

DELAWARE CAREER COMPASS

Find a Future That Fits



The **FOUR**
STEPS to an
INFORMED
CAREER
DECISION



DELAWARE
DEPARTMENT OF
LABOR

<https://lmi.delawareworks.com>

2017 - 2018 Edition



STATE OF DELAWARE
OFFICE OF THE GOVERNOR
 TATNALL BUILDING, SECOND FLOOR
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 DOVER, DELAWARE 19901



The Honorable John C. Carney
 Governor

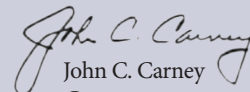
Dear Students,

As Governor, it is my great pleasure to present the 2017-2018 edition of the *Delaware Career Compass*. The State of Delaware remains committed to ensuring its residents – the young as well as the seasoned - have access to valuable resources and tools to help bring about the kinds of opportunities that pave the way to a successful future.

This year’s theme is “Find a Future That Fits” and lines up with the publication’s offering of an abundance of information for students in particular to assist in preparing for college and future careers. It is our duty to provide high quality programs and resources to our young people of today because they represent the innovation and inspiration of the future.

I wish you the best as you pursue your career goals and dreams and believe the *Career Compass* will assist you in those endeavors.

Sincerely,


 John C. Carney
 Governor

Dear Students,

When it comes to life planning and setting a course for your future, there are few choices more critical than planning your career. And in today’s competitive world of gainful employment, careful preparation is what separates the successful from those who remain in a perpetual state of trying to figure it out.

The Delaware Department of Labor is a virtual one-stop shop for career planning support and one example of the many ways we serve the Delaware job market is with the publication of the *Delaware Career Compass*.

The theme for this edition is “Find a Future That Fits” and you’ll discover it to be a step-by-step guide through the process of building a career. Your ability to have local economic data and the planning tools contained in the *Compass* will allow you to make informed decisions to position you for success.

Please take the time to read the *Delaware Career Compass* as it is sure to help you explore career options and give you the tools to truly “Find a Future That Fits” you!

Good luck!

Sincerely,



Patrice Gilliam-Johnson, Ph.D.
 Secretary



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DELAWARE CAREER COMPASS

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Attention Teachers:

The *Delaware Career Compass Teacher's Guide* serves as a companion to the *Career Compass*. It includes lesson plans and activities to help you incorporate the *Career Compass* into your everyday curriculum. Request your copy today!



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What are the steps to exploring your options?

Career planning is too important to be left to chance. After all, the decisions you make now will affect the rest of your life. If you want the career of your choice, you must prepare. Career development is a series of steps that will help you get to know yourself and the labor market. Career development will also help you make decisions and determine your goals. Let the *Delaware Career Compass* guide you through these steps. But remember that planning for your future is not usually a steady progression up the steps. You will undoubtedly move up and down the steps as your life changes. If you lose your job, you may need to revisit Step 4, Action Plan, to investigate your options. Or you might even find yourself looking for a totally different career field in Step 1, Self Assessment or Step 2, Research. These changes are all part of life. Make the best of them!



STEP 1:

SELF ASSESSMENT: WHO AM I?

Learn about yourself, your learning style, your likes, your interests, and your skills.



STEP 2:

RESEARCH: WHAT'S OUT THERE?

Learn as much as you can about a variety of occupations; investigate what's available and the preparation needed.



STEP 3:

DECISION MAKING: HOW DO I DECIDE?

Develop personal and career objectives.



STEP 4:

ACTION PLAN: HOW DO I DO IT?

Investigate options for education and training. Learn the skills to seek and keep a job. Review where you are and where you want to be.



Student Success Plans (SSP)

Student Success Plans encompass a minimum of six years (8th through 12th grade and one-year beyond high school) and provide students with an opportunity to set career and post-secondary goals based on their academic and career interests. These plans align to rigorous and relevant programs of study which prepare students for continuing education and career success.

The student success plan is reflective of the program of study and represents a fluid, yet sequential plan that is benchmarked to the interests, needs, and education and career goals of the student. The plan goes beyond the school experience by connecting students

with the larger community and is guided by an advisement process that includes school staff, parents or guardians/caregivers, and when available career coaches or mentors. Delaware student success plans build on well-defined career pathways within the career clusters framework. They use a career guidance system for efficiency and portability and help students stay connected and on-track while in high school.

Step 1: Who Am I?

What if you're not sure what kind of job or career you want? What if you have no idea what to do with your life? Rest assured - you're not alone! It takes a lot to develop a career plan and the research begins with YOU.

What makes you unique? A self-assessment is the important first step toward making a good career match. When you have finished the activities in **Step 1**, you will have a better understanding of yourself, and a good idea of what kind of work you might enjoy.



Begin With Your Dream

1. Imagine you are doing your dream job right now. Close your eyes and visualize yourself working. What are the specifics of this job? Answer the questions below to help you determine your dream job. After you answer the questions, write your dream job in the space provided.

- Where are you? _____
- Are you inside or outside? _____
- Are you in an office with a view? _____
- What are you doing? _____
- What are you wearing? _____
- Is there anyone else in the picture? _____
- Are you using tools or equipment? _____
- Are you using a computer? A phone? _____
- Are people depending on you? _____
- Are animals/wildlife depending on you? _____
- Do you feel important in your work? _____
- Are you creating something brand new? _____
- Are you using your physical strength to accomplish your work? _____
- Are you traveling? _____
- What talents are you using? _____
- Are you learning from your co-workers? _____
- Do you look satisfied? Why? _____



My dream occupation is:

Learn to use O*NET OnLine

Take some time to explore this website. O*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and human resource professionals, students, researchers, and more. You will be amazed by the depth and detail of the information available!

O*NET OnLine Home Page: www.onetonline.org

Type an occupation title or its SOC* code in the Quick Search box to research wages, education & training, technology, skills, etc.

Find occupations by:

Bright Outlook
Career Cluster
Green Economy Sector
Industry
Job Family
Job Zone
STEM

Browse by O*Net Data:

Abilities
Interests (Holland Code)
Knowledge
Skills
Work Activities
Work Context
Work Styles
Work Values
Related DWA Search
Related Task Search
Skills Search
Tools and Technology

Browse Crosswalks:

Apprenticeship
DOT
Education
Military
Occupation Handbook
SOC

* The Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories with a total of 840 detailed occupations.

O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.



Learn to use My Next Move

My Next Move is a web-based interactive tool for new job seekers, students, and other career explorers to learn more about their career options. The site has tasks, skills, salary information, and more for over 900 different careers. Users can find careers through keyword search, by browsing industries that employ different types of workers, or through the O*NET Interest Profiler, a tool that offers personalized career suggestions based on a person's interests and level of work experience.

My Next Move Home Page: www.mynextmove.org

The screenshot shows the My Next Move website interface. At the top left is the logo "MY NEXT MOVE" with a blue and orange starburst. To the right is the "o-net in-it" logo and a navigation menu with icons for HOME, SEARCH, INDUSTRIES, and INTERESTS. The main heading is "What do you want to do for a living?". Below this are three columns of options, each with a representative image and a quote:

- Column 1:** "I want to be a ..." with a key icon. The option is "Search careers with key words." It includes a text input field with examples "doctor, build houses" and a "Search" button.
- Column 2:** "I'll know it when I see it." with a factory icon. The option is "Browse careers by industry." It includes a dropdown menu showing "Administration & Support Services" and a "Browse" button.
- Column 3:** "I'm not really sure." with a person icon. The option is "Tell us what you like to do." It includes a "Start" button.

At the bottom left, there is a section "Still not sure? Check out careers in these groups:" with buttons for "Bright Outlook", "REGISTERED APPRENTICESHIP", "Interests", and "Job Prep". At the bottom right, there is a "FOR VETERANS" stamp and text: "Are you a veteran looking for work? My Next Move for Veterans helps you find a civilian career similar to your military job." At the very bottom, there is a banner for "MI PRÓXIMO PASO" with a "Visite" button.

Career Exploration Vocabulary

Review the career exploration vocabulary words below to get an understanding of what each word means. You will hear them used frequently throughout the *Compass* and they will directly relate to some of the information you will be reading.



What is my Learning Style?

Complete this activity to find out how you learn best.

1. Assign 1, 2, or 3 points to each statement below. (1 pt. = seldom or never) (2 pts. = sometimes) (3 pts. = often)

Column 1

- I remember better if I write it down.
- Looking at a person helps keep me focused.
- I need a quiet place to get my work done.
- When I take a test, I can see the textbook in my head.
- Music or background noise distracts my attention.
- I doodle in the margins of my notebook.
- I have trouble following lectures.
- I react very strongly to colors.
- I like to build things.

_____ TOTAL

Column 2

- My papers and notebooks always seem messy.
- I do not follow written directions well.
- If I hear something, I will remember it.
- Writing has always been difficult for me.
- I often misread words from the text.
- I would rather listen and learn than read and learn.
- Pages with small print are difficult for me to read.
- It's hard for me to interpret others' body language.
- My eyes tire quickly, though my vision check-up is okay.

_____ TOTAL

Column 3

- I start a project before reading the directions.
- I hate to sit at a desk for long periods of time.
- I prefer to see something done and then do it myself.
- I use the trial and error approach to problem solving.
- I like to read my textbook while riding an exercise bike.
- I take frequent study breaks.
- I have a difficult time giving step-by-step directions.
- I enjoy sports and do well at several types of sports.
- I am constantly fidgeting.

_____ TOTAL

2. Total each column. A score of 20 or more indicates a strength in that area.

The learning style with the highest score indicates the most efficient method of information intake for you.



I am a **VISUAL LEARNER** because **Column 1** is my highest score.

I learn best by:

- creating vivid mental images
- working with pictures and colors
- using graphics like films, slides, illustrations, diagrams, and doodles to reinforce learning
- asking for written directions
- visualizing the spelling of words

I might like these jobs:

Graphic Designer	Architect
Navigator	Mechanic
Surgeon	Webmaster



I am an **AUDITORY LEARNER** because **Column 2** is my highest score.

I learn best by:

- listening
- using tapes for reading and class lecture notes
- participating in discussions
- having test questions read aloud
- hearing directions

I might like these jobs:

Translator	Teacher
Counselor	Salesperson
Musician	Psychologist



I am a **KINESTHETIC LEARNER** because **Column 3** is my highest score.

I learn best by:

- hands-on activities
- using physical activity
- performing a variety of tasks like making models, doing lab work, or role-playing
- using computers to reinforce touch

I might like these jobs:

Athlete	Firefighter
Dancer	Actor
Sculptor	Construction

My preferred learning style is _____

What Do I Like?



I need to answer the question, "What Do I Like?" so I can make a good occupational choice.



I want to do a job I like!



Not everyone thinks and acts the same. We all have different communication styles and behavioral tendencies. The Personality Diversity

Indicator (PDI) App by Equilibria enables you to find out your E-Colors personality style. Become familiar with your Strengths and Potential Limiters as you start your journey towards realizing your potential. The E-Colors process has been used by thousands of people worldwide to improve areas such as communication, self-development, teamwork, leadership and risk management. Get more information and download the App at: <http://www.equilibria.com>

Complete this activity to find out what you like most.

1. Circle the number for each phrase that describes you.

1. I'd rather make something than read a book.
2. I enjoy problem-solving games and working at puzzles.
3. I like helping other people when they need it.
4. I enjoy learning about new topics by reading about them.
5. I like working with my hands.
6. I like being the leader in a group of people.
7. I prefer to know all the facts before I tackle a problem.
8. I like to take care of other people.
9. I enjoy designing, inventing, and creating things.
10. I enjoy expressing myself through art, music, or writing.
11. I would like a job where I could deal with people all day.
12. I like working with materials and equipment.
13. I enjoy learning new facts and ideas.
14. I find cooperating with others comes naturally to me.
15. I like finding out how things work by taking them apart.
16. I would choose to work with things rather than with people.
17. I can usually persuade people to do things my way.
18. I enjoy building and repairing things.
19. I enjoy the research part of my projects.
20. I like interacting with people.
21. I enjoy thinking up different ideas and ways to do things.
22. I like hearing other people's opinions.
23. I enjoy learning how to use different tools.
24. I find it easy to follow written instructions.

2. Which numbers did you circle in #1?

Circle those same numbers in the three groups below.

A. 1 5 9 12 15 16 18 23

B. 3 6 8 11 14 17 20 22

C. 2 4 7 10 13 19 21 24

3. What does it mean?

The group (A, B or C) with the most circled numbers indicates your area of strongest interest. The group with the second most circled numbers is an area that you find interesting also, but not as much as the first group. Read the description below that corresponds to your area of strongest interest.

A. I LIKE TO WORK WITH MY HANDS

You enjoy using tools and machines, making objects with your hands, maintaining and fixing equipment, and finding out how things work.

B. I LIKE TO WORK WITH PEOPLE

You enjoy caring for and helping others, persuading people, working as part of a team, and leading and supervising others.

C. I LIKE TO WORK WITH INFORMATION

You enjoy expressing yourself through writing, music or art, doing experiments or researching, solving puzzles and problems, and studying and reading.

I like to work with _____

4. Look on the next page to find two occupations that match what you like. Use O*NET OnLine to research them.

Occupation 1 _____

Occupation 2 _____

I like to work with my hands

There are many occupations for those who have a knack for using tools and machines, are curious about how things work, and like to build, operate, and maintain equipment. The occupations below require hands-on skill with things.

<u>SOC</u>	<u>Occupation Title</u>
39-2011	Animal Trainers
27-1011	Art Directors
49-3023	Auto Service Techs. & Mechanics
49-3021	Automotive Body Repairers
53-5021	Captains/Pilots-Water Vessels
35-1011	Chefs & Head Cooks
29-1011	Chiropractors
17-3022	Civil Engineering Technicians
47-2061	Construction Laborers
29-2021	Dental Hygienists
29-1021	Dentists
27-1013	Fine Artists
19-4092	Forensic Science Technicians
27-1024	Graphic Designers
49-9021	HVAC Mechanics
27-1025	Interior Designers
37-3011	Landscaping Workers
17-3027	Mechanical Engineering Techs.
49-9062	Medical Equipment Repairers
25-4013	Museum Technicians
27-2041	Music Directors/Composers
29-2091	Orthotists & Prosthetists
29-1123	Physical Therapists
47-2211	Sheet Metal Workers
17-1022	Surveyors
27-3042	Technical Writers
53-3032	Heavy Truck Drivers
29-1131	Veterinarians
29-2056	Veterinary Technicians
19-1023	Zoologists

I like to work with people

There are many occupations in the world of work for people like you who enjoy exercising your people skills such as caring, helping, advising, persuading, and cooperating. The occupations below require people skills.

<u>SOC</u>	<u>Occupation Title</u>
29-9091	Athletic Trainers
39-9011	Child Care Workers
19-3031	Clinical/School Psychologists
33-3012	Correctional Officers & Jailers
43-4051	Customer Service Reps.
29-2041	Emergency Medical Technicians
29-1062	Family & General Practitioners
39-9031	Fitness Trainers/Aerobics Inst.
11-9061	Funeral Service Managers
11-9111	Health Services Managers
31-1011	Home Health Aides
33-1012	First-Line Supvrs. of Police
21-1014	Mental Health Counselors
29-1122	Occupational Therapists
43-4151	Order Clerks
29-1071	Physician Assistants
41-9021	Real Estate Brokers
41-9022	Real Estate Sales Agents
39-9032	Recreation Workers
29-1125	Recreational Therapists
29-1141	Registered Nurses
21-1015	Rehabilitation Counselors
41-9031	Sales Engineers
11-2022	Sales Managers
25-2031	Secondary School Teachers
25-3021	Self-Enrichment Ed. Teachers
21-1023	Mental Health Social Workers
11-3131	Training/Development Managers
41-3041	Travel Agents
35-3031	Waiters/Waitresses

I like to work with information

Work today requires people who have the ability to find, classify, organize, and explain information in ways that help others understand it. The occupations below require skill with data and information.

<u>SOC</u>	<u>Occupation Title</u>
15-2011	Actuaries
25-9011	A-V Collections Specialists
43-3031	Bookkeeping Clerks
17-2041	Chemical Engineers
11-1011	Chief Executives
13-1031	Claims Adjusters/Examiners
15-1131	Computer Programmers
15-1151	Computer Support Specialists
19-1031	Conservation Scientists
43-4021	Correspondence Clerks
13-1051	Cost Estimators
23-2091	Court Reporters
33-3021	Detectives
19-3011	Economists
27-3041	Editors
33-2021	Fire Inspectors
19-2043	Hydrologists
23-1023	Judges and Magistrates
23-1011	Lawyers
25-4021	Librarians
11-2021	Marketing Managers
29-2071	Medical Records Technicians
31-9094	Medical Transcriptionists
23-2011	Paralegals & Legal Assistants
29-1051	Pharmacists
19-2012	Physicists
43-9081	Proofreaders & Copy Markers
13-2021	Real Estate Appraisers
41-9021	Real Estate Brokers
19-4061	Social Science Research Assts.

Visit O*NET for job descriptions: www.onetonline.org



What Is My Holland Code?

Dr. John Holland reasoned that people work best in environments that match their preferences. He theorized that both people and occupations can be loosely classified into six different groups. Most people are some combination of two or three of these groups. If you choose an occupation that matches your Holland Code, you will be more likely to achieve job satisfaction and success.

ACTIVITY: Discover Your Holland Code

Step 1: To complete the Holland Code activity on this page, check each box that applies to you.

I am...					
<input type="checkbox"/> Practical	<input type="checkbox"/> Scientific	<input type="checkbox"/> Creative	<input type="checkbox"/> Friendly	<input type="checkbox"/> Self-confident	<input type="checkbox"/> Well organized
<input type="checkbox"/> Athletic	<input type="checkbox"/> Precise	<input type="checkbox"/> Imaginative	<input type="checkbox"/> Generous	<input type="checkbox"/> Persuasive	<input type="checkbox"/> Efficient
<input type="checkbox"/> Mechanically inclined	<input type="checkbox"/> Self-motivated	<input type="checkbox"/> Innovative	<input type="checkbox"/> Helpful	<input type="checkbox"/> Sociable	<input type="checkbox"/> Systematic
<input type="checkbox"/> A nature lover	<input type="checkbox"/> Analytical	<input type="checkbox"/> Sensitive or emotional	<input type="checkbox"/> Patient	<input type="checkbox"/> Ambitious	<input type="checkbox"/> Conscientious
<input type="checkbox"/> Shy or modest	<input type="checkbox"/> Observant	<input type="checkbox"/> Independent	<input type="checkbox"/> Cooperative	<input type="checkbox"/> Impulsive	<input type="checkbox"/> Accurate
<input type="checkbox"/> Persistent	<input type="checkbox"/> Curious	<input type="checkbox"/> Intuitive	<input type="checkbox"/> Idealistic	<input type="checkbox"/> Optimistic	<input type="checkbox"/> Polite

I can...					
<input type="checkbox"/> Fix electronic equipment	<input type="checkbox"/> Think abstractly	<input type="checkbox"/> Sketch, draw, paint	<input type="checkbox"/> Teach others	<input type="checkbox"/> Convince others to do things my way	<input type="checkbox"/> Work well within a system
<input type="checkbox"/> Play a sport	<input type="checkbox"/> Solve math problems	<input type="checkbox"/> Play a musical instrument	<input type="checkbox"/> Express myself clearly	<input type="checkbox"/> Sell things or promote ideas	<input type="checkbox"/> Keep accurate records
<input type="checkbox"/> Work on cars	<input type="checkbox"/> Analyze data	<input type="checkbox"/> Write stories or poems	<input type="checkbox"/> Lead a group discussion	<input type="checkbox"/> Give talks or speeches	<input type="checkbox"/> Use a computer
<input type="checkbox"/> Read a blueprint	<input type="checkbox"/> Use a microscope or computer	<input type="checkbox"/> Sing, act or dance	<input type="checkbox"/> Mediate disputes	<input type="checkbox"/> Lead a group	<input type="checkbox"/> Write effective business letters
<input type="checkbox"/> Operate tools and machinery	<input type="checkbox"/> Do complex calculations	<input type="checkbox"/> Design fashions or interiors	<input type="checkbox"/> Plan or supervise an activity	<input type="checkbox"/> Initiate projects	<input type="checkbox"/> Operate office machines
<input type="checkbox"/> Pitch a tent	<input type="checkbox"/> Conduct research	<input type="checkbox"/> Work independently	<input type="checkbox"/> Offer others guidance	<input type="checkbox"/> Manage people or products	<input type="checkbox"/> Create charts and graphs

I like to...					
<input type="checkbox"/> Work with my hands	<input type="checkbox"/> Use computers	<input type="checkbox"/> Attend concerts or plays	<input type="checkbox"/> Work and socialize with others	<input type="checkbox"/> Make decisions affecting others	<input type="checkbox"/> Work with numbers
<input type="checkbox"/> Be physically active	<input type="checkbox"/> Perform lab experiments	<input type="checkbox"/> Paint, sculpt or do ceramics	<input type="checkbox"/> Help people solve problems	<input type="checkbox"/> Run a political campaign	<input type="checkbox"/> Be responsible for details
<input type="checkbox"/> Tend to or train animals	<input type="checkbox"/> Solve math or science questions	<input type="checkbox"/> Read fiction and poetry	<input type="checkbox"/> Do volunteer work	<input type="checkbox"/> Start my own business	<input type="checkbox"/> Collect or organize things
<input type="checkbox"/> Work outdoors	<input type="checkbox"/> Analyze situations and find solutions	<input type="checkbox"/> Take photographs	<input type="checkbox"/> Work with children or the elderly	<input type="checkbox"/> Be with leaders	<input type="checkbox"/> Follow a budget
<input type="checkbox"/> Hunt or fish	<input type="checkbox"/> Do puzzles	<input type="checkbox"/> Decorate	<input type="checkbox"/> Play team sports	<input type="checkbox"/> Work on a sales campaign	<input type="checkbox"/> Keep things neat and organized
<input type="checkbox"/> Build or repair things	<input type="checkbox"/> Work independently	<input type="checkbox"/> Work on crafts	<input type="checkbox"/> Organize parties	<input type="checkbox"/> Win awards	<input type="checkbox"/> Play board games

	R		I		A		S		E		C
--	----------	--	----------	--	----------	--	----------	--	----------	--	----------

Step 2: Count the number of checks in each column above and write that total in the blank space at the bottom of each column. Fill in the gray boxes with the letters from the columns with the three largest totals, starting with the highest.

Column 1: R – Realistic
Column 2: I – Investigative
Column 3: A – Artistic
Column 4: S – Social
Column 5: E – Enterprising
Column 6: C – Conventional

Step 3: See page 11 for a description of your Holland Code interests. Browse the occupations listed and choose two that you would like to research. Review the chart on page 12 to see which Career Clusters may interest you.

Occupation 1 _____

Occupation 2 _____

Match Your Interests to Occupations

Match your Holland Code to the appropriate occupations. Your first letter usually carries the most weight. Find many more occupations and job descriptions in O*NET OnLine: www.onetonline.org



REALISTIC (DOERS)



Realistic people are often good at mechanical or athletic jobs. They like to work with things, like machines, tools, or plants, and they like to work with their hands. They are often practical and good at solving problems.

Possible occupations include:

Aircraft Mechanic	RCI
Auto Specialty Technician	RIC
Brickmason	RCI
Civil Engineer	RIC
Electrician	RCI
Heavy Truck Driver	RCI
Plumber	RCI
Security Guards	RCE

INVESTIGATIVE (THINKERS)



Investigative people like to watch, learn, analyze and solve problems. They often like to work independently, tend to be good at math and science, and enjoy analyzing data.

Possible occupations include:

Chemical Engineer	IRC
Chemist	IRC
Dentist	IRS
Dietician	ISE
Police Detective	EIC
Software Developer	ICR
Surgeon	IRS
Veterinarian	IRS

ARTISTIC (CREATORS)



Artistic people like to work in unstructured situations where they can use their creativity and come up with new ideas. They enjoy performing (theater or music) and visual arts.

Possible occupations include:

Actor	AES
Architect	AIE
Choreographer	ASE
Creative Writer	AIE
Fashion Designer	AER
Graphic Designer	AER
Interior Designer	AER
Photographer	ARE

SOCIAL (HELPERS)



Social people like to work directly with people rather than things. They enjoy training, instructing, counseling, or curing others. They are often good public speakers with helpful, empathetic personalities.

