

# DELAWARE CAREER COMPASS

*Four Steps*  
TO AN INFORMED  
CAREER DECISION

*Explore*  
THE WORLD OF WORK

**SOCIAL MEDIA:**  
TIPS TO AVOID A  
NEGATIVE ONLINE  
REPUTATION

**LEARN ABOUT  
YOURSELF  
THROUGH  
INFORMAL  
ASSESSMENTS**

**HOW DOES  
LABOR MARKET  
INFORMATION  
CONNECT YOU  
TO CAREERS?**

*Reality Check!*  
Why wages matter





STATE OF DELAWARE  
**OFFICE OF THE GOVERNOR**  
 TATNALL BUILDING, SECOND FLOOR  
 150 MARTIN LUTHER KING, JR. BOULEVARD SOUTH  
 DOVER, DELAWARE 19901



The Honorable John C. Carney  
 Governor

Dear Students,

It's my great pleasure to address you in this year's *Delaware Career Compass*. The State of Delaware remains committed to providing valuable resources to our residents to assist them in finding meaningful and satisfying job opportunities.

The *Compass* is a great tool for first-time jobseekers or seasoned professionals to evaluate their skills and interests and turn them into a plan. I hope that this edition of the *Delaware Career Compass* helps guide you toward a happy and successful career.

I wish you the best of luck as you pursue your career goals.

Sincerely,

*John C. Carney*  
 John C. Carney  
 Governor, State of Delaware

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*.

In this 27th edition, you'll be guided through a step-by-step 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 find a career that fits you!

Good luck!

Sincerely,

*Cerron Cade*

Cerron Cade  
 Secretary



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Cerron Cade  
 Secretary, Department of Labor

# DELAWARE CAREER COMPASS

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**You can view/download this publication online at:**  
<https://dcrn.delawareworks.com/docs/Career-Compass.pdf>

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# How to Use *This Guide*

Career planning is too important to be left to chance. After all, the decisions you make now will affect the rest of your life. 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. 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. 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. You can't go wrong if you:

- ✓ Think about life as a journey filled with exciting unknowns.
- ✓ Look for the positive in every situation.
- ✓ 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.



The *Delaware Career Compass* is a step-by-step guide to career planning and is used to help students make informed career decisions. This workbook will help you learn about yourself, the world of work, and how to achieve your career goals. Be sure to follow the steps in order:

## STEP 1

Through the activities in this step, you will learn more about yourself; your learning style, your likes, your interests, and your skills. You will also discover your Holland Code and which career clusters you like. This information will help guide you through the labor market information section of the *Compass*.

## STEP 2

In this step, you will learn about a variety of occupations. The information is broken down by career cluster and includes information such as where projected job openings will be, how much money you can expect to make in different occupations, and what education or training is needed to get there.

## STEP 3

This step combine steps 1 and 2 to help you develop personal and career objectives. It will give you a “reality check” on building a budget and how much money you will need to make to support your desired lifestyle.

## STEP 4

This step provides valuable information about making the most of high school and preparing for college. You will investigate options for education and training, and also the necessary steps to seek and keep a new job.

## 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!



### **To order, please contact:**

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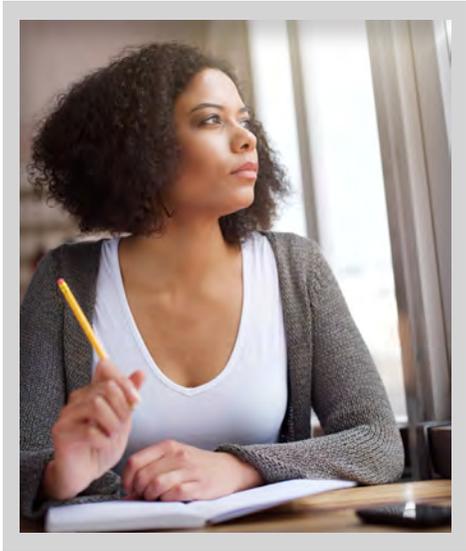
# Step 1

## 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.**

- Where are you? \_\_\_\_\_
- What are you doing? \_\_\_\_\_
- What are you wearing? \_\_\_\_\_
- Do you own your own business or are you working for someone else? \_\_\_\_\_
- Are you inside or outside? Office with a view? \_\_\_\_\_
- Are you using tools or equipment? A computer? A phone? \_\_\_\_\_
- Are people or animals depending on you? \_\_\_\_\_
- Do you feel important in your work? \_\_\_\_\_
- Are you traveling? \_\_\_\_\_
- What talents are you using? \_\_\_\_\_
- Do you look satisfied? Why? \_\_\_\_\_

**2. Draw a detailed picture of yourself doing your dream job. Write the name of your dream occupation on the line below.**



**My dream occupation is:** \_\_\_\_\_



# Learn to use O\*NET OnLine

Take some time to explore this website. O\*NET OnLine has detailed descriptions for over 900 different occupations. Every occupation requires a different mix of knowledge, skills, and abilities, and is performed using a variety of activities and tasks. You will be amazed by the depth and detail of the information available!

**O\*NET OnLine Home Page:** [www.onetonline.org](http://www.onetonline.org)

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

The screenshot shows the top navigation bar of the O\*NET OnLine website. On the left is the O\*NET logo. In the center is the text "O\*NET OnLine". On the right is a search box labeled "Occupation Quick Search:" with a "Quick Search" button. Below the logo are navigation links: "Help", "Find Occupations", "Advanced Search", and "Crosswalks". On the right side of the header are "Share" and "O\*NET Sites" links.

The main banner features a background image of a construction crane at sunset. The text reads: "Build your future with O\*NET OnLine." Below this, it says: "Welcome to your tool for career exploration and job analysis! O\*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!" A button labeled "What is O\*NET?" is at the bottom right of the banner.

**What's New?**  
O\*NET Database and websites updated  
[Learn More](#)  
Get O\*NET news by [email](#) or [RSS](#).

**I want to be a...**  
Start the career you've dreamed about, or find one you never imagined.  
[Find It Now](#)  
at My Next Move

**ATTN: VETERANS**  
Put your military skills and experience to work in civilian life. Learn how at:  
[MY NEXT MOVE FOR VETERANS](#)  
[Get Started](#)

**Hot Technologies** are frequently included in employer job postings.  
[Learn More](#)

**Occupation Search** [Keyword](#) or [O\\*NET-SOC Code:](#)

**Find Occupations**  
[Browse](#) groups of similar occupations to explore careers. Choose from industry, field of work, science area, and more.

**Advanced Search**  
[Focus](#) on occupations that use a specific tool or software. Explore occupations that need your skills.

**Crosswalks**  
[Connect](#) to a wealth of O\*NET data. Enter a code or title from another classification to find the related O\*NET-SOC occupation.

- 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 job seekers and students to learn more about their career options. The site has tasks, skills, salary information, and more for over 900 different occupations. 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](http://www.mynextmove.org)

**MY NEXT MOVE** o-net in-it HOME SEARCH INDUSTRIES INTERESTS

## What do you want to do for a living?

**"I want to be a ..."**

**Search careers with key words.**

Describe your dream career in a few words:

Examples: doctor, build houses

**Search**

**"I'll know it when I see it."**

**Browse careers by industry.**

There are over 900 career options for you to look at. Find yours in one of these industries:

Administration & Support Services

**Browse**

**"I'm not really sure."**

**Tell us what you like to do.**

Answer questions about the type of work you might enjoy. We'll suggest careers that match your interests and training.

**Start**

**Still not sure?** Check out careers in these groups:

[Bright Outlook](#) [REGISTERED APPRENTICESHIP](#)

[Interests](#) [Job Prep](#)

★ FOR ★ VETERANS

**Are you a veteran looking for work?**  
[My Next Move for Veterans](#) helps you find a civilian career similar to your military job.

**¿Habla español?**

Mi Próximo Paso incluye tareas, aptitudes, información sobre salarios y más de 900 carreras diferentes.

**MI PRÓXIMO PASO** [Visite](#)

# Is Self-Employment for Me?

It's a great feeling to be your own boss. If you're motivated, confident, and innovative, starting your own business might be right for you. Being self-employed has its advantages but is also potentially risky. Read more about the advantages and risks of self-employment below. On page 3, *Begin With Your Dream*, you were asked if you saw yourself owning your own business or working for someone else. If you answered that you owned your own business, complete the entrepreneurial assessment below and see if you still feel the same way about self-employment.

## Advantages of being your own boss:

- Greater income potential
- Flexibility in your work schedule
- Freedom to choose what products and services you provide
- Working for your own interests rather than someone else's leads to more fulfilling and rewarding work

## Risks of self-employment:

- Not guaranteed a steady income
- May not have sick/vacation pay or a retirement fund
- Hours may be long, especially when you first get started
- According to the Small Business Association, half of all new businesses fail within the first five years

## Questions to ask yourself:

- Is there a market for my product or service?
- What expenses will I have? (be sure to include licensing, taxes, equipment, inventory, rent, advertising, utilities, and insurance)
- How will I find customers?
- What is the best way to advertise and what will it cost?
- Who is my competition? Can I afford to charge less to win customers?
- Do I have money for the start-up costs, or must I rely on bank loans or outside investments?

## Entrepreneurial Assessment

Circle the number that best describes your work values. Then add up the total and match it to the key at the bottom.

**3 = Strongly Agree**

**2 = Somewhat Agree**

**1 = Somewhat Disagree**

**0 = Strongly Disagree**

1. I am willing to work 50 hours or more per week regularly.

3 2 1 0

2. My family will support me going into business.

3 2 1 0

3. I am willing to accept both financial and career risks when necessary.

3 2 1 0

4. I don't need all the fringe benefits provided by a conventional job.

3 2 1 0

5. I would like to take full responsibility for the successes and failures of my business hours or more per week regularly?

3 2 1 0

6. I would have more financial success by running my own business.

3 2 1 0

7. I feel a great deal of pride when I complete a project successfully.

3 2 1 0

8. I have a high energy level that can be maintained over a long time.

3 2 1 0

9. I enjoy controlling my own work assignments and making all decisions that affect my work.

3 2 1 0

10. I believe that I am responsible for my own successes and failures.

3 2 1 0

11. I have a strong desire to achieve positive results even when it requires a great deal of effort.

3 2 1 0

12. I have a good understanding of how to manage a business.

3 2 1 0

13. I can function in uncertain situations.

3 2 1 0

14. One or both of my parents were entrepreneurs.

3 2 1 0

15. I believe that my abilities and skills are greater than those of most of my coworkers.

3 2 1 0

16. People trust me and consider me honest and reliable.

3 2 1 0

17. I always try to complete every project I start, regarding of obstacles and difficulties.

3 2 1 0

18. I am willing to do something even when other people laugh or belittle me for doing it.

3 2 1 0

19. I make decisions quickly.

3 2 1 0

20. I have a good network of friends, professionals, and business acquaintances.

3 2 1 0

Now add up your total and refer to this key. My total points are \_\_\_\_\_.

**60-41** You are likely suited to be an entrepreneur.

**40-31** You may be suited to be an entrepreneur.

**30-0** Self-Employment may not be your best career option.

**SOURCE:** Adapted from the *Is Self-Employment for You?* assessment in the Montana Career Guide.

# 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 free 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](http://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](http://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)



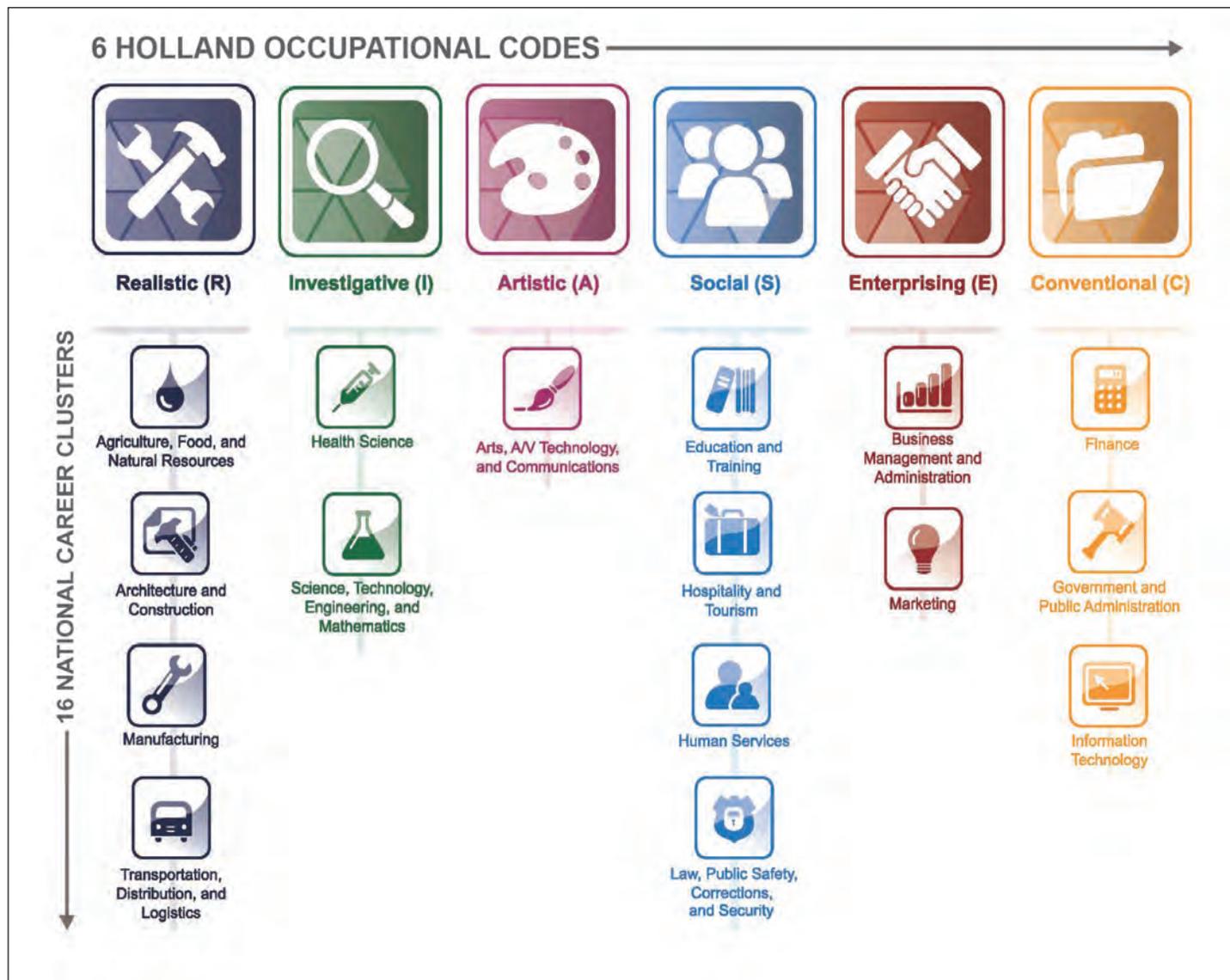
Conventional people are detail-oriented and like to work with data. They have good organizational and numerical abilities and are good at following instructions. They also like working in structured situations.

**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

Career clusters are groups of similar occupations and industries designed to help you better organize your career planning. Review the chart below to find out which career clusters may be your best match based on your Holland Code. Keep in mind that your first letter usually carries the most weight. Find occupations within these Clusters at O\*NET OnLine: [www.onetonline.org](http://www.onetonline.org)



# Which Career Clusters Do I Like?

This survey lets you rate activities you enjoy, your personal qualities, and school subjects you like. Your answers will help you identify which career clusters are a match for your interests.

## 1. Put a in the box next to the items that describe you best.

You may check as many or as few boxes as you want. Add the total number of 's in each row and write that number in the corresponding box on the right.

Row	Activities that describe what I like to do:	Personal qualities that describe me:	School subjects that I like:	Total number <input type="checkbox"/> checked
1	<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	<b>Total</b>
2	<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	<b>Total</b>
3	<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	<b>Total</b>
4	<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	<b>Total</b>
5	<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	<b>Total</b>
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"/> Business Law <input type="checkbox"/> Banking/Financial Services	<b>Total</b>
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	<b>Total</b>

Survey continues on the next page

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

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

2. The two rows with the highest scores are:

Row # \_\_\_\_\_ and Row # \_\_\_\_\_

3. Using the *Career Cluster Titles* list below, find the titles of the two career clusters that correspond to your highest scores.

**My two favorite career clusters are:**

1. \_\_\_\_\_

2. \_\_\_\_\_

### Career Cluster Titles

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

4. Next to each cluster listed above is a page number.

Use the tables on the pages specified to find occupations associated with your two highest scoring clusters.

