit loans. Advises borrowers on financial status and methods of payments. May analyze financial problems of borrower and adjust loan agreement. May testify at legal proceedings, handle foreclosures.

Machinery Maintenance Mechanic**Average Hourly Wage = \$15.50**

Repairs and maintains the operating condition of industrial production and processing machinery, printing machinery, and refinery and pipeline distribution systems. Repairs machinery and mechanical equipment such as pumps, conveyor systems, and motors in accordance with manuals.

Machinery Maintenance Worker**Average Hourly Wage = \$19.08**

Changes parts, lubricates machinery, and performs other routine machinery maintenance. Excludes workers who repair machines.

Machinist**Average Hourly Wage = \$14.47**

Sets up and operates a variety of machine tools. Fits and assembles parts to make or repair machine tools and maintains industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures. Studies specifications.

Maid & Housekeeping Cleaner**Average Hourly Wage = \$6.28**

Performs any combination of tasks to maintain commercial establishments, such as hotels, restaurants, and hospitals, in a clean and orderly manner. Duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

Maintenance Repairer**Average Hourly Wage = \$12.28**

Performs work involving two or more maintenance skills to keep the machines, mechanical equipment and /or structure of an establishment in repair. May involve pipefitting, boiler making, insulating, welding, machining, equipment repairs, carpentry, and electrical work.

Manager, Administrative**Average Hourly Wage = \$17.32**

Plans, organizes, directs, controls, or coordinates the supportive services department of a business, agency, or organization.

Manager, Construction Trades**Average Hourly Wage = \$21.93**

Plans, organizes, directs, controls, or coordinates, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Includes specialized fields such as carpentry or plumbing.

Manager, Engineering and Natural Sciences**Average Hourly Wage = \$29.01**

Plans, organizes, directs, or coordinates activities in such fields as architecture, engineering, life sciences, physical sciences, statistics, and systems analysis. Greatest portion of time is in managerial work for which an engineering/natural sciences background is needed.

Manager, Financial**Average Hourly Wage = \$23.07**

Plans, organizes, directs, controls, or coordinates the financial activities of an organization. Includes manager who negotiates general policy with financial or other institutions or a manager in a bank who advises on credit and investment policy.

Manager, Food Service & Lodging**Average Hourly Wage = \$10.47**

Plans, organizes, directs, controls, or coordinates management activities of an organization or department that serves food and beverages and/or provides lodging and other accommodations. Allocates funds, authorizes expenditures and plans budgets. Involved with hotel setting practices.

Manager, General & Top Executive**Average Hourly Wage = \$21.24**

Top or middle manager whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration.

Manager, Mining (& related occupations)**Average Hourly Wage = \$28.36**

Plans, organizes, directs, controls, or coordinates, usually through subordinate supervisory personnel, the operations of mines, quarries, oil or gas wells, or other similar operations that extract natural deposits.

Manicurist**Average Hourly Wage = \$7.77***

Cleans, shapes, and polishes customer's fingernails and toenails. Removes previously applied nail polish using liquid remover and swabs. Softens nail cuticles with water and oil, pushes them back using a cuticle knife, and trims cuticles with scissors/nippers. Applies polishes and buffers.

Marketing/Sales Supervisor**Average Hourly Wage = \$12.45**

Directly supervises and coordinates activities of marketing, sales, and related workers. May perform management functions, such as budgeting, accounting, marketing, and personnel work, in addition to their supervisory duties.

Medical Assistant**Average Hourly Wage = \$8.29**

Performs various duties under the direction of a physician in examination and treatment of patients. Prepares treatment room, inventories supplies and instruments, and sets up patient for attention of physician. May schedule appointments, keep medical records, or perform secretarial duties.

Medical Secretary**Average Hourly Wage = \$8.75**

Performs secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties include taking dictation, compiling and recording medical charts, reports and correspondence, and preparing and sending bills to patients.

Medical/Clinical Laboratory Technician**Average Hourly Wage = \$13.51**

Performs routine tests in medical laboratory for use in treatment and diagnosis of disease. Prepares vaccines, biologicals, and serums for prevention of disease. Prepares tissue samples for Pathologists, takes blood samples, and executes such laboratory tests as blood counts.

Merchandise Displayer & Window Trimmer**Average Hourly Wage = \$7.52**

Plans and erects commercial displays, such as those in windows and interiors of retail stores and at trade exhibitions.

Meteorologist**Average Hourly Wage = \$24.87***

Investigates atmospheric phenomena and interprets meteorological data gathered by surface and air stations, satellites, and radar to prepare reports and forecasts for public and other uses. Includes weather analysts and forecasters who work for TV and radio stations.

Mining Machine Operator**Average Hourly Wage = \$27.24**

Operates mining machines, such as self-propelled or truck-mounted drilling machines, continuous mining machines, channeling machines, and cutting machines to extract coal, metal and nonmetal ores, rock, stone, or sand from underground to surface excavation.

Model**Average Hourly Wage = \$12.37***

Models garments and other apparel to display clothing before prospective buyers at fashion shows, private showings, and retail establishments. May pose for photos to be used for advertising purposes, for paintings or sculptures, or other types of artistic expressions.

Musician, Instrumental**Average Hourly Wage = \$18.85***

Plays one or more musical instruments in recital, in accompaniment, or as a member of an orchestra, band, or other musical group.

Nursing Aide & Orderly**Average Hourly Wage = \$7.34**

Works under the direction of nursing or medical staff to provide auxiliary services in care of patients. Performs duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Orderly cares for male patients, sets up equipment, and does heavier chores.

Optometrist**Average Hourly Wage = \$27.66**

Diagnoses, manages, and treats conditions and diseases of the human eye and visual system. Examines eyes to determine visual efficiency and performance by use of instruments and observation. Prescribes corrective procedures.

Order Clerk**Average Hourly Wage = \$7.98**

Receives and processes incoming orders for materials, merchandise, or services such as repairs, installations, or rentals of facilities. Informs customers of order receipt, prices, shipping dates, and delays. Prepares contracts and handles complaints.

Paralegal**Average Hourly Wage = \$10.98**

Assists lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional. May gather research data as evidence to formulate defense or to initiate legal action. Usually has either a 4-year college degree or a degree from a special institution.

Pathologist**Average Hourly Wage = \$48.52***

Conducts research dealing with the understanding of human diseases and the improvement of human health. Engages in clinical investigations or other research, production, technical writing, or related activities.

Pharmacist**Average Hourly Wage = \$24.61**

Compounds and dispenses medication following prescriptions issued by physicians, dentists, or other medical practitioners. Weighs, measures, and mixes drugs and compounds and fills bottles or capsules with correct quantity and composition of preparation. Advises patients.

Photographer**Average Hourly Wage = \$8.71**

Photographs people, subjects, merchandise, or other commercial products. May develop negatives and produce finished prints.

Physical Therapist**Average Hourly Wage = \$24.73**

Applies techniques and treatments that help relieve pain, increase the patient's strength, and decrease or prevent deformity and crippling.

Physician's Assistant**Average Hourly Wage = \$21.90**

Provides patient services under direct supervision and responsibility of doctor of medicine or osteopathy. Elicits detailed patient histories and makes complete physical examinations. Reaches tentative diagnosis and orders appropriate laboratory tests. Requires extensive education.

Physician & Surgeon**Average Hourly Wage = \$48.29**

Examines patients, performs medical tests and reviews personal health records to diagnose conditions of illness, disease, and assorted maladies. Administers and prescribes treatment and drugs to restore health. May specialize in one field such as surgery, obstetrics, or psychiatry.

Planning/Production/Expediting Clerk**Average Hourly Wage = \$14.35***

Coordinates and expedites the flow of work and materials within or between department of an establishment according to a production schedule. Duties, primarily clerical in nature, include reviewing and distributing production schedules, completion dates, and work orders.

Plumber**Average Hourly Wage = \$16.22**

Assembles, installs, alters and repairs pipe systems that carry water, steam, air, or other liquids or gases. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe threading machine. Assembles and installs valves, pipe fittings, and pipes through openings in walls and floors.

Police Patrol Officer**Average Hourly Wage = \$14.66**

Maintains order, enforces laws and ordinances, and protects life and property in an assigned patrol district or beat. Patrols an area on foot or in a vehicle; directs traffic; issues traffic summonses; investigates accidents; apprehends and arrests prisoners. Gives evidence in court.

Postal Mail Carrier**Average Hourly Wage = \$16.34**

Sorts mail for delivery. Delivers mail on established routes by vehicle or on foot.

Postmaster and Mail Superintendent**Average Hourly Wage = \$19.50**

Directs and coordinates operational, administrative, management, and supportive services of a U.S. post office. Coordinates activities of workers engaged in postal and related work in assigned post offices.

Power Plant Operator**Average Hourly Wage = \$20.45***

Controls or operates machinery, such as steam-driven turbogenerators, to generate electric power, often through the use of panel boards, control boards, or semi-automated equipment.

Printing Press Machine Operator & Tender**Average Hourly Wage = \$10.74**

Operates or tends various types of printing machines, such as offset lithographic presses, letter or letterset presses, flexographic or gravure presses to produce print on paper or other materials such as plastic, cloth, or rubber.

