

# **Career Directions Inventory (CDI)**

## ***Extended Report***

*Name:* **Sam Sample**

*Gender:* **Male**

*Report Date:* **February 5, 2012**

This report is based on your answers to the Career Directions Inventory (CDI). Your scores indicate how your interests in various work activities compare to the interests of other people.

It is important to consider your interests carefully because they can help you find a rewarding career. But you should also consider other factors when exploring educational and career opportunities. Think about how your interests, abilities, experiences, personality, and values will influence your satisfaction and success. These factors are important in career exploration -- just as important as your interests. For example, certain fields require a lot more study and work than others. If you find that long hours of studying do not appeal to you, take this into account when considering a career.

There is a vast amount of information contained in this report and lots of helpful advice. Take the time to study the information. Make use of the career resources suggested in the CDI report. It will be worth the time you spend. Finding a satisfying career is important.

### **Index to your CDI report:**

- Page 2: A profile of scores reflecting your interests on the 15 Basic Interest Scales, such as Art, Sales, and Science.
- Page 4: A profile of your scores on seven General Occupational Themes, which represent broad interest patterns. For example, scientists and engineers usually obtain high scores on the Investigative/Logical interest theme.
- Page 6: A profile of your scores on the 27 Job Clusters, such as Law Enforcement and Agriculture. This is followed by a closer look at your Top Three Job Clusters.
- Page 16: A profile showing the similarity of your interests to the interests of students in 100 different educational fields, such as nursing, drafting, or data processing.
- Page 19: The administrative indices indicate how much confidence you can have in the accuracy of your CDI report, based on the consistency of your responses.
- Page 20: Where do you go from here? This section lists a variety of career resources, and provides you with a plan you can build upon.

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## Basic Interest Scales

The chart below presents your scores on the 15 Basic Interest Scales in a bar graph profile. A high score on a particular scale indicates that you have a strong interest in that work activity (for example, Sales), or preferred work style (Assertive, Persuasive, Systematic). Study your profile carefully. Low scores (less than 30) are just as important as high scores (greater than 70), as these indicate lack of interest or even extreme dislike for certain activities. Use the scale definitions on the next page to get a clearer picture of your career interests.

Scale	Percentiles			Male Percentiles					High 99
	Comb.	Female	Male	Low 0	20	40	Average 60	80	
Administration	17	17	17						
Art	90	87	93						
Clerical	40	32	49						
Food Service	8	5	10						
Industrial Art	56	84	31						
Health Service	16	14	18						
Outdoors	82	92	72						
Personal Service	1	0	1						
Sales	14	15	14						
Science	95	99	92						
Teaching/Social Service	82	71	93						
Writing	99	99	99						
Assertive	42	54	29						
Persuasive	26	25	27						
Systematic	29	31	27						

### Basic Interest Scale Profile Explanation

- Percentile: The scores under this heading indicate the percentage of people in a comparison group who received a lower interest score than you did.
- Comb: The scores in the Combined column of percentiles compare your interests with the combined group of males and females.
- Male: The scores in the Male column of percentiles compare your interests with those of the males in the comparison group.
- Female: The scores in the Female column of percentiles compare your interests with those of the females in the comparison group.

*This CDI report is based on a normative sample developed in 2000. This sample consists of 2500 individuals (1250 men and 1250 women).*

## Basic Interest Scale Descriptions

<b>Scale</b>	<b>Description</b>
<b>Administration</b>	Enjoys organizing the financial or day-to-day operations of a business or institution, supervising the activities of others, planning work schedules, and maintaining records.
<b>Art</b>	Has a special appreciation for the arts, and enjoys participation in them. This may involve performing on stage, or creating visual artwork.
<b>Clerical</b>	Enjoys office work of a systematic nature, involving attending to details and routine duties.
<b>Food Service</b>	Likes to be involved in the preparation, serving, or selling of food products.
<b>Industrial Art</b>	Enjoys making or repairing things using machinery, or by hand.
<b>Health Service</b>	Interested in helping to prevent, diagnose, or cure diseases through laboratory work, or by attending to the health needs of individuals directly.
<b>Outdoors</b>	Likes working outdoors, especially in agriculture with animals and/or plants. May enjoy the challenge of potentially dangerous situations.
<b>Personal Service</b>	Likes interacting with others and providing the public with services involving personal contact.
<b>Sales</b>	Interested in selling merchandise or services. This usually involves an understanding of products and services, demonstration, informing customers of their features, and being persuasive with others.
<b>Science</b>	Enjoys working with abstract ideas, scientific equipment, and mathematical logic and reasoning to solve practical or abstract problems.
<b>Teaching/ Social Service</b>	Enjoys instructing people in learning new things, helping people solve problems, and assisting others.
<b>Writing</b>	Enjoys either creative or technical writing. Likely to have broad interests.
<b>Assertive</b>	Prefers working situations in which it is appropriate to assert authority over others, and to direct and monitor their work.
<b>Persuasive</b>	Enjoys work which involves influencing, advising, counseling, guiding, motivating, or directing the activities of others.
<b>Systematic</b>	Prefers jobs that involve routine but challenging assignments in which order and persistent, steady effort are required. Likes job security to be established, and dislikes frequent changes in schedule and situations requiring quick decisions.



## General Occupational Theme Descriptions (*continued*)

<b>Theme</b>	<b>Description</b>
<b>Enterprising</b>	High scorers on this theme are people-oriented. They like to talk to, influence and persuade others. They are confident, adventurous, assertive and show leadership. Money, power and status are attractive rewards to them. They are very often interested in the world of business, especially in the areas of supervision or sales.
<b>Artistic/Communicative</b>	Someone with a high score on this theme is often thought of as original and creative by others. Such people enjoy expressing themselves in artistic ways such as acting, dancing, creating music or visual art, or by expressing their ideas either through discussion or debate. They appreciate these creative talents in others as well. Their whole range of interests is wide. They adapt to change well and like jobs that are not too routine.
<b>Social/Helping</b>	High scorers on this theme show a strong interest in the welfare of other people. They are interested in helping to keep others emotionally or physically healthy, or in teaching others. They are thought of as responsible, sympathetic, kind and supportive. They enjoy giving advice and working directly with people, either in groups or individually.
<b>Investigative/Logical</b>	Those with high scores on this theme enjoy the challenge of problem solving in mathematics, technology, and sciences, and the abstract and practical ideas related to these areas. They have a great deal of curiosity about the physical world. Applied science, such as engineering, technology or computer science may also be of interest to them. They often derive more satisfaction from a job well done than from pleasing other people. They can be technically creative.
<b>Conventional</b>	People that score highly on this theme enjoy working in large organizations, especially in the business world. They show careful attention to detail, are organized, follow instructions well and prefer jobs where their daily duties are regular and fixed. They may enjoy supervising others in jobs where rules and tasks are well defined. They are more comfortable with verbal tasks and working with figures rather than with jobs requiring physical activity or that may involve physical risk.
<b>Serving</b>	People who score highly on this theme are happy in jobs requiring sociability, politeness, patience and a happy disposition. Such people enjoy having variety built into their jobs and are attracted to careers that bring them into contact with a wide cross-section of the public. They enjoy helping others, serving others' personal needs and looking after the comfort and well-being of others. They are likely to be involved in such service areas as the hospitality businesses (restaurants and hotels), travel, personal grooming, and clothing care.

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## Job Clusters

Your scores on the 27 Job Clusters below are based on a comparison to the interests of a large number of people in a wide variety of job groups and educational programs. If you have a high score in a certain cluster, you are more likely to find work or study in that area more interesting and satisfying. Use the scale definitions found on the following three pages for a clear picture of each job group. Examine the information provided for your "Top Three Job Clusters," as these represent your strongest interests.

Cluster	Percentiles			Male Percentiles					
	Comb.	Female	Male	Dissimilar 0	20	40	60	80	Similar 99
Social Sciences	97	96	98						
Library Science	96	94	97						
Art	93	91	96						
Communication Arts	95	94	96						
Architectural Technology, Drafting and Design	94	94	95						
Renewable Resource Technology	97	99	94						
Science and Engineering	96	99	93						
Performing Arts	82	73	91						
Electronic Technology	94	99	90						
Computer and Mathematical Sciences	93	98	88						
Education	65	44	85						
Banking and Accounting	62	66	59						
Agriculture and Animal Science	65	77	52						
Social Services	27	11	44						
Marketing and Merchandising	37	34	41						
Word Processing and Administrative Assistant	28	23	34						
Health Record Technology	19	16	22						
Skilled Trades	39	66	17						
Medical and Healthcare Services	18	18	17						
Funeral Services	9	1	17						
Sales	11	9	14						
Personal Care	9	3	14						
Administration	10	8	13						
Public and Protective Services	10	14	7						
Law Enforcement	7	8	6						
Food Services	4	2	5						
Hospitality and Travel Services	2	1	4						

## Job Clusters (*continued*)

### Job Cluster Profile Explanation

- Percentile:** The scores under this heading indicate the percentage of people in a comparison group who received a lower interest score than you did.
- Comb:** The scores in the Combined column of percentiles compare your interests with the combined group of males and females.
- Male:** The scores in the Male column of percentiles compare your interests with those of the males in the comparison group.
- Female:** The scores in the Female column of percentiles compare your interests with those of the females in the comparison group.

### Job Cluster Descriptions

**Administration:** Individuals working in this field are engaged in management activities, such as supervising and counseling others, and systemizing and directing activities in governmental, industrial or commercial organizations.

**Agriculture and Animal Science:** Individuals working in Agriculture are involved in a variety of activities ranging from planting, cultivating, harvesting, and weeding crops to breeding and medically treating animals.

**Architectural Technology, Drafting and Design:** Individuals working in this occupational group are involved with collecting, analyzing, and plotting survey data, preparing working plans, and making detailed illustrations and maps for engineering, manufacturing, designing, construction and exploration purposes.

**Art:** Individuals working in visual arts are involved in a number of occupations, such as photography, interior design, architecture, graphic art, or illustrating.

**Banking and Accounting:** Individuals employed in this area may perform a variety of tasks, ranging from administrative, and managerial duties in banks and credit agencies to financial advising, and administering accounting services.

**Communication Arts:** Individuals working in the Communication Arts field are involved in writing and editing material in newspapers, books, magazines, technical manuals, and printed media for use in speeches, broadcasts or dramatic presentations, or for translation into other languages.

**Computer and Mathematical Sciences:** Occupations in this cluster generally involve working with numbers and formulas. Individuals working in this field use their mathematical skills for a variety of tasks, such as analyzing business trends or scientific theories, programming computers, and developing content for Internet applications.

**Education:** Individuals interested in teaching are involved in a variety of tasks, for example, enforcing discipline, preparing curricula, marking assignments and tests, and instructing and evaluating students.

**Electronic Technology:** Individuals working in this occupational cluster are involved in many aspects of the electronics field, especially those jobs dealing with technical knowledge of electrical equipment.

## Job Cluster Descriptions (*continued*)

**Food Services:** Individuals working in this field may be involved in cooking, preparing, or serving food and beverages, or consulting others on how to develop nutritional menus, and maintain special diets.

**Funeral Services:** Those individuals involved in the Funeral Services field may be responsible for preparing and transporting the body, as well as counseling and directing the family and friends of the deceased in the preparation of the funeral service.

**Health Record Technology:** Individuals working in this field combine clerical activities with health service; for example, scheduling appointments, receiving and directing calls, compiling and typing statistical reports, and/or admitting patients.

**Hospitality and Travel Services:** These jobs generally involve a great deal of interaction with, and servicing of the public. Activities may include the provision of accommodation and recreation activities, or the planning and escorting of travelers.

**Law Enforcement:** Individuals working in this field are involved with providing protection against crime and accidents in a number of different ways.

**Library Science:** Individuals employed in this area are involved in the organization and circulation of books, newspapers, magazines, and historical artifacts, in addition to the development and implementation of the information systems responsible for the classification of the materials.

**Marketing and Merchandising:** Individuals employed in this field may design advertising, plan marketing campaigns, buy products, or conduct research on buyer preferences.

**Medical and Healthcare Services:** Many jobs included in this cluster are concerned with the diagnoses and treatment of human ailments.

**Performing Arts:** Individuals working in Performing Arts enjoy being involved in the entertainment field, whether it is behind the scenes, such as a director, or as an actor/ actress performing in front of large groups of people.

**Personal Care:** Individuals who work in this area tend to enjoy meeting others and working in jobs that involve personal contact, such as a hairstylist or cosmetologist.

**Public and Protective Services:** Individuals employed in this occupational cluster tend to be attracted to jobs requiring diligence, some physical challenges and, in certain instances physical risk. These occupations involve protecting the public in one way or another.

**Renewable Resource Technology:** There are many different occupations included in this area, most of which involve maintaining, and preserving plants, trees, or wildlife.

**Sales:** Individuals working in sales are involved in selling merchandise and services, and may be involved in buying commodities for resale, or managing retail businesses.

**Science and Engineering:** Occupations in this cluster are generally concerned with research or practical applications of science and engineering principles.

## Job Cluster Descriptions (*continued*)

**Skilled Trades:** This occupational cluster includes a wide range of jobs involved with various types of machinery, the making, assembling or repairing of products, and construction.

**Social Services:** This area involves many professionals that work with people or communities to help them improve their situation.

**Social Sciences:** The Social Science cluster covers a broad range of occupations, as it represents individuals who study the past, present and future of civilization, and societies' impact on the group and the individual.

**Word Processing and Administrative Assistants:** Individuals who work in this field tend to enjoy office work of a systematic nature, involving routine duties, such as a secretary or clerk.

### Top Three Job Clusters

On the next pages, you will find descriptions for the three clusters that match your interest pattern most closely. Under each cluster name, you will find a code number taken from the O\*NET website. O\*NET offers a comprehensive classification of occupational titles and job categories that is based on the Standard Occupational Classification (SOC) system.

After each cluster description, you will find a list of some typical jobs found within that cluster. Across from each job name is an O\*NET/SOC code. There are many more jobs for each cluster that have not been included. You should consider these others as well. For a list of more jobs related to each cluster, check on the Internet at: <http://www.onetonline.org>. To find occupation descriptions and links to related jobs, enter either the O\*NET/SOC code (for example 27.3043.04), the job title (for example copy writer) or a keyword (such as writer) within the given fields on the site.

Remember that having similar interests to a job cluster does not necessarily mean that you could do well in that type of work or study. However, most people do find satisfaction with jobs that match their interests. Your counselor can help direct you to the possible educational or career areas to explore.

## Occupations in Banking and Accounting

There are many jobs in this field ranging from Financial Examiners and Accountants to Bookkeepers. Jobs such as Financial Manager involve planning, organizing and controlling financial activities of commercial institutions or banks. Accountant, Budget Analyst, and Credit Authorizer are some of the jobs that are concerned with planning and administering accounting services, advising on financial problems, and planning and conducting account audits of industries, government and private individuals. Bookkeeping Clerk, Teller, and New Accounts Clerk are a few of the jobs concerned with classifying and recording information about monetary transactions, paying and receiving money, and performing clerical duties involved with banking, insurance, finance and statistics. Persons in this field tend to show high interests on the Administrative, Clerical, and Systematic scales of the Career Directions Inventory. Many of these jobs require a college education, although some provide on-the-job training. Listed below is a sample of jobs included in this cluster. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 11 - Management

O\*Net Div. 13 - Business and Financial Operations

O\*Net Div. 43 - Office and Administrative Support

O*Net Code	Job Title	O*Net Code	Job Title
11-3031.00	Financial Managers	13-1031.00	Claims Adjusters, Examiners, and Investigators
13-2011.00	Accountants and Auditors	13-2041.00	Credit Analysts
13-2031.00	Budget Analysts	13-2052.00	Personal Financial Advisors
13-2051.00	Financial Analysts	13-2071.00	Loan Counselors
13-2061.00	Financial Examiners	13-2081.00	Tax Examiners, Collectors, and Revenue Agents
13-2072.00	Loan Officers	43-3011.00	Bill and Account Collectors
13-2082.00	Tax Preparers	43-3031.00	Bookkeeping, Accounting, and Auditing Clerks
13-2099.00	Financial Specialists, All Other	43-4041.00	Credit Authorizers, Checkers, and Clerks
43-3021.01	Statement Clerks	43-4141.00	New Accounts Clerks
43-3071.00	Tellers		
43-4011.00	Brokerage Clerks		
43-4051.00	Customer Service Representatives		
43-4131.00	Loan Interviewers and Clerks		

### Suggested Readings

1. **Getting Started as a Financial Planner.** Rattiner, Jeffrey H. Bloomberg Press. 2009. ISBN: 1576603571.
2. **Heard on The Street: Quantitative Questions from Wall Street Job Interviews.** Crack, Timothy F. Timothy Crack. 2009. ISBN: 970055277.
3. **Careers for Financial Mavens & Other Money Movers.** Eberts, Marjorie and Gisler, Margaret. McGraw-Hill. 2008. ISBN: 71437312.
4. **Careers in International Affairs.** Carland, Maria P. and Faber, Candace. Georgetown University Press. 2008. ISBN: 1589011996.
5. **Vault Career Guide to Accounting.** Alba, Jason. Vault, Inc. 2008. ISBN: 1581315910.
6. **Vault Career Guide to Investment Management.** Epstein, Adam. Vault, Inc. 2008. ISBN: 1581315619.
7. **Career Opportunities in Banking, Finance, and Insurance.** Fitch, Thomas P. and Johnson, Robert R. Checkmark Books. 2007. ISBN: 816064741.
8. **So You Want to Be a Financial Planner: Your Guide to a New Career.** Jones, Nancy L. AdvisorPress. 2007. ISBN: 1603530002.
9. **The Million-Dollar Financial Services Practice: A Proven System for Becoming a Top Producer.** Mullen, David J. AMACOM/American Management Association. 2007. ISBN: 814480527.
10. **Careers in Accounting.** Gaylord, Gloria and Ried, Glenda. McGraw-Hill. 2006. ISBN: 71458735.
11. **Financial Services.** Ferguson Publishing Company. 2006. ISBN: 816065608.
12. **Jump Start Your Mortgage Career: A Proven Plan For Loan Officers And Mortgage Brokers Who Want To Skyrocket Their Income in 30 Days.** Kamadia, Ameen. Kamrock Publishing. 2006. ISBN: 975375636.

## **Banking and Accounting (*continued*)**

### **Suggested Readings (continued)**

13. **Careers for Born Leaders & Other Decisive Types.** Camenson, Blythe. McGraw-Hill. 2005. ISBN: 71438572.
14. **Great Jobs for Accounting Majors.** Goldberg, Jan. McGraw-Hill. 2005. ISBN: 71438548.
15. **Great Jobs for Math Majors, Second ed.** Lambert, Stephen and DeCotis, Ruth. McGraw-Hill. 2005. ISBN: 71448594.
16. **Careers in Finance.** Ring, Trudy. McGraw-Hill. 2004. ISBN: 71437363.
17. **Opportunities in Financial Careers.** Sumichrast, Michael and Sumichrast, Martin. McGraw-Hill. 2004. ISBN: 71411682.
18. **The 8 Characteristics of the Awesome Adjuster.** Van, Carl. Arthur Hardy Enterprises, Inc. 2004. ISBN: 930892666.
19. **Careers in International Business.** Halloran, Ed. McGraw-Hill. 2003. ISBN: 71407359.
20. **Finance for Managers.** Harvard Business School Press. Harvard Business Press. 2003. ISBN: 1578518768.

### **Organizations**

1. American Accounting Association. (<http://aaahq.org>)
2. American Bankers Association. ([www.aba.com](http://www.aba.com))
3. American Finance Association. ([www.afajof.org](http://www.afajof.org))
4. Institute of Internal Auditors. ([www.theiia.org](http://www.theiia.org))

### **Activities**

1. Check out [www.careers-in-business.com](http://www.careers-in-business.com) to explore various options for jobs in business.
2. Explore [www.accountingnet.com](http://www.accountingnet.com) for accounting news, research, and an online community with discussion forums.
3. Visit [www.bankrate.com](http://www.bankrate.com) to learn about many financing issues, from mortgages to car purchases to debt management.
4. Visit [www.rileyguide.com/finance.html](http://www.rileyguide.com/finance.html) to find information on salaries and links to firms, careers, and associations within the Banking and Accounting Job Cluster.

## Occupations in Renewable Resource Technology

There are many different occupations included in this area, most of which involve working outdoors. Jobs working with plants and trees include Landscape Workers and Plant Scientist. Such jobs involve maintaining public places such as parks, cemeteries and sports fields, and private facilities and homes. The work in this area may include caring for lawns, cutting, pruning and transplanting trees and shrubs, planting flowers and weeding. Other jobs involve fish and wildlife preservation, spraying to control insects and plant diseases, and preventing forest fires. Some of the jobs in this category do not require post-secondary education as training is provided on the job. However, college courses are normally required for such jobs as Forest and Conservation Technologist. In this job the worker is responsible for the protection and conservation of the forest's natural resources and wildlife. People in this field tend to show high interests on the Outdoors scale of the Career Directions Inventory. Below is a list of some jobs included in this area. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 11 - Management

O\*Net Div. 17 - Architecture and Engineering

O\*Net Div. 19 - Life, Physical, and Social Science

O\*Net Div. 37 - Building and Grounds Cleaning and Maintenance

O\*Net Div. 45 - Farming, Fishing, and Forestry

O*Net Code	Job Title	O*Net Code	Job Title
11-9013.01	Nursery and Greenhouse Managers	11-9013.03	Aquacultural Managers
17-1012.00	Landscape Architects	19-1013.00	Soil and Plant Scientists
19-1031.00	Conservation Scientists	19-1031.01	Soil and Water Conservationists
19-1031.03	Park Naturalists	19-1032.00	Foresters
19-2041.02	Environmental Restoration Planners	19-4093.00	Forest and Conservation Technicians
37-1012.00	First-Line Supervisors/Managers of Landscaping, Lawn Service, and Groundskeeping Workers	37-2021.00	Pest Control Workers
37-3012.00	Pesticide Handlers, Sprayers, and Applicators, Vegetation	37-3011.00	Landscaping and Groundskeeping Workers
45-4021.00	Fallers	37-3013.00	Tree Trimmers and Pruners
45-4022.00	Logging Equipment Operators	45-1011.00	First-Line Supervisors/Managers of Farming, Fishing, and Forestry Workers
45-4023.00	Log Graders and Scalers		

### Suggested Readings

1. **Becoming a Landscape Architect: A Guide to Careers in Design.** Foster, Kelleann. Wiley. 2009. ISBN: 470338458.
2. **Site Engineering for Landscape Architects.** Strom, Steven; Nathan, Kurt; and Woland, Jake. Wiley. 2009. ISBN: 470138149.
3. **The Everything Guide to Working with Animals: From dog groomer to wildlife rescuer - tons of great jobs for animal lovers.** Hollow, Michele C. and Rives, William P. Adams Media. 2009. ISBN: 1598697862.
4. **Careers in Renewable Energy: Get a Green Energy Job.** McNamee, Gregory. PixyJack Press. 2008. ISBN: 097737243X.
5. **Great Jobs for Environmental Studies Majors.** DeGalan, Julie and Middlekauff, Bryon. McGraw-Hill. 2008. ISBN: 71493158.
6. **Green Jobs: A Guide to Eco-Friendly Employment.** Llewellyn, A. Bronwyn. Adams Media. 2008. ISBN: 1598698729.
7. **101 Best Businesses for Pet Lovers.** Nigro, Joseph and Nigro, Nicholas. Sphinx Publishing. 2007. ISBN: 1572486341.
8. **Career Opportunities in Conservation and the Environment.** Greenland, Paul R. and Sheldon, Annamarie L. Checkmark Books. 2007. ISBN: 816067430.
9. **Careers for Animal Lovers.** Miller, Louise. McGraw-Hill. 2007. ISBN: 71476156.
10. **Careers for Nature Lovers & Other Outdoor Types.** Miller, Louise. McGraw-Hill. 2007. ISBN: 71482180.
11. **Careers in Environment.** Fasulo, Mike and Walker, Paul. McGraw-Hill. 2007. ISBN: 71476113.
12. **Opportunities in Landscape Architecture, Botanical Gardens, and Arboreta Careers.** Camenson, Blythe. McGraw-Hill. 2007. ISBN: 71476083.