**Two occupations I will research are:**

1. \_\_\_\_\_

2. \_\_\_\_\_

# Skills that Pay the Bills

Many of the skills employers want are needed in all types of jobs. Read 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.



## Reading Comprehension

Understanding written sentences and paragraphs in work-related documents.



## Critical Thinking

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



## Writing

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



## 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.



## Service Orientation

Actively looking for ways to help people.



## Monitoring

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



## Time Management

Managing one's own time and the time of others.



## Active Learning

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



## Speaking

Talking to others to convey information effectively.



## Instructing

Teaching others how to do something.

# 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. \_\_\_\_\_

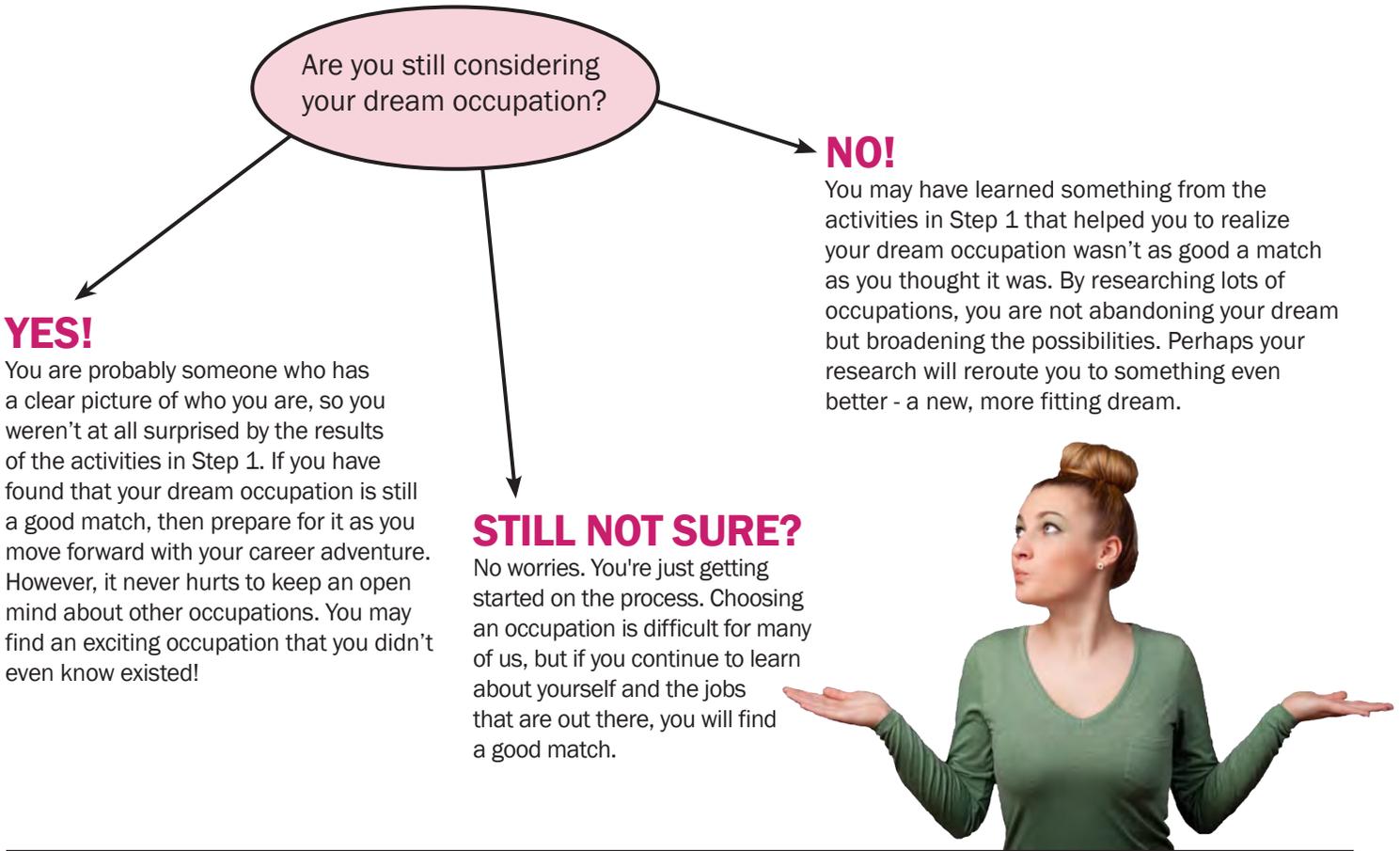
# What I Have Learned About Myself

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**



## 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

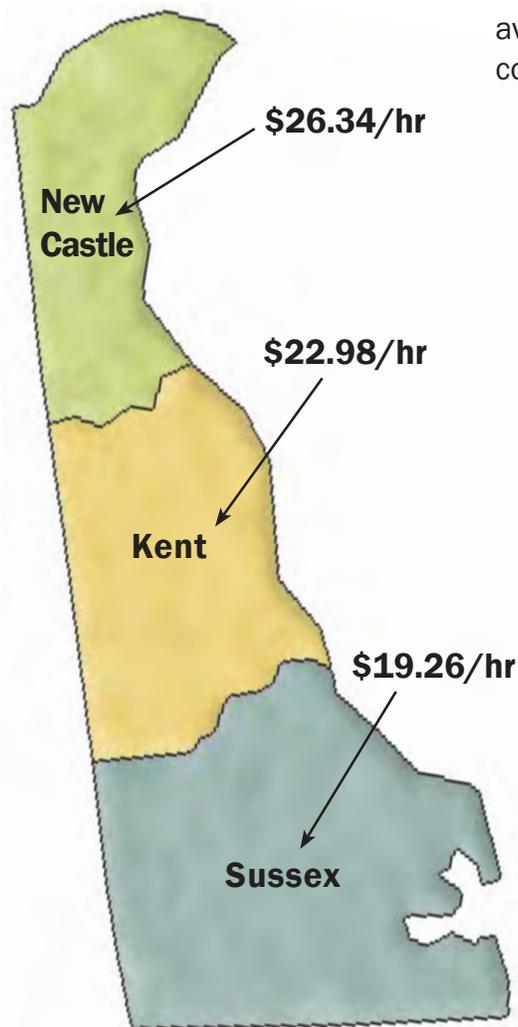
The world of work is changing faster than ever. It's unlikely that you will stay with one employer for your entire career. In fact, by the age of thirty, you may have already had work experience with a number of different companies.

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...

**Carpenters** (SOC Code 47-2031) average hourly wages vary from county to county?

### DO THE MATH:

New Castle County:  
 $\$26.34 \times 2,080 = \$54,787/\text{yr}$

Kent County:  
 $\$22.98 \times 2,080 = \$47,798/\text{yr}$

Sussex County:  
 $\$19.26 \times 2,080 = \$40,061/\text{yr}$

\*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 2016–2026.

Through 2026, the **Hospitality & Tourism** cluster is expected to generate the most job openings, 10,813 annually, while the **Arts, Audio/Video Technology & Communications** cluster is expected to generate the fewest, at just over 300 job openings annually.

**Science Technology, Engineering & Mathematics (STEM)** is the highest-paying cluster; its occupations paid an average wage of \$100,773 in 2016. **Hospitality and Tourism** had the lowest average wage; this cluster’s occupations paid an average wage of \$25,021 in 2016.

### LMI Resources

<https://lmi.delawareworks.com>

[www.bls.gov](http://www.bls.gov)

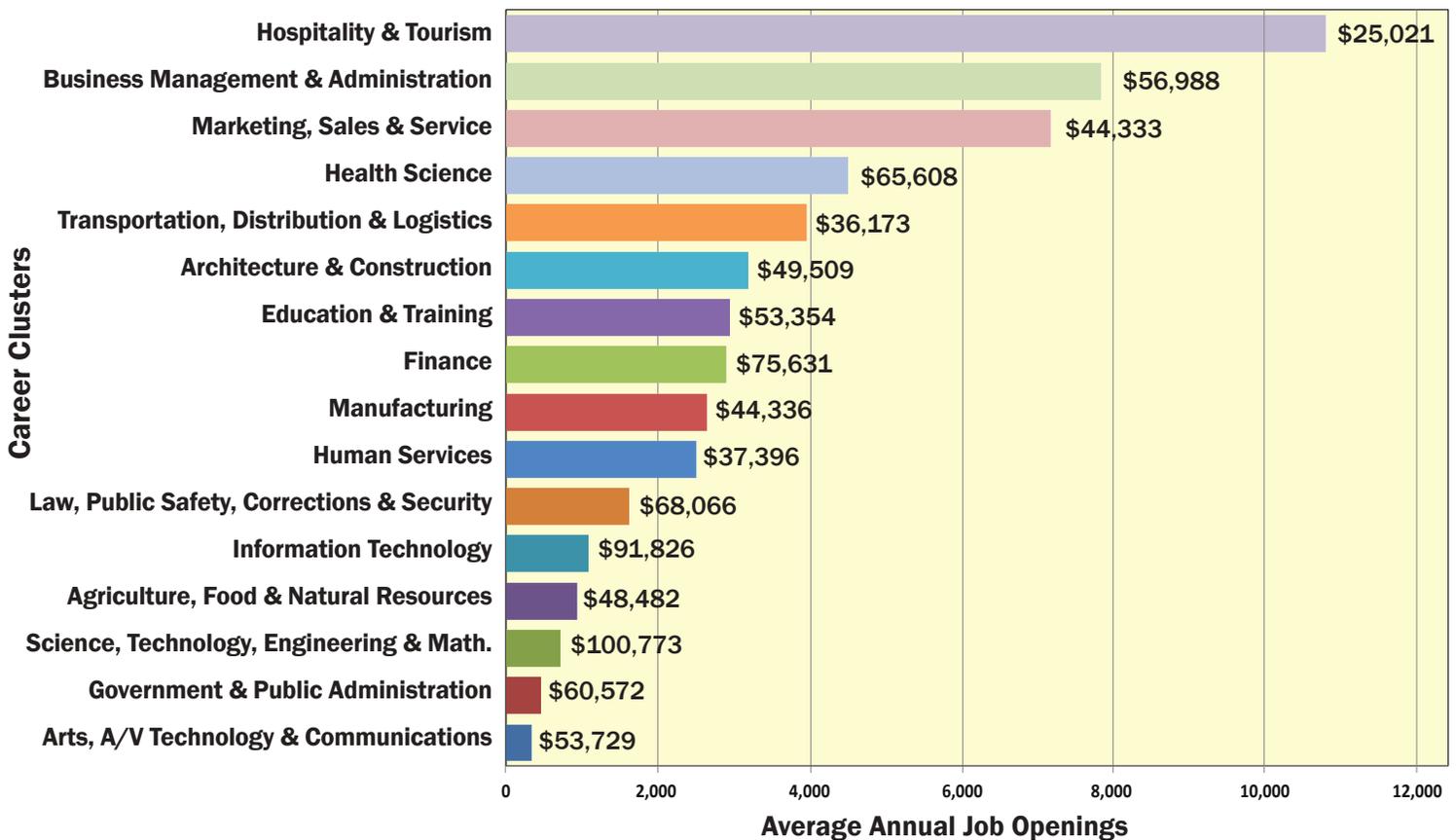
[www.dol.gov](http://www.dol.gov)

[www.acinet.org](http://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, 2016 – 2026**  
**Average Annual Wages by Career Cluster, 2016**



**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](http://www.onetonline.org)

Holland Code (interest code)	SOC Code	2018 Mean Wage (\$)	Occupation Title	2016 Est. Empl.	2026 Proj. Empl.
<p><b>R</b> - Realistic (Doers)  <b>I</b> - Investigative (Thinkers)  <b>A</b> - Artistic (Creators)  <b>S</b> - Social (Helpers)  <b>E</b> - Enterprising (Persuaders)  <b>C</b> - 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><b>NOTE:</b> 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><a href="http://www.bls.gov">www.bls.gov</a>  or  <a href="http://www.onetonline.org">www.onetonline.org</a></p>	<p>The mean (average) wage per occupation is based on the data collected by the Occupational Employment Statistics program. Wages are published in <b>Delaware Wages 2018</b> by the Delaware Department of Labor, Office of Occupational &amp; Labor Market Information.</p>	<p>Job titles are from the Occupational Employment Statistics (OES) Program or the O*NET Classification System</p>	<p>2016 estimated employment from the Delaware Department of Labor</p>	<p>2026 projected employment from the Delaware Department of Labor</p>
<p>These data are updated and published every two years by the Office of Occupational &amp; Labor Market Information.</p>					

**NOTE:** For more information about occupations, visit: O\*NET OnLine at [www.onetonline.org](http://www.onetonline.org) or the Bureau of Labor Statistics at [www.bls.gov](http://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><b>PhD/Prof</b>            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><b>Mast</b>            Master's degree: usually requires 1 or 2 years of full-time academic study beyond a bachelor's.</p> <p><b>Bach</b>            Bachelor's degree: generally requires at least 4 years, but not more than 5 years, of full-time academic study beyond high school.</p> <p><b>Assoc</b>            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><b>VocEd</b>            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><b>HS</b>            High school diploma or equivalent.</p> <p><b>NFE</b>            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><b>5+ (more than 5 years)</b>  <b>&lt;5 (less than 5 years)</b>  <b>None</b></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><b>Int/Res</b>            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><b>App</b>            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><b>LOJT</b>            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><b>MOJT</b>            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><b>SOJT</b>            Short-term on-the-job training: 1 month or less.</p> <p><b>None</b></p>

**NOTE:** Complete definitions for Education and Training classifications can be found at: [www.bls.gov/emp/ep\\_nem\\_definitions.htm#education](http://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: <a href="http://www.onetonline.org">www.onetonline.org</a> )	Estimated Empl. 2016	Projected Empl. 2026	Total Annual Job Openings	Avg. Hourly Entry Wage 2018	Education	Years Work Exp. in a Related Occ.	On-the-job training
41-2031	Retail Salespersons	18,468	18,814	2,694	\$9.40	NFE	None	SOJT
35-3021	Combined Food Preparation and Serving Workers, Including Fast Food	12,414	14,437	2,634	\$8.95	NFE	None	SOJT
41-2011	Cashiers	10,806	9,978	1,845	\$9.11	NFE	None	SOJT
35-3031	Waiters and Waitresses	8,141	8,747	1,644	\$8.95	NFE	None	SOJT
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	8,537	9,318	1,221	\$10.34	NFE	None	SOJT
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	8,165	8,575	1,172	\$10.59	NFE	None	SOJT
43-4051	Customer Service Representatives	6,773	6,892	874	\$12.27	HS	None	SOJT
43-9061	Office Clerks, General	7,205	7,021	806	\$10.12	HS	None	SOJT
31-1014	Nursing Assistants	6,039	6,790	789	\$12.85	VocEd	None	None
43-5081	Stock Clerks and Order Fillers	6,217	6,258	789	\$10.08	HS	None	SOJT
29-1141	Registered Nurses	11,149	12,743	761	\$27.97	Bach	None	None
43-3031	Bookkeeping, Accounting, and Auditing Clerks	6,970	6,806	741	\$15.47	HS	None	MOJT
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	7,735	7,165	734	\$13.86	HS	None	SOJT
35-2014	Cooks, Restaurant	4,261	4,774	677	\$10.22	NFE	<5	MOJT
43-6013	Medical Secretaries	4,585	5,256	590	\$13.85	HS	None	MOJT
13-2011	Accountants and Auditors	5,337	6,061	568	\$25.66	Bach	None	None
33-9032	Security Guards	3,822	4,049	534	\$10.61	HS	None	SOJT
37-3011	Landscaping and Groundskeeping Workers	3,901	4,347	533	\$11.53	NFE	None	SOJT
37-2012	Maids and Housekeeping Cleaners	3,563	3,965	529	\$9.04	NFE	None	SOJT
41-1011	First-Line Supervisors of Retail Sales Workers	4,851	4,936	518	\$14.88	HS	<5	None

# Delaware's Fastest Growing Occupations\*

Job Growth = New Jobs Created

SOC Code	Occupation Title (Find occupation definitions at: <a href="http://www.onetonline.org">www.onetonline.org</a> )	Estimated Empl. 2016	Projected Empl. 2026	Average Annual Job Growth Rate	Avg. Hourly Entry Wage 2018	Education	Years Work Exp. in a Related Occ.	On-the-job training
31-1011	Home Health Aides	2,971	4,097	3.3%	\$10.54	HS	None	SOJT
39-9021	Personal Care Aides	1,408	1,918	3.1%	\$10.78	HS	None	SOJT
13-2052	Personal Financial Advisors	1,289	1,700	2.8%	\$28.95	Bach	None	LOJT
15-1122	Information Security Analysts	262	345	2.8%	\$34.58	Bach	<5	None
15-1132	Software Developers, Applications	2,555	3,358	2.8%	\$36.11	Bach	None	None
15-2031	Operations Research Analysts	598	784	2.7%	\$26.79	Bach	None	None
29-1071	Physician Assistants	442	570	2.6%	\$38.86	Mast	None	None
29-1171	Nurse Practitioners	556	712	2.5%	\$41.93	Mast	None	None
29-1126	Respiratory Therapists	393	502	2.5%	\$26.59	Assoc	None	None
11-3031	Financial Managers	2,505	3,096	2.1%	\$52.28	Bach	5+	None
31-2021	Physical Therapist Assistants	221	273	2.1%	\$21.92	Assoc	None	None
13-1161	Market Research Analysts and Marketing Specialists	2,075	2,557	2.1%	\$25.03	Bach	None	None
31-2011	Occupational Therapy Assistants	85	104	2.0%	\$22.80	Assoc	None	None
29-1123	Physical Therapists	707	863	2.0%	\$34.82	PhD/ prof	None	None
31-2022	Physical Therapist Aides	436	529	2.0%	\$10.75	HS	None	SOJT
13-2051	Financial Analysts	3,149	3,820	2.0%	\$27.30	Bach	None	None
39-2021	Nonfarm Animal Caretakers	1,047	1,270	1.9%	\$9.13	HS	None	SOJT

\* Data in this table reflect occupations with at least 100 estimated employees in 2016.