Producer/Director/Actor**Average Hourly Wage = \$18.45***

Produces, directs, or plays parts in stage, television, radio, or motion picture productions for entertainment, information, or instruction.

Proofreader & Copy Marker**Average Hourly Wage = \$6.06**

Reads transcripts or proofs type set up to detect and mark for correction any grammatical, typographical, or compositional errors. Includes proofreaders of Braille.

Psychologist**Average Hourly Wage = \$22.56**

Collects, interprets, and applies scientific data relating to human behavior and mental processes. Activities are in either applied fields of psychology or in basic science fields and research. Includes fields of human resources, counseling, and administration of testing.

Public Relations Specialist**Average Hourly Wage = \$15.00**

Concerned with promoting or creating good will for individuals, groups or organizations by writing or selecting favorable publicity material and releasing it through various communications media, preparing and arranging displays, making speeches and performing related publicity efforts.

Purchasing Agent**Average Hourly Wage = \$18.08**

Purchases raw or semi-finished materials for manufacturing. Purchases machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment.

Railroad Conductor and Yardmaster**Average Hourly Wage = \$22.70**

Coordinates activities of train crew engaged in transporting or providing services to passengers on passenger train, or in transporting freight on freight trains. Coordinates activities of workers engaged in railroad traffic operations, such as makeup or breakup of trains and track switching.

Real Estate Appraiser**Average Hourly Wage = \$19.29***

Appraises real property to determine its value for purchase, sales, investment, mortgage, or loan purposes.

Receptionist**Average Hourly Wage = \$7.90**

Answers inquiries and obtains information for general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, location of offices or persons within a firm, department, or store. May perform other clerical duties.

Registered Nurse**Average Hourly Wage = \$15.92**

Administers nursing care to ill or injured persons. Administers medications and treatments according to doctor guidelines. Takes temperature, pulse and other vital signs. Licensing and certification are required. Includes administrative, public health, private duty, and surgical nurses.

Reporter & Correspondent**Average Hourly Wage = \$8.72**

Collects and analyzes facts about newsworthy events by interview, investigation, or observation. Reports and writes stories for newspapers, news magazines, radio, or television. Excludes correspondents who broadcast news for radio and television.

Respiratory Therapist**Average Hourly Wage = \$16.40***

Provides assessment, diagnostic evaluation, and care for patients with breathing disorders. Assumes primary responsibilities for respiratory modalities. Initiates and conducts therapeutic procedures, maintains patient records, and selects, assembles, checks, and operates equipment.

Retail Salesperson**Average Hourly Wage = \$7.24**

Sells to the public any of a wide variety of merchandise, such as furniture, motor vehicles, appliances, or apparel.

Rotary Drill Operator, Oil & Gas Extraction**Average Hourly Wage = \$22.97**

Sets up or operates a variety of drills to remove petroleum products from the earth and to remove core samples for testing during oil and gas exploration.

Sales & Related Worker**Average Hourly Wage = \$7.34**

Sells to the public a variety of services and products for businesses, organizations, wholesalers, or manufacturers. May involve ordering new supplies, cashier duties, reports, and stocking inventory.

Secretary**Average Hourly Wage = \$9.39**

Relieves officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records.

Securities/Financial, Sales**Average Hourly Wage = \$28.34***

Buys and sells securities in investments and trading firms, or calls upon businesses and individuals to sell financial services. Provides financial services, such as loans, tax, and securities counseling. May advise securities customers about such things as stocks, bonds, and market conditions.

Service Unit Operator**Average Hourly Wage = \$11.27**

Operates equipment to increase oil flow from producing wells or to remove stuck pipe, casing, tools, or other obstructions from drilling wells.

Surveying and Mapping Technician**Average Hourly Wage = \$12.27**

Performs surveying and mapping duties to obtain data pertaining to angles, elevations, points, and contours used for construction, mapmaking, boundary location, mining, or other purposes. Calculates mapmaking information from field notes using reference tables. Draws maps.

Surveyor and Cartographer**Average Hourly Wage = \$17.72**

Uses surveying, engineering, and scientific data to determine and identify fixed points or boundaries, and prepares maps for legal and design purposes. Provides data relevant to the shape, contour, gravitation, location, or dimension of land or land features for a purpose.

Switch Operator & Railroad Brake Signal**Average Hourly Wage = \$8.87**

Operates railroad track switches. Couples or uncouples rolling stock to makeup or breakup trains. Signals engineers and sets warning signals. May inspect couplings, air hoses, journal boxes, and hand brakes.

Switchboard Operator**Average Hourly Wage = \$7.77**

Operates cord or cordless switchboard to relay incoming, outgoing, and interoffice calls. May supply information to callers and record messages. May also act as receptionist, perform routine clerical work, and type.

Social Worker**Average Hourly Wage = \$13.26**

Counsels and aids individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations.

Stock Clerk, Stockroom/Warehouse**Average Hourly Wage = \$10.99**

Receives, stores, and issues materials, equipment, and other items from stockroom, warehouse, or storage yard. Keeps records and compiles stock reports.

Teacher's Aide & Assistant**Average Hourly Wage = \$6.90**

Arranges work materials, supervises students at play, and operates audio-visual equipment under guidance of a teacher.

Teacher, Elementary**Average Hourly Wage = \$15.63**

Teaches elementary pupils in public or private schools basic skills. Maintains order and discipline in classroom and on playground. Prepares, administers, grades and records lessons/tests.

Teacher, Engineering, Postsecondary**Average Hourly Wage = \$23.66**

Teaches courses in engineering at the college/university level. Includes courses in engineering specialties such as aerospace, chemical civil, electrical, industrial, mechanical, mineral, nuclear, and petroleum engineering.

Teacher, Secondary**Average Hourly Wage = \$15.33**

Instructs students in public or private schools in one or more subjects. Maintains discipline and order in classroom. Prepares, administers, grades, and records lessons/grades.

Teacher, Special Education**Average Hourly Wage = \$13.50**

Teaches elementary and secondary school subjects to educationally, audibly, visually and physically handicapped students. May teach basic academic and life processes skills to the mentally retarded.

Technical Writer**Average Hourly Wage = \$13.44**

Writes or edits technical materials, such as equipment manuals, appendices, and operating and maintenance instructions. May oversee preparation of illustrations, photographs, diagrams, and charts and assist in layout work.

Telephone & Cable TV Installer & Repairer**Average Hourly Wage = \$13.73**

Strings and repairs telephone and television cable and other equipment for transmitting messages or TV programming. Locates and repairs defects in existing systems, places, rearranges, and removes underground or aerial cables, and installs supports, insulation or guy wire systems.

Tool & Die Maker**Average Hourly Wage = \$16.81**

Analyzes specifications, lays out metal stock, sets up and operates machine tools, and fits and assembles parts to make and repair dies, cutting tools, jogs, fixtures, gauges, and machinist's hand tools.

Travel Agent**Average Hourly Wage = \$8.93**

Plans trips for travel agency customers. Duties include determining destination, modes of transportation, travel dates, costs, accommodations required, and planning, describing, or selling itinerary package tours. May specialize in foreign or domestic service.

Truck Driver, Heavy**Average Hourly Wage = \$12.28**

Drives tractor-trailer combination or truck with a capacity of at least 3 tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. May be required to unload truck.

Truck Driver, Light**Average Hourly Wage = \$9.50**

Drives truck, van, or automobile with a capacity under 3 tons. May drive light truck to deliver or pick up merchandise and load and unload truck.

Urban & Regional Planner**Average Hourly Wage = \$17.20**

Develops comprehensive plans and programs for use of land and physical facilities of cities, counties, and metropolitan areas.

Veterinarian**Average Hourly Wage = \$21.53**

Diagnoses and treats diseases and dysfunctions of animals. May engage in particular function, such as research and development, consultation, administration, technical writing, sale or production of commercial products or render technical services. Includes veterinary inspectors.

Waiter/Waitress**Average Hourly Wage = \$5.54**

Serves food and/or beverages to patrons at tables. Usually takes orders from patrons and makes out the check. May set table with linen and silverware and take payment from patrons. May serve customers at counter as well as table.

Welder & Cutter**Average Hourly Wage = \$14.54**

Uses hand welding and flamecutting equipment, such as arc welders, gas welders, and gas torches, to weld together metal components or join together components of fabricated sheet metal assemblies, or cuts, trims or scarfs metal objects to dimensions as specified by blueprints.

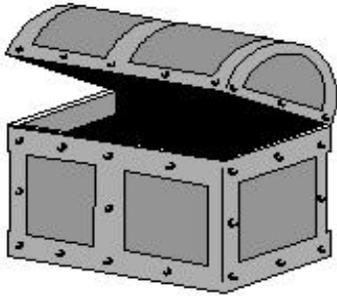
Writer & Editor**Average Hourly Wage = \$11.91**

Originates and prepares written material such as scripts, stories, new items, advertisements, and other material. Coordinates, edits, and analyzes prepared written material. Includes managing editors.

*These wages are based on the National average. All other wages are Wyoming-based wages.

Is the Job Right for You?