Possible occupations include:

Arbitrator	SEC
Elementary Teacher	SAC
EMT	SIR
Massage Therapist	SRI
Registered Nurse	SIC
School Counselor	SAE
Tour Guide	SEA
Waiter/Waitress	SEC

ENTERPRISING (PERSUADERS)



Enterprising people like to work with other people. They particularly enjoy influencing, persuading, and performing. They like to lead and tend to be assertive and enthusiastic.

Possible occupations include:

Chef or Head Cook	ERA
Chief Executive	ECS
Financial Advisor	ECS
Funeral Director	ESC
Lawyer	EIA
Real Estate Broker	ECR
Sales Manager	ECS
Telemarketer	ECR

CONVENTIONAL (ORGANIZERS)



Conventional people are detail-oriented and like to work with data. They have good organizational and numerical abilities and are good at following instructions. They also like working in structured situations.

Possible occupations include:

Accountant	CEI
Computer Operator	CRI
Controller	CEI
Financial Analyst	CIE
Librarian	CSE
Receptionist	CES
Statistician	CIR
Bank Teller	CER

Match Your Interests to Career Clusters

Keep in mind that your first letter usually carries the most weight. Review the chart below to find which Career Clusters may be your best match. Find occupations within these Clusters in O*NET OnLine: www.onetonline.org





Which Career Clusters Do I Like?

Career clusters are groups of similar occupations and industries designed to help you better organize your career planning. Find out which career clusters interest you the most.

1. Put an "X" on the line to the left of the items that describe you best. You may make as many or as few "X"s as you want. Add the number of "X"s and write the total in the corresponding box at right.

GROUP 1 Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	
<input type="checkbox"/> Learn how things grow and stay alive <input type="checkbox"/> Make the best use of the earth's natural resources <input type="checkbox"/> Hunt and/or fish <input type="checkbox"/> Be outdoors in all kinds of weather <input type="checkbox"/> Plan, budget, and keep records	<input type="checkbox"/> Self-reliant <input type="checkbox"/> Nature lover <input type="checkbox"/> Physically active <input type="checkbox"/> Planner <input type="checkbox"/> Creative problem solver	<input type="checkbox"/> Math <input type="checkbox"/> Life Sciences <input type="checkbox"/> Earth Sciences <input type="checkbox"/> Chemistry <input type="checkbox"/> Agriculture	Total "X"s in GROUP 1 _____
GROUP 2 Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	
<input type="checkbox"/> Read & follow blueprints and/or instructions <input type="checkbox"/> Picture in my mind what a finished product looks like <input type="checkbox"/> Perform work that requires precise results <input type="checkbox"/> Solve technical problems <input type="checkbox"/> Visit & learn from beautiful, historic, or interesting buildings	<input type="checkbox"/> Curious <input type="checkbox"/> Good at following directions <input type="checkbox"/> Good at visualizing possibilities <input type="checkbox"/> Patient & persistent	<input type="checkbox"/> Math <input type="checkbox"/> Drafting <input type="checkbox"/> Construction Trades <input type="checkbox"/> Electrical Trades/Heat, Air Conditioning & Refrigeration	Total "X"s in GROUP 2 _____
GROUP 3 Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	
<input type="checkbox"/> Perform creative, artistic activities <input type="checkbox"/> Perform in front of others <input type="checkbox"/> Read and write <input type="checkbox"/> Play a musical instrument <input type="checkbox"/> Design brochures and posters <input type="checkbox"/> Use video and recording technology	<input type="checkbox"/> Creative & imaginative <input type="checkbox"/> Good communicator <input type="checkbox"/> Curious about new technology <input type="checkbox"/> Relate well to feelings and thoughts of others	<input type="checkbox"/> Art/Graphic Design <input type="checkbox"/> Music <input type="checkbox"/> Speech & Drama <input type="checkbox"/> Journalism/Literature <input type="checkbox"/> Audiovisual Technologies	Total "X"s in GROUP 3 _____
GROUP 4 Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	
<input type="checkbox"/> Perform routine, organized activities but can be flexible <input type="checkbox"/> Work with numbers & detailed information <input type="checkbox"/> Be the leader in a group <input type="checkbox"/> Work with computer programs <input type="checkbox"/> Plan my work & follow instructions without close supervision	<input type="checkbox"/> Organized <input type="checkbox"/> Practical and logical <input type="checkbox"/> Patient <input type="checkbox"/> Tactful <input type="checkbox"/> Responsible	<input type="checkbox"/> Computer Applications/Business & Information Technology <input type="checkbox"/> Accounting <input type="checkbox"/> Math <input type="checkbox"/> Economics	Total "X"s in GROUP 4 _____
GROUP 5 Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	
<input type="checkbox"/> Communicate with different types of people <input type="checkbox"/> Help others with their homework or to learn new things <input type="checkbox"/> Go to school <input type="checkbox"/> Direct and plan activities for others <input type="checkbox"/> Handle several responsibilities at once <input type="checkbox"/> Help people overcome their challenges	<input type="checkbox"/> Friendly <input type="checkbox"/> Decision maker <input type="checkbox"/> Helpful <input type="checkbox"/> Innovative/Inquisitive <input type="checkbox"/> Good listener	<input type="checkbox"/> Language Arts <input type="checkbox"/> Social Studies <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Psychology	Total "X"s in GROUP 5 _____

GROUP 6 Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total "X"s in GROUP 6 _____
<input type="checkbox"/> Work with numbers <input type="checkbox"/> Make predictions based on existing facts <input type="checkbox"/> Analyze financial information and interpret it to others <input type="checkbox"/> Handle money with accuracy and reliability <input type="checkbox"/> Take pride in the way I dress and look	<input type="checkbox"/> Trustworthy <input type="checkbox"/> Orderly <input type="checkbox"/> Self-confident <input type="checkbox"/> Logical <input type="checkbox"/> Methodical or efficient	<input type="checkbox"/> Accounting <input type="checkbox"/> Math <input type="checkbox"/> Economics <input type="checkbox"/> Banking/Financial Services <input type="checkbox"/> Business Law	
GROUP 7 Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total "X"s in GROUP 7 _____
<input type="checkbox"/> Be involved in politics <input type="checkbox"/> Negotiate, defend, and debate ideas and topics <input type="checkbox"/> Plan activities and work cooperatively with others <input type="checkbox"/> Work with details <input type="checkbox"/> Perform a variety of duties that may change often	<input type="checkbox"/> Good communicator <input type="checkbox"/> Competitive <input type="checkbox"/> Service-minded <input type="checkbox"/> Well-organized <input type="checkbox"/> Problem solver	<input type="checkbox"/> Government <input type="checkbox"/> Language Arts <input type="checkbox"/> History <input type="checkbox"/> Math <input type="checkbox"/> Foreign Language	
GROUP 8 Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total "X"s in GROUP 8 _____
<input type="checkbox"/> Work under pressure <input type="checkbox"/> Help sick people and animals <input type="checkbox"/> Make decisions based on logic and information <input type="checkbox"/> Respond quickly and calmly in emergencies <input type="checkbox"/> Work as a member of a team	<input type="checkbox"/> Compassionate and caring <input type="checkbox"/> Good at following directions <input type="checkbox"/> Conscientious and careful <input type="checkbox"/> Patient <input type="checkbox"/> Good listener	<input type="checkbox"/> Biological Sciences <input type="checkbox"/> Chemistry <input type="checkbox"/> Math <input type="checkbox"/> Occupational Health classes <input type="checkbox"/> Language Arts	
GROUP 9 Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total "X"s in GROUP 9 _____
<input type="checkbox"/> Communicate easily, tactfully, and courteously <input type="checkbox"/> Work with all ages and types of people <input type="checkbox"/> Organize activities in which other people enjoy themselves <input type="checkbox"/> Have a flexible schedule <input type="checkbox"/> Learn about other cultures	<input type="checkbox"/> Tactful <input type="checkbox"/> Self-motivated <input type="checkbox"/> Works well with others <input type="checkbox"/> Outgoing <input type="checkbox"/> Slow to anger	<input type="checkbox"/> Language Arts/Speech <input type="checkbox"/> Foreign Language <input type="checkbox"/> Social Sciences <input type="checkbox"/> Marketing <input type="checkbox"/> Food Services	
GROUP 10 Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total "X"s in GROUP 10 _____
<input type="checkbox"/> Care about people, their needs, and their problems <input type="checkbox"/> Make friends with different kinds of people <input type="checkbox"/> Listen to other people's viewpoints <input type="checkbox"/> Help people be at their best <input type="checkbox"/> Work with people from preschool age to old age	<input type="checkbox"/> Good communicator/good listener <input type="checkbox"/> Caring <input type="checkbox"/> Non-materialistic <input type="checkbox"/> Intuitive and logical <input type="checkbox"/> Non-judgemental	<input type="checkbox"/> Language Arts <input type="checkbox"/> Psychology/Sociology <input type="checkbox"/> Family & Consumer Science <input type="checkbox"/> Finance <input type="checkbox"/> Foreign Language	
GROUP 11 Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total "X"s in GROUP 11 _____
<input type="checkbox"/> Work with computers <input type="checkbox"/> Reason clearly and logically to solve complex problems <input type="checkbox"/> Use machines, techniques, and processes <input type="checkbox"/> Read technical materials & diagrams & solve technical problems <input type="checkbox"/> Concentrate for long periods without being distracted	<input type="checkbox"/> Logical/analytical thinker <input type="checkbox"/> See details in the big picture <input type="checkbox"/> Persistent <input type="checkbox"/> Good concentration skills <input type="checkbox"/> Precise and accurate	<input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Computer Tech/Applications <input type="checkbox"/> Communications <input type="checkbox"/> Graphic Design	
GROUP 12 Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total "X"s in GROUP 12 _____
<input type="checkbox"/> Work under pressure or in the face of danger <input type="checkbox"/> Make decisions based on my own observations <input type="checkbox"/> Interact with other people <input type="checkbox"/> Be in positions of authority <input type="checkbox"/> Debate and win arguments	<input type="checkbox"/> Adventurous <input type="checkbox"/> Dependable <input type="checkbox"/> Community-minded <input type="checkbox"/> Decisive <input type="checkbox"/> Optimistic	<input type="checkbox"/> Language Arts <input type="checkbox"/> Psychology/Sociology <input type="checkbox"/> Government/History <input type="checkbox"/> Law Enforcement <input type="checkbox"/> First Aid/First Responder	

GROUP 13 Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total "X"s in GROUP 13 _____
____ Work with my hands and learn that way	____ Practical	____ Math-Geometry	
____ Put things together	____ Observant	____ Chemistry	
____ Do routine, organized, and accurate work	____ Physically active	____ Trade/Industry courses	
____ Perform activities that produce tangible results	____ Step-by-step thinker	____ Physics	
____ Use hand & power tools & operate equipment/machinery	____ Coordinated	____ Language Arts	
GROUP 14 Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total "X"s in GROUP 14 _____
____ Shop and go to the mall	____ Enthusiastic	____ Language Arts	
____ Take advantage of opportunities to make extra money	____ Competitive	____ Math	
____ Make displays and promote ideas	____ Creative	____ Business Education/Marketing	
____ Give presentations and enjoy public speaking	____ Self-motivated	____ Economics	
____ Persuade people to buy products or to participate in activities	____ Persuasive	____ Computer Applications	
GROUP 15 Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total "X"s in GROUP 15 _____
____ Pay attention to details and help things be precise	____ Detail-oriented	____ Math	
____ Find the answers to questions	____ Inquisitive	____ Science	
____ Work in a laboratory	____ Objective	____ Drafting/Computer Aided Drafting	
____ Figure out how things work and investigate new things	____ Methodical	____ Electronics/Computer Networking	
____ Experiment to find the best way to do something	____ Mechanically inclined	____ Tech. Classes/Technology Education	
GROUP 16 Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total "X"s in GROUP 16 _____
____ Travel	____ Realistic	____ Math	
____ Drive or ride	____ Mechanical	____ Trade & Industry Courses	
____ Solve mechanical problems	____ Coordinated	____ Physical Sciences	
____ Design efficient processes	____ Observant	____ Economics	
____ Move things from one place to another	____ Planner	____ Foreign Language	

2. The two groups with the highest scores are:

Group # _____ and Group # _____

3. Using the list at right, find the titles of the two career clusters that correspond to your highest scores.

My two favorite career clusters are:

1. _____

2. _____

4. Next to each cluster at right is a page number.

Find occupations associated with your two highest scoring clusters by going to the pages specified.

Two occupations I will research are:

1. _____

2. _____

Career Cluster Titles

Group 1. Agriculture, Food & Natural Resources.....	26
Group 2. Architecture & Construction.....	27
Group 3. Arts, Audiovisual Technology & Communications	28
Group 4. Business Management & Administration.....	29
Group 5. Education & Training.....	30
Group 6. Finance	31
Group 7. Government & Public Administration	32
Group 8. Health Science	33
Group 9. Hospitality & Tourism	34
Group 10. Human Services.....	35
Group 11. Information Technology	36
Group 12. Law, Public Safety, Corrections & Security.....	37
Group 13. Manufacturing.....	38
Group 14. Marketing, Sales & Service	39
Group 15. Science, Technology, Engineering & Mathematics	40
Group 16. Transportation, Distribution & Logistics.....	41

SOURCE: Adapted from the Guidance Division Survey, Oklahoma Department of Career and Technology Education (2005)

Skills that Pay the Bills

Many of the skills employers want are needed in all types of jobs. Read the list below to discover the types of employability and occupational skills that employers are looking for. And remember, it's important to continually assess your skills at all phases of your career.



Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Mathematics — Using mathematics to solve problems.

Science — Using scientific rules and methods to solve problems.

Monitoring — Monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.

Speaking — Talking to others to convey information effectively.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Time Management — Managing one's own time and the time of others.

Service Orientation — Actively looking for ways to help people.

What Basic Skills Do I Have?

The skills below can be used in almost every workplace situation. They are often called transferable skills because they are not limited to any one academic discipline or knowledge area but are applicable to many occupations.

Improving your basic skills that need work can make you a valuable employee.



1. Check your skill level (Can Do or Needs Work) for each phrase below. Then make a plan to improve the areas that need work.

Can Needs
Do Work

Communication Skills

- ___ ___ I know how to explain my ideas to others.
- ___ ___ I ask appropriate questions.
- ___ ___ I'm a good listener.
- ___ ___ I'm able to interpret written instructions well.

Thinking Skills

- ___ ___ I evaluate situations logically.
- ___ ___ I reason well and make objective judgments.
- ___ ___ I know how to make informed decisions.
- ___ ___ I know how to use technology effectively.

Adaptability Skills

- ___ ___ I have a positive attitude toward change.
- ___ ___ I recognize and respect other people's differences.
- ___ ___ I think of new ways to get the job done.
- ___ ___ I handle transitions easily.

Learning Skills

- ___ ___ I'm interested in learning more about my areas of career interest.
- ___ ___ I know how to find and read information when I need it.
- ___ ___ I want to continue learning throughout my life.

Can Needs
Do Work

Organizational Skills

- ___ ___ I have the ability to set goals in my work life as well as my personal life.
- ___ ___ I work neatly and accurately.
- ___ ___ I handle interruptions and changes and still meet goals.
- ___ ___ I plan and manage my time.

Personal Skills

- ___ ___ I'm honest.
- ___ ___ I'm motivated/enthusiastic about what I do.
- ___ ___ I'm reliable and dependable.
- ___ ___ I'm courteous and respectful.

Interpersonal Skills

- ___ ___ I get along with people.
- ___ ___ I respect the ideas of others.
- ___ ___ I support other people's decisions.
- ___ ___ I help others with their problems.
- ___ ___ I accept authority.
- ___ ___ I know how to work on a team.

Two skills I have that I'm very proud of are:

1. _____
2. _____

Two skills I will work on are:

1. _____
2. _____

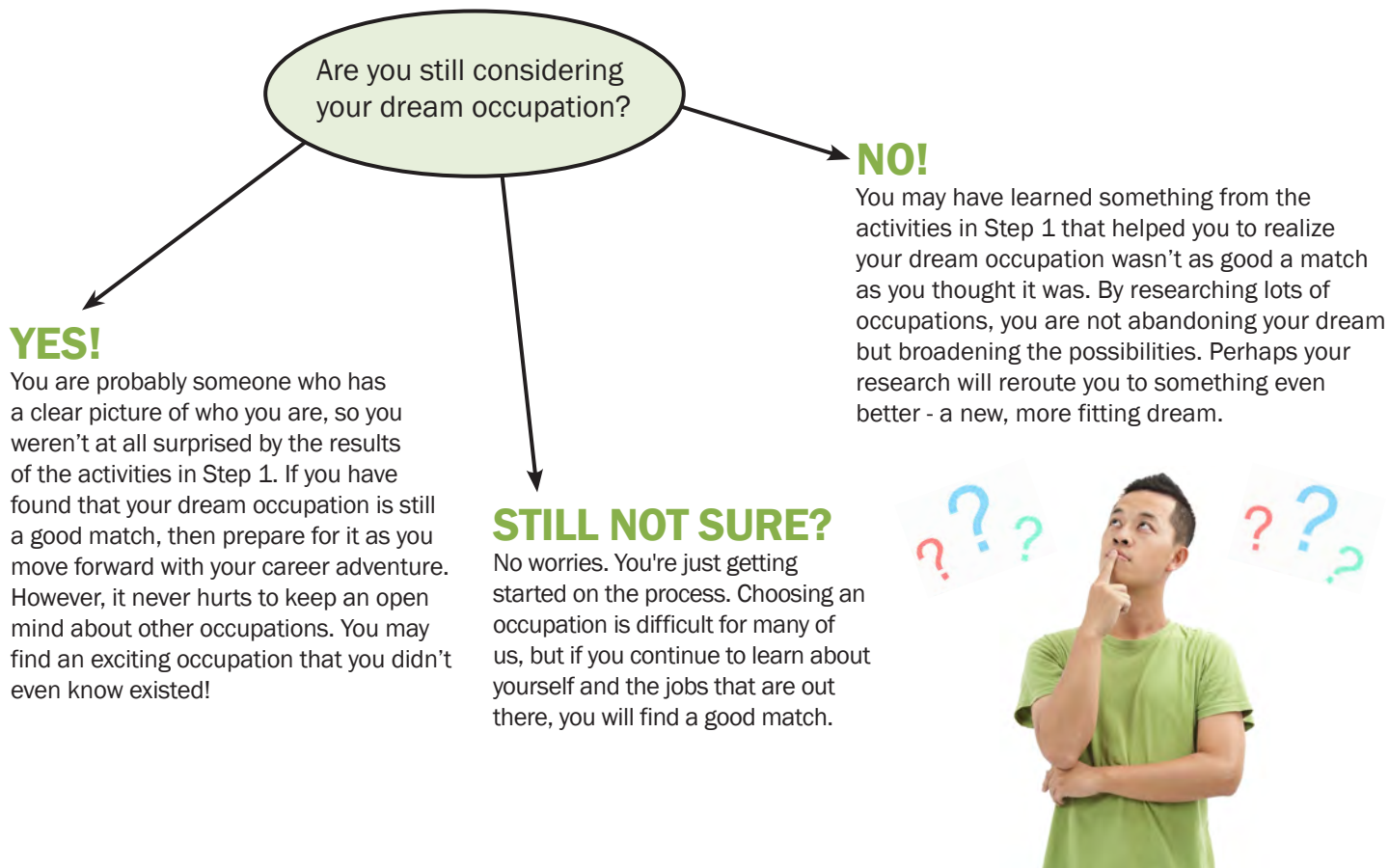
What I Have Learned About Myself

Fill in the table below with your answers from the informal assessments you completed on pages 3-17. The page numbers where your answers can be found are referenced in the first column.

Page #	Activity Summary		
3	My dream occupation is:		
7	My preferred learning style is:		
8	I like to work with:		
8	Two occupations I researched that match <i>What I Like</i> are:		
10	My three Holland Code letters are:		
10 or 11	These 3 letters stand for:		
10	Two occupations I researched that match my <i>Holland Code</i> are:		
15	My two favorite career clusters are:		
15	Two occupations I researched that are in my favorite career clusters are:		
17	My two strongest basic skills are:		
17	Two basic skills I will work on are:		

What I Have Learned About Myself

Occupation Summary



After completing Step 1, I am considering the following occupations:

My original dream occupation: _____

A new dream occupation: _____

Occupation: _____

Occupation: _____

Now go on to Step 2

NEXT STEP

Step 2: What's Out There?

In **Step 1**, you learned about yourself and the kind of work you want to pursue. This section explores Delaware's labor market, including entry wages and education and/or training required. It is important to learn as much as you can about the occupations that interest you. When you are finished with this step, you will have a wealth of occupational information to use in your career decision-making process.



Exploring the World of Work

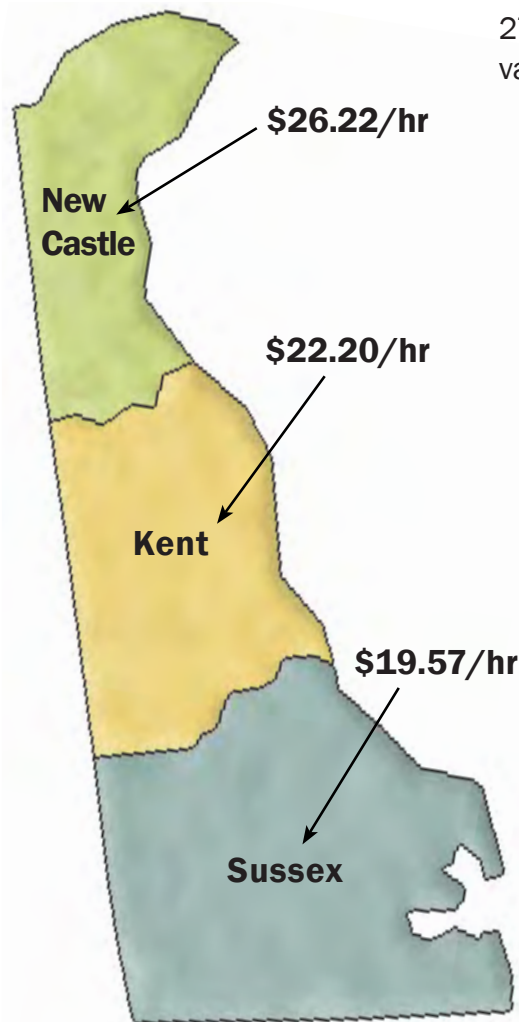
The world of work is changing faster than ever. It's unlikely that you will stay with one employer for your entire career. In fact, by the age of thirty, you may have already had work experience with a number of different companies.

In these changing times, YOU must be the manager of your career. It is important to understand the labor market and to know where you can find the latest information in order to make sound choices throughout your life.

Here are just a few questions that labor market information can answer for you:

- Which occupations are growing?
- What wages can I expect for the jobs that interest me?
- What education or training is needed to be fully qualified for the jobs that interest me?
- What basic skills are needed for the occupations that interest me?
- Does it matter in which industry I choose to work?
- Does it matter where I choose to live?

This step will reveal some current facts about Delaware's labor market, and it will also provide resources and websites that you can use to explore your future employment needs.



Did you know...

Graphic Designers (SOC Code 27-1024) average hourly wages vary from county to county?

DO THE MATH:

New Castle County:
 $\$26.22 \times 2,080 = \$54,538/\text{yr}$

Kent County:
 $\$22.20 \times 2,080 = \$46,176/\text{yr}$

Sussex County:
 $\$19.57 \times 2,080 = \$40,706/\text{yr}$

*average hourly wage x 2,080 hours = average annual wage
(2,080 = 40 hours/week x 52 weeks)



This information may or may not be important to you, but having it gives you the power to make an educated decision.

Labor Market Information (LMI)

Career Clusters

The U.S. Department of Education developed 16 groups, or clusters, as a way to link school and work, helping you to choose a curriculum which is best suited to your career plans. The graph below shows how many annual job openings each cluster is projected to have from 2014–2024.

Through 2024, the **Hospitality & Tourism** cluster is expected to generate the most job openings, 2,433 annually, while the **Arts, Audio/Video Technology & Communications** cluster is expected to generate the fewest, at just over 80 job openings annually.

Science Technology, Engineering & Mathematics (STEM) is the highest-paying cluster; its occupations paid an average wage of \$98,838 in 2014. **Hospitality and Tourism** had the lowest average wage; this cluster’s occupations paid an average wage of \$23,609 in 2014.