## Renewable Resource Technology (*continued*)

### Suggested Readings (continued)

13. **Saving the Earth as a Career: Advice on Becoming a Conservation Professional.** Hunter, Malcolm J. Jr.; Lindenmayer, David; and Calhoun, Aram. Wiley-Blackwell. 2007. ISBN: 1405167610.
14. **The Green Gardner: Working with Nature, Not Against It.** Little, Brenda. Silverleaf Press. 2007. ISBN: 1933317809.
15. **Becoming an Architect: A Guide to Careers in Design.** Waldrep, Lee W. John Wiley. 2006. ISBN: 471709549.
16. **Careers in Horticulture and Botany.** Garner, Jerry. McGraw-Hill. 2006. ISBN: 71467734.
17. **Introductory Horticulture.** Reiley, H. Edward and Shry, Carroll L. Jr. Delmar Cengage Learning. 2006. ISBN: 1401889522.
18. **Opportunities in Marine Science and Maritime Careers.** Heitzmann, William Ray. McGraw-Hill. 2006. ISBN: 71448519.
19. **Careers With Animals: Exploring Occupations Involving Dogs, Horses, Cats, Birds, Wildlife, And Exotics.** Shenk, Ellen. Stackpole Books. 2005. ISBN: 811729621.
20. **Career in Focus: Environment.** Inc Facts on File. Ferguson Publishing Company. 2004. ISBN: 816055505.

### Organizations

1. American Institute of Biological Sciences. ([www.aibs.org](http://www.aibs.org))
2. American Society of Agronomy. ([www.agronomy.org](http://www.agronomy.org))
3. Botanical Society of America. ([www.botany.org](http://www.botany.org))
4. Friends of the Earth. ([www.foe.org](http://www.foe.org))

### Activities

1. Check out [www.call2recycle.org](http://www.call2recycle.org) for tips on how to start a recycling program at your school, home, or place of work.
2. Find green jobs in America at [www.5milliongreenjobs.org](http://www.5milliongreenjobs.org).
3. Take a look at [www.sciencemag.org](http://www.sciencemag.org), a science e-zine with job search and career advice for those interested in science careers.
4. Visit the **Society of American Foresters** at [www.safnet.org](http://www.safnet.org). Learn about forests, what you can do, careers in forestry, and keep up-to-date with issues.
5. Visit the **United States Environmental Protection Agency** online at [www.epa.gov](http://www.epa.gov).

## Occupations in Word Processing and Administrative Assistants

Occupations in this field range from Legal and Executive Secretary to Receptionist and Mail Clerk. Individuals in these positions tend to enjoy office work of a systematic nature, and involving routine duties. They also tend to have high scores on the Clerical, Administrative, and Systematic scales of the Career Directions Inventory. Some of the duties involved are recording, transcribing and typing data; composing correspondence; organizing and recording data into records; operating office machines and electronic data-processing equipment; receiving clients and providing information; and answering the phone, distributing mail, and delivering messages. Receptionists, secretaries and other clerical workers are needed for a wide range of businesses and professions, so it is important to click on the O\*NET codes for a complete description of the jobs listed below. While some of these jobs require college training and job experience, many require little or no previous experience because training is provided on the job. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 23 - Legal

O\*Net Div. 31 - Healthcare Support

O\*Net Div. 43 - Office and Administrative Support

O\*Net Div. 51 - Production

O*Net Code	Job Title	O*Net Code	Job Title
23-2091.00	Court Reporters	23-2092.00	Law Clerks
23-2093.00	Title Examiners, Abstractors, and Searchers	31-9094.00	Medical Transcriptionists
43-3021.00	Billing and Posting Clerks and Machine Operators	43-2011.00	Switchboard Operators, Including Answering Service
43-3061.00	Procurement Clerks	43-3051.00	Payroll and Timekeeping Clerks
43-4031.01	Court Clerks	43-4021.00	Correspondence Clerks
43-4031.03	License Clerks	43-4031.02	Municipal Clerks
43-4071.00	File Clerks	43-4041.02	Credit Checkers
43-4171.00	Receptionists and Information Clerks	43-4151.00	Order Clerks
43-6012.00	Legal Secretaries	43-5021.00	Couriers and Messengers
43-6013.00	Medical Secretaries	43-6011.00	Executive Secretaries and Administrative Assistants
43-9021.00	Data Entry Keyers	43-6014.00	Secretaries
43-9031.00	Desktop Publishers	43-9022.00	Word Processors and Typists
43-9051.00	Mail Clerks and Mail Machine Operators	43-9041.00	Insurance Claims and Policy Processing Clerks
43-9081.00	Proofreaders and Copy Markers	43-9061.00	Office Clerks, General
		51-5111.00	Prepress Technicians and Workers

### Suggested Readings

1. **Complete Court Reporter's Handbook and Guide Realtime Writers.** McCormick, Robert W.; Knapp, Mary H.; and Blake, Melissa H. Prentice Hall. 2009. ISBN: 135049563.
2. **Post Office Jobs: Explore and Find Jobs, Prepare for the 473 Postal Exam, and Locate ALL Job Opportunities.** Damp, Dennis; Juran, Robert; and Concialdi, Salvatore. Bookhaven Press. 2009. ISBN: 943641276.
3. **Administrative Assistant's and Secretary's Handbook.** Stroman, James; Wilson, Kevin; and Wauson, Jennifer. AMACOM/American Management Association. 2008. ISBN: 081440913X.
4. **Professional Office Procedures.** Cooperman, Susan H. Prentice Hall. 2008. ISBN: 135156645.
5. **The Book of U.S. Government Jobs: Where They Are, What's Available & How to Get One.** Damp, Dennis; Juran, Robert; and Concialdi, Salvatore. Bookhaven Press. 2008. ISBN: 943641268.
6. **Top 100 Computer and Technical Careers: Your Complete Guidebook to Major Jobs in Many Fields at All Training Levels.** Farr, Michael. Jist Publishing. 2008. ISBN: 1593576021.
7. **Vault Career Guide to Accounting.** Alba, Jason. Vault, Inc. 2008. ISBN: 1581315910.
8. **Career Opportunities in Banking, Finance, And Insurance.** Fitch, Thomas P. and Johnson, Robert R. Checkmark Books. 2007. ISBN: 816064741.

## Word Processing and Administrative Assistants (*continued*)

### Suggested Readings (continued)

9. **Civil Service Career Starter and Test Prep, 3rd Edition: How to Score Big with a Career in Civil Service.** LearningExpress. LearningExpress, LLC. 2007. ISBN: 1576856259.
10. **How to Start a Home-Based Professional Organizing Business.** Noble, Dawn. Globe Pequot. 2007. ISBN: 762742453.
11. **Paralegal Career Starter.** LearningExpress Editors. LearningExpress, LLC. 2007. ISBN: 1576855716.
12. **Sorcerers' Apprentices: 100 Years of Law Clerks at the United States Supreme Court.** Ward, Artemus and Weiden, David. NYU Press. 2007. ISBN: 814794203.
13. **Careers for Perfectionists & Other Meticulous Types.** Camenson, Blythe. McGraw-Hill. 2006. ISBN: 71467785.
14. **Careers for Talkative Types And Others With the Gift of Gab.** Eberts, Marjorie and Gisler, Margaret. McGraw-Hill. 2006. ISBN: 71467793.
15. **Careers in Accounting.** Gaylord, Gloria and Ried, Glenda. McGraw-Hill. 2006. ISBN: 71458735.
16. **Legal Office Procedures.** Morton, Joyce. Prentice Hall. 2006. ISBN: 013220956X.
17. **Paralegal Career for Dummies.** Hatch, Scott and Hatch, Lisa. For Dummies. 2006. ISBN: 471799564.
18. **Become An Inner Circle Assistant.** Burge, Joan. Insight Publishing. 2005. ISBN: 1932863508.
19. **Careers in Business.** Stair, Lila and Stair, Leslie. McGraw-Hill. 2005. ISBN: 71448551.
20. **FabJob Guide to Become a Professional Organizer.** Jasmine, Grace and James, Jennifer. FabJob.com. 2005. ISBN: 1894638662.

### Organizations

1. Association of Executive and Administrative Professionals. ([www.theaeap.com](http://www.theaeap.com))
2. International Customer Service Association. (<http://icsatoday.org>)
3. National Association of Legal Assistants. ([www.nala.org](http://www.nala.org))

### Activities

1. Explore **The Admin Advisor** at [www.adminadvisor.com](http://www.adminadvisor.com) to find practical tips and training for administrative assistants.
2. Get the latest information and news about the administrative profession at [www.iaap-hq.org](http://www.iaap-hq.org).
3. Interview a medical record specialist, municipal clerk, or accounting clerk.
4. Visit [www.officeteam.com](http://www.officeteam.com) to aid in your job search.
5. Work part-time in an office setting.

## Occupations in Art

There is a wide range of occupations included in this category. Individuals working in this area are involved in any number of artistic occupations such as photography, interior design of public and private places, graphic art, or illustrating. Commercial and Multimedia Artists create illustrations, designs, cartoons or caricatures for books, magazines, billboards, and for purposes including advertising, entertainment or education. Photographers and Video Editors, also included in this cluster, are engaged in activities such as conceiving artistic and special effects, arranging and preparing subject matter and operating special photographic or computer graphics equipment, in addition to composing and shooting pictures or film. Many people who work in this field show high interest on the Art and Writing scales of the Career Directions Inventory, but obtain low scores on the Clerical and Administrative scales, which indicate a dislike of routine and predictable activities. While some people interested in working in this area will enter it directly from secondary schools, most will enroll in the appropriate college courses. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 17 - Architecture and Engineering

O\*Net Div. 27 - Arts, Design, Entertainment, Sports, and Media

O\*Net Div. 51 - Production

O*Net Code	Job Title	O*Net Code	Job Title
17-1011.00	Architects	27-1011.00	Art Directors
27-1012.00	Craft Artists	27-1013.00	Fine Artists, Including Painters, Sculptors, and Illustrators
27-1014.00	Multi-Media Artists and Animators	27-1021.00	Commercial and Industrial Designers
27-1019.00	Artists and Related Workers, All Other	27-1022.00	Fashion Designers
27-1023.00	Floral Designers	27-1024.00	Graphic Designers
27-1025.00	Interior Designers	27-1026.00	Merchandise Displayers and Window Trimmers
27-1027.00	Set and Exhibit Designers	27-2031.00	Dancers
27-2012.02	Directors- Stage, Motion Pictures, Television, and Radio	27-2032.00	Choreographers
27-4021.00	Photographers	27-4032.00	Film and Video Editors
51-5111.00	Prepress Technicians and Workers	51-9123.00	Painting, Coating, and Decorating Workers
51-9151.00	Photographic Process Workers	51-9195.04	Glass Blowers, Molders, Benders, and Finishers
51-9195.03	Stone Cutters and Carvers, Manufacturing	51-9195.07	Molding and Casting Makers
51-9195.05	Potters, Manufacturing		

### Suggested Readings

1. **Career Opportunities in the Film Industry.** Yager, Fred; Yager, Jan; Carradine, David; and Guber, Peter. Checkmark Books. 2009. ISBN: 816073538.
2. **How to Survive and Prosper as an Artist: Selling Yourself Without Selling Your Soul.** Michels, Caroll. Holt Paperbacks. 2009. ISBN: 805088482.
3. **Opportunities in Photography Careers.** Borowsky, Irvin. McGraw-Hill. 2009. ISBN: 71437231.
4. **Becoming an Interior Designer: A Guide to Careers in Design.** Piotrowski, Christine M. Wiley. 2008. ISBN: 470114231.
5. **Fashion Careers: Finding the Right Fit.** Jones, Jen. Capstone Press. 2007. ISBN: 736878831.
6. **The Career Guide for Creative and Unconventional People.** Eikleberry, Carol. Ten Speed Press. 2007. ISBN: 1580088414.
7. **Career Opportunities in Photography.** Gilbert, George and Fehl, Pamela. Checkmark Books. 2006. ISBN: 081605679X.
8. **Career Opportunities in Television and Cable.** Taylor, T. Allan; Parish, James Robert; and Taylor, Allan. Checkmark Books. 2006. ISBN: 816063133.
9. **Career Opportunities in Theater and the Performing Arts.** Field, Shelly. Checkmark Books. 2006. ISBN: 816062897.

## **Art (continued)**

### **Suggested Readings (continued)**

10. **Career Opportunities in the Visual Arts.** Clark, Richard P.; Fehl, Pamela; and Holland, Brad. Checkmark Books. 2006. ISBN: 816059284.
11. **Careers in Art.** Camenson, Blythe. McGraw-Hill. 2006. ISBN: 71467726.
12. **Fashion Artist.** Burke, Sandra. Burke Publishing. 2006. ISBN: 958239177.
13. **Opportunities in Museum Careers.** Camenson, Blythe. McGraw-Hill. 2006. ISBN: 71467696.
14. **Smart Moves for Liberal Arts Grads: Finding a Path to Your Perfect Career.** Curran, Sheila J. and Greenwald, Suzanne. Ten Speed Press. 2006. ISBN: 1580087094.
15. **Becoming a Graphic Designer: A Guide to Careers in Design.** Heller, Steven and Fernandes, Teresa. Wiley. 2005. ISBN: 471715069.
16. **Career Opportunities in the Music Industry.** Field, Shelly. Checkmark Books. 2004. ISBN: 816059969.
17. **How to Get a Job in Computer Animation.** Harriss, Ed. Imprint Books. 2003. ISBN: 974323004.
18. **Opportunities in Commercial Art and Graphic Design Careers.** Gordon, Barbara. McGraw-Hill. 2003. ISBN: 71411496.
19. **Opportunities in Television and Video Careers.** Noronha, Shonan. McGraw-Hill. 2003. ISBN: 71406034.
20. **Unleash the Artist Within: Four Weeks to Transforming Your Creative Talents into More Recognition, More Profit & More Fun.** Baker, Bob. Spotlight Publications. 2003. ISBN: 971483817.

### **Organizations**

1. Allied Artists of America. ([www.alliedartistsofamerica.org](http://www.alliedartistsofamerica.org))
2. American Craft Council. ([www.craftcouncil.org](http://www.craftcouncil.org))
3. American Society of Artists. ([www.americansocietyofartists.org](http://www.americansocietyofartists.org))
4. American Society of Interior Designers. ([www.asid.org](http://www.asid.org))
5. National Association of Schools of Art and Design. (<http://nasad.arts-accredit.org>)
6. Society of Illustrators. ([www.societyillustrators.org](http://www.societyillustrators.org))

### **Activities**

1. Explore [www.wwar.com](http://www.wwar.com), an extensive listing of art resources on the web.
2. Interview a graphics designer.
3. Learn how to make our own website at [www.4creatingawebsite.com](http://www.4creatingawebsite.com).
4. Take up photography as a hobby.

## Occupations in Public and Protective Services

Individuals employed in this occupational field tend to be attracted to jobs requiring diligence, some physical challenges, and, in certain instances physical risk. These occupations will also offer job security and will often involve working for a governmental unit in a protective or service capacity. Included in this field are fire-fighting jobs, which range from Fire Inspector to Fire Dispatcher and General Fire Fighter. These occupations involve activities such as providing protection against fire, fighting fires, detecting fire hazards and recommending appropriate actions for prevention procedures. Duties may also include the supervision and coordination of others working in this capacity. Also included in this occupational cluster are public service jobs such as school-crossing guard, lifeguard, and animal control worker. All of these occupations work to ensure the safety of the public in one way or another. Individuals in this field tend to have high scores on the Outdoors, Administration, and Systematic scales of the Career Directions Inventory. The majority of occupations in Public and Protective Service provide job training, but many require specialized post-secondary training. Listed below is a sample of the occupations in this field. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

- O\*Net Div. 33 - Protective Service
- O\*Net Div. 43 - Office and Administrative Support
- O\*Net Div. 51 - Production

O*Net Code	Job Title	O*Net Code	Job Title
33-2011.00	Fire Fighters	33-2021.00	Fire Inspectors and Investigators
33-2022.00	Forest Fire Inspectors and Prevention Specialists	33-3011.00	Bailiffs
33-3031.00	Fish and Game Wardens	33-3012.00	Correctional Officers and Jailers
33-9031.00	Gaming Surveillance Officers and Gaming Investigators	33-9011.00	Animal Control Workers
33-9092.00	Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	33-9032.00	Security Guards
		33-9091.00	Crossing Guards
		43-5031.00	Police, Fire, and Ambulance Dispatchers
		51-8031.00	Water and Liquid Waste Treatment Plant and System Operators

### Suggested Readings

1. **Careers in Criminal Justice and Related Fields: From Internship to Promotion.** Harr, J. Scott and Hess, Karen M. Wadsworth Publishing. 2009. ISBN: 495600326.
2. **Essentials of Fire Fighting and Fire Department Operations.** IFSTA. Prentice Hall. 2008. ISBN: 135151112.
3. **Fighting Fire: Trucks, Tools and Tactics.** Shapiro, Larry. Motorbooks. 2008. ISBN: 760332053.
4. **Smoke Your Firefighter Interview.** Lepore, Paul S.; Freespool Publications. Freespool Publications. 2008. ISBN: 972993444.
5. **Careers for Aquatic Types & Others Who Want to Make a Splash.** Camenson, Blythe. McGraw-Hill. 2007. ISBN: 71482156.
6. **The "Keys" To The Fire House: Everything you need to know to become a Career Firefighter.** Waters, Roger. iUniverse, Inc. 2007. ISBN: 1581315619.
7. **Becoming a Police Officer: An Insider's Guide to a Career in Law Enforcement.** Baker, Barry. iUniverse, Inc. 2006. ISBN: 595380786.
8. **Bodyguard Principles.** Sciacca Jr., Frank. Infinity Publishing. 2006. ISBN: 074143167X.
9. **Career Opportunities in Law Enforcement, Security, and Protective Services.** Echaore-McDavid, Susan. Facts on File. 2005. ISBN: 816060711.
10. **Fire Officers: Principles and Practice.** Ward, Michael. Jones and Bartlett Publishers, Inc. 2005. ISBN: 763722472.
11. **What To Expect From a Police Academy: Useful Tips, Suggestions, and Pearls of Wisdom To Help Prepare You For Your Own Academy.** Kinsey, Shawn. Authorhouse. 2005. ISBN: 1420804820.
12. **Working for Change: Making a Career in International Public Service.** Brinkerhoff, Derick W. and Brinkerhoff, Jennifer M. Kumarian Press. 2005. ISBN: 156549203X.

## Public and Protective Services (*continued*)

### Suggested Readings (continued)

13. **Firefighter's Handbook: Essentials of Firefighting and Emergency Response.** Delmar Cengage Learning. Delmar Cengage Learning. 2004. ISBN: 1401835759.
14. **John Douglas's Guide to Landing a Career in Law Enforcement.** Douglas, John. McGraw-Hill. 2004. ISBN: 71417176.
15. **The Aspiring Firefighter's Two-Year Plan.** Lepore, Paul S. Freespool Publications. 2004. ISBN: 972993428.
16. **Behind Prison Walls: The Real World of Working in Today's Prisons.** Martin, Tom. Paladin Press. 2003. ISBN: 1581603916.
17. **Executive Protection Specialist Handbook.** Glazebrook, Jerry and Nicholson, Nick. Varro Press. 2003. ISBN: 1888644508.
18. **Opportunities in Fire Protection Services Careers.** Coleman, Ronny J. McGraw-Hill. 2003. ISBN: 71405836.
19. **The Fire Chief's Handbook.** Eversole, John. Fire Engineering Books. 2003. ISBN: 878148302.
20. **Careers in Private Security: How to Get Started, How to Get Ahead.** Wade, Leigh. Paladin Press. 2002. ISBN: 1581603096.

### Organizations

1. American Humane Association. ([www.americanhumane.org](http://www.americanhumane.org))
2. International Association of Fire Chiefs. ([www.iafc.org](http://www.iafc.org))
3. United States Lifesaving Association. ([www.usla.org](http://www.usla.org))

### Activities

1. Explore [www.firerescue1.com](http://www.firerescue1.com) for news, information, products, training, links to other sites, and more.
2. Visit [www.officer.com](http://www.officer.com) and find information on associations, online forums, news, employment, and more.

## Occupations in Medical and Healthcare Services

There are many jobs included in this field, all of which are in one way or another concerned with health. Such jobs include Emergency Medical Technician, Registered Nurse and Dental Hygienist. Duties may include various aspects of patient care, such as planning and carrying out rehabilitative treatment, giving medication, dressing wounds, and assisting in surgical procedures. Consulting groups and visiting patients at home may also be required. Various technical jobs related to health care are also included in this cluster such as Cardiovascular Technician, Medical and Clinical Laboratory Technician, and Pharmacy Technician. These jobs involve the operation of medical equipment and performing various laboratory tests, procedures and experiments to aid in the diagnosis, treatment and prevention of injury and disease. Many individuals in these occupations score highly on the Health Service scale of the Career Directions Inventory. People interested in pursuing medical care careers would enroll in the appropriate college programs for training. Read the O\*NET occupational descriptions for more information to help you decide which of these jobs may be right for you. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 19 - Life, Physical, and Social Science

O\*Net Div. 21 - Community and Social Services

O\*Net Div. 29 - Healthcare Practitioners and Technical

O\*Net Div. 31 - Healthcare Support

O\*Net Div. 51 - Production

O*Net Code	Job Title	O*Net Code	Job Title
19-1042.00	Medical Scientists	19-3031.02	Clinical Psychologists
21-1022.00	Medical and Public Health Social Workers	21-1091.00	Health Educators
29-1021.00	Dentists, General	29-1011.00	Chiropractors
29-1023.00	Orthodontists	29-1022.00	Oral and Maxillofacial Surgeons
29-1041.00	Optometrists	29-1031.00	Dietitians and Nutritionists
29-1061.00	Anesthesiologists	29-1051.00	Pharmacists
29-1063.00	Internists, General	29-1062.00	Family and General Practitioners
29-1065.00	Pediatricians, General	29-1064.00	Obstetricians and Gynecologists
29-1067.00	Surgeons	29-1066.00	Psychiatrists
29-1081.00	Podiatrists	29-1071.00	Physician Assistants
29-1123.00	Physical Therapists	29-1122.00	Occupational Therapists
29-1141.00	Registered Nurses	29-1127.00	Speech-Language Pathologists
29-2012.00	Medical and Clinical Laboratory Technicians	29-1181.00	Audiologists
29-2032.00	Diagnostic Medical Sonographers	29-2021.00	Dental Hygienists
29-2034.00	Radiologic Technologists and Technicians	29-2031.00	Cardiovascular Technologists and Technicians
29-2051.00	Dietetic Technicians	29-2041.00	Emergency Medical Technicians and Paramedics
29-2053.00	Psychiatric Technicians	29-2052.00	Pharmacy Technicians
29-2061.00	Licensed Practical and Licensed Vocational Nurses	29-2055.00	Surgical Technologists
29-9091.00	Athletic Trainers	29-2081.00	Opticians, Dispensing
31-1012.00	Nursing Aides, Orderlies, and Attendants	29-2091.00	Orthotists and Prosthetists
31-2022.00	Physical Therapy Aides	31-1011.00	Home Health Aides
		31-2011.00	Occupational Therapist Assistants
		31-2012.00	Occupational Therapist Aides
		51-9081.00	Dental Laboratory Technicians

### Suggested Readings

1. **The Physician Scientist's Career Guide.** Eisenberg, Mark J. Humana Press. 2010. ISBN: 1603279075.
2. **Saunders Student Nurse Planner: A Guide to Success in Nursing School.** deWit, Susan C. Saunders. 2009. ISBN: 1437706819.