Here's How to Find Out



Volunteering & Internships

By volunteering or getting involved in an internship program, you can gain useful experience in an interesting field. The experience looks great on college applications and resumes. Interning will give you a chance to actually work in a job and decide if you would like to pursue it as a career. By volunteering, you can not only help yourself, but you can help others or the environment. Ask your school career counselor about volunteer and internship opportunities in your area or consult your local yellow pages for volunteer or social services organizations. If you are interested in working in another town, another state or even another country, your school career counselor and the Internet are great sources for information.

Career Planning Websites

<http://AdventuresInEducation.org>
<http://www.careermosaic.com>
<http://www.collegenet.com>
<http://www.firn.edu/doe/brfuture>
<http://www.mapping-your-future.org>
<http://www2.pbs.org/jobs/careers>

Job Shadowing

Job shadowing gives you the opportunity to see first hand what a job is really like. It involves spending time watching a person go through the daily activities of his/her job. Job shadowing can help you decide if that career could be the right one for you. You can learn what skills and training are required to do the job. You can also make valuable contacts for future employment. Check with your school career counselor for job shadowing opportunities in your area.

Tony White -

Student at Natrona County High School:
"You will learn more in one day of shadowing than you would in one week of research on your own."
(Wyoming Job Shadowing Experience – 1998)

Information Interview

An information interview is similar to a job interview except that you get to ask all the questions! By setting up an information interview with a company in the career field you are interested in, you can learn about the type of work a person in that field would be doing, what experience/ education is required and what you could do to improve your chances of landing a job. Plus, making contact with employers before you are actually looking for a job is a great way to prepare for when you are.



Wyoming School-to-Careers: Make the Connection

The Wyoming School-to-Careers partnership aims to link strong academic standards with knowledge about careers and, where possible, experience in the workplace. This partnership brings together the following groups to improve the future of education:

Parents, families and students
Educators - teachers, counselors and school administrators
Businesses, labor and employers

The Wyoming School-to-Careers Partnership teams schools with the business community to make students more aware of career options, offering job shadowing, internships or paid work experience. Businesses are investing in the future of students by providing practical work opportunities, working with educators to enhance curriculum that meets the demands of the future, and helping educators use examples in the classroom.

The Specifics:

Today, thousands of employers are active in their Wyoming School-to-Careers Partnerships. These include anything from small, locally-owned businesses to bigger national companies.

Twenty Wyoming Partnerships have been formed and participate in Wyoming School-to-Careers. That means that approximately 73,741 students are eligible.

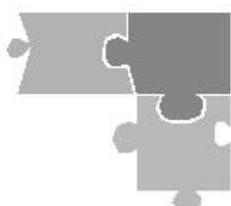
In just two years, 65 percent of all jobs will require a technical skill: computers, writing, math, interpersonal communications. By learning those skills early and by getting actual practice and hands-on experience with them – while still in high school – you have the best way to be prepared for a demanding career when you graduate.

In 1950, 60 percent of all the jobs in the United States were considered “unskilled.” By the year 2000, only 15 percent of the jobs we all will be applying for will be classified as unskilled – that means professional and skilled occupations will be the ones that we have to be ready for, occupations that require a great deal of know-how, education and experience.

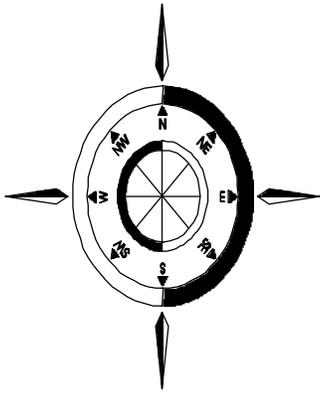
What’s Ahead for Me?

“School-to-Careers is intended to ensure that all students, college and non-college bound, meet challenging academic standards. Students involved in School-to-Careers are prepared to succeed in an associate or baccalaureate degree program or move straight into a career field.”

- Governor Jim Geringer



Important information about the Wyoming School-to-Careers Partnership:
Annemarie McCracken, School-to-Careers Coordinator
6101 Yellowstone Road, Suite 259-C
Cheyenne, WY 82002
(307) 777-7639
e-mail: AMCCRA@missc.state.wy.us



School-to-Careers Helps Students Set Their Course

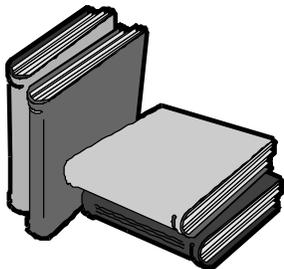
We all dream about what we might do with our lives after high school and what direction our careers might take. Our world is changing so fast that our choices are endless. Our dreams and imaginations are fueled by many things: our families, our teachers, the books we read, the art we see, the technology we master, the places we go; in other words, our experiences.

The School-to-Careers Partnership puts you on the career path. The Wyoming School-to-Careers Partnership is a change in education that focuses on forming partnerships between students and businesses, communities, schools and families. These partnerships emphasize making students more aware of career options by offering job shadowing, internships or paid work experience, and linking these experiences to your academic interests, and thereby improving every student's chance of succeeding in the working world.

On February 2, 1999, over 350 students in the state of Wyoming participated in the second National Groundhog Job Shadow Day. This experience enabled students to spend time in the workplace, providing an up-close look at what a "real job" is like and how the skills they learn apply to the world of work.

The Wyoming School-to-Careers Partnership links strong academic standards with practical, hands-on experience and knowledge about careers and the workplace. The Partnership is designed to increase academic achievement and ensure job readiness of all Wyoming students.

Businesses all over Wyoming are investing in the future by providing practical hands-on opportunities for students and working with educators to ensure school curriculums match the demands of the future. The strategy is to make sure that academics are relevant to careers. The School-to-Careers Partnership links the education we are getting today with the careers we will have tomorrow.



Wyoming Public Libraries: Your Source for the Internet



If you don't have a computer, you are probably tired of hearing about all the information (like the Explorer!) that you can find on the Internet. You may not realize that you don't even need a computer to access the World Wide Web!

To be more specific, you don't need to own a computer to connect with the Internet. All you have to do is take a trip to your local public library!

Yes, Wyoming Public Libraries can offer you access to the Internet! If you do have your own

computer, but don't have access to the Web, you can connect to the Web from home for free by using the Wyoming Public Libraries' "Dial-Up Method"!

So call or stop by your local public library for more information ... they are your "on-ramp" to the Information Superhighway!

* Please call your county library headquarters or the State Library at 307-777-6333 for more information about the dial-up method.

Source: <http://www-wsl.state.wy.us/wyld/libraries/index.html>



Education Pays

While going through the 13 years of public education (K-12), one can sometimes wonder is it all worth it? Wouldn't my time be spent more productively somewhere else? You can find peace of mind that what you're going through now will probably pay off in the future.

Recent studies by the U.S. Bureau of Labor Statistics, using 1996 annual data, show that education does pay, literally. As **Figure 1** shows, median earnings in 1996 for high school graduates was \$7,000 more than for those with less than a high school diploma. Even more dramatic is the \$23,000 difference between college graduates and those with less than a high school diploma.

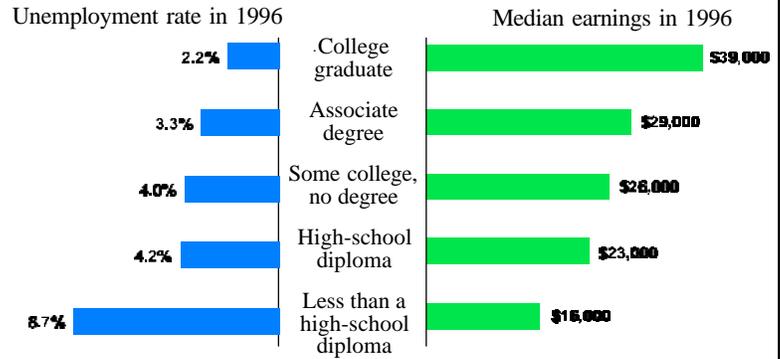
Figure 1 also shows that education helps in just being able to land a job. The unemployment rate for those with less than a high school diploma was 8.7 percent, by far greater than any of the other categories. Education shows an employer that you have some basic skills and that you are trainable.

No matter what level of education you aspire to, there is going to be some level of job growth. However, aspiring to a level requiring a formal education would be the best option. In the near future, the number of jobs requiring a bachelor's degree is predicted to increase by 25 percent (See **Figure 2**) and those requiring an associate's degree by 22 percent.

Training does not always have to come from taking college courses either. **Figure 3** shows that workers in all levels of formal education can benefit from additional skills training. For example, among high school graduates, those who had training earned \$396 per week compared to \$314 per week for those who did not receive training.

Increased education gives you more career options and can increase the salary you earn for your career choice. If you have a bachelor's degree in Engineering and you want to work as an Engineer or a Cashier, you can do either. If you don't even have a high school diploma, you might not even get hired as a cashier. The facts show that a good education pays. But don't forget that continually improving your skills is beneficial to everyone.