LMI Resources

<https://lmi.delawareworks.com>

www.bls.gov

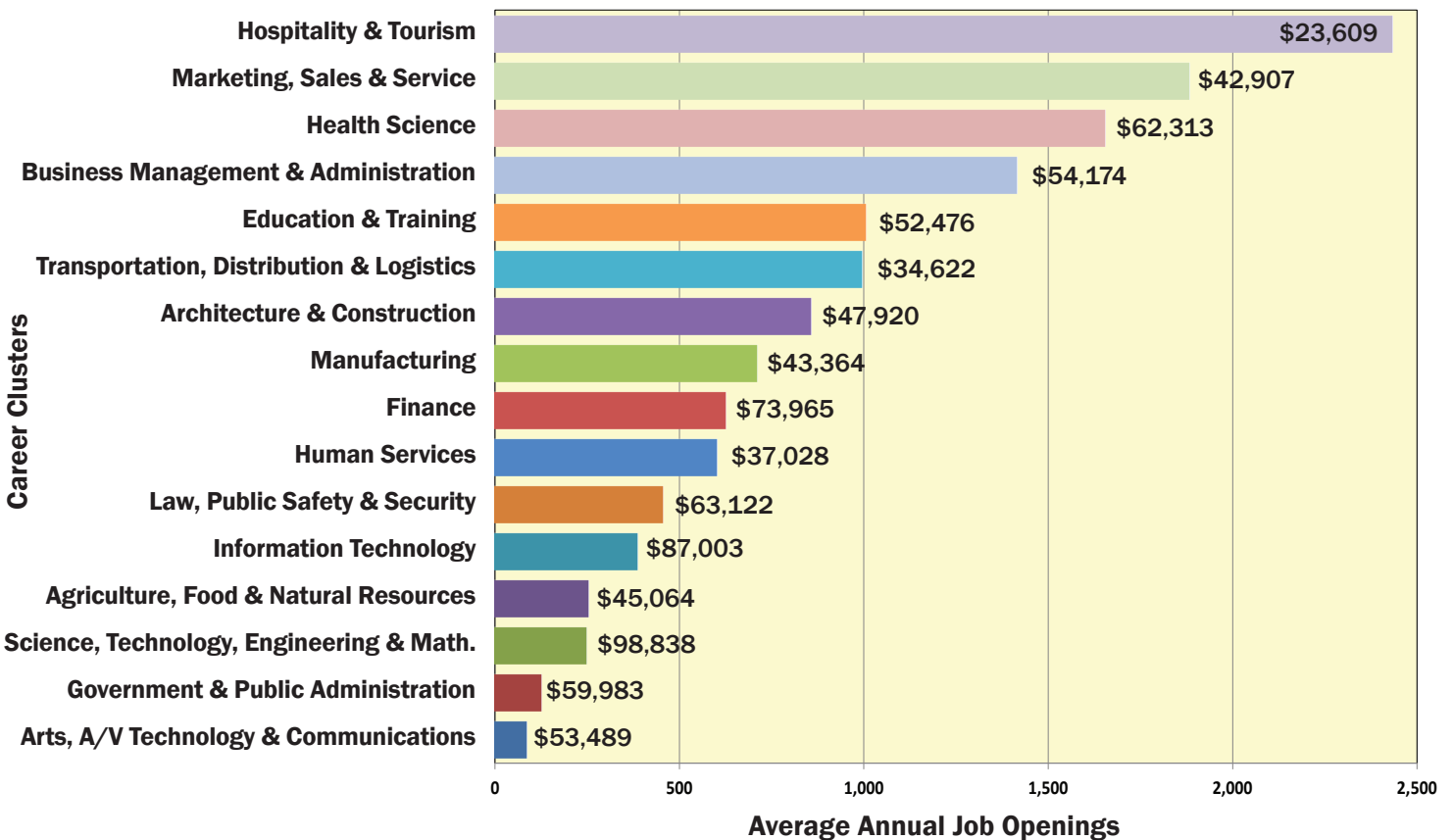
www.dol.gov

www.acinet.org

If you have trouble finding the information you need, please give the **Office of Occupational and Labor Market Information** a call: (302) 761-8060

If you would like to order hard-copy LMI publications, please contact Kristie Manley: (302) 761-8064

Delaware Average Annual Job Openings by Career Cluster, 2014 – 2024
Average Annual Wages by Career Cluster, 2014



SOURCE: Delaware Department of Labor in cooperation with the U.S. Department of Labor, BLS

Delaware Career Matrix

The information within the Delaware Career Matrix is organized by the
16 US Department of Education Career Clusters.

If the occupations you want to explore are not in the matrix,
use O*NET OnLine to find them: www.onetonline.org

Holland Code (interest code)	SOC Code	2016 Mean Wage (\$)	Occupation Title	2014 Est. Empl.	2024 Proj. Empl.
<p>R - Realistic (Doers) I - Investigative (Thinkers) A - Artistic (Creators) S - Social (Helpers) E - Enterprising (Persuaders) C - Conventional (Organizers)</p> <p>The Holland Code represents personality characteristics that can be matched to occupational characteristics. To remind yourself of your Holland Code, see page 10.</p> <p>NOTE: Although it is typical to describe an occupation with a three-letter Holland Code, some occupations have 1, 2, 3, or even 4 letters to describe the work environment. This is because some occupations are heavily weighted toward one characteristic and others are more inclined toward an equal distribution of several types. Do you have one characteristic that is much stronger than the others?</p>	<p>The 2010 Standard Occupational Classification (SOC) system is used by federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, and/or disseminating data. All workers are classified into one of over 840 occupations according to their occupational definitions.</p> <p>Use the SOC code when looking for occupations at:</p> <p style="text-align: center;">www.bls.gov or www.onetonline.org</p>	<p>The mean (average) wage per occupation is based on the data collected by the Occupational Employment Statistics program. Wages are published in Delaware Wages 2016 by the Delaware Department of Labor, Office of Occupational & Labor Market Information.</p>	<p>Job titles are from the Occupational Employment Statistics (OES) Program or the O*NET Classification System</p>	<p>2014 estimated employment from the Delaware Department of Labor</p>	<p>2024 projected employment from the Delaware Department of Labor</p>
<p>These data are updated and published every two years by the Office of Occupational & Labor Market Information.</p>					

NOTE: For more information about occupations, visit: O*NET OnLine at www.onetonline.org or the Bureau of Labor Statistics at www.bls.gov



Education	Work experience in a related occupation	Typical on-the-job training needed to attain competency
<p>The abbreviations in this column represent the typical level of education most workers need to enter the occupation.</p> <p>PhD/Prof Doctoral or professional degree: a doctorate usually requires at least 3 years of full-time academic work beyond a bachelor's degree. A professional degree also usually requires at least 3 years of full-time academic study beyond a bachelor's.</p> <p>Mast Master's degree: usually requires 1 or 2 years of full-time academic study beyond a bachelor's.</p> <p>Bach Bachelor's degree: generally requires at least 4 yrs, but not more than 5 yrs, of full-time academic study beyond high school.</p> <p>Assoc Associate's degree: usually requires at least 2 years but not more than 4 years of full-time academic study beyond high school.</p> <p>VocEd Postsecondary vocational training: programs lead to a certificate or other award, but not a degree. The certificate is awarded by the educational institution and is the result of completing formal postsecondary vocational training.</p> <p>HS High school diploma or equivalent</p> <p>NFE No formal education credential is needed</p>	<p>For some occupations, work experience in a related occupation may be a typical method of entry. The majority of occupations in this category are first-line supervisors or managers of service, sales, and production occupations. This metric is meant to capture work experience that is commonly considered necessary by employers, or is a commonly accepted substitute for other, more formal types of training or education.</p> <p>Occupations are assigned one of the following three categories that deal with length of time spent gaining related work experience:</p> <p>5+ (more than 5 years) <5 (less than 5 years) None</p>	<p>This category encompasses any additional training or preparation that is typically needed, once employed in an occupation, to attain competency in the skills needed in that occupation.</p> <p>Int/Res Internship/Residency: training that involves preparation in a field such as medicine or teaching, generally under supervision in a professional setting, such as a hospital or classroom.</p> <p>App Apprenticeship: a formal relationship between a worker and sponsor that consists of a combination of on-the-job training and related occupation-specific technical instruction in which the worker learns the practical and theoretical aspects of an occupation.</p> <p>LOJT Long-term on-the-job training: more than 12 months of on-the-job training or, alternatively, combined work experience and formal classroom instruction.</p> <p>MOJT Moderate-term on-the-job training: skills needed for a worker to attain competency in an occupation that can be acquired during 1 to 12 months of combined on-the-job experience and informal training.</p> <p>SOJT Short-term on-the-job training: 1 month or less</p> <p>None</p>

NOTE: Complete definitions for Education and Training classifications can be found at:
www.bls.gov/emp/ep_nem_definitions.htm#education

Delaware Occupations: Most Total Annual Openings

Job Replacements + New Jobs = Total Annual Job Openings

Job replacements are openings created because someone retired, was promoted, or left the job for another reason such as illness.

New jobs are jobs no one has ever held before. All jobs in a brand new business are new. Growing businesses also create jobs to meet increased demand.

Total annual openings are the sum of job replacements and new jobs.

SOC Code	Occupation Title (Find occupation definitions at: www.onetonline.org)	Estimated Empl. 2014	Projected Empl. 2024	Total Annual Job Openings	Avg. Hourly Entry Wage 2016	Education	Years work exp. in a related Occ.	On-the-job training
41-2031	Retail Salespersons	17,969	19,644	791	\$8.90	NFE	None	SOJT
35-3021	Combined Food Prep. and Serving Workers, Including Fast Food	11,705	13,231	531	\$8.87	NFE	None	SOJT
41-2011	Cashiers	10,579	10,774	470	\$8.88	NFE	None	SOJT
29-1141	Registered Nurses	10,467	12,211	421	\$26.91	Bach	None	None
35-3031	Waiters and Waitresses	7,678	8,052	406	\$8.81	NFE	None	SOJT
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	7,515	8,265	299	\$9.92	NFE	None	SOJT
43-4051	Customer Service Representatives	6,610	7,360	238	\$11.36	HS	None	SOJT
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	8,166	8,794	225	\$9.23	NFE	None	SOJT
43-5081	Stock Clerks and Order Fillers	5,979	6,320	224	\$8.99	NFE	None	SOJT
31-1014	Nursing Assistants	5,638	6,392	202	\$11.72	VocEd	None	None
13-2011	Accountants and Auditors	5,081	5,590	187	\$24.59	Bach	None	None
35-2014	Cooks, Restaurant	4,017	4,684	173	\$9.22	NFE	<5	MOJT
11-1021	General and Operations Managers	4,629	4,950	149	\$38.43	Bach	5+	None
31-1011	Home Health Aides	2,785	3,630	147	\$10.75	NFE	None	SOJT
25-2021	Elem. School Teachers, Except Special Education	4,427	4,813	137	\$20.67	NFE	None	Int/Res
41-1011	First-Line Supervisors of Retail Sales Workers	4,787	5,067	135	\$15.33	HS	<5	None
35-9031	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	1,730	1,844	134	\$8.81	NFE	None	None
49-9071	Maintenance and Repair Workers, General	3,630	3,959	128	\$13.80	HS	None	LOJT
35-1012	First-Line Supervisors of Food Preparation and Serving Workers	3,030	3,374	124	\$12.55	HS	<5	None

Delaware's Fastest Growing Occupations*

Job Growth = New Jobs Created

SOC Code	Occupation Title (Find occupation definitions at: www.onetonline.org)	Estimated Empl. 2014	Projected Empl. 2024	Average Annual Job Growth Rate	Avg. Hourly Entry Wage 2016	Education	Years work exp. in a related Occ.	On-the-job training
15-2031	Operations Research Analysts	563	773	3.2%	\$29.35	Bach	None	None
31-2021	Physical Therapist Assistants	210	278	2.8%	\$21.56	Assoc	None	None
31-1011	Home Health Aides	2,785	3,630	2.7%	\$10.75	NFE	None	SOJT
29-1123	Physical Therapists	652	847	2.7%	\$33.20	PhD/Prof	None	None
13-2052	Personal Financial Advisors	1,119	1,450	2.6%	\$29.72	Bach	None	LOJT
39-9021	Personal Care Aides	1,355	1,753	2.6%	\$10.63	NFE	None	SOJT
29-1171	Nurse Practitioners	527	677	2.5%	\$41.09	Mast	None	None
15-1134	Web Developers	472	606	2.5%	\$21.79	Assoc	None	None
29-2099	Health Technologists and Technicians, All Other	268	343	2.5%	\$14.80	HS	None	None
47-2021	Brickmasons and Blockmasons	321	404	2.3%	\$21.41	HS	None	App
29-2031	Cardiovascular Technologists and Technicians	380	474	2.2%	\$18.24	Assoc	None	None
29-2032	Diagnostic Medical Sonographers	170	212	2.2%	\$30.13	Assoc	None	None
47-2132	Insulation Workers, Mechanical	316	394	2.2%	\$14.70	HS	None	App
29-1127	Speech-Language Pathologists	442	549	2.2%	\$23.37	Mast	None	None
29-1071	Physician Assistants	424	525	2.2%	\$38.70	Mast	None	None
29-1122	Occupational Therapists	235	289	2.1%	\$31.96	Mast	None	None
31-9011	Massage Therapists	228	280	2.1%	\$11.08	VocEd	None	None
47-3013	Helpers--Electricians	211	258	2.0%	\$10.09	HS	None	SOJT
25-1072	Nursing Instructors and Teachers, Postsecondary	281	343	2.0%	\$28.61	Mast	<5	None
15-1121	Computer Systems Analysts	3,282	3,998	2.0%	\$32.75	Bach	None	None
47-3012	Helpers--Carpenters	284	343	1.9%	\$10.61	NFE	None	SOJT
13-2071	Credit Counselors	131	157	1.8%	\$16.98	Bach	None	MOJT
21-1011	Substance Abuse and Behavioral Disorder Counselors	206	246	1.8%	\$14.87	Bach	None	None

* Data in this table reflect occupations with at least 100 estimated employees in 2014.



Agriculture, Food & Natural Resources

The production, processing, marketing, distribution, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products.

Holland Code	SOC Code	2016 Mean Wage	Occupation Title	2014 Est. Empl.	2024 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
EI	11-9121	\$197,978	Natural Sciences Managers	565	539	Bach	5+	None
IRC	17-2081	\$92,698	Environmental Engineers	166	180	Bach	None	None
ERC	45-1011	\$53,461	First-Line Supervisors of Farming, Fishing, and Forestry Workers	211	188	HS	<5	None
IR	19-1013	\$52,691	Soil and Plant Scientists	77	82	Bach	None	None
RIC	19-4021	\$50,929	Biological Technicians	93	93	Bach	None	None
R	51-8031	\$46,181	Water and Wastewater Treatment Plant and System Operators	261	288	HS	None	LOJT
R	53-7081	\$41,464	Refuse and Recyclable Material Collectors	459	498	NFE	None	SOJT
RIC	19-4011	\$40,167	Agricultural and Food Science Technicians	71	75	Assoc	None	MOJT
IR	19-4091	\$37,810	Environmental Science and Protection Technicians, Including Health	279	309	Assoc	None	None
RCI	49-3041	\$35,704	Farm Equipment Mechanics and Service Technicians	174	187	HS	None	LOJT
RC	37-2021	\$34,530	Pest Control Workers	204	203	HS	None	MOJT
R	45-2092	\$29,343	Farmworkers and Laborers, Crop, Nursery, and Greenhouse	1,563	1,455	NFE	None	SOJT
R	45-2093	\$27,622	Farmworkers, Farm, Ranch, and Aquacultural Animals	1,122	1,066	NFE	None	SOJT
RC	39-2021	\$22,307	Nonfarm Animal Caretakers	1,033	1,144	HS	None	SOJT

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Architecture & Construction

Careers in designing, planning, managing, building, and maintaining the built environment.

Holland Code	SOC Code	2016 Mean Wage	Occupation Title	2014 Est. Empl.	2024 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ERC	11-9021	\$111,167	Construction Managers	640	712	Bach	None	MOJT
AIER	17-1011	\$90,018	Architects, Except Landscape and Naval	198	204	Bach	None	Int/Res
RIC	49-9051	\$76,910	Electrical Power-Line Installers and Repairers	438	477	HS	None	LOJT
AIRE	17-1012	\$66,568	Landscape Architects	55	54	Bach	None	Int/Res
RCI	17-1022	\$66,557	Surveyors	79	74	Bach	<5	None
RCI	47-2152	\$57,218	Plumbers, Pipefitters, and Steamfitters	1,013	1,181	HS	None	App
R	47-2111	\$56,297	Electricians	2,193	2,594	HS	None	App
R	47-2211	\$54,892	Sheet Metal Workers	529	546	HS	None	App
RCI	47-2021	\$54,540	Brickmasons and Blockmasons	321	404	HS	None	App
RC	53-7021	\$54,142	Crane and Tower Operators	99	102	HS	<5	MOJT
RCI	49-9021	\$52,258	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	2,000	2,359	VocEd	None	LOJT
AE	27-1025	\$48,266	Interior Designers	171	185	Bach	None	None
RC	47-2031	\$46,238	Carpenters	2,711	3,193	HS	None	App
R	47-2181	\$40,697	Roofers	209	245	NFE	None	MOJT
R	47-2141	\$40,145	Painters, Construction and Maintenance	709	809	NFE	None	MOJT
R	47-2061	\$34,474	Construction Laborers	2,889	3,337	NFE	None	SOJT
RC	37-3011	\$29,387	Landscaping and Groundskeeping Workers	3,837	4,143	NFE	None	SOJT

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Arts, Audiovisual Technology & Communications

Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

Holland Code	SOC Code	2016 Mean Wage	Occupation Title	2014 Est. Empl.	2024 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
AE	27-1011	\$79,842	Art Directors	88	94	Bach	5+	None
AI	27-1014	\$73,473	Multimedia Artists and Animators	62	68	Bach	None	MOJT
AI	27-3042	\$72,601	Technical Writers	151	163	Bach	<5	SOJT
R	49-9052	\$67,769	Telecommunications Line Installers and Repairers	414	421	HS	None	LOJT
AEC	27-3041	\$65,016	Editors	200	191	Bach	<5	None
EA	27-2012	\$60,573	Producers and Directors	140	163	Bach	<5	None
AER	27-1024	\$52,011	Graphic Designers	531	531	Bach	None	None
RIC	27-4011	\$46,099	Audio and Video Equipment Technicians	75	83	VocEd	None	SOJT
RC	51-5112	\$42,794	Printing Press Operators	384	361	HS	None	MOJT
AR	27-4021	\$39,282	Photographers	180	187	HS	None	LOJT
RC	51-5113	\$36,208	Print Binding and Finishing Workers	62	58	HS	None	SOJT
AER	27-1023	\$26,223	Floral Designers	153	155	HS	None	MOJT

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Business Management & Administration

Careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

Holland Code	SOC Code	2016 Mean Wage	Occupation Title	2014 Est. Empl.	2024 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ECIR	11-3021	\$161,361	Computer and Information Systems Managers	1,120	1,261	Bach	5+	None
ESC	11-3121	\$136,880	Human Resources Managers	334	353	Bach	5+	None
EC	11-3011	\$113,303	Administrative Services Managers	677	742	Bach	<5	None
ICE	15-2031	\$91,708	Operations Research Analysts	563	773	Bach	None	None
IEC	13-1111	\$83,236	Management Analysts	2,214	2,471	Bach	<5	None
SACE	13-1151	\$67,829	Training and Development Specialists	908	982	Bach	<5	None
ECS	13-1071	\$61,762	Human Resources Specialists	1,627	1,704	Bach	None	None
CE	43-6011	\$59,154	Executive Secretaries and Executive Administrative Assistants	1,255	1,189	HS	<5	None
CR	43-5052	\$51,224	Postal Service Mail Carriers	991	952	HS	None	SOJT
ECS	13-1121	\$48,043	Meeting, Convention, and Event Planners	300	337	Bach	None	None
C	43-3051	\$45,493	Payroll and Timekeeping Clerks	449	437	HS	None	MOJT
CR	43-9011	\$43,561	Computer Operators	305	257	HS	None	MOJT
CE	43-6014	\$38,544	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	7,522	7,709	HS	None	SOJT
ECS	43-4051	\$35,410	Customer Service Representatives	6,610	7,360	HS	None	SOJT
CR	43-5071	\$30,784	Shipping, Receiving, and Traffic Clerks	1,979	2,024	HS	None	SOJT
CR	43-9021	\$29,522	Data Entry Keyers	995	966	HS	None	MOJT
CE	43-4171	\$26,233	Receptionists and Information Clerks	2,666	2,760	HS	None	SOJT

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Education & Training

Planning, managing, and providing education and training services and related learning support services.

Holland Code	SOC Code	2014 Mean Wage	Occupation Title	2016 Est. Empl.	2024 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ESC	11-9032	\$108,805	Education Administrators, Elementary and Secondary School	763	822	Mast	5+	None
SEI	25-1011	\$93,401	Business Teachers, Postsecondary	372	411	PhD/Prof	None	None
SIC	25-1021	\$87,624	Computer Science Teachers, Postsecondary	127	140	PhD/Prof	None	None
SI	25-1072	\$78,233	Nursing Instructors and Teachers, Postsecondary	281	343	Mast	<5	None
SIA	25-1113	\$74,828	Social Work Teachers, Postsecondary	103	120	PhD/Prof	None	None
CSE	25-4021	\$70,683	Librarians	486	501	Mast	None	None
SA	25-1121	\$67,170	Art, Drama, and Music Teachers, Postsecondary	335	378	Mast	None	None
SIAE	25-9031	\$66,342	Instructional Coordinators	771	846	Mast	5+	None
SIA	25-2054	\$63,485	Special Education Teachers, Secondary School	288	309	Bach	None	Int/Res
SR	25-1194	\$62,648	Vocational Education Teachers, Postsecondary	210	229	Bach	<5	None
SAC	25-2021	\$60,814	Elementary School Teachers, Except Special Education	4,427	4,813	Bach	None	Int/Res
SA	25-2022	\$59,160	Middle School Teachers, Except Special and Career/Technical Education	2,048	2,224	Bach	None	Int/Res
SA	25-2012	\$56,589	Kindergarten Teachers, Except Special Education	465	502	Bach	None	Int/Res
SER	27-2022	\$41,447	Coaches and Scouts	775	842	Bach	None	None
CS	25-4031	\$40,042	Library Technicians	215	229	VocEd	None	None
SC	25-9041	\$30,066	Teacher Assistants	3,174	3,515	HS	None	None
SA	25-2011	\$28,984	Preschool Teachers, Except Special Education	2,146	2,467	Assoc	None	None

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Finance

Providing services for financial and investment planning, banking, insurance, and business financial management.

Holland Code	SOC Code	2016 Mean Wage	Occupation Title	2014 Est. Empl.	2024 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
EC	11-3031	\$167,747	Financial Managers	2,323	2,521	Bach	5+	None
EC	13-2052	\$123,676	Personal Financial Advisors	1,119	1,450	Bach	None	LOJT
CIE	13-2051	\$85,526	Financial Analysts	2,864	3,267	Bach	None	None
EC	41-3031	\$79,527	Securities, Commodities, and Financial Services Sales Agents	1,778	2,004	Bach	None	MOJT
CE	13-2011	\$77,863	Accountants and Auditors	5,081	5,590	Bach	None	None
CEI	13-2031	\$73,040	Budget Analysts	149	159	Bach	None	None
CE	13-2041	\$72,358	Credit Analysts	1,157	1,313	Bach	None	None
CES	13-2072	\$72,008	Loan Officers	1,067	1,224	Bach	None	MOJT
IC	13-2099	\$67,834	Financial Specialists, All Other	682	775	Bach	None	MOJT
CE	13-2053	\$67,715	Insurance Underwriters	422	378	Bach	None	MOJT
CE	13-1031	\$64,505	Claims Adjusters, Examiners, and Investigators	752	801	HS	None	LOJT
EC	41-3021	\$63,135	Insurance Sales Agents	1,190	1,321	HS	None	MOJT
CE	43-4011	\$53,766	Brokerage Clerks	292	321	HS	None	MOJT
CE	43-4041	\$42,642	Credit Authorizers, Checkers, and Clerks	1,882	1,888	HS	None	MOJT
CE	43-9041	\$40,328	Insurance Claims and Policy Processing Clerks	814	879	HS	None	MOJT
CE	43-4131	\$38,843	Loan Interviewers and Clerks	1,003	1,163	HS	None	SOJT
CE	43-3071	\$28,443	Tellers	2,231	2,215	HS	None	SOJT

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Government & Public Administration

Performing government functions at the local, state, and federal levels, including governance, national security, foreign service, planning, revenue and taxation, and regulations.