## Medical and Healthcare Services (*continued*)

### Suggested Readings (continued)

3. **A Career in Nursing: Is it right for me?** Katz, Janet. Mosby. 2007. ISBN: 323046339.
4. **Change Your Career: Nursing As Your New Profession.** Arnoldussen, Barbara. Kaplan Publishing. 2007. ISBN: 1419591517.
5. **Exploring Health Care Careers.** Ferguson and Ferguson Imprint of Facts on File. Ferguson Publishing Company. 2006. ISBN: 816064482.
6. **Health Care Job Explosion: High Growth Health Care Careers and Job Locator.** Damp, Dennis V. Bookhaven Press. 2006. ISBN: 094364125X.
7. **Massage Therapy Career Guide for Hands-On Success.** Capellini, Steve. Milady. 2006. ISBN: 1418010510.
8. **On the Path to Becoming a Physician.** Sreenivas, Venkatachala I. iUniverse, Inc. 2006. ISBN: 595404170.
9. **Opportunities in Holistic Health Care Careers.** Tierney, Gillian. McGraw-Hill. 2006. ISBN: 007146767X.
10. **Opportunities in Occupational Therapy Careers.** Weeks, Zona. McGraw-Hill. 2006. ISBN: 007146770X.
11. **Pharmacy Technician Career Starter.** LearningExpress Editors. LearningExpress, LLC. 2006. ISBN: 1576854108.
12. **Physical Therapy The Truth: For Students, Clinicians, and Healthcare Professionals.** Phillips, Monie. Authorhouse. 2006. ISBN: 1425924646.
13. **Planning a Life in Medicine: Discover If a Medical Career is Right for You and Learn How to Make it Happen.** Smart, John; Nelson, Stephen; and Doherty, Julie. Princeton Review. 2005. ISBN: 375764607.
14. **Top 100 Health Care Careers: Your Complete Guidebook to Training and Jobs in Allied Health, Nursing, Medicine, and More.** Wischnitzer, Saul and Wischnitzer, Edith. Jist Publishing. 2005. ISBN: 159357178X.
15. **Developing Your Career in Nursing.** Newell, Robert. Sage Publications Ltd. 2003. ISBN: 304332283.
16. **Opportunities in Eye Care Careers.** Belikoff, Kathleen. McGraw-Hill. 2003. ISBN: 007141150X.
17. **Opportunities in Nursing Careers.** Frederickson, Keville. McGraw-Hill. 2003. ISBN: 71405852.
18. **Opportunities in Pharmacy Careers.** Gable, Fred B. McGraw-Hill. 2003. ISBN: 71411526.
19. **The Yale Guide to Careers in Medicine and Health Professions: Pathways to Medicine in the 21st Century.** Donaldson, Robert; Lundgren, Kathleen; and Spiro, Howard (editors). Yale University Press. 2003. ISBN: 300100299.
20. **EMS: The Job of Your Life.** Kerins, Devin. Vivisphere Publishing. 2002. ISBN: 158776122X.

### Organizations

1. Academy of General Dentistry. ([www.agd.org](http://www.agd.org))
2. American Association of Medical Assistants. ([www.aama-ntl.org](http://www.aama-ntl.org))
3. American Dental Assistants Association. ([www.dentalassistant.org](http://www.dentalassistant.org))
4. American Dietetic Association. ([www.eatright.org](http://www.eatright.org))
5. American Medical Technologists. ([www.americanmedtech.org](http://www.americanmedtech.org))
6. American Nurses Association. ([www.nursingworld.org](http://www.nursingworld.org))
7. American Optometric Association. ([www.aoa.org](http://www.aoa.org))
8. American Physical Therapy Association. ([www.apta.org](http://www.apta.org))

### Activities

1. Check out [www.medscape.com](http://www.medscape.com), a website geared to the health professional and to those interested in learning about the medical field.
2. Explore the **American Dental Association** at [www.ada.org](http://www.ada.org) for an extensive listing of dentists, careers, learn about your oral health, and more.
3. Take a look at [www.sciencemag.org](http://www.sciencemag.org), a science e-zine with job search and career advice for those interested in science careers.
4. Visit the **United States National Library of Medicine** online at [www.nlm.nih.gov](http://www.nlm.nih.gov), a great resource for health-related news.

## Occupations in Marketing and Merchandising

Many people working in Marketing and Merchandising show an interest in Art and Writing, and in influencing people to buy a service or product. Persons employed in merchandising might design advertising, plan marketing campaigns, buy products for a department store, or conduct research on buyer preferences. Most products or services require some kind of marketing strategy, advertising service or public relations to inform the public of their existence. Individuals interested in working in Marketing and Merchandising should enroll in appropriate college programs or enter a job training program. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 11 - Management

O\*Net Div. 19 - Life, Physical, and Social Science

O\*Net Div. 27 - Arts, Design, Entertainment, Sports, and Media

O\*Net Div. 41 - Sales and Related

O*Net Code	Job Title	O*Net Code	Job Title
11-2011.00	Advertising and Promotions Managers	11-2021.00	Marketing Managers
11-2031.00	Public Relations Managers	11-3061.00	Purchasing Managers
13-1161.00	Market Research Analysts	27-3031.00	Public Relations Specialists
27-3043.04	Copy Writers	41-3011.00	Advertising Sales Agents
41-3021.00	Insurance Sales Agents	41-9011.00	Demonstrators and Product Promoters
41-9022.00	Real Estate Sales Agents		

### Suggested Readings

1. **How to Land a Top-Paying Advertising, Marketing, Promotions, Public Relations, and Sales Managers Job: Your Complete Guide to Opportunities, Resumes and... What to Expect From Recruiters and More!** Andrews, Brad. Emereo Pty Ltd. 2009. ISBN: 1921644249.
2. **Careers in Marketing.** Stair, Leslie. McGraw-Hill. 2008. ISBN: 71493123.
3. **Great Jobs for Business Majors.** Lambert, Stephen. McGraw-Hill. 2008. ISBN: 71544836.
4. **Opportunities in Retailing Careers.** Dolber, Roslyn. McGraw-Hill. 2008. ISBN: 71406026.
5. **The Product Manager's Desk Reference.** Haines, Steven. McGraw-Hill. 2008. ISBN: 71591346.
6. **Think Two Products Ahead: Secrets the Big Advertising Agencies Don't Want You to Know and How to Use Them for Bigger Profits.** Mack, Ben; Joyner, Mark; and Lakhani, Dave. Wiley. 2007. ISBN: 470055766.
7. **Marketing: Real People, Real Choices.** Solomon, Michael; Marshall, Greg; and Stuart, Elnora. Prentice Hall. 2006. ISBN: 132299208.
8. **Career Opportunities in Advertising and Public Relations.** Field, Shelly and Rubenstein, Howard J. Checkmark Books. 2005. ISBN: 816062463.
9. **Instant Advertising.** Sugars, Bradley J. McGraw-Hill. 2005. ISBN: 71466606.
10. **Opportunities in Marketing Careers.** Steinberg, Margery. McGraw-Hill. 2005. ISBN: 71448985.
11. **Personal Selling: A Relationship Approach.** Marks, Ronald. Atomic Dog Publishing. 2005. ISBN: 1592602290.
12. **Pick Me: Breaking Into Advertising and Staying There.** Vonk, Nancy; and Kestin, Janet. Wiley. 2005. ISBN: 471715573.
13. **Careers in Advertising.** Patis, S. William. McGraw-Hill. 2004. ISBN: 71430490.
14. **Guerrilla Retailing: Unconventional Ways to Make Big Profits from Your Retail Business.** Levinson, Jay Conrad; Valas, Elly; and Wilson, Orvel Ray. The Guerrilla Group Press. 2004. ISBN: 1886481075.
15. **Careers in International Business.** Halloran, Ed. McGraw-Hill. 2003. ISBN: 71407359.
16. **Discover Your Sales Strengths: How the World's Greatest Salespeople Develop Winning Careers.** Smith, Benson; and Rutigliano, Tony. Business Plus. 2003. ISBN: 446530476.
17. **Superstar Sales Manager's Secrets.** Farber, Barry J. Career Press. 2003. ISBN: 1564146596.
18. **Management Consulting: A Complete Guide to the Industry.** Biswas, Sugata and Twitchell, Daryl. Wiley. 2001. ISBN: 471444014.
19. **Opportunities in Public Relations.** Rotman, Morris. McGraw-Hill. 2001. ISBN: 658016334.
20. **Opportunities in Sales Careers.** Brescoll, James and Dahm, Ralph M. McGraw-Hill. 2001. ISBN: 658016474.

## **Marketing and Merchandising (*continued*)**

### **Organizations**

1. American Advertising Federation. ([www.aaf.org](http://www.aaf.org))
2. American Marketing Association. ([www.marketingpower.com](http://www.marketingpower.com))
3. Association of National Advertisers. ([www.ana.net](http://www.ana.net))
4. Public Relations Society of America. ([www.prsa.org](http://www.prsa.org))
5. Sales and Marketing Executives International. ([www.smei.org](http://www.smei.org))

### **Activities**

1. Check out <http://adage.com> for daily updates on the latest marketing, advertising, and media industry news.
2. Develop advertising campaigns or promotional materials for a club or charitable organization.
3. Practice your sales skills with the classic sales game The Lemonade Stand at [www.lemonadestandgame.com](http://www.lemonadestandgame.com).
4. Visit [www.allbusiness.com](http://www.allbusiness.com) to read articles about the latest news in sales and marketing.

## Occupations in Skilled Trades

This career group includes a wide range of jobs in machining and construction work. Occupations in machining are involved with using machines or hand tools to shape or work with various types of materials. A job in machining may involve working with metal, plastic, wood, or stone in any number of ways, such as cutting, engraving or welding. Jobs concerned with the making, assembling and repairing of a product may involve any number of tasks such as fitting and finishing the parts of a car or test-driving a vehicle to check for unusual noises. Construction trades are involved in building, repairing, and maintaining bridges, buildings, roads and other structures. Very few of the jobs in this area require post-secondary education; job training and apprenticeships are usually available. Many individuals in this area are high scorers on the Industrial Arts and Systematic scales of the Career Directions Inventory, which indicates an interest in making and repairing things and a preference for routine, but exacting assignments. Listed below is a sample of occupations. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 17 - Architecture and Engineering

O\*Net Div. 47 - Construction and Extraction

O\*Net Div. 49 - Installation, Maintenance, and Repair

O\*Net Div. 51 - Production

O*Net Code	Job Title	O*Net Code	Job Title
17-3027.00	Mechanical Engineering Technicians	47-2011.00	Boilermakers
47-2021.00	Brickmasons and Blockmasons	47-2022.00	Stonemasons
47-2031.00	Carpenters	47-2041.00	Carpet Installers
47-2081.00	Drywall and Ceiling Tile Installers	47-2121.00	Glaziers
47-2141.00	Painters, Construction and Maintenance	47-2151.00	Pipelayers
47-2152.02	Plumbers	47-2152.01	Pipe Fitters and Steamfitters
47-2181.00	Roofers	47-2161.00	Plasterers and Stucco Masons
47-4011.00	Construction and Building Inspectors	47-2211.00	Sheet Metal Workers
47-5011.00	Derrick Operators, Oil and Gas	47-4021.00	Elevator Installers and Repairers
49-3011.00	Aircraft Mechanics and Service Technicians	47-4041.00	Hazardous Materials Removal Workers
49-3023.00	Automotive Service Technicians and Mechanics	49-2091.00	Avionics Technicians
49-3041.00	Farm Equipment Mechanics	49-3021.00	Automotive Body and Related Repairers
49-3051.00	Motorboat Mechanics	49-3031.00	Bus and Truck Mechanics and Diesel Engine Specialists
49-9021.01	Heating and Air Conditioning Mechanics and Installers	49-3042.00	Mobile Heavy Equipment Mechanics
49-9044.00	Millwrights	49-3091.00	Bicycle Repairers
49-9094.00	Locksmiths and Safe Repairers	49-9031.00	Home Appliance Repairers
49-9096.00	Riggers	49-9041.00	Industrial Machinery Mechanics
51-4111.00	Tool and Die Makers	49-9071.00	Maintenance and Repair Workers, General
51-6041.00	Shoe and Leather Workers and Repairers	51-4041.00	Machinists
51-7021.00	Furniture Finishers	51-4121.06	Welders, Cutters, and Welder Fitters
51-9071.07	Precious Metal Workers	51-7011.00	Cabinetmakers and Bench Carpenters
		51-7099.00	Woodworkers, All Other
		51-9194.00	Etchers and Engravers

### Suggested Readings

1. **Careers for Hard Hats and Other Construction Types.** Gisler, Margaret. McGraw-Hill. 2008. ISBN: 71545387.
2. **Opportunities in Building Construction Careers.** Sumichrast, Michael. McGraw-Hill. 2007. ISBN: 71482059.
3. **Opportunities in Carpentry Careers.** Sheldon, Roger. McGraw-Hill. 2007. ISBN: 71476067.

## Skilled Trades (*continued*)

### Suggested Readings (continued)

4. **Opportunities in Electronics Careers.** Rowh, Mark. McGraw-Hill. 2007. ISBN: 71476075.
5. **The Business of Re-Roofing: An Owner's Manual.** Middleton, Neal. iUniverse, Inc. 2007. ISBN: 595433871.
6. **Building a Successful Construction Company.** Atallah, Patricia W. Kaplan Business. 2006. ISBN: 1419528114.
7. **Careers for Crafty People and Other Dexterous Types.** Rowh, Mark. McGraw-Hill. 2006. ISBN: 71458786.
8. **Construction Business Management: What Every Construction Contractor, Builder & Subcontractor Needs to Know.** Ganaway, Nick. RSMean. 2006. ISBN: 876298250.
9. **Careers in Focus: Construction.** Inc Facts on File. Ferguson Publishing Company. 2004. ISBN: 081605553X.
10. **Construction Management JumpStart.** Jackson, Barbara. Sybex. 2004. ISBN: 782143369.
11. **Is There an Engineer Inside You?: A Comprehensive Guide to Career Decisions in Engineering.** Baine, Celeste. Professional Publications. 2004. ISBN: 1591260205.
12. **Profitable Plumbing: How to Make the Most Money in the Plumbing and Heating Trade.** Gregg, Matthew. Authorhouse. 2004. ISBN: 1418454893.
13. **Careers for Car Buffs & Other Freewheeling Types.** Lee, Richard S. and Lee, Mary Price. McGraw-Hill. 2003. ISBN: 71438572.
14. **Real-Resumes for Construction Jobs: Including Real Resumes Used to Change Careers and Transfer Skills to Other Industries.** McKinney, Anne. Prep Publishing. 2002. ISBN: 1885288271.
15. **Real-Resumes for Manufacturing Jobs: Including Real Resumes Used to Change Careers and Transfer Skills to Other Industries.** McKinney, Anne. Prep Publishing. 2002. ISBN: 1885288239.
16. **Running a Successful Construction Company.** Gerstel, David. Taunton Press. 2002. ISBN: 1561585300.
17. **Vocational Careers Sourcebook: Where to Find Help Planning Careers in Skilled, Trade, and Nontechnical Vocations.** Darga, Amy. Thomson Gale. 2002. ISBN: 787654612.
18. **Opportunities in Automotive Service Careers.** Weber, Robert M. McGraw-Hill. 2001. ISBN: 71381953.
19. **Opportunities in Metalworking Careers.** Rowh, Mark. McGraw-Hill Companies. 2000. ISBN: 658002007.
20. **Welding: A Management Primer and Employee Training Guide.** O'Con, Robert. Industrial Press, Inc. 2000. ISBN: 083113139X.

### Organizations

1. American Composites Manufacturers Association. ([www.acmanet.org](http://www.acmanet.org))
2. American Concrete Institute. ([www.concrete.org](http://www.concrete.org))
3. American Society of Mechanical Engineers. ([www.asme.org](http://www.asme.org))
4. American Welding Society. ([www.aws.org](http://www.aws.org))
5. Associated Builders and Contractors. ([www.abc.org](http://www.abc.org))
6. Floor Covering Installation Contractors Association. ([www.fcica.com](http://www.fcica.com))
7. Mechanical Contractors Association of America. ([www.mcaa.org](http://www.mcaa.org))
8. The Masonry Society. ([www.masonrysociety.org](http://www.masonrysociety.org))

### Activities

1. Check out [www.aecinfo.com](http://www.aecinfo.com) for links to construction businesses, products, forums, news, resources, and more!
2. Check out [www.manufacturingcenter.com](http://www.manufacturingcenter.com) to view their online magazine. Also find out solutions to metal problems, case histories of company successes, and get the latest industry and product news.
3. Explore [www.trade-schools.net](http://www.trade-schools.net) to find trade programs at schools across the US and Canada.
4. If you are considering a career in construction, visit [www.constructmyfuture.com](http://www.constructmyfuture.com) for information on schools, jobs, scholarships, and construction projects of the past.

## Occupations in Social Services

This area mainly involves professionals working with people or communities to improve their situation. For example, Social Work jobs are involved in helping individuals or groups with problems, such as lack of money, poor mental or physical health, antisocial behavior or unhappy family life. Community Services occupations provide social, recreational and cultural programs for the education of interested members of the community. Other jobs included in this occupational group are concerned with conducting research for use in trying to understand and solve social problems. Many people working in this area score highly on the Social Service, Teaching, Personal Service and Persuasive scales of the Career Directions Inventory, indicating a preference for working conditions in which the person can direct and advise others on an individual or group basis. The jobs in this category range from those requiring post-secondary education to those providing job training. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 11 - Management

O\*Net Div. 13 - Business and Financial Operations

O\*Net Div. 19 - Life, Physical, and Social Science

O\*Net Div. 21 - Community and Social Services

O\*Net Div. 23 - Legal

O\*Net Div. 29 - Healthcare Practitioners and Technical

O\*Net Div. 39 - Personal Care and Service

O\*Net Div. 43 - Office and Administrative Support

O*Net Code	Job Title	O*Net Code	Job Title
11-1031.00	Legislators	11-9151.00	Social and Community Service Managers
13-1041.03	Equal Opportunity Representatives and Officers	19-3031.03	Counseling Psychologists
21-1011.00	Substance Abuse and Behavioral Disorder Counselors	21-1012.00	Educational, Vocational, and School Counselors
21-1013.00	Marriage and Family Therapists	21-1014.00	Mental Health Counselors
21-1021.00	Child, Family, and School Social Workers	21-1023.00	Mental Health and Substance Abuse Social Workers
21-1092.00	Probation Officers and Correctional Treatment Specialists	21-1093.00	Social and Human Service Assistants
23-1011.00	Lawyers	21-2011.00	Clergy
23-1022.00	Arbitrators, Mediators, and Conciliators	23-1021.00	Administrative Law Judges, Adjudicators, and Hearing Officers
29-1125.00	Recreational Therapists	23-2011.00	Paralegals and Legal Assistants
39-9011.00	Child Care Workers	29-2053.00	Psychiatric Technicians
39-9032.00	Recreation Workers	39-9021.00	Personal and Home Care Aides
43-4061.00	Eligibility Interviewers, Government Programs	39-9041.00	Residential Advisors

### Suggested Readings

1. **Careers in Psychology: Opportunities in a Changing World.** Kuther, Tara L.; and Morgan, Robert D. Wadsworth Publishing. 2009. ISBN: 495600741.
2. **101 Careers in Social Work.** Ritter, Jessica; Vakalahi, Halaevalu F.; and Kiernan-Stern, Mary. Springer Publishing Company. 2008. ISBN: 826154050.
3. **Great Jobs for Sociology Majors.** Lambert, Stephen. McGraw-Hill. 2008. ISBN: 71544828.
4. **Introduction to Social Work and Social Welfare: Empowering People.** Zastrow, Charles. Brooks Cole. 2007. ISBN: 495095109.
5. **What to Do with Your Psychology or Sociology Degree.** Princeton Review. Princeton Review. 2007. ISBN: 375766251.
6. **Career Paths in Psychology: Where Your Degree Can Take You.** Sternberg, Robert J. American Psychological Association (APA). 2006. ISBN: 1591477328.

## Social Services (*continued*)

### Suggested Readings (continued)

7. **Life as a Psychologist: Career Choices and Insights.** Oster, Gerald D. Praeger Publishers. 2006. ISBN: 275985989.
8. **Resumes for Social Service Careers.** Editors of McGraw-Hill. McGraw-Hill. 2006. ISBN: 71467815.
9. **More Days in the Lives of Social Workers: 35 "Real-Life" Stories of Advocacy, Outreach, and Other Intriguing Roles in Social Work Practice.** Grobman, Linda May. White Hat Communications. 2005. ISBN: 1929109164.
10. **Psychology in Probation Services.** Crighton, David A.; and Towl, Graham J. Wiley-Blackwell. 2005. ISBN: 1405124695.
11. **Social Work Career Development: A Handbook For Job Hunting and Career Planning.** Doelling, Carol Nessler. NASW Press. 2005. ISBN: 871013630.
12. **Your Career in Psychology: Clinical and Counseling.** Kuther, Tara L. Wadsworth Publishing. 2005. ISBN: 534174809.
13. **Getting Started in Private Practice: The Complete Guide to Building Your Mental Health Practice.** Stout, Chris E. and Grand, Laurie C. Wiley. 2004. ISBN: 471426237.
14. **Opportunities in Social Science Careers.** Marek, Rosanne. McGraw-Hill. 2004. ISBN: 71411674.
15. **I'm a People Person: A Guide to Human Service Professions.** Richard, Michael A. and Emener, William G. Charles C. Thomas Publisher. 2003. ISBN: 398073562.
16. **Opportunities in Social Work Careers.** Wittenberg, Renee. McGraw-Hill. 2002. ISBN: 71390499.
17. **Real Resumes for Social Work and Counseling Jobs: Including Real Resumes Used to Change Careers and Transfer Skills to Other Industries.** McKinney, Anne. Prep Publishing. 2002. ISBN: 1885288263.
18. **A Guide to Careers in Community Development.** Brophy, Paul; Shabecoff, Alice; Peirce, Neal; and Steinbach, Carol. Island Press. 2001. ISBN: 1559637501.
19. **Careers in Social and Rehabilitation Services.** Garner, Geraldine. McGraw-Hill. 2001. ISBN: 658010581.
20. **Careers in Social Work.** Ginsberg, Leon H. Allyn and Bacon. 2000. ISBN: 205330746.

