DELAWARE
CAREER COMPASS

2020 - 2021 Edition

Navigating Your Future

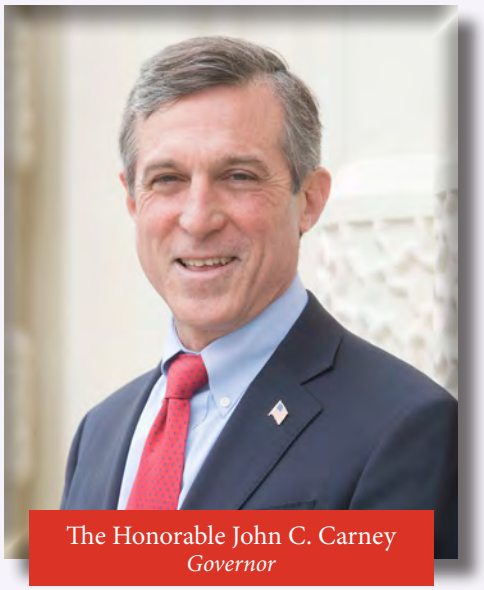
Four Steps
TO AN INFORMED CAREER DECISION

Explore
THE WORLD OF WORK

Reality Check!
Why wages matter

https://lmi.delawareworks.com

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
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***.

The theme for this 28th edition is "Navigating Your Future" and you'll discover it to be a step-by-step guide through the process of building a career. Your ability to have local economic data and the planning tools contained in the ***Compass*** will allow you to make informed decisions to position you for success.

Please take the time to read the ***Delaware Career Compass*** as it is sure to help you explore career options and give you the tools to find a career that fits you!

Good luck!

Sincerely,

Cerron Cade
Secretary

DELAWARE DEPARTMENT OF LABOR
Office of the Secretary
4425 North Market Street
Wilmington, Delaware 19802
(302) 761-8000 • FAX (302) 761-6621

Cerron Cade
Secretary , Department of Labor

Delaware Career Compass

Table of Contents

Step 1

Step 2

Step 3

Step 4

Careers Are a Jungle Gym, Not a Ladder.

~ Sheryl Sandberg

Who Am I?

3 Begin With Your Dream
4 Learn to Use O*NET Online
6 Is Self-Employment For Me?
7 What Is My Learning Style?
8 What Do I Like?
10 What Is My Holland Code?
13 Which Career Clusters Do I Like?
17 What Basic Skills Do I Have?
18 What Are My Work Values?
21 SMART Goal Setting
22 What I Have Learned About Myself

What's Out There?

24 Exploring the World of Work
25 Labor Market Information
26 Delaware Career Matrix Key
28 Delaware Occupations: Most Total Annual Openings
29 Delaware's Fastest Growing Occupations
30 Selected Occupations by Career Cluster

How Do I Decide?

46 How Much Education Do I Need or Want?
48 Reality Check
50 Where Do I Want to Live?
51 You Need a Plan...a Career Plan!
52 How Do I Match Up?
53 What Is My Best Match?

How Do I Do It?

Section 1: High School and Career & Technical Education
54 Make the Most of High School
54 What is Career & Technical Education?
54 Career & Technical Education in Delaware High Schools
60 CTE Student Organizations

Section 2: Career Readiness
62 Am I Eligible to Work?
63 Is Registered Apprenticeship Right for Me?
64 Is the Military for Me?
65 Find Your Future in the First State!
66 How Do I Find the Right Job?
68 Resume Writing
70 Sample Resume Formats
71 Cover Letters
72 Job Applications
73 Job Interviews
74 After the Interview
75 Email Correspondence
75 Keep Your New Job
76 Getting Ready to Work?

Section 3: College
77 How Do I Prepare for College?
78 What About Financial Aid?
80 Delaware Colleges & Universities

Special Thanks

Manera A. Constantine / Janet Nichols
Delaware Advisory Council on Career & Technical Education

Pier Bronson / Emmy Backer / Carrie Danner
Richard Fernandes
Delaware Department of Labor

Karen Keegan / Juliet Murawski
Delaware Higher Education Office

Theresa Madl-Young
Delaware Health & Social Services

Laurie Fuski
Jobs for Delaware Graduates, Supervisor

Jim Schulte
Jobs for Delaware Graduates, Newark High School

Michelle Mallard
Jobs for Delaware Graduates, Christiana High School

Lisa Stoner-Torbert / Peg Enslen
Rita Hovermale / Bart Gill / Mike Fitzgerald
Lisa Wilson / Carmen Strollo
Delaware Department of Education

Kathy Demarest
New Castle County Vocational Technical School District

Sandy Jenkins
Delcastle Technical High School

Tonya James
Sussex Central High School

Mike Trego
Appoquinimink School District

Chandlee Kuhn
Appoquinimink High School

Bryan Moxley
Caravel Academy

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

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:

Kristie Manley, *Editor & Production Coordinator*
OOLMI/Fox Valley Annex - 19 West Lea Blvd., Wilmington, DE 19802
302-761-8064 or kristie.manley@delaware.gov

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. *This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.*

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.