Holland Code	SOC Code	2016 Mean Wage	Occupation Title	2014 Est. Empl.	2024 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
EC	13-2061	\$89,522	Financial Examiners	583	724	Bach	None	MOJT
CIR	13-1041	\$73,987	Compliance Officers	1,062	1,114	Bach	None	MOJT
ICRS	29-9011	\$69,305	Occupational Health and Safety Specialists	361	382	Bach	None	None
IEA	19-3051	\$65,513	Urban and Regional Planners	211	227	Mast	None	None
EC	13-2021	\$63,151	Appraisers and Assessors of Real Estate	178	198	Bach	None	LOJT
CE	13-2081	\$61,142	Tax Examiners and Collectors, and Revenue Agents	110	111	Bach	None	MOJT
RCI	47-4011	\$55,570	Construction and Building Inspectors	592	641	HS	5+	MOJT
RCI	45-2011	\$44,354	Agricultural Inspectors	152	156	Bach	None	MOJT
CE	43-4031	\$34,763	Court, Municipal, and License Clerks	813	866	HS	None	MOJT
SCE	43-4061	\$33,763	Eligibility Interviewers, Government Programs	161	177	HS	None	MOJT

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Health Science

Managing and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

Holland Code	SOC Code	2016 Mean Wage	Occupation Title	2014 Est. Empl.	2024 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ISR	29-1064	\$269,066	Obstetricians and Gynecologists	135	147	PhD/Prof	None	Int/Res
IRS	29-1021	\$236,131	Dentists, General	355	376	PhD/Prof	None	None
ISA	29-1066	\$192,627	Psychiatrists	118	133	PhD/Prof	None	Int/Res
ISR	29-1063	\$188,316	Internists, General	104	107	PhD/Prof	None	Int/Res
ISR	29-1062	\$179,843	Family and General Practitioners	597	607	PhD/Prof	None	Int/Res
ICS	29-1051	\$117,562	Pharmacists	814	862	PhD/Prof	None	None
SIR	29-1011	\$116,654	Chiropractors	120	126	PhD/Prof	None	None
IR	29-1131	\$104,609	Veterinarians	285	301	PhD/Prof	None	None
ISR	29-1071	\$103,551	Physician Assistants	424	525	Mast	None	None
SIR	29-1171	\$103,100	Nurse Practitioners	527	677	Mast	None	None
SIR	29-1123	\$88,961	Physical Therapists	652	847	PhD/Prof	None	None
SR	29-2021	\$72,484	Dental Hygienists	715	758	Assoc	None	None
SIC	29-1141	\$70,818	Registered Nurses	10,467	12,211	Bach	None	None
ISE	29-1031	\$62,761	Dietitians and Nutritionists	162	188	Bach	None	Int/Res
SRI	29-9091	\$41,615	Athletic Trainers	84	102	Bach	None	None
CS	43-6013	\$35,409	Medical Secretaries	4,356	4,929	HS	None	MOJT
CR	29-2052	\$31,916	Pharmacy Technicians	1,037	1,178	HS	None	MOJT
RSI	31-9096	\$26,569	Veterinary Assistants and Laboratory Animal Caretakers	204	204	HS	None	SOJT

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Hospitality & Tourism

Management, marketing and operations of restaurants and other food services, lodging, attractions, recreation events, and travel related services.

Holland Code	SOC Code	2016 Mean Wage	Occupation Title	2014 Est. Empl.	2024 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ECS	11-9081	\$74,789	Lodging Managers	89	102	HS	<5	None
ECRS	11-9051	\$71,913	Food Service Managers	482	511	HS	<5	None
ERA	35-1011	\$51,005	Chefs and Head Cooks	238	264	HS	5+	None
EC	41-3041	\$50,305	Travel Agents	181	159	HS	None	MOJT
R	39-2011	\$29,968	Animal Trainers	117	124	HS	None	MOJT
ERC	27-2023	\$27,655	Umpires, Referees, and Other Sports Officials	205	218	HS	None	MOJT
RC	51-3011	\$25,753	Bakers	541	584	NFE	None	LOJT
R	37-2011	\$26,307	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	8,166	8,794	NFE	None	SOJT
CES	43-4081	\$26,290	Hotel, Motel, and Resort Desk Clerks	647	733	HS	None	SOJT
SE	39-7011	\$23,948	Tour Guides and Escorts	234	235	HS	None	MOJT
RC	37-2012	\$23,344	Maids and Housekeeping Cleaners	3,241	3,613	NFE	None	SOJT
CER	35-3011	\$23,035	Bartenders	1,753	1,972	NFE	None	SOJT
SECR	35-3031	\$22,517	Waiters and Waitresses	7,678	8,052	NFE	None	SOJT
RC	35-9021	\$20,171	Dishwashers	1,855	1,795	NFE	None	SOJT
CRE	35-3021	\$20,117	Combined Food Preparation and Serving Workers, Including Fast Food	11,705	13,231	NFE	None	SOJT
CSER	39-3031	\$19,539	Ushers, Lobby Attendants, and Ticket Takers	212	213	NFE	None	SOJT
ES	35-9031	\$19,334	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	1,730	1,844	NFE	None	None

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Human Services

Occupations that relate to families and human needs such as counseling and mental health services, family and community services, personal care, and consumer services.

Holland Code	SOC Code	2016 Mean Wage	Occupation Title	2014 Est. Empl.	2024 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ECS	11-9061	\$113,535	Funeral Service Managers	82	87	Assoc	<5	None
ISA	19-3031	\$79,001	Clinical, Counseling, and School Psychologists	363	430	PhD/Prof	None	Int/Res
SE	21-1091	\$63,226	Health Educators	194	221	Bach	None	None
SR	31-9011	\$57,001	Massage Therapists	228	280	VocEd	None	None
SIA	21-1023	\$54,446	Mental Health and Substance Abuse Social Workers	358	413	Bach	None	None
SI	21-1022	\$53,103	Healthcare Social Workers	511	586	Mast	None	None
CES	13-2071	\$46,171	Credit Counselors	131	157	Bach	None	MOJT
SIA	21-1014	\$41,171	Mental Health Counselors	611	722	Mast	None	Int/Res
SAI	21-1011	\$39,560	Substance Abuse and Behavioral Disorder Counselors	206	246	Bach	None	None
SE	21-1021	\$39,025	Child, Family, and School Social Workers	1,244	1,363	Bach	None	None
SI	21-1015	\$37,153	Rehabilitation Counselors	694	779	Mast	None	None
SRE	39-9031	\$35,993	Fitness Trainers and Aerobics Instructors	1,346	1,496	HS	None	SOJT
AESR	39-5012	\$33,663	Hairdressers, Hairstylists, and Cosmetologists	2,717	3,000	VocEd	None	None
SER	39-4021	\$29,816	Funeral Attendants	143	140	HS	None	SOJT
R	51-6011	\$23,276	Laundry and Dry-Cleaning Workers	662	679	NFE	None	SOJT
SA	39-9011	\$21,912	Childcare Workers	2,217	2,520	HS	None	SOJT
SE	39-3093	\$21,030	Locker Room, Coatroom, and Dressing Room Attendants	70	72	HS	None	SOJT
RCE	39-5093	\$19,645	Shampooers	326	363	NFE	None	SOJT

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Information Technology

Careers related to the design, development, support, and management of hardware, software, multimedia, and systems integration services.

Holland Code	SOC Code	2016 Mean Wage	Occupation Title	2014 Est. Empl.	2024 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
CIER	15-1143	\$119,475	Computer Network Architects	604	669	Bach	5+	None
ICR	15-1133	\$116,744	Software Developers, Systems Software	1,238	1,367	Bach	None	None
CIR	15-1122	\$101,178	Information Security Analysts	249	285	Bach	<5	None
IRC	15-1132	\$100,293	Software Developers, Applications	2,581	3,037	Bach	None	None
CIR	15-1121	\$94,721	Computer Systems Analysts	3,282	3,998	Bach	None	None
CI	15-1141	\$91,375	Database Administrators	468	521	Bach	<5	None
IC	15-1131	\$86,200	Computer Programmers	1,266	1,110	Bach	None	None
IRCE	15-1142	\$81,119	Network and Computer Systems Administrators	1,123	1,207	Bach	None	None
CIRA	15-1134	\$79,093	Web Developers	472	606	Assoc	None	None
ICR	15-1199	\$78,568	Computer Occupations, All Other	190	205	Bach	None	None
RE	15-1152	\$70,573	Computer Network Support Specialists	491	537	Assoc	None	None
RCIS	15-1151	\$55,946	Computer User Support Specialists	1,290	1,455	VocEd	None	None

NOTE: For more information about occupations, visit: O*NET OnLine at www.onetonline.org or the Bureau of Labor Statistics at www.bls.gov
 This table displays only selected occupations. For a complete listing, view the Delaware 2024 publication at <https://lmi.delawareworks.com/Content/Publications/>



Law, Public Safety, Corrections & Security

Providing legal services, public safety, protective services, and homeland security, including professional and technical support services.

Holland Code	SOC Code	2016 Mean Wage	Occupation Title	2014 Est. Empl.	2024 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
EIA	23-1011	\$157,609	Lawyers	3,543	3,663	PhD/Prof	None	None
ESC	23-1023	\$136,362	Judges, Magistrate Judges, and Magistrates	119	123	PhD/Prof	5+	SOJT
ESC	33-1012	\$99,318	First-Line Supervisors of Police and Detectives	314	334	HS	<5	MOJT
EI	33-3021	\$93,252	Detectives and Criminal Investigators	87	93	HS	<5	MOJT
RECS	33-3051	\$66,439	Police and Sheriff's Patrol Officers	1,745	1,863	HS	None	MOJT
EIS	23-1021	\$60,369	Administrative Law Judges, Adjudicators, and Hearing Officers	77	79	PhD/Prof	5+	SOJT
CIE	23-2011	\$55,424	Paralegals and Legal Assistants	1,301	1,357	Assoc	None	None
CE	43-6012	\$53,749	Legal Secretaries	1,307	1,203	HS	None	MOJT
CRE	43-5031	\$42,791	Police, Fire, and Ambulance Dispatchers	226	218	HS	None	MOJT
SIRE	29-2041	\$39,139	Emergency Medical Technicians and Paramedics	1,343	1,508	VocEd	None	None
RCE	33-9031	\$31,634	Gaming Surveillance Officers and Gaming Investigators	85	86	HS	None	SOJT
SER	33-9091	\$31,532	Crossing Guards	349	378	NFE	None	SOJT
CE	33-9099	\$26,598	Protective Service Workers, All Other	322	352	HS	None	SOJT
RCE	33-9032	\$26,440	Security Guards	3,637	3,885	HS	None	SOJT
RS	33-9092	\$21,987	Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	499	546	NFE	None	SOJT

NOTE: For more information about occupations, visit: O*NET OnLine at www.onetonline.org or the Bureau of Labor Statistics at www.bls.gov. This table displays only selected occupations. For a complete listing, view the Delaware 2024 publication at <https://lmi.delawareworks.com/Content/Publications/>



Manufacturing

Performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance, and manufacturing/process engineering.

Holland Code	SOC Code	2016 Mean Wage	Occupation Title	2014 Est. Empl.	2024 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
R	49-2095	\$76,159	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay	236	238	VocEd	None	LOJT
CE	13-1023	\$69,139	Purchasing Agents, Except Wholesale, Retail, and Farm Products	695	698	Bach	None	LOJT
IRC	19-4031	\$61,565	Chemical Technicians	945	955	Assoc	None	MOJT
RCI	17-3013	\$60,588	Mechanical Drafters	164	159	Assoc	None	None
RIC	49-9062	\$61,720	Medical Equipment Repairers	101	111	Assoc	None	MOJT
RCI	51-4041	\$51,724	Machinists	487	524	HS	None	LOJT
RIC	49-9041	\$55,580	Industrial Machinery Mechanics	884	1,020	HS	None	LOJT
R	49-2098	\$51,874	Security and Fire Alarm Systems Installers	196	225	HS	None	MOJT
R	49-2021	\$46,947	Radio, Cellular, and Tower Equipment Installers and Repairs	79	95	Assoc	None	MOJT
R	51-7011	\$39,612	Cabinetmakers and Bench Carpenters	138	152	HS	None	MOJT
RCE	51-3021	\$36,200	Butchers and Meat Cutters	373	393	NFE	None	LOJT
R	49-9094	\$36,533	Locksmiths and Safe Repairers	104	90	HS	None	LOJT
RC	51-9111	\$29,936	Packaging and Filling Machine Operators and Tenders	610	592	HS	None	MOJT
R	49-3053	\$36,037	Outdoor Power Equipment and Other Small Engine Mechanics	172	183	HS	None	MOJT
RCI	49-9031	\$40,173	Home Appliance Repairers	136	141	HS	None	MOJT

NOTE: For more information about occupations, visit: O*NET OnLine at www.onetonline.org or the Bureau of Labor Statistics at www.bls.gov. This table displays only selected occupations. For a complete listing, view the Delaware 2024 publication at <https://lmi.delawareworks.com/Content/Publications/>



Marketing, Sales & Service

Planning, managing, and performing marketing activities to reach organizational objectives.

Holland Code	SOC Code	2016 Mean Wage	Occupation Title	2014 Est. Empl.	2024 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
EC	11-2022	\$178,447	Sales Managers	790	789	Bach	<5	None
EC	11-2021	\$173,853	Marketing Managers	836	872	Bach	5+	None
ERI	41-9031	\$148,713	Sales Engineers	66	70	Bach	None	MOJT
EA	11-2031	\$147,786	Public Relations and Fundraising Managers	193	199	Bach	5+	None
EC	41-4011	\$109,116	Sales Reps., Wholesale and Manufacturing, Technical and Scientific Products	1,314	1,269	Bach	None	MOJT
IEC	13-1161	\$79,284	Market Research Analysts and Marketing Specialists	1,936	2,281	Bach	None	None
EC	11-9141	\$67,283	Property, Real Estate, and Community Association Managers	686	756	HS	<5	None
CE	41-4012	\$66,346	Sales Reps., Wholesale and Manufacturing, Except Technical and Scientific Products	3,167	3,254	HS	None	MOJT
EAS	27-3031	\$61,220	Public Relations Specialists	738	800	Bach	None	None
EC	13-1022	\$57,544	Wholesale and Retail Buyers, Except Farm Products	139	151	Bach	None	LOJT
ECA	41-3011	\$53,886	Advertising Sales Agents	353	366	HS	None	MOJT
EC	41-9022	\$47,660	Real Estate Sales Agents	1,312	1,418	HS	None	MOJT
CE	41-2021	\$32,586	Counter and Rental Clerks	1,383	1,423	NFE	None	SOJT
AER	27-1026	\$30,796	Merchandise Displayers and Window Trimmers	534	515	HS	None	MOJT
RE	53-3031	\$27,912	Driver/Sales Workers	1,621	1,741	HS	None	SOJT
EC	41-2031	\$25,036	Retail Salespersons	17,969	19,644	NFE	None	SOJT
CE	41-2011	\$20,903	Cashiers	10,579	10,774	NFE	None	SOJT

NOTE: For more information about occupations, visit: O*NET OnLine at www.onetonline.org or the Bureau of Labor Statistics at www.bls.gov. This table displays only selected occupations. For a complete listing, view the Delaware 2024 publication at <https://lmi.delawareworks.com/Content/Publications/>



Science, Technology, Engineering & Mathematics

Providing scientific research and professional and technical services (e.g., physical science, social science, engineering) including laboratory and testing services and research and development services.

Holland Code	SOC Code	2016 Mean Wage	Occupation Title	2014 Est. Empl.	2024 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
EIRC	11-9041	\$147,396	Architectural and Engineering Managers	488	487	Bach	5+	None
IR	17-2041	\$118,467	Chemical Engineers	711	706	Bach	None	None
CI	15-2041	\$112,499	Statisticians	98	132	Mast	None	None
IR	17-2199	\$104,467	Engineers, All Other	53	59	Bach	None	None
IR	17-2071	\$100,897	Electrical Engineers	475	478	Bach	None	None
IRC	17-2141	\$99,819	Mechanical Engineers	728	771	Bach	None	None
IAR	19-1021	\$98,000	Biochemists and Biophysicists	216	221	PhD/Prof	None	None
IRAC	15-1111	\$93,970	Computer and Information Research Scientists	88	93	PhD/Prof	None	None
ICR	17-2111	\$93,003	Health and Safety Engineers, Except Mining Safety Engineers and Inspectors	57	58	Bach	None	None
ICER	17-2112	\$92,657	Industrial Engineers	524	520	Bach	None	None
IR	19-2042	\$89,400	Geoscientists, Except Hydrologists and Geographers	69	76	Bach	None	None
ICE	19-3022	\$57,726	Survey Researchers	74	81	Mast	None	None
RIC	19-4099	\$54,200	Life, Physical, and Social Science Technicians, All Other	140	148	Assoc	None	None

NOTE: For more information about occupations, visit: O*NET OnLine at www.onetonline.org or the Bureau of Labor Statistics at www.bls.gov. This table displays only selected occupations. For a complete listing, view the Delaware 2024 publication at <https://lmi.delawareworks.com/Content/Publications/>



Transportation, Distribution & Logistics

The movement of people, materials, and goods by road, pipeline, air, rail, and water, and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance.

Holland Code	SOC Code	2016 Mean Wage	Occupation Title	2014 Est. Empl.	2024 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
EC	11-3071	\$133,136	Transportation, Storage, and Distribution Managers	316	312	HS	5+	None
ERC	53-1031	\$64,119	First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators	703	743	HS	<5	None
RC	49-3011	\$59,187	Aircraft Mechanics and Service Technicians	469	476	VocEd	None	None
RCI	49-2091	\$50,709	Avionics Technicians	99	95	Assoc	None	None
R	49-3031	\$48,878	Bus and Truck Mechanics and Diesel Engine Specialists	526	583	HS	None	LOJT
R	49-3042	\$48,621	Mobile Heavy Equipment Mechanics, Except Engines	366	388	HS	None	LOJT
R	49-3023	\$42,218	Automotive Service Technicians and Mechanics	2,066	2,156	VocEd	None	SOJT
RC	53-3032	\$41,463	Heavy and Tractor-Trailer Truck Drivers	4,133	4,498	VocEd	None	SOJT
R	53-3021	\$39,668	Bus Drivers, Transit and Intercity	384	410	HS	None	MOJT
RC	53-7051	\$36,358	Industrial Truck and Tractor Operators	1,230	1,330	NFE	None	SOJT
RC	53-3033	\$33,911	Light Truck or Delivery Services Drivers	2,791	3,012	HS	None	SOJT
RC	53-3022	\$32,141	Bus Drivers, School or Special Client	2,033	2,238	HS	None	SOJT
RS	53-3011	\$29,137	Ambulance Drivers and Attendants, Except Emergency Medical Technicians	78	96	HS	None	MOJT
RE	53-3041	\$25,599	Taxi Drivers and Chauffeurs	543	638	NFE	None	SOJT
RC	53-6031	\$23,419	Automotive and Watercraft Service Attendants	282	313	NFE	None	SOJT
RC	53-6021	\$21,963	Parking Lot Attendants	496	540	NFE	None	SOJT

NOTE: For more information about occupations, visit: O*NET OnLine at www.onetonline.org or the Bureau of Labor Statistics at www.bls.gov. This table displays only selected occupations. For a complete listing, view the Delaware 2024 publication at <https://lmi.delawareworks.com/Content/Publications/>

Step 3: How Do I Decide?

In **Step 1**, you looked at your interests, skills, and work values. In **Step 2**, you looked at Delaware's overall labor market. Now it's time to ask yourself some more questions. How much education or training do you need or want? What wages do you hope to make? Where do you want to live? Combine all that you have learned in Steps 1 and 2 with what you will learn in Step 3 to refine your occupational choices.



How Much Education Do I Need or Want?

How much education would you like to attain now, or eventually?

Ask yourself:

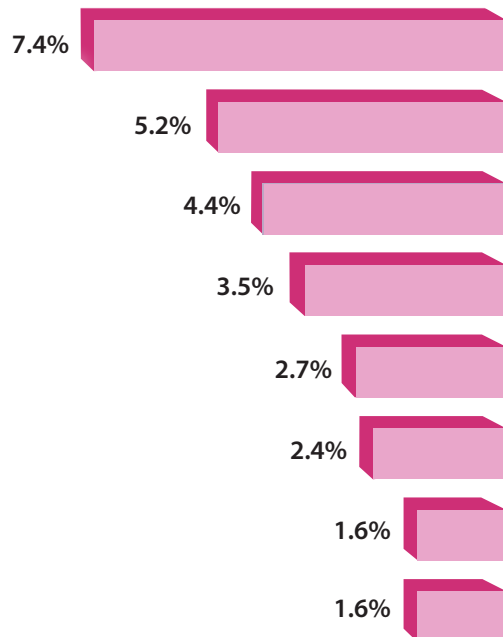
- Will more education help me meet my occupational goals?
- Will it be worth it to me financially?
- What kind of education suits my personality and learning style?



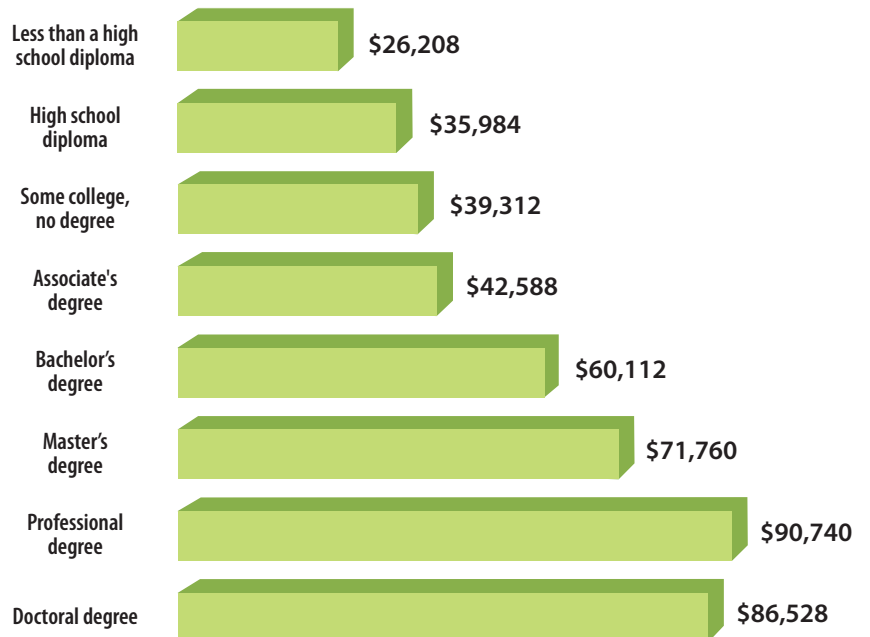
Add your desired level of education or training to the Occupation Comparison Chart on page 48 – Column 1 (My Profile), Row 4 (Education).

Education Pays in Higher Earnings and Lower Unemployment Rates

National Unemployment Rate in 2016



Median Annual Earnings in 2016, U.S.



Education Level

NOTE: Data are for persons 25 and over. Earnings are for full-time wage and salary workers, nationally.

Source: U.S. Bureau of Labor Statistics

Education Pays!

One major benefit of a college degree is having more higher-paying jobs to choose from. The table below shows you just some of the possibilities available to high school students and college graduates. As you browse, take note that some of the occupations require additional training or preparation, once employed in an occupation, to attain competency in the skills needed in that occupation. For some occupations, work experience in a related occupation may be a typical method of entry. These are abbreviated next to the occupation; see the key at the bottom of this page for definitions. You can also refer to page 23 for detailed descriptions of each abbreviation.

HIGH SCHOOL DIPLOMA AVG. SALARY \$41,470 (DE)	TWO-YEAR COLLEGE AVG. SALARY \$51,481 (DE)	FOUR-YEAR COLLEGE AVG. SALARY \$83,596 (DE)	MORE THAN FOUR YEARS AVG. SALARY \$105,453 (DE)
Auto Mechanic (SOJT)	Chemical Technician (MOJT)	Accountant	Chiropractor
Bank Teller (SOJT)	Dental Hygienist	Art Director (5+ yrs)	Dentist
Bus Driver (SOJT)	Funeral Service Manager (<5 yrs)	Athletic Trainer	Judge (5+ yrs)
Carpenter (App)	Paralegal	Chemist	Lawyer
Chef (5+ yrs)	Preschool Teacher	Registered Nurse	Librarian
Electrician (App)	Web Developer	Environmental Engineer	Pediatrician (Int/Res)
Fitness Trainer (SOJT)		Computer Programmer	Pharmacist
Mail Carrier (SOJT)		Graphic Designer	Physical Therapist
Photographer (LOJT)		Human Resources Manager (5+ yrs)	Physician's Assistant
Private Detective (<5 yrs and MOJT)		Interior Designer	Surgeon (Int/Res)
Real Estate Agent (LOJT)		Kindergarten/Middle School Teacher (Int/Res)	Veterinarian
Receptionist (SOJT)		Loan Officer (MOJT)	
Travel Agent (MOJT)		Marketing Manager (5+ yrs)	
Welder (MOJT)		Sales Manager (<5 yrs)	

SOURCE: Data are taken from the Delaware 2024 Occupation & Industry Projections, published July 2016, and the Delaware Wages 2014, published May 2015.