### Organizations

1. American Association of Family and Consumer Sciences. ([www.aafcs.org](http://www.aafcs.org))
2. American Counseling Association. ([www.counseling.org](http://www.counseling.org))
3. American Probation and Parole Association. ([www.appa-net.org](http://www.appa-net.org))
4. American Psychological Association. ([www.apa.org](http://www.apa.org))
5. American Public Human Services Association. ([www.aphsa.org](http://www.aphsa.org))
6. International Social Service. ([www.iss-usa.org](http://www.iss-usa.org))

### Activities

1. Check out **The Electronic Journal of Sociology** at [www.sociology.org](http://www.sociology.org).
2. Read **The New Social Worker Online**, an e-zine geared to the recent social work graduate at [www.socialworker.com](http://www.socialworker.com).
3. Visit a hospital or counseling center and arrange to interview a psychologist, counselor, or social worker.
4. Volunteer to assist in other countries. Visit [www.abroaderview.org](http://www.abroaderview.org) for details and costs.

## Occupations in Hospitality and Travel Services

Individuals in this field work in jobs that generally involve a great deal of interaction with, and servicing of the public. These occupations range from Flight Attendants and Travel Guides, to Concierges and Gaming Dealers. Activities may include the provision of accommodation and recreation activities, or the planning and escorting of travelers. People in this field tend to have high scores on the Personal Service, Administration and Sales scales of the Career Directions Inventory. Most of these occupations provide on-the-job training, however, some require post-secondary education. Listed below is a sample of occupations in this field. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 11 - Management

O\*Net Div. 35 - Food Preparation and Serving Related

O\*Net Div. 39 - Personal Care and Service

O\*Net Div. 43 - Office and Administrative Support

O\*Net Div. 53 - Transportation and Material Moving

O*Net Code	Job Title	O*Net Code	Job Title
11-9071.00	Gaming Managers	11-9081.00	Lodging Managers
35-9031.00	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	39-1011.00	Gaming Supervisors
39-3091.00	Amusement and Recreation Attendants	39-3011.00	Gaming Dealers
39-7011.00	Tour Guides and Escorts	39-6012.00	Concierges
43-3041.00	Gaming Cage Workers	39-7012.00	Travel Guides
43-4081.00	Hotel, Motel, and Resort Desk Clerks	43-4051.00	Customer Service Representatives
		43-4181.00	Reservation and Transportation Ticket Agents and Travel Clerks
53-2031.00	Flight Attendants		

### Suggested Readings

- How to Land a Top-Paying Lodging Managers Job: Your Complete Guide to Opportunities, Resumes and Cover Letters, Interviews, Salaries, Promotions, What to Expect From Recruiters and More!** Andrews, Brad. Emereo Pty Ltd. 2009. ISBN: 1742440061.
- The Essential Guide to Becoming a Flight Attendant.** Ward, Kiki. King Books. 2008. ISBN: 970184328.
- The Concierge & Lifestyle Management.** Ertuly, Desiree; Kreative Writers; and Upscale Lifestyle. Desiree Ertuly. 2007. ISBN: 615165850.
- Airline Wings as a Career.** McCoy, Mickey. Trafford Publishing. 2006. ISBN: 1412062799.
- Jobs for Travel Lovers: Opportunities at Home and Abroad.** Krannich, Ron. Impact Publications. 2006. ISBN: 1570232520.
- Opportunities in Hotel & Motel Careers.** Henkin, Shepard. McGraw-Hill. 2006. ISBN: 71458700.
- Career KNOWtes: Tour Operator.** Editors at Sparklesoup LLC; and Schultz, Patti. Sparklesoup LLC. 2005. ISBN: 1597488224.
- Careers in Travel, Tourism, & Hospitality.** Eberts, Marjorie; Brothers, Linda; and Gisler, Ann. McGraw-Hill. 2005. ISBN: 007144856X.
- Opportunities in Recreation & Leisure Careers.** Jensen, Clayne and Naylor, Jay. McGraw-Hill. 2005. ISBN: 71448543.
- Casino Operations Management.** Kilby, Jim; Fox, Jim; and Lucas, Anthony F. Wiley. 2004. ISBN: 471266329.
- Opportunities in Restaurant Careers.** Chemelynski, Carol. McGraw-Hill. 2004. ISBN: 71411658.
- Careers for Travel Buffs & Other Restless Types.** Plawin, Paul. McGraw-Hill. 2003. ISBN: 71409041.
- Cool Careers Without College for People Who Love to Travel.** Payment, Simone. Rosen Publishing Group. 2003. ISBN: 823937917.
- Cool Careers in Parks and Recreation.** Clark, Sondra. Hara Publishing. 2003. ISBN: 1887542159.

## Hospitality and Travel Services (*continued*)

### Suggested Readings (continued)

15. **Flight Attendant Job Finder and Career Guide.** Kirkwood, Tim. Planning/Communications. 2002. ISBN: 1884587143.
16. **Hotel/Restaurant Management Career Starter.** LearningExpress Editors. LearningExpress, LLC. 2002. ISBN: 1576854116.
17. **Opportunities in Event Planning Careers.** Camenson, Blythe. McGraw-Hill. 2002. ISBN: 71382283.
18. **The Complete Idiot's Guide to Running a Bed & Breakfast.** Davis, Park; and Craig, Susannah. Alpha. 2001. ISBN: 28640004.
19. **Career Opportunities in Casinos and Casino Hotels: A Comprehensive Guide to Exciting Careers in Casinos and the Gaming Industry.** Field, Shelly. Facts on File. 2000. ISBN: 816041237.
20. **Opportunities in Hotel and Motel Management Careers.** Henkin, Shepard. McGraw-Hill. 2000. ISBN: 658004697.

### Organizations

1. American Gaming Association. ([www.americangaming.org](http://www.americangaming.org))
2. American Hotel and Lodging Association. ([www.ahla.com](http://www.ahla.com))
3. American Society of Travel Agents. ([www.asta.org](http://www.asta.org))
4. Association of Flight Attendants-CWA. ([www.afanet.org](http://www.afanet.org))
5. Hospitality Financial and Technology Professionals. ([www.hftp.org](http://www.hftp.org))
6. Hospitality Sales and Marketing Association International. ([www.hsmai.org](http://www.hsmai.org))
7. International Association of Amusement Parks and Attractions. ([www.iaapa.org](http://www.iaapa.org))
8. National Business Travel Association. ([www.gbta.org](http://www.gbta.org))
9. National Concierge Association. ([www.nationalconciiergeassociation.com](http://www.nationalconciiergeassociation.com))

### Activities

1. Check out [www.independenttraveler.com](http://www.independenttraveler.com) to get tips and advice on how to make travel plans without an agent.
2. Explore [www.hospitalitynet.org](http://www.hospitalitynet.org) for daily news on the hospitality industry, plus hospitality resources and discussion forums.
3. Visit [www.ipilot.com](http://www.ipilot.com), an aviation site devoted to bringing up-to-date information to pilots. Find information on schooling, weather conditions, supplies, and pilot-group communities.
4. Visit [www.wineandhospitalityjobs.com](http://www.wineandhospitalityjobs.com) to post your resume or search the database of over 1000 hospitality related occupations.

## Occupations in Science and Engineering

There are many different branches of science and engineering included in this category. Some of the occupations in this cluster are concerned primarily with research while others concentrate on the practical application of scientific knowledge. Jobs in physical science and engineering are concerned with providing research in the fields of chemistry, physics, geology and meteorology. These occupations range from Chemical Technician and Biological Engineer to Physicist. Many individuals in these occupations score highly on the Science scale of the Career Directions Inventory. The jobs in this field range from those requiring the completion of college programs to those providing on-the-job training. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 13 - Business and Financial Operations

O\*Net Div. 17 - Architecture and Engineering

O\*Net Div. 19 - Life, Physical, and Social Science

O\*Net Div. 29 - Healthcare Practitioners and Technical

O*Net Code	Job Title	O*Net Code	Job Title
13-1041.01	Environmental Compliance Inspectors	17-2011.00	Aerospace Engineers
17-2031.00	Biomedical Engineers	17-2041.00	Chemical Engineers
17-2081.00	Environmental Engineers	17-2112.00	Industrial Engineers
17-2121.00	Marine Engineers and Naval Architects	17-2131.00	Materials Engineers
17-2161.00	Nuclear Engineers	17-2151.00	Mining and Geological Engineers, Including Mining Safety Engineers
17-2171.00	Petroleum Engineers	17-3025.00	Environmental Engineering Technicians
17-3026.00	Industrial Engineering Technicians	19-1020.01	Biologists
19-1011.00	Animal Scientists	19-1022.00	Microbiologists
19-1021.00	Biochemists and Biophysicists	19-2031.00	Chemists
19-1041.00	Epidemiologists	19-2041.00	Environmental Scientists and Specialists, Including Health
19-2032.00	Materials Scientists	19-4021.00	Biological Technicians
19-2042.00	Geoscientists	19-4041.00	Geological and Petroleum Technicians
19-2043.00	Hydrologists	19-4092.00	Forensic Science Technicians
19-4031.00	Chemical Technicians	29-2033.00	Nuclear Medicine Technologists
19-4051.00	Nuclear Technicians		
19-4091.00	Environmental Science and Protection Technicians, Including Health		

### Suggested Readings

1. **Green Careers: Choosing Work for a Sustainable Future.** Cassio, Jim; and Rush, Alice. New Society Publishers. 2009. ISBN: 865716439.
2. **Career Opportunities in Forensic Science.** Echaore-McDavid, Susan; and McDavid, Richard A. Checkmark Books. 2008. ISBN: 816061572.
3. **Great Jobs for Environmental Studies Majors.** DeGalan, Julie. McGraw-Hill. 2008. ISBN: 71493158.
4. **Career Success in Engineering: A Guide for Students and New Professionals.** Berson, Bernard R. and Benner, Douglas E. Kaplan AEC Education. 2007. ISBN: 1419584391.
5. **Careers for Scientific Types & Others with Inquiring Minds.** Goldberg, Jan. McGraw-Hill. 2007. ISBN: 71476180.
6. **Building a Successful Career in Scientific Research: A Guide for PhD Students and Postdocs.** Dee, Phil. Cambridge University Press. 2006. ISBN: 521851912.
7. **Career Opportunities in Engineering.** Echaore-McDavid, Susan. Checkmark Books. 2006. ISBN: 081606153X.
8. **Choose a Career in Science.** Louv, Barbara. Dog Ear Publishing. 2006. ISBN: 1598581309.
9. **Opportunities in Marine Science and Maritime Careers.** Heitzmann, William Ray. McGraw-Hill. 2006. ISBN: 71448519.
10. **Alternative Careers in Science: Leaving the Ivory Tower.** Robbins-Roth, Cynthia. Academic Press. 2005. ISBN: 125893760.
11. **Great Jobs for Chemistry Majors.** Rowh, Mark. McGraw-Hill. 2005. ISBN: 71448578.

## Science and Engineering (*continued*)

### Suggested Readings (continued)

12. **Advice to Rocket Scientists: A Career Survival Guide for Scientists and Engineers.** Longuski, Jim. AIAA. 2004. ISBN: 156347655X.
13. **Careers in Focus: Environment.** Inc Facts on File. Ferguson Publishing Company. 2004. ISBN: 816055505.
14. **Careers in Science.** Easton, Thomas. McGraw-Hill. 2004. ISBN: 71437304.
15. **Health Science Career Exploration.** Simmers, Louise M. Delmar Cengage Learning. 2004. ISBN: 1401858090.
16. **Is There an Engineer Inside You?: A Comprehensive Guide to Career Decisions in Engineering.** Baine, Celeste. Professional Publications, Inc. 2004. ISBN: 1591260205.
17. **Opportunities in Biological Science Careers.** Winter, Charles. McGraw-Hill. 2004. ISBN: 007143187X.
18. **The ECO Guide to Careers that Make a Difference: Environmental Work For A Sustainable World.** Environmental Careers Organization and Doyle, Kevin. Island Press. 2004. ISBN: 1559639679.
19. **Great Jobs for Biology Majors.** Camenson, Blythe. McGraw-Hill. 2003. ISBN: 71408983.
20. **Opportunities in Clinical Laboratory Science Careers.** Karni, Karen. McGraw-Hill. 2002. ISBN: 658017608.

### Organizations

1. American Association for the Advancement of Science. ([www.aaas.org](http://www.aaas.org))
2. American Astronomical Society. (<http://aas.org>)
3. American Chemical Society. ([www.acs.org](http://www.acs.org))
4. American Meteorological Society. ([www.ametsoc.org](http://www.ametsoc.org))
5. American Physical Society. ([www.aps.org](http://www.aps.org))

### Activities

1. Explore [www.chemweb.com](http://www.chemweb.com), your guide to chemistry journals, databases, occupations, magazines, and more.
2. Learn interesting facts about science at [www.scienceiq.com](http://www.scienceiq.com). Categories include: physics, astronomy, chemistry, biology, mathematics, geology, engineering, medicine, and science.
3. Take a look at [www.sciencemag.org](http://www.sciencemag.org), a science e-zine with job search and career advice for those interested in science careers.
4. Test your science skills at [www.hobbyscience.com](http://www.hobbyscience.com), a site devoted to science experiments, logic problems, and quizzes.
5. Visit [www.engineers.com](http://www.engineers.com), an online engineering community to discuss engineering and technical issues and search for resources.

## Occupations in Food Services

People working with Food Services may be involved in providing food and beverage catering services, cooking and preparing food, mixing drinks or making dining arrangements for others. This group also includes Dietitians and Nutritionists who are especially concerned with the nutritional value of meals. They may participate in research, give consultative services, lecture to groups on nutrition, or plan menus and diets for special nutritional needs. While people interested in working as Dietitians and Nutritionists are required to complete the appropriate college or university program, people interested in working in some other areas included in this cluster do not require post-secondary education. The jobs listed below are a sample of the occupations included in this area. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 11 - Management

O\*Net Div. 35 - Food Preparation and Serving Related

O\*Net Div. 39 - Personal Care and Service

O\*Net Div. 51 - Production

O*Net Code	Job Title	O*Net Code	Job Title
11-9051.00	Food Service Managers	35-1011.00	Chefs and Head Cooks
35-2011.00	Cooks, Fast Food	35-2012.00	Cooks, Institution and Cafeteria
35-2013.00	Cooks, Private Household	35-2014.00	Cooks, Restaurant
35-2021.00	Food Preparation Workers	35-3011.00	Bartenders
35-3021.00	Combined Food Preparation and Serving Workers, Including Fast Food	35-3022.00	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop
35-9011.00	Dining Room or Cafeteria Attendants and Bartender Helpers	35-3041.00	Food Servers, Nonrestaurant
39-6012.00	Concierges	35-9021.00	Dishwashers
51-3011.00	Bakers	35-9031.00	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop
		51-3021.00	Butchers and Meat Cutters

### Suggested Readings

1. **Careers in Nutrition.** Bickerstaff, Linda. Rosen Publishing Group. 2008. ISBN: 1435837843.
2. **Food Jobs: 150 Great Jobs for Culinary Students, Career Changers and Food Lovers.** Chalmers, Irena. Beaufort Books. 2008. ISBN: 825305926.
3. **Food Service Management: How to Succeed in the High-risk Restaurant Business by Someone Who Did.** Wentz, William J. Atlantic Publishing Company. 2008. ISBN: 1601380240.
4. **Knowing How to Cook Is Not Enough.** Young-Hudspeth, Elsie. Xlibris Corporation. 2008. ISBN: 1425768296.
5. **So You Want to Be a Chef: Your Guide to Culinary Careers.** Brefere, Lisa M.; Drummond, Karen E.; and Barnes, Brad. Wiley. 2008. ISBN: 470088567.
6. **Extra Dry, with a Twist: An Insider's Guide to Bartending.** Daugherty, Shaun. iUniverse, Inc. 2007. ISBN: 595466974.
7. **The Professional Personal Chef: The Business of Doing Business as a Personal Chef.** Wallace, Candy; and Forte, Greg. Wiley. 2007. ISBN: 471752193.
8. **Start Your Restaurant Career.** Dismore, Heather Heath. Entrepreneur Press. 2006. ISBN: 1599180006.
9. **The Insider's Guide to Household Staffing.** Gonzalez, David M. Trafford Publishing. 2006. ISBN: 1553696034.
10. **Tips, the Server's Guide to Bringing Home the Bacon - The Customer Speaks to Every Waiter, Waitress, and Restaurant Manager in America -- Make More Money!** Spencer, Tricia. Lilac Bloom Press. 2006. ISBN: 971509808.
11. **Opportunities in Food Service Careers.** Chmelynski, Carol Caprione. McGraw-Hill. 2005. ISBN: 71448500.
12. **Opportunities in Nutrition Careers.** Caldwell, Carol Coles. McGraw-Hill. 2005. ISBN: 71438467.
13. **Opportunities in Recreation & Leisure Careers.** Jensen, Clayne R. and Naylor, Jay H. McGraw-Hill. 2005. ISBN: 71438467.
14. **Careers for High-Energy People & Other Go-Getters.** Eberts, Marjorie; Gisler, Margaret; and Gisler, Maria. McGraw-Hill. 2004. ISBN: 71437304.
15. **Opportunities in Restaurant Careers.** Chemelynski, Carol Caprione. McGraw-Hill. 2004. ISBN: 71411658.
16. **Becoming a Chef.** Dornenburg, Andrew and Page, Karen. Wiley. 2003. ISBN: 471152099.
17. **Opportunities in Culinary Careers.** Donovan, Mary. McGraw-Hill. 2003. ISBN: 71411488.

## **Food Services (*continued*)**

### **Suggested Readings (continued)**

18. **Careers for Gourmets & Others Who Relish Food.** Donovan, Mary. McGraw-Hill. 2002. ISBN: 71387285.
19. **Hotel/Restaurant Management Career Starter.** LearningExpress Editors. LearningExpress, LLC. 2002. ISBN: 1576854116.
20. **Real-Resumes for Restaurant, Food Service & Hotel Jobs: Including Real Resumes Used to Change Careers and Transfer Skills to Other Industries.** McKinney, Anne. Prep Publishing. 2002. ISBN: 188528828X.

### **Organizations**

1. American Dietetic Association. ([www.eatright.org](http://www.eatright.org))
2. Food Services of America. ([www.fsafood.com](http://www.fsafood.com))
3. National Restaurant Association. ([www.restaurant.org](http://www.restaurant.org))
4. Waiters Association. ([www.WaitersWorld.com](http://www.WaitersWorld.com))

### **Activities**

1. For job listings and other helpful resources, visit the **Professional Chef's Association** at [www.professionalchef.com](http://www.professionalchef.com).
2. Visit the **Internet Chef** at [www.ichef.com](http://www.ichef.com) and learn about cooking techniques and experiment with over 30,000 different recipes.
3. Work part-time in a restaurant or hotel.

## Occupations in Agriculture and Animal Science

Individuals employed in this area usually work outdoors with animals or plants. Those working directly with animals may be responsible for the feeding, cleaning, breeding or medical treatment of animals. Other activities include planting, cultivating, harvesting, weeding, and spraying crops. In these occupations the worker will probably need to operate and maintain mechanical equipment. Livestock and crop farmers may directly perform these jobs or they may hire, train, and supervise others to do the work while they spend time planning, organizing, and controlling activities of the farm. These duties include pricing and buying equipment, keeping financial records and planning marketing strategies. Although most of these jobs provide training, some jobs do require formal post-secondary education, such as a veterinarian or animal scientist. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 11 - Management

O\*Net Div. 17 - Architecture and Engineering

O\*Net Div. 19 - Life, Physical, and Social Science

O\*Net Div. 29 - Healthcare Practitioners and Technical

O\*Net Div. 45 - Farming, Fishing, and Forestry

O*Net Code	Job Title	O*Net Code	Job Title
11-9013.00	Farm, Ranch, and Other Agricultural Managers	11-9013.01	Nursery and Greenhouse Managers
		11-9013.02	Farmers and Ranchers
17-2021.00	Agricultural Engineers	19-1011.00	Animal Scientists
19-1023.00	Zoologists and Wildlife Biologists	19-4011.00	Agricultural and Food Science Technicians
19-4011.01	Agricultural Technicians		
19-4011.02	Food Science Technicians	29-1131.00	Veterinarians
29-2056.00	Veterinarian Technologists and Technicians	45-1011.08	First-Line Supervisors/Managers of Animal Husbandry and Animal Care Workers
45-2011.00	Agricultural Inspectors		
45-2041.00	Graders and Sorters, Agricultural Products	45-2091.00	Agricultural Equipment Operators
		45-2093.00	Farmworkers, Farm and Ranch Animals

### Suggested Readings

1. **Deeply Rooted: Unconventional Farmers in the Age of Agribusiness.** Hamilton, Lisa M. Counterpoint. 2009. ISBN: 1593761805.
2. **The Complete Idiot's Guide to Green Careers.** Parks, Barbara; and Helmer, Jodi. Alpha. 2009. ISBN: 1592578926.
3. **101 Best Businesses for Pet Lovers.** Nigro, Joseph and Nigro, Nicholas. Sphinx Publishing. 2007. ISBN: 1572486341.
4. **Career Opportunities in Conservation and the Environment.** Greenland, Paul R.; and Sheldon, Annamarie L. Checkmark Books. 2007. ISBN: 816067430.
5. **Careers for Animal Lovers.** Miller, Louise. McGraw-Hill. 2007. ISBN: 71476156.
6. **Careers for Nature Lovers & Other Outdoor Types.** Miller, Louise. McGraw-Hill. 2007. ISBN: 71482180.
7. **Careers in Horticulture and Botany.** Garner, Jerry. McGraw-Hill. 2006. ISBN: 71467734.
8. **Careers With Animals: Exploring Occupations Involving Dogs, Horses, Cats, Birds, Wildlife, and Exotics.** Shenk, Ellen. Stackpole Books. 2005. ISBN: 811729621.
9. **What Can You Do With a Major in Biology: Real People. Real Jobs. Real Rewards.** Astor, Bart. Cliffs Notes. 2005. ISBN: 764576062.
10. **Careers for Plant Lovers & Others Green Thumb Types.** Camenson, Blythe. McGraw-Hill. 2004. ISBN: 71408975.
11. **Careers in Focus: Environment.** Inc Facts on File. Ferguson Publishing Company. 2004. ISBN: 816055505.
12. **Opportunities in Biological Science Careers.** Winter, Charles. McGraw-Hill. 2004. ISBN: 007143187X.
13. **So You Want to Start a Nursery.** Avent, Tony. Timber Press, Incorporated. 2003. ISBN: 881925845.
14. **Careers in Global Horticulture.** Haydu, John J. Deere & Company. 2002. ISBN: 866912533.
15. **The Complete Guide to Garden Center Management.** Stanley, John. Ball Publishing. 2002. ISBN: 1883052319.

## **Agriculture and Animal Science (continued)**

### **Suggested Readings (continued)**

16. **Careers for Environmental Types & Others Who Respect the Earth.** Fasulo, Mike and Kinney, Jane. McGraw-Hill Companies. 2001. ISBN: 658016482.
17. **Family Friendly Farming: A Multi-Generational Home-Based Business Testament.** Salatin, Joel. Polyface. 2001. ISBN: 963810936.
18. **Opportunities in Veterinary Medicine Careers.** Swope, Robert. McGraw-Hill. 2001. ISBN: 658010557.
19. **Careers for Animal Lovers & Other Zoological Types.** Miller, Louise. McGraw-Hill. 2000. ISBN: 658004581.
20. **Outdoor Careers: Exploring Occupations in Outdoor Fields.** Shenk, Ellen. Stackpole Books. 2000. ISBN: 811728730.