# Career Cluster 1

## 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	2018 Mean Wage	Occupation Title	2016 Est. Empl.	2026 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
IRC	17-2081	\$84,478	Environmental Engineers	164	178	Bach	None	None
RIC	17-3025	\$57,781	Environmental Engineering Technicians	38	42	Assoc	None	None
IRA	19-1013	\$56,870	Soil and Plant Scientists	78	82	Bach	None	None
ERC	45-1011	\$54,779	First-Line Supervisors of Farming, Fishing, and Forestry Workers	194	189	HS	<5	None
RIC	19-4021	\$50,546	Biological Technicians	91	97	Bach	None	None
RCI	51-8031	\$45,964	Water and Wastewater Treatment Plant and System Operators	269	257	HS	None	LOJT
RCE	37-3013	\$44,529	Tree Trimmers and Pruners	31	34	HS	None	SOJT
RIC	19-4011	\$44,057	Agricultural and Food Science Technicians	46	46	Assoc	None	MOJT
RCE	37-2021	\$42,068	Pest Control Workers	218	233	HS	None	MOJT
RCE	53-7081	\$40,842	Refuse and Recyclable Material Collectors	492	531	NFE	None	SOJT
RCI	49-3041	\$37,799	Farm Equipment Mechanics and Service Technicians	187	193	HS	None	LOJT
IRC	19-4091	\$37,606	Environmental Science and Protection Technicians, Including Health	249	275	Assoc	None	None
RCE	45-2093	\$32,885	Farmworkers, Farm, Ranch, and Aquacultural Animals	1,322	1,245	NFE	None	SOJT
RCI	45-2092	\$28,392	Farmworkers and Laborers, Crop, Nursery, and Greenhouse	1,524	1,433	NFE	None	SOJT
RCS	39-2021	\$24,807	Nonfarm Animal Caretakers	1,047	1,270	HS	None	SOJT

### related classes

- Math
- Life Sciences
- Earth Sciences
- Chemistry
- Agriculture

### hobbies, activities & groups

- Gardening
- Hunting / Fishing
- Recycling projects
- National FFA student organization
- Volunteering at an animal shelter
- 4-H program



**NOTE:** For more information about occupations, visit: O\*NET OnLine at [www.onetonline.org](http://www.onetonline.org) or the Bureau of Labor Statistics at [www.bls.gov](http://www.bls.gov). This table displays only selected occupations. For a complete listing, view the Delaware 2026 publication at <https://lmi.delawareworks.com/Content/Publications/>

# Career Cluster 2

## Architecture & Construction

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

Holland Code	SOC Code	2018 Mean Wage	Occupation Title	2016 Est. Empl.	2026 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ERC	11-9021	\$123,995	Construction Managers	646	703	Bach	None	MOJT
RIC	17-2051	\$91,406	Civil Engineers	855	923	Bach	None	None
AIE	17-1011	\$83,410	Architects, Except Landscape and Naval	178	176	Bach	None	Int/Res
RIC	49-9051	\$78,159	Electrical Power-Line Installers and Repairers	441	477	HS	None	LOJT
CER	13-1051	\$68,694	Cost Estimators	1,218	1,305	Bach	None	MOJT
AIR	17-1012	\$66,508	Landscape Architects	53	53	Bach	None	Int/Res
RCI	47-2152	\$61,644	Plumbers, Pipefitters, and Steamfitters	1,055	1,175	HS	None	App
AER	27-1025	\$59,239	Interior Designers	162	163	Bach	None	None
RCI	47-2111	\$58,890	Electricians	2,237	2,341	HS	None	App
RCA	47-2211	\$54,615	Sheet Metal Workers	512	531	HS	None	App
RCI	49-9021	\$51,362	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	2,081	2,274	VocEd	None	LOJT
RCI	47-2031	\$49,963	Carpenters	2,698	2,828	HS	None	App
REC	47-2051	\$46,805	Cement Masons and Concrete Finishers	432	458	NFE	None	MOJT
RCI	47-2181	\$42,913	Roofers	219	233	NFE	None	MOJT
CRI	17-3031	\$42,006	Surveying and Mapping Technicians	122	130	HS	None	MOJT
RCA	47-2141	\$41,294	Painters, Construction and Maintenance	731	754	NFE	None	MOJT
RCE	47-2061	\$35,640	Construction Laborers	2,929	3,150	NFE	None	SOJT
RCA	37-3011	\$30,689	Landscaping and Groundskeeping Workers	3,901	4,347	NFE	None	SOJT

### related classes

- Math
- Physical Sciences
- Art
- Computer
- Drafting

### hobbies, activities & groups

- Technology Student Association (TSA) student organization
- SkillsUSA student organization
- Math clubs
- Model building / Drawing
- Help out at a local park or garden
- Volunteer for programs like Habitat for Humanity



**NOTE:** For more information about occupations, visit: O\*NET OnLine at [www.onetonline.org](http://www.onetonline.org) or the Bureau of Labor Statistics at [www.bls.gov](http://www.bls.gov). This table displays only selected occupations. For a complete listing, view the Delaware 2026 publication at <https://lmi.delawareworks.com/Content/Publications/>

# Career Cluster 3

## 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	2018 Mean Wage	Occupation Title	2016 Est. Empl.	2026 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
AEC	27-1011	\$99,758	Art Directors	93	99	Bach	5+	None
AIC	27-3042	\$77,006	Technical Writers	136	149	Bach	<5	SOJT
REC	49-9052	\$73,922	Telecommunications Line Installers and Repairers	427	414	HS	None	LOJT
AEC	27-3041	\$68,792	Editors	210	207	Bach	<5	None
EAC	27-2012	\$59,676	Producers and Directors	137	151	Bach	<5	None
RAC	27-4031	\$57,621	Camera Operators, Television, Video, and Motion Picture	33	34	Bach	None	None
RCE	51-5111	\$51,021	Prepress Technicians and Workers	37	31	VocEd	None	None
AER	27-1024	\$50,924	Graphic Designers	488	496	Bach	None	None
RIC	27-4011	\$46,571	Audio and Video Equipment Technicians	77	92	VocEd	None	SOJT
RCE	51-5112	\$42,284	Printing Press Operators	351	314	HS	None	MOJT
RCA	51-5113	\$38,546	Print Binding and Finishing Workers	54	47	HS	None	MOJT
ARE	27-4021	\$34,128	Photographers	196	181	HS	None	LOJT
AER	27-1023	\$29,176	Floral Designers	146	128	HS	None	MOJT

### related classes

- Art
- Graphic Design
- Music
- Speech / Drama
- English

### hobbies, activities & groups

- Technology Student Association (TSA) student organization
- Theater
- Band or Choir
- Photography
- School newspaper
- Writing
- Yearbook Committee
- Speech or Debate clubs



**NOTE:** For more information about occupations, visit: O\*NET OnLine at [www.onetonline.org](http://www.onetonline.org) or the Bureau of Labor Statistics at [www.bls.gov](http://www.bls.gov). This table displays only selected occupations. For a complete listing, view the Delaware 2026 publication at <https://lmi.delawareworks.com/Content/Publications/>



# Business Management & Administration

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

Holland Code	SOC Code	2018 Mean Wage	Occupation Title	2016 Est. Empl.	2026 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ECI	11-3021	\$169,717	Computer and Information Systems Managers	1,183	1,362	Bach	5+	None
ECS	11-1021	\$150,936	General and Operations Managers	4,922	5,402	Bach	5+	None
ESC	11-3121	\$144,063	Human Resources Managers	361	403	Bach	5+	None
ICE	15-2031	\$86,693	Operations Research Analysts	598	784	Bach	None	None
SAC	13-1151	\$69,437	Training and Development Specialists	932	1,032	Bach	<5	None
ECS	13-1071	\$67,525	Human Resources Specialists	1,702	1,827	Bach	None	None
CES	43-6011	\$62,999	Executive Secretaries and Executive Administrative Assistants	1,336	1,149	HS	<5	None
CRE	43-5052	\$51,886	Postal Service Mail Carriers	1,026	1,050	HS	None	SOJT
ECS	13-1121	\$49,282	Meeting, Convention, and Event Planners	302	333	Bach	None	None
CES	43-3051	\$44,944	Payroll and Timekeeping Clerks	459	441	HS	None	MOJT
CEI	43-3031	\$44,762	Bookkeeping, Accounting, and Auditing Clerks	6,970	6,806	HS	None	MOJT
CES	43-6014	\$39,929	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	7,735	7,165	HS	None	SOJT
ECS	43-4051	\$38,059	Customer Service Representatives	6,773	6,892	HS	None	SOJT
CRE	43-9021	\$32,970	Data Entry Keyers	1,027	797	HS	None	SOJT
CRE	43-4071	\$29,514	File Clerks	570	494	HS	None	SOJT
CES	43-4171	\$27,161	Receptionists and Information Clerks	2,733	2,801	HS	None	SOJT
CRS	43-4121	\$24,246	Library Assistants, Clerical	469	483	HS	None	SOJT

**related classes**

- Math
- Computer
- Language Arts
- Economics

## hobbies, activities & groups

- Business Professionals of America (BPA) student organization
- DECA student organization
- Student Council
- Speech or Debate clubs
- Junior Achievement
- Help run a fundraiser
- Read business magazines



**NOTE:** For more information about occupations, visit: O\*NET OnLine at [www.onetonline.org](http://www.onetonline.org) or the Bureau of Labor Statistics at [www.bls.gov](http://www.bls.gov). This table displays only selected occupations. For a complete listing, view the Delaware 2026 publication at <https://lmi.delawareworks.com/Content/Publications/>

# Career Cluster 5

## Education & Training

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

Holland Code	SOC Code	2018 Mean Wage	Occupation Title	2016 Est. Empl.	2026 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ESC	11-9032	\$114,378	Education Administrators, Elementary and Secondary School	767	815	Mast	5+	None
SIC	25-1021	\$92,533	Computer Science Teachers, Postsecondary	128	136	PhD/prof	None	None
SIA	25-1113	\$79,316	Social Work Teachers, Postsecondary	105	113	PhD/prof	None	None
SIA	25-1111	\$77,406	Criminal Justice and Law Enforcement Teachers, Postsecondary	57	63	PhD/prof	None	None
CSE	25-4021	\$70,816	Librarians	487	513	Mast	None	None
SAI	25-1121	\$69,053	Art, Drama, and Music Teachers, Postsecondary	340	374	Mast	None	None
SIA	25-9031	\$67,642	Instructional Coordinators	774	842	Mast	5+	None
SAE	21-1012	\$63,987	Educational, Guidance, School, and Vocational Counselors	1,029	1,132	Mast	None	None
SAE	25-2022	\$63,384	Middle School Teachers, Except Special and Career/Technical Education	2,087	2,208	Bach	None	None
SAC	25-2021	\$63,036	Elementary School Teachers, Except Special Education	4,524	4,755	Bach	None	None
SAE	25-2012	\$60,143	Kindergarten Teachers, Except Special Education	471	498	Bach	None	None
ASC	27-3091	\$53,862	Interpreters and Translators	27	30	Bach	None	None
CSE	25-4031	\$42,332	Library Technicians	218	225	VocEd	None	None
SER	27-2022	\$40,193	Coaches and Scouts	792	884	Bach	None	None
SCA	25-9041	\$31,396	Teacher Assistants	3,243	3,444	HS	None	None
SAE	25-2011	\$28,906	Preschool Teachers, Except Special Education	2,220	2,350	Assoc	None	None

### related classes

- Social Studies
- Math
- Science
- Language Arts

### hobbies, activities & groups

- Educators Rising student organization
- Work in a library
- Coach a sports team
- Tutoring
- Speech club
- Volunteer for a literacy program



**NOTE:** For more information about occupations, visit: O\*NET OnLine at [www.onetonline.org](http://www.onetonline.org) or the Bureau of Labor Statistics at [www.bls.gov](http://www.bls.gov). This table displays only selected occupations. For a complete listing, view the Delaware 2026 publication at <https://lmi.delawareworks.com/Content/Publications/>

# Career Cluster 6

## Finance

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

Holland Code	SOC Code	2018 Mean Wage	Occupation Title	2016 Est. Empl.	2026 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ECS	11-3031	\$167,113	Financial Managers	2,505	3,096	Bach	5+	None
ECS	13-2052	\$126,880	Personal Financial Advisors	1,289	1,700	Bach	None	LOJT
CIE	13-2051	\$93,739	Financial Analysts	3,149	3,820	Bach	None	None
ECS	41-3031	\$87,390	Securities, Commodities, and Financial Services Sales Agents	1,912	2,203	Bach	None	MOJT
CEI	13-2011	\$78,117	Accountants and Auditors	5,337	6,061	Bach	None	None
CEI	13-2031	\$72,490	Budget Analysts	149	161	Bach	None	None
CES	13-2072	\$70,098	Loan Officers	1,131	1,243	Bach	None	MOJT
CEI	13-2041	\$68,008	Credit Analysts	1,241	1,373	Bach	None	None
CEI	13-2053	\$67,333	Insurance Underwriters	377	344	Bach	None	MOJT
CEI	13-1031	\$63,444	Claims Adjusters, Examiners, and Investigators	684	655	HS	None	LOJT
ECS	41-3021	\$60,451	Insurance Sales Agents	1,083	1,152	HS	None	MOJT
CES	43-4011	\$57,303	Brokerage Clerks	327	393	HS	None	MOJT
CES	43-9041	\$40,541	Insurance Claims and Policy Processing Clerks	729	787	HS	None	MOJT
CES	43-4041	\$40,128	Credit Authorizers, Checkers, and Clerks	2,017	2,001	HS	None	MOJT
CES	43-3011	\$39,186	Bill and Account Collectors	1,140	1,083	HS	None	MOJT
CES	43-4131	\$38,833	Loan Interviewers and Clerks	1,049	1,190	HS	None	SJOT
CER	43-3071	\$30,674	Tellers	2,369	2,161	HS	None	SOJT

### related classes

- Math
- Computer
- Economics
- English

### hobbies, activities & groups

- Business Professionals of America (BPA) student organization
- DECA student organization
- Club treasurer
- Junior Achievement
- Work on fundraisers
- Mock stock market
- Keep track of how you spend / save your money



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# Career Cluster 7

## 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	2018 Mean Wage	Occupation Title	2016 Est. Empl.	2026 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ECI	13-2061	\$85,611	Financial Examiners	633	753	Bach	None	LOJT
CIR	13-1041	\$77,670	Compliance Officers	1,109	1,249	Bach	None	MOJT
ICR	29-9011	\$75,584	Occupational Health and Safety Specialists	364	394	Bach	None	None
IEA	19-3051	\$64,117	Urban and Regional Planners	212	238	Mast	None	None
CES	13-2081	\$62,231	Tax Examiners and Collectors, and Revenue Agents	112	113	Bach	None	MOJT
RCI	47-4011	\$60,455	Construction and Building Inspectors	549	588	HS	5+	MOJT
RCI	45-2011	\$45,127	Agricultural Inspectors	153	152	Bach	None	MOJT
SCE	43-4061	\$35,779	Eligibility Interviewers, Government Programs	167	190	HS	None	MOJT
CER	43-4031	\$34,883	Court, Municipal, and License Clerks	809	873	HS	None	MOJT