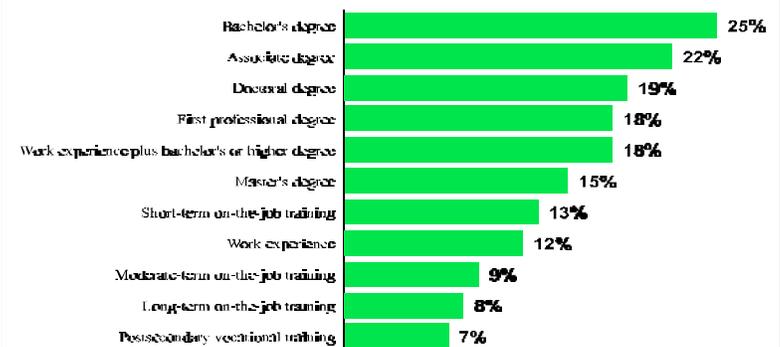
Figure 1: Education pays ...



Source: U.S. Bureau of Labor Statistics.

Note: This figure reflects national data.

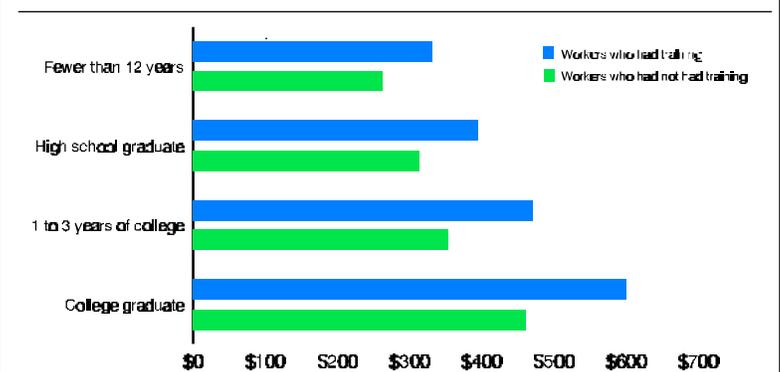
Figure 2: All educational categories will experience job growth



Source: U.S. Bureau of Labor Statistics.

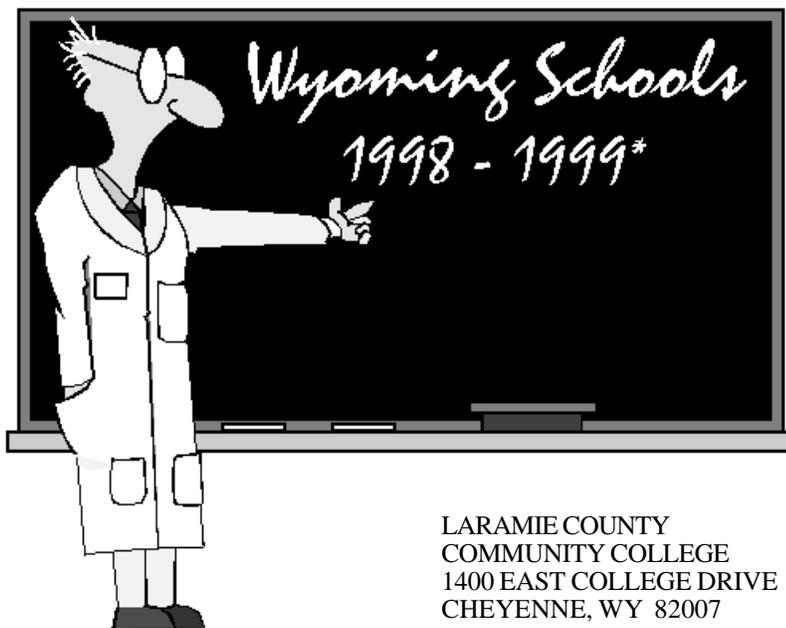
Note: This figure reflects national data.

Figure 3: Median weekly earnings of full-time workers by educational attainment and receipt of training, 1991



Source: U.S. Department of Commerce et al. "21st Century Skills for 21st Century Jobs." <http://www.vpskills Summit.org/bestprct.asp> (15 June 1999), p.9.

Note: This figure reflects national data.



Higher Educational Institutions

UNIVERSITIES/ FOUR-YEAR

UNIVERSITY OF WYOMING
P.O. BOX 3438
LARAMIE, WY 82071
(800) DIAL-WYO or (307) 228-7232

UNIVERSITY OF WYOMING/
CASPER COLLEGE CENTER
125 COLLEGE DRIVE
CASPER, WY 82601
(307) 268-2713

COMMUNITY COLLEGES

CASPER COLLEGE
125 COLLEGE DRIVE
CASPER, WY 82601
(307) 268-2713
In-State (800) 442-2963

CENTRAL WYOMING COLLEGE
2660 PECK AVENUE
RIVERTON, WY 82501
(307) 855-2331
In-State (800) 735-8418

EASTERN WYOMING COLLEGE
3200 WEST C
TORRINGTON, WY 82240
(800) 658-3195

LARAMIE COUNTY
COMMUNITY COLLEGE
1400 EAST COLLEGE DRIVE
CHEYENNE, WY 82007
(307) 778-1212

NORTHERN WYOMING
COMMUNITY COLLEGE
DISTRICT-GILLETTE CAMPUS
720 WEST 8TH
GILLETTE, WY 82716
(307) 686-0254

NORTHWEST COLLEGE
231 WEST 6TH STREET
POWELL, WY 82435
(800) 560-4692 or (307) 754-6601

SHERIDAN COLLEGE
3059 COFFEEN AVENUE
SHERIDAN, WY 82801
(307) 674-6446 or (800) 913-9139

WESTERN WYOMING
COMMUNITY COLLEGE
P.O. BOX 428
2500 COLLEGE DRIVE
ROCK SPRINGS, WY 82902
(307) 382-1600

Other Training Programs

COSMETOLOGY AND MODELING

ACADEMY OF HAIR DESIGN
146 NORTH JACKSON
CASPER, WY 82601
LARRY MCCOY
(307) 577-0619

COLLEGE OF COSMETOLOGY
1211 DOUGLAS HWY SUITE E-2
GILLETTE, WY 82716
CHERYL LAND
(307) 682-0242

COSMETIC ARTS AND SCIENCES
1968 CY AVENUE
P.O. BOX 1933
CASPER, WY 82604
ADA GREENWOOD, PRESIDENT
(307) 234-9181

INTERNATIONAL ACADEMY
OF HAIR DESIGN
2133 GARFIELD
LARAMIE, WY 82070
BONNIE ATHEY
(307) 742-4477

CHEEKS INT'L ACADEMY OF
BEAUTY CULTURE
209 WEST 18TH STREET
CHEYENNE, WY 82001
(307) 634-2144

NORTHERN WYOMING
COSMETOLOGY SCHOOL
220 S. DOUGLAS
POWELL, WY 82435
JANICE L. BAILEY
(307) 754-4124

UNIVERSAL COLLEGE
OF COSMETOLOGY
117 N BENT
POWELL, WY 82435
MIKE LAYNE
(307) 754-7285

FLIGHT SCHOOLS

BIGHORN AIRWAYS, INC.
P.O. BOX 4037
SHERIDAN, WY 82801
(307) 672-3421
PART 60 CERTIFICATION

CASPER AIR SERVICE
7956 FULLER
CASPER, WY 82604
(307) 472-3400
PART 141 CERTIFICATION

* The Wyoming-based schools listed were chosen according to the criteria set by the Wyoming Career Information System, 1999.

HASTINGS AVIATION
LARRY HASTINGS
P.O. BOX 85
LANDER, WY 82520
(307) 332-3119
PART 61 CERTIFICATION

JACKSON HOLE AVIATION
P.O. BOX 3829
JACKSON, WY 83001
(307) 733-4767
PART 61 CERTIFICATION

PINESAIR, INC.
JOHN MARQUARDT
P.O. BOX 83
PINE BLUFFS, WY 82082
(307) 245-9257
PART 135 CERTIFICATION

SKY HARBOR AIR SERVICE, INC.
3913 EVANS AVENUE
CHEYENNE, WY 82001
(307) 634-4417
PART 61 CERTIFICATION

SPIRIT MOUNTAIN AVIATION
3227 DUGGLEBY DRIVE
CODY, WY 82414
(307) 587-6732
PART 61 CERTIFICATION

HEALTH SCIENCES SCHOOLS

WEST PARK HOSPITAL
SCHOOL OF RADIOLOGIC
TECHNOLOGY
707 SHERIDAN AVENUE
CODY, WY 82414
(307) 578-2278

LEADERSHIP SCHOOLS

NATIONAL OUTDOOR
LEADERSHIP SCHOOL
288 MAIN STREET
LANDER, WY 82520
(307) 332-6973

REAL ESTATE / BUSINESS SCHOOLS

WYOMING REAL ESTATE
INSTITUTE
1780 S. BELLAIRE ST., STE 222
DENVER, CO 80222
(800) 826-6246

TRUCK DRIVING SCHOOLS

SAGE TECHNICAL SERVICES
5875 ZERO ROAD
CASPER, WY 82604

VOCATIONAL & TECHNICAL SCHOOLS

WYOMING TECHNICAL
INSTITUTE
P.O. BOX 906
LARAMIE, WY 82070
(800) 521-7158

WHAT IS A BACCALAUREATE DEGREE!!!!