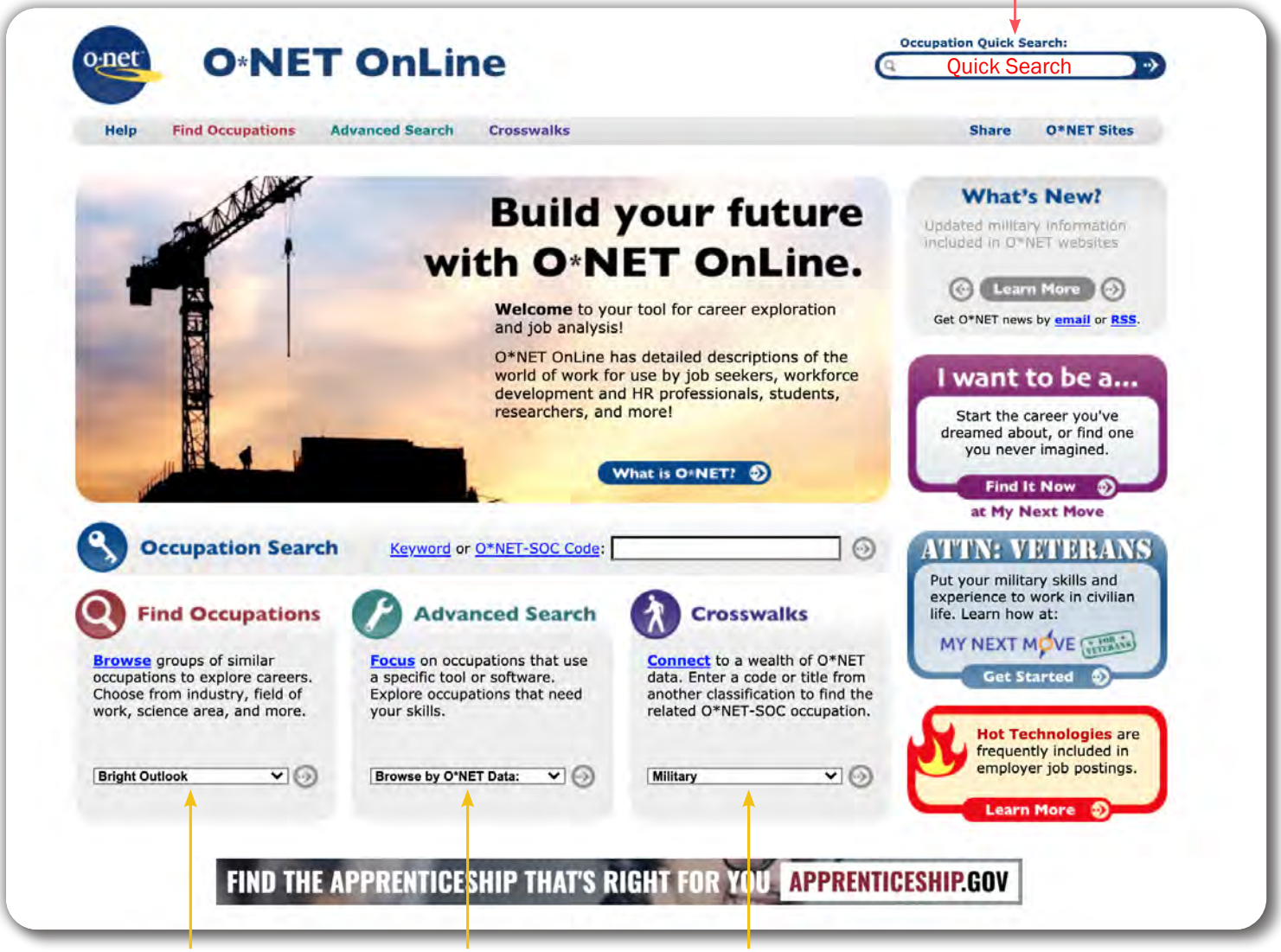
My dream occupation is: _____

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. As you learn more about yourself, use O*Net to find careers that are a good match for you.