### **Organizations**

1. American Dairy Science Association. ([www.adsa.org](http://www.adsa.org))
2. American Society of Agronomy. ([www.agronomy.org](http://www.agronomy.org))
3. American Veterinary Medical Association. ([www.avma.org](http://www.avma.org))
4. Botanical Society of America. ([www.botany.org](http://www.botany.org))
5. Crop Science Society of America. ([www.crops.org](http://www.crops.org))
6. Friends of the Earth. ([www.foe.org](http://www.foe.org))
7. National Young Farmer Educational Association. ([www.nyfea.org](http://www.nyfea.org))
8. U.S. Poultry and Egg Association. ([www.poultryegg.org](http://www.poultryegg.org))

### **Activities**

1. Explore [www.farms.com](http://www.farms.com), an agriculture news center, search engine, and job listing site.
2. Interview a local breeder of hamsters, rabbits, guinea pigs, cats, or dogs.
3. Take a look at [www.sciencemag.org](http://www.sciencemag.org), a science e-zine with job search and career advice for those interested in science careers.
4. Visit an aquarium or conservation park or talk to a fisheries biologist.
5. Visit farms specializing in dairy cattle, livestock, grain, or vegetable growing.
6. Visit the **Society of American Foresters** at [www.safnet.org](http://www.safnet.org). Learn about forests, what you can do, careers in forestry, and keep up-to-date with issues.

## Occupations in Electronic Technology

Individuals working in this area are involved in many aspects of the electronics field, especially those jobs dealing with technical knowledge of electrical equipment. For example, Electronic Engineering Technicians perform a variety of technological tasks to assist in the research, design and development of electronic systems. An example of such a job in electronics would include Electronic Drafter. Individuals in this career group tend to score highly on the Science scale of the Career Directions Inventory. The occupations in this area range from those that require formal college training to those that require apprenticeships or on-the-job training. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 15 - Computer and Mathematical  
 O\*Net Div. 17 - Architecture and Engineering  
 O\*Net Div. 27 - Arts, Design, Entertainment, Sports, and Media  
 O\*Net Div. 47 - Construction and Extraction  
 O\*Net Div. 49 - Installation, Maintenance, and Repair  
 O\*Net Div. 51 - Production

O*Net Code	Job Title	O*Net Code	Job Title
15-1111.00	Computer and Information Scientists, Research	17-2061.00	Computer Hardware Engineers
17-2072.00	Electronics Engineers	17-2071.00	Electrical Engineers
17-3023.01	Electronics Engineering Technicians	17-3012.00	Electrical and Electronics Drafters
17-3024.00	Electro-Mechanical Technicians	17-3023.03	Electrical Engineering Technicians
47-2111.00	Electricians	27-4014.00	Sound Engineering Technicians
49-2091.00	Avionics Technicians	47-3013.00	Helpers--Electricians
49-2095.00	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay	49-2092.00	Electric Motor, Power Tool, and Related Repairers
49-9012.00	Control and Valve Installers and Repairers	49-2098.00	Security and Fire Alarm Systems Installers
51-2023.00	Electromechanical Equipment Assemblers	51-2022.00	Electrical and Electronic Equipment Assemblers
		51-8012.00	Power Distributors and Dispatchers
		51-8013.00	Power Plant Operators

### Suggested Readings

1. **Choosing Engineering as a Career.** Karoly, Magsud S. CreateSpace. 2009. ISBN: 1449547141.
2. **Engineering Technician, Electrical Utility General Supervisor, HVAC Technician Apprentice - How to Land a Top-Paying Job: Your Complete Guide to Opportunities, ... What to Expect From Recruiters.** Andrews, Brad. Emereo Pty Ltd. 2009. ISBN: 1742442072.
3. **Information Technology Jobs in America: Corporate & Government Career Guide.** Info Tech Employment; and Partnerships for Community. Partnerships for Community Inc. 2009. ISBN: 1933639261.
4. **Careers in Engineering.** Garner, Geraldine. McGraw-Hill. 2008. ISBN: 71545557.
5. **Great Jobs for Engineering Majors.** Garner, Geraldine. McGraw-Hill. 2008. ISBN: 007149314X.
6. **Opportunities in Electronics Careers.** Rowh, Mark. McGraw-Hill. 2007. ISBN: 71476075.
7. **So You Wanna Be an Embedded Engineer: The Guide to Embedded Engineering, From Consultancy to the Corporate Ladder.** Edwards, Lewin. Newnes. 2006. ISBN: 750679530.
8. **The Productive Electrician.** Sammaritano, Michael. Adesso Publishing. 2006. ISBN: 977154114.
9. **The Ultimate Career Planning Manual for Engineers and Computer Scientists.** Cici, Mattiuzzi. Kendall Hunt Publishing. 2006. ISBN: 757526713.
10. **Top 100 Computer and Technical Careers: Your Complete Guidebook to Major Jobs in Many Fields at All Training Levels.** Farr, Michael J. JIST Works. 2006. ISBN: 1593573200.
11. **Electrical Engineering 101: Everything You Should Have Learned in School but Probably Didn't.** Ashby, Darren. Newnes. 2005. ISBN: 750678127.

## Electronic Technology (*continued*)

### Suggested Readings (continued)

12. **Resumes for Engineering Careers.** Editors of McGraw-Hill. McGraw-Hill. 2005. ISBN: 007144890X.
13. **Advice to Rocket Scientists: A Career Survival Guide for Scientists and Engineers.** Longuski, Jim. AIAA. 2004. ISBN: 156347655X.
14. **Career Perspectives in Electronic Media.** Orlik, Peter B. Wiley-Blackwell. 2004. ISBN: 081382477X.
15. **Getting Started in Electronics.** Mims III, Forrest M. Master Publishing, Inc. 2003. ISBN: 1885288239.
16. **Careers in Computers.** Stair, Lila; and Stair, Leslie. McGraw-Hill. 2002. ISBN: 658016504.
17. **How Electronic Things Work...And What to do When They Don't.** Goodman, Robert. McGraw-Hill/TAB Electronics. 2002. ISBN: 71387455.
18. **Opportunities in Engineering Careers.** Basta, Nicholas. McGraw-Hill. 2002. ISBN: 71390464.
19. **Mechanics.** Ferguson Publishing. Ferguson Publishing Company. 2001. ISBN: 894343327.
20. **Beyond Vocational Education: Career Majors, Tech Prep.** Pucel, David. Eye on Education. 2000. ISBN: 1930556047.

### Organizations

1. American Society of Certified Engineering Technicians. ([www.ascet.org](http://www.ascet.org))
2. Association for Computing Machinery. ([www.acm.org](http://www.acm.org))
3. Independent Electrical Contractors. ([www.ieci.org](http://www.ieci.org))
4. Institute of Electrical and Electronic Engineers. ([www.ieee.org](http://www.ieee.org))

### Activities

1. Check out [www.pcworld.com](http://www.pcworld.com), a popular computer magazine online with the latest news and information about the computer industry.
2. Explore [www.engineerinyou.com](http://www.engineerinyou.com), a student resource to what engineering is, what engineers do, and how to prepare for a career in engineering.
3. Visit [www.engineers.com](http://www.engineers.com), an online engineering community to discuss engineering and technical issues and search for resources.
4. Volunteer to help a charitable organization with its computers.

## Occupations in Sales

This group of occupations involves selling merchandise and services which may require the demonstration of equipment, the understanding of policies and the provision of information concerning the product's composition, installation, utilization and maintenance. These jobs may also involve buying commodities for resale and managing retail and wholesale businesses. Managerial positions in the sales vocation may involve the aforementioned duties as well as coordinating, planning and supervising other workers engaged in selling merchandise and/or controlling the operations of a retail trade establishment or sales department in a business. For many sales jobs it is necessary to be organized and to be influential with others. Sales occupations are available in the marketing of a wide assortment of products and services, from houses to insurance, and from clothing to magazine subscriptions. People in this field tend to have high scores on the Sales and Persuasive scales of the Career Directions Inventory. Post-secondary education is not always required because training is provided on the job. However, short courses related to specific sales areas are available. Listed below is a sample of jobs included in this area. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 11 - Management

O\*Net Div. 13 - Business and Financial Operations

O\*Net Div. 41 - Sales and Related

O\*Net Div. 43 - Office and Administrative Support

O*Net Code	Job Title	O*Net Code	Job Title
11-2022.00	Sales Managers	13-1022.00	Wholesale and Retail Buyers
41-1011.00	First-Line Supervisors/Managers of Retail Sales Workers	41-1012.00	First-Line Supervisors/Managers of Non-Retail Sales Workers
41-2011.00	Cashiers	41-2021.00	Counter and Rental Clerks
41-2031.00	Retail Salespersons	41-3011.00	Advertising Sales Agents
41-3021.00	Insurance Sales Agents	41-3031.00	Securities, Commodities, and Financial Services Sales Agents
41-4011.00	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	41-9021.00	Real Estate Brokers
41-9031.00	Sales Engineers	41-9022.00	Real Estate Sales Agents
41-9091.00	Door-to-Door Sales Workers, News and Street Vendors, and Related Workers	41-9041.00	Telemarketers
		43-4051.00	Customer Service Representatives

### Suggested Readings

1. **Career Opportunities in the Retail and Wholesale Industry.** Field, Shelly; and Sohigan, John R. Ferguson Publishing Company. 2009. ISBN: 816077797.
2. **Catalyst 5: The Leap From Sales Manager to Sales Leader.** Quintero, Carlos; and Sutherland, Nancy. Authorhouse. 2009. ISBN: 1438956509.
3. **Go Out and Sell Something!: The Recession-Proof Guide to a Successful Sales Career.** Fontenot III, Rollis. Rollis Fontenot III. 2009. ISBN: 615294413.
4. **Opportunities in Retailing Careers.** Dolber, Roslyn. McGraw-Hill. 2008. ISBN: 71406026.
5. **Start Your Retail Career.** O'Malley, Stephanie. Entrepreneur Press. 2008. ISBN: 1599181649.
6. **How to Become Wealthy in Real Estate.** Chillemi, Stacey. Lulu.com. 2007. ISBN: 1418010510.
7. **How to Become a Million Dollar Real Estate Agent in Your First Year: What Smart Agents Need to Know Explained Simply.** Alvis, Susan Smith; and Lujanac, Marie. Atlantic Publishing Company. 2007. ISBN: 1601380410.
8. **Opportunities in Insurance Careers.** Schrayner, Robert. McGraw-Hill. 2007. ISBN: 71482075.
9. **Your Sales Career Strategy: An Insider's Guide to Those Considering a Career in Outside Sales.** Gilmore, Christopher E. BookSurge Publishing. 2007. ISBN: 1419667114.
10. **How to Become a Superstar Sales Professional: Prospecting and Solution-based Selling Skills for Business to Business Sales Professionals.** Ary, Winnie. Cameo Publications. 2006. ISBN: 977465942.
11. **Your Successful Real Estate Career.** Edwards, Kenneth W. AMACOM. 2006. ISBN: 814473199.

## Sales (*continued*)

### Suggested Readings (continued)

12. **Instant Leads.** Sugars, Bradley J. McGraw-Hill. 2005. ISBN: 71466630.
13. **Personal Selling: A Relationship Approach.** Marks, Ronald. Atomic Dog Publishing. 2005. ISBN: 1592602290.
14. **The Real Estate Coach.** Sugars, Bradley. McGraw-Hill. 2005. ISBN: 71466622.
15. **The Millionaire Real Estate Agent: It's Not About the Money...It's About Being the Best You Can Be!** Keller, Gary; Jenks, Dave; and Papasan, Jay. McGraw-Hill. 2004. ISBN: 71444041.
16. **Careers in International Business.** Halloran, Ed. McGraw-Hill. 2003. ISBN: 71407359.
17. **Careers in Real Estate.** Rowh, Mark. McGraw-Hill. 2002. ISBN: 658000543.
18. **Opportunities in Sales Careers.** Brescoll, James and Dahm, Ralph M. McGraw-Hill. 2001. ISBN: 658016474.
19. **Your First Year in Real Estate: Making the Transition from Total Novice to Successful Professional.** Zeller, Dirk. Three Rivers Press. 2001. ISBN: 761534121.
20. **The Accidental Salesperson: How to Take Control of Your Sales Career and Earn the Respect and Income You Deserve.** Lytle, Chris. AMACOM. 2000. ISBN: 814470831.

### Organizations

1. American Marketing Association. ([www.marketingpower.com](http://www.marketingpower.com))
2. American Real Estate Society. ([www.aresnet.org](http://www.aresnet.org))
3. National Association of Sales Professionals. ([www.nasp.com](http://www.nasp.com))
4. Sales and Marketing Executives International. ([www.smei.org](http://www.smei.org))

### Activities

1. Explore [www.salecareersonline.com](http://www.salecareersonline.com), a comprehensive sales career resource center.
2. Practice your sales skills with the classic sales game The Lemonade Stand at [www.lemonadestandgame.com](http://www.lemonadestandgame.com).

## Occupations in Health Record Technology

Individuals working in this occupational area combine interests in clerical activities with those in health service. The most common settings for these jobs are hospitals, clinics and professional offices. The duties may include scheduling appointments, receiving and directing calls, reading and routing incoming mail, locating and maintaining files, compiling and typing statistical reports, admitting patients and recording admission information, preparing and compiling records in hospital nursing units, keeping records of personnel hours and requisitioning supplies designated by medical staff. People working in this area tend to have high scores on the Clerical, Administrative and Systematic scales of the Career Directions Inventory. While most of these jobs require college training in the appropriate courses, some provide job training. Some of the occupations included are listed below. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 11 - Management

O\*Net Div. 29 - Healthcare Practitioners and Technical

O\*Net Div. 31 - Healthcare Support

O\*Net Div. 43 - Office and Administrative Support

O*Net Code	Job Title	O*Net Code	Job Title
11-9111.00	Medical and Health Services Managers	29-2071.00	Medical Records and Health Information Technicians
31-9091.00	Dental Assistants	31-9092.00	Medical Assistants
31-9093.00	Medical Equipment Preparers	31-9094.00	Medical Transcriptionists
31-9095.00	Pharmacy Aides	31-9096.00	Veterinary Assistants and Laboratory Animal Caretakers
43-4071.00	File Clerks		
43-6013.00	Medical Secretaries	43-9061.00	Office Clerks, General

### Suggested Readings

1. **The Dental Assistant: Your Personal Guide to Exploring the Far-Reaching Dental Assistant Careers and Dental Schools.** KMS Publishing.com. CreateSpace. 2009. ISBN: 1449926622.
2. **Claim Success! Absolutely Everything You Need to Know to Start a Successful Medical Billing Business and Create a Viable Career for Yourself.** Farhat, Kyle; and Commins, Nancie. Wheatmark. 2008. ISBN: 1587369761.
3. **Professional Office Procedures.** Cooperman, Susan H. Prentice Hall. 2008. ISBN: 135156645.
4. **The Independent Medical Transcriptionist, Fifth Edition: The Comprehensive Guidebook for Career Success in a Medical Transcription Business.** Avila-Weil, Donna; and Glaccum, Mary. Rayve Productions. 2008. ISBN: 1877810045.
5. **Career Opportunities in Health Care.** Field, Shelly. Checkmark Books. 2007. ISBN: 816068291.
6. **Exploring Health Care Careers.** Ferguson, Ferguson Imprint of Facts on File. Ferguson Publishing Company. 2006. ISBN: 816064482.
7. **Health Care Job Explosion: High Growth Health Care Careers and Job Locator.** Damp, Dennis V. Bookhaven Press. 2006. ISBN: 094364125X.
8. **Opportunities in Hospital Administration Careers.** Snook, I. McGraw-Hill. 2006. ISBN: 71467688.
9. **Public Health: Career Choices That Make a Difference.** Turnock, Bernard J. Jones & Bartlett Pub. 2006. ISBN: 763737909.
10. **The Everything Guide to Careers in Health Care: Find the Job That's Right for You.** Quan, Kathy. Adams Media. 2006. ISBN: 1593377258.
11. **Top 100 Health Care Careers: Your Complete Guidebook to Training and Jobs in Allied Health, Nursing, Medicine, and More.** Wischnitzer, Saul and Wischnitzer, Edith. Jist Publishing. 2005. ISBN: 159357178X.
12. **Real Resumes for Administrative Support, Office & Secretarial Jobs.** McKinney, Anne. Prep Publishing. 2004. ISBN: 1885288379.
13. **Contemporary Medical Office Procedures.** Humphrey, Doris. Delmar Cengage Learning. 2003. ISBN: 1401863450.
14. **Opportunities in Pharmacy Careers.** Gable, Fred. McGraw-Hill. 2003. ISBN: 71411526.
15. **Resumes for Health and Medical Careers.** Editors of VGM. McGraw-Hill. 2003. ISBN: 71411542.

## **Health Record Technology (continued)**

### **Suggested Readings (continued)**

16. **Administrative and Executive Assistant Career Starter.** LearningExpress Editors. Learning Express, LLC. 2002. ISBN: 1576853969.
17. **Opportunities in Physician Assistant Careers.** Sacks, Terence J. McGraw-Hill/Contemporary Books. 2002. ISBN: 71387277.
18. **New Frontiers in Healthcare Management: MBAs Evolving in the Business of Healthcare.** Shlian, Deborah. iUniverse, Inc. 2001. ISBN: 595174353.
19. **Opportunities in Data and Word Processing Careers.** Munday, Marianne. McGraw-Hill. 2001. ISBN: 658016431.
20. **Opportunities in Veterinary Medicine Careers.** Swope, Robert. McGraw-Hill. 2001. ISBN: 658010557.

### **Organizations**

1. American Association of Medical Assistants. ([www.aama-ntl.org](http://www.aama-ntl.org))
2. American Society For Healthcare Human Resources Administration. ([www.ashhra.org](http://www.ashhra.org))

### **Activities**

1. Check out [www.medscape.com](http://www.medscape.com), a website geared to the health professional and to those interested in learning about the medical field.
2. Visit the **American Medical Association** online at [www.ama-assn.org](http://www.ama-assn.org).

## Occupations in Architectural Technology, Drafting and Design

Individuals working in this occupational group are engaged in collecting, analyzing and plotting survey data, preparing working plans, and making detailed illustrations and maps for engineering, manufacturing, designing, construction and exploration purposes. Some of the occupations in this cluster, such as Website Designer, require a degree of creativity. Surveying occupations conduct surveys of land surfaces to establish boundaries and exact locations for mapmaking, land evaluation, and construction work. Jobs in this cluster range from Cartographer to Surveyor, and may be commercial or civil in nature. These jobs necessitate preparing detailed drawings from design sketches and job outlines for a variety of purposes including the making of electrical circuits, machinery and the construction of bridges. Architectural Technology embraces a number of closely related jobs, including Urban and Regional Planner, and Architectural Drafter. Individuals in these jobs perform technological tasks in many areas of architecture such as research, design, and development. Also included in this group are Traffic Technicians who study traffic conditions in order to develop plans for increasing traffic safety and efficiency. Persons in this field tend to show high interests on the Art, and Science and Technology scales of the Career Directions Inventory Those interested in these jobs will usually enroll in college/university programs for training, although some training may be provided on the job. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 17 - Architecture and Engineering  
O\*Net Div. 19 - Life, Physical, and Social Science  
O\*Net Div. 53 - Transportation and Material Moving

O*Net Code	Job Title	O*Net Code	Job Title
17-1011.00	Architects	17-1012.00	Landscape Architects
17-1021.00	Cartographers and Photogrammetrists	17-1022.00	Surveyors
17-2051.00	Civil Engineers	17-2121.00	Marine Engineers and Naval Architects
17-3011.01	Architectural Drafters	17-3013.00	Mechanical Drafters
17-3011.02	Civil Drafters	17-3031.01	Surveying Technicians
17-3022.00	Civil Engineering Technicians	19-3051.00	Urban and Regional Planners
17-3031.02	Mapping Technicians		
53-6041.00	Traffic Technicians		

### Suggested Readings

1. **Becoming an Urban Planner: A Guide to Careers in Planning and Urban Design.** Bayer, Michael; Frank, Nancy; and Valerius, Jason. Wiley. 2010. ISBN: 470278633.
2. **Abc Air Traffic Control.** Duke, Graham. Midland Publishing. 2009. ISBN: 1857803183.
3. **Choosing Engineering as a Career.** Karoly, Magsud S. CreateSpace. 2009. ISBN: 1449547141.
4. **Green Careers: Choosing Work for a Sustainable Future.** Cassio, Jim; and Rush, Alice. New Society Publishers. 2009. ISBN: 865716439.
5. **Careers in Architecture.** Camenson, Blythe. McGraw-Hill. 2008. ISBN: 71545565.
6. **101 Things I Learned in Architecture School.** Frederick, Matthew. The MIT Press. 2007. ISBN: 262062666.
7. **How to Think Like a Great Graphic Designer.** Millman, Debbie. Allworth Press. 2007. ISBN: 1581154968.
8. **Opportunities in Landscape Architecture, Botanical Gardens, and Arboreta Careers.** Camenson, Blythe. McGraw-Hill. 2007. ISBN: 71476083.
9. **Think Like an Architect.** Box, Hal. University of Texas Press. 2007. ISBN: 292716362.
10. **Becoming an Architect: A Guide to Careers in Design.** Waldrep, Lee W. John Wiley. 2006. ISBN: 471709549.
11. **Building a Winning Career in Architecture.** Goetsch, David L. Prentice Hall. 2006. ISBN: 131192124.
12. **Careers for Perfectionists & Other Meticulous Types.** Camenson, Blythe. McGraw-Hill. 2006. ISBN: 71467785.
13. **Engineering Drawing and Design.** Madsen, David A. Delmar Cengage Learning. 2006. ISBN: 1418029874.
14. **Opportunities in Architecture Careers.** Piper, Robert. McGraw-Hill. 2006. ISBN: 71458689.
15. **Opportunities in Marine Science and Maritime Careers.** Heitzmann, William Ray. McGraw-Hill. 2006. ISBN: 71448519.

## **Architectural Technology, Drafting and Design (continued)**

### **Suggested Readings (continued)**

16. **Becoming a Graphic Designer: A Guide to Careers in Design.** Heller, Steven and Fernandes, Teresa. Wiley. 2005. ISBN: 471715069.
17. **Resumes for Engineering Careers.** Editors of McGraw-Hill. McGraw-Hill. 2005. ISBN: 007144890X.
18. **Opportunities in Commercial Art and Graphic Design Careers.** Gordon, Barbara. McGraw-Hill. 2003. ISBN: 71411496.
19. **Careers in Urban Planning.** Houghton, Gillian. Rosen Publishing Group. 2002. ISBN: 823936589.
20. **Outdoor Careers: Exploring Occupations in Outdoor Fields.** Shenk, Ellen. Stackpole Books. 2000. ISBN: 811728730.

### **Organizations**

1. American Congress on Surveying and Mapping. ([www.acsm.net](http://www.acsm.net))
2. American Institute of Architects. ([www.aia.org](http://www.aia.org))
3. American Society of Certified Engineering Technicians. ([www.ascet.org](http://www.ascet.org))
4. American Society of Civil Engineers. ([www.asce.org](http://www.asce.org))
5. National Association of Schools of Art and Design. (<http://nasad.arts-accredit.org>)

### **Activities**

1. Apply for drafting contests at **American Design Drafting Association** at [www.adda.org](http://www.adda.org).
2. Explore [www.archinect.com](http://www.archinect.com), a website devoted to connecting all designers from around the world, in all disciplines of architecture.
3. Get insight into a career by interviewing an architect.
4. Visit [www.engineers.com](http://www.engineers.com), an online engineering community to discuss engineering and technical issues and search for resources.
5. Visit **Architect Online** at [www.architectmagazine.com](http://www.architectmagazine.com), an online magazine providing industry news, market intelligence, continuing education, and more.

