Career Directions
A Guide for the Undecided

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Grossman Student Commons 206E
Career Decision Making Steps

Make an informed decision

Where are you now?

"the average professional will change jobs ten times and careers three times in a lifetime"

- Institute for Career Research
FIND YOUR CAREER DIRECTION

Steps to Success

The five steps outlined in this packet will help you collect information and use that knowledge to make an informed career decision.

1. Step One: Conduct a Self-Assessment
   Clarify Your Criteria and Generate a List of Careers that Might Be a Good Match for You

In order to decide if a career is going to match your needs and interests, you will first want to clarify or define your unique needs, interests, skills and objectives. Then, you will want to come up with a list of occupations that might be a match for your criteria. You can accomplish these objectives by completing some “self-assessment” activities. Self-assessment activities will aid you in identifying your career interests, skills, values, and personality preferences. Certain assessment instruments and resources will also help you brainstorm for some occupations that may match your interests, skills, values, and preferences.

Self-Assessment Activities:

1. Answer the following questions to clarify and prioritize your interests, skills and values:

   Interests: What do you enjoy doing? What holds your attention? What do you want to do? What environments do you work best in? What are your hobbies? What do you do in your spare time? What do you like to read or learn about? What school subjects appeal to you?

   Skills/Abilities: What skills do you have? What natural talents do you have? What do you excel at? What comes easy to you? What are you knowledgeable about? What do other people compliment you on? What subjects come easiest to you in school? What are your weaknesses? What are you willing to learn? What are your realistic limitations?

   Values/Lifestyle: Why are you going to work? What are your needs? What do you plan to gain from a career? How devoted to your career are you? What other commitments will you balance? Describe your desired lifestyle. How do you wish to be remembered? What mark do you want to make in the world? How much do you expect to earn? Are you willing to relocate?

   You can also ask your close friends, family members, and confidants to describe you and identify your top interests, skills/abilities, and values.

   ★ 60% (more than half) of students in college in the U.S. will change their major at least once before graduating! (source: www.makingitcount.com)
2. Browse through the want ads (in the newspaper or online) and cut out any jobs that are appealing. Make note of patterns.

3. Read career decision making books and guides such as **What Color is Your Parachute**, by Richard Nelson Bolles and complete the workbook exercises. This book is available in the Career Planning and Placement Center, at your local library or bookstore. Visit the accompanying Web site at [http://www.jobhuntersbible.com](http://www.jobhuntersbible.com).

4. Complete some career interest, skills, or personality assessment inventories. Career Planning and Placement offers Choices software, the Myers Briggs Type Indicator (MBTI), the Holland Self-Directed Search and other assessment tools. Individual appointments are available by calling 508-362-2131 ext. 4688. There are also many free assessments online. Visit Career Services online at [http://www.capecod.edu/web/guest/resources/career/assessments](http://www.capecod.edu/web/guest/resources/career/assessments) for links or go directly to some of the sites listed below:

- [www.nycareerzone.org/index.jsp](http://www.nycareerzone.org/index.jsp) New York Career Zone (Holland)
- [www.humanmetrics.com/cgi-win/JTypes1.htm](http://www.humanmetrics.com/cgi-win/JTypes1.htm) Jung Typology Test
- [www.keirsey.com](http://www.keirsey.com) Keirsey.com
- [www.personalitytype.com/quiz.asp](http://www.personalitytype.com/quiz.asp) Personality Type Quiz

View Jung/Myers Briggs/Keirsey type descriptions at:
- [www.typelogic.com](http://www.typelogic.com) TypeLogic.com
- [www.personalitypage.com/high-level.html](http://www.personalitypage.com/high-level.html) PersonalityPage.com

5. Read through the next several pages of career information to help brainstorm.

The goal is to gain a better understanding of your unique interests, skills, values, personality preferences, etc. and to brainstorm for ideas of careers that might be a good match for you. Use the worksheet on the back of this packet to jot down pertinent information and career ideas.
### Accounting
- Actuary
- Assistant Controller
- Auditor
- Bank Examiner
- Benefits Administrator
- Budgetary Control Analyst
- Certified Public Accountant
- Chief Cost Accountant
- Chief Financial Officer
- CIA Agent
- Claims Adjuster
- Collection Agent
- Commercial Banker
- Commodities Trader
- Computer Programmer
- Consumer Credit Officer
- Controller
- Cost Accountant
- Credit and Collection Specialist
- Estate Planner
- FBI Agent
- Financial Analyst
- General Auditor
- Industrial Accountant
- Industrial Buyer
- Internal Auditor
- International Control or Trade Specialist
- IRS Investigator
- Loan Administrator/Officer
- Managerial Accountant
- Methods/Procedures Specialist
- Payroll Manager
- Personal Financial Planner
- Plant Accountant
- Public Accountant
- Stockbroker
- Securities Broker
- Systems Analyst
- Tax Specialist
- Tax Lawyer
- Treasurer
- Trust Accountant
- Underwriter

### Business and Finance
- Accountant
- Account Executive
- Administrative Assistant/Secretary
- Appraiser
- Auditor or Audit Manager
- Bank/Branch Manager
- Bookkeeper
- Budget Analyst
- Business Manager
- Chief Executive Officer (CEO)
- Chief Financial Officer (CFO)
- Claim Adjuster/Examiner
- Commodities Trader
- Consultant
- Controller
- Credit Counselor, Manager, or Analyst
- Economist
- Entrepreneur
- Executive Assistant
- External Auditor
- Financial Analyst, Planner, or Consultant
- Foreign Exchange Trader
- Government Official
- Human Resources Manager
- Industrial/Institutional Buyer
- Insurance Agent/Broker
- International Trade Specialist
- Investment Banker or Researcher
- Loan Officer/Processor
- Market Research Analyst or Marketing Specialist
- Mergers/Acquisitions Manager
- Mutual Fund Manager or Trader
- Payroll Administrator
- Portfolio Analyst or Manager
- Product Manager
- Property Manager
- Public Relations/Advertising Manager
- Real Estate Agent
- Salesperson
- Securities Analyst
- Teacher or Professor
- Training Manager
- Traffic Coordinator

*These lists are intended to help brainstorm for careers. This is not a complete listing.*
Career Ideas for People Who Like:

communications

Actor
Advertising Account Executive
Advertising Copywriter
Broadcast Advertising Salesperson
Consumer Affairs Specialist or Consumer Advocate
Copywriter
Corporate Communications Director
Director (Film, Video, Theater)
Editor or Editorial Assistant
Elected Official or Politician
Electronic Publication Specialist
Event Planner
Fashion Merchandiser
Government Relations Specialist
Graphic Artist
Greeting Card Writer
Guest or Contestant Coordinator
Human Resources Administrator
Industrial or Labor Relations Specialist
Insurance Agent/Broker
Lawyer
Lighting Technician
Market Research Analyst
Media Manager, Salesperson, or Buyer
Mediator or Negotiator
Narrator
News Anchor, Reporter, or Writer
Photographer or Photojournalist
Presenter or Spokesperson
Producer (TV, Film, or Theater)
Production Assistant
Promotions Manager
Public Relations Specialist
Radio/TV Announcer
Recruiter
Script Writer
Speech Writer
Sports Promoter
Sportscaster
Teacher or Professor
Translator
Video Programmer/Videographer