It's the same as a Bachelors Degree.

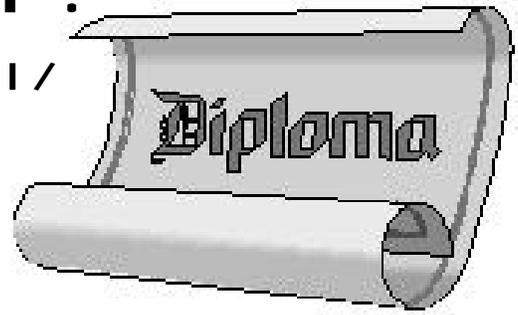


College Degrees 101

What is it called?	What is it?	Where do you get one?	How long does it take?
High School Diploma	Graduation from high school or GED	High school or community college	3-4 years
Postsecondary Cert./Diploma	Training for specific skills of a particular occupation	Business, technical, vocational schools	1-4 years
Associate's Degree	Education program in specific programs or transfer programs	Community colleges, technical, vocational schools	2-3 years
Bachelor's Degree	Formal education program	College or university	4-6 years
Master's Degree	Advanced Degree required for entry into certain careers	College or university	1-2 years beyond Bachelor's degree
On-the-Job Training	Training provided by the employer	In-house, seminars	Less than 6 months or continuous
Apprenticeship	Formal training program	On-the-Job and classroom	2-5 years
Military	Formal training program	On-the-job and college	2-20 years

Senior Calendar:

For the College or Technical / Trade School Bound



September

- Get letters of recommendation from your teachers, coaches, etc. Some schools may require them.
- Check to make sure your graduation requirements are on target - talk to your guidance counselor.
- Find out what you need to do to meet school admission requirements (i.e., ACT/SAT, Compass, etc.)

October

- Collect application forms from schools you are interested in. Check the application deadline.
- Send in your application materials to schools you would like to attend.
- Obtain financial aid and scholarship information from the schools you are interested in attending.
- Have your transcripts and test scores sent to the schools receiving your application. Your counselor can help with this.

November

- Respond quickly to any requests made by the schools for additional information.
- If you have special needs because of a disability, the admissions office can refer you to someone who can help you make arrangements.

December

- Happy Holidays!!

January

- Have your family complete their income tax return. You will need the figures to complete your financial aid forms.
- Send in your Free Application for Federal Student Aid (FAFSA) soon after January 1st.
- Check to see that your transcripts and test scores are being sent to the schools as requested.

February

- Complete and mail the financial aid forms from the schools you selected. Watch the deadlines!
- Apply for as many scholarships as you can find.

March

- You should be receiving a Student Aid Report in response to your FAFSA. Check for any errors and get them corrected as soon as possible.

April

- Consider your college or school offers and notify your preferred school.
- **Do not** decline other offers until you have received confirmation of acceptance by your preferred school.

May

- Look for financial aid award notifications! Return acceptance notices as soon as possible. If you qualify for a loan, visit with your lender.
- Request that your final transcript be sent to the school you will attend.
- Students with disabilities should verify that all special arrangements are being made to accommodate them.

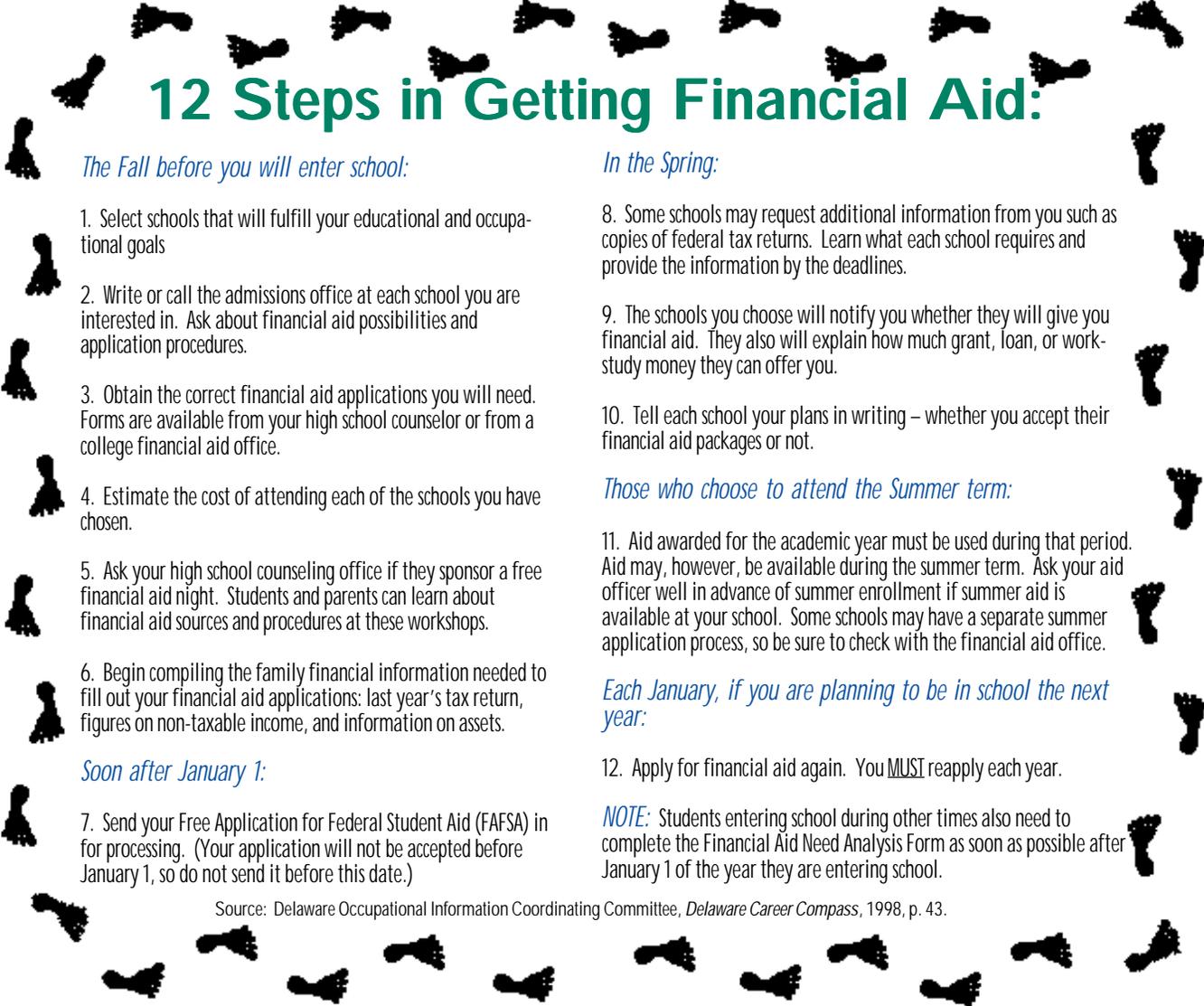
Summer Vacation

- Find out when payments for tuition, room and board are due.
- Find out about dorm check-in procedures.
- Try to attend an orientation or visit the campus during your summer vacation!



It's never too early to start planning for college.

- Attend a college fair for more information on prospective schools.
- Take your ACT/SAT or Compass tests. Taking the PSAT tests will give you some practice and qualify you to be eligible for the National Merit Scholarship Competition.
- Be an active member of school clubs or other organizations. These types of activities can improve your chances of getting scholarships and getting into the school of your choice.
- Take classes that challenge you and strive for good grades.



12 Steps in Getting Financial Aid:

The Fall before you will enter school:

1. Select schools that will fulfill your educational and occupational goals
2. Write or call the admissions office at each school you are interested in. Ask about financial aid possibilities and application procedures.
3. Obtain the correct financial aid applications you will need. Forms are available from your high school counselor or from a college financial aid office.
4. Estimate the cost of attending each of the schools you have chosen.
5. Ask your high school counseling office if they sponsor a free financial aid night. Students and parents can learn about financial aid sources and procedures at these workshops.
6. Begin compiling the family financial information needed to fill out your financial aid applications: last year's tax return, figures on non-taxable income, and information on assets.

Soon after January 1:

7. Send your Free Application for Federal Student Aid (FAFSA) in for processing. (Your application will not be accepted before January 1, so do not send it before this date.)

In the Spring:

8. Some schools may request additional information from you such as copies of federal tax returns. Learn what each school requires and provide the information by the deadlines.
9. The schools you choose will notify you whether they will give you financial aid. They also will explain how much grant, loan, or work-study money they can offer you.
10. Tell each school your plans in writing – whether you accept their financial aid packages or not.

Those who choose to attend the Summer term:

11. Aid awarded for the academic year must be used during that period. Aid may, however, be available during the summer term. Ask your aid officer well in advance of summer enrollment if summer aid is available at your school. Some schools may have a separate summer application process, so be sure to check with the financial aid office.

Each January, if you are planning to be in school the next year:

12. Apply for financial aid again. You MUST reapply each year.

NOTE: Students entering school during other times also need to complete the Financial Aid Need Analysis Form as soon as possible after January 1 of the year they are entering school.