## Occupations in Law Enforcement

Individuals working in this area may be involved with providing protection against crime and accidents in a number of different ways. For example, police officers and detectives work to protect the public by maintaining law and order, detecting and preventing crime, and by investigating and arresting suspects in criminal cases. Included in this group are a number of different law enforcement occupations including investigators for private businesses and stores, and guards who watch over prisoners in jails, reformatories or penitentiaries. Individuals who work in these occupations tend to enjoy exciting and unpredictable working environments, which may involve risk. Those interested in a career in law enforcement will usually enroll in special academies or college programs for the necessary training. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 33 - Protective Service

O*Net Code	Job Title	O*Net Code	Job Title
33-3012.00	Correctional Officers and Jailers	33-3021.00	Detectives and Criminal
33-3031.00	Fish and Game Wardens		Investigators
33-3041.00	Parking Enforcement Workers	33-3051.00	Police and Sheriff's Patrol
33-3052.00	Transit and Railroad Police		Officers
33-9021.00	Private Detectives and	33-9032.00	Security Guards
	Investigators		

### Suggested Readings

1. **Careers in Criminal Justice and Related Fields: From Internship to Promotion.** Harr, J. Scott and Hess, Karen M. Wadsworth Publishing. 2009. ISBN: 495600326.
2. **Career Opportunities in Law and the Legal Industry.** Echaore-McDavid, Susan. Checkmark Books. 2007. ISBN: 816067171.
3. **Civil Service Career Starter and Test Prep, 3rd Edition: How to Score Big with a Career in Civil Service.** LearningExpress. LearningExpress, LLC. 2007. ISBN: 1576856259.
4. **Paralegal Career Starter.** LearningExpress. LearningExpress, LLC. 2007. ISBN: 1576855716.
5. **The Complete Idiot's Guide to Private Investigating.** Brown, Steven K. Alpha. 2007. ISBN: 1592576524.
6. **Becoming a Police Officer: An Insider's Guide to a Career in Law Enforcement.** Baker, Barry. iUniverse, Inc. 2006. ISBN: 595380786.
7. **Building a Successful Law Enforcement Career: Common Sense Wisdom for the New Officer.** Melsky, Ryan E. Looseleaf Law Publications. 2006. ISBN: 1932777253.
8. **Federal Law Enforcement Careers: Profiles of 250 High-Powered Positions and Tactics for Getting Hired.** Ackerman, Thomas H. JIST Works. 2006. ISBN: 1593572565.
9. **So You Want to Be a Lawyer: A Survival Guide.** Estes, Phillip. Authorhouse. 2006. ISBN: 1425971709.
10. **The FBI Career Guide: Inside Information on Getting Chosen for and Succeeding in One of the Toughest, Most Prestigious Jobs in the World.** Koletar, Joseph W. AMACOM. 2006. ISBN: 814473172.
11. **Career Opportunities in Law Enforcement, Security, and Protective Services.** Echaore-McDavid, Susan. Facts on File. 2005. ISBN: 816060711.
12. **FBI Careers: The Ultimate Guide to Landing a Job as One of America's Finest.** Ackerman, Thomas. JIST Works. 2005. ISBN: 1593572379.
13. **John Douglas's Guide to Careers in the FBI.** Douglas, John. Kaplan Publishing. 2005. ISBN: 743272803.
14. **Careers for Courageous People & Other Adventurous Types.** Goldberg, Jan. McGraw-Hill. 2004. ISBN: 71437290.
15. **John Douglas's Guide to Landing a Career in Law Enforcement.** Douglas, John. McGraw-Hill. 2004. ISBN: 71417176.
16. **Should You Really Be A Lawyer?: The Guide To Smart Career Choices Before, During & After Law School.** Schneider, Deborah and Belsky, Gary. LawyerAvenuePress. 2004. ISBN: 940675579.
17. **Guide to Homeland Security Careers.** Hutton, Donald B.; and Mydlarz, Anna. Barron's Educational Series. 2003. ISBN: 764123750.
18. **Careers in Criminal Justice.** Stephens, W. Richard. Allyn and Bacon. 2001. ISBN: 205321534.
19. **Opportunities in Law Careers.** Munneke, Gary. McGraw-Hill. 2001. ISBN: 658010476.
20. **Careers in Criminology.** Morgan, Marilyn. McGraw-Hill. 2000. ISBN: 737302720.

## **Law Enforcement (*continued*)**

### **Organizations**

1. Federal Law Enforcement Officers Association. ([www.fleoa.org](http://www.fleoa.org))
2. National Association of Police Organizations. ([www.napo.org](http://www.napo.org))
3. National Council of Investigation and Security Services. ([www.nciss.com](http://www.nciss.com))
4. Society of Professional Investigators. ([www.spionline.info](http://www.spionline.info))

### **Activities**

1. Check out the **United States Department of Justice** on the web at [www.justice.gov](http://www.justice.gov).
2. Explore [www.policeone.com](http://www.policeone.com) to find important information about police training, news, and products.
3. Learn more about the FBI and how investigations are conducted at [www.fbi.gov](http://www.fbi.gov).

## Occupations in Education

There are many duties in addition to classroom instruction required by those working in Education. Persons interested in teaching are also involved in enforcing discipline, preparing curricula, preparing and marking assignments and tests, and evaluating students on an individual basis. Jobs in education include not only Elementary and Secondary School Teachers, but also teachers for the physically and mentally handicapped. Educators tend to show high interests on the Teaching and Social Service scales of the Career Directions Inventory, and show an interest in human relations management. Individuals interested in this job are usually required to enroll in college programs for training. Below is a list of some of the occupations in this area. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 11 - Management

O\*Net Div. 19 - Life, Physical, and Social Science

O\*Net Div. 21 - Community and Social Services

O\*Net Div. 25 - Education, Training, and Library

O\*Net Div. 39 - Personal Care and Service

O*Net Code	Job Title	O*Net Code	Job Title
11-9032.00	Education Administrators, Elementary and Secondary School	19-3031.01	School Psychologists
25-1011.00	Business Teachers, Postsecondary	21-1012.00	Educational, Vocational, and School Counselors
25-1021.00	Computer Science Teachers, Postsecondary	25-1032.00	Engineering Teachers, Postsecondary
25-1052.00	Chemistry Teachers, Postsecondary	25-1042.00	Biological Science Teachers, Postsecondary
25-1053.00	Environmental Science Teachers, Postsecondary	25-1054.00	Physics Teachers, Postsecondary
25-1064.00	Geography Teachers, Postsecondary	25-1063.00	Economics Teachers, Postsecondary
25-1066.00	Psychology Teachers, Postsecondary	25-1065.00	Political Science Teachers, Postsecondary
25-1067.00	Sociology Teachers, Postsecondary	25-1072.00	Nursing Instructors and Teachers, Postsecondary
25-1082.00	Library Science Teachers, Postsecondary	25-1111.00	Criminal Justice and Law Enforcement Teachers, Postsecondary
25-1112.00	Law Teachers, Postsecondary	25-1121.00	Art, Drama, and Music Teachers, Postsecondary
25-1113.00	Social Work Teachers, Postsecondary	25-2011.00	Preschool Teachers
25-1125.00	History Teachers, Postsecondary	25-2012.00	Kindergarten Teachers
25-1126.00	Philosophy and Religion Teachers, Postsecondary	25-2022.00	Middle School Teachers
25-2021.00	Elementary School Teachers	25-2032.00	Vocational Education Teachers, Secondary School
25-2031.00	Secondary School Teachers	25-2054.00	Special Education Teachers, Secondary School
25-2041.00	Special Education Teachers, Preschool, Kindergarten, and Elementary School	25-9031.00	Instructional Coordinators
25-3011.00	Adult Literacy, Remedial Education, and GED Teachers and Instructors	25-9041.00	Teacher Assistants
39-9011.00	Child Care Workers	25-9099.00	Education, Training, and Library Workers, All Other

### Suggested Readings

1. **Change Your Career: Teaching as Your New Profession.** Starkey, Lauren. Kaplan Publishing. 2007. ISBN: 1419591525.
2. **Making Your First Year a Success: A Classroom Survival Guide for Middle and High School Teachers.** Wyatt, Robert L. and White, J. Elaine. Corwin Press. 2007. ISBN: 1412949572.
3. **The Career Counselor's Handbook.** Bolles, Richard N. Ten Speed Press. 2007. ISBN: 1580088708.

## Education (*continued*)

### Suggested Readings (continued)

4. **Career Opportunities in Education and Related Services.** Echaore-McDavid, Susan. Checkmark Books. 2006. ISBN: 816061556.
5. **Careers for Kids at Heart and Others Who Adore Children.** Eberts, Marjorie and Gisler, Margaret. McGraw-Hill. 2006. ISBN: 71458808.
6. **Great Jobs for English Majors.** DeGalan, Julie; and Lambert, Stephen. McGraw-Hill. 2006. ISBN: 71458751.
7. **Inside Secrets of Finding a Teaching Job: The Most Effective Search Methods for Both New and Experienced Educators.** Warner, Jack; Bryan, Clyde; and Warner, Diane. JIST Works. 2006. ISBN: 1593572956.
8. **Life as a Psychologist: Career Choices and Insights.** Oster, Gerald D. Praeger Publishers. 2006. ISBN: 275985989.
9. **Subbing in the City: The A to Z of Substitute Teaching.** Goddard, Sally and Armstrong, Arlene. Trafford Publishing. 2006. ISBN: 1412015243.
10. **Opportunities in Teaching Careers.** Fine, Janet. McGraw-Hill. 2005. ISBN: 71438173.
11. **What Can You Do with a Major in Education: Real people. Real jobs. Real rewards.** Horowitz, Jennifer A. and Walker, Bruce Edward. Cliffs Notes. 2005. ISBN: 764576070.
12. **A Survival Guide for the Elementary/Middle School Counselor.** Schmidt, John J. Jossey-Bass. 2004. ISBN: 787968862.
13. **Great Jobs for Physical Education Majors.** Giebel, Nancy. McGraw-Hill. 2004. ISBN: 71405941.
14. **How To Get the Teaching Job You Want: The Complete Guide for College Graduates, Teachers Changing Schools, Returning Teachers and Career Changers.** Feirsen, Robert and Weitzman, Seth. Stylus Publishing. 2004. ISBN: 1579220681.
15. **Careers in Education.** Edelfelt, Roy and Reiman, Alan. McGraw-Hill. 2003. ISBN: 007140578X.
16. **Teaching Young Children: An Introduction to the Early Childhood Profession.** Puckett, Margaret B.; and Diffily, Deborah. Wadsworth Publishing. 2003. ISBN: 1401825834.
17. **Career Development for Teachers: The TES Handbook.** Donnelly, Jim. RoutledgeFalmer. 2002. ISBN: 074943645X.
18. **Early Childhood Education/Preschool Teacher Career Starter.** LearningExpress Editors. Learning Express, LLC. 2002. ISBN: 1576854094.

### Organizations

1. American Association for Adult and Continuing Education. ([www.aaace.org](http://www.aaace.org))
2. Association for Career and Technical Education. ([www.acteonline.org](http://www.acteonline.org))
3. Association of American Educators. ([www.aaeteachers.org](http://www.aaeteachers.org))
4. Council for Exceptional Children. ([www.cec.sped.org](http://www.cec.sped.org))
5. National Association for the Education of Young Children. ([www.naeyc.org](http://www.naeyc.org))
6. National Association of Secondary School Principals. ([www.nassp.org](http://www.nassp.org))
7. National High School Athletic Coaches Association. ([www.hscoaches.org](http://www.hscoaches.org))

### Activities

1. Check out [www.adprima.com](http://www.adprima.com) to see information for new teachers and those interested in becoming teachers.
2. Explore <http://teachers.net>, an exhaustive resource for teachers, librarians, and others in the teaching profession that includes chats, links, and a job center.
3. Explore [www.k12jobs.com](http://www.k12jobs.com), your guide to Kindergarten to Grade 12 teaching including salary information, teaching resources, and job listings.
4. Explore [www.studentaffairs.com](http://www.studentaffairs.com) to find out about careers in student-oriented positions.
5. Visit [www.earlychildhood.com](http://www.earlychildhood.com) a site with news, articles, and professional development advice for working with young children.

## Occupations in Communication Arts

Persons working in this field are involved in writing and editing material. The written material could be for publication in newspapers, books, magazines, technical manuals and printed media, for use in speeches, broadcasts or dramatic presentations, or for translation into other languages. The activities of Editors and Writers include research, interviews, and writing material. Writers and Editors who are involved in radio, television, theater and film are involved in selecting, interpreting, writing and editing news and other material for entertainment or information purposes. Interpreters and Translators, also included in this career group, are involved in interpreting speeches from one language into another and translating written and spoken words into more than one language. While many jobs in the communication arts field require college degrees, there are many freelance opportunities that do not require post-secondary education. Individuals working in this cluster tend to score highly on the Writing and Art scales of the Career Directions Inventory. Below is a list of some occupations included in this field. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 23 - Legal

O\*Net Div. 27 - Arts, Design, Entertainment, Sports, and Media

O*Net Code	Job Title	O*Net Code	Job Title
23-2091.00	Court Reporters	27-3012.00	Public Address System and Other Announcers
27-3021.00	Broadcast News Analysts	27-3031.00	Public Relations Specialists
27-3022.00	Reporters and Correspondents	27-3042.00	Technical Writers
27-3041.00	Editors	27-3043.04	Copy Writers
27-3043.00	Writers and Authors	27-3091.00	Interpreters and Translators
27-3043.05	Poets, Lyricists and Creative Writers	27-3099.00	Media and Communication Workers, All Other
27-4012.00	Broadcast Technicians		
27-4013.00	Radio Operators		

### Suggested Readings

1. **50 Legal Careers for Non-Lawyers.** Furi-Perry, Ursula. American Bar Association. 2008. ISBN: 1582076561.
2. **Careers for Bookworms and Other Literary Types.** Eberts, Marjorie and Gisler, Margaret. McGraw-Hill. 2008. ISBN: 71545395.
3. **Breaking into Fiction Writing!** Gehweiler, Bruce and Henderson, C.J. Marietta Publishing. 2007. ISBN: 1892669366.
4. **Career Opportunities in Journalism.** Burns, Jennifer Bobrow and Castro, Janice. Ferguson Publishing Company. 2007. ISBN: 816064202.
5. **So You Want to Write!: How to Get It Out of Your Head and Onto the Paper in 7 Days.** Mcindoo, Ann. Elevate. 2007. ISBN: 1601940033.
6. **Career Opportunities in Television and Cable.** Taylor, T. Allan; Parish, James Robert; and Taylor, Allan. Checkmark Books. 2006. ISBN: 816063133.
7. **Career Opportunities in Writing.** Taylor, Allan; Parish, James Robert; and Schreiber, Brad. Checkmark Books. 2006. ISBN: 816059896.
8. **Getting Started as a Freelance Writer.** Bly, Robert W. Sentient Publications. 2006. ISBN: 159181037X.
9. **Opportunities in Writing Careers.** Foote-Smith, Elizabeth. McGraw-Hill. 2006. ISBN: 71458727.
10. **The Newswriter's Handbook: An Introduction to Journalism.** Stein, M. L.; Paterno, Susan; and Burnett, R. Christopher. Blackwell Publishing Professional. 2006. ISBN: 813827213.
11. **Career Opportunities in Advertising and Public Relations.** Field, Shelly and Rubenstein, Howard J. Checkmark Books. 2005. ISBN: 816062463.
12. **Careers in Journalism.** Goldberg, Jan. McGraw-Hill. 2005. ISBN: 71438491.
13. **Career Opportunities in Radio.** Field, Shelly and Scherer, Chriss. Checkmark Books. 2004. ISBN: 816050899.
14. **Careers for Sports Nuts & Other Athletic Types.** Heitzmann, William Ray. McGraw-Hill/Contemporary Books. 2004. ISBN: 71411585.
15. **Opportunities in Broadcasting Careers.** Ellis, Elmo. McGraw-Hill. 2004. ISBN: 71437223.
16. **Writing for Publication--A Step-by-Step Guide to Making Money by Writing for Newspapers and Magazines.** Wisinski, Joe. Lulu.com. 2004. ISBN: 1411610393.
17. **Careers for Writers & Others Who Have a Way With Words.** Bly, Robert. McGraw-Hill. 2003. ISBN: 007140600X.

## Communication Arts (*continued*)

### Suggested Readings (continued)

18. **Ghostwriting: For Fun & Profit.** Shaw, Eva. Writeriffic Publishing Group. 2003. ISBN: 097057584X.
19. **Opportunities in Television and Video Careers.** Noronha, Shonan. McGraw-Hill. 2003. ISBN: 71406034.
20. **Unleash the Artist Within: Four Weeks to Transforming Your Creative Talents into More Recognition, More Profit & More Fun.** Baker, Bob. Spotlight Publications. 2003. ISBN: 971483817.

### Organizations

1. Dramatists Guild of America. ([www.dramatistsguild.com](http://www.dramatistsguild.com))
2. Journalism Education Association. ([www.jea.org](http://www.jea.org))
3. National Press Club. ([www.press.org](http://www.press.org))
4. National Writers Association. ([www.nationalwriters.com](http://www.nationalwriters.com))
5. Poets and Writers. ([www.pw.org](http://www.pw.org))
6. Public Relations Society of America. ([www.prsa.org](http://www.prsa.org))
7. Radio Television Digital News Association. ([www.rtdna.org](http://www.rtdna.org))

### Activities

1. Check out [www.writersdigest.com](http://www.writersdigest.com) for daily updates on where to get published and to sign up for a free writing newsletter.
2. Find an extensive collection of writing resources at <http://dictionary.reference.com>.
3. Upload a literary piece to [www.writers2b.com](http://www.writers2b.com) to see if publishers are interested in your work.

## Occupations in Performing Arts

Individuals working in this field are employed in the many different areas of the motion picture, television, broadcast or theater industry. Often individuals working in this field perform before large groups of people. Performing arts jobs range from the technical to the creative -- while Producers are concerned with the organization and financial aspects of a production, Directors interpret the script and instruct personnel to achieve the desired effect and presentation. Creativity is also a major factor in composing, adapting, conducting and performing musical works and dances. People working in this field tend to enjoy being involved in the entertainment field, whether it is behind the scenes or as actors/actresses in front of a group. They tend to have high scores on the Art and Writing scales of the Career Directions Inventory, but low scores on Clerical and Administrative scales, suggesting that they prefer working environments that offer varied and unpredictable activities. Many of these jobs require formal training at a college or special academy for the arts, although some training is available on the job. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 13 - Business and Financial Operations

O\*Net Div. 27 - Arts, Design, Entertainment, Sports, and Media

O\*Net Div. 39 - Personal Care and Service

O\*Net Div. 41 - Sales and Related

O*Net Code	Job Title	O*Net Code	Job Title
13-1011.00	Agents and Business Managers of Artists, Performers, and Athletes	27-2011.00	Actors
		27-2012.01	Producers
27-2012.02	Directors- Stage, Motion Pictures, Television, and Radio	27-2012.04	Talent Directors
		27-2012.05	Technical Directors/Managers
27-2021.00	Athletes and Sports Competitors	27-2031.00	Dancers
27-2032.00	Choreographers	27-2041.00	Music Directors and Composers
27-2042.00	Musicians and Singers	27-2099.00	Entertainers and Performers, Sports and Related Workers, All Other
27-3011.00	Radio and Television Announcers		
27-4011.00	Audio and Video Equipment Technicians	27-4014.00	Sound Engineering Technicians
27-4031.00	Camera Operators, Television, Video, and Motion Picture	39-3092.00	Costume Attendants
		39-5091.00	Makeup Artists, Theatrical and Performance
41-9012.00	Models		

### Suggested Readings

1. **Career Opportunities in the Film Industry.** Yager, Fred; Yager, Jan; Carradine, David; and Guber, Peter. Checkmark Books. 2009. ISBN: 816073538.
2. **100 Careers in the Music Business.** Crouch, Tanja. Barron's Educational Series. 2008. ISBN: 764139142.
3. **Artist Management for the Music Business.** Allen, Paul. Focal Press. 2007. ISBN: 240809246.
4. **Acting is Everything: An Actor's Guidebook for a Successful Career in Los Angeles, Expanded Gold.** Kerr, Judy. September Publishing. 2006. ISBN: 962949663.
5. **An Actor's Guide: Your First Year in Hollywood.** Nicholas, Michael. Allworth Press. 2006. ISBN: 1581154488.
6. **Breaking into Commercials: The Complete Guide to Marketing Yourself, Auditioning to Win, and Getting the Job.** Berland, Terry and Ouellette, Deborah. Silman-James Press. 2006. ISBN: 1879505835.
7. **Career Opportunities in Theater and the Performing Arts.** Field, Shelly. Checkmark Books. 2006. ISBN: 816062897.
8. **Careers for Competitive Spirits & Other Peak Performers.** Goldberg, Jan. McGraw-Hill. 2006. ISBN: 71467769.
9. **So You Want to Be a Model?** Sales, Jordan. Trafford Publishing. 2006. ISBN: 1553698584.
10. **Acting As A Business, Third Edition: Strategies for Success.** O'Neil, Brian. Heinemann Drama. 2005. ISBN: 325008078.
11. **Beyond Talent: Creating a Successful Career in Music.** Beeching, Angela Myles. Oxford University Press, USA. 2005. ISBN: 019516914X.
12. **Great Jobs for Theater Majors.** Goldberg, Jan. McGraw-Hill. 2005. ISBN: 007143853X.
13. **Opportunities in Acting Careers.** Moore, Dick. McGraw-Hill. 2005. ISBN: 71438459.
14. **Great Jobs for Music Majors.** Goldberg, Jan. McGraw-Hill Companies. 2004. ISBN: 71411607.

## **Performing Arts (*continued*)**

### **Suggested Readings (continued)**

15. **Opportunities in Broadcasting Careers.** Ellis, Elmo. McGraw-Hill. 2004. ISBN: 71437223.
16. **Promoting Your Acting Career: A Step-by-Step Guide to Opening the Right Doors.** Alterman, Glenn. Allworth Press. 2004. ISBN: 1581153910.
17. **Opportunities in Television and Video Careers.** Noronha, Shonan. McGraw-Hill. 2003. ISBN: 71406034.
18. **So You Want to Dance on Broadway.** Paul, Tina. Heinemann Drama. 2003. ISBN: 325005362.
19. **Unleash the Artist Within: Four Weeks to Transforming Your Creative Talents into More Recognition, More Profit & More Fun.** Baker, Bob. Spotlight Publications. 2003. ISBN: 971483817.
20. **Breaking into Acting for Dummies.** Garrison, Larry and Wang, Wallace. For Dummies. 2002. ISBN: 764554468.

### **Organizations**

1. American Composers Alliance. (<http://composers.com>)
2. American Federation of Television and Radio Artists. ([www.aftra.com](http://www.aftra.com))
3. American Music Center. ([www.amc.net](http://www.amc.net))
4. Association of Performing Arts Presenters. ([www.apap365.org](http://www.apap365.org))
5. Directors Guild of America. ([www.dga.org](http://www.dga.org))
6. Educational Theater Association. ([www.schooltheatre.org](http://www.schooltheatre.org))
7. National Dance Association. ([www.aahperd.org/NDA](http://www.aahperd.org/NDA))

### **Activities**

1. Explore [www.backstage.com](http://www.backstage.com), an online resource for the performing arts with blogs, message boards, news articles, job listings, career advice, and resume help.
2. Try out for a local theater production (play or musical).
3. Visit [www.industrycentral.net](http://www.industrycentral.net), a motion picture and television industry links center.