Int/Res - Internship/Residency
App - Apprenticeship
LOJT - Long-term on-the-job training
MOJT - Moderate-term on-the-job training
SOJT - Short-term on-the-job training
5+ years - more than 5 years spent gaining work related experience
<5 years - less than 5 years spent gaining work related experience



Reality Check

Review the four sample lifestyles below that are based on the Delaware 2014 Occupational Employment Statistics data. Think about which one may fit you best. These samples are average monthly expenditures for a single person based on their occupation's usual required education and do not include taxes or putting any money aside for savings.

NO FORMAL EDUCATION REQUIREMENT

earns an average annual salary of \$24,229

Residence:

Small Apartment Rent - \$610
Utilities/Phone/Internet/etc. - \$268



Transportation:

Used Car Payment - \$188
Maintenance, Fuel & Insurance - \$246



Other Costs:

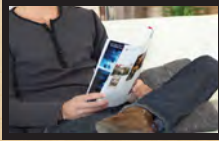
Household Items, Haircuts, etc. - \$81
Clothing - \$95
Entertainment - \$145
Food - \$419



Average Monthly Expenses

Total: \$2,052

(-\$33 per month leftover for taxes, savings, etc.)

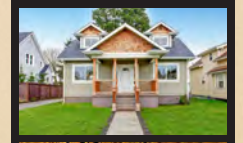


HIGH SCHOOL DIPLOMA

earns an average annual salary of \$41,470

Residence:

Starter Home Payment/Rent - \$749
Utilities/Phone/Internet/etc. - \$314



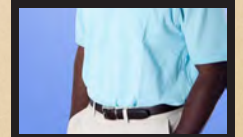
Transportation:

Compact Car/Van Payment - \$310
Maintenance, Fuel & Insurance - \$329



Other Costs:

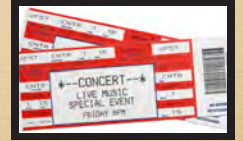
Household Items, Haircuts, etc. - \$91
Clothing - \$109
Entertainment - \$185
Food - \$483



Average Monthly Expenses

Total: \$2,570

(\$886 per month leftover for taxes, savings, etc.)



ASSOCIATES DEGREE

earns an average annual salary of \$51,481

Residence:

Moderately-Priced Home Payment - \$982
Utilities/Phone/Internet/etc. - \$371



Transportation:

Car/SUV Payment - \$416
Maintenance, Fuel & Insurance - \$394



Other Costs:

Household Items, Haircuts, etc. - \$124
Clothing - \$165
Entertainment - \$254
Food - \$680



Average Monthly Expenses

Total: \$3,386

(\$904 per month leftover for taxes, savings, etc.)



BACHELORS DEGREE OR HIGHER

earns an average annual salary of \$87,401

Residence:

Luxury Home Payment - \$1,628
Utilities/Phone/Internet/etc. - \$471



Transportation:

Luxury Auto Payment - \$654
Maintenance, Fuel & Insurance - \$537



Other Costs:

Household Items, Haircuts, etc. - \$204
Clothing - \$335
Entertainment - \$493
Food - \$1,029



Average Monthly Expenses

Total: \$5,351

(\$1,932 per month leftover for taxes, savings, etc.)



Source: Consumer Expenditure Survey 2015, U.S. Bureau of Labor Statistics. More information can be found at www.bls.gov/cex/

Build a Budget

This budget is designed to help you understand your personal financial needs and desires. In general, revenues should be greater than or equal to expenditures.

1. My Budget

Look over the worksheet on page 46. This sample budget is based on a taxable income of \$35,000/year or \$2,916/month.

Deductions

After deducting \$1,131 for taxes, insurance, pension, and savings, the net monthly take-home pay is \$1,785. This is the amount left to pay monthly living expenses and to hopefully have a little fun.

Expenses

What do you need to include in your expenses? Certainly, you need groceries and a place to live. Will your job require clothes that you don't currently own? How will you get to work? Will you need a car or can you take public transportation? Would you need to spend some of your income on veterinary care and pet food? Do you have a hobby that requires monthly expenditures?

Keep your personal lifestyle and future needs in mind as you complete the budget for two occupations.

2. Directions: My Budget

Row 1 - Write down two occupation titles.

Row 2 - Under each occupation, write its annual entry wages.*

Row 3 - Divide by 12 to convert the annual wages to gross monthly wages.

Rows 4 thru 8 - Do the math for each row.

Example:

Row 3 (Gross Monthly Wages) x Row 4 calculation rate (15% or .15) = the amount being taken out of your monthly wages for Federal taxes.

Federal and state tax rates are dependent on your income bracket. See the tables beneath the worksheet to find out in which bracket you fall.

Row 9 - Total your taxes, deductions & savings for Rows 4 – 8.

Row 10 - Subtract Row 9 from Row 3 to find out what your net monthly take-home pay will be.

Rows 11 thru 19 - Do your research to estimate your expenses in this section. Look in the classifieds or go online to find out what apartments cost, or use the average costs in the *Where Do I Want To Live?* table on page 47 as a guide. How far will you have to drive? How much is gas? Can you take public transportation or even walk or bike to work? What is your monthly phone bill? Make your best guess as to what your expenses will be.

Row 20 - Total all your expenses from Rows 11 – 19 to get your total monthly expenses.

Row 21 - Subtract your expenses (Row 20) from your net monthly take-home pay (Row 10).

3. Budget Review

How does your budget look? Do you have any money left or will you need to cut your expenses? Can you share an apartment? Can you find a cheaper car or a cheaper phone plan? Can you put more into savings? Based on what you have learned, write your desired entry wage on the bottom of page 46.



*To find wage information, go to: <http://www.onetonline.org>. Enter your occupation into the **Occupation Quick Search** box. Choose your occupation from the generated list. Scroll to the bottom of the **Summary Report** page and under the header, **Wages and Employment Trends**, choose the state in which you are interested. Your first job will most likely fall into the Low category, which is the 10th percentile. This means that 10% of workers earn less and 90% of workers earn more than the estimated wage. You will earn more with experience.

My Budget

	Monthly Budget Items	Sample Budget (\$)	Sample Calculation Rate (%)	Occupation 1	Occupation 2
1	Occupation Title				
2	Annual Entry Wages	\$35,000			
3	Gross Monthly Wages (row 2÷12 months)	\$2,916			
MONTHLY TAXES, DEDUCTIONS & SAVINGS					
4	Federal	437	15.0%		
5	State	160	5.5%		
6	Social Security	181	6.2%		
7	Health Insurance	207	7.1%		
8	Savings*	146	5.0%		
9	Total Taxes, Deductions & Savings (add 4 thru 8)	\$1,131			
10	Net Monthly Take-Home Pay (row 3 - row 9)	\$1,785			
MONTHLY EXPENSES					
11	Housing (sample budget assumes 3 roommates)	250	your 1/4 share		
12	Food	460	at home & away		
13	Utilities	70	your 1/4 share		
14	Transportation	540	car payment, gas, & maintenance		
15	Clothing	100			
16	Phone	75	limited data		
17	Cable TV/Internet	35	your 1/4 share		
18	Entertainment	100			
19	Other	no	student loan		
20	Total Monthly Expenses (add rows 11 thru 19)	\$1,630			
21	Take Home Pay – Total Expenses (row 10 - row 20)	+\$155			

*Although this is not a mandatory monthly deduction, try to get into the habit of putting aside savings every month.

2017 Delaware Tax Bracket (Single) Marginal Tax Rate (\$)

\$2,000 – \$4,999	2.2%
\$5,000 – \$9,999	3.9%
\$10,000 – \$19,999	4.8%
\$20,000 – \$24,999	5.2%
\$25,000 – \$59,999	5.5%
\$60,000+	6.6%

2017 Federal Tax Bracket (Single) Marginal Tax Rate (\$)

\$0 – \$9,325	10%
\$9,326 – \$37,950	15%
\$37,951 – \$91,900	25%
\$91,901 – \$191,650	28%
\$191,651 – \$416,700	33%
\$416,701+	35%



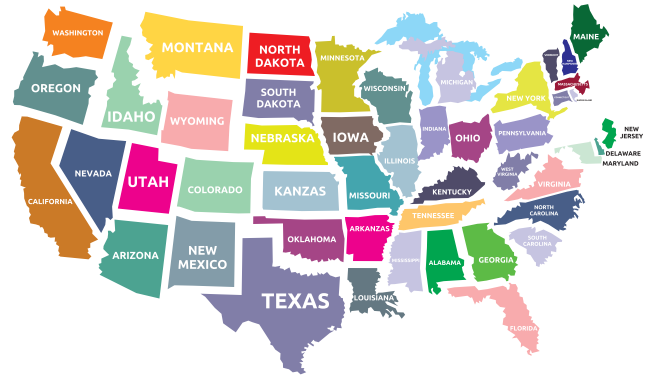
Write your desired wage under **Column 1 (My Profile)** on **Row 5 (Entry Wage)** of the **Occupation Comparison Chart** on page 48.

Based on this budgeting exercise, I would like to earn an entry wage of: \$ _____

Where Do I Want to Live?

Once you figure out your budget, you will need to think about where you want to live. Ask yourself some basic questions to help you decide:

- Do I want to live near my family?
- Do I want to live somewhere where it is cold and snowy in the winter?
- Do I want to live near the beach?
- Is getting the job I want more important than where I live?



If where you live is important to you, write your two favorite locations under Column 1 (My Profile) on Row 6 - Job Location(s) - of the Occupation Comparison Chart on page 48.

Consider the cost of living in your decision-making. Look at the table below to see how the cost of goods and services varies in different locations across the United States.

City and State	2 BR Apt Rent /month	Home Energy /month	Gas regular /gallon	Doctor Office Visit	Men's Haircut, No Styling	Dry Cleaning, 2 pc. Suit	Whole Milk half gal.	White Bread 24 oz.	Eggs dozen	Corn Flakes 18 oz.	Bananas /per lb.	Cheese Pizza 12"
Delaware												
Dover	943	182.99	1.88	82.39	12.33	10.92	2.02	2.62	1.98	3.70	0.56	9.61
Wilmington	1,094	184.77	1.93	83.94	12.58	13.38	2.03	3.07	2.21	3.80	0.56	9.61
Northeast												
Boston, MA	2,668	287.63	2.03	188.00	20.93	15.83	1.94	3.99	2.18	3.96	0.48	11.10
Washington, DC	2,112	223.39	2.00	93.50	20.00	13.44	2.39	3.78	2.99	3.99	0.57	10.12
Manhattan, NY	4,239	232.72	2.31	105.00	24.02	14.43	2.45	3.73	2.72	3.88	0.51	12.14
Philadelphia, PA	1,369	182.53	2.23	124.15	17.96	13.07	1.97	3.93	2.34	3.89	0.59	10.38
Baltimore, MD	1,558	177.91	2.05	85.25	19.22	11.33	2.52	3.64	2.85	3.86	0.55	9.91
Southeast												
Lynchburg, VA	812	187.75	1.80	91.63	11.40	10.64	1.68	3.22	1.94	3.03	0.58	8.82
Lexington, KY	934	128.21	2.00	109.00	16.00	12.25	1.41	2.85	2.14	3.22	0.53	8.96
Atlanta, GA	1,055	140.88	2.08	101.25	17.87	9.93	1.99	4.14	1.73	3.61	0.60	8.66
Orlando, FL	1,061	161.51	1.97	73.11	14.33	12.17	2.34	3.52	2.00	3.33	0.60	8.94
North Central												
Des Moines, IA	662	156.60	1.92	120.75	14.43	12.09	1.75	3.02	1.34	3.22	0.53	8.49
Chicago, IL	1,525	150.85	2.57	99.17	17.44	12.83	1.94	3.05	1.69	3.71	0.40	9.99
Wichita, KS	700	163.42	1.89	105.12	15.64	13.64	1.69	3.32	1.85	3.48	0.56	7.95
South Central												
Denver, CO	1,469	135.90	1.99	134.18	18.59	15.87	1.78	2.85	2.88	3.54	0.60	7.33
Dallas, TX	1,058	162.75	1.86	107.11	22.16	10.13	1.87	2.99	2.23	3.46	0.55	10.41
Phoenix, AZ	974	185.91	2.17	99.67	13.50	11.97	1.60	2.80	2.22	3.42	0.58	8.73
West												
Anchorage, AK	1,407	201.39	2.32	175.40	20.65	15.51	2.26	4.68	1.97	4.61	0.88	10.99
San Francisco, CA	3,548	203.84	2.89	129.25	18.71	13.70	3.03	3.72	3.83	4.84	0.79	11.00
Boise, ID	795	133.56	2.21	125.34	14.95	13.10	1.53	3.36	1.44	3.38	0.53	8.49
Portland, OR	2,461	145.06	2.58	121.58	25.26	13.77	2.18	3.90	2.36	3.91	0.68	10.33
Honolulu, HI	2,996	455.51	2.58	110.63	16.00	18.78	3.79	5.83	3.37	6.49	1.22	11.99

NOTE: Data are taken from the C2ER Cost of Living Index, 2016 First Quarter Data, published May, 2017.

How Do I Match Up?

Complete this chart to evaluate all that you have learned about yourself and the world of work.



Column 1

Complete this column with information you have discovered about yourself. Use the page numbers and resources provided.

Columns 2 & 3

Complete these columns for the two occupations you want to compare. Fill in each cell using the information you have found through your research. If you are missing any information, you know where to find it! www.onetonline.org

Occupation Comparison Chart



		Column 1	Column 2	Column 3
	Job Attribute	My Profile	Occupation 1	Occupation 2
1	Occupation Title	my name date		
2	Holland Code (RIASEC) (Interest code)	p. 10		
3	Career Clusters	p. 15		
4	Education	p. 42		
5	Entry Wage	p. 46		
6	Job Location(s)	p. 47		
7	Basic Worker Skills (from the matrix or www.onetonline.org)	p. 17		
8	Job Openings/Growth (from pp. 22 & 23 or www.onetonline.org)	<i>Are you looking for an occupation that is growing? How important is it to you? Keep this in mind.</i>		

O*NET does not classify occupations by likes (hands, people, information) or learning styles (visual, auditory, kinesthetic/tactile), but you can probably guess where most occupations fall. Keep those preferences in mind, as well.

What Is My Best Match?

Analysis

Occupation Comparison Chart

1. On the previous page in Columns 2 & 3, circle each item that matches or is pretty close to matching your personal profile in Column 1.

NOTE: If your Profile Holland Code is AIR and the Code for one of your occupations is AIS, that's still a very close match. It might also be a close match if the A and I are switched (IAR), unless your Artistic personality is extremely dominant. Use your judgment.

2. Now determine which of the two occupations from the chart matches your personal profile better. Complete the sentence at the bottom of this page – *This occupation is my best match so far:* – with the name of that occupation.

3. Complete the second sentence – *I am also considering this occupation:* – with another occupation if you believe it could also be a good match.

4. If you are not satisfied with your results, fill out the *Occupation Comparison Chart* again. This time, use two different occupations that you identified in Steps 1 – 3 to see how well they match your profile. Or you may want to research different occupations from O*Net. It's possible that the best match for you is an occupation that, at this time, you don't even know exists.

Reality Check

Do you still want to consider your dream occupation from Step 1?

If your dream occupation didn't make it to this page as a good match, but you're not ready to let it go, then it's worth researching in the real world. Written activities are great tools to help you determine patterns and to set a course, but they shouldn't be used alone to drive your decision-making. See if you can interview someone, or volunteer, or intern in your dream job to gain a better understanding of what the occupation really entails. It will be worth it to you in the long run.

What to do if your dream job is not a good match after all:

1. Enjoy your dream as an avocation.

You may enjoy writing but you don't have the self-discipline required to make a living as a novelist. Find a more suitable occupation for your day job, but don't give up your writing. It may take you a long time, but if you keep working at it, your novel will be finished one day.

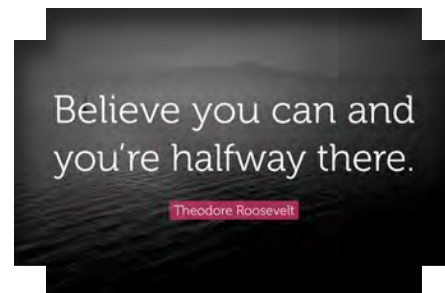
2. Find a different occupation in the same field of interest.

What if you don't have the talent to make it as a professional athlete? You might find career satisfaction as a coach, a trainer, an agent, a team marketing specialist, a sports writer, or a field maintenance worker. There are

many occupations in which you can indulge your love of sports and still earn a good living.

3. Consider the same occupation in a different environment.

If you have dreamt of becoming a teacher, but you realize you're not cut out to teach in a classroom, consider other teaching environments. Perhaps you could tutor students privately or teach online classes. Determine which kind of environment you do enjoy and research teaching jobs that fulfill that need.



What Next?

Everything you've done thus far in the *Delaware Career Compass* has been on paper or on the computer. The activities and research have provided you with occupational patterns to get you started on your career adventure, but nothing can take the place of going into the real world to try out jobs firsthand.

This occupation is my best match so far: _____

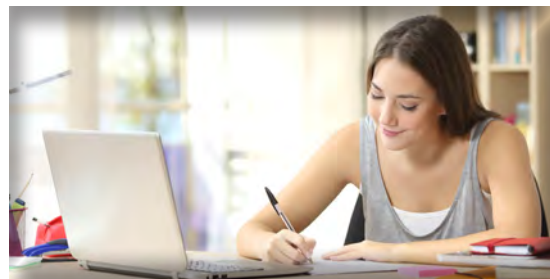
I am also considering this occupation: _____

Go on to Step 4



Step 4: How Do I Do It?

In **Step 1**, you looked at your interests, skills, and work values. In **Step 2**, you looked at Delaware's overall labor market. In **Step 3**, you chose the occupation most suited to your self-assessment. **Now comes the fun part!** It's time to take your goals and turn them into reality. Whether you're looking for additional training or education, looking into the military, or thinking about employment, this step will provide you valuable assistance.



Make the Most of High School

1. Take a variety of classes to discover what you're good at and what interests you. Take a chance – try something new.
2. Consider Tech Prep and/or Career & Technical Education (CTE). Join a CTE organization.
3. Appreciate the diversity of your classmates. Learn to work with all types of people. Move out of your comfort zone.
4. Choose a career pathway that matches your interests and skills.
5. Take advantage of extracurricular activities that interest you. Try sports, clubs, music, community theater, scouts, babysitting, lawn care, photography, etc., to learn new skills, build character, and practice responsibility.
6. Build leadership skills. Resist the temptation to sit on the sidelines; show and use all your abilities.
7. Get really, really good at something – anything.
8. Explore career options. Conduct informational interviews (ask prepared questions) with people who are in occupations that you may want to pursue.
9. Ask family members what paths they took to reach their current jobs and what they learned from their journeys. Shadow them at their jobs for a day.
10. Be curious. Initiate a conversation with someone you're standing next to in line or sitting with in a waiting room. You may learn about a job you didn't even know existed.
11. Research the details of occupations on O*NET OnLine.
12. Volunteer to work in a job that you think might be a good career match. What you perceive about an occupation is very often different from the reality of it.
13. Find a summer job that will provide you with more insight into the world of work and how you fit in.
14. Make mindful decisions. Think about the person you want to become and the place you want to fill in this world because you are shaping that person right now.
15. Reflect on everything you try and all that you learn.



A Word to the Wise

Self-reliance and a positive attitude are your keys to finding opportunities and making career choices that will be right for you and will provide you with rewarding experiences in the world of work.

You can't go wrong if you:

- Think about life as an adventure filled with exciting unknowns.
- Look for the positive in every situation. What's the plus? Where's the opportunity?
- Know what you want in life and avoid the quick fix. Stay true to your values and beliefs.
- Know your strengths and think about them every day.
- Identify your weaknesses and know that they are limitations, not flaws.
- Build on your strengths and find ways to reduce your limitations.
- Learn from your mistakes. Think about what you will do differently the next time.
- Learn to speak up for yourself and verbalize what you want.

What is Career & Technical Education?

The key to a successful and productive society is found in maintaining a highly qualified, skilled and educated workforce. Technical jobs are very much in demand today. Career & Technical Education (CTE) is dedicated to providing secondary students with the education and skills they need to be successfully employed after graduation or to advance to postsecondary education.

CTE includes a wide variety of programs that are designed to equip you with career and life skills. As a CTE student, you can explore career options, gain close insight into a number of fields, prepare for a wide range of occupations, earn college credit while you're still in high school, and gain actual work experience. CTE prepares students for employment and postsecondary education in current or emerging professions. Students who successfully complete these programs can continue their education and enter high-skill, high-wage, high-demand careers. This will also prepare you for postsecondary learning.

Career & Technical Education Pathways

Career & Technical Education pathways will help you discover which career is best for you by providing valuable information and realistic experiences. A career pathway is part of a broader program of study that aligns academic and technical coursework and allows students to earn industry recognized credentials that hold value at the professional or post-secondary levels. The career pathway is not part of a required core academic program. It is an additional requirement of a planned, sequential series of at least three related courses. Every student entering a public high school in Delaware must identify and complete a career pathway to fulfill the requirements for graduation.

These career pathways must:

- incorporate secondary education & postsecondary elements;
- not otherwise be taken to fulfill graduation requirements;
- include academic and career and technical content in a coordinated, non-duplicative progression of courses; **and**
- lead to an industry-recognized credential or certificate at the postsecondary level, an associate's degree, or a bachelor's degree.

How Do I Choose a Pathway?

Base your pathway decision on your Student Success Plan, and everything you've learned about yourself from using the *Career Compass* and from your online assessments. What do you like? What skills do you have? What career clusters interest you? What occupations are expected to have openings? Make an informed career pathway choice to prepare yourself for an interesting and fulfilling future.

Thinking about college?

Great! Consider these four facts:

1. High School Career and Technical Education programs offer free options for earning advanced standard articulated credit.
2. Career and Technical Education-based jobs can provide career direction as well as valuable experience for college graduates.
3. Career and Technical Education graduates who work their way through college can minimize or eliminate their college loan burden.
4. Unemployed and under-employed 4-year college graduates often enroll in post-secondary Career and Technical Education programs to gain access to high-skill, high-wage, high-demand technical jobs.

Most career and technical education programs combine classroom instruction, laboratory work, on-the-job work-based learning experiences, opportunities to earn early college credit and industry credentials, and participation in student organizations. This combination makes this type of education an exciting prospect as you consider ways to achieve your career goals.



Career & Technical Education in Delaware High Schools

Delaware’s goal is for every high school graduate to be college or career ready, and there are multiple avenues available for each student to achieve that. The old separate paths where some students went to public or private high schools to prepare for college while others went to a vocational school to prepare directly for work no longer exist. Now, all public and most charter schools offer a variety of career and technical education (CTE) pathways where students can get real work experience and earn certificates employers look for when hiring, as well as prepare for college. The state’s dedicated vocational-technical schools focus on career readiness, but also prepare students for further post-secondary education. The chart below lists the career programs offered by each of the six vocational-technical high schools. The complete list of all approved CTE programs of study and courses at all of the other public and charter schools is even more extensive, and can be found at this Delaware Department of Education site: <https://pubapps.doe.k12.de.us/CIPADMIN/Public/Default.aspx> You can find informational profiles of each public school here: <http://profiles.doe.k12.de.us/schoolprofiles/State/Default.aspx>



Browse the table below to see which Pathway programs are offered at the Vo-Tech High Schools throughout the state. Delcastle, Hodgson, Howard, and St. Georges are located in New Castle County. Polytech is located in Kent County, and Sussex Tech is located in Sussex County.