### related classes

- Government
- History
- Language Arts
- Math

### hobbies, activities & groups

- Student Council
- Speech or Debate clubs
- Attend city council meetings
- JROTC (high school)
- Join student organizations or clubs



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# Career Cluster 8

## Health Science

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

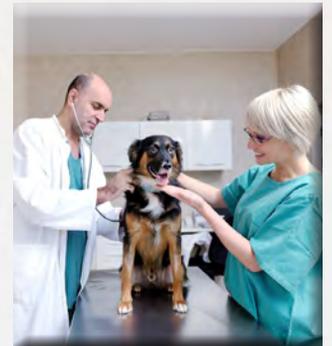
Holland Code	SOC Code	2018 Mean Wage	Occupation Title	2016 Est. Empl.	2026 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
IRS	29-1067	\$277,284	Surgeons	211	224	PhD/prof	None	Int/Res
IRS	29-1021	\$264,441	Dentists, General	354	385	PhD/prof	None	None
ISR	29-1062	\$214,174	Family and General Practitioners	615	656	PhD/prof	None	Int/Res
ICS	29-1051	\$125,402	Pharmacists	854	866	PhD/prof	None	None
ISR	29-1041	\$116,215	Optometrists	144	155	PhD/prof	None	None
IRS	29-1131	\$115,643	Veterinarians	240	273	PhD/prof	None	None
ISR	29-1071	\$105,303	Physician Assistants	442	570	Mast	None	None
SIR	29-1011	\$97,065	Chiropractors	118	122	PhD/prof	None	None
SIR	29-1123	\$93,883	Physical Therapists	707	863	PhD/prof	None	None
ISC	29-1181	\$93,555	Audiologists	36	39	PhD/prof	None	None
SRC	29-2021	\$78,546	Dental Hygienists	741	794	Assoc	None	None
SIC	29-1141	\$74,797	Registered Nurses	11,149	12,743	Bach	None	None
ISE	29-1031	\$64,587	Dietitians and Nutritionists	171	191	Bach	None	Int/Res
SRI	31-2021	\$56,890	Physical Therapist Assistants	221	273	Assoc	None	None
SRI	29-9091	\$47,926	Athletic Trainers	86	101	Bach	None	None
CRS	31-9091	\$41,061	Dental Assistants	783	840	VocEd	None	None
CRS	29-2052	\$34,467	Pharmacy Technicians	1,093	1,195	HS	None	MOJT
SCR	31-1014	\$30,778	Nursing Assistants	6,039	6,790	VocEd	None	None

### related classes

- Life Science
- Physical Science
- Math
- Language Arts
- Health / Wellness

### hobbies, activities & groups

- Future Health Professionals (HOSA) student organization
- Student manager or trainer for a sports team
- 4-H program
- Volunteer at a hospital or nursing home



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# Career Cluster 9

## Hospitality & Tourism

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

Holland Code	SOC Code	2018 Mean Wage	Occupation Title	2016 Est. Empl.	2026 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ECS	11-9081	\$76,247	Lodging Managers	89	99	HS	<5	None
ECR	11-9051	\$76,042	Food Service Managers	507	554	HS	<5	None
ERA	35-1011	\$59,330	Chefs and Head Cooks	252	280	HS	5+	None
ECS	41-3041	\$41,797	Travel Agents	199	172	HS	None	MOJT
RCI	39-2011	\$35,880	Animal Trainers	121	132	HS	None	MOJT
ERC	27-2023	\$30,960	Umpires, Referees, and Other Sports Officials	215	235	HS	None	MOJT
RCE	37-2011	\$28,525	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	8,537	9,318	NFE	None	SOJT
SEA	39-9032	\$28,427	Recreation Workers	1,051	1,189	HS	None	SJOT
REA	35-2014	\$27,432	Cooks, Restaurant	4,261	4,774	NFE	<5	MOJT
RCE	51-3011	\$26,094	Bakers	545	561	NFE	None	LOJT
CES	43-4081	\$25,657	Hotel, Motel, and Resort Desk Clerks	723	782	HS	None	SOJT
CER	35-3011	\$25,306	Bartenders	1,842	1,904	NFE	None	SOJT
RCS	37-2012	\$23,936	Maids and Housekeeping Cleaners	3,563	3,965	NFE	None	SOJT
SEC	35-3031	\$23,688	Waiters and Waitresses	8,141	8,747	NFE	None	SOJT
RSE	35-3022	\$21,690	Counter Attendants, Cafeteria, Food Concession, and Coffee Shop	926	956	NFE	None	SOJT
ECR	39-3091	\$21,135	Amusement and Recreation Attendants	991	1,101	NFE	None	SOJT
ESC	35-9031	\$19,850	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	1,828	1,950	NFE	None	SOJT

### related classes

- Social Sciences
- Language Arts
- Physical Education
- Health

### hobbies, activities & groups

- Family, Career & Community Leaders of America, Inc. (FCCLA) student organization
- DECA student organization
- School events planning committee
- Referee a sports activity
- Family vacation planning
- Help fix meals



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# Career Cluster 10

## 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	2018 Mean Wage	Occupation Title	2016 Est. Empl.	2026 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ECS	11-9061	\$93,529	Funeral Service Managers	72	76	Assoc	<5	None
ISA	19-3031	\$78,850	Clinical, Counseling, and School Psychologists	343	376	PhD/prof	None	Int/Res
ESC	11-9151	\$69,233	Social and Community Service Managers	951	1,099	Bach	<5	None
SEA	21-1091	\$67,308	Health Educators	203	233	Bach	None	None
SIA	21-1022	\$55,873	Healthcare Social Workers	539	615	Mast	None	Int/Res
CES	13-2071	\$52,361	Credit Counselors	132	152	Bach	None	MOJT
SAI	21-1013	\$51,534	Marriage and Family Therapists	257	285	Mast	None	Int/Res
SIA	21-1023	\$50,703	Mental Health and Substance Abuse Social Workers	375	429	Mast	None	Int/Res
SEA	21-1021	\$40,380	Child, Family, and School Social Workers	1,276	1,446	Bach	None	None
SRE	39-9031	\$38,443	Fitness Trainers and Aerobics Instructors	1,370	1,505	HS	None	SOJT
AES	39-5012	\$35,812	Hairdressers, Hairstylists, and Cosmetologists	2,701	3,041	VocEd	None	None
SER	39-4021	\$35,325	Funeral Attendants	139	142	HS	None	SOJT
SIA	21-1015	\$34,815	Rehabilitation Counselors	731	833	Mast	None	None
ERS	39-5094	\$32,765	Skincare Specialists	32	36	VocEd	None	None
RCE	51-6011	\$23,869	Laundry and Dry-Cleaning Workers	696	711	NFE	None	SOJT
SRC	39-9021	\$23,844	Personal Care Aides	1,408	1,918	HS	None	SJOT
SAC	39-9011	\$22,296	Childcare Workers	2,275	2,467	HS	None	SOJT
RCE	39-5093	\$19,559	Shampoers	319	361	NFE	None	SOJT

### related classes

- Social Science
- Language Arts
- Math
- Physical Education / Wellness

### hobbies, activities & groups

- Family, Career & Community Leaders of America, Inc. (FCCLA) student organization
- Babysitting
- 4-H program
- Help with a food, book or clothing drive
- Volunteer at a hospital or nursing home



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# Career Cluster II

## Information Technology

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

Holland Code	SOC Code	2018 Mean Wage	Occupation Title	2016 Est. Empl.	2026 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
CIE	15-1143	\$126,987	Computer Network Architects	628	683	Bach	5+	None
CIR	15-1122	\$106,781	Information Security Analysts	262	345	Bach	<5	None
IRC	15-1132	\$106,730	Software Developers, Applications	2,555	3,358	Bach	None	None
CIR	15-1121	\$96,462	Computer Systems Analysts	3,330	3,586	Bach	None	None
CIE	15-1141	\$92,460	Database Administrators	475	538	Bach	None	None
IRC	15-1142	\$80,987	Network and Computer Systems Administrators	1,121	1,162	Bach	None	None
ICR	15-1131	\$80,262	Computer Programmers	1,199	1,089	Bach	None	None
CIR	15-1134	\$72,065	Web Developers	467	536	Assoc	None	None
REC	15-1152	\$60,839	Computer Network Support Specialists	497	556	Assoc	None	None
RCI	15-1151	\$58,780	Computer User Support Specialists	1,269	1,379	HS	None	None

### related classes

- Computer Technology
- Math
- Science
- Language Arts
- Art

### hobbies, activities & groups

- Technology Student Association (TSA) student organization
- SkillsUSA student organization
- Business Professionals of America (BPA) student organization
- Puzzles, video & board games
- Computer clubs
- Create websites
- School Yearbook Committee



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# Career Cluster 12

## 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	2018 Mean Wage	Occupation Title	2016 Est. Empl.	2026 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ESC	23-1023	\$140,677	Judges, Magistrate Judges, and Magistrates	121	129	PhD/prof	5+	SOJT
ESC	33-1012	\$98,866	First-Line Supervisors of Police and Detectives	322	342	HS	<5	MOJT
EIC	33-3021	\$89,929	Detectives and Criminal Investigators	90	92	HS	<5	MOJT
REC	33-3051	\$69,998	Police and Sheriff's Patrol Officers	1,796	1,916	HS	None	MOJT
EIS	23-1021	\$65,931	Administrative Law Judges, Adjudicators, and Hearing Officers	78	83	PhD/prof	5+	SOJT
CIE	23-2011	\$57,294	Paralegals and Legal Assistants	1,241	1,412	Assoc	None	None
CER	43-6012	\$52,268	Legal Secretaries	1,175	905	HS	None	MOJT
IRC	19-4092	\$50,646	Forensic Science Technicians	29	35	Bach	None	MOJT
CRE	43-5031	\$44,976	Police, Fire, and Ambulance Dispatchers	236	251	HS	None	MOJT
SIR	29-2041	\$40,725	Emergency Medical Technicians and Paramedics	1,411	1,514	VocEd	None	None
RCE	33-3041	\$37,912	Parking Enforcement Workers	31	20	HS	None	SOJT
SER	33-9091	\$33,278	Crossing Guards	362	390	NFE	None	SOJT
RCE	33-9032	\$28,374	Security Guards	3,822	4,049	HS	None	SOJT
RSE	33-9092	\$22,819	Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	513	557	NFE	None	SOJT

### related classes

- Social Science
- Language Arts
- Health / wellness
- History

### hobbies, activities & groups

- Debate Team
- Science clubs
- Mock trials
- Field trip to a courthouse, police or fire station
- Speech
- Swimming



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# Career Cluster 13

## 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	2018 Mean Wage	Occupation Title	2016 Est. Empl.	2026 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
RCI	49-2095	\$83,129	Electrical and Electronics Repairers, Powerhouse, Substation, and Relay	235	243	VocEd	<5	MOJT
ERC	51-1011	\$70,954	First-Line Supervisors of Production and Operating Workers	1,286	1,250	HS	<5	None
RIC	49-9062	\$66,362	Medical Equipment Repairers	102	105	Assoc	None	MOJT
RCI	51-8091	\$62,908	Chemical Plant and System Operators	171	171	HS	None	MOJT
IRC	19-4031	\$62,764	Chemical Technicians	903	966	Assoc	None	MOJT
RCI	17-3013	\$58,361	Mechanical Drafters	153	162	Assoc	None	None
RIC	49-9041	\$57,045	Industrial Machinery Mechanics	924	954	HS	None	LOJT
RIC	17-3023	\$56,679	Electrical and Electronics Engineering Technicians	169	175	Assoc	None	None
RCI	51-4041	\$55,211	Machinists	490	509	HS	None	LOJT
RCI	49-2098	\$54,082	Security and Fire Alarm Systems Installers	202	226	HS	None	MOJT
RCI	51-4121	\$52,180	Welders, Cutters, Solderers, and Brazers	519	553	HS	None	MOJT
RAE	51-9071	\$46,693	Jewelers and Precious Stone and Metal Workers	31	33	HS	None	LOJT
RCA	51-7011	\$45,299	Cabinetmakers and Bench Carpenters	145	140	HS	None	MOJT
RCE	49-9094	\$44,818	Locksmiths and Safe Repairers	132	126	HS	None	LOJT
RCI	49-9031	\$41,569	Home Appliance Repairers	128	126	HS	None	MOJT
RCE	51-3021	\$39,140	Butchers and Meat Cutters	370	362	NFE	None	LOJT
RCI	51-9198	\$29,377	Helpers--Production Workers	410	392	HS	None	SOJT
RCA	51-6031	\$28,526	Sewing Machine Operators	66	68	NFE	None	SOJT

### related classes

- Math
- Physical Science
- Language Arts
- Industrial Technology

### hobbies, activities & groups

- Technology Student Association (TSA) student organization
- SkillsUSA student organization
- Help with basic home repairs
- Team sports
- Tinkering with car repairs/maintenance
- Read computer and technical magazines



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# Career Cluster 14

## Marketing, Sales & Service

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

Holland Code	SOC Code	2018 Mean Wage	Occupation Title	2016 Est. Empl.	2026 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ECS	11-2022	\$174,935	Sales Managers	857	934	Bach	<5	None
ECA	11-2021	\$163,084	Marketing Managers	972	1,111	Bach	5+	None
EAC	11-2031	\$136,933	Public Relations and Fundraising Managers	223	259	Bach	5+	None
ECI	41-4011	\$103,280	Sales Reps., Wholesale and Manuf., Technical and Scientific Products	1,407	1,400	Bach	None	MOJT
IEC	13-1161	\$82,891	Market Research Analysts and Marketing Specialists	2,075	2,557	Bach	None	None
CER	41-4012	\$65,170	Sales Reps., Wholesale and Manuf., Except Technical and Scientific Products	3,190	3,071	HS	None	MOJT
ECS	11-9141	\$64,975	Property, Real Estate, and Community Association Managers	678	749	HS	<5	None
EAS	27-3031	\$60,389	Public Relations Specialists	757	838	Bach	None	None
ECA	41-3011	\$57,809	Advertising Sales Agents	338	319	HS	None	MOJT
ECS	41-9022	\$50,099	Real Estate Sales Agents	1,413	1,490	HS	None	MOJT
CES	41-2021	\$33,451	Counter and Rental Clerks	1,420	1,470	NFE	None	SOJT
ECR	41-9011	\$28,895	Demonstrators and Product Promoters	106	110	NFE	None	SOJT
AER	27-1026	\$27,742	Merchandise Displayers and Window Trimmers	484	472	HS	None	SOJT
REC	53-3031	\$27,055	Driver/Sales Workers	1,699	1,539	HS	None	SOJT
ECS	41-2031	\$26,325	Retail Salespersons	18,468	18,814	NFE	None	SOJT
CER	41-2011	\$22,219	Cashiers	10,806	9,978	NFE	None	SOJT

**related classes**

- Language Arts
- Computer
- Math

**hobbies, activities & groups**

- Business Professionals of America (BPA) student organization
- DECA student organization
- Boy Scouts or Girl Scouts
- Student government
- Help with class or team fundraisers
- Help plan a school event



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# Career Cluster 15

## 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	2018 Mean Wage	Occupation Title	2016 Est. Empl.	2026 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
EIR	11-9041	\$157,489	Architectural and Engineering Managers	516	558	Bach	5+	None
IRA	19-2012	\$126,150	Physicists	29	32	PhD/prof	None	None
IRC	17-2041	\$120,281	Chemical Engineers	694	760	Bach	None	None
IRC	17-2071	\$108,896	Electrical Engineers	480	533	Bach	None	None
ICR	17-2111	\$107,040	Health and Safety Engineers, Except Mining Safety Engineers and Inspectors	63	73	Bach	None	None
IRC	17-2141	\$106,219	Mechanical Engineers	711	792	Bach	None	None
IRC	19-2031	\$105,565	Chemists	3,132	3,344	Bach	None	None
CIR	15-2041	\$100,708	Statisticians	100	141	Mast	None	None
ICE	17-2112	\$94,590	Industrial Engineers	540	598	Bach	None	None
IAR	19-1021	\$93,528	Biochemists and Biophysicists	190	204	PhD/prof	None	None
ICE	19-3011	\$86,847	Economists	45	50	Mast	None	None
IRC	19-2042	\$80,572	Geoscientists, Except Hydrologists and Geographers	63	68	Bach	None	None
ICE	19-3022	\$61,892	Survey Researchers	77	76	Mast	None	None
EIR	19-1031	\$55,300	Conservation Scientists	41	44	Bach	None	None
RIC	19-4099	\$51,363	Life, Physical, and Social Science Technicians, All Other	120	129	Assoc	None	None