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

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



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
Technology Skills & Tools

Browse Crosswalks:
- Military
- Education
- Occupation Handbook
- SOC
- DOT
- RAPIDS

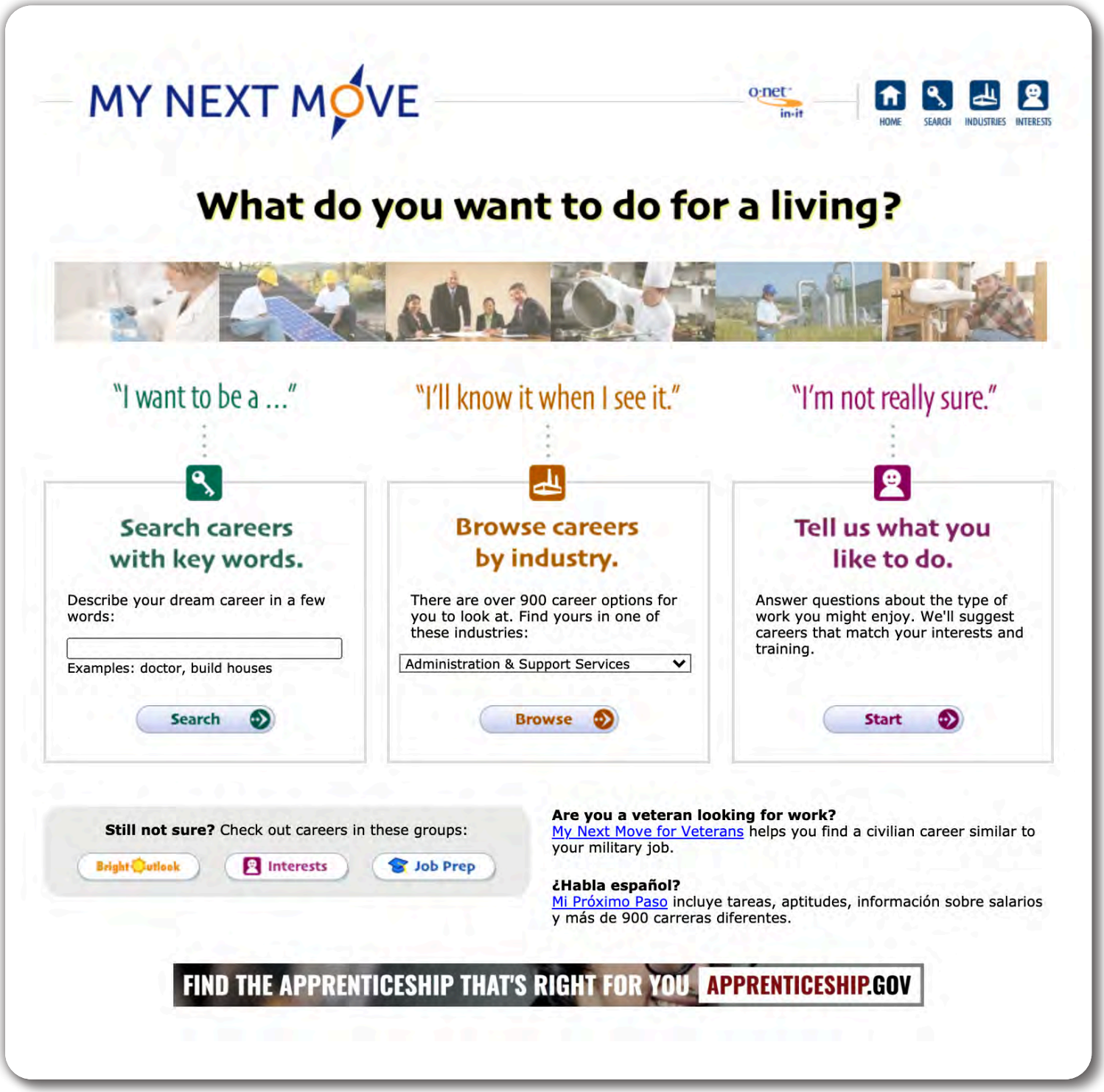
* The Standard Occupational Classification (SOC) system is used by Federal statistical agencies to classify workers into occupational categories with a total of 867 detailed occupations.

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*



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.
   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?

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.

SOC	Occupation Title
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.

SOC	Occupation Title
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.

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

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

What Is My Holland Code?

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

ACTIVITY: Discover Your Holland Code

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

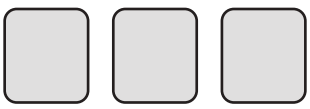
I am...					
☐ Practical	☐ Scientific	☐ Creative	☐ Friendly	☐ Self-confident	☐ Well organized
☐ Athletic	☐ Precise	☐ Imaginative	☐ Generous	☐ Persuasive	☐ Efficient
☐ Mechanically inclined	☐ Self-motivated	☐ Innovative	☐ Helpful	☐ Sociable	☐ Systematic
☐ A nature lover	☐ Analytical	☐ Sensitive or emotional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

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

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

	R		I		A		S		E		C

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



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

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

Occupation 1 _____ **Occupation 2** _____

Match Your Interests to Occupations

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

REALISTIC
(DOERS)

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

Possible occupations include:

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

INVESTIGATIVE
(THINKERS)

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

Possible occupations include:

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

ARTISTIC
(CREATORS)

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

Possible occupations include:

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

SOCIAL
(HELPERS)

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

Possible occupations include:

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

ENTERPRISING
(PERSUADERS)

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

Possible occupations include:

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

CONVENTIONAL
(ORGANIZERS)