Career Programs Offered in Delaware Vo-Tech High Schools

CAREER PROGRAMS	PROGRAM DESCRIPTIONS	DELCASTLE	HODGSON	HOWARD	ST. GEORGES	POLYTECH	SUSSEXTECH
BUSINESS, COMMUNICATIONS, & COMPUTERS							
Academy of Finance and Business	Comprehensive program preparing students for careers in the financial services and banking industries			✓			
Broadcast Media	Prepares students for careers within the communications field, from technical specialties to on-air performance, video/audio production					✓	
Business, Finance and Marketing	Prepares students for today’s competitive business environment with instruction Microsoft Office products, business ownership, business technology, Windows, accounting, and a host of business software programs						✓
Business Technology	Business Technology encompasses the development of skills in a wide range of hardware, software and services that keep companies running and enhance daily operations	✓					
Cisco Networking Academy	Prepares students for careers in computer networking and computers science with instruction in building and managing networks, problem solving and critical thinking, with certifications in CompTIA A+, CCENT, and CCNA Routing and Switching						✓
Computer Engineering	Course of study includes computer systems hardware and networking administration, and provides students opportunity to take Comp TIA and Cisco Exams					✓	
Computer Network Administration	Course of study includes computer systems hardware and networking administration, and provides students opportunity to take Comp TIA and Cisco Exams		✓	✓			
Digital Media	Program provides technical skills and practical experiences to plan, produce, and present creative communication using a variety of digital media with emphasis on video production, web and graphic design	✓					

CAREER PROGRAMS	PROGRAM DESCRIPTIONS	DELCASTLE	HODGSON	HOWARD	ST. GEORGES	POLYTECH	SUSSEX TECH
Digital Publishing and Print Design	Prepares students for the graphic design industry with instruction in production, digital desktop publishing, advertising, commercial art, and a host of industry-leading software packages						✓
Graphic Arts	Prepares students for careers in the Printing industry with emphasis on operation of offset and screen printing presses, and instruction in pre-press software, imaging, estimating, sales, and graphic design	✓					
IT Academy	Information Technology course of study for future programmers/coders, includes fundamentals of computer logic, coding, and programming languages such as Python, Java, and Java Script (program pending approval)	✓			✓		
Media Broadcasting	Prepares students for a career in the communications industry with instruction in state-of-the-art equipment and technology, television/radio production, and editing through industry-recognized software, including Avid						✓
Web and Print Technology	Prepares students to apply graphics to the design, editing and publishing of documents and utilize the World Wide Web				✓		
CONSTRUCTION TECHNOLOGIES							
Building Automation Systems	Install and service automated systems in buildings that integrate telecommunications, computer networks, audio/video systems, security and surveillance systems, lighting, HVAC management, water systems and access controls			✓			
Building Construction	Prepares students to enter the building construction trade at the level of apprentice carpenter. Curriculum includes blueprint reading, site preparation, concrete forming, floor, wall, and roof framing, installation of windows/doors, exterior/interior walls					✓	
Carpentry	Lay out, construct, and repair buildings and homes using wood, aluminum, steel, vinyl, & composite materials	✓	✓	✓	✓		
Carpentry/Construction Management	Prepares students for a career in construction management technologies and/or carpentry with instruction safe and proper power tool handling, job-site construction projects, blueprint reading, layout, materials, cost estimation, and much more						✓
Electrical and Green Energy	Prepares students for careers in residential, commercial, or industrial electrical capacities with instruction based on the National Electric Code, covering wiring new construction, maintenance, cutting, bending, installation, logical program controllers, and much more						✓
Electrical Trades	Install, operate, maintain, and repair residential, commercial, and industrial electrical systems	✓	✓		✓	✓	
General Construction	Develop basic skills in carpentry, electricity, plumbing, painting and drywall installation	✓					
Heating, Ventilation & Air Conditioning	Install and service heating and cooling equipment, including commercial and residential units (at Sussex Tech, residential only)	✓			✓		✓
Industrial Mechanics/ Millwright Technology	Provide training in skills needed to build, maintain, troubleshoot, and repair industrial pumps and mechanical equipment		✓				
Landscape Management and Environmental	Prepares students for careers in landscape management with instruction on environmental problems and problem solving, natural resources, ecology, aquatics, wildlife, wetlands, waste management, energy, law, soils, plant science, and much more						✓
Masonry	Build structures with brick, concrete, hard tile, marble, and related materials		✓			✓	
Plumbing	Assemble, install, and repair pipes, fittings, and fixtures	✓	✓		✓		
Sheet Metal Fabrication	Lay out, build, and install items made of steel, copper, stainless steel, and aluminum	✓					
Welding/Fabrication	Design, fabricate, and repair ferrous and non-ferrous metals using various welding processes	✓				✓	

CAREER PROGRAMS	PROGRAM DESCRIPTIONS	DELCASTLE	HODGSON	HOWARD	ST. GEORGES	POLYTECH	SUSSEX TECH
		HEALTH SERVICES					
Athletic Healthcare Services	Prepares students to utilize skills in the prevention, recognition, treatment, & rehabilitation of sports related injuries				✓		
Biomedical Sciences and Allied Health	Prepares students for healthcare careers, based upon Biomedical Science courses, through the nationally recognized Project Lead the Way program, as a foundation for pathways such as Medical Assisting, Nursing Technology, Surgical Technology, and other Allied Health occupations	✓					
Dental Assisting	Assist dentists at chairside; perform clerical functions and selected dental laboratory procedures	✓	✓	✓		✓	
Dental Services	Prepares students for a career in dental services with instruction in hygiene, patient treatment, dental instruments and materials, record keeping, radiography, and infection control procedures						✓
Emergency Medical Services	Includes instruction in first aid and emergency medicine field techniques				✓		
Health Information Technology	Includes instruction in first aid and emergency medicine field techniques with opportunity to earn national certification from National Healthcareer Association		✓		✓		
Health Professions	Prepares students for careers in health-related fields, with an emphasis on nursing. Instruction topics include medical terminology, health care facilities, records, health issues, CPR/AED, first aid, anatomy and physiology						✓
Healthcare & Rehabilitation	Prepares students to begin earning entry level certifications to pursue careers requiring post-secondary degrees in areas such as athletic training, exercise science, occupational and physical therapy					✓	
Medical Assisting	Perform clinical, laboratory, and medical office procedures in a health care setting, applying scientific concepts	✓		✓	✓	✓	
Nursing Technology	Perform tasks of personal care to patients under the supervision of a registered nurse or licensed practical nurse	✓	✓	✓	✓		
Patient Care Services	Prepares students to earn certification for Nurse Aide and CAN					✓	
Physical Therapy-Athletic Health Care	Prepares students for a career in physical therapy/athletic health care with instruction medically-approved, sound preventative, and recuperative health practices						✓
Surgical Technology	Prepares students to be members of the surgical team in the operating room, sterilizing equipment, monitoring devices, passing instruments	✓					
PUBLIC AND CONSUMER SERVICES							
Cosmetology	Provide a variety of beauty services related to hair, skin, and nail care (preparation for the state licensing exam)	✓	✓	✓		✓	✓
Criminal Justice	Prepares students to pursue careers in law enforcement, public safety, corrections and security					✓	
Culinary Arts	Select, purchase, prepare, and produce foods in restaurants or other commercial settings	✓	✓	✓	✓	✓	
Early Care and Education	Prepares students for a career in early child care with instruction on development patterns of infants, toddlers, and preschool children. Instruction topics also include classroom management, methods, and child care regulations						✓
Education Professions	Prepares students to pursue careers in the field of education, from early childhood education to teaching					✓	
Hospitality Management: Lodging, Travel, and Tourism	Prepares students for a career in the hospitality industry with instruction in guest services, communication skills, human resources, marketing, finance, sales, safety and security, and a host of front and back-of-the-house operations						✓

CAREER PROGRAMS	PROGRAM DESCRIPTIONS	DELCASTLE	HODGSON	HOWARD	ST. GEORGES	POLYTECH	SUSSEX TECH
Legal Administrative Assisting	Training focused on administrative and clerical duties required to work in law/court settings such as preparation of legal correspondence, summonses, complaints, motions, and subpoenas			✓			
Legal Support Services	Serve community and public in employment fields such as police officer, security, social services and government services			✓			
Legal Support Services and Criminal Justice	Prepares students for careers in legal services, law enforcement, corrections, security, and crime scene investigation						✓
Production & Imaging Technology	Provides learning experiences in a school-based production center focused on customized imaging products and services	✓					
Teacher Academy for Early Childhood Education	Prepares students to directly enter the workplace in positions at early education centers and for careers as preschool, elementary, and secondary educators. Program includes planning, preparing, and presenting activities in an onsite preschool		✓		✓		
SCIENCE, ENERGY, AND DRAFTING							
Academy of Engineering & Manufacturing (a Project Lead The Way Program)	Comprehensive program for work in the field of engineering or project-based manufacturing. Training in machining and schematic design, electronics and control systems, materials science, robotics, and hydraulics		✓				
Aerospace Science/AFJROTC	Prepares students interested in pursuing careers in aerospace science and/or the US military, such as flight operations, pilot, aeronautics engineering					✓	
Biotechnology	Master basic laboratory techniques and procedures with heavy emphasis on math and science				✓		
Chemical Lab Technology	Support chemists in researching, processing, and quality control in the chemical manufacturing field	✓					
Electronics	A Project Lead the Way program focused on preparing students to pursue careers in the area of electronics, such as electronics and instrumentation technicians, telecommunications, security, and mobile electronics installation					✓	
Engineering Design	A Project Lead The Way engineering program focused on preparing students to enter engineering careers requiring post-secondary credits					✓	
Environmental Science	Prepares students to pursue careers in Environmental Science and Natural Resource Management, such as green park, and golf course technician, soil scientist, landscaper, wildlife protection and management					✓	
Technical Drafting & Design	Develop, plan, and prepare detailed charts, drawings, blueprints, and models in pencil and on computer using Auto-Desk Design Academy software	✓	✓		✓		
TRANSPORTATION							
Auto Body	Repair automobiles by straightening, replacing, trimming, painting, and refinishing	✓	✓			✓	
Auto/Diesel Technology	Diagnose, repair, and service automobiles and trucks, including diesel engines			✓			✓
Auto Technology	Diagnose, repair, and service automobiles and trucks	✓	✓		✓	✓	
Automotive Technologies	Prepares students for the auto/diesel industry with instruction in basic engine components and vehicle operation systems, including electrical, engine repair, engine performance, heating and air conditioning, steering and suspension, and brakes						✓
Aviation Technology	Inspect, repair, service and overhaul aircraft	✓					
Collision Repair	Prepares students for the collision repair industry with instruction in paint techniques, glass installation, fabrication, cost estimation, alignment, and much more						✓
Engine Technology	Repair, service, and maintain engines for motorcycles, lawn equipment, chain saws, etc.			✓			

Should I join a CTE Student Organization?

If you're looking for ways to enhance your career and technical education experience, participate in a student organization. Currently, there are eight active organizations available to students enrolled in career and technical education programs. These student organizations can have a very positive impact on career development because they offer "real-life" experiences, insight into careers, and the chance to make valuable contacts with business professionals. Contact a counselor or career and technical education teacher to join.



Educators Rising

Educators Rising is an organization that helps make sure teachers have the experience and skills they need to be ready for the classroom. Starting with high school students, we provide passionate young people with hands-on teaching experience, sustain their interest in the profession, and help them cultivate the skills they need to be successful educators. The result is a pipeline of accomplished teachers who are positioned to make a lasting difference – not only in the lives of their students, but also in the field of teaching more broadly.

National website:
www.educatorsrising.org

Delaware website:
www.delawarefea.org



Business Professionals of America (BPA)

Business Professionals of America is the leading Career Technical Student Organization for students pursuing careers in business management, office administration, information technology, and other related career fields. The Workplace Skills Assessment Program prepares students to succeed and assesses real-world business skills and problem solving abilities in finance, management, IT, and computer applications. Students are able to demonstrate their career skills at regional, state, and national conferences.

National website:
www.bpa.org

Delaware website:
<http://delawarebpa.org>

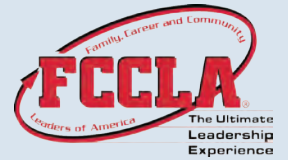


DECA

DECA, an association of Marketing students, prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality, and management. DECA conferences are targeted, highly-focused learning experiences for students. DECA conferences bring members into the larger DECA community while providing unique opportunities to extend classroom learning. Each of DECA's conferences connects with corporate professionals to engage students in learning industry-related trends and content.

National website:
www.deca.org

Delaware website:
<http://delawaredeca.org>



Family, Career & Community Leaders of America, Inc. (FCCLA)

Family, Career and Community Leaders of America is a national career and technical student organization for young men and women in Family and Consumer Sciences education in public and private schools through grade 12. Involvement in FCCLA offers members the opportunity to expand their leadership potential and develop skills for life – planning, goal setting, problem solving, decision making, and interpersonal communication – necessary in the home and workplace.

National website:
www.fcclainc.org

Delaware website:
<http://delawarefccla.org>





Future Health Professionals (HOSA)

HOSA Future Health Professionals is an international organization for students enrolled in health science programs and who are planning a career in healthcare. The activities of *HOSA* provide opportunities to develop, practice, and refine technical, leadership, and teamwork skills to achieve a seamless transition from education to a career. Its competitive events program, aligned with the National Health Science Standards, helps students graduate and be career and college ready.

National website:
www.hosa.org

Delaware website:
<http://delawarehosa.org>



National FFA Organization

The *National FFA Organization* envisions a future in which all agriscience education students will discover their passion in life and build on that insight to chart the course for their education, career, and personal future. Delaware FFA members are preparing for careers in agricultural marketing, processing, education, horticulture, production, forestry, natural resources, biotechnology, agribusiness, and other diverse agricultural fields.

National website:
www.ffa.org

Delaware website:
www.delawareffa.org



SkillsUSA

SkillsUSA's mission is to help its members become world-class workers, leaders, and responsible American citizens. It builds and reinforces self-confidence, work attitudes, and communications skills. It emphasizes total quality at work, including high ethical standards, superior work skills, life-long education, and pride in the dignity of work. *SkillsUSA* also promotes understanding of the free-enterprise system and involvement in community service.

National website:
www.skillsusa.org

Delaware website:
<http://delawareskillsusa.org>



Technology Student Association (TSA)

The *Technology Student Association* fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering, and mathematics (STEM) concepts through co-curricular activities, state and national competitions, community service projects, and group organizational activities. The TSA motto is *Learning to Lead in a Technical World*.

National website:
www.tsaweb.org

Delaware website:
<http://detsa.org>



Am I Eligible to Work?

Delaware developed laws many years ago to protect anyone under 18 from harmful employment practices by an employer. These laws are designed to prevent you from using dangerous equipment and to limit the number of hours you can work. You should know your eligibility requirements and be aware of what you can and cannot do on the job.

How old do I have to be to work in Delaware?

You must be at least 14 years old.

Do I need a permit?

Yes. All public middle schools, high schools, and school district offices have Child Labor Work Permit forms. They are also available on our website at <https://dia.delawareworks.com/labor-law>. After you have filled out the center part of the form and the employer has filled out the upper part, a designated issuing officer will validate the permit. You may also pick up a work permit from DE Department of Labor Offices:

- 4425 N. Market Street, 3rd floor, Wilmington
- 225 Corporate Blvd., Suite 211, Pencader Corp. Ctr., Newark
- 655 S. Bay Road, Suite 2H, Blue Hen Corp. Ctr., Dover
- 8 Georgetown Plaza, Suite 2, Georgetown

In addition to the completed form, what do I have to bring with me to get a work permit?

If you are getting your permit at your school, the issuing officer can use your school records to verify your birth date. Anywhere else, a valid driver's license, birth certificate (original or certified, not a copy), baptismal certificate, passport, or other official government document must be provided to prove your age.

Do I need my parents' permission to get a work permit?

If you are 14 or 15 years old, your parent or legal guardian must sign your work permit. This is not required for 16- and 17-year-olds.

Must I carry my permit with me whenever I'm at work?

No. You will give one permit copy to your employer to keep on file. Another copy will be kept on file at the Department of Labor in Wilmington until you reach age 18. A third copy should be kept for your own records. You must obtain a work permit each time you change jobs until age 18.

What hours can a 14- or 15-year-old work?

You may work between the hours of 7:00 a.m. and 7:00 p.m. from the day after Labor Day until May 31st. From June 1st through Labor Day, you may work between the hours of 7:00 a.m. and 9:00 p.m.

Call (302) 761-8200 for more information on work eligibility.
(Select the option for "Labor Law Enforcement")

You are also limited to the following:

- On school days: 4 hours (Some employers may only allow 3 hours of work due to federal law.)
- On a non-school day: 8 hours
- Any 5-day school week: 18 hours
- During vacation weeks: 40 hours
- No more than 6 days in any week.



What hours can a 16- or 17-year-old work?

You are limited to 12 hours a day in a combination of your school and work hours. And, you must have 8 consecutive hours of non-work, non-school time in each 24-hour period.

What kind of work is NOT allowed for teenagers under the age of 18 years?

Using or cleaning slicing machines, dough-mixing machines, and many metal-forming, punching, or shearing machines is prohibited. The erection and/or repair of electrical wires is also prohibited.

NOTE: Contact the DE Department of Labor for a complete list.

Are there jobs that 14- and 15-year-old students can't perform that 16- and 17-year-olds are allowed to do?

Yes. Some examples are using deep fat fryers, baking, **construction work**, any job using ladders or scaffolds, loading and unloading trucks, and jobs in warehouses (except office and clerical work).

Is there any kind of work I can do without getting a work permit or while I'm younger than 14 years old?

Babysitting, domestic work, or chores in private homes, a golf caddy, and delivering newspapers, if you buy the papers and offer them for resale. Also, if your parent or legal guardian owns a business, you are allowed to perform any work assignment providing it is non-hazardous.

What is the minimum amount of money I can be paid?

The minimum wage in Delaware is \$8.25/hour before any deductions are made for taxes or benefits. However, if you have a job where the customers regularly give you tips, your employer may pay you as little as \$2.23/hour as long as you get enough tips to bring your earnings up to \$8.25/hour.

Do I get a break at work?

You are not permitted to work more than 5 hours continuously without a nonworking period (break) of at least one half hour. The employer is required by law to give you this break.



Is Apprenticeship Right for Me?

What is Apprenticeship?

Apprenticeship is an “Earn while you Learn” education model, where the apprentice becomes skilled in the trade by:

- working with an experienced trade professional while employed (on-the-job training) and
- attending school class & lab (related classroom instruction).

If you're already a career and technical education student, you're well on your way to developing skills that will help in an apprenticeship and you may be eligible for advanced placement in the apprenticeship program. In fact, if you are a graduate of one of the six vocational technical high schools in Delaware, you are eligible to apply for an exemption of year one of the apprenticeship program. Ask the Adult Division of your local Vo-Tech School District:

- Sussex Tech: (302) 856-9035
- PolyTech: (302) 697-4545
- New Castle County Vo-Tech: (302) 683-3652

An apprentice is a paid employee with benefits provided. You sign a contract with an employer to learn a skilled occupation. You will receive two to four years of on-the-job training while also receiving related classroom instruction. Basically, you are being paid while learning an occupation.



Benefits of Apprenticeship

- No tuition-related student loans! The State covers the education if you attend a local Vo-Tech Adult Division.
- Increased skills
- Higher wages
- State of Delaware Journeyman Papers, a nationally recognized, transferrable credential
- Career advancement

There are over 20 occupations with an apprentice program in Delaware; here are the top 5:

- Electricians
- Plumbers, Pipefitters, and Steamfitters
- HVAC Mechanics
- Sheet Metal Workers
- Construction Laborers

Generally, an apprentice's pay begins at about half that of an experienced worker, and increases periodically throughout the apprenticeship. Once training is complete, the apprentice becomes a journeyman, receiving their journeyman papers. The journeyman certificate is a nationally recognized standard of accomplishment in a given trade. Most employers require applicants to have at least a high school diploma. Requirements vary from trade to trade, and program to program.



In 2015, Delaware had approximately 1,000 active apprentices, with just under 300 sponsors of apprenticeships statewide, including trade unions and employers from the largest to the smallest.

I want to be an apprentice, now what?

Position yourself for apprenticeship by:

- 1) Search apprenticeable occupations:
<https://www.doleta.gov/OA/occupations.cfm>
- 2) Get a job in an apprenticeable occupation and ask your employer to sponsor you.
- 3) There may be classes you can take even if you aren't sponsored yet, call your Vo-Tech Adult Division and find out!

APPRENTICESHIP RESOURCES:

Check out Delaware's Apprenticeship website for more information!

<https://det.delawareworks.com/apprenticeship-and-training.php>

Maryland Apprenticeship Website: <https://www.dllr.state.md.us/employment/appr/>

New Jersey Apprenticeship Website:

http://careerconnections.nj.gov/careerconnections/prepare/skills/apprentice/learn_about_registered_apprenticeships.shtml

Pennsylvania Apprenticeship Website:

<http://www.dli.pa.gov/Individuals/Labor-Management-Relations/llc/apprenticeship/Pages/default.aspx>

U.S. Department of Labor Apprenticeship Website: <https://www.dol.gov/apprenticeship/>

Find Employment and Resources at Delaware JobLink: <https://joblink.delaware.gov/>

Is the Military for Me?

In today's world, there are hundreds of occupations from which to choose, and it's important that you spend some time exploring the options available to you. The United States Armed Forces is one alternative you may want to consider.

In the military, you can learn marketable job skills, make good friends, and develop a positive, winning attitude. The pay scale is competitive with many starting salaries in the private sector, and many allowances paid out by the military are tax-exempt. If a college education is one of your priorities, tuition support programs are one of the ways that the military can help you with the rising cost of postsecondary education.

About the Military

The U.S. Military consists of five active-duty Services and their respective Guard and Reserve units. All branches are equal parts of the United States Uniformed Services, headed by the president as Commander in Chief. The Army, Marine Corps, Navy, and Air Force fall under the jurisdiction of the Department of Defense (DoD). The Coast Guard reports to the Department of Homeland Security during peacetime and to the DoD (by way of the Navy) during wartime. Reserve and National Guard units perform as active-duty servicemembers on a part-time basis. These troops train close to home, deploying when needed to aid in international conflict or domestic disaster relief. Gather as much information as possible about the branch that interests you. Each one differs in specific programs, terms of duty and enlistment options.

Reasons to Join:

- Compensation
- Education Support
- Professional Training
- World Travel
- Personal Improvement
- Insurance & Retirement Benefits

Entering the Military

In order to join the service, you must be 18 years of age (or 17 with permission from your parent or guardian) and a U.S. citizen or legal immigrant holding permanent resident status. Before serving in the Military, there are a few things a young adult can do to prepare. The ASVAB Career Exploration Program (www.military.com/ASVAB) can help young adults discover suitable jobs. Likewise, they must meet certain requirements to serve, including age, educational, and physical prerequisites. Once committed to service, training begins in the form of boot camp.

If you want to go to college before joining the military, consider a Reserve Officers Training Corps (ROTC) program or other service-oriented commissioning program. If your high school has a Junior ROTC program, it will teach you problem-solving, ethics, and leadership skills before you enlist. Military academies and colleges provide another route to a college degree and officer status.

Joining the Military is a big decision. Do your homework so there won't be any surprises. Gather as much information as you can and be sure to discuss your desire to serve with your family.

To learn more about military life and careers, explore websites like www.todaysmilitary.com and www.careersinthemilitary.com. You can also visit the specific service websites listed below.



Service	Website
U.S. Army	www.army.mil
U.S. Navy	www.navy.mil
U.S. Air Force	www.airforce.com
U.S. Marine Corps	www.marines.mil
U.S. Coast Guard	www.uscg.mil
Air National Guard	www.ang.af.mil
Army National Guard	www.nationalguard.com

How Do I Prepare for College?

SOPHOMORES

October:

As a tenth grader, you may want to take the Preliminary Scholastic Aptitude Test (PSAT), which is a shorter version of the SAT, the standardized test for reading, writing, and math used by many colleges as part of their admissions decision-making process. You may also want to take the PLAN®, a practice version of the ACT entrance exam that will help you assess your skills, interests, plans, and goals. In Delaware, most students take the SAT rather than the ACT, but most colleges accept either. Talk to your school counselor about when to take these tests and check out these websites for more information: www.act.org and www.collegeboard.com



JUNIORS

Collegescorecard.ed.gov can help with college searches and comparing costs, graduation rates, and other important information you should consider.