### related classes

- Physical Science
- Math
- Computers

### hobbies, activities & groups

- Technology Student Association (TSA) student organization
- SkillsUSA student organization
- Create projects for science fairs
- Read scientific / technical journals
- Science camps
- Building model airplanes
- Math clubs
- 4-H program



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# Career Cluster 16

## Transportation, Distribution & Logistics

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

Holland Code	SOC Code	2018 Mean Wage	Occupation Title	2016 Est. Empl.	2026 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ECR	11-3071	\$132,318	Transportation, Storage, and Distribution Managers	364	405	HS	5+	None
RCE	53-4011	\$75,032	Locomotive Engineers	50	54	HS	<5	MOJT
ERC	53-5021	\$74,793	Captains, Mates, and Pilots of Water Vessels	26	27	VocEd	<5	None
RCI	49-3011	\$62,254	Aircraft Mechanics and Service Technicians	481	524	VocEd	None	None
RCI	49-2091	\$59,678	Avionics Technicians	90	97	Assoc	None	None
RCI	49-3031	\$49,449	Bus and Truck Mechanics and Diesel Engine Specialists	539	575	HS	None	LOJT
CER	43-5032	\$45,762	Dispatchers, Except Police, Fire, and Ambulance	716	715	HS	None	MOJT
RIC	49-3023	\$44,263	Automotive Service Technicians and Mechanics	2,124	2,141	VocEd	None	SOJT
RCI	53-3032	\$44,164	Heavy and Tractor-Trailer Truck Drivers	4,379	4,276	VocEd	None	SOJT
RCE	49-3021	\$41,233	Automotive Body and Related Repairers	410	428	HS	None	LOJT
RSE	53-3021	\$41,030	Bus Drivers, Transit and Intercity	387	421	HS	None	MOJT
RCI	53-7051	\$39,627	Industrial Truck and Tractor Operators	1,403	1,392	NFE	None	SOJT
RCE	53-3022	\$35,727	Bus Drivers, School or Special Client	2,061	2,279	HS	None	SOJT
RCE	53-3033	\$35,711	Light Truck or Delivery Services Drivers	2,951	3,089	HS	None	SOJT
RSE	53-3011	\$29,240	Ambulance Drivers and Attendants, Except Emergency Medical Technicians	81	90	HS	None	MOJT
RES	53-3041	\$27,327	Taxi Drivers and Chauffeurs	660	659	NFE	None	SOJT
RCE	53-7061	\$24,473	Cleaners of Vehicles and Equipment	877	934	NFE	None	SOJT
RCE	53-6021	\$23,561	Parking Lot Attendants	520	545	NFE	None	SOJT

### related classes

- Math
- Physical Science
- Economics
- Foreign Language

### hobbies, activities & groups

- SkillsUSA student organization
- Repairing cars or equipment
- Paper routes
- Math & Science clubs
- Play sports
- Traveling



**NOTE:** For more information about occupations, visit: O\*NET OnLine at [www.onetonline.org](http://www.onetonline.org) or the Bureau of Labor Statistics at [www.bls.gov](http://www.bls.gov). This table displays only selected occupations. For a complete listing, view the Delaware 2026 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?

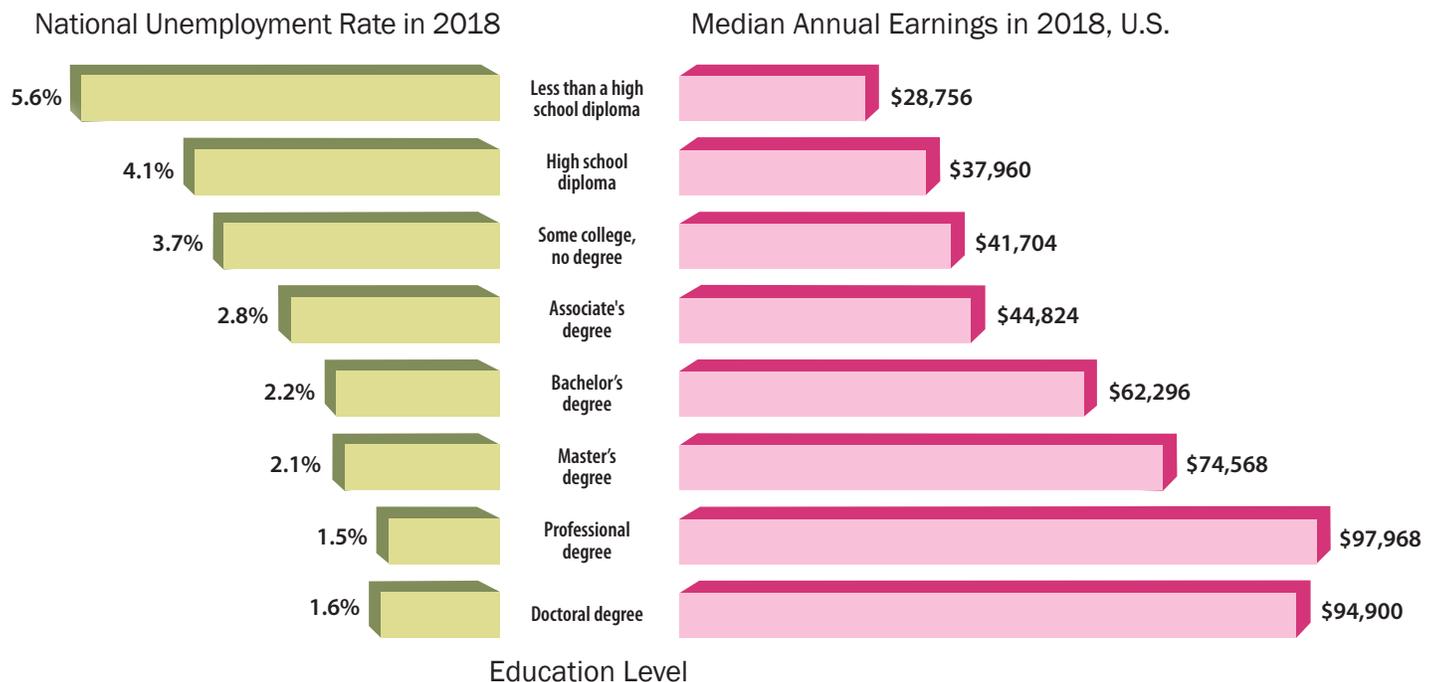
Ask yourself:

- 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



**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!

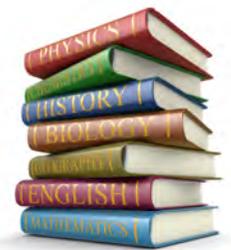
One major benefit of a college degree is having more higher-paying jobs to choose from. The table below shows you just some of the possibilities available to high school students and college graduates. As you browse, take note that some of the occupations require additional training or preparation, once 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.

<b>HIGH SCHOOL DIPLOMA</b> AVG. SALARY \$41,743 (DE)	<b>TWO-YEAR COLLEGE</b> AVG. SALARY \$52,974 (DE)	<b>FOUR-YEAR COLLEGE</b> AVG. SALARY \$87,142 (DE)	<b>MORE THAN FOUR YEARS</b> AVG. SALARY \$115,242 (DE)
<b>Auto Mechanic</b> (SOJT)	<b>Chemical Technician</b> (MOJT)	<b>Accountant</b>	<b>Chiropractor</b>
<b>Bank Teller</b> (SOJT)	<b>Dental Hygienist</b>	<b>Art Director</b> (5+ yrs)	<b>Dentist</b>
<b>School Bus Driver</b> (SOJT)	<b>Funeral Service Manager</b> (<5 yrs)	<b>Athletic Trainer</b>	<b>Judge</b> (5+ yrs and SOJT)
<b>Carpenter</b> (App)	<b>Paralegal</b>	<b>Chemist</b>	<b>Lawyer</b>
<b>Chef</b> (5+ yrs)	<b>Preschool Teacher</b>	<b>Registered Nurse</b>	<b>Librarian</b>
<b>Electrician</b> (App)	<b>Web Developer</b>	<b>Environmental Engineer</b>	<b>Pediatrician</b> (Int/Res)
<b>Fitness Trainer</b> (SOJT)	<b>Veterinary Technician</b>	<b>Computer Programmer</b>	<b>Pharmacist</b>
<b>Mail Carrier</b> (SOJT)	<b>Physical Therapy Assistant</b>	<b>Graphic Designer</b>	<b>Physical Therapist</b>
<b>Photographer</b> (LOJT)	<b>Mechanical Drafter</b>	<b>Human Resources Manager</b> (5+ yrs)	<b>Physician's Assistant</b>
<b>Private Detective</b> (<5 yrs and MOJT)	<b>Computer Network Support Specialist</b>	<b>Interior Designer</b>	<b>Surgeon</b> (Int/Res)
<b>Real Estate Agent</b> (MOJT)	<b>Medical Equipment Repairer</b>	<b>Kindergarten/Middle School Teacher</b>	<b>Veterinarian</b>
<b>Receptionist</b> (SOJT)	<b>Avionics Technician</b>	<b>Loan Officer</b> (MOJT)	<b>Economist</b>
<b>Travel Agent</b> (MOJT)		<b>Marketing Manager</b> (5+ yrs)	<b>School Counselor</b>
<b>Welder</b> (MOJT)		<b>Sales Manager</b> (<5 yrs)	

**SOURCE:** Data are taken from Delaware 2026 Occupation & Industry Projections, published July 2018, and Delaware Wages 2016, published May 2017.



<p><b>Int/Res</b> - Internship/Residency  <b>App</b> - Apprenticeship  <b>LOJT</b> - Long-term on-the-job training  <b>MOJT</b> - Moderate-term on-the-job training  <b>SOJT</b> - Short-term on-the-job training  <b>5+ years</b> - more than 5 years spent gaining work related experience  <b>&lt;5 years</b> - less than 5 years spent gaining work related experience</p>
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# Reality Check

This activity was designed to help you understand your personal financial needs based on your desired lifestyle. In general, after deducting your monthly expenses, taxes and savings, your take home pay should be greater than your expenses. Keep your personal needs in mind as you complete this activity.

## Directions:

**Step 1** - Write down the annual entry wages of your desired occupation.\*

\$ \_\_\_\_\_

**Step 2** - Under each category below, choose the option that best applies to your desired lifestyle and write the amount on the line in the totals column.

\*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. You will earn more with experience.

<p><b>Housing</b></p> <p>Assuming you won't be living with your parents, you'll need a place to stay. You can reduce costs by living with roommates.</p>	<p><b>1-Bedroom Apartment</b></p>  <p>\$938</p>	<p><b>2-Bedroom Apartment</b></p>  <p>\$1,142</p>	<p><b>3-Bedroom Apartment</b></p>  <p>\$1,503</p>	<p><b>4-Bedroom Apartment</b></p>  <p>\$1,730</p>	<p><b>Totals</b></p> <p>\$ _____</p>
<p><b>Utilities</b></p> <p>Monthly bills are sometimes included with rent, but homeowners must pay for utilities.</p>	<p><b>All Utilities (Electric/Gas/Energy/Water/Garbage)</b></p>				
	 <p>\$260</p>				<p>\$ _____</p>
<p><b>Communication</b></p> <p>You can save money by skipping a landline or cable, or by finding a good deal on bundled services. Add all that apply.</p>	<p><b>Phone</b></p>  <p>\$100</p>	<p><b>Internet/TV</b></p>  <p>\$70</p>		<p>\$ _____</p>	
<p><b>Food</b></p> <p>Some people like to cook and others like to dine out. Most do a little of each. Choose one or enter your own estimate.</p>	<p><b>Eat at Home</b></p>  <p>\$230</p>	<p><b>Home/Dine Out</b></p>  <p>\$370</p>	<p><b>Mostly Dine Out</b></p>  <p>\$500</p>	<p><b>Enter Your Own</b></p> <p>\$ _____</p>	<p>\$ _____</p>
<p><b>Transportation</b></p> <p>You need to get to and from work and play. Car payments vary depending on the vehicle, and the length of the loan.</p>	<p><b>Bike/Walk</b></p>  <p>\$20</p>	<p><b>Public Transportation</b></p>  <p>\$55</p>	<p><b>Personal Vehicle</b></p>  <p>\$600</p>		<p>\$ _____</p>
<p><b>Clothes</b></p> <p>Many occupations require a professional wardrobe. Others require specialized items such as steel-toe work boots.</p>	<p><b>Minimal New Clothes</b></p>  <p>\$25</p>	<p><b>A Few Basics</b></p>  <p>\$45</p>	<p><b>I like Clothes</b></p>  <p>\$60</p>	<p><b>I love Clothes!</b></p>  <p>\$100</p>	<p>\$ _____</p>
<p><b>Health Care</b></p> <p>You can buy health insurance to cover your medical expenses or pay out-of-pocket for medical, dental, and vision visits.</p>	<p><b>Insurance (Health Care/Dental/Vision)</b></p>				
	 <p>\$230</p>			<p>\$ _____</p>	

### Entertainment

Do your hobbies mainly involve a library card, or a season ski pass? Entertainment usually comes with a price tag.

**Make Your Own Fun**  
  
 \$100

**Mainly Hang Out**  
  
 \$140

**Hang Out/Go Out**  
  
 \$200

**Mainly Go Out**  
  
 \$300

**Totals**

\$ \_\_\_\_\_

### Personal Care

Personal care items include haircuts, makeup, grooming supplies, and gym memberships.

**Low**  
  
 \$35

**Medium**  
  
 \$50

**High**  
  
 \$70

**Pamper Yourself**  
  
 \$100

\$ \_\_\_\_\_

### Miscellaneous

Do you have pets? How often do you buy a new computer? Do you like to travel? What about unexpected expenses?

**Low**  
  
 \$100

**Medium**  
  
 \$150

**High**  
  
 \$250

**Higher**  
  
 \$ \_\_\_\_\_

\$ \_\_\_\_\_

### Student Loans

Student debt is a fact of life for most graduates. Typical monthly payments are listed by degree type.

**No Debt**  
  
 \$0

**Associate's Degree**  
  
 \$150

**Bachelor's Degree**  
  
 \$330

**Graduate Degree**  
  
 \$700

\$ \_\_\_\_\_

**Source:** Format adapted from the Montana Career Guide.

**Step 3** - Total your monthly expenses.

**Total Personal Expenses** \$ \_\_\_\_\_

**Step 4** - Divide your annual salary (on page 44) by 12 to convert it to gross monthly wages.

**Gross Monthly Wages** \$ \_\_\_\_\_

**Step 5** - Add Federal & State Taxes and Social Security.

For Federal and State tax amounts, see the bracket below to determine your tax percentage rate based on the annual salary you selected for Step 1 on page 44. Social Security is 6.2% of your monthly wages.

Federal Tax \$ \_\_\_\_\_

State Tax \$ \_\_\_\_\_

Social Security \$ \_\_\_\_\_

**Total Taxes** \$ \_\_\_\_\_

**Step 6** - Add in Savings (5% of monthly wages) Although this is not a mandatory monthly deduction, try to get into the habit of putting aside savings every month.

**Savings** \$ \_\_\_\_\_

**Step 7** - Add together your Total Personal Expenses, Total Taxes, and Savings to determine your Total Monthly Expenses.

**Total Monthly Expenses** \$ \_\_\_\_\_

**Step 8** - Subtract your Total Monthly Expenses & Taxes from your Gross Monthly Wages to determine your Net Take Home Pay.

**Net Take Home Pay** \$ \_\_\_\_\_

#### 2019 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	5.55%
\$60,000+	6.6%

#### 2019 Federal Tax Bracket (Single) Marginal Tax Rate (%)

\$0 – \$9,699	10%
\$9,700 – \$39,474	12%
\$39,475 – \$84,199	22%
\$84,200 – \$160,724	24%
\$160,725 – \$204,099	32%
\$204,100+	35%



**Based on this exercise, I would like to earn an entry wage of:**

\$ \_\_\_\_\_

### Reality Check Review

How does your budget look? Do you have any money leftover or will you need to cut your expenses? Can you share an apartment? Can you find a cheaper phone plan? Can you put more into savings? Based on what you have learned, write your desired wage under **Column 1 (My Profile) on Row 5 (Entry Wage) of the Occupation Comparison Chart** on page 48.



# You Need a Plan!

Whether you think you will continue your education after high school or maybe pursue other career training options, you are going to need a plan. Develop a written plan for each year of high school. Start with the required courses and then figure out what courses will you take for the remaining credits required for graduation. What additional courses will fit in your schedule? Local school boards and other governing bodies sometimes have their own additional graduation requirements.