## Occupations in Administration

Individuals working in this field are engaged in management activities for governmental, industrial, commercial, and other private and public sector organizations. Many of these people show high interests on the Administrative, Sales, and Persuasive scales of the Career Directions Inventory, indicating that they tend to enjoy supervising, counseling, selling and offering advice to others. Occupations in this cluster involve planning, systematizing and directing activities within various organizations and businesses as well as overseeing and analyzing information relating to working policies and procedures. There are many different administrative jobs because such jobs are necessary to almost all organizations. Administrators are needed for governmental and small and larger business organizations. The range of jobs available in this occupational cluster is wide and varied, as are the educational requirements necessary for these jobs. While many of these jobs require some post-secondary education, some are attained by working one's way up through a company. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 11 - Management

O\*Net Div. 13 - Business and Financial Operations

O\*Net Div. 43 - Office and Administrative Support

O*Net Code	Job Title	O*Net Code	Job Title
11-1011.00	Chief Executives	11-1021.00	General and Operations Managers
11-3011.00	Administrative Services Managers	11-3021.00	Human Resources Managers
11-3131.00	Training and Development Managers	11-9032.00	Education Administrators, Elementary and Secondary School
11-9161.00	Emergency Management Directors	13-1071.00	Employment, Recruitment, and Placement Specialists
13-1051.00	Cost Estimators	13-1121.00	Meeting and Convention Planners
13-1081.00	Logisticians	13-1151.00	Training and Development Specialists
13-1111.00	Management Analysts	43-3031.00	Bookkeeping, Accounting, and Auditing Clerks
13-1141.00	Compensation, Benefits, and Job Analysis Specialists	43-4161.00	Human Resources Assistants
13-1199.00	Business Operations Specialists, All Other		
43-4111.00	Interviewers		

### Suggested Readings

- How to Land a Top-Paying Administrative Services Manager Job: Your Complete Guide to Opportunities, Resumes and Cover Letters, Interviews, Salaries, Promotions, ... What to Expect From Recruiters and More!** Andrews, Brad. Emereo Pty Ltd. 2009. ISBN: 1921644214.
- Unwritten HR Rules: 21 Secrets For Attaining Awesome Career Success in Human Resources.** Collins, Alan. Success In HR Publishing. 2009. ISBN: 615315585.
- Careers in International Affairs.** Carland, Maria P. and Faber, Candace. Georgetown University Press. 2008. ISBN: 1589011996.
- The Secrets of CEOs: 150 Global Chief Executives Lift the Lid on Business, Life and Leadership.** Tappin, Steve; and Cave, Andrew. Nicholas Brealey Publishing. 2008. ISBN: 1857885139.
- Administrative Medical Assisting.** Fordney, Marilyn T.; French, Linda L.; and Follis, Joan J. Delmar Cengage Learning. 2007. ISBN: 1418064114.
- Business, Finance, and Government Administration.** Seupel, Celia W. Ferguson Publishing Company. 2007. ISBN: 816068992.
- Civil Service Career Starter and Test Prep, 3rd Edition: How to Score Big with a Career in Civil Service.** LearningExpress. LearningExpress. 2007. ISBN: 1576856259.
- Get That Job! The Complete, Thorough, Hands-on Guide to the Whole Recruitment and Selection Process - For Graduates and Ambitious Executives in Early Career.** Gibb, Andy. How To Books. 2007. ISBN: 1845281829.
- How to Start a Home-Based Professional Organizing Business.** Noble, Dawn. Globe Pequot. 2007. ISBN: 762742453.
- Paralegal Career Starter.** LearningExpress Editors. LearningExpress, LLC. 2007. ISBN: 1576855716.
- A Guide to America's Federal Jobs: A Complete Directory of U.S. Government Career Opportunities.** Maxwell, Bruce. JIST Works. 2005. ISBN: 159357116X.

## **Administration (continued)**

### **Suggested Readings (continued)**

12. **Fire and Emergency Service Administration: Management and Leadership Practices.** Smeby Jr., L. Charles. Jones & Bartlett Pub. 2005. ISBN: 763731897.
13. **Human Resources JumpStart.** Bogardus, Anne. Sybex. 2004. ISBN: 078214344X.
14. **The Human Resource Professional's Career Guide: Building a Position of Strength.** Palmer, Jeanne; and Finney, Martha I. Pfeiffer. 2004. ISBN: 787973319.
15. **Administrative and Executive Assistant Career Starter.** LearningExpress Editors. LearningExpress, LLC. 2002. ISBN: 1576853969.
16. **Interviewing Techniques for Managers.** Thompson, Carolyn B. McGraw-Hill. 2002. ISBN: 71391312.
17. **Succeeding in the World of Work, Career Clusters, Human Services; Government and Public Administration.** McGraw-Hill. Glencoe/McGraw-Hill. 2002. ISBN: 78297117.
18. **Management Consulting: A Complete Guide to the Industry.** Biswas, Sugata and Twitchell, Daryl. Wiley. 2001. ISBN: 471444014.
19. **Opportunities in Government Careers.** Baxter, Neale. McGraw-Hill. 2001. ISBN: 658010492.
20. **The Harvard Business School Guide to Careers in Management Consulting.** Lu, Maggie. Harvard Business School Press. 2001. ISBN: 1578515815.

### **Organizations**

1. American Association of School Administrators. ([www.aasa.org](http://www.aasa.org))
2. American Businesspersons Association. ([www.aba-assn.com](http://www.aba-assn.com))
3. American Management Association. ([www.amanet.org](http://www.amanet.org))
4. American Society for Training and Development. ([www.astd.org](http://www.astd.org))
5. International Public Management Association for Human Resources. ([www.ipma-hr.org](http://www.ipma-hr.org))
6. National Association of Corporate Directors. ([www.nacdonline.org](http://www.nacdonline.org))
7. National Association of Personnel Services. ([www.recruitinglife.com](http://www.recruitinglife.com))
8. National Human Resource Association. ([www.humanresources.org](http://www.humanresources.org))

### **Activities**

1. Obtain information on how to run your own business and other administrative advice at [www.morebusiness.com](http://www.morebusiness.com).
2. Visit the Society for Human Resource Management at [www.shrm.org](http://www.shrm.org) to explore human resources information.
3. Work part-time in an office setting.

## Occupations in Computer and Mathematical Sciences

There are many jobs in this field, most of which involve working with numbers and formulas. People employed in some jobs, such as mathematicians or actuaries, work with abstract quantitative concepts. Other jobs involve applying formulas to analyze business trends, such as an economist, or developing codes to program a computer or content for Internet applications. Individuals in this career group tend to score higher on the Science scale of the Career Directions Inventory. Nearly all of the jobs in this field require some form of post-secondary education, either a college diploma or a university degree. Some scientific careers, for example, theoretical physics and astronomy, require extensive use of mathematics as a central part of the discipline. Below is a list of some of the jobs in this area. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 11 - Management

O\*Net Div. 15 - Computer and Mathematical

O\*Net Div. 19 - Life, Physical, and Social Science

O\*Net Div. 43 - Office and Administrative Support

O*Net Code	Job Title	O*Net Code	Job Title
11-3021.00	Computer and Information Systems Managers	15-1081.00	Network Systems and Data Communications Analysts
15-1131.00	Computer Programmers	15-1132.00	Computer Software Engineers, Applications
15-1141.00	Database Administrators	15-1151.00	Computer User Support Specialists
15-1142.00	Network and Computer Systems Administrators	15-1199.09	Information Technology Project Managers
15-2011.00	Actuaries	15-2041.00	Statisticians
15-2021.00	Mathematicians	19-2011.00	Astronomers
15-2091.00	Mathematical Technicians	19-3011.00	Economists
19-2012.00	Physicists		
43-9111.00	Statistical Assistants		

### Suggested Readings

1. **Ferguson Career Coach: Managing Your Career in the Computer Industry.** Field, Shelly. Checkmark Books. 2009. ISBN: 816053596.
2. **Getting Started in Consulting.** Weiss, Alan. Wiley. 2009. ISBN: 470419806.
3. **How to Land a Top-Paying Computer and Information Systems Managers Job: Your Complete Guide to Opportunities, Resumes, and Cover Letters, Interviews, Salaries, ... What to Expect From Recruiters and More!** Andrews, Brad. Emereo Pty Ltd. 2009. ISBN: 1921644354.
4. **The IT Manager Job Description Handbook and Career Guide: The Complete Knowledge Guide You Need to Start or Advance Your Career as IT Manager. Practical Manual for Job-Hunters and Career-Changers.** Klipp, Andrew. Emereo Pty Ltd. 2009. ISBN: 1921573503.
5. **Careers for Scientific Types & Others with Inquiring Minds.** Goldberg, Jan. McGraw-Hill. 2007. ISBN: 71476180.
6. **Careers in High Tech.** Basta, Nicholas. McGraw-Hill. 2007. ISBN: 71476121.
7. **Change Your Career: Computer Network Security as Your New Profession.** McMillan, Troy. Kaplan Publishing. 2007. ISBN: 1427752249.
8. **Financial Risk Manager Handbook.** Jorion, Philippe; GARP (Global Association of Risk Professionals). Wiley. 2007. ISBN: 470126302.
9. **How to Start a Career in Information Technology.** Fisher, Ian K. Ian K. Fisher. 2007. ISBN: 976005220.
10. **Programming Interviews Exposed: Secrets to Landing Your Next Job.** Mongan, John; Suojanen, Noah; and Giguere, Eric. Wrox. 2007. ISBN: 047012167X.
11. **So You Want to Be a Financial Planner: Your Guide to a New Career.** Langdon Jones, Nancy. AdvisorPress. 2007. ISBN: 1603530002.
12. **Test Your Numerical Aptitude: How to Assess Your Numeracy Skills and Plan Your Career.** Barrett, Jim. Kogan Page. 2007. ISBN: 749450649.
13. **Careers for Computer Buffs and Other Technological Types.** Eberts, Marjorie and Gisler, Margaret. McGraw-Hill. 2006. ISBN: 71458778.

## Computer and Mathematical Sciences (*continued*)

### Suggested Readings (continued)

14. **Great Jobs for Economics Majors.** Camenson, Blythe. McGraw-Hill. 2006. ISBN: 71467742.
15. **Top 100 Computer and Technical Careers: Your Complete Guidebook to Major Jobs in Many Fields at All Training Levels.** Farr, Michael. JIST Works. 2006. ISBN: 1593573200.
16. **Expert Resumes for Computer and Web Jobs.** Enelow, Wendy S.; and Kursmark, Louise M. Jist Publishing. 2005. ISBN: 1593571275.
17. **Great Jobs for Math Majors.** Lambert, Stephen and DeCotis, Ruth. McGraw-Hill. 2005. ISBN: 71448594.
18. **Career Opportunities in Computers and Cyberspace.** Henderson, Harry. Facts on File. 2004. ISBN: 816050953.
19. **Careers in Finance.** Ring, Trudy. McGraw-Hill. 2004. ISBN: 71437363.
20. **101 Careers in Mathematics.** Sterrett Jr., Andrew. Mathematical Association of America (MAA). 2003. ISBN: 883857286.

### Organizations

1. American Astronomical Society. (<http://aas.org>)
2. American Economic Association. ([www.vanderbilt.edu/AEA](http://www.vanderbilt.edu/AEA))
3. American Mathematical Society. ([www.ams.org](http://www.ams.org))
4. Association for Computing Machinery. ([www.acm.org](http://www.acm.org))
5. Computing Research Association. ([www.cra.org](http://www.cra.org))
6. Information Technology Association of American. ([www.techamerica.org](http://www.techamerica.org))
7. Mathematical Association of America. ([www.maa.org](http://www.maa.org))
8. National Association for Business Economics. ([www.nabe.com](http://www.nabe.com))
9. Society for Industrial and Applied Mathematics. ([www.siam.org](http://www.siam.org))

### Activities

1. Explore [www.computer.org](http://www.computer.org), a website developed by the **IEEE Computer Society** to provide outlines careers in computer science and computer engineering as well as offering technical information and services to computing professionals.
2. Visit the **The MAA Mathematical Sciences Digital Library** at <http://mathdl.maa.org>. This website offers a huge database of academic articles and web-based learning modules.

## Occupations in Library Science

Individuals employed in this area are involved in the organization and circulation of books, newspapers, magazines, and historical artifacts, in addition to the development and implementation of the information systems responsible for the classification of the materials. There are a variety of settings that people in this field may work in, such as libraries, museums, universities, business corporations or government organizations. Many individuals in this area are high scorers on the Administration and Writing scales of the Career Directions Inventory. Post-secondary education is usually required; however, some of the occupations provide training. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 11 - Management

O\*Net Div. 25 - Education, Training, and Library

O\*Net Div. 43 - Office and Administrative Support

O*Net Code	Job Title	O*Net Code	Job Title
11-3021.00	Computer and Information Systems Managers	25-4011.00	Archivists
		25-4012.00	Curators
25-4013.00	Museum Technicians and Conservators	25-4021.00	Librarians
25-4031.00	Library Technicians	25-9099.00	Education, Training, and Library Workers, All Other
43-4121.00	Library Assistants, Clerical		

### Suggested Readings

1. **Computer Jobs with IT Staffing Firms [2010]: The Growing Information Technology Professional Services Sector.** Info Tech Employment; and Partnerships for Community. Partnerships for Community Inc. 2009. ISBN: 1933639466.
2. **Careers for Bookworms & Other Literary Types.** Eberts, Majorie; and Gisler, Margaret. McGraw-Hill. 2008. ISBN: 71545395.
3. **Careers for History Buffs and Others Who Learn from the Past.** Camenson, Blythe. McGraw-Hill. 2008. ISBN: 71545379.
4. **Creative Careers in Museums.** Burdick, Jan E. Allworth Press. 2008. ISBN: 1581154984.
5. **Museum Careers: A Practical Guide for Novices and Students.** Schlatter, N. Elizabeth. Left Coast Press. 2008. ISBN: 159874044X.
6. **Opportunities in Library and Information Science.** McCook, Kathleen. McGraw-Hill. 2008. ISBN: 007154531X.
7. **A Day in the Life: Career Options in Library and Information Science.** Shontz, Priscilla K. and Murray, Richard. Libraries Unlimited. 2007. ISBN: 1591583640.
8. **Career Diary of a Newspaper Reporter: Gardner's Guide Series.** Harris, Hamil R. Garth Gardner Company. 2007. ISBN: 1589650336.
9. **Great Jobs for History Majors.** Lambert, Stephen; and DeGalan, Julie. McGraw-Hill. 2007. ISBN: 007148213X.
10. **The Whole Digital Library Handbook.** Kresh, Diane. ALA Editions. 2007. ISBN: 838909264.
11. **Opportunities in Museum Careers.** Camenson, Blythe. McGraw-Hill. 2006. ISBN: 71467696.
12. **Rethinking Information Work: A Career Guide for Librarians and Other Information Professionals.** Dority, G. Kim. Libraries Unlimited. 2006. ISBN: 159158180X.
13. **Whole Library Handbook 4: Current Data, Professional Advice, and Curiosa About Libraries and Library Sciences.** Eberhart, George M. American Library Association. 2006. ISBN: 838909159.
14. **Career Opportunities in Library and Information Science.** Carvell, Linda P. Checkmark Books. 2005. ISBN: 081605245X.
15. **Career Opportunities in the Publishing Industry.** Yager, Fred; Yager, Jan; Schroeder, Pat. Facts on File. 2005. ISBN: 816051410.
16. **What Can You Do with a Major in Education: Real people. Real jobs. Real rewards.** Horowitz, Jennifer A. and Walker, Bruce Edward. Cliffs Notes. 2005. ISBN: 764576070.
17. **Careers in Information Technology.** Trigg, Maggie. Addison Wesley. 2004. ISBN: 1576761665.
18. **The Librarian's Career Guidebook.** Shontz, Priscilla K. The Scarecrow Press, Inc. 2004. ISBN: 810850346.

## Library Science (*continued*)

### Suggested Readings (continued)

19. **Building & Running a Successful Research Business: A Guide for the Independent Information Professional.** Bates, Mary Ellen; Basch, Reva. Information Today, Inc. 2003. ISBN: 910965625.
20. **Straight from the Stacks: A Firsthand Guide to Careers in Library and Information Science.** Kane, Laura Townsend. American Library Association. 2003. ISBN: 838908659.

### Organizations

1. American Association of Law Libraries. ([www.aallnet.org](http://www.aallnet.org))
2. Association for Library and Information Science Education. ([www.alise.org](http://www.alise.org))
3. Institute of Museum and Library Services. ([www.imls.gov](http://www.imls.gov))
4. Medical Library Association. ([www.mlanet.org](http://www.mlanet.org))
5. Society of American Archivists. ([www2.archivists.org](http://www2.archivists.org))

### Activities

1. Sign up for developmental workshops offered by the **Association of Research Libraries** at [www.arl.org](http://www.arl.org).
2. Visit **IPL2: Information You Can Trust** at [www.ipl.org](http://www.ipl.org), an online library resource that posts links to dictionaries, books, magazines, and newspapers.
3. Visit the **American Library Association** website at [www.ala.org](http://www.ala.org) for information on scholarship programs, direct links to accredited schools, as well as postings of job opportunities.

## Occupations in Personal Care

Individuals who work in this area tend to enjoy meeting others and working in jobs that involve personal contact. People in this occupational group provide a variety of services for the physical and social comfort of others. Examples of these services range from haircuts and manicures to athletic training. Many people in these jobs not only show high interests on the Personal Service scale of the Career Directions Inventory, but also on the Sales scale. Most of these occupations do not require formal post-secondary education because training is provided on the job. However, some colleges offer programs providing the necessary training. You will find some representative occupations listed below. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 29 - Healthcare Practitioners and Technical

O\*Net Div. 39 - Personal Care and Service

O*Net Code	Job Title	O*Net Code	Job Title
29-1125.00	Recreational Therapists	39-5011.00	Barbers
39-5012.00	Hairdressers, Hairstylists, and Cosmetologists	39-5092.00	Manicurists and Pedicurists
39-5094.00	Skin Care Specialists	39-5093.00	Shampooers
39-9031.00	Fitness Trainers and Aerobics Instructors	39-9021.00	Personal and Home Care Aides
		39-9099.00	Personal Care and Service Workers, All Other

### Suggested Readings

1. **Event Planning: The Ultimate Guide to Successful Meetings, Corporate Events, Fundraising Galas, Conferences, Conventions, Incentives & Other Special Events.** Allen, Judy. Wiley. 2009. ISBN: 470155744.
2. **50 Hairstylists.** Morton, Rick; and Partington, Dee. ImagiMedia Publishing. 2008. ISBN: 061522962X.
3. **Catering: A Guide to Managing a Successful Business Operation.** Mattel, Bruce; The Culinary Institute of America. Wiley. 2008. ISBN: 076455798X.
4. **The Essential Guide to Becoming a Flight Attendant.** Ward, Kiki. King Books. 2008. ISBN: 970184328.
5. **How to Start a Home-Based Event Planning Business.** Moran, Jill. Globe Pequot. 2007. ISBN: 762743999.
6. **Start Your Own Wedding Consultant Business.** Entrepreneur Press. Entrepreneur Press. 2007. ISBN: 1599181029.
7. **Being a Homemaker/Home Health Aide.** Ebrite, Lou Jean. Prentice Hall. 2006. ISBN: 013170110X.
8. **FabJob Guide to Become a Spa Owner.** McCarthy, Jeremy; James, Jennifer; Gintoli, Mary P.; Springs, Kibibi; and Payne, Todra. FabJob.com. 2006. ISBN: 1894638832.
9. **Massage Therapy Career Guide for Hands-On Success.** Capellini, Steve. Milady. 2006. ISBN: 1418010510.
10. **Opportunities in Hotel & Motel Careers.** Henkin, Shepard. McGraw-Hill. 2006. ISBN: 71458700.
11. **Professional Services for Men: Career Management for Barbers.** Milady. Milady. 2006. ISBN: 1418050881.
12. **Service at Its Best: Waiter-Waitress Training/Customer Service: Competency Guide.** Sanders, Ed; Paz, Paul C.; Wilkinson, Ron. Addison Wesley Longman. 2006. ISBN: 131789651.
13. **The Insider's Guide to Household Staffing.** Gonzalez, David M. Trafford Publishing. 2006. ISBN: 1553696034.
14. **Careers in Travel, Tourism, & Hospitality.** Eberts, Majorie; Brothers, Linda; Gisler, Ann. McGraw-Hill. 2005. ISBN: 007144856X.
15. **Guide to Good Hairdressing: A Fun, Quick, Informative Guide to Choosing and Exploring your Career Potential in the Hairdressing Industry.** Handley, Julie. Janus Publishing Company. 2005. ISBN: 1857565444.
16. **Opportunities in Recreation & Leisure Careers.** Jensen, Clayne and Naylor, Jay. McGraw-Hill. 2005. ISBN: 71448543.
17. **Start Your Own Hair Salon and Day Spa.** Sandlin, Eileen Figure. Entrepreneur Press. 2005. ISBN: 1932156879.
18. **Becoming a Personal Trainer for Dummies.** St. Michael, Melyssa and Formichelli, Linda. For Dummies. 2004. ISBN: 764556843.
19. **Opportunities in Beauty and Modeling Careers.** Gearhart, Susan. McGraw-Hill. 2004. ISBN: 71437266.
20. **Getting it Right!: Milady's Survival Guide for Cosmetology Students.** Levine, Karen; and Gelb, Alan. Milady. 2003. ISBN: 1401817327.

## **Personal Care (*continued*)**

### **Organizations**

1. Aerobics and Fitness Association of America. ([www.afa.com](http://www.afa.com))
2. America's Beauty Network. ([www.americasbeautynetwork.com](http://www.americasbeautynetwork.com))
3. National Athletic Trainers' Association. ([www.nata.org](http://www.nata.org))
4. National Cosmetology Association. ([www.probeauty.org/nca](http://www.probeauty.org/nca))
5. Personal Care Products Council. ([www.personalcarecouncil.org](http://www.personalcarecouncil.org))

### **Activities**

1. Check out **The Beauty Professionals Network** online at [www.beautytech.com](http://www.beautytech.com).
2. Visit [www.fitnessonline.com](http://www.fitnessonline.com), a website devoted to fitness and those exploring the fitness profession.