Source: Delaware Occupational Information Coordinating Committee, *Delaware Career Compass*, 1998, p. 43.

Financial Aid Scam Alert !!

You should never spend more than the cost of a stamp to get financial aid money. Here are some warning signs that you may be dealing with a financial aid scam:

1. You are asked to send money. Legitimate financial aid organizations do not require any application, disbursement or other up-front fees.
2. You are guaranteed to receive a scholarship. No scholarships can ever be guaranteed. All scholarship awards are determined by the scholarship sponsors.
3. You must give out bank account, credit card, calling card or social security numbers. These scams will use your information to make withdrawals on your bank account or rack up charges on your charge accounts.
4. You have never heard of the organization contacting you or you don't remember asking them for more information. You are responsible for making contact with financial aid organizations. Legitimate organizations will only contact you **after** you contact them first.
5. You are expected to purchase something in return for information, applications or scholarships. These businesses are using scholarships (which may not even exist) as selling tools for their products.
6. You are uncertain of the legitimacy of the offer. If you have any doubts, tell them you will get back to them. Then do some checking. Chances are your instincts are correct.

For more information on financial aid and financial aid scams, check with your high school counselor, college financial aid office or the Internet at <http://www.finaid.org>

A Career in the Military

One stepping stone on the path to your future could be a career in the Armed Forces. You'll receive a steady paycheck, job training, benefits such as room, board and medical coverage. If you plan on going to college after your tour is over, you can use the Montgomery GI Bill to collect money for tuition. For those of you interested in the military, but not willing to be involved on a full-time basis, you can join the Reserves or the National Guard. Joining the Reserves or National Guard will allow you to work a full-time job or go to school while still gaining valuable experience in the military. Remember that to join, you must have a high school diploma (or be on your way towards getting one) or GED. Some branches have additional requirements such as 15 semester hours of college along with a GED, so double check the enlistment requirements of the branch you are interested in. To find out more about joining the Armed Forces, contact your high school guidance counselor or local recruiter.

Air Force

1-800-423-USAF, Casper 266-3821, Cheyenne 632-2344
You can call collect to both these numbers from around Wyoming.
<http://www.airforce.com>

Army and Army Reserve

1-800-USA-ARMY, Casper 577-5231, Cheyenne 637-8210
You can also call collect.
<http://www.goarmy.com>

Marines

1-800-MARINES, Casper 234-3116, Cheyenne 772-2301
<http://www.Marines.com>

Navy

1-800-USA-NAVY, Casper 261-5236, Cheyenne 772-2311
<http://www.navyjobs.com>

Coast Guard

1-800-438-8724
<http://www.uscg.mil/jobs>

Air National Guard

1-800-TO GO ANG
<http://goang.af.mil>

Army National Guard

1-800-GO GUARD
<http://www.1800goguard.com>



Starting your Own Business

If you've got what it takes, becoming an entrepreneur can be a rewarding career choice. Instead of waiting for the perfect job to come around, you can create the perfect job for yourself. It may take time and a lot of hard work to maintain your own business, but the reward will be that you used your own talent, skills and knowledge to become financially independent. The Small Business Administration can provide all types of information on starting your own business. Also, the Internet has several websites dedicated to entrepreneurship. Check them out!

Small Business Administration

<http://www.sbaonline.sba.gov>

Other helpful sites...

<http://entrepreneurmag.com>

<http://www.entreworld.com>

<http://www.smartbiz.com>



Turning Blue into Green

by David Bullard and Krista R. Shinkle

A four-year college degree is not the only route to a high-paying job. Some people, in their enthusiasm for college, fail to investigate the alternative job training options that do not require a formal college education. Many community colleges and technical schools offer courses and apprenticeship programs that can turn you into a highly skilled worker. Vocational education can open the doors to the challenging and financially lucrative world of technical occupations.

The Table lists 30 high paying technical jobs in Wyoming. The types of jobs listed used to be referred to as blue collar jobs. Today however, the blue collar jobs of the past are changing with the advancement of computers and technology in all areas of service. Blue collar workers are now required to use personal computers and computerized machinery and equipment. In keeping with the high demand for their technological expertise, blue collar workers are now referred to as technical workers.

Not only have technical workers changed their name, but they are changing society's views about the benefits of vocational training. The practice of using your hands to make a living is gaining popularity among job seekers. Technical jobs are now

seen as career choices with promising extras, such as competitive wages, medical benefits and opportunities to increase skills as technology advances. Parents, too, are finding out that their children do not have to be doctors or lawyers in order to be successful. Employers already know the value of highly skilled workers able to use their hands as well as their minds. As a result, technical jobs are some of the highest paying occupations in the state (See Table "Top 30 Highest Paying Jobs in Wyoming," page 12.)

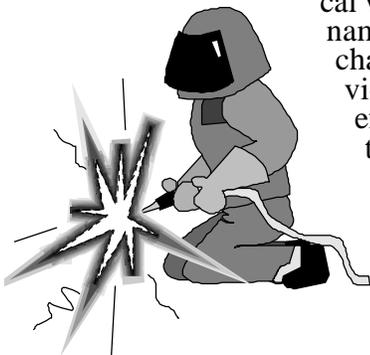
The attraction of technical training is sending droves of highly skilled technical workers into the job market. Over the 1996-2006 ten-year horizon, total employment in Wyoming is expected to increase 6.3 percent. Almost half of the thirty occupations listed in the Table are projected to grow faster than average. For example, employment of brick masons is expected to grow by 37.5 percent.

Employment of heating/AC/refrigeration mechanics is expected to grow 33.0 percent. Even better news for the technical worker is that many of their skills (equipment operation and repair, carpentry, installation, masonry, etc.) are undersupplied in Wyoming. That means that there are not enough workers with the necessary skills in the job market. Consequently, tomorrow's technical workers will be in prime position to pick up great jobs with companies looking for their technical expertise.

High Paying Technical Jobs

Occupation	Average Hourly Wage
Aircraft mechanics	\$15.97
Blasters & explosives workers	\$25.80
Brick masons	\$16.99
Central office & pbx installers & repairers	\$19.92
Crane & tower operators	\$17.04
Crusher operators	\$19.36
Dragline operators	\$26.36
Earth drillers, except oil & gas	\$17.70
Electrical powerline installers & repairers	\$21.37
Electric meter installers & repairers	\$20.01
Electricians, powerhouse, substation & relay	\$25.24
Electronics repairers, comm/industrial equip.	\$17.27
Gas plant operators	\$19.05
Gaugers	\$23.35
Grader, bulldozer & scraper operators	\$17.60
Heating/AC/refrigeration mechanics	\$16.19
Loader operators, underground mining	\$21.92
Machinery maintenance workers	\$19.08
Mechanical technicians & technologists	\$19.21
Millwrights	\$19.90
Mining machinery operators	\$27.24
Mobile heavy equipment mechanics	\$16.85
Petroleum refinery & control panel operators	\$19.24
Plumbers, pipefitters & steamfitters	\$16.22
Precision instrument repairers	\$18.39
Pump operators	\$17.55
Radio mechanics	\$18.63
Railroad conductors & yardmasters	\$22.70
Rotary drill operators, oil & gas extraction	\$22.97
Tool & die makers	\$16.81

Source: Wyoming Wage Survey, 1999.



Finding a Job By Networking

Networking may sound like something only people in high level jobs in a gigantic company do, but the truth is...anyone can network, even you! In fact, networking might be one of the best ways of finding a job. Most companies only advertise as a last resort to finding a new employee. Usually, a company will start by asking its current employees if they know of anyone interested in coming to work for their company. If you have been networking, your name may come up as someone who might be interested.

The best part of networking is how easy it is. You begin by making a list of every person you, your parents and your friends know. Then you contact these people and tell them you are looking for a job. Tell them what you are looking for and ask if they know of any openings in your area of interest. If not, ask them to keep you in mind in case something comes up.

Be sure to keep good records of who you talked to and how they helped. Check back with your contacts periodically and let them know when you find a job. **Always** send a thank you note to anyone willing to give you a hand. And remember that every person you meet could be a potential contact!

Using the Reference Card to go Door-To-Door

Another great way to find a job is the beat-the-streets approach to job hunting. This involves going to the places you would like to work and asking to fill out a job application. The reference card on the right can be cut out and taken with you to fill out job applications on the spot. It contains most of the information you would otherwise have to look up after you got home.

Many companies will look through their files of recent job applications before advertising for a new job opening. If your application is already on file, you might be just the person they are looking for to fill the position.

This information is often asked for on job applications and at interviews. Fill in the resume ahead of time. Take it with you as a reference.