Think a technical institute education might be in your future? Consider taking high school courses in the same technical career area. They will help you explore whether a field is for you – before you're paying tuition!

Pick classes you find interesting. High school courses can be a great opportunity to explore career fields of interest. If you're interested in classes your school doesn't offer, look into opportunities for distance learning. Ask your teachers or school

counselors for more information. You may even want to look into taking college-level courses via distance learning while you're still in high school. In some cases, you can get both high school and college credit for courses.

You don't have to go it alone! Remember all the people available to help you develop your high school educational plan. Ask your school counselor, teachers or advisors, and parents for help and guidance. A paper or electronic career portfolio, provided in many schools, is a great tool for developing your high school educational plan and tracking your progress.

Remember, for as much of your life as you will likely spend on the job, it is really important that you enjoy the work as much as possible. Even if your career choice requires several more years of education after high school, that's a small investment of time to be able to do something you want the rest of your life. So, shoot for the moon!

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**Need a quick activity to jog your brain for the future?** Answer the questions below about 5 years and 20 years from now. Your answers should help get you moving in the right direction.

## 1. Where Do I Want to Be in 5 Years?

Think about where you want to be in five years. You may almost be ready to graduate from high school. Where will you go from there? Will you attend college or a technical school? What career major will you be pursuing? What changes will you have made? How will you be the same?

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## 2. Where Do I Want to Be in 20 Years?

Think about where you want to be in twenty years. What kind of career do you want to have? Will you still live where you do now or do you want to move somewhere else? Do you want to get married? Do you want to have a family? What will be different about you in twenty ears? What will have stayed the same about you?

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# 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](http://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. 44		
6	Job Location(s)	p. 46		
7	Basic Worker Skills (from the matrix or <a href="http://www.onetonline.org">www.onetonline.org</a> )	p. 17		
8	Job Openings/Growth (from pp. 24 & 25 or <a href="http://www.onetonline.org">www.onetonline.org</a> )	<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:** \_\_\_\_\_

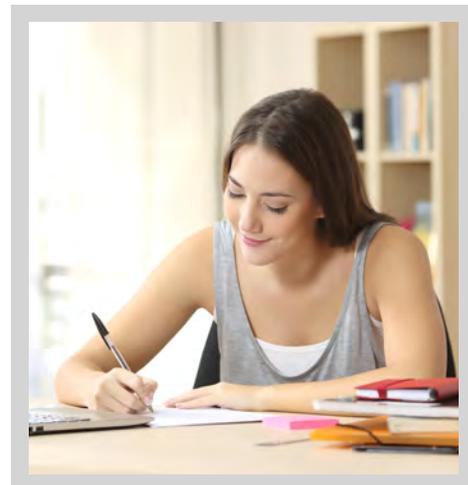
**Go on to Step 4**

**NEXT STEP**

## 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 Career & Technical Education (CTE). Join a CTE student 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. Get really, really good at something – anything.
7. 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.
8. Find a summer job that will provide you with more insight into the world of work and how you fit in.
9. 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.



## 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 experience on-the-job work-based learning. 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.

# 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 are no longer as distinct. 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. Vocational-technical (Vo-Tech) schools focus primarily on career readiness, but also prepare students for further post-secondary education.

On the following pages information is provided for state model programs of study, local approved programs of study, and Vo-Tech high school career programs. The state model programs were developed by Department of Education (DOE) staff. These should be essentially the same at each school where a particular program of study is offered. Individual schools can also develop their own programs of study, which become local approved programs when certified by DOE. There is a list of those following the state model descriptions. Individual schools may also have other individual programs, which are too numerous to list in their entirety here. You can find offerings in each school and district here: <https://pubapps.doe.k12.de.us/cipadmin/public/default.aspx>



## Career Programs Offered in Comprehensive & Charter Schools

PROGRAM NAME	PROGRAM DESCRIPTION	HIGH SCHOOLS WHERE OFFERED
<b>AgriScience</b>		
<b>Agricultural Power and Engineering</b>	A three course program where students learn skills associated with dynamic power systems and metal fabrication. Students are exposed to mathematical, scientific, and engineering principles and methods that help prepare them for careers such as welding, maintenance, or industrial technician and power technology repair.	Dover, Sussex Central, Lake Forest, Smyrna
<b>Agricultural Structures &amp; Engineering</b>	A three course program where students practice real world applications and problem-solving associated with agricultural designs and engineering principles. The program helps prepare students for a variety of careers in the construction field, such as building maintenance, home improvement, and green energy technologies.	Christiana, Sussex Central, Milford, Smyrna, Woodbridge
<b>Animal Science &amp; Management</b>	A three course hands-on program that explores: animal production and management, physical restraint and handling, conducting health exams, evaluation of behavior, principles of genetics and reproduction, animal selection through evaluation, anatomy and physiology, animal nutrition, basic veterinary practices, global food systems, ethics of food animal production, and current agricultural issues in order to foster an understanding of the steps involved in producing and marketing products for consumers. Students practice decision-making and research skills through classroom instruction, laboratory activities, and practical experiences. The program prepares students for a variety of careers in animal care and husbandry.	Appo, Middletown, Caesar Rodney, Cape Henlopen, Dover, Christiana, William Penn, Delmar, Lake Forest, Milford, McKean, Smyrna, Woodbridge
<b>Biotechnology</b>	Students explore biotechnology as it relates to agricultural, industrial, environmental, and medical fields of study through action research and participation in university research studies.	MOT Charter, Newark Charter
<b>Biotechnology Laboratory Technician</b>	Provides students with opportunities to gain meaningful, hands-on, laboratory experiences and activities that combine academics with real-world career skills and opportunities that impact healthcare.	Newark Charter

PROGRAM NAME	PROGRAM DESCRIPTION	HIGH SCHOOLS WHERE OFFERED
<b>Environmental and Natural Resource Science (ENRS)</b>	A three course program designed to provide students with the scientific principles and methods required to understand interrelationships of the natural world. ENRS is an interdisciplinary study of environmental problems, both natural and human-made, leading to a variety of careers in environmental technology and natural sciences.	Dover, William Penn, McKean, Seaford
<b>Natural Resource Management</b>	A three course program designed to provide students with exposure to topics in conservation management and maintenance of natural resources. Students learn responsible stewardship practices of air, soil, water, land, fish, and wildlife resources for economic, recreation, and health purposes. Students utilize a variety of classroom and laboratory activities supplemented through supervised agricultural experiences and leadership programs and activities.	Appo, Middletown, Cape Henlopen, Smyrna
<b>Plant Science</b>	A three course program designed to provide students with knowledge of plant growth and reproduction, as well as the use of plants for food, fiber, and ornamental purposes. The program prepares students for a variety of careers in: agronomy, ornamental horticulture, biotechnology, forestry, soil science, and turf management.	Appo, Middletown, Caesar Rodney, Cape Henlopen, Christiana, William Penn, Delmar, Lake Forest, Laurel, Milford, McKean, Smyrna, Woodbridge
<b>Architecture &amp; Construction</b>		
<b>Architectural Engineering Technology (AET)</b>	A three course program in construction and architecture focused on site selection, drafting, planning, and other aspects of project management. The AET program of study will lead to students earning AutoCAD and Revit certification, and dual enrollment for up to 10 credits from Delaware Technical and Community College.	Caesar Rodney, Dover, A.I. DuPont
<b>Construction Machinery Operator</b>	A four course program designed to provide students with the knowledge and skills necessary to begin a career as a heavy equipment operator. The program includes both virtual and real seat time operating a skid-steer, backhoe, excavator, bulldozer, and forklift. Other topics include OSHA Construction Safety, ATSSA Flagger Certification, hand and power tool use, print reading, and grading/earth moving.	Appo, Middletown
<b>Construction Technology</b>	Students learn the concepts of skilled trades and management where projects make connections between science, technology, engineering and math with real-world opportunities. An exciting, hands-on opportunity awaits students as they learn to create and analyze construction documents, and build scale and life-sized prototypes.	William Penn
<b>HVAC-R Technician</b>	Prepares students with the knowledge and skills necessary to successfully enter a career in the heating, ventilation, air conditioning, and refrigeration industry. Students learn the importance of safety and proper operating procedures of all tools and equipment used in the HVAC-R field. Some of the essential trade skills include proper duct sizing and installation, copper and plastic piping practices, ferrous metal piping practices, brazing and soldering, electrical wiring component, reading and drawing construction blueprints, and basic employability skills.	Sussex Tech
<b>Arts, AV technology &amp; Communications</b>		
<b>Digital Business Communication</b>	Provides students with a broad introduction to business that will include elements of business administration, entrepreneurship, financial analysis, and marketing. Students will study various business aspects, such as, business law, basic economic principles, ethics, entrepreneurship, financial analysis, marketing operations, and strategic management plans. Computer technology will help students fine tune their technical reading skills by learning and applying Microsoft Applications. Students will also learn basic html programming for web design application and will explore career planning and professional development. Communication skills, customer relations, leadership skills, and teamwork will be emphasized.	MOT Charter
<b>Digital Communication Technology</b>	A three course program that requires students to apply the skills and tools of digital designers used in graphic design, pixel-based imagery manipulation, HTML coding, digital video production, vector image manipulation, digital illustration, and digital publishing. Students utilize strategies to solve open-ended problems while learning how to apply technical skills, creative skills, industry knowledge, documentation techniques, and processes using modern, industry-leading technology and software. Client-based learning experiences and industry-mentored projects introduce students to a wide array of related careers in public relations, marketing, web and digital communications and printing.	Appo, Middletown, Mount Pleasant, Caesar Rodney, Dover, Sussex Academy, Newark, William Penn, Delmar, Lake Forest, Laurel, Milford, A.I. DuPont, Cab Calloway, Seaford

PROGRAM NAME	PROGRAM DESCRIPTION	HIGH SCHOOLS WHERE OFFERED
<b>Digital Media</b>	Students are asked to use communication practices such as web design, video production, and game design within the context of problems that are relevant to their lives. They are also introduced to topics such as interface design, limits of computers, as well as societal and ethical issues.	William Penn
<b>Digital Media &amp; Imaging</b>	Focuses on the creation of digital multi-media, including graphic design, journalism, audio productions and video productions. Students study both the art and the digital tools necessary to successfully create and manage digital media.	MOT Charter
<b>Automotive</b>		
<b>Automotive Technology</b>	A six course program that provides students with the mathematical, scientific, and mechanical principles and methods required to understand and perform the maintenance, repair and servicing of vehicles. Students participating in this pre-apprenticeship program will be prepared to enter into a Delaware Automotive Technician Tech C Registered Apprenticeship Program.	Delcastle, Hodgson, Howard, St. Georges, Polytech, Sussex Tech, McKean
<b>Business Information &amp; Management</b>		
<b>Academy of Business Information &amp; Management (AOBIM)</b>	A three credit program that introduces students to the skills needed to plan, organize, direct, and evaluate business functions. There are learning activities conducted in school and outside the classroom, and a 120-hour paid summer internship. Completion of the program is validated with a NAFTrack certification.	Caesar Rodney, Odyssey Charter, Glasgow, William Penn, Lake Forest, A.I. DuPont, DMA, Smyrna
<b>Education &amp; Training</b>		
<b>Early Childhood Teacher Academy</b>	A three course program that engages students in understanding early childhood development and the skills needed for teachers working with young children. Through classroom and field experiences, the students will begin preparation for a variety of careers in early childhood education such as teacher, curriculum developer, and administrator.	Appo, Middletown, Brandywine, Concord, Mount Pleasant, Dover, Caesar Rodney, Polytech, William Penn, McKean, Smyrna
<b>K-12 Teacher Academy</b>	A three and six course program that helps prepare students for careers in elementary and secondary education. Students have observational opportunities in a variety of age and discipline settings, including special needs and non-classroom settings. Students participate in a long-term placement during their senior year.	Appo, Middletown, Caesar Rodney, Cape Henlopen, Dover, Great Oaks Charter, Glasgow, William Penn, Delmar, Indian River, Sussex Central, Laurel, Milford, Polytech, A.I. DuPont, McKean, Seaford, Smyrna, Woodbridge
<b>Finance</b>		
<b>Academy of Finance (AOF)</b>	A three course program focused on banking and credit, financial planning, accounting, and insurance. Students gain career knowledge through a series of work-based learning activities that are conducted in school and outside the classroom, and a 120-hour paid summer internship. Completion of the program is validated with a NAFTrack certification.	Appo, Middletown, Caesar Rodney, Dover, Odyssey Charter, Glasgow, William Penn, Delmar, Indian River, Sussex Central, Lake Forest, Laurel, Milford, A.I. DuPont, Smyrna, Woodbridge
<b>Health Science</b>		
<b>Academy of Allied Health at DSU</b>	A three course program that engages students in open-ended problem solving where they study topics such as medical terminology and human anatomy and physiology. Through exploration of the National Health Science Standards, students will acquire important skills necessary for healthcare professionals such as medical mathematics, communication, safety practices, legal responsibilities, and teamwork.	Early College High
<b>Allied Health</b>	A three course program where students are engaged in problem solving in topics such as medical terminology, human anatomy, and physiology. Students develop technical skills such as performing a wound culture, measuring vital signs, collecting a throat culture and performing a strep test.	Appo, Middletown, Cape Henlopen, Great Oaks Charter, Christiana, Delmar, Indian River, Sussex Central, Milford, Smyrna

PROGRAM NAME	PROGRAM DESCRIPTION	HIGH SCHOOLS WHERE OFFERED
<b>Healthcare Technician</b>	Students explore and prepare for the following medical professions: Phlebotomy, EKG, Clinical Laboratory; EMR, EMT, Paramedic, Nursing, Pre-Med and a variety of Healthcare Technician professions. William Penn has developed a partnership with Christiana Care and the University of Delaware.	William Penn
<b>Surgical Technology/ Technologist</b>	Introduction to Surgical Technology introduces and orients the student to the broad field of the healthcare environment and the specifics of the surgical environment, focusing on selected aspects in the development of surgical technology as a profession.	Delcastle
<b>Nurse Assisting</b>	In this three course program, students will acquire a variety of skills necessary for healthcare professionals, such as communication, safety practices, and legal responsibilities, through exploration of the National Health Science Standards. Students will also develop technical skills for providing personal care of patients.	Dover, Indian River, Conrad, Woodbridge
<b>Public &amp; Community Health</b>	A three course program which engages students in a comprehensive approach to health, viewed from medical, behavioral, social, and environmental perspectives. Students will explore the fields of health and human services, investigating client needs and the skills and attitudes required of the effective human services worker.	Appo, Middletown, Great Oaks Charter, Christiana, Lake Forest, Milford, Seaford
<b>Hospitality &amp; Tourism</b>		
<b>Culinary &amp; Hospitality Management</b>	A three and six course program that is supported by the National Restaurant Association Education Foundation. Students are trained in industry-specific skills used in all aspects of the restaurant and hospitality industry, along with employability skills like leadership, accountability, teamwork, and responsibility.	Appo, Middletown, Brandywine, Mount Pleasant, Caesar Rodney, Cape Henlopen, Dover, William Penn, Lake Forest, Laurel, Delcastle, Hodgson, Howard, St. Georges, Polytech, McKean, Seaford
<b>Hospitality &amp; Tourism Management</b>	A three course program designed to prepare students for employment in the hospitality industry. Students explore management and technical skills needed for success and practice industry-specific skills that can be used in all aspects of the hospitality and tourism industry. Students also acquire employability skills such as leadership, guest services, accountability, teamwork, and responsibility.	Sussex Tech
<b>Hospitality Management: Lodging, Travel, and Tourism</b>	Introduce students to the operation of lodging, travel, and tourism facilities and the care of guests who use these facilities. Students will learn the best practices for interacting with guests and for providing background services that enhance the guest experience.	Sussex Tech
<b>Information Technology</b>		
<b>Cisco Networking Academy</b>	A six course program that blends computer networking and computer science to help students develop a well-rounded and adaptable skill base. The program prepares students for continuing education and careers in computer networking and computer science, as well as those that may require skills in both fields.	Polytech, Hodgson, Howard, Sussex Tech
<b>Computer and Information Sciences</b>	A three course program where students will be taught the history of computers, types of computers, uses of computers. Students will also learn the different parts of internal and external hardware, the basics of software programming, and the basics of computer aided drafting. Students will prepare for the Microsoft Technology Associate in Security Fundamentals certification. They will also learn risk management techniques, domains and Active Directory, hardware and software firewalls, authentication, rights and permissions, attack methods, and network architecture.	Sussex Central
<b>Computer Science</b>	A three course program that engages students in areas such as algorithm development and programming to help solve problems that are relevant to their everyday lives. The program includes completion of two advanced placement courses.	Appo, Middletown, Brandywine, Concord, Mount Pleasant, Caesar Rodney, Cape Henlopen, Early College High, First State Military Academy, MOT Charter, Newark Charter, Odyssey Charter, Christiana, Newark, William Penn, Indian River, Milford, Conrad, Dickinson, Smyrna, Woodbridge