## Occupations in Funeral Services

Individuals involved in the funeral services may be responsible for preparing and transporting the body, as well as directing the family and friends of the deceased in the preparation and implementation of the funeral service. Funeral Directors and Assistants often provide general counseling regarding bereavement. Individuals in this field tend to have a combination of medical and business interests. For more information on the occupations listed below, refer to the O\*NET descriptions. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 11 - Management

O\*Net Div. 21 - Community and Social Services

O\*Net Div. 39 - Personal Care and Service

O\*Net Div. 53 - Transportation and Material Moving

O*Net Code	Job Title	O*Net Code	Job Title
11-9061.00	Funeral Directors	21-2011.00	Clergy
39-4011.00	Embalmers	39-4021.00	Funeral Attendants
53-3041.00	Taxi Drivers and Chauffeurs		

### Suggested Readings

1. **How to Land a Top-Paying Funeral Director Job: Your Complete Guide to Opportunities, Resumes and Cover Letters, Interviews, Salaries, Promotions, What to Expect From Recruiters and More!** Andrews, Brad. Emereo Pty Ltd. 2009. ISBN: 1742440037.
2. **Mop Men: Inside the World of Crime Scene Cleaners.** Emmins, Alan. Thomas Dunne Books. 2009. ISBN: 312532741.
3. **The Undertaking: Life Studies From the Dismal Trade.** Lynch, Thomas. W. W. Norton & Company. 2009. ISBN: 393334872.
4. **Coroner's Journal: Forensics and the Art of Stalking Death.** Cataldie, Louis. Berkley Trade. 2007. ISBN: 425213552.
5. **Grave Matters: A Journey Through the Modern Funeral Industry to a Natural Way of Burial.** Harris, Mark. Scribner. 2007. ISBN: 743277686.
6. **Remember Me: A Lively Tour of the New Way of Death.** Cullen, Lisa Takeuchi. Harper Paperbacks. 2007. ISBN: 60766840.
7. **Dissecting Death: Secrets of a Medical Examiner.** Zugibe, Frederick; and Carroll, David L. Broadway. 2006. ISBN: 767918800.
8. **Mortician Diaries: The Dead-Honest Truth from a Life Spent with Death.** Nadle, June. New World Library. 2006. ISBN: 1930722621.
9. **Deadhouse: Life in a Coroner's Office.** Temple, John. University Press of Mississippi. 2005. ISBN: 157806743X.
10. **Embalming: History, Theory, and Practice.** Mayer, Robert. McGraw-Hill Medical. 2005. ISBN: 71439501.
11. **Funeral Home Customer Service A-Z: Creating Exceptional Experiences for Today's Families.** Wolfelt, Alan D. Companion Press. 2005. ISBN: 1879651440.
12. **Rest in Peace: A Cultural History of Death and the Funeral Home in Twentieth-Century America.** Laderman, Gary. Oxford University Press, USA. 2005. ISBN: 019518355X.
13. **Working With the Dead.** Powell, Josephine Price. iUniverse, Inc. 2004. ISBN: 595318142.
14. **Opportunities in Religious Service Careers.** Nelson, John Oliver. McGraw-Hill. 2003. ISBN: 71411666.
15. **Round-Trip to Deadsville: A Year in the Funeral Underground.** Matson, Tim. Chelsea Green Publishing. 2002. ISBN: 1890132918.
16. **Simply Essential Funeral Planning Kit.** Cochrane, Don S. Self-Counsel Press. 2002. ISBN: 1551803828.
17. **Choosing a Career in Mortuary Science and the Funeral Industry.** Stair, Nancy. Rosen Publishing Group. 2001. ISBN: 082393568X.
18. **Dealing Creatively With Death: A Manual of Death Education and Simple Burial.** Morgan, Ernest; and Morgan, Jenifer. Upper Access. 2001. ISBN: 942679245.
19. **I Died Laughing: Funeral Education With a Light Touch.** Carlson, Lisa. Upper Access. 2001. ISBN: 942679253.
20. **The American Way of Death Revisited.** Mitford, Jessica. Vintage. 2000. ISBN: 679771867.

## **Funeral Services (*continued*)**

### **Organizations**

1. American Academy of Grief Counseling. ([www.aihcp.org/aagc.htm](http://www.aihcp.org/aagc.htm))
2. American Society of Embalmers. ([www.amsocembalmers.org](http://www.amsocembalmers.org))
3. Association for Death Education and Counseling. ([www.adec.org](http://www.adec.org))
4. Cremation Association of North America. ([www.cremationassociation.org](http://www.cremationassociation.org))
5. Federal Funeral Directors of America, Inc. ([www.ffda.com](http://www.ffda.com))

### **Activities**

1. Explore [www.funeralnet.com](http://www.funeralnet.com), this website offers classifieds and other useful resources for Funeral Directors.
2. Find funeral homes and learn about preplanning, arranging, and bereavement at [www.americanfuneralhomes.com](http://www.americanfuneralhomes.com).
3. Visit the **National Funeral Directors Association** at [www.nfda.org](http://www.nfda.org) to discover what it takes to be a funeral director.

## Occupations in Social Sciences

The Social Science cluster covers a broad range of occupations, as it represents individuals who study the past, present, and future of civilization. Some social scientists are interested in examining the artifacts of past civilizations in order to reconstruct history, such as Archeologists and Anthropologists. Sociologists, on the other hand, look at present society to examine how various social, religious and/or political institutions influence group interactions and shape individual behavior. Social psychologists study the organization of groups, as well as a variety of other topics, including social attitudes, inter-group cooperation and conflict, and social influences on individual decision-making. In business, social scientists are employed in a number of fields, for example, market research, and industrial and labor relations. Most, if not all of the occupations in this cluster will require post-secondary education. People working in this area tend to have high scores on the Writing, Teaching, and Social Service scales of the Career Directions Inventory. Listed below is a sample of jobs in this field. To learn more about the occupations that make up this job cluster, search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).

O\*Net Div. 19 - Life, Physical, and Social Science

O*Net Code	Job Title	O*Net Code	Job Title
19-3032.00	Industrial - Organizational Psychologists	19-3039.00	Psychologists, All Other
19-3051.00	Urban and Regional Planners	19-3041.00	Sociologists
19-3091.02	Archeologists	19-3091.01	Anthropologists
19-3093.00	Historians	19-3092.00	Geographers
19-3099.00	Social Scientists and Related Workers, All Other	19-3094.00	Political Scientists
		19-4061.00	Social Science Research Assistants

### Suggested Readings

1. **Careers for Bookworms & Other Literary Types.** Eberts, Marjorie; and Gisler, Margaret. McGraw-Hill. 2008. ISBN: 71545395.
2. **Careers for History Buffs and Others Who Learn from the Past.** Camenson, Blythe. McGraw-Hill. 2008. ISBN: 71545379.
3. **Graduate Study in Psychology.** American Psychological Association. American Psychological Association. 2008. ISBN: 143380395X.
4. **Great Jobs for Sociology Majors.** Lambert, Stephen. McGraw-Hill. 2008. ISBN: 71544828.
5. **NAPA Bulletin, Careers in 21st Century Applied Anthropology: Perspectives from Academics and Practitioners.** Guerron-Montero, Carla. Wiley-Blackwell. 2008. ISBN: 1405190159.
6. **101 Careers in Gerontology.** Grabinski, C. Joanne. Springer Publishing Company. 2007. ISBN: 826115063.
7. **An Introduction to the Sociology of Work and Occupations.** Volti, Rudi. Pine Forge Press. 2007. ISBN: 1412924960.
8. **Careers in Focus: Government.** Ferguson. Ferguson Publishing Company. 2007. ISBN: 71467688.
9. **Getting In: A Step-By-Step Plan for Gaining Admission to Graduate School in Psychology.** American Psychological Association. American Psychological Association (APA). 2007. ISBN: 1591477999.
10. **Great Jobs for History Majors.** Lambert, Stephen and DeGalan, Julie. McGraw-Hill. 2007. ISBN: 007148213X.
11. **What to Do with Your History or Political Science Degree.** Princeton Review. Princeton Review. 2007. ISBN: 037576626X.
12. **What to Do with Your Psychology or Sociology Degree.** Princeton Review. Princeton Review. 2007. ISBN: 375766251.
13. **Career Paths in Psychology: Where Your Degree Can Take You.** Sternberg, Robert J. American Psychological Association (APA). 2006. ISBN: 1591477328.
14. **Careers in Psychology: Opportunities in a Changing World.** Kuther, Tara L.; and Morgan, Robert D. Wadsworth Publishing. 2006. ISBN: 495090786.
15. **Great Jobs for Economics Majors.** Camenson, Blythe. McGraw-Hill. 2006. ISBN: 71467742.
16. **Great Jobs for Psychology Majors.** DeGalan, Julie and Lambert, Stephen. McGraw-Hill. 2006. ISBN: 007145876X.
17. **Life as a Psychologist: Career Choices and Insights.** Oster, Gerald D. Praeger Publishers. 2006. ISBN: 275985989.

## **Social Sciences (continued)**

### **Suggested Readings (continued)**

18. **Resumes for Social Service Careers.** Editors of McGraw-Hill. McGraw-Hill. 2006. ISBN: 71467815.
19. **The Market Research Toolbox: A Concise Guide for Beginners.** McQuarrie, Edward F. Sage Publications, Inc. 2005. ISBN: 1412913187.
20. **The Psychology Major's Handbook.** Kuther, Tara L. Wadsworth Publishing. 2005. ISBN: 534533876.

### **Organizations**

1. American Anthropological Association. ([www.aaanet.org](http://www.aaanet.org))
2. American Historical Association. ([www.historians.org](http://www.historians.org))
3. American Political Science Association. ([www.apsanet.org](http://www.apsanet.org))
4. American Psychological Association. ([www.apa.org](http://www.apa.org))
5. American Society for Photogrammetry and Remote Sensing. ([www.asprs.org](http://www.asprs.org))
6. Association for Psychological Science. ([www.psychologicalscience.org](http://www.psychologicalscience.org))
7. Association of American Geographers. ([www.aag.org](http://www.aag.org))

### **Activities**

1. Check out the **American Sociological Association's** website for career and employment information at [www.asanet.org](http://www.asanet.org).
2. The **Online Psychology Career Center** at [www.socialpsychology.org/career.htm](http://www.socialpsychology.org/career.htm) gives an in-depth look into the field of psychology, offering job postings, links, and career tips.
3. Visit the **Human Services Career Network** at [www.hscareers.com](http://www.hscareers.com) for employment opportunities, tips, and events for human service professionals and students.

## Similarity to Educational Specialty Groups

The profile below shows how similar your interests are to the interests of students enrolled in each of 100 different occupationally oriented educational programs. Take a close look at the educational groups on which you scored highest. These are the areas of study that you will probably find most interesting.

Group	O*Net Code	Percentiles			Male Percentiles					
		Comb.	Female	Male	Dissimilar				Similar	
					0	20	40	60	80	99
Journalism	27-3021.00	99	98	99						
Advertising	11-2011.00	98	97	98						
General Arts	25-1121.00	96	94	97						
Librarian	25-4021.00	96	94	97						
Interior Design	27-1025.00	90	85	95						
Commercial Artist	27-1021.00	93	90	95						
Broadcasting	27-3021.00	92	90	95						
Drama	27-2011.00	88	82	94						
Naval Sciences	17-2121.01	95	97	94						
Education Instructor	25-9099.99	83	72	94						
Civil Engineer/Surveyor	17-1022.00	96	99	93						
Architectural Technology	17-3011.00	92	92	93						
Radio/T.V. Servicing	49-2021.00	94	94	93						
Landscape Architect	17-1012.00	93	94	93						
Horticulture	19-4011.01	96	99	93						
Energy Systems Technician	51-8012.00	96	99	93						
Drafting	17-3011.00	95	98	93						
Early Childhood Education	25-2011.00	82	70	93						
Music	27-2042.00	85	78	92						
Advertising Design	27-1021.00	86	83	90						
Urban Planning	19-3051.00	94	98	90						
Graphic Art/Tech Illust	27-1024.00	86	83	90						
Dance	27-2031.00	76	64	87						
Computer Technology	49-2011.02	93	98	87						
Aerospace Engineer Tech	17-3021.00	93	99	87						
Fisheries Technician	45-3011.00	86	91	82						
Renewable Resources Tech	19-4093.00	88	96	81						
Small Motors Mechanic	49-3053.00	89	98	79						
Chemical Engineering Tech	19-4031.00	88	96	79						
Electrician	47-2111.00	89	99	76						



**Educational Specialty Groups (continued)**

Group	O*Net Code	Percentiles			Dissimilar	Male Percentiles				
		Comb.	Female	Male		0	20	40	60	80
Business Administration	11-3011.00	30	27	33	██████████					
Telecommunications Tech	49-2022.00	43	55	31	██████████					
Real Estate/Insurance	41-9022.00	28	26	31	██████████					
Secretarial	43-6014.00	27	24	30	██████████					
Clerical-General	43-9061.00	22	18	26	██████████					
Water System Technician	51-8031.00	30	35	24	██████████					
Air Transport	55-3011.00	15	7	23	██████████					
Health Record Technician	29-2071.00	21	20	22	██████████					
Auto Sales	41-4011.04	20	20	21	██████████					
Farming	11-9012.00	34	48	21	██████████					
Heat/Air Condition/Refrig	49-9021.00	43	72	20	██████████					
Nurse/Med Assistant	29-1111.00	18	17	20	██████████					
Business Secretary	43-6011.00	15	10	19	██████████					
Justice Administration	33-3011.00	17	17	18	██████████					
Credit Specialist	43-4041.00	18	19	18	██████████					
Funeral/Mortuary Science	39-4021.00	9	1	17	██████████					
Paramedic/Ambulance	29-2041.00	14	12	17	██████████					
Automotive Technology	49-3023.00	35	58	16	██████████					
Physiotherapist	29-1123.00	14	13	15	██████████					
Recreation	39-9032.00	9	2	15	██████████					
Animal Health	29-2056.00	18	21	15	██████████					
Welder	51-4121.00	30	49	14	██████████					
Respiratory Technician	29-2054.00	14	14	14	██████████					
Retail Management	41-1011.00	11	10	13	██████████					
Construction Technology	11-9021.00	31	51	13	██████████					
Military Engineering Tech	55-3015.00	15	16	13	██████████					
Chef & Baker	51-3011.00	9	6	12	██████████					
Crime/Justice Admin	33-3012.00	12	14	10	██████					
Dental Hygienist	29-2021.00	9	8	10	██████					
Marketing	11-2021.00	8	6	9	██████					
Home Economics	25-1192.00	5	3	8	██████					
Insurance Administration	41-3021.00	6	4	8	██████					
Culinary Art	35-1011.00	5	3	8	██████					

### Educational Specialty Groups (*continued*)

Group	O*Net Code	Percentiles			Dissimilar	Male Percentiles				Similar
		Comb.	Female	Male		0	20	40	60	
Hairdressing/Cosmetics	39-5012.00	5	2	7	■					
Hotel/Restaur Management	11-1021.00	4	3	5	■					
Law Enforcement/Police	33-3051.00	6	9	4	■					
Nutritionist	29-1031.00	3	2	3	■					
Fire Science	33-2021.00	3	5	2	■					
Travel & Tourism	41-3041.00	1	1	2	■					
Flight Attendant	39-6031.00	0	0	1	■					

#### Educational Specialty Cluster Profile Explanation

- O\*Net: Use the codes listed in this column to search the complete O\*NET listings at [www.onetonline.org](http://www.onetonline.org).
- Percentile: The scores under this heading indicate the percentage of people in a comparison group who received a lower interest score than you did.
- Comb: The scores in the Combined column compare your interests with the combined group of males and females.
- Male: The scores in the Male column of percentiles compare your interests with those of the males in the comparison group.
- Female: The scores in the Female column of percentiles compare your interests with those of the females in the comparison group.

### Administrative Indices

The following scores show how much confidence can be placed in your CDI results. For most people, these scores fall in the normal range, indicating consistent and normal responses to the CDI. If one of your scores falls outside the normal range, you should take a second look at your CDI results. If you feel that your results do not reflect your true interests, you should retake the CDI.

*Percentage of Scorable Responses:* **100**  
*Infrequency Score:* **41 (Normal)**  
*Incorrect Items:* **0 (Normal)**  
*Reliability Index:* **0.78 (Normal)**

Administrative Indices assist in evaluating the confidence with which your results can be interpreted. Your Administrative Indices are within normal limits.

## Where To Go From Here

By completing the CDI, you have taken the first step toward the thoughtful selection of your career. You have learned more about yourself, your vocational interests, and how they compare to people studying and working in a variety of career areas. However, in order to choose a career successfully, you will have to learn more about your areas of interest. Listed below are a variety of suggestions to help you explore your career options.

## Books

While the books listed along with your top 3 job groups will help you learn more about those areas, general books can help you with the process of choosing a career, obtaining the necessary education, and conducting a job search.

The books listed below can be found at Amazon.com, your local library or book store.

**Best Answers to the 201 Most Frequently Asked Interview Questions.** DeLuca, Matthew; and DeLuca, Nanette. McGraw-Hill. 2010. ISBN: 0071741453.

**Get the Job You Want, Even When No One's Hiring: Take Charge of Your Career, Find a Job You Love, and Earn What You Deserve.** Myers, Ford R.. Wiley. 2009. ISBN: 0470457414.

**Guerilla Marketing for Job Hunters 2.0: 1,001 Unconventional Tips, Tricks and Tactics for Landing Your Dream Job.** Levinson, Jay Conrad; Perry, David E.; and Hardy, Darren. Wiley. 2009. ISBN: 0470455845.

**Instant Interviews: 101 Ways to Get the Best Job of Your Life.** Allen, Jeffrey G.. Wiley. 2009. ISBN: 0470438479.

**Selecting A College Major: Exploration and Decision Making.** Gordon, Virginia N.; and Sears, Susan J.. Prentice Hall. 2009. ISBN: 0137152795.

**The Job-Hunter's Survival Guide: How to Find a Rewarding Job Even When "There Are No Jobs".** Bolles, Richard N.. Ten Speed Press. 2009. ISBN: 158008026X.

**What Color Is Your Parachute? 2010: A Practical Manual for Job-Hunters and Career Changers.** Bolles, Richard N.. Ten Speed Press. 2009. ISBN: 1580089879.

**Job-Hunting Online: A Guide to Job Listings, Message Boards, Research Sites, the UnderWeb, Counseling, Networking, Self-Assessment Tools, Niche Sites.** Bolles, Mark Emery; and Bolles, Richard N.. Ten Speed Press. 2008. ISBN: 1580088996.

**The Career Guide for Creative and Unconventional People.** Eikleberry, Carol. Ten Speed Press. 2007. ISBN: 1580088414.

**Careers for Competitive Spirits & Other Peak Performers.** Goldberg, Jan. McGraw-Hill. 2006. ISBN: 0071467769.

**301 Smart Answers to Tough Interview Questions.** Oliver, Vicky. Sourcebooks, Inc.. 2005. ISBN: 1402203853.

**Monster Careers: Interviewing: Master the Moment That Gets You the Job.** Taylor, Jeffrey; and Hardy, Doug. Penguin. 2005. ISBN: 0143035770.

**New Guide for Occupational Exploration: Linking Interests, Learning, and Careers.** Farr, Michael J.; and Shatkin, Laurence. JIST Works. 2005. ISBN: 1593571798.

**The Career Adventure: Your Guide to Personal Assessment, Career Exploration, and Decision Making.** Johnston, Susan M.. Prentice Hall. 2005. ISBN: 0131149695.

**Your Dream Career for Dummies.** McClelland, Carol L.; and Bolles, Richard N.. For Dummies. 2005. ISBN: 0764597957.

**Change Your Job, Change Your Life: Careeing and Re-Careeing in the New Boom/Bust Economy.** Krannich, Ron. Impact Publications. 2004. ISBN: 1570232202.

**The Damn Good Resume Guide: A Crash Course in Resume Writing.** Parker, Yana. Ten Speed Press. 2002. ISBN: 1580084443.

**The Potato Chip Difference: How to Apply Leading Edge Marketing Strategies to Landing the Job You Want..** Goodman, Michael A.. Dialogue Press. 2001. ISBN: 0970208804.

**Turning Points: Your Career Decision-Making Guide.** Ducat, Diane . Prentice Hall. 2001. ISBN: 0130421901.

## Activities

Use the general activities listed below to structure your career exploration process.

### Gather Information About Yourself

- Take a look at your school marks to see what subject areas are your strongest. See how your marks relate to your top job groups and make decisions accordingly.
- Make a list of your physical, mental, interpersonal, informational, and practical skills. Look into how to improve the skills that relate to your career matches.
- Make a list of the qualifications you have, i.e. courses, degrees, certificates, diplomas, and licenses. Check to see whether your qualifications match those required for the careers you are interested in.
- Explore your values and think about how your moral, political, and religious beliefs may affect your career decisions.
- Consider how important public contact, compensation, opportunities for advancement, challenge, travel, work environment, location, family responsibilities, and hobbies are to you. Relate these preferences to your job groups.

### Gather Information About Careers

- Check out the descriptions of occupations in your top three job groups and your other high job groups. Visit the **Occupational Outlook Handbook** at [www.bls.gov/oco](http://www.bls.gov/oco) or the O\*Net Resource Center at [www.onetcenter.org](http://www.onetcenter.org).
- Check out the official job site of the **United States Federal Government for valuable employment** information at [www.usajobs.opm.gov](http://www.usajobs.opm.gov).
- Explore your local library to find books, periodicals, newspapers, and other resources related to your potential career paths.
- Visit job fairs in your area to learn more about what companies are hiring and what positions related to your high job groups are currently in demand.
- Watch educational movies on individuals in the careers that you may be interested in. Contact your local library, school, or video store for a list of titles.
- Read magazines that focus on career trends and issues as well as on industries that relate to your top occupational interests.
- Find out what it is like to actually work in a certain occupation. Read interviews from people in careers that you may be interested in at [www.jobprofiles.org](http://www.jobprofiles.org).
- Explore an exhaustive list of career resources, career links, and industry information on the web at [www.rileyguide.com](http://www.rileyguide.com).

### Start Decision Making and Action Planning

- Check out College and University Fairs to find schools that have programs that relate to your possible career paths. Or search for suitable schools online at [www.petersons.com](http://www.petersons.com) and [www.campustours.com](http://www.campustours.com).
- Research ways to finance an education in the area that interests you. Visit [www.fastweb.com](http://www.fastweb.com) and [www.finaid.com](http://www.finaid.com) for information on available scholarships and financial aid.
- Take extra classes that relate to your potential career paths. Contact your local high schools, colleges, universities, and private organizations for more information.
- Attend Resume Writing and Interview Workshops to prepare yourself for job searching.
- Get the work experience you need by being an intern in a position that matches your career interests. Visit [www.internshipprograms.com](http://www.internshipprograms.com) for more information on internship possibilities.
- Start searching for jobs in your field online. Check out [www.monster.com](http://www.monster.com), [www.jobpostings.net](http://www.jobpostings.net), and [www.thejobresource.com](http://www.thejobresource.com) for job listings, resume posting, and more.

# Career Directions Inventory (CDI)

## Counselor's Summary Report

Name: **Sam Sample**  
 Gender: **Male**  
 Report Date: **February 5, 2012**

### Basic Interest Scales

Scale	Percentiles			Male Percentiles					
	Comb.	Female	Male	Low 0	20	Average 40 60		80	High 99
Administration	17	17	17						
Art	90	87	93						
Clerical	40	32	49						
Food Service	8	5	10						
Industrial Art	56	84	31						
Health Service	16	14	18						
Outdoors	82	92	72						
Personal Service	1	0	1						
Sales	14	15	14						
Science	95	99	92						
Teaching/Social Service	82	71	93						
Writing	99	99	99						
Assertive	42	54	29						
Persuasive	26	25	27						
Systematic	29	31	27						

### General Occupational Themes

Scale	Percentiles			Male Percentiles					
	Comb.	Female	Male	Low 0	20	Average 40 60		80	High 99
Realistic/Practical	75	91	60						
Enterprising	15	18	11						
Artistic/Communicative	98	97	99						
Social/Helping	41	28	56						
Investigative/Logical	96	98	95						
Conventional	11	8	13						
Serving	1	0	1						