REFERENCE CARD

Social Security Number _____

Driver's License _____

EDUCATION

School _____

Address _____

Course or Subject _____

Dates _____

School Activities (clubs, offices, sports, etc.) _____

PREVIOUS EMPLOYMENT

Name of Employer / Address _____

Job Title _____

Dates _____

Name of Employer / Address _____

Job Title _____

Dates _____

Military Service or Draft Status _____

Hobbies and Special Interests _____

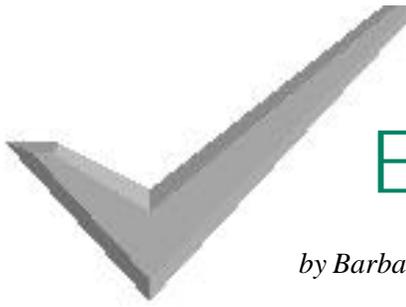
REFERENCES (will need several, get permission)

Name _____

Address _____

Telephone Number _____





Check Out Your Local Employment Resources Center

by Barbara Summers, Employer Services Supervisor, Casper ERC

Many services are available to students and teachers at your local Employment Resource Centers (ERC). The Centers are equipped to do more than simply **refer individuals to part-time and full-time job openings**. At each Center, a **Resource Room** provides not only computer **access to the Internet** but also **word processing** programs which allow job seekers to write their own resumes. There are Vocational Counselors on staff who can assist individuals with making **career choices** and provide information about **work opportunities nationwide**. These counselors can also discuss the **Americans with Disabilities Act** and what **Equal Employment Opportunities** mean. Workshops are available at each Center offering such topics as **resume writing** and **effective interviewing techniques**. **On-the-job training** and **work experience programs** are in place for eligible students. Also, staff members from the ERCs can visit a classroom and make a presentation on any of the above topics.

All of these valuable services are **offered at no cost to students or other job seekers**. To obtain information about any and all services, give your local ERC a call at the numbers listed below or visit them on the Internet. Employment Resources Centers will soon be opening in the towns of Douglas, Wheatland, Newcastle, Lander, Kemmerer, and Afton.

Visit our website at <http://wyjobs.state.wy.us>

EMPLOYMENT RESOURCES CENTER/MANAGER	ADDRESS & TELEPHONE (AREA CODE 307)	COUNTIES SERVED
Casper, WY 82601-1308 Greg Chocas	851 Werner Ct., Suite 120 Telephone: 234-4591	Converse and Natrona
Chevyenne, WY 82003-7002 David Griffin	6101 N. Yellowstone Rd., P. O. Box 20090 Telephone: 777-3700	Laramie
Cody, WY 82414-8464 Leslie Brimhall	1026 Blackburn Ave., Suite 1 Telephone: 587-4241	Big Horn, Park, Washakie and Yellowstone Park
Evanston, WY 82931-3210 Robert Simon	98 Independence Dr., P. O. Box 3210 Telephone: 789-9802	Lincoln (south) and Uinta
Gillette, WY 82718 Elaine Roth	1901 Energy Ct., Suite 230, P. O. Box 1448 Telephone: 682-9313	Campbell, Crook and Weston
Jackson, WY 83001-1003 Colleen Dubbe	155 W. Gill Ave., P. O. Box 1003 Telephone: 733-4091	Lincoln (north) and Teton
Laramie, WY 82070-0948 Joseph Mathis	112 S. Fifth St., P. O. Box 948 Telephone: 742-2153	Albany
Rawlins, WY 82301-0070 Margaret Blodgett	1703 Edinburgh, P. O. Box 70 Telephone: 324-3485	Carbon
Riverton, WY 82501-1610 Lee Heermann	422 E. Fremont, P. O. Box 1610 Telephone: 856-9231	Fremont and Hot Springs
Rock Springs, WY 82901-5770 Leann Carothers	79 Winston Dr., Suite 229 Telephone: 382-2747	Sublette and Sweetwater
Sheridan, WY 82801-9225 Barbara Hall	2266 N. Main Telephone: 672-9775	Sheridan and Johnson
Torrington, WY 82240-3508 Ron Orr	1610 E. "M" St. Telephone: 532-4171	Goshen, Niobrara and Platte
Veterans Employment Service Casper, WY 82602-2760 David McNulty	100 W. Midwest, P. O. Box 2760 Telephone: 235-3281	Wyoming

YOUR RESUME

Whether you are writing your first resume or updating an old one, you've probably wondered just how much difference it **really** makes in getting you the job. Well, a resume can say a lot about you, and not all of it is in words. Think of your resume as a **word picture** of yourself. Just as you wouldn't show up for an interview in the same clothes you wore to clean the barn or to attend aerobics class, you should not submit a resume that is badly organized or sloppy-looking. Since your resume is most likely the **first thing** a potential employer will see from you, it needs to be a professional reflection of you and of your talents.

For more examples of resumes, check with your guidance counselor or the Internet.

http://www2.jobtrak.com/help_manuals/jobmanual/resume.html

First Resume:

- * Even though Eric does not have much work experience, he has included volunteer work and other activities, such as 4-H, that related to the job he is trying to obtain.
- * With short resumes, you may wish to include your references **with** the resume, but remember to be certain that your references will give you good referrals!

Cover Letter:

- * Include a cover letter with every resume that you do not personally deliver.
- * Mention why you chose that company and list your specific job qualifications.
- * Try to write the letter to a specific person in the company and don't forget to thank that person for his or her time.
- * Request an interview and indicate when you will be calling.



ERIC R. DANIELS
2017 East "A" Street
Torrington, Wyoming 82240
(307) 532-4171

EMPLOYMENT OBJECTIVE Seeking a full-time position assisting a veterinarian, working primarily with small animals.

EXPERIENCE 1998-99 **Volunteer** (summer)
Huntley Animal Shelter, Huntley, Wyoming.
* Cleaned cages and fed animals.
* Exercised animals.

1998 **Biology Class Assistant**
Torrington High School, Torrington, Wyoming.
* Cleaned cages and fed laboratory rats.

1994-98 **Member**
Torrington 4-H, Torrington, Wyoming.
* Raised rabbits and sheep for show at fairs.

EDUCATION 1997-00 Torrington High School, Torrington, Wyoming.

REFERENCES Kit T. Katt, Manager, Huntley Animal Shelter,
Huntley, Wyoming 82218.
Telephone: (307) 555-6369

Bay O. Wolff, Instructor, Torrington High School,
Torrington, Wyoming 82240.
Telephone: (307) 555-3647



April 15, 2000

Eric R. Daniels
2017 East "A" Street
Torrington, Wyoming 82240

Gabrielle Edwards
Doctor of Veterinary Medicine
Happy Puppy Veterinary Clinic
Torrington, Wyoming 82240

Dear Dr. Edwards,

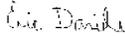
I am writing to inquire about a summer position at your veterinary clinic.

I will graduate from Torrington High School next month and will be pursuing a pre-veterinary degree at the University of Wyoming in the fall. I have experience with small animals, as I volunteered last summer at the Huntley Animal Shelter cleaning kennels and exercising the animals there.

I am familiar with your kenneling procedures and routine pet checkup visits, as my family has used your clinic for our dog and our two cats. I want to learn as much as I can from you and your colleagues. I am a hard worker and a fast learner.

My resume is enclosed for your review. I will contact your office next week to see if you are available to meet with me.

Thank you in advance for your time.

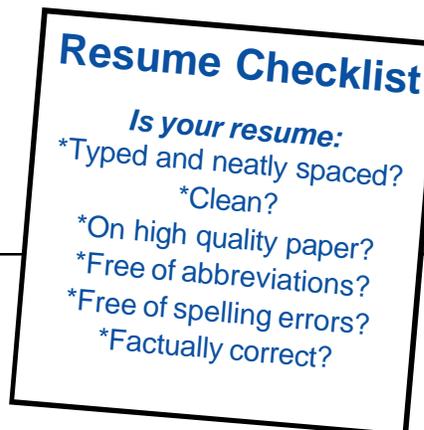
Sincerely,

Eric R. Daniels

Enclosure



Use action verbs to emphasize your accomplishments!

Improved Coordinated Designed Proposed
Collaborated Recommended Initiated



Interview Dos and Don'ts

Dos

- * Try to schedule your interview between 9:00 and 11:00 a.m.
- * Learn about the company first.
- * Review beforehand the things you want to tell the interviewer.
- * Look your best.
- * Smile and look the interviewer in the eye.
- * Be enthusiastic about the job.
- * Ask questions.
- * Thank the interviewer for their time when done.

Don'ts

- !! Don't be late.
- !! Don't chew gum.
- !! Don't say "uh," "you know," and "like."

Illegal Questions and How to Answer Them

The questions a prospective employer can ask you during a job interview are regulated by federal and state laws. Employers are only allowed to ask questions relating to the job, but occasionally a potential employer may ask you an illegal question deliberately (or accidentally). You don't have to answer, but that may not always leave the best impression. Unfortunately, you may not want to answer either, if it will hurt your chances of being offered the job. What can you do? Many times the reasons for the illegal questions are legitimate concerns of the employer. They just didn't know how to ask the right questions. Below are some illegal questions you may be asked during an interview, the reasoning behind the questions and a response you can give that may address their concerns.

Illegal questions: How old are you? What is your birth date?

Why they might be asking: Some jobs have minimum age requirements (i.e. working in a bar requires that you be of legal drinking age.)

Possible answer: I am old enough to meet the minimum age requirements for this position.

Illegal questions: Are you a U.S. citizen? Where were you born? What is your nationality?

Why they might be asking: They need to know if you are authorized to work in the United States.

Possible answer: I am able to legally work in the United States.