Computer Science / Information Technology

Aerospace Engineer
Air Traffic Controller
Analyst/Programmer
Applications Programmer
Applied Science Technologist
Artificial Intelligence Programmer
Astronomer
Auditor
Investment Manager
Biometrician
Compensation/Benefits Administrator
Computer Consultant
Computer Engineer
Computer Facilities Manager
Computer Installation & Test Specialist
Computer Programmer
Computer Scientist
Cryptographer/Cryptologist
Data Processing Manager
Database Manager
Econometrician
Economist
Engineer
Engineering Lab Technician
Environmental Technologist
LAN Manager
Mathematician
Meteorologist
Network Programmer
Psychometrician
Risk Analyst
Robotics Programmer
Satellite Communications Specialist
Software Development Specialist
Software Engineer
Software Support Specialist
Statistician
Systems Analyst
Systems Engineer
Systems Programmer
Teacher/Professor of Computer Science
Technical Writer
Web Developer

These lists are intended to help brainstorm for careers. This is not a complete listing.
Career Ideas for People Who Like:

**Education**
- Adapted Physical Education Teacher
- Adult Education Teacher
- Audiologist
- Autism Center Manager/Teacher
- Camp Director
- Child Psychologist
- Corporate Trainer
- Counselor
- Curriculum Supervisor/Developer
- Day-Care Center Owner/Operator
- Educational Advocate
- Educational Consultant
- Educational Sales (textbooks, software)
- Employee Development Specialist
- Employment Interviewer
- English as a Second Language Teacher
- GED Preparation Instructor
- Guidance Counselor
- Home Economics/Consumer Studies Teacher
- Librarian
- Occupational Therapist
- Orientation and Mobility Specialist
- Peace Corps/Vista Volunteer
- Physical Therapist
- Professor
- Recreational Therapist
- Rehabilitation Counselor
- Research Assistant
- School Administrator
- School Principal
- School Psychologist
- School Superintendent
- Social Worker
- Social Services Administrator
- Special Education Teacher
- Special Needs Teacher
- Speech Pathologist
- Student Affairs Administrator, Higher Education
- Student Teacher Advisor
- Teacher
- Writer

**Engineering**
- Aerospace Engineer
- Agricultural Engineer
- Architect
- Astronaut
- Automotive Engineer
- Biomedical Engineer
- Cartographer and Photogrammertist
- Chemical Engineer
- Civil Engineer or Engineering Technician
- Civil Engineer
- Computer Hardware Engineer
- Computer Software Engineer
- Consultant
- Digital Signal Processing Technician
- Decontamination Engineer
- Electrical Engineer
- Electrical or Electronic Engineering Technician
- Electrical or Electronics Drafter
- Electro-Mechanical Technician
- Electronics Engineer
- Environmental Conservation Specialist
- Food Engineering Specialist
- Industrial Engineer or Technician
- Landscape Architect
- Marine Engineer
- Materials Engineer
- Mechanical Engineer or Designer
- Nuclear Engineer
- Petroleum Engineer
- Plasma Engineer
- Professor or Teacher
- Public Works Technician
- Refrigeration Specialist
- Robotics Technician
- Safety Engineer
- Surveying and Mapping Technician
- Surveyor
- Technical Writer
- Test Engineer
- Thermodynamic Engineer
- Transportation Engineer
- Water Resources Manager

*These lists are intended to help brainstorm for careers. This is not a complete listing*
<table>
<thead>
<tr>
<th>Career Ideas for People Who Like:</th>
</tr>
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<tbody>
<tr>
<td><strong>English</strong></td>
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<td>Author</td>
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<td>Book Reviewer</td>
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<td>Broadcast Supervisor</td>
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<td>Columnist</td>
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<td>Commentator</td>
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<td>Composer</td>
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<td>Continuity Writer</td>
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<td>Creative Director</td>
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<td>Editor</td>
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<tr>
<td>Editorial Writer</td>
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<td>Electronic Publishing Specialist</td>
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<td>Fact Checker</td>
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<td>Fundraiser</td>
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<td>Humorist</td>
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<td>Librettist</td>
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<td>Lyricist</td>
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<td>Medical Writer</td>
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<td>Patient Relations Specialist</td>
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<td>Program Proposals Coordinator</td>
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<td>Researcher</td>
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<td>Sales Service Promoter</td>
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<td>Science Writer</td>
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<td>Screen Printing Inspector</td>
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<td>Screenplay Writer</td>
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<td>Speech Writer</td>
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<td>Spokesperson</td>
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<td>Staff Writer</td>
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<td>Teacher or Professor</td>
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<tr>
<td>Technical Writer</td>
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</tr>
</tbody>
</table>

*These lists are intended to help brainstorm for careers. This is not a complete listing*
Career Ideas for People Who Like:

Health

Anesthesiologist
Athletic Trainer
Biomedical Engineer
Chiropractor
Clinical Laboratory Technologist
Dental Assistant
Dental Hygienist
Dental Laboratory Technician
Dentist
Diagnostic Medical Sonographers
Dialysis Therapist
Dietician
Electrocardiograph Technician
Emergency Medical Technician
Health Educator
Healthcare Administrator
Histologist
Home Health Aide
Massage Therapist
Medical Assistant
Medical Reports Technician
Nuclear Medicine Technologist
Nurse (LPN, RN, or BSN)
Nurse Aide
Nutritionist
Occupational Therapist or OT Aide
Optometric Assistant
Optometrist
Orthosist & Prosthetist Assistant
Pediatrician
Pharmacist or Pharmacy Technician
Phlebotomist
Physical Therapist or PT Assistant/Aide
Physician/Surgeon or Physician Assistant
Radiologic Technologist
Recreational Therapist
Respiratory Therapist
Speech Pathologist & Audiologist
Surgical Technologist
Toxicologist
Ultrasound Technologist
Veterinarian

Health Education, Recreation and Leisure

Assistant Coach
Athletic Trainer
Clinical Specialist
Coach
College/University Wellness Program Director
Community Recreation Programmer
Dance Instructor
Director of Therapies
Event Coordinator
Fitness Instructor
Healthcare Consultant
Health Club Manager
Health/Wellness Educator
Occupational Therapist
Occupational Therapy Assistant
Physical Education Teacher (Pre-K-12)
Physical Trainer
Physical Therapist
Physical Therapy Assistant
Program Specialist
Recreation Program Assistant
Recreational Therapist
Referee
Rehabilitation Counselor
Researcher
Resort Manager
Senior Citizen Programmer
Speech Pathology Clinician
Speech Pathology Specialist
Sports Agent
Sports Commentator
Sports Lawyer
Sports Writer
Statistician
Team Manager
Umpire
Youth Camp Recreation Therapist