PROGRAM NAME	PROGRAM DESCRIPTION	HIGH SCHOOLS WHERE OFFERED
<b>Information Technology Academy</b>	A program for future programmers/coders which includes fundamentals of computer logic, coding, and programming languages such as Python, Java, and Java Script.	Delcastle, St. Georges
<b>IT Support Specialist</b>	Gives students a work-based educational experience in addition to the traditional classroom setting. Students will have the opportunity to gain COMPTIA A+, Microsoft OS, and Microsoft Networking certifications. They will also work with the Colonial School District Technology department for internship opportunities to prepare them for a career in information technology	William Penn
<b>Manufacturing</b>		
<b>Manufacturing Logistics Technician</b>	A two year, four semester program that engages students in open-ended problem solving where they learn the manufacturing process using modern technology and software. Students are prepared for further education and careers in manufacturing and logistics. The program consists of four courses that are completed on the campus of the Delaware Technical and Community College.	Brandywine, Concord, Mount Pleasant, William Penn, Delcastle, Hodgson, St. Georges, Seaford, Woodbridge
<b>Manufacturing Production Technician</b>	A two year, four semester program that engages students in open-ended problem solving where they learn manufacturing process using modern technology and software. Students are prepared for further education and careers in manufacturing production. The program consists of four courses that are completed on the campus of the Delaware Technical and Community College.	Appo, Middletown, Brandywine, Concord, Mount Pleasant, William Penn, Delcastle, Hodgson, St. Georges, Seaford, Woodbridge
<b>Manufacturing Engineering Technology</b>	A three course program that engages students in open-ended problem solving where they learn and apply the engineering design process using industry standard technology and software. Students will apply math, science, and engineering standards to hands-on projects.	Brandywine, Concord, Mount Pleasant, Caesar Rodney, Cape Henlopen, MOT Charter, Delmar, Lake Forest, McKean, Seaford
<b>STEM</b>		
<b>Biomedical Science</b>	A three course program where students learn the concepts of human medicine, physiology, genetics, microbiology, and public health. The program prepares students for further education and careers in biomedical sciences and healthcare.	Brandywine, Odyssey Charter, Glasgow, Laurel, Conrad, First State Military Academy
<b>BSD Design &amp; Engineering</b>	This is a three course program. Students start with Engineering Tools and Philosophy where they are introduced to skills related to digital design, precision manufacturing, and physical computing. The course offers a series of hands-on-minds-on design challenges. Product Design and Development presents more complicated projects that begin to build students' engineering habits, focusing on design with humans in mind and encouraging students to think about the user as part of the design process. Engineering Team Practicum uses work-based learning by connecting students to real world clients. For students seriously considering a degree in Engineering, AP Physics C-Mechanics is offered as an optional fourth course; it takes an engineering project-based approach to physics and offers the possibility of earning college credit.	Brandywine, Concord, Mount Pleasant
<b>Engineering</b>	A three and six course program where students learn and apply the engineering design process using modern technology and software. The program prepares students for further education and careers in engineering and engineering technology.	Appo, Middletown, DE STEM Academy, Newark Charter, Sussex Academy, Christiana, Glasgow, Newark, William Penn, Indian River, Lake Forest, Milford, Hodgson, Polytech, Dickinson, Smyrna





## Career Programs Offered in Vo-Tech Schools

PROGRAM NAME	PROGRAM DESCRIPTION	DELCASTLE	HODGSON	HOWARD	ST. GEORGES	POLYTECH	SUSSEX TECH
<b>BUSINESS, COMMUNICATIONS, &amp; COMPUTERS</b>							
<b>Academy of Finance and Business</b>	Comprehensive program preparing students for careers in the financial services and banking industries			✓			
<b>Apple Systems/Computer Networking Academy</b>	NEW in 2019! Prepares students for computer support careers, providing training in both Apple and Cisco systems, with certifications available for Apple Service Fundamentals, Apple Certified Mac Technician, Apple Certified iOS Technician, Apple Certified Support Professional, CompTIA A+, CCENT, and CCNA Routing and Switching.			✓			
<b>Broadcast Media</b>	Prepares students for careers within the communications field, from technical specialties to on-air performance, video/audio production					✓	
<b>Business, Finance and Marketing</b>	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						✓
<b>Business Technology</b>	Business Technology encompasses the development of skills in a wide range of hardware, software and services that keep companies running and enhance daily operations	✓					
<b>Cisco Networking Academy</b>	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		✓			✓	✓
<b>Digital Media</b>	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	✓					

PROGRAM NAME	PROGRAM DESCRIPTION	DELCASTLE	HODGSON	HOWARD	ST. GEORGES	POLYTECH	SUSSEX TECH
<b>Digital Publishing and Print Design</b>	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						✓
<b>Graphic Arts</b>	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	✓					
<b>IT Academy</b>	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	✓			✓		
<b>Media Broadcasting</b>	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						✓
<b>Web and Print Technology</b>	Prepares students to apply graphics to the design, editing and publishing of documents and utilize the World Wide Web				✓		
<b>CONSTRUCTION TECHNOLOGIES</b>							
<b>Building Automation Systems</b>	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			✓			
<b>Building Construction</b>	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					✓	
<b>Carpentry</b>	Lay out, construct, and repair buildings and homes using wood, aluminum, steel, vinyl, & composite materials	✓	✓	✓	✓		
<b>Carpentry/Construction Management</b>	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						✓
<b>Electrical and Green Energy</b>	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						✓
<b>Electrical Trades</b>	Install, operate, maintain, and repair residential, commercial, and industrial electrical systems	✓	✓		✓	✓	
<b>Heating, Ventilation &amp; Air Conditioning</b>	Install and service heating and cooling equipment, including commercial and residential units (at Sussex Tech, residential only)	✓			✓		✓
<b>Industrial Mechanics/ Millwright Technology</b>	Provide training in skills needed to build, maintain, troubleshoot, and repair industrial pumps and mechanical equipment		✓				
<b>Landscape Management and Environmental</b>	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						✓
<b>Masonry</b>	Build structures with brick, concrete, hard tile, marble, and related materials		✓			✓	
<b>Plumbing</b>	Assemble, install, and repair pipes, fittings, and fixtures	✓	✓		✓		
<b>Sheet Metal Fabrication</b>	Lay out, build, and install items made of steel, copper, stainless steel, and aluminum	✓					
<b>Welding/Fabrication</b>	Design, fabricate, and repair ferrous and non-ferrous metals using various welding processes	✓				✓	

PROGRAM NAME	PROGRAM DESCRIPTION	DELCASTLE	HODGSON	HOWARD	ST. GEORGES	POLYTECH	SUSSEX TECH
<b>HEALTH SERVICES</b>							
<b>Athletic Healthcare Services</b>	Prepares students to utilize skills in the prevention, recognition, treatment, & rehabilitation of sports related injuries				✓		
<b>Biomedical Sciences and Allied Health</b>	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	✓					
<b>Dental Assisting</b>	Assist dentists at chairside; perform clerical functions and selected dental laboratory procedures	✓	✓	✓		✓	
<b>Dental Services</b>	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						✓
<b>Emergency Medical Services</b>	Includes instruction in first aid and emergency medicine field techniques				✓		
<b>Health Information Technology</b>	Includes instruction in first aid and emergency medicine field techniques with opportunity to earn national certification from National Healthcareer Association		✓		✓		
<b>Health Professions</b>	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						✓
<b>Healthcare &amp; Rehabilitation</b>	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					✓	
<b>Medical Assisting</b>	Perform clinical, laboratory, and medical office procedures in a health care setting, applying scientific concepts	✓		✓	✓	✓	
<b>Nursing Technology</b>	Perform tasks of personal care to patients under the supervision of a registered nurse or licensed practical nurse	✓	✓	✓	✓		
<b>Patient Care Services</b>	Prepares students to earn certification for Nurse Aide and CAN					✓	
<b>Physical Therapy-Athletic Health Care</b>	Prepares students for a career in physical therapy/athletic health care with instruction medically-approved, sound preventative, and recuperative health practices						✓
<b>Surgical Technology</b>	Prepares students to be members of the surgical team in the operating room, sterilizing equipment, monitoring devices, passing instruments	✓					
<b>PUBLIC AND CONSUMER SERVICES</b>							
<b>Cosmetology</b>	Provide a variety of beauty services related to hair, skin, and nail care (preparation for the state licensing exam)	✓	✓	✓		✓	✓
<b>Criminal Justice</b>	Prepares students to pursue careers in law enforcement, public safety, corrections and security					✓	
<b>Culinary Arts</b>	Select, purchase, prepare, and produce foods in restaurants or other commercial settings	✓	✓	✓	✓	✓	
<b>Early Care and Education</b>	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					✓	✓
<b>Teacher Academy</b>	Prepares students to pursue careers as paraprofessionals and/or to further their education toward K-12 teaching careers					✓	
<b>Hospitality Management: Lodging, Travel, and Tourism</b>	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						✓

PROGRAM NAME	PROGRAM DESCRIPTION	DELCASTLE	HODGSON	HOWARD	ST. GEORGES	POLYTECH	SUSSEX TECH
<b>Legal Administrative Assisting</b>	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			✓			
<b>Legal Support Services</b>	Serve community and public in employment fields such as police officer, security, social services and government services			✓			
<b>Legal Support Services and Criminal Justice</b>	Prepares students for careers in legal services, law enforcement, corrections, security, and crime scene investigation						✓
<b>Production &amp; Imaging Technology</b>	Provides learning experiences in a school-based production center focused on customized imaging products and services	✓					
<b>Teacher Academy for Early Childhood Education</b>	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		✓		✓		
<b>SCIENCE, ENERGY, AND DRAFTING</b>							
<b>Academy of Engineering &amp; Manufacturing</b> (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		✓				
<b>Aerospace Science/AFJROTC</b>	Prepares students interested in pursuing careers in aerospace science and/or the US military, such as flight operations, pilot, aeronautics engineering					✓	
<b>Biotechnology</b>	Master basic laboratory techniques and procedures with heavy emphasis on math and science				✓		
<b>Chemical Lab Technology</b>	Support chemists in researching, processing, and quality control in the chemical manufacturing field	✓					
<b>Electronics</b>	Prepares students to pursue careers in the area of electronics, such as electronics and instrumentation technicians, telecommunications, security, and mobile electronics installation					✓	✓
<b>Engineering Design</b>	A Project Lead The Way engineering program focused on preparing students to enter engineering careers requiring post-secondary credits					✓	
<b>Environmental Science</b>	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					✓	
<b>Technical Drafting &amp; Design</b>	Develop, plan, and prepare detailed charts, drawings, blueprints, and models in pencil and on computer using Auto-Desk Design Academy software	✓	✓		✓		
<b>TRANSPORTATION</b>							
<b>Auto Body</b>	Prepares students for the collision repair industry with instruction in painting techniques, glass installation, fabrication, cost estimation, alignment, refinishing, trim, and much more	✓	✓			✓	
<b>Auto/Diesel Technology</b>	Diagnose, repair, and service automobiles and trucks, including diesel engines			✓			
<b>Automotive Technologies</b>	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	✓	✓		✓	✓	✓
<b>Aviation Technology</b>	Inspect, repair, service and overhaul aircraft	✓					
<b>Collision Repair</b>	Prepares students for the collision repair industry with instruction in paint techniques, glass installation, fabrication, cost estimation, alignment, and much more						✓
<b>Engine Technology</b>	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](http://www.educatorsrising.org)

Delaware website:  
[www.delawareedrising.org](http://www.delawareedrising.org)



## Business Professionals of America (BPA)

*Business Professionals of America* is the nation's leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, information technology, finance, accounting, office administration, and other business-related career fields. With 45,000 members in over 1,800 chapters across 25 states and Puerto Rico, BPA is a co-curricular organization that supports business and information technology educators by offering co-curricular exercises based on national standards.

National website:  
[www.bpa.org](http://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. These 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](http://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](http://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](http://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 structures and engineering, agricultural power and engineering, animal science and management, food science and technology, natural resource management, plant science, forestry, biotechnology, agribusiness, and other diverse agricultural fields.

**National website:**  
[www.ffa.org](http://www.ffa.org)

**Delaware website:**  
[www.delawareffa.org](http://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](http://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](http://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. Most 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
- 252 Chapman Road-Christiana Bldg., Suite 210, 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 when 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
- 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?

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). 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.

### 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 for youth ages 14-17 is \$8.25/hour before any deductions are made for taxes or benefits (this rate will increase to \$8.75 on October 1, 2019). 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 Registered Apprenticeship Right for Me?



## What is Registered Apprenticeship?

Registered Apprenticeship is an employer-driven, “**earn while you learn**” model that combines **on-the-job training with a job-related classroom or lab instruction**. Registered Apprentices **are sponsored by their employer** and typically work during the day and attend school at night.

**Registered Apprenticeship is a proven approach for preparing individuals from age 16+ for jobs while meeting the needs of business for a highly-skilled workforce.**

Once individuals complete their apprenticeship program, they are on their way to a successful long-term career with a competitive salary and little or no educational debt.

Every graduate of an apprenticeship program receives a nationally recognized, portable credential that signifies that apprentices are fully qualified for the job, and which is accepted by industries and employers across the U.S.

### In Delaware there are:

- Around 1,400 Registered Apprentices (RA)
- Around 350 employer sponsors with at least one RA
- Over 20 Occupations with a program

### Top 5 Occupations are:

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

### But they also include:

- Cooks
- Auto Technicians
- Childcare Specialists

### Questions? Contact Us.

✉ [apprenticeship@delaware.gov](mailto:apprenticeship@delaware.gov) ☎ (302) 761-8328

## Getting Started

Are you interested in earning while learning as a registered apprentice, but don't know where to start?

- **Go to:** <http://bit.ly/ApprenticeshipDE>
- **Search for occupations** to find your trade of interest.
- **Search for registered sponsors** by trade or county in Delaware and contact the employers to see **who is hiring**.
- **Get quarterly updates** about **job alerts from sponsors** in your trade by **signing up for the newsletter** and get info about events and other updates about the registered apprenticeship program in Delaware.

## Career & Technical Students/Graduates

Are you a student or graduate from a vocational technical school? You may be eligible for an advanced placement in the Registered Apprenticeship program. If you graduated from one of the six vocational technical high schools in Delaware, you are eligible to apply for an exemption of the first year in the education component of the program. Ask the Adult Division of your local Vo-Tech School District for more information:

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

## The Benefits of Apprenticeship

- Build valuable skills
- Built-in wage increases
- Advance along a clear career path
- Debt-free education
- Receive a national credential (*State of Delaware Journeyman papers upon completion*)

## Resources

- Delaware's Registered Apprenticeship: [det.delawareworks.com/apprenticeship-and-training.php](http://det.delawareworks.com/apprenticeship-and-training.php)
- Delaware Department of Labor: [dol.delaware.gov](http://dol.delaware.gov)
- Delaware Joblink: [joblink.delaware.gov/ada/r](http://joblink.delaware.gov/ada/r)
- State of Delaware: [Delaware.gov](http://Delaware.gov)
- US Department of Labor: [dol.gov](http://dol.gov)





### Army

As the oldest branch of the U.S. Military, the Army protects the security of the United States and its resources.

[www.army.mil](http://www.army.mil)



### Navy

The Navy defends the right to travel and trade freely on the world's oceans and protects national interests overseas.

[www.navy.mil](http://www.navy.mil)



### Air Force

The U.S. Air Force protects American interests at home and abroad with a focus on air power.

[www.airforce.com](http://www.airforce.com)



### Marine Corps

The Marine Corps is often first on the ground in combat situations.

[www.marines.mil](http://www.marines.mil)



### Coast Guard

The Coast Guard protects America's waterways and deploys with the Navy during wartime.

[www.uscg.mil](http://www.uscg.mil)

## Is the Military for Me?

The United States Armed Forces is a career 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. 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. Each one differs in specific programs, terms of duty and enlistment options.

### Reasons to Join:

- Compensation • World Travel • Education Support • Personal Improvement
- Professional Training • 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 (<https://www.military.com/join-armed-forces/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 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](http://www.todaysmilitary.com) and [www.careersinthemilitary.com](http://www.careersinthemilitary.com). You can also visit the specific service websites listed on this page.