Illegal questions: Are you married? Do you have children? When do you plan on starting a family?

Why they might be asking: They are concerned that you will have family conflicts if you are asked to relocate, travel, work varying shifts or work overtime.

Possible answers: My personal life will not affect my ability to do this job.

Illegal questions: Do you have any disabilities? What is your family medical history? How often did you call in sick at your last job?

Why they might be asking: They are concerned that you will not be able to perform job related functions because of physical limitations.

Possible answers: I would be able to physically perform the essential functions of this job.

Note: **After you are offered the job**, you will have to provide proof that what you said is true. For example, may need to provide a copy of your drivers' license, social security card or work visa. Also, you may be required to pass a physical exam or drug test.

Send the Letter

There are many types of letters to consider as you apply for jobs. Your letters should reflect your own personality, writing style and experience. Below you will find several types of letters, their purpose and when to send it.

Type Of Letter	Purpose	When To Send It
Cover	provide a sales pitch, highlight resume	anytime you submit a resume.
Ad response	same as cover letter but focused on the ad's specifications	when you respond to an ad.
Cold-call	catch the employer's eye; provide a detailed sales pitch that replaces the resume	when you want an employer to consider hiring you even if a position is not advertised.
Thank you for being my reference	thank the person; educate him/her about your skills, history, and goals	as soon as someone agrees to serve as your reference.
Thank you for the referral/help	promote the relationship with your contact	as soon as someone agrees to serve as your reference.
Thank you for the interview	express interest; add anything you forgot in the interview	the day of (or day after) the interview.
Thank you for considering me	transform employer into contact; possibly get a referral	as soon as you learn you were not hired for the position.
Thank you for hiring me	thank the employer and express your enthusiasm; confirm compensation package	as soon as you have accepted the job offer and negotiated compensation.

Interview Tips - <http://www.myfuture.com>

Don't Let a Positive Drug Test Ruin Your Career Hopes

It is estimated that the cost of employee drug and alcohol abuse is as high as \$100 billion each year. To fight this alcohol and drug problem, corporate America is taking a strong stand to provide a drug-free workplace. Applicant and employee drug testing, for example, are now standard practice. Many companies have established policies not to hire a person who presents positive test results indicating the use of drugs.

So what does all this mean to you as a job applicant? As time goes on, chances become greater and greater that you will be asked to take a drug test before you will be hired. Some employers include information about their drug policy on the application form. Others tell applicants in the first interview that drug testing is required. But don't count on getting a warning. Some employers make no mention of drug testing in advance.

Drug testing should not be taken lightly. A positive test result, or answering "yes" to a question about drug use, may eliminate your chances for employment. Different companies have different policies. Some may allow retesting if a test result is positive, or be more lenient towards someone who last used drugs over five years ago. But others will reject an applicant on the basis of one positive test.

Employers conduct drug screenings in various ways: by asking applicants about current and past drug use; by giving pencil-and-paper or polygraph (lie detector) tests; or by medical tests of urine, blood, or hair samples. The most commonly used test is an urinalysis, which is laboratory testing of a urine sample. Retention time (the length of time any substance remains in the body and can be detected in the urine) varies with the drug and the individual.

Current military policy is zero tolerance, meaning that all military personnel are subject to immediate discharge if a drug test has a confirmed positive result. Further, a Presidential Executive Order has authorized drug testing throughout the Federal Government.

Alcohol and drugs can destroy your work life. Substance abuse can lead to job loss and make it difficult to maintain a job. All drugs cause disorientation. The side effects of marijuana are memory loss and inability to concentrate. Cocaine users become anxious and paranoid. Alcohol causes irritability and depression, and reduces the ability to express oneself. Addicts often believe that alcohol or drugs make them feel more confident. But that feeling doesn't last. Addiction can lead to serious health problems or death if left untreated.



If you or someone you know has a problem with drugs or alcohol, here are some resources:

Alcohol and Drug Education 1-800-252-6465

American Council for Drug Education 1-800-448-DRUG

Center for Substance Abuse Treatment 1-800-662-HELP

Drug and Alcohol Abuse Hotline 1-800-IDOCARE

Wyoming Uplift Parent Resource Center 1-800-UPLIFT3

What can I do?

- *Do not use drugs!
- *If you have a substance abuse problem, **GET HELP!**
- *Ask if there is going to be drug screening and why.
- *Be sure that in having a drug test done, your rights to privacy and dignity are not invaded.
- *Report any prescription drugs or medications taken before testing.
- *Find out what type of laboratory testing is done to be sure fair and accurate procedures are in place.
- *Know the company's policy on retesting.
- *Ask for reasons for employment rejection.
- *Be aware that not wanting to take a drug test may be interpreted as fear of a positive test result.

Other Tools

Resources for People with Disabilities

The Wyoming Division of Vocational Rehabilitation (DVR) assists people who have a disability to prepare for, find and maintain employment. Guidance counseling, job development and placement are several core services offered by DVR counselors, providing individuals with the tools they need to make informed choices concerning their career goals. A variety of other services are also provided or arranged through the DVR counselor.

For **students with disabilities** who may need assistance with the transition from school to work, DVR counselors maintain contact with the local school districts throughout the State. Students who have a disability are encouraged to contact a DVR counselor either directly or through the school no later than the end of the Junior year, or at any time that vocational issues arise.

DVR has sixteen offices located across the State. To inquire about services, check the State Government listings in your phone book for the office nearest to you, or call DVR's Central office in Cheyenne at 307-777-7389.

Websites for Individuals with Multi Cultural Backgrounds

American Indian Higher Education Consortium (AIHEC)

<http://www.aihec.org>

American Institute for Managing Diversity, Inc. (AIMD)

<http://www.aimd.org>

The Black Collegian

<http://black-collegian.com>

The College Fund/UNCF

<http://uncf.org>

Hispanic Association of Colleges and Universities (HACU)

<http://www.hacu2000.org>

Minority On-Line Information Service (MOLIS)

<http://fie.com/web/mol>

National Asso. for the Advancement of Colored People (NAACP)

<http://www.naacp.org>

Native American Schools, Student Groups and Related Programs on the Internet

<http://hanksville.phast.umass.edu/misc/naschools.html>

A Guide for Student Athletes

If you are a student athlete interested in a college education, check out the **Guide to the College-Bound-Student-Athlete**. This is a guide that covers everything from admissions to scholarships. Contact the National Collegiate Athletic Association (NCAA) or visit with your high school coach or guidance counselor.

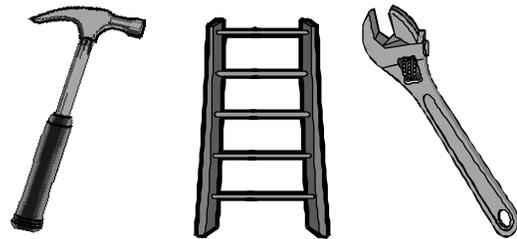
National Collegiate Athletic Association (NCAA)

<http://www.ncaa.org>

Are There Gaps in Your Education?

There are 13 Adult Basic Education/GED Centers located throughout Wyoming. These centers provide basic math, reading and writing skills at no cost to you. The centers also offer classes in workplace skills and practice GED exams.

If you need to improve your basic skills before continuing your education or moving into the workplace, contact the State Department of Education at (307) 777-7673 for the ABE/GED Center nearest you. Your school counseling office may already have the information for your area, so check there first!



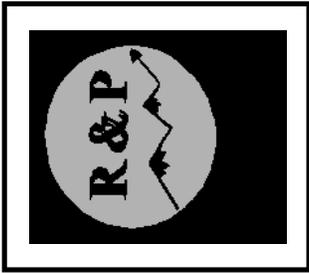
Job Training for Students

The Title II-C Youth Program provides year-round training and employment programs for youth, ages 16-21 both in and out of school. Program services may include paid job and/or classroom training opportunities which provide the skills, knowledge and self-confidence that youth can apply toward school or future employment. The youth program also provides the necessary skills and work experience to successfully transition youth into adulthood, careers and further education and training. The youth program is based on the premise that the right interventions at the right time in a young person's life will have a major impact on his or her success.

It is important that youth begin to think about their careers, and any additional support they may need to remain in school. For youth who have dropped out of school, the youth program provides participants with jobs, the opportunity to gain their high school diploma or GED, or participate in career planning activities. One key element of the youth program is follow-up services to youth for one year after program completion to help them acquire the skills they need to succeed.

Youth partnerships have been formed to bring together local employers, schools and community-based organizations to create job opportunities for youth. In an effort to create an atmosphere that supports youth, the linkages between academic providers and employers will move beyond traditional employment and training services. The partnerships will strive to provide youth with the services necessary to get a high school diploma or GED, placement and retention in post-secondary education, job skills training, job opportunities and apprenticeships with a focus on employment.

For more information about the Title II-C Youth Program, contact Chris Corlis, Job Training Partnership Act (JTPA) Program Manager at (307) 235-3242.



After 5 Days Return to:
Wyoming Occupational Coordinating Council
Employment Resources Division
Wyoming Department of Employment
P.O. Box 2760
Casper, WY 82602

Official Business
Penalty for Private Use \$300