September:

Register for the PSAT, given in October, even if you took it in your sophomore year. The results won't be sent to colleges, but juniors who are among the top scorers in each state may be considered for National Merit Scholarships of up to \$2,500. (www.nationalmerit.org) Ask if any financial aid or college nights have been scheduled for your area. If you want to begin exploring your financial aid options and get an early start on the financial aid process, go to <https://fafsa.ed.gov/FAFSA/app/f4cForm?execution=e1s1>. By using FAFSA4caster, you and your family will receive an early estimate of eligibility for federal student aid. This website will also provide you with an opportunity to learn about the financial aid process. It will familiarize you with the various types of federal student aid that are available and will help you to investigate other sources of aid, such as grants and scholarships. When you're ready to apply for aid, you can easily transition from FAFSA4caster to FAFSA on the web. Much of the information that you enter in the FAFSA4caster will populate your FAFSA on the web application, making the experience of applying for federal student aid a lot easier.

December:

This is when you will receive your PSAT scores. Make an appointment with your school counselor to discuss the type

of school you might want to attend. Check the schedules to determine when you will take the ACTs or SATs and the achievement tests, which measure knowledge in specific areas. These are given at regular intervals during the school year; you must register about six weeks before the exam date. Results will be sent to the colleges you designate.

January to March:

Begin to develop your preliminary list of 15 to 20 colleges that seem interesting to you by consulting with your school counselor, college catalogs, websites, reference books, and other materials in your high school career center. Make informal visits to a few nearby schools to get a feel for the differences between large and small, rural and urban campuses. Ask your school counselor about advanced placement tests which award college credits to high scorers. Visit <http://apcentral.collegeboard.com/home>.

May:

Take advanced placement tests.

June:

Most colleges publish their catalogs online. Begin to refine your list to 10 or fewer schools.

Summer Vacation:

Begin to schedule interviews and campus visits for August, September, and October. Start thinking about your application essay.



SENIORS

September:

Ask your school counselor about the *Delaware Scholarship Compendium*, produced by the Delaware Higher Education Office, which lists state and private scholarships and provides information about planning and paying for college. The *Compendium* is available online at: <http://scholarships.delawaregoestocollege.org/> - on the right side of the page there is a link to "Download a printable version." Working with your school counselor, narrow your list to five to eight final selections. Ask if any financial aid info sessions or college nights have been scheduled for your area. Find out what forms your colleges require for financial aid and be sure to meet each deadline. Ask teachers to write the recommendations that accompany your applications. Work on your essay so you can show it to parents and teachers in time to make revisions. If you are applying under any Early Decision, Early Action, or Single-Choice Early Action plans, make sure your transcript is correct and ready to go out.

MORE →

October:

FAFSA opens October 1st, so you can apply for federal financial aid online after this date at www.fafsa.ed.gov. Start sending applications to schools with rolling admissions. Finish up your Early Decision, Early Action, or Single-Choice Early Action applications, which are usually due between Nov. 1 and Dec. 1; some schools require early financial aid forms with those applications. Many colleges provide online applications or you may be able to use the Common Application at www.commonapp.org to apply to more than one college at a time.

November:

Search for scholarships - many have fall deadlines.

December:

Many high schools require that you submit regular deadline college applications for processing early this month. Brace

yourself! Early Decision, Early Action, or Single-Choice Early Action responses will arrive from about Dec. 15 through Dec. 31.

January:

Final deadline season begins. Pay attention to application deadlines! File financial aid forms. Have your high school records office send transcripts of your first-semester grades to the colleges to which you have already applied. Continue to search and apply for scholarships.

March to May:

Finish your senior year strong. Your final grades matter! Review financial aid awards and contact the financial aid offices if you need help understanding your financial aid package. Be sure you know what you are expected to pay directly.

What About Financial Aid?

What Is Financial Aid?

Financial aid is money to help you meet after-high-school education costs. The money for financial aid comes from federal and state governments, the schools themselves, scholarships, and as a last resort, private loans from banks.

You must apply for financial aid to get it. You apply for aid separately from admission to the school. Maximize your opportunity to receive aid by applying early. The amount and kind of aid you get is based on your financial need, your academic record, and on the kinds of aid available at the school you attend.

Most students who receive aid get a combination of grants, loans, scholarships, and/or work-study funds. These sources of financial aid are put together in a "financial aid package" by the financial aid office at the school or college you have chosen. Undocumented students should contact college financial aid offices directly.

What Types Are There?

Grants:

Usually awarded based on financial need and do not have to be repaid (e.g., Federal Pell Grant*).

Federal Loans:

Typically repaid after you leave school at much lower interest rates than regular bank loans (e.g., Stafford Loan*).

Work Study:

Money you earn. Jobs are usually on campus and are sometimes related to career goals or fields of study (e.g., Federal Work Study*).

**Private Scholarships:**

These are not repaid. They are awarded by organizations and individuals using a wide range of criteria, including academic excellence, artistic ability, athletics, ethnicity, and field of

study (e.g., National Merit Scholarships)

www.finaid.org/scholarships

Aid for Military Personnel:

Financial aid opportunities that come with joining the military (e.g., Montgomery G.I. Bill).

See how you can qualify at: www.todaysmilitary.com or www.gibill.va.gov/benefits/index.html

*Research all federal grants, loans, and work study programs at <http://studentaid.ed.gov>.

Financial Aid Resources

There are many sources of financial aid information available. Look for information at your high school, the colleges you are interested in, your public library, and on the Internet.

Information about federal student aid is available online at: www.federalstudentaid.ed.gov or call: 1-800-433-3243

For information about state-sponsored aid, contact the Delaware Higher Education Office: www.DelawareGoesToCollege.org/step-2-find-state-aid/ 302-735-4120 or 800-292-7935

Financial Aid Opportunities

Delaware SEED (Student Excellence Equals Degree)

Maintain a 2.5 grade-point average and stay out of trouble and you could earn a SEED Scholarship. SEED provides tuition for eligible full-time students who are Delaware residents and will enroll in the fall immediately after high school graduation in an associate's degree program at:

Delaware Technical & Community College

<https://www.dtcc.edu/admissions-financial-aid/financial-aid-scholarships/types-aid/seed>

University of Delaware, Associate in Arts Program

www.cas.udel.edu/associateinarts/Pages/default.aspx



Inspire Scholarship

Students with a 2.75 grade-point average who enroll at Delaware State University immediately following graduation from a Delaware high school can be considered for the Inspire Scholarship. Applicants must be a Delaware resident and submit the FAFSA by March 15. For complete eligibility requirements, see: www.desu.edu/admissions/inspire-scholarship

The Academic Common Market

This is a tuition-savings agreement between 15 states that are members of the Southern Regional Education Board (SREB). If your major is not offered at the University of Delaware or Delaware State University, you may be eligible to pay the in-state tuition of participating public colleges for selected degree programs. To search for eligible programs and participating colleges, visit:

www.DelawareGoesToCollege.org/step-2-find-state-aid/

or call the Delaware Higher Education Office at: 302-735-4120 or 1-800-292-7935

AmeriCorps

AmeriCorps is a network of national programs throughout the U.S. and is made up of three programs: AmeriCorps State and National, AmeriCorps/Vista, and AmeriCorps/National Civilian Community Corps. AmeriCorps volunteers receive education awards for specified terms of service, which can be used to pay for college or pay back student loans. To learn more, call: 1-800-942-2677 or visit: <http://www.nationalservice.gov/programs/ameri-corps>

Pell Grant

The federal Pell grant is for undergraduate students with financial need who have not yet earned a bachelor's degree. The Pell grant award amount is based on a student's EFC (Expected Family Contribution, from their FAFSA), the cost of attendance at the school they are going to and the student's enrollment status at that school. A student can receive a Pell grant for no more than 12 semesters and must file the FAFSA annually to qualify. The Pell grant does not need to be repaid. For more information on the Pell grant visit: <https://studentaid.ed.gov/sa/types/grants-scholarships/pell>

Delaware Higher Education Office Scholarships

The Delaware Higher Education Office (DHEO) offers many scholarships based on academic merit, financial need or a combination of both. There are three memorial scholarships for high school seniors that offer full tuition, fees, room and board at the University of Delaware or Delaware State University. The Diamond State Scholarship is a merit-based award for high school seniors. There are professional incentive programs with loan forgiveness provisions for qualified state employment. The Scholarship Incentive Program is a need-based award for eligible students who file a FAFSA by the state deadline and complete the application process. Students can apply online for all of the programs administered through the Delaware Higher Education Office. For more information visit: <http://delawaregoestocollege.org/step-2-find-state-aid/>

Scholarship Resources

- <http://Scholarships.DelawareGoesToCollege.org>
- <https://bigfuture.collegeboard.org/scholarship-search#>
- <https://studentaid.ed.gov/sa/types/grants-scholarships/finding-scholarships>
- www.fastweb.com

12 Steps to Financial Aid

In the summer before you enter your senior year of high school:

1. Select schools that will fulfill your educational and occupational goals. Ask your school counselor about college nights scheduled in your area.
2. Write, call, or email the admissions office at each of these schools. Ask about financial aid possibilities and application procedures. You may be able to apply online.
3. Obtain the correct financial aid applications you will need from high school counselors, college financial aid offices, or private scholarship donors. You can apply online for federal and most state aid and a number of other programs.
4. Estimate the cost of attending each of the schools you have chosen. The FinAid website at www.finaid.org has dozens of tools for calculating college costs, loan payments, savings, and the expected family contribution (EFC).
5. Ask your high school counseling office if they sponsor a free financial aid night. Students and parents can learn about financial aid sources and procedures at these workshops.
6. Begin compiling the family financial information needed to fill out your financial aid applications: last year's tax return, figures on non-taxable income, and information on assets.

Soon after October 1:

7. Submit your Free Application for Federal Student Aid (FAFSA) by mail or online at: www.fafsa.ed.gov. Check with your school counselor if you and your parents need help completing the FAFSA.

In the spring:

8. Some schools may request additional information from you. Learn what each school requires and provide the information by the deadlines.
9. The schools you choose will notify you whether they will give you financial aid. They will also explain how much grant, loan, work-study, and/or scholarship money they can offer you. Compare college costs and financial aid packages using CollegeScorecard.ed.gov or College Board's comparison tool at: http://apps.collegeboard.com/fincalc/compare_aid.jsp
10. Tell each school in writing if you will accept or decline their financial aid package.

Those who choose to attend the summer term:

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

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

12. You must reapply for federal aid each year. If your FAFSA is received by the federal processor by April 15th each year, you will also be considered for the state's need-based grant, the Scholarship Incentive Program: <http://delawaregoestocollege.org/step-1-fill-out-the-fafsa/>. Find out if you need to reapply for any other sources of financial aid you receive.



The Costs of College

Now that you have received those hard-earned acceptance letters, it's time to start preparing for the next step - paying for college! Depending on the institution, tuition combined with room and board charges can vary greatly. And don't forget all of the additional costs that students and parents sometimes tend to overlook:

- Dorm Room Amenities (if applicable)
 - Supplemental furniture
 - Room decor
 - TV and/or Computer
- Text Books
- School Supplies
- Basic Toiletries
- Transportation
- Food and Meal Plans
- Laundry Services
- Social Activities

This may seem like a lot, but take a deep breath. These expenses won't all come at once, so you've got time to prepare! And there are some great underutilized college resources that can help. And don't forget...you still have a full summer ahead to get a job and start saving for these types of expenses.

Delaware Colleges & Universities



College or University	Website	Admissions Office	Financial Aid Office	Degrees	Campus Locations Main Campus
Public Colleges and Universities					
Delaware State University	www.desu.edu	857-6351 800-845-2544	857-6250	B,M,D	Dover , Georgetown, Wilmington
Delaware Technical Community College	www.dtcc.edu	571-5343	434-5552	Dip,C,A	Wilmington
		454-3954	453-3706	Dip,C,A	Stanton - Newark
		857-1020	857-1040	Dip,C,A	Dover - Terry
		259-6053	259-6080	Dip,C,A	Georgetown - Owens
University of Delaware	www.udel.edu	831-8123	831-2126	C,A,B,M,D	Newark , Dover, Georgetown, Lewes, Wilmington
Private Colleges and Universities					
Delaware College of Art & Design	www.dcad.edu	622-8867 x118	622-8867 x122	C,AFA	Wilmington
Goldey Beacom	www.gbc.edu	225-6248	225-6265	C,A,B,M	Pike Creek
Wesley College	www.wesley.edu	736-2300	736-2494	C,A,B,M	Dover , Dover AFB
Wilmington University	www.wilmu.edu	877-967-5464	302-356-6951	C,A,B,M,D	New Castle , North Wilmington, Dover, Dover Air Force Base, Georgetown
Out-of-State Institutions Operating in Delaware					
Springfield College*	www.springfieldcollege.edu/wilmington	658-5720 x221	658-5720 x212	B,M	Wilmington
Strayer University	www.strayer.edu/delaware/christiana	292-6100	292-6100	C,A,B,M	Newark
Widener University Delaware Law School	delawarelaw.widener.edu	477-2703	477-2272	C,MJ,DL, LLM,JD,SJD	Wilmington
Widener University Legal Education Institute	http://delawarelaw.widener.edu/prospective-students/paralegal-legal-nurse-consultant/about-the-legal-education-institute/	477-2205	477-2272	C,A,B	Wilmington

*Focus is on adult learners

Degree Abbreviations

AFAAssociate of Fine Arts
Dip.....Diploma
CCertificate
AAssociate

BBachelors
MMasters
D.....Doctorate
MJ.....Master of Jurisprudence

LLMMaster of Laws
JDJuris Doctor
DLDoctor of Laws
SJDDoctor of Juridical Science

How Do I Find the Right Job?

Finding the right job takes planning and preparation. It takes good organization, a lot of time and energy, and a positive outlook. Keep in mind that you're promoting a productive worker – you! Market all of the skills and abilities you have to help an employer succeed.

Maintaining a positive outlook throughout your job search can be difficult. But if you follow proven guidelines to help you organize your job search, you will improve your chances of success, even in a difficult job market.

TEST THE WATERS

Volunteer

Volunteering will provide you with valuable personal and work experience which can be an important resume builder. It will also provide you with unique experiences that can help you solidify your career goals, develop teamwork and leadership abilities, and learn new skills. You may find that a non-profit is exactly where you want to start your career. Visit:

www.volunteerdelaaware.org or www.serve.gov

Try the job out

Why not try out some jobs before you make a long-term commitment? See if you can find an internship or you might job shadow someone. You might also try a temporary or part-time job in an area that interests you. Any of these choices will provide you with valuable information about the real world of work and you never know, when you put your best foot forward, you might just end up with a job offer. Visit: www.internships.com

BUILD A NETWORK

What is networking?

Networking is the cultivation of productive relationships for employment and business. It is most certainly a two-way street, and it is a skill worth perfecting because it will benefit you throughout your life.

Who should be in your network?

Start with family, friends, teachers, and neighbors. After you feel comfortable with those closest to you, broaden your network to those in your community who have similar career interests and who are currently doing jobs in which you are interested.

When should you begin to network?

NOW! Don't assume that networking has little to do with you because you are in high school. This is the perfect time to practice valuable networking skills. Who will nominate you and support you if you run for an elected office? Who will be your references for college or a job? Who will provide you information about the world of work? Your network will!

How do you network?

Involve yourself with groups that interest you and that pertain to your future career. Be a leader in these groups. Do projects that will require conversations and research with business leaders, government officials, and community activists. Learn from them. Invite them to be your friends and your mentors. Assert yourself. Approach someone and simply ask about his/her job. Next to doing the job, it's a great way to learn about an occupation. You never know, you may have just begun a relationship with the person who's going to connect you with your first job.

Introduce yourself

Make sure everyone you meet knows who you are. Always look the person in the eye, shake hands, and give him/her your card or simply introduce yourself. If she asks you about yourself, do you know what you would say? Think about the question and then practice answering it in private. Before long, it will be natural for you to talk about yourself. Don't forget that networking is a two-way street; think about what you may have to offer a person in your network.

Document your contacts

As you build your network, document each contact. Start a notebook or spreadsheet to record the information. Include names, phone numbers, addresses, emails, how you know them, and what they do. Jot down any notes that will help you remember how you met them, who connected you, what skills they have, and how you might be valuable to them. Communicate with your network regularly.

SOCIAL MEDIA



While LinkedIn, Facebook and Twitter are considered the top 3 social media sites that can help you find a job, there are hundreds of others out there too. Having a presence on social media allows job seekers to:

- Learn about openings faster than going to a company website.
- Expand your network of professionals in your career.
- Manage your professional image and attract recruiters.
- Research companies through their online presence.
- Most importantly - market yourself!!

These social media tools can be powerful if used correctly. If a potential employer looked at your social media accounts, would they find information that doesn't represent you in a positive or professional way? What you post to the world on social media about yourself, and about others, can influence what employers think about you professionally. So be careful what you post! Always be truthful and obey the rules of etiquette.

Use Your Resources

Join a job club

Job clubs for graduating students often provide opportunities to participate in mock interviews and resume workshops.

Use your school career center

Explore your high school career facility and see how you can benefit from the services it offers.

Use your public library

Explore the resources in your local library's career center. Ask for assistance from the librarian.

Use the Internet, but not exclusively

Online postings are an effective way to conduct a job search, but in today's market, don't forget that face-to-face networking and "pounding the pavement" are still critical.

Use social media

Social media is opening more doors for jobseekers by increasing visibility with potential employers and providing an easy way for getting more information on a particular interviewer or company.

Go to job fairs

Job fairs can be a place to find a job, but they're also a place to network for future jobs. Even if you're not yet looking for work, you will learn a lot about the world of work by attending a job fair. Bring your questions!

Internet Resources

Research Occupations

www.onetonline.org
www.acinet.org
www.bls.gov/oooh
www.bls.gov/k12

Find Job Openings

<https://joblink.delaware.gov>
www.careerbuilder.com
www.indeed.com
<http://delawarestatejobs.com>
www.americasjobexchange.com
<http://jobsearch.monster.com>

Company Research

Internet

The actual company website
www.Bizjournals.com
www.hoovers.com
www.Bloomberg.com
www.LinkedIn.com/directory/companies

Call the company's human resources office

Watch the news

Contact your personal network



Informational Interviews

What is an informational interview?

An informational interview is similar to a face-to-face job interview except you are gathering information about occupations by asking the questions instead of answering them. This is a more formal way to network and learn about the world of work at the same time. Call someone in a field that interests you and make an appointment to interview him/her about their work. You will not only learn about the occupation, but you will broaden your network and develop a relationship with someone who might hire you someday.

How can they benefit me?

1. You will learn firsthand about occupations from the people who are actually doing the work.
2. You will build your network with people who are in your field.
3. You will improve your interviewing skills.
4. You might learn about hidden (unadvertised) jobs.

What guidelines should I follow?

- Interview people from your occupations of interest.
- When you call, say how you got the person's name.
- Explain that you're seeking information and guidance.
- Ask to meet for 20 minutes. Wear a watch and stick to it.
- Bring paper and pen with you and take notes.
- Thoroughly research the occupation and organization prior to the interview.
- Dress and act as you would at a job interview.
- **DON'T** ask the person for a job.

What questions might I ask?

- How did you get into this type of work? this particular job?
- What type of preparation/education/training do you have? What is required?
- What do you enjoy the most? the least?
- What three skills do you use most often in your job?
- Describe a typical day or week.
- What motivates you at work?
- Describe difficulties you regularly face on the job.
- What are the advancement opportunities and limits?
- How does a person usually progress in this field?
- How does a person stay competitive in this field?
- How do you suggest I learn more about this occupation?

How should I follow up?

- Thank the person.
- Ask for referrals to other people doing the same occupation who might be available to speak with you.
- Ask for his or her business card.
- Immediately send a thank you note.
- Evaluate how well you conducted the interview. How will you improve your interviewing skills next time?
- Review your notes and decide on your next steps. Did you like what you heard about the occupation? Did you like the environment of this particular workplace? Could you see yourself working there or someplace similar? If not, why not?

Resume Writing

A resume is a marketing piece designed for one specific purpose: to win the interview. A good resume will focus on the employer's needs, not yours. It will say to the employer – if you hire me, you will get these direct benefits.

TIPS & SUGGESTIONS

Gather the Facts

Gather and document your personal information. Think about the things that make you unique. Update your file as you gain new experience, learn new skills or win awards.

Contact Information

Place your name at the top of your resume and your contact information beneath it. Be sure the outgoing message on your answering machine or cell phone is professional. Include an email address and check it regularly. If you are a member of LinkedIn, you may add that to your contact information if the content will support your job search.

Profile

Customize each resume with a profile statement that matches the job listing. Keep it concise. Try not to go over four brief sentences.

Education

If you have not yet completed one of your degrees, use the word *expected* before your graduation date. If you do not know when you will graduate, add *in progress* after the name of the unfinished degree.

Experience

Emphasize results, not responsibilities, and performance, not just qualities. Results might include the actual amount of time and/or money you saved or the percentage increase in a club's membership because of your leadership. Performance might include the number of phone lines answered, the number of forms processed, or the number of people supervised. Any team successes should be noted as such. Build your list using strong action verbs; see the list on page 69 for examples.

Activities/Associations

If you don't have much solid work experience, list your involvement in school or extracurricular activities. Employers look for people who demonstrate initiative, hard work, and leadership.

Special Skills

Highlight your impressive skills even if they don't relate directly to the occupation. These skills reflect the interesting and accomplished person you are.



Awards/Honors

Note formal recognition you have received including work or academic awards. These are often listed in the experience or education section but may be listed separately.

Other Personal Information

You should include information that is important to the job for which you are applying. This might include a portfolio or a willingness to travel. Do not include a link on your resume to any site that isn't appropriate for a business audience. Do not disclose information on health, disability, marital status, age, or ethnicity. This information is illegal for most employers to request.

References

Create your own reference sheet to mail or fax to an employer and to take it with you to interviews. Include three to five people who know your abilities and will speak highly of you. At the top of the sheet, type your name and contact information, repeating the format you used in your resume.

Choose a Format

Now that you've gathered your information, determine how to best present it to a specific employer for a specific job. Two traditional resume formats are chronological and functional. See samples of these on page 70. You should choose the format that will highlight your qualifications while best meeting the needs of the employer. Regardless of the style you choose, remember to use strong action verbs to begin each statement. Use the *Resume Action Verbs* list on page 69 to help you. If you have a work history with gaps, use the cover letter to explain them. Or you could fill the gaps with your volunteer work, community activities, or family responsibilities during those times.

Add Style

Create a good impression with an attractive and easy-to-read resume. An inviting style draws attention to your qualifications.

- ~ Print it on white or lightly-colored paper.
- ~ Use a laser printer and keep the font size at 10 point or higher.
- ~ Bullets or italics can draw attention to key accomplishments.
- ~ One-inch margins around the page and blank lines between sections will make all of the information easier to see.

- ~ Maintain the same style throughout. If your first heading is bold and centered, then every heading should be bold and centered. Use no more than two typefaces.
- ~ It is preferable to limit your resume to one page. If you are over this, remove anything that does not help prove that you are the perfect candidate for the job.

Proofread

Make sure your resume has no errors. Proof for typos, grammatical errors, spelling errors, punctuation errors, and content errors. Use your spell check but also have several people proofread your resume. Put your best foot forward!

Delaware JobLink Smart Resume Builder

The Delaware Department of Labor's Division of Employment & Training has developed a tool that allows jobseekers to build multiple resumes based on different occupations or themes that are relevant to employer's needs. Every occupation consists of a mix of Skills, Knowledge, and Abilities and is performed using a variety of Talents, Tools & Technologies, and Work Activities. With Delaware's new intelligent Resume Builder, jobseekers have the ability to select a variety of these descriptors to construct relevant high quality resumes that match their work experiences.