These lists are intended to help brainstorm for careers. This is not a complete listing
Career Ideas for People Who Like:

**History**

Anthropologist
Archaeologist
Archivist
Biographer
Broadcast Journalist
Campaign Manager
City Manager
Community Relations Director
Congressional Aide
Congressional Research
Consumer Advocate
Criminologist
Demographer
Economist
Editor
FBI/CIA Agent
Foreign News Correspondent
Foreign Service Officer
Genealogist
Government Official
Historian
Historic Preservation Specialist
 Historic Site Tour Guide
Historical Society Staff Member
Indicter
Insurance Agent/Broker
Intelligence Analyst
International Relations Specialist
Journalist
Judge
Labor Relations Specialist
Lawyer
Librarian
Lobbyist
Market Research Analyst
Museum Curator or Director
Museum Technician
Politician
Public Administrator
Teacher or Professor
Travel Agent
Urban Administrator or Planner
Writer/Author

**Hotel Restaurant/Culinary Arts**

Baker
Bartender
Building Manager
Chef
Concierge
Convention/Trade Show Planner
Customer Service Representative
Dining Room and Cafeteria Attendants
Fast Food Cook
First Line Supervisors/Managers
Food Preparation Worker
Food Server (non-restaurant)
Food Service Manager
Front Desk Receptionist
Head Chef/Cook
Health Inspector/Compliance Officer
Host/Hostess
Hotel/Motel Assistant Manager
Hotel/Motel Manager
Housekeeping Manager
Human Resources Manager
Institution/Cafeteria Cook
Kitchen Manager
Meat Cutter
Office Manager
Private Household Cook
Public Relations Manager
Research/Market Analyst
Security Guard
Short Order Cook
Tour Guide
Travel Planner
Travel Agent
Travel Writer/Editor
Waiter/Waitress

*These lists are intended to help brainstorm for careers. This is not a complete listing*
Career Ideas for People Who Like:

**Law/Legal Issues**

- Abstractors
- Administrative Law Judge
- Adjudicator
- Court Reporter
- District Attorney
- Hearing Officer
- Judge
- Magistrate
- Magistrate Judge
- Law Clerk
- Law Librarian
- Lawyer
- Legal Secretary or Assistant
- Paralegal
- Professor
- Title Examiners

**Modern Language**

- Archivist
- Art Dealer
- Bilingual Officer, Clerk, or Teller
- Bilingual Educator
- Civil Service Employee
- Copywriter
- Court Interpreter
- Customs/Immigration Officer
- Editor
- Foreign Diplomat
- Foreign Correspondent
- Foreign Exchange Trader
- Foreign Service Officer
- Foreign Service Specialist
- Foreign Social Worker
- Immigration Officer
- Importer/Exporter
- Intelligence Research or Specialist
- International Account Manager
- International Conference Planner
- International Hotel Administrator
- International Trade Economist or Specialist
- Interpreter
- Journalist
- Lawyer
- Linguist
- Missionary
- Multi-Lingual Port Receptionist
- Museum Curator
- National Security Agent
- Negotiator
- Politician
- Reporter
- Scientific Translator/Interpreter
- Teacher or Professor
- Travel Agent or Tour Organizer
- Translator
- Travel Writer
- Travel or Tour Guide

*These lists are intended to help brainstorm for careers. This is not a complete listing*
Career Ideas for People Who Like:

Music
Architectural Acoustic Monitor
Artist & Repertoire (A & R) Specialist
Arts Administrator/Manager
Announcer
Composer
Conductor
Voice Over Artist
Copyright Administrator
Disk Jockey
Film Music Editor
Instrumental Performer
Instrument Service & Repair Specialist
Instrument Salesperson
Music Attorney
Music Critic
Music Librarian
Music Manufacturer
Music Publisher/Editor
Music Reporter
Music Software Programmer
Music Store Manager
Music Teacher
Music Therapist
Musical Arranger
Music Licensing Administrator
Musical Program Director
Private Music Instructor
Producer
Promotion/Media Relations Specialist
Recording Engineer
Recording Technician
Recreation Director
Royalties Broadcast Monitor
Singer/Songwriter
Sound Mixing Specialist
Synthesizer Specialist
Talent Scout/Manager
Technical Writer
Tour Manager
Vocal Performer
Voice Instructor

Philosophy
Author
Campaign Manager
Chaplain
Church Secretary
Clergy Member
Congressional Staff Member
Conservation Organizations
Counselor
Diplomat
Director of Religious Education
Environmental Specialist
Ethnologist
Foreign Affairs Officer
Fund-Raiser
Government Policy Analyst
Journalist
Lawyer
Lobbyist
Medical Research Companies
Minister
Non-Profit Administrator
Nursing Home Director
Pastor
Peace Corps Area Director
Priest
Public Interest Research Groups
Public Official
Rabbi
Religious Camp Director
Religious College or University Administrator
Researcher
Seminary Administrator
Social Researcher
Social Worker
Teacher or Professor
Youth Group Director

These lists are intended to help brainstorm for careers. This is not a complete listing.
Career Ideas for People Who Like:

**Protective Service**

Airport Security Officer  
Alcohol, Tobacco & Firearms Agent  
Animal Control Worker  
Attorney  
Bailiff  
Body Guard  
Border Patrol Agent  
CIA Agent  
Compliance Manager  
Contracts Administrator  
Correctional Officer or Facility Manager  
Court Administrator or Clerk  
Court Reporter  
Criminal Investigator  
Criminologist  
Crossing Guard  
Customs Agent  
Deportation Officer  
Deputy Marshall  
Detective  
District Attorney  
Environmental Conservation Officer  
FBI Agent  
Fire Fighter  
Fire Inspector and Investigator  
Fish and Game Warden  
Forest Fire Inspector or Prevention Specialist  
Gaming Surveillance Officer  
Jailer  
Life Guard  
Military Officer  
Paralegal  
Park Ranger  
Parking Enforcement Worker  
Penologist  
Police Detective or Officer  
Private Detective or Investigator  
Probation or Parole Officer  
Security Guard  
Surveillance Officer  
Transit or Railroad Police Officer  
Warden

**Psychology, Human Services and Social Sciences**

Alcohol and Drug Rehabilitation Educator  
Adoption Agent  
Advertising Account Executive  
Art Therapist  
Career Counselor  
Child Psychologist  
Child Welfare Officer  
Clergy Member  
College/University Student Affairs Administrator  
Community/Social Service Social Worker  
Community Relations Director  
Corporate Merchandising Manager  
Corrections Officer  
Counselor  
Crisis Intervention Specialist  
Customs/Immigration Officer  
Employee Assistance Director  
Ergonomist  
Expressive Therapist  
Foster Care Administrator  
Guidance Counselor  
Health Educator  
Human Resources Administrator  
Labor Relations Specialist  
Market Research Analyst  
Marriage and Family Therapist  
Mental Health Coordinator  
Music Therapist  
Occupational Therapist  
Penologist  
Psych Nurse  
Psychiatrist  
Psychologist  
Rehabilitation Counselor  
Researcher or Research Assistant  
Social Worker  
Statistician  
Stress Relief Therapist/Educator  
Teacher or Professor  
Training and Development Professional  
Wellness Program Director

*These lists are intended to help brainstorm for careers. This is not a complete listing*
Career Ideas for People Who Like:

Science and Mathematics

- Actuary
- Aeronautical Engineer
- Architect
- Biologist
- Botanist
- Cardiovascular Technologist/Technician
- Chemist
- Clinical Laboratory Technician
- Computer Programmer or Engineer
- Crime Laboratory Analyst
- Cytologist/Cytopathologist
- Dental Hygienist or Assistant
- Diagnostic Ultrasound Technician
- Economist
- EEG Technologist
- Engineer
- Environmental Scientist
- Financial Analyst/Forecaster
- Food Scientist
- Forensic Scientist
- Immunologist
- Mathematician
- Marine Geologist/Biologist
- Medical Doctor
- Medical Sales Representative
- MRI Technician
- Nuclear Medical Technologist
- Nurse
- Nutritionist or Dietitian
- Occupational Therapist or OT Assistant
- Ophthalmology Assistant
- Paramedic
- Pathology Assistant
- Physical Therapist or PT Assistant
- Pharmaceutical Sales Representative
- Pharmacist or Pharmacy Technician
- Radiology Technologist
- Research Associate/Assistant
- Statistician
- Teacher or Professor
- Toxicologist
- Veterinarian or Veterinary Technician
- Zoologist

Sociology and Anthropology

- Anthropologist
- Archaeologist
- Archivist
- Art Conservator
- Behavioral Science Advisor
- Bilingual/Bicultural Program Specialist
- Biographer
- Cultural Artifact Specialist
- Cultural Resource Manager
- Employee Relations Specialist
- Environmental Impact Assessment Researcher
- Ethnologist
- Field Archaeologist
- Foreign Affairs Officer
- Forensic Anthropologist
- Genealogist
- Government Policy Analyst
- Housing Coordinator
- Immigration Inspector
- Journalist
- Labor Relations Specialist
- Lawyer
- Legislative Aide
- Linguist
- Marketing Specialist
- Museum Curator/Technician
- Museum Education Director
- Paleontologist
- Peace Corps Area Director
- Police or Probation Officer
- Private Investigator
- Professor or Teacher
- Public Health Educator
- Rural Development Officer
- Scientific Linguist
- Social Research
- Social Science Analyst
- Social Service Agency Planner
- Social Worker
- Teacher or Professor
- Travel Planner
- Urban Planner

These lists are intended to help brainstorm for careers. This is not a complete listing.
Career Ideas for People Who Like:

**Theater and Dance**

- Acting Coach
- Actor/Actress
- Advertising/Marketing Specialist
- Agent
- Announcer
- Art Director
- Booking Manager
- Broadcast Journalist
- Buyer
- Camera Operator
- Casting Director
- Copy Writer
- Costume Designer
- Exhibit/Display Designer
- Sound Designer
- Critic
- Development Officer/Fund Raiser (Arts)
- Director
- Drama Coach
- Equipment Operator
- Facilities Manager
- Impersonator
- Instructor, Theater Arts
- Lighting Designer
- Make-up Artist
- Media Planner/Salesperson
- Model
- Narrator
- Playwright
- Producer
- Prop Manager
- Public Relations Specialist
- Puppeteer
- Script Coach
- Script Manager
- Special Events Coordinator
- Stage Manager
- Stunt Coordinator
- Talent Scout/Manager
- Theatre Manager
- Tourism Director
- Writer/Editor
- Set Designer

**Visual Arts**

- Advertising Artist
- Advertising Designer
- Aerial Photographer
- Airbrush Artist
- Animator
- Architectural Model Builder
- Art Buyer
- Art Conservator
- Art Critic
- Art Dealer
- Art Director
- Art Exhibition Coordinator
- Art Historian
- Art Teacher
- Bookplate Artist
- CAD Designer
- Calligrapher
- Caricaturist
- Cartoonist
- Cinematographer
- Color Expert
- Costume and Mask Designer
- Courtroom Sketch Artist
- Drafter
- Fabric Designer
- Fashion Artist/Designer
- Filmmaker
- Floral Designer
- Furniture Designer
- Gallery Owner
- Graphic Arts Technician
- Graphic Designer
- Illustrator
- Interior Decorator
- Landscape Architect
- Layout Artist
- Medical Illustrator
- Motion Picture Artist
- Mural Artist
- Museum Curator
- Photographer
- Textile Designer
- Toy Designer

*These lists are intended to help brainstorm for careers. This is not a complete listing.*
## Which Graduates Earn the Most?

Average Salary Offers to 2006/2007 College Graduates  
*Source: National Association of Colleges and Employers (NACE) 2006 – 2007 Salary Survey*

<table>
<thead>
<tr>
<th>Curriculum/Major</th>
<th>Salary Offers to 2006/2007 graduates with bachelor's degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>$53,405</td>
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<tr>
<td>Computer Science</td>
<td>$53,823</td>
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<tr>
<td>Construction Science/Management</td>
<td>$46,930</td>
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<tr>
<td>Mathematics</td>
<td>$46,594</td>
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<td>Business</td>
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<tr>
<td>Nursing</td>
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<td>Science (Bio., Life, Chem., Geo., Physics, Other)</td>
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<td>Architecture &amp; Related Programs</td>
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<td>Clothing/Apparel/Textile Studies</td>
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<td>Environmental Science/Studies</td>
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<tr>
<td>Home Economics</td>
<td>$37,583</td>
</tr>
<tr>
<td>Agriculture &amp; Natural Resources</td>
<td>$35,652</td>
</tr>
<tr>
<td>Health Sciences (excluding Nursing)</td>
<td>$34,143</td>
</tr>
<tr>
<td>Education</td>
<td>$34,029</td>
</tr>
<tr>
<td>Communications</td>
<td>$32,779</td>
</tr>
<tr>
<td>Criminal Justice &amp; Corrections</td>
<td>$32,724</td>
</tr>
<tr>
<td>Humanities and Social Sciences</td>
<td>$32,161</td>
</tr>
<tr>
<td>Parks/Recreation, Leisure/Fitness &amp; Related</td>
<td>$31,453</td>
</tr>
<tr>
<td>Visual and Performing Arts</td>
<td>$29,956</td>
</tr>
</tbody>
</table>

★ Only 50% of students get a job after graduation relating to their field of study  
(source: www.makingitcount.com)
## Mean Annual Wages for Major Occupational Groups

May 2006 National Cross-Industry estimates of Employment and Mean Annual Wage for SOC Major Occupational Groups:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Estimate of Employment</th>
<th>Mean Annual Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management</td>
<td>5,892,900</td>
<td>$91,930</td>
</tr>
<tr>
<td>Legal</td>
<td>976,740</td>
<td>$85,360</td>
</tr>
<tr>
<td>Computer and Mathematical</td>
<td>3,076,200</td>
<td>$69,240</td>
</tr>
<tr>
<td>Architecture and Engineering</td>
<td>2,430,250</td>
<td>$66,190</td>
</tr>
<tr>
<td>Healthcare Practitioners and Technical</td>
<td>6,713,780</td>
<td>$62,030</td>
</tr>
<tr>
<td>Business and Financial Operations</td>
<td>5,826,140</td>
<td>$60,000</td>
</tr>
<tr>
<td>Life, Physical, and Social Science</td>
<td>1,231,070</td>
<td>$59,660</td>
</tr>
<tr>
<td>Arts, Design, Entertainment, Sports and Media</td>
<td>1,727,380</td>
<td>$46,110</td>
</tr>
<tr>
<td>Education, Training, and Library</td>
<td>8,206,440</td>
<td>$45,320</td>
</tr>
<tr>
<td>Construction and Extraction</td>
<td>6,680,710</td>
<td>$39,290</td>
</tr>
<tr>
<td>Installation, Maintenance and Repair</td>
<td>5,352,420</td>
<td>$39,060</td>
</tr>
<tr>
<td>Community and Social Services</td>
<td>1,749,210</td>
<td>$39,000</td>
</tr>
<tr>
<td>Protective Service</td>
<td>3,024,840</td>
<td>$37,040</td>
</tr>
<tr>
<td>Sales and Related</td>
<td>14,114,860</td>
<td>$34,350</td>
</tr>
<tr>
<td>Production</td>
<td>10,268,510</td>
<td>$30,480</td>
</tr>
<tr>
<td>Office and Administrative Support</td>
<td>23,077,190</td>
<td>$30,370</td>
</tr>
<tr>
<td>Transportation and Material Moving</td>
<td>9,647,730</td>
<td>$29,460</td>
</tr>
<tr>
<td>Healthcare Support</td>
<td>3,483,270</td>
<td>$24,610</td>
</tr>
<tr>
<td>Food Preparation and Serving</td>
<td>11,029,280</td>
<td>$18,430</td>
</tr>
<tr>
<td>Personal Care and Service</td>
<td>3,249,760</td>
<td>$22,920</td>
</tr>
<tr>
<td>Building and Grounds Cleaning and Maintenance</td>
<td>4,396,250</td>
<td>$22,580</td>
</tr>
<tr>
<td>Farming, Fishing and Forestry</td>
<td>450,040</td>
<td>$21,810</td>
</tr>
</tbody>
</table>

*Source: U.S. Bureau of Labor Statistics*
### Highest Paying Occupations in the United States

<table>
<thead>
<tr>
<th>With Work Experience or On-the-Job Training</th>
<th>With Post-Secondary Training or an Associate’s Degree</th>
<th>With a Bachelor’s Degree or higher</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Air Traffic Controllers $107,600</td>
<td>1. Radiation Therapists $62,300</td>
<td>1. Anesthesiologists $145,600+</td>
</tr>
<tr>
<td>2. Managers (not elsewhere specified) $79,700</td>
<td>2. Nuclear Technicians $61,100</td>
<td>2. Internists, General $145,600+</td>
</tr>
<tr>
<td>7. First-Line Supervisors/Managers of Non-Retail Sales Workers $62,000</td>
<td>7. Commercial Pilots $55,800</td>
<td>7. Psychiatrists $145,600+</td>
</tr>
<tr>
<td>8. First-Line Supervisors/Managers of Fire Fighting/Prevention Workers $60,800</td>
<td>8. Electrical and Electronics Repairers, Powerhouse, Substation and Relay $55,000</td>
<td>8. Surgeons $145,600+</td>
</tr>
<tr>
<td>15. Locomotive Engineers $55,500</td>
<td>15. Funereal Directors $47,600</td>
<td>15. Astronomers $104,700</td>
</tr>
<tr>
<td>17. Power Plant Operators $53,200</td>
<td>17. Avionics Technicians $46,600</td>
<td>17. Podiatrists $100,500</td>
</tr>
<tr>
<td></td>
<td>27. Appraisers and Assessors of Real Estate $43,400</td>
<td>27. Physicists $89,800</td>
</tr>
<tr>
<td></td>
<td>28. Mechanical Drafters $43,300</td>
<td>28. Law Teachers, Post Secondary $89,800</td>
</tr>
<tr>
<td></td>
<td>29. Occupational Health and Safety Technicians $43,200</td>
<td>29. Nuclear Engineers $88,300</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30. Optometrists $88,000</td>
</tr>
</tbody>
</table>

*Source: America's Career InfoNet www.acinet.org*
<table>
<thead>
<tr>
<th>With Work Experience or On-the-Job Training</th>
<th>With Post-Secondary Training or an Associate's Degree</th>
<th>With a Bachelor's Degree or higher</th>
</tr>
</thead>
<tbody>
<tr>
<td>27. Railroad Brake, Signal, and Switch Operators $49,700</td>
<td>30. Fish and Game Wardens $42,800</td>
<td>31. Sales Managers $87,600</td>
</tr>
<tr>
<td>28. TransportationInspectors $49,500</td>
<td>31. Drafters, All Other $42,300</td>
<td>32. Financial Managers $86,300</td>
</tr>
<tr>
<td>29. Compliance Officers $49,400</td>
<td>32. Court Reporters $41,600</td>
<td>33. Industrial Organizational Psychologists $84,700</td>
</tr>
<tr>
<td>30. Signal and Track Switch Repairers $49,200</td>
<td>33. Electrical and Electronics Installers and Repairers of Transportation Equipment $41,500</td>
<td>34. Computer Hardware Engineers $84,400</td>
</tr>
<tr>
<td>31. Purchasing Agents $49,000</td>
<td>34. Interior Designers $41,400</td>
<td>35. Human Resource Managers $84,200</td>
</tr>
<tr>
<td>32. Pile Driver Operators $48,900</td>
<td>35. Paralegals and Legal Assistants $41,200</td>
<td>36. Aerospace Engineers $84,100</td>
</tr>
<tr>
<td>33. Transit and Railroad Police $48,900</td>
<td>36. Computer Support Specialists $40,600</td>
<td>37. Political Scientists $84,100</td>
</tr>
<tr>
<td>34. First Line Supervisors/Managers of Correctional Officers $48,600</td>
<td>37. Cardiovascular Technologists and Technicians $40,400</td>
<td>38. Physical Scientists $83,300</td>
</tr>
<tr>
<td>36. Insurance Appraisers, Auto $48,100</td>
<td>39. Life, Physical, and Social Science Technicians $40,000</td>
<td>40. Actuaries $81,600</td>
</tr>
<tr>
<td>37. Boilermakers $48,000</td>
<td>40. Environmental Engineering Technicians $39,800</td>
<td>41. General Operations Managers $81,500</td>
</tr>
<tr>
<td>38. Media/Communication Equipment Workers $47,700</td>
<td>41. Occupational Therapist Assistant $39,700</td>
<td>42. Mathematicians $80,900</td>
</tr>
<tr>
<td>39. First Line Supervisors/Managers of Transportation/Material-Moving Machine and Vehicle Operators $47,500</td>
<td>42. Medical Equipment Repairers $39,600</td>
<td>43. Electronics Engineers, except Computer $78,000</td>
</tr>
<tr>
<td>40. Subway and Streetcar Operators $47,500</td>
<td>43. Physical Therapist Assistants $39,500</td>
<td>44. Chemical Engineers $77,100</td>
</tr>
<tr>
<td>41. Sales Representatives, Wholesale And Manufacturing (except Technical/Scientific products) $47,500</td>
<td>44. Mobile Heavy Equipment Mechanics $39,400</td>
<td>45. Engineers, All Other $77,100</td>
</tr>
<tr>
<td>42. Fire Inspectors and Investigators $47,100</td>
<td>45. Real Estate Agents $39,200</td>
<td>46. Computer Software Engineers, Applications $77,100</td>
</tr>
<tr>
<td>43. Sales Representatives, Services $46,800</td>
<td>46. Civil Engineering Technicians $39,200</td>
<td>47. Public Relations Managers $76,400</td>
</tr>
<tr>
<td>44. Chemical Plant Systems Operators $46,700</td>
<td>47. Chemical Technicians $38,500</td>
<td>48. Purchasing Managers $76,300</td>
</tr>
<tr>
<td>45. Flight Attendants $46,700</td>
<td>48. Sound Engineering Technicians $38,400</td>
<td>49. Education Administrators, Elementary and Secondary $75,400</td>
</tr>
<tr>
<td>46. Purchasing Agents/Buyers, Farm $46,700</td>
<td>49. Respiratory Therapy Technicians $38,200</td>
<td>50. Engineering Teachers, Postsecondary $74,500</td>
</tr>
<tr>
<td>47. Postal Service Mail Carriers $46,300</td>
<td>50. Radio Mechanics $38,000</td>
<td></td>
</tr>
<tr>
<td>48. Police and Sheriff'sPatrol Officers $45,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>49. Claims Adjusters, Examiners, and Investigators $46,200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50. First Line Supervisors/Managers of Production and Operating Workers $46,100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Source: America's Career InfoNet www.acinet.org

Find out more about these careers and others online:
Massachusetts Career Information System http://masscareers.intocareers.org
O*NET http://www.onetcenter.org
### Where are the Jobs (by industry) on Cape Cod and the Islands?

<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>19,053</td>
<td>12,687</td>
<td>5,364</td>
<td>3,852</td>
<td>3,812</td>
<td>1,668</td>
<td>1,676</td>
<td>1,668</td>
<td>1,676</td>
<td>1,668</td>
<td>763</td>
</tr>
<tr>
<td></td>
<td>Retail Trade jobs</td>
<td>Local Government jobs (including education)</td>
<td>Jobs at Offices of Doctors &amp; Walk-in Clinics</td>
<td>Administrative &amp; Support Services jobs</td>
<td>Real Estate jobs</td>
<td>Real Estate jobs</td>
<td>Jobs at Newspapers and Periodicals</td>
<td>Jobs at ISPs, Search Portals &amp; Data Processing</td>
<td>Information</td>
<td>Natural Resources &amp; Mining</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Transportation &amp; Warehousing jobs</td>
<td>State Government jobs (including education)</td>
<td>Jobs at Nursing &amp; Residential Care Facilities</td>
<td>Scientific Research &amp; Development Services jobs</td>
<td>Banking &amp; Credit Institutions</td>
<td>Banking &amp; Credit Institutions</td>
<td>Jobs at Newspapers and Periodicals</td>
<td>Jobs at ISPs, Search Portals &amp; Data Processing</td>
<td>Information</td>
<td>Natural Resources &amp; Mining</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wholesale Trade jobs</td>
<td>Federal Government jobs</td>
<td>Hospital jobs</td>
<td>Architectural &amp; Engineering Services jobs</td>
<td>Insurance jobs</td>
<td>Insurance jobs</td>
<td>Jobs at Newspapers and Periodicals</td>
<td>Jobs at ISPs, Search Portals &amp; Data Processing</td>
<td>Information</td>
<td>Natural Resources &amp; Mining</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Utilities jobs</td>
<td></td>
<td>Social Assistance jobs</td>
<td>Jobs at Headquarters, Regional Offices &amp; Subsidiaries</td>
<td>Rental &amp; Leasing Services</td>
<td>Rental &amp; Leasing Services</td>
<td>Jobs at Newspapers and Periodicals</td>
<td>Jobs at ISPs, Search Portals &amp; Data Processing</td>
<td>Information</td>
<td>Natural Resources &amp; Mining</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Educational Services jobs</td>
<td>Accounting &amp; Payroll Services jobs</td>
<td>Jobs in Securities, Commodities &amp; Investments</td>
<td>Jobs in Securities, Commodities &amp; Investments</td>
<td>Jobs at Newspapers and Periodicals</td>
<td>Jobs at ISPs, Search Portals &amp; Data Processing</td>
<td>Information</td>
<td>Natural Resources &amp; Mining</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Waste Management &amp; Remediation jobs</td>
<td>Employment Services</td>
<td>Employment Services</td>
<td>Jobs at Newspapers and Periodicals</td>
<td>Jobs at ISPs, Search Portals &amp; Data Processing</td>
<td>Information</td>
<td>Natural Resources &amp; Mining</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Consulting Services jobs</td>
<td></td>
<td></td>
<td>Jobs at Newspapers and Periodicals</td>
<td>Jobs at ISPs, Search Portals &amp; Data Processing</td>
<td>Information</td>
<td>Natural Resources &amp; Mining</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Computer Systems Design and Related Services jobs</td>
<td></td>
<td></td>
<td>Jobs at Newspapers and Periodicals</td>
<td>Jobs at ISPs, Search Portals &amp; Data Processing</td>
<td>Information</td>
<td>Natural Resources &amp; Mining</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Employment Services</td>
<td></td>
<td></td>
<td>Jobs at Newspapers and Periodicals</td>
<td>Jobs at ISPs, Search Portals &amp; Data Processing</td>
<td>Information</td>
<td>Natural Resources &amp; Mining</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Jobs at Newspapers and Periodicals</td>
<td>Jobs at ISPs, Search Portals &amp; Data Processing</td>
<td>Information</td>
<td>Natural Resources &amp; Mining</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Jobs at Newspapers and Periodicals</td>
<td>Jobs at ISPs, Search Portals &amp; Data Processing</td>
<td>Information</td>
<td>Natural Resources &amp; Mining</td>
<td></td>
</tr>
</tbody>
</table>

Source: Massachusetts Department of Workforce Development, Division of Career Services, Economic Analysis Office
Fastest Growing Occupations in Massachusetts 2004 – 2014

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Increasing by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Systems and Data Communications Analysts</td>
<td>43%</td>
</tr>
<tr>
<td>Computer Software Engineers, Systems Software</td>
<td>39%</td>
</tr>
<tr>
<td>Computer Software Engineers, Applications</td>
<td>39%</td>
</tr>
<tr>
<td>Home health Aides</td>
<td>38%</td>
</tr>
<tr>
<td>Biomedical Engineers</td>
<td>43%</td>
</tr>
<tr>
<td>Biochemists and Biophysicists</td>
<td>32%</td>
</tr>
<tr>
<td>Medical Scientists, except Epidemiologists</td>
<td>32%</td>
</tr>
<tr>
<td>Medical Assistants</td>
<td>32%</td>
</tr>
<tr>
<td>Database Administrators</td>
<td>30%</td>
</tr>
<tr>
<td>Hazardous Materials Removal Workers</td>
<td>30%</td>
</tr>
<tr>
<td>Veterinary Technologists and Technicians</td>
<td>30%</td>
</tr>
<tr>
<td>Atmospheric and Space Scientists</td>
<td>30%</td>
</tr>
<tr>
<td>Personal and Home Care Aides</td>
<td>30%</td>
</tr>
<tr>
<td>Physician Assistants</td>
<td>29%</td>
</tr>
<tr>
<td>Network and Computer Systems Administrators</td>
<td>29%</td>
</tr>
<tr>
<td>Physical Therapists Assistants</td>
<td>26%</td>
</tr>
<tr>
<td>Diagnostic Medical Sonographers</td>
<td>25%</td>
</tr>
<tr>
<td>Preschool Teachers, except Special Education</td>
<td>25%</td>
</tr>
<tr>
<td>Environmental Engineers</td>
<td>24%</td>
</tr>
<tr>
<td>Landscaping &amp; Groundskeeping Workers</td>
<td>24%</td>
</tr>
</tbody>
</table>

Occupations Generating Nearly Half of All New Jobs in Massachusetts 2004 – 2014

<table>
<thead>
<tr>
<th>Occupation</th>
<th># of New Jobs Anticipated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Nurses</td>
<td>16,860</td>
</tr>
<tr>
<td>Retail Salespersons</td>
<td>10,390</td>
</tr>
<tr>
<td>Computer Software Engineers, Applications</td>
<td>8,760</td>
</tr>
<tr>
<td>Postsecondary Teachers</td>
<td>8,550</td>
</tr>
<tr>
<td>Janitors and Cleaners, Except Maids &amp; Housekeeping Cleaners</td>
<td>7,650</td>
</tr>
<tr>
<td>Computer Software Engineers, Systems Software</td>
<td>7,420</td>
</tr>
<tr>
<td>Customer Service Representatives</td>
<td>6,470</td>
</tr>
<tr>
<td>Nursing Aides, Orderlies &amp; Attendants</td>
<td>6,430</td>
</tr>
<tr>
<td>Waiters &amp; Waitresses</td>
<td>6,190</td>
</tr>
<tr>
<td>Combined Food Preparation &amp; Serving Workers, Inc. Fast Food</td>
<td>5,610</td>
</tr>
<tr>
<td>Home Health Aides</td>
<td>5,290</td>
</tr>
<tr>
<td>General and Operations Managers</td>
<td>5,210</td>
</tr>
<tr>
<td>Management Analysts</td>
<td>4,550</td>
</tr>
<tr>
<td>Accountants &amp; Auditors</td>
<td>4,310</td>
</tr>
<tr>
<td>Computer Systems Analysts</td>
<td>4,030</td>
</tr>
<tr>
<td>Food Preparation Workers</td>
<td>3,850</td>
</tr>
<tr>
<td>Landscaping &amp; Groundskeeping Workers</td>
<td>3,820</td>
</tr>
<tr>
<td>Network Systems &amp; Data Communications Analysts</td>
<td>3,540</td>
</tr>
<tr>
<td>Preschool Teachers, Except Special Education</td>
<td>3,370</td>
</tr>
<tr>
<td>Sales Reps, Wholesale and Mfg, except Tech/Scientific Products</td>
<td>3,050</td>
</tr>
</tbody>
</table>

Sources: U.S. Bureau of Labor Statistics and MA Department of Workforce Development, Division of Career Services, Economic Analysis Office
Your career choice will influence your lifestyle in many ways. It will partially, if not entirely, influence what you earn and where you live. For these reasons it is important to consider regional costs of living, expenses, and salary as part of the career decision making process. If you have not previously been financially responsible for yourself, the information below maybe helpful.

Individual choices and lifestyle preferences will cause variation in living expenses. However, by most standards the cost of living on Cape Cod, in the Boston area or in Massachusetts is high, particularly due to the cost of housing. Below are typical costs for monthly expenses.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Average Monthly Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>$1,273</td>
</tr>
<tr>
<td>Transportation (payment, insurance, gas, tax)</td>
<td>611</td>
</tr>
<tr>
<td>Taxes</td>
<td>824</td>
</tr>
<tr>
<td>Insurance and Pensions</td>
<td>398</td>
</tr>
<tr>
<td>Entertainment</td>
<td>172</td>
</tr>
<tr>
<td>Food and Beverages</td>
<td>548</td>
</tr>
<tr>
<td>Utilities (gas, electric, water)</td>
<td>249</td>
</tr>
<tr>
<td>Health care</td>
<td>187</td>
</tr>
<tr>
<td>Apparel and personal care</td>
<td>217</td>
</tr>
<tr>
<td>Cable/communications</td>
<td>55</td>
</tr>
<tr>
<td>Phone</td>
<td>50</td>
</tr>
<tr>
<td>Total average monthly expenses:</td>
<td>$4,584</td>
</tr>
</tbody>
</table>

x 12 months

Average annual expenses: $55,008

Step Two: Gather Information
Investigate each of the occupations and find out the answers to the following questions:

Skills
What skills would I need to perform this job?

Responsibilities
What are the main responsibilities and duties in this occupation? What would I do each day?

Education/Training
What education/training is required to get into this profession? Do I need a degree?

Salary and Benefits
What is the typical starting salary and experienced salary range for this occupation? Will this salary allow me to live the lifestyle that I desire? Will this salary be enough to offset the investment I make to get into this profession? What other benefits come with this job?

Location
Is this job available in the area(s) where I want to live? If I had to relocate, how portable is this career?

Schedule
What is a typical work schedule for this profession? Will I work Monday – Friday from 9 – 5? Will I be required to work nights or weekends? Would I be on-call? Could I make my own hours? Could I telecommute? Is this a seasonal profession?

Working Conditions
What will the environment be like? Will there be physical demands? What hazards might I be exposed to?

Labor Market Projections
What are the labor market projections for this profession? Am I going to be able to find a job relatively easily once I’m qualified?

Travel
Would I have to travel for this profession? Where, how, and how often?

Advancement
What opportunities for advancement exist within this profession? What related professions might I be able to enter later?
Where to Find the Answers

Below are a list of FREE resources that you can use, from the convenience of your own computer, twenty four hours a day, to obtain the most current, reliable, and accurate information available about careers.

**Occupational Research Resources**

Use the following occupational research resources to find the answers to career-related questions. These resources are also available as links from the Cape Cod Community College, Career Planning and Placement web site at [http://www.capecod.edu/web/guest/resources/career](http://www.capecod.edu/web/guest/resources/career) under Research Careers.

- **Massachusetts Career Information System (MassCIS)** at [http://masscis.intocareers.org](http://masscis.intocareers.org)
- **O*NET (formerly the Dictionary of Occupational Titles)** at [http://www.onetcenter.org](http://www.onetcenter.org)
- **America’s Career InfoNet** [http://www.acinet.org](http://www.acinet.org)
- **The Riley Guide** [http://www.rileyguide.com](http://www.rileyguide.com)
- **Job Web** [http://www.jobweb.com/resources/default.htm](http://www.jobweb.com/resources/default.htm)
- **Massachusetts Demographics & Trends** [http://www.detma.org](http://www.detma.org)
- **Cape Information/Demographics & Trends** [http://www.capecodcommission.org/](http://www.capecodcommission.org/)
- **About My Job.com** [http://www.aboutmyjob.com](http://www.aboutmyjob.com)

**Additional Occupational Research Resources**

- Experiment by taking courses related to the careers that interest you. Most academic programs allow room for electives. Speak with your advisor to make the most of your course selections.

- Gain first-hand experience through volunteer work, a part-time job, seasonal employment, an internship/co-op, or even a full-time position in your desired field(s). This will help you determine whether or not you are really going to enjoy a particular career. The Career Planning and Placement Office and the Student Employment Office at Cape Cod Community College can help you locate jobs.

★ 40% of students will participate in internships before they graduate ([www.makingitcount.com](http://www.makingitcount.com))

- Conduct informational interviews! Talking with people who work in the jobs you are interested in is one of the best things you can do to determine and launch your career.
Q: What is informational interviewing?

A: Informational interviewing is the act of meeting with a professional, employed in the field you are interested in, to gather information about the field, details about the job you want, tips for effective job searching, and any other information they can share with you.

Q: Why should I do informational interviews?

A: For three reasons: first, to meet more people in your chosen field (networking), to learn more about the field and the job you desire, and to practice interviewing.

Q: How can I find people to informational interview with?

A: Use your network contacts. Relatives, friends, faculty, classmates, etc. can help refer you to people in your field of interest. The CCCC Alumni Connections program can also help you identify professionals who are willing to meet with current students. You can also make “cold calls” to organizations that you are interested in working for.

Q: How do you approach the person you want to interview?

A: Call the person directly. Introduce yourself, express your desire to get into this field, and ask to meet with them for no more than 30 minutes for an informational interview. Emphasize that this will be strictly informational in nature. If they agree, stick strictly to the time limit!

Q: How should I dress for an informational interview?

A: Professionally. Dress as though you are going to a formal interview. A suit is appropriate. Make sure you look well groomed, clean, and neat. Keep jewelry and cologne/perfume to a minimum. If unsure, err on the side of being too formal and conservative.

Q: Should I bring my resume to an informational interview?

A: Yes. You should bring your resume to the interview, but don’t expect the person you are interviewing to hand it out for you later. Ask the person to review your resume and make suggestions for improvement. If you are speaking with the person who could hire you, ask if s/he will keep your resume on file, should any openings that match your qualifications arise.
Q: What questions should I ask the person I'm interviewing?

A: Here are some suggestions:

- What do you like most about your job?
- What aspects of your job do you wish you could change?
- What surprised you about this job/field when you first started working?
- Who are your major competitors?
- What are the biggest challenges for you in this position?
- What are your supervisor's biggest challenges?
- How do you describe the culture of this organization?
- Can you describe a typical work day or work cycle for me?
- What qualities and skills are required to be successful in this position/field?
- How did you get into this job?
- What job search methods seem to be most effective for getting hired?
- What professional organizations do you belong to?
- What trade journals do you read?
- If you were going to look for a job in this field, where would you look?
- What entry-level jobs most often lead to getting hired for your/this position?
- What are some careers that folks in your position eventually move on to?
- What are some occupations that are closely related to this one?
- Is this a growing field?
- How is technology used within this occupation?
- Do you have any other information or advice for newcomers to this field?
- Do you know of anyone else in this field who might be willing to speak with me?

TIP: Always send a thank you letter to your informational interviewee!
Step 3: Make an Informed Choice

As you investigate the occupations on your list, use your criteria to rate and compare each occupation. How closely do the skills, requirements, years of education/training, salary, etc. match your needs, interests, and objectives? List the pros and cons of each career you are considering. Place your lists side by side to see if you can visually see which one(s) might be the better choice. Force yourself to take away the least favorable options. Keep narrowing your list until you can craft your action plan.

Keep in mind that if you have done your research, then you have done the best anyone can do. No one can predict the future or determine how well a choice will turn out in the future. Simply make the best choice you can with the information you have at the time.

If it seems difficult to give up some of your options, remember that not choosing a career direction will also eventually result in loss of options. The latter, however, may leave you with less appealing options, so take control and maximize your choices.

Step 4: Create an Action Plan

Once you have decided on your career direction, it is time to put your decision into action. You will need to make short-term and long-term plans to achieve your goals. The previously listed Occupational Research Resources, your academic advisor, and other campus services can assist you with this process.

Creating an action plan is sometimes easier if you work backwards from your long-term goals to your short-term goals. For instance, if you want to become a public school teacher, your research would have indicated that you are going to need to earn a bachelor’s degree and then, a master’s degree. Begin by looking at colleges and universities that offer degrees in education and learn about their requirements for admission and their curriculum. Our Transfer Counselor can help you identify and select colleges and universities that will meet your needs. She can also advise you on the best courses to take at CCCC to maximize your transfer credit. Your Academic Advisor can help you select and register for the best classes to take next semester. You can make an appointment to meet with the Transfer Counselor and with your advisor today.

Through this process you develop a list of activities you can do today that will help you reach your long-term goals. You also come up with an outline of steps you will eventually need to take to reach your future goals. This outline creates the path you will follow to bring your dreams to life.

Step 5: Carry Out the Action Plan

Take action to begin implementing your action plan and move closer to your goal. This, of course is easier said than done, and the only person who can do this is you. Stay focused on your goal and be persistent!
Your Personal Summary Chart

After you have completed several self-assessment activities, compile your results below.

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<th>Your Criteria</th>
<th>Occupations To Investigate</th>
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<td><strong>Top Interest Areas:</strong></td>
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<td><strong>Top Skills/Abilities:</strong></td>
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<td><strong>Top Value/Lifestyle Priorities:</strong></td>
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<td><strong>Other:</strong></td>
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Once this list is complete, move to Step 2 to research these and other career possibilities.