## Three Ways to Serve

### Active Duty

Active duty service members are full-time military personnel, living domestically or overseas. Active-duty terms last two to six years. Deployment can last up to a year.

### Reserve

Reservists are part-time service members who pursue civilian careers or college education while serving. They attend boot camp and participate in training drills one weekend a month, plus a two-week program each year.

### National Guard

In addition to training drills one weekend a month and two full weeks per year, National Guard units assist communities in their state during emergencies and natural disasters. During times of conflict, National Guard members may be deployed overseas and may see combat. They may also be assigned noncombat humanitarian tasks like building schools and hospitals, training local peacekeepers, and other community-building activities.

# How Do I Prepare for College?

## SOPHOMORES

### October:

As a tenth grader, students in Delaware 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](http://www.act.org) and [www.collegeboard.com](http://www.collegeboard.com)



## JUNIORS

[Collegescorecard.ed.gov](http://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](http://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://studentaid.ed.gov/sa/fafsa/estimate>. 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 SAT subject 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 or counseling office. Visit nearby campuses and take their official tour to get a feel for the differences between large and small, rural and urban campuses. Ask your school counselor about taking advanced placement or dual enrollment classes. You can earn college credit for high scores on the exams. Visit <https://apcentral.collegeboard.org/>.

### May:

Find a summer job or internship. Explore your interests and learn new skills.

### June:

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: [scholarships.delawaregoestocollege.org](http://scholarships.delawaregoestocollege.org). Working with your school counselor, narrow your list to five to eight final college 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](http://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](http://www.commonapp.org) to apply to more than one college at a time.

**November:**

Continue working on scholarship applications.

**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](http://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](http://www.todaysmilitary.com) or [https://www.benefits.va.gov/gibill/montgomery\\_bill.asp](https://www.benefits.va.gov/gibill/montgomery_bill.asp)

\*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.studentaid.ed.gov](http://www.studentaid.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/](http://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 have no felony convictions 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.aap.udel.edu/seed/overview](http://www.aap.udel.edu/seed/overview)



## 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: <https://www.desu.edu/admissions/tuition-financial-aid/scholarships/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/](http://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](http://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](http://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: figures on non-taxable income, and information on assets.

## Soon after October 1:

7. Submit your FREE Application for Federal Student Aid (FAFSA) online at: [www.fafsa.ed.gov](http://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](http://CollegeScorecard.ed.gov) or College Board's comparison tool at: [http://apps.collegeboard.com/fincalc/compare\\_aid.jsp](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 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
<b>Public Colleges and Universities</b>					
<b>Delaware State University</b>	<a href="http://www.desu.edu">www.desu.edu</a>	857-6351 800-845-2544	857-6250	B,M,D	<b>Dover</b> , Georgetown, Wilmington
<b>Delaware Technical Community College</b>	<a href="http://www.dtcc.edu">www.dtcc.edu</a>	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
<b>University of Delaware</b>	<a href="http://www.udel.edu">www.udel.edu</a>	831-8123	831-2126	C,A,B,M,D	<b>Newark</b> , Dover, Georgetown, Lewes, Wilmington
<b>Private Colleges and Universities</b>					
<b>Delaware College of Art &amp; Design</b>	<a href="http://www.dcad.edu">www.dcad.edu</a>	622-8000 x110	622-8000 x122	AFA	Wilmington
<b>Goldey Beacom</b>	<a href="http://www.gbc.edu">www.gbc.edu</a>	225-6248	225-6265	C,A,B,M	Pike Creek
<b>Wesley College</b>	<a href="http://www.wesley.edu">www.wesley.edu</a>	736-2300	736-2494	C,A,B,M	<b>Dover</b> , Dover AFB
<b>Wilmington University</b>	<a href="http://www.wilmu.edu">www.wilmu.edu</a>	877-967-5464	302-356-6951	C,A,B,M,D	<b>New Castle</b> , North Wilmington, Dover, Dover Air Force Base, Georgetown
<b>Out-of-State Institutions Operating in Delaware</b>					
<b>Springfield College*</b>	<a href="http://www.springfieldcollege.edu/wilmington">www.springfieldcollege.edu/wilmington</a>	658-5720 x221	658-5720 x212	B,M	Wilmington
<b>Strayer University</b>	<a href="https://www.strayer.edu/campus-locations/delaware/wilmington">https://www.strayer.edu/campus-locations/delaware/wilmington</a>	292-6100	292-6100	C,A,B,M	Wilmington
<b>Widener University Delaware Law School</b>	<a href="http://delawarelaw.widener.edu">delawarelaw.widener.edu</a>	477-2703	477-2272	C,MJ,DL, LLM,JD,SJD	Wilmington
<b>Widener University Legal Education Institute</b>	<a href="http://delawarelaw.widener.edu/prospective-students/paralegal-legal-nurse-consultant/about-the-legal-education-institute/">http://delawarelaw.widener.edu/prospective-students/paralegal-legal-nurse-consultant/about-the-legal-education-institute/</a>	477-2780	477-2272	C,A,B	Wilmington

\*Focus is on adult learners

## Degree Abbreviations

AFA .....Associate of Fine Arts  
Dip.....Diploma  
C .....Certificate  
A .....Associate

B .....Bachelors  
M .....Masters  
D.....Doctorate  
MJ.....Master of Jurisprudence

LLM .....Master of Laws  
JD .....Juris Doctor  
DL .....Doctor of Laws  
SJD .....Doctor 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, learn new skills, and in some cases earn high school credit. You may find that a non-profit is exactly where you want to start your career. Visit: <https://volunteer.delaware.gov/> or <https://www.nationalservice.gov/serve>

### 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](http://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.

### How do you network?

Involve yourself with groups that interest you and that pertain to your future career. Learn from the members of this group. Invite them to be your friends and your mentors. 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

Always look the person in the eye, shake hands, and give him/her your card or simply introduce yourself. If they ask you about yourself, do you know what you would say? 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. Keep a record of each person and 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 these tips to help protect your online reputation:

- THINK before you share!.
- Keep your accounts private so that only people whom you have granted permission can view what you post.
- Delete inactive accounts.
- Talk with your family and friends about what you do or don't want shared.
- Consider untagging yourself from photos.
- Sign up for personal alerts tied to mentions of your name.

## 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](http://www.onetonline.org)  
[www.acinet.org](http://www.acinet.org)  
[www.bls.gov/oooh](http://www.bls.gov/oooh)  
[www.bls.gov/k12](http://www.bls.gov/k12)

### Find Job Openings

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

## Company Research

### Internet

*The actual company website*  
[www.bizjournals.com](http://www.bizjournals.com)  
[www.Bloomberg.com](http://www.Bloomberg.com)  
[www.LinkedIn.com/directory/companies](http://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 73 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 74. 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 73 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 (DET) 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 explaining DET's services and programs
- Career planning services
- Training opportunities
- Job search resources
- Labor market information
- 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's resume builder interface. At the top, there is a navigation bar with 'JOB SEEKERS' highlighted. The main heading is 'MY RESUMES'. Below this, there are several bullet points providing instructions on how to use the resume builder, including creating new resumes, editing existing ones, and managing their status. A 'RESUME BUILDER' section is visible at the bottom, showing a preview of a resume for 'Melanie Jones'.

# 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.

<b>Work Experience</b>	
<b>Cashier</b> Fast Food, Dometown, 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
<b>Youth Counselor</b> 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
<b>Volunteer Experience</b>	
<b>Yearbook Photographer</b> Downtown High School	2014 and 2015
<b>Student Government</b> Downtown High School	2013-2015
<b>Education and Training</b>	
<b>Hospitality &amp; Tourism Major</b> Downtown College, Dometown, DE	Fall 2015 - present
<b>High School Diploma</b> Downtown High School, Dometown, DE GPA 3.5 • High Honors	2015
<b>Tools and Technology</b>	
<b>Tools:</b> 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.	
<b>Technology:</b> Proficient in Microsoft Office, including Microsoft Publisher for desktop publishing. Proficient with iPad and comparable devices. Knowledge of audio equipment for public speaking use.	
<b>Professional Associations</b>	
<b>Travel USA</b> 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.

<b>Skills</b>	
<b>Customer Service</b>	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
<b>Leadership</b>	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
<b>Computer</b>	Proficient in Microsoft® Office Suite Proficient in Adobe® Creative Suite Knowledge of XML
<b>Work Experience</b>	
<b>Cashier</b> Fast Food, Dometown, DE <i>www.fastfood.com</i>	2014 - present
<b>Youth Counselor</b> Beach Sports and Technology Camp, Beachtown, DE <i>www.BSTC.org</i>	2014, 2015, 2016
<b>Extracurricular Activities</b>	
<b>Captain</b> Yearbook Photographer Student Government	Downtown High School Varsity Basketball Team 2014 Downtown High School Downtown High School 2014 and 2015 2013 - 2015
<b>Awards and Honors</b>	
<b>Employee-of-the-Month Award</b> All-State Basketball Point Guard	Outstanding customer service at Fast Food, Dometown Outstanding varsity player at Dometown High School July, 2015 March, 2016
<b>Education</b>	
<b>Downtown High School</b>	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

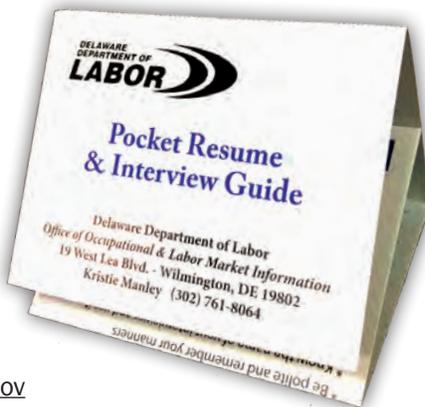
enclosures

Sample Cover Letter

# Job Applications

Sometimes employers will ask you to fill out a job application on the spot. You will make a good impression by being prepared. Take the time to find out what type of information you will be required to provide. For a sample application that you can practice filling out online, visit: <https://dcrn.delawareworks.com/docs/Sample-Employment-Application.pdf>. You can also print out a hard copy to practice filling it out by hand. Be sure to follow the tips below whether completing an application online or in person.

The Department of Labor's Office of Occupational & Labor Market Information has created the *Pocket Resume & Interview Guide* which allows you to fill out a card that folds up small enough to fit in your pocket so that you can take it with you to have on hand when filling out applications so that you have the information you need handy. The back side of the card is full of job interview tips. You can take a look at it on our website at: <https://lmi.delawareworks.com/Content/Publications/>. To request a hard copy, contact:



Kristie Manley  
(302) 761-8064 or  
[Kristie.Manley@delaware.gov](mailto:Kristie.Manley@delaware.gov)

## Job Application Tips:

- **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 double check all of your information!
- **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.**

## Education

School: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Diploma/Degree: \_\_\_\_\_  
Pathway/Major: \_\_\_\_\_  
Activities /Skills: \_\_\_\_\_  
Honors/Awards: \_\_\_\_\_  
Other: \_\_\_\_\_

## Work/Volunteer Experience

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Job Title: \_\_\_\_\_  
From: \_\_\_\_\_ to: \_\_\_\_\_ Phone: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Job Title: \_\_\_\_\_  
From: \_\_\_\_\_ to: \_\_\_\_\_ Phone: \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_

## Emergency Contact

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

## References

Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Name: \_\_\_\_\_  
Contact: \_\_\_\_\_

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Sample Pocket Resume & Interview Guide

# 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, you got the job! When you start your new job, you will undoubtedly be excited that you are working, but don't let that slow you down as you settle into the new position. The following tips can help ensure that you will keep your job in the years to come:



## Do's

**Always keep learning** - Read books and study material to keep you up to date in your field.

**Maintain a positive attitude** - Negativity spreads easily and can lead to trouble around the office.

**Show up on time** - Being punctual isn't hard. Also, try to limit the number of days you miss.

**Be proactive** - Ask your boss or other co-workers if there is anything they need help with.

**Meet deadlines** - Deadlines are there for a reason. Manage your time right and meet them.

**Be easy to communicate with** - Answer emails in a timely manner and communicate effectively.

**Go above and beyond** - Doing the job you're supposed to do is one thing, but doing more will impress.

**Stand out** - Don't just try to blend in. Be bold and put out quality work.

## Don'ts

**Get complacent** - If you get too complacent in your job, your quality of work will certainly suffer.

**Show up late or leave early** - These things show your boss and colleagues that you don't care.

**Avoid work** - After your work is done, see if others need help, don't just sit around.

**Avoid emails** - Respond to correspondence in a timely manner to co-workers and clients..

**Dress down** - Don't become too relaxed in your work environment that your attire looks lazy.

**Complain** - Word gets around, and this includes posting negatively about work on social media..

**Cause drama** - There's nothing worse than being in an office filled with drama and tension.

**Be afraid to ask for change** - Your boss may be able to accommodate you to make you happier..

# 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](http://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 SUD Outpatient .....	302-652-6776
Aquila/Argo Institute .....	302-999-1106
Brandywine Counseling, Inc. ....	302-656-2348
Connections CSP Inc.....	866-477-5345
DE Centers Homeless Vets Treatment....	302-691-7411
F H R Outpatient Services.....	302-854-0626
Jewish Family Outpatient Services.....	302-478-9411
Mobile Crisis Intervention Services.....	800-652-2929
NET Kirkwood Detox Outpatient Svcs.....	302-691-0140
Phoenix Health/Wellness SUD Svcs.....	302-573-1585
Recovery Innovations Recovery Crisis.....	302-318-6070
Rockford at the Orchard SUD Services....	302-636-1110

### KENT COUNTY

Al-Anon/Alateen .....	866-460-4070
Alcoholics Anonymous .....	302-736-1567
Connections CSP, Inc.....	866-477-5345
Psychotherapeutic Services .....	302-672-7159
F H R Outpatient Services.....	302-672-7015
Kent Sussex County Counseling .....	302-735-7790
NorthNode Counseling .....	302-257-3135
Mobile Crisis Intervention Services.....	800-345-6785

### SUSSEX COUNTY

Al-Anon/Alateen .....	866-460-4070
Alcoholics Anonymous .....	302-856-6452
Addiction Medical Solutions MAT.....	302-227-1320
Aquila/Argo Institute .....	302-856-9746
Dover Behavioral Health Outpatient Svcs...302-741-0140	
Kent Sussex County Counseling .....	302-854-0172
LaRed Co-Occurring Treatment Svcs.....	302-855-1233
Mobile Crisis Intervention Services.....	800-345-6785
Open Door SUD Treatment Services.....	302-629-7900
SUN Behavioral Health Treatment.....	302-604-5600
Thresholds SUD Treatment Services .....	302-856-1835

### OTHER

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

**Need Help Now?** [www.helpisherede.com](http://www.helpisherede.com)



## Explore the possibilities with Jobs for Delaware Graduates!



Students who participate in Jobs for Delaware Graduates (JDG) enjoy a hands-on learning experience that gives them the skills necessary to compete in the changing economy.



Jobs for Delaware Graduates is an approved Pathway providing Career & Technical Education experience for students in 23 high schools and 10 middle schools throughout Delaware.



Each JDG student becomes a member of the Delaware Career Association (DCA). Through DCA, students create activities that promote leadership, civic awareness, and skill development.

## From Classrooms to Careers!

To learn more about Jobs for Delaware Graduates, visit [www.jobsdegrads.org](http://www.jobsdegrads.org)



JDG, Inc. is partially funded by the Delaware Workforce Investment Board. Equal opportunity employer/program; Auxiliary aids/services are available upon request to individuals with disabilities. JDG is a 501 (3)(c) charitable organization. Donations to JDG may be tax deductible.

## Have a disability and looking for a job? DVR has the resources to help you succeed.

**OUR DEDICATED STAFF HAS THE EXPERIENCE AND RESOURCES TO HELP PEOPLE WITH DISABILITIES SUCCEED IN JOB HUNTING TO LAND A JOB.** We partner with our job seekers, help them to develop a career pathway, and find long-term, successful employment. DVR is a federally funded program with eligibility requirements.

### DVR SERVICES INCLUDE:

- Pre-Employment Transition Services for Youth
- Individualized services and employment plans
- Vocational evaluation and assessments
- Job development and job placement
- Education, training, guidance, and counseling
- Job Placement



**THE DELAWARE DIVISION OF VOCATIONAL REHABILITATION (DVR)**, an agency of the Delaware Department of Labor, provides individualized services to employers and people with disabilities, developing career pathways that link qualified employees to jobs, resulting in greater independence and a more inclusive workplace.

**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](http://dvr.delawareworks.com)

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



# DELAWARE CAREER COMPASS



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