Benefits of using the resume builder include:

- Higher-quality, more descriptive resumes
- Web based, user-friendly self-service resource
- Instructional videos and step-by-step guidance
- Easy to read, professional resume format
- Accurate candidate/job order match

You can access the smart resume builder by going to their website at <https://joblink.delaware.gov> and updating or creating your job seeker account. With a job seeker account, you can:

- Perform advanced job searches
- Create and post resumes
- Save your job searches
- Receive job alerts by email or text

Other benefits associated with creating a jobseeker account include the following:

- Orientation video
- Career planning services
- Training opportunities
- Job search resources
- Labor market resources
- Career lattices

Resume Action Verbs

Accomplished	Led
Achieved	Maintained
Adapted	Managed
Administered	Mastered
Analyzed	Motivated
Assisted	Negotiated
Completed	Operated
Conceived	Organized
Conducted	Participated
Coordinated	Performed
Created	Planned
Delegated	Prepared
Demonstrated	Programmed
Designed	Proposed
Developed	Provided
Directed	Recommended
Established	Reduced
Evaluated	Revised
Expanded	Scheduled
Expedited	Simplified
Facilitated	Solved
Generated	Streamlined
Implemented	Structured
Improved	Supervised
Increased	Taught
Influenced	Trained
Initiated	Translated
Instructed	Utilized
Launched	Won
Lectured	Wrote

The screenshot displays the Delaware JobLink website interface for a user's resume management page. The browser address bar shows the URL: joblink.delaware.gov/ada/r/users/282901/resumes. The page header includes the Delaware JobLink logo, a search bar, and navigation links for 'CONTACT US', 'Hi Stacey', and 'LOG OUT'. The main navigation menu features 'JOB SEEKERS', 'EMPLOYERS', 'TRAINING/EDUCATION', 'RESOURCES', and 'PROGRAMS'. The 'MY RESUMES' section provides instructions on how to manage resumes, including creating, editing, and deleting them. The 'RESUME BUILDER' section is partially visible at the bottom of the page.

Sample Resume Formats

Chronological Resume

This format organizes your experience around the dates of the jobs you have held. Three to five results or performance items for each job are usually sufficient. This format is an excellent choice for people with steady work histories or previous jobs that relate closely to their career objective.



Functional Resume

This format organizes your information around your job skills rather than job titles and dates. It is recommended for those with little job history or a history of positions that do not directly relate to the job being sought.

Identify three or four skills required for your target job. For each skill, identify three to five concrete examples that clearly demonstrate your ability to perform that skill. Arrange the skill headings in order of importance. The closer the match between your skill headings and the reviewer's expectations for the job vacancy, the more qualified you will seem.

Finally, include a brief work history. Include the company name, its location, your job title, and years worked.

Janet Hightower
2006 Main Street Downtown, Delaware 19802
Home: 302-555-1212 • Cell: 302-123-4567 • JHightower@comcast.net • JHightower@LinkedIn.com

Profile: An honor roll-student athlete with work experience in the fast food industry and youth summer camp. Demonstrates outstanding leadership, public speaking, and technical skills. Major strengths include basketball analysis, youth development, and time management. Expertise in desktop publishing, digital photography, and customer service.

Work Experience		
Cashier Fast Food, Downtown, DE <i>www.fastfood.com</i> Demonstrated strong communication skills by filling customer orders quickly and accurately. Exceeded sales targets by using an enthusiastic and cheerful demeanor. Instructed new employees in methods of greeting customers.		2014 - present
Youth Counselor Beach Sports and Technology Camp, Beachtown, DE <i>www.BSTC.org</i> Coached summer camp youth sports teams. Used strong counseling skills to guide campers to a successful summer. Directed all desktop publishing activities which resulted in weekly newsletters to parents. Prepared and delivered speeches as a representative of the Student Government.		2014, 2015, 2016
Volunteer Experience		
Yearbook Photographer Downtown High School		2014 and 2015
Student Government Downtown High School		2013-2015
Education and Training		
Hospitality & Tourism Major Downtown College, Downtown, DE		Fall 2015 - present
High School Diploma Downtown High School, Downtown, DE GPA 3.5 • High Honors		2015
Tools and Technology		
Tools: Bar code reader equipment — Handheld bar code scanners; Stationary bar code scanners. Cash registers — Electronic cash registers. Commercial use scales — Food scales. Packaging compactors — Cardboard balers; Trash compactors.		
Technology: Proficient in Microsoft Office, including Microsoft Publisher for desktop publishing. Proficient with iPad and comparable devices. Knowledge of audio equipment for public speaking use.		
Professional Associations		
Travel USA National Organization		Member since 2015

Janet Hightower
2006 Main Street Downtown, Delaware 19802
Home: 302-555-1212 • Cell: 302-123-4567 • JHightower@comcast.net • JHightower@LinkedIn.com

Profile
An honor roll-student athlete with work experience in the fast food industry and youth summer camp. Demonstrates outstanding leadership, public speaking, and technical skills. Major strengths include basketball analysis, youth development, and time management. Expertise in desktop publishing, digital photography, and customer service.

Skills		
Customer Service	Demonstrated strong communication skills by filling customer orders quickly and accurately Exceeded sales targets by using an enthusiastic and cheerful demeanor Instructed new employees in methods of greeting customers	
Leadership	Coached summer camp youth basketball team Used strong counseling skills to guide campers to a successful summer Directed all desktop publishing activities which resulted in weekly newsletters to parents Prepared and delivered speeches as a representative of the Student Government	
Computer	Proficient in Microsoft® Office Suite Proficient in Adobe® Creative Suite Knowledge of XML	
Work Experience		
Cashier	Fast Food, Downtown, DE <i>www.fastfood.com</i>	2014 - present
Youth Counselor	Beach Sports and Technology Camp, Beachtown, DE <i>www.BSTC.org</i>	2014, 2015, 2016
Extracurricular Activities		
Captain	Downtown High School Varsity Basketball Team 2014	2014 and 2015
Yearbook Photographer	Downtown High School	2013 - 2015
Student Government	Downtown High School	2013 - 2015
Awards and Honors		
Employee-of-the-Month Award	Outstanding customer service at Fast Food, Downtown	July, 2015
All-State Basketball Point Guard	Outstanding varsity player at Downtown High School	March, 2016
Education		
Downtown High School	Expected Graduation	June, 2017

Cover Letters

Every resume you mail, fax, or e-mail needs its own cover letter. Sending a resume without a cover letter is like starting an interview without shaking hands. The best cover letters spark an employer's interest and create an impression of competence. Write your cover letter in standard business format. Put your address and the reviewer's name and address at the top and your signature above your typed name at the bottom. All letters should be single-spaced, flush left, with each paragraph followed by a blank line. Most are two or three paragraphs long. Every cover letter should fit on one page and contain the following four parts:

Salutation

Whenever possible, send your letter to a specific person rather than to an office. Check that the name you use is spelled correctly and the title is accurate. Pay close attention to the Mr. or Ms. before gender-neutral names. Finally, use a colon after the name, not a comma.



Opening

The first few sentences of your cover letter should tell the reviewer which job you are applying for and the connection you have to the company. If someone the reviewer knows suggested you apply, mention that recommendation. If you are responding to an advertisement, refer to it and the source that published it. Your knowledge of the company will give you another opportunity to connect yourself to the job. Briefly describe your experience with its products, refer to a recent company success, or refer to an article written about the company. But don't go overboard; save specifics for the interview.

Body

This portion will contain a brief explanation of your qualifications. Don't repeat your resume. Summarize your most relevant qualifications or provide additional details about a noteworthy accomplishment. Address the employer's requirements directly and don't be afraid to use special formatting to your advantage. You can also use the body of the cover letter to address gaps in your work history. Always maintain a positive, confident tone.

Closing

In your final paragraph, thank the reviewer, request an interview, and repeat your home phone number. The closing is your chance to show commitment to the job.

2006 Main Street
Downtown, DE 19802
April 25, 2017

Mr. Thomas Jeffers
Human Resources Manager
Downtown Green Hornets
1000 South Main Street
Downtown, DE 19801

Dear Mr. Jeffers:

I was referred to you by Mr. James Smith, Assistant Coach for the Green Hornets, who informed me that you are actively seeking to hire an Administrative Intern for the summer. This position appeals to me because of my strong interest in basketball and my desire to use and improve the computer and organizational skills I have developed through my classes and extracurricular activities at Downtown High.

My strengths include strong communication and time management skills, as well as great energy and dependability. I am proficient in both Microsoft Office Suite and Adobe Creative Suite. I enjoy taking digital pictures, many of which have been used in the Downtown High Yearbook. I am confident that the combination of my practical skills, my interest in basketball, and my ability to apply my knowledge to whatever tasks are given to me will make me a valuable asset to the Green Hornets organization.

I am enclosing a current copy of my resume. If you have any questions, please call me at (302) 555-1212. I may also be reached by email at JHightower@comcast.net. Thank you for considering me for this position. I look forward to hearing from you soon.

Sincerely,

Janet Hightower

Janet Hightower

enclosures

Sample Cover Letter

Job Applications

Request two copies of the form.

If only one is provided, copy it before you write on it. Most applications are now online.

Read the whole application before you start to complete it.

Follow all directions carefully.

Be neat.

Spell correctly and use good grammar.

Take the time to check!

Don't leave any blanks.

Put "not applicable" or NA when the information requested does not apply to you.

Give reliable references.

Be sure to request permission of each reference source in advance.

Sign and date the application.

Be sure to have a reference sheet with you when you apply.

Never lie on a job application.

SAMPLE APPLICATION FOR EMPLOYMENT

1

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE BOTH PAGES

Date _____

PERSONAL

Name _____
Last First Middle Maiden

Present Address _____
Number (PO Box) Street City State Zip

Social Security Number XXX - XX - _____

Phone Home () - _____ - _____ Cell () - _____ - _____

Email _____

Are you eligible to work in the United States? Yes _____ No _____

If under age 18, please list age _____ Do you have a valid work permit? Yes _____ No _____

Have you ever been convicted or pleaded no contest to a felony within the last five years? Yes _____ No _____

If yes, please explain _____

POSITION WANTED

Position title _____

Salary desired _____ When are you available to begin work? _____

Employment desired _____ Full-time only _____ Part-time only _____ Full- or part-time
_____ Temporary _____ Day shift _____ Night shift

EDUCATION

School Name _____ Graduation Date _____

Address _____ Major/Degree/Cert _____

School Name _____ Graduation Date _____

Address _____ Major/Degree/Cert _____

WORK EXPERIENCE Please list your work experience for the past five years beginning with your most recent job held. Attach additional sheets, if necessary.

Name of Employer _____

Address _____
 Number (PO Box) Street City State Zip

Phone number () - _____ - _____ **Name of supervisor** _____

Dates employed from _____ to _____ **Salary** _____

Your last job title _____

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements/promotions while you worked at this company.

REFERENCES Please list two references other than relatives or previous employers.

Name _____ **Contact info.** _____

Position _____

Company Name _____

Address _____
 Number (PO Box) Street City State Zip

Name _____ **Contact info.** _____

Position _____

Company Name _____

Address _____
 Number (PO Box) Street City State Zip

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Please attach an additional sheet to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Applicant's Signature: _____ Date: _____

Job Interviews

Although an interview can be a stressful experience, consider it a form of recognition and an opportunity to gain something valuable without risking anything but your time. Prepare thoroughly, it will give you an advantage!

BEFORE THE INTERVIEW

Make a Job Search File

Collect anything you may need to be prepared for your job search and upcoming interviews. This is where your personal portfolio will come in very handy. Include the following:

- Birth certificate
- Several copies of your resume
- Social security card
- Work permit (if applicable)
- Copy of driver's license
- Diploma/Certificate
- Personal data sheet with previous employment information
- A copy of your references
- Letter of introduction
- A neat and complete copy of your job application
- Letters of recommendation
- A black pen to complete any forms or tests
- Paper to take notes
- Samples of your work, if needed

Prepare Yourself (checklist)

- Thinking positively and like a winner
- Dress appropriately
- Be sure your hair is clean and combed
- Be sure you have fresh breath
- Bring a comb/brush/cosmetics for touch-ups
- Use appropriate language
- Have a clean, fresh scent; use an appropriate amount of deodorant and/or perfume

Know Yourself

- How do your education, training, knowledge, and skills relate to the job for which you are interviewing?
- What makes you different and more qualified than other people?
- What are your goals and objectives, including what you're looking for in a job and/or career?
- What are the reasons you gave up or lost your previous positions?

Know the Company

- What are the products and services the company offers?
- What is the company's philosophy?
- What are their hiring practices and procedures?
- What are the duties/responsibilities/promotion potential for the job they are filling?



Prepare to Answer Questions

- Tell me about yourself.
- What are your long-range career objectives?
- What do you consider your greatest strengths and weaknesses?
- Why should I hire you?
- What interests you about this job?
- How do you handle pressure?
- What do you feel was your greatest accomplishment on your last job?

Prepare to Ask Questions

- What three words would you use to describe this company?
- Please describe the managerial style in this office.
- Is there anything else you need to know about me in order for me to be fully considered for the job?
- When will a decision be made?

DURING THE INTERVIEW

Things to keep in mind during the interview include:

- Go alone
- Maintain eye contact with the interviewer
- Arrive at least five minutes early
- Act naturally
- Do not smoke or chew gum
- Shake hands firmly
- Know the name of the person interviewing you
- Answer clearly and honestly
- Do not criticize former employers
- Be positive and enthusiastic; show your interest
- Thank your interviewer before leaving



After the Interview



Write a Thank-You Note

It is essential to write a thank-you note within 24 hours of your interview. Whether you want the job or not, write the note; you never know when another job that's more suited to you will become available and it would be a shame to have burned your bridges.

The letter may be typed or neatly handwritten on personal stationery. It may be emailed if the decision is going to be made immediately or if you have been told that this is the employer's preferred means of communication.

You also have the opportunity to restate why you want the job and how you could make significant contributions to the company. And if there was anything of importance that your interviewer neglected to ask or that you neglected to answer as thoroughly, or as well as you would have liked, this would be a good opportunity to mention it. But keep it short; do not restate everything that was already covered.

Reflect on the Interview

How did you do? What did you learn about yourself? What did you learn about the company? Do you think the job would be a good match? What can you improve upon for your next interview? Jot down some notes and use them to make each interview stronger.

If you don't hear from the interviewer within two weeks, it is appropriate to call or write to politely remind him/her that you are still interested in the job. Ask when a hiring decision will be made.

Your Street Address
Your City, State, Zip Code
Your Phone Number
Your Email Address
Date

Mr./Ms. Full Name
Title
Organization
Street Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

Thank the interviewer for his time and the opportunity to speak with him. Thank him for telling you about the company and the position. Mention your enthusiasm for the job and why you believe you are a good fit for it.

Include any impressions of the organization or position that you found especially interesting. Add any information you didn't share during the interview that you believe would increase your chance of getting the position.

Conclude by showing that you have a strong and sincere interest in the job and you look forward to hearing from him.

Sincerely,

Your Signature

Your printed name

Sample Thank You Note

Select the Right Job

If you are offered the job, you may realize that you have further questions. Do not hesitate to ask for any information you need to make an informed decision.

Organization:

- Are the goals of the business or agency compatible with your work values?
- Are the immediate future prospects of the business relatively secure and stable?
- Does the business fluctuate with the growth and decline in the economy?

Work:

- What are the hours? Where is the job located?
- Does it fully utilize your abilities and interests?
- Is travel involved? If so, how much?
- How much turnover of personnel is there in the organization?

Opportunities:

- What are the training opportunities?
- What are the opportunities for challenge & expansion of job duties?

Salary and Benefits:

- What is the starting salary?
- How often and under what circumstances can a raise be expected?
- What is the complete benefit package?
- How financially secure is the retirement system?

Some Reasons You Weren't Chosen

- Lack of clear career goals, or your goal doesn't match your skills or the job market
- Inability to express information clearly
- Lack of interest or enthusiasm—merely shopping around
- Failure to look interviewer in the eye; no confidence or poise
- Poor personal appearance
- Interested only in the best dollar offer
- Asking uninformed questions about the job or the company
- Arriving late for the interview
- Another candidate was a better fit

Email Correspondence

Email is one of the most commonly used means of communication in the job-search because of its many advantages. Email delivery is prompt and assured (as long as you have the recipient's correct email address). Email is also less intrusive than a phone call since the recipient can read the message at his/her leisure.

Email is a powerful tool in the hands of a knowledgeable job-seeker. If you use it wisely you will stand out among others, but if you use it improperly, you will look unprofessional to employers. When sending a professional email, try to briefly get your point across and end the email, don't ramble on as this can be irritating to some people.

Email is often the preferred method of contact for employers and job-seekers but there are some guidelines that should be followed when sending such correspondence as cover letters, thank you notes and replies to emails. Take these guidelines into consideration for every email you write:

- Use a clear subject header for your email, one that is relevant to the topic of the message.
- Address the recipient as Mr., Ms. or Mrs. and always double check the spelling of the recipient's name.
- Do not use emojis or symbols in your email, they are not professional.
- Stick with a basic font like Times New Roman, 12-point and keep the email clean (no wallpaper or colored backgrounds).
- Proofread and spell-check every message before you press send.

When corresponding with employers, your professionalism in an email says more about you than you realize. Keep in mind that the greeting and closing of your message will convey your tone. If your message is unclear and has typos, it can result in you being overlooked for the position.



Keep Your New Job

Congratulations on securing your new job! You have been selected over the other applicants because of all the wonderful factors that made you the best fit. There are many tips for keeping your new job and maintaining a professional image – here are just a few:

Be Dependable

- Be on time. If you say you'll be somewhere, be there. If you say you'll do something, do it.
- If you must take a day off for family or personal reasons, arrange it ahead of time with your supervisor.
- If you're too ill to work, call your supervisor to explain as soon as you know you can't come in.

Work Hard

- Focus on your job and give your employer the time you're getting paid for. When it comes to making lay-off decisions, and the company has to choose, the most productive employees will get to keep the job.

Keep a Good Attitude

- Don't wait to be told what to do. Look around, see what needs to be done, and do it. Be willing to do more than you are asked to do.
- Be polite and respectful to your coworkers, supervisors, and customers.

Be Helpful

- If a supervisor needs you to help a co-worker on a project, don't hesitate. Not only is it great to be known as a helpful person, but you'll learn new things and become an even more valuable employee along the way.

Be a Team Player

- Support your coworkers, encourage others to succeed, and use your strengths in the workplace.

Dress for Success

- Pay attention to how you look and dress. Keep your hair and general appearance neat and well-groomed.
- Wear clean and pressed clothing that is appropriate for your job.

Treat Everyone with Respect

- Be honest. Stay positive. Your coworkers are your teammates. Mutual respect is the key to a healthy working environment.



Getting Ready to Work? You Need to Know This!

The **National Institute on Drug Abuse** has reported that alcohol and drug abuse cost our US economy (companies who hire YOU!) \$740 billion annually. Here are some negative effects of drug abuse in the workplace:

- workers don't work as hard or as efficiently;
- workers miss more work days;
- workers get hurt;
- companies must pay increased medical insurance costs due to on-the-job accidents; and
- workers steal from their jobs more often.

American employers have taken a strong stand to provide a drug-free workplace to save money and protect their workers who don't abuse alcohol and/or drugs. Most companies now do regular drug testing of job applicants and random testing of their employees. Many companies have established policies that prohibit the hiring of a person who presents positive test results indicating the use of drugs.

So what does all this mean when YOU look for a job?

Your chance is now greater than ever that you will be asked to take a drug test before you will be hired. Some employers include information about their drug policy on the application form. Others tell applicants in the first interview that drug testing is required. But don't count on getting a warning; some employers make no mention of drug testing in advance.

Employers conduct drug screenings in various ways:

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

Take drug testing and application questions about drug use seriously.

A positive test result, or answering "yes" to a question about drug use, may lock you out of a job. Different companies have different policies. Some may allow retesting if a test result is positive and some may be more lenient towards someone who last used drugs over five years ago. But others will reject an applicant on the basis of one positive test.

Current military policy is zero tolerance.

This means that all military personnel are subject to immediate discharge if a drug test has a confirmed positive result. The Defense Department is continuing its anti-drug efforts with a new policy that involves more frequent random testing of active duty military, reservists, and civilian employees.

More about workplace drug testing:

www.dol.gov/elaws/asp/drugfree/drugs/dt.asp

DO YOU NEED HELP?

Many times, the use of alcohol or substances is an attempt to self-medicate an underlying mental health problem. If you have concerns about yourself or a loved one's mental health, call the **Mental Health Hotline** at: **800-969-4357**.

NEW CASTLE COUNTY

Al-Anon/Alateen.....	866-460-4070
Alcoholics Anonymous.....	302-655-5113
AIDS of Delaware Substance Abuse Outpatient Services	302-652-6776
Aquila/Argo Institute	302-999-1106
Brandywine Counseling, Inc.	302-656-2348
Connections Community Support Programs, Inc.	866-477-5345
Fellowship Health Resources Outpatient Treatment Services	302-854-0626
Jewish Family Services Outpatient Treatment Services.....	302-478-9411
Mobile Crisis Intervention Services.....	800-652-2929
NET Kirkwood Detox Outpatient Svcs	302-691-0140
Recovery Innovations Recovery Crisis Response Center.....	302-318-6070
Rockford at the Orchard substance Abuse Treatment Services.....	302-636-1110

KENT COUNTY

Al-Anon/Alateen	866-460-4070
Alcoholics Anonymous	302-736-1567
Chrysalis Drug and Alcohol Treatment Services Program.....	302-266-6200
Connections Community Support Programs, Inc.	866-477-5345
Psychotherapeutic Services	302-672-7159
Fellowship Health Resources Outpatient Treatment Services.....	302-672-7015
Kent Sussex County Counseling	302-735-7790
Mobile Crisis Intervention Services.....	800-345-6785

SUSSEX COUNTY

Al-Anon/Alateen	866-460-4070
Alcoholics Anonymous	302-856-6452
Aquila/Argo Institute	302-856-9746
Dover Behavioral Health Sussex Campus Outpatient Treatment Services	302-741-0140
Kent Sussex County Counseling	302-854-0172
Mobile Crisis Intervention Services.....	800-345-6785
Open Door Drug and Alcohol Treatment Services	302-629-7900
Thresholds Drug and Alcohol Treatment Services	302-856-1835

OTHER

Gambling Hotline	888-850-8888
Narcotics Anonymous	800-317-3222

Need Help Now? www.helpisherede.com

Congratulations

Just by reading the **Delaware Career Compass**, you've already taken a huge step towards planning your future and getting the career you've always wanted; or in some cases, the one you never even knew existed! Keep this book handy as you continue on your journey because there may come a time when you need to revisit some of your answers or find yourself re-reading certain sections.

As you begin your new career, keep the following career tips in mind:

- 1. Choose Your Occupation Wisely**
- 2. Don't Let Anyone Tell You What Choice Is Best For You**
- 3. Don't Be Afraid To Ask For Help**
- 4. Always Acknowledge People Who Help You**
- 5. Own Your Mistakes**
- 6. Be Your Own Cheerleader**
- 7. Never Feel Like You Are Stuck**
- 8. Measure Your Own Successes**
- 9. Listen More Than You Speak**



Good luck on your journey! If you want to receive future career related information, you can join our e-newsletter mailing list at

<http://dcrn.delawareworks.com/full/contact.php>

Looking for a job and have a disability? DVR has the resources to help you succeed.



NOW, MORE THAN EVER, EMPLOYMENT OPPORTUNITIES ARE AVAILABLE TO INDIVIDUALS WITH DISABILITIES WHO WANT TO WORK. There are a variety of resources and organizations available for today's job seekers that make finding, obtaining, and maintaining a job easier.

YOUR LOCAL DVR IS A GREAT PLACE TO START. The Division of Vocational Rehabilitation (DVR), an agency of the Delaware Department of Labor, has the dedicated staff, information, and resources to help people with disabilities succeed in job hunting. We partner with our job seekers, help them develop a career pathway, and find meaningful employment. DVR is a federally funded program with eligibility requirements.

DVR SERVICES INCLUDE:

- Pre-Employment Transition Services
- Individualized services and employment plans
- Vocational evaluation and assessments
- Job development and job placement
- Guidance and counseling

HOW DO I CONNECT WITH DVR? Call the office in your area and begin your employment journey today!

NEW CASTLE COUNTY:

Wilmington: 302-761-8275

Newark: 302-368-6980

Middletown: 302-696-3180

KENT COUNTY:

Dover: 302-739-5478

SUSSEX COUNTY:

Georgetown: 302-856-5730



Visit us online at dvr.delawareworks.com



~Division of Vocational Rehabilitation - Helping people with disabilities find work~



Follow JDG on Social Media!



Jobs for Delaware Graduates (JDG) students learn job and life skills in public high school and middle school classrooms. Each student becomes a member of the Delaware Career Association (DCA). JDG is an elective that can fulfill the Career Pathway requirement.



JDG's Mission is to enable students to achieve academic, career, personal and social success.



Civic Awareness



Leadership Development



Career Development



Social Skills

DCA MOTTO: "From Classrooms to Careers"

Achieve personal and academic goals by participating in activities that promote leadership and community service. Develop and strengthen skills for everyday living and success on the job.

"Preparing Today for a Career Tomorrow"

The Annual DCA Career Development Conference showcases the employability skills acquired by DCA members statewide. Accomplishments are recognized at the Annual Awards Luncheon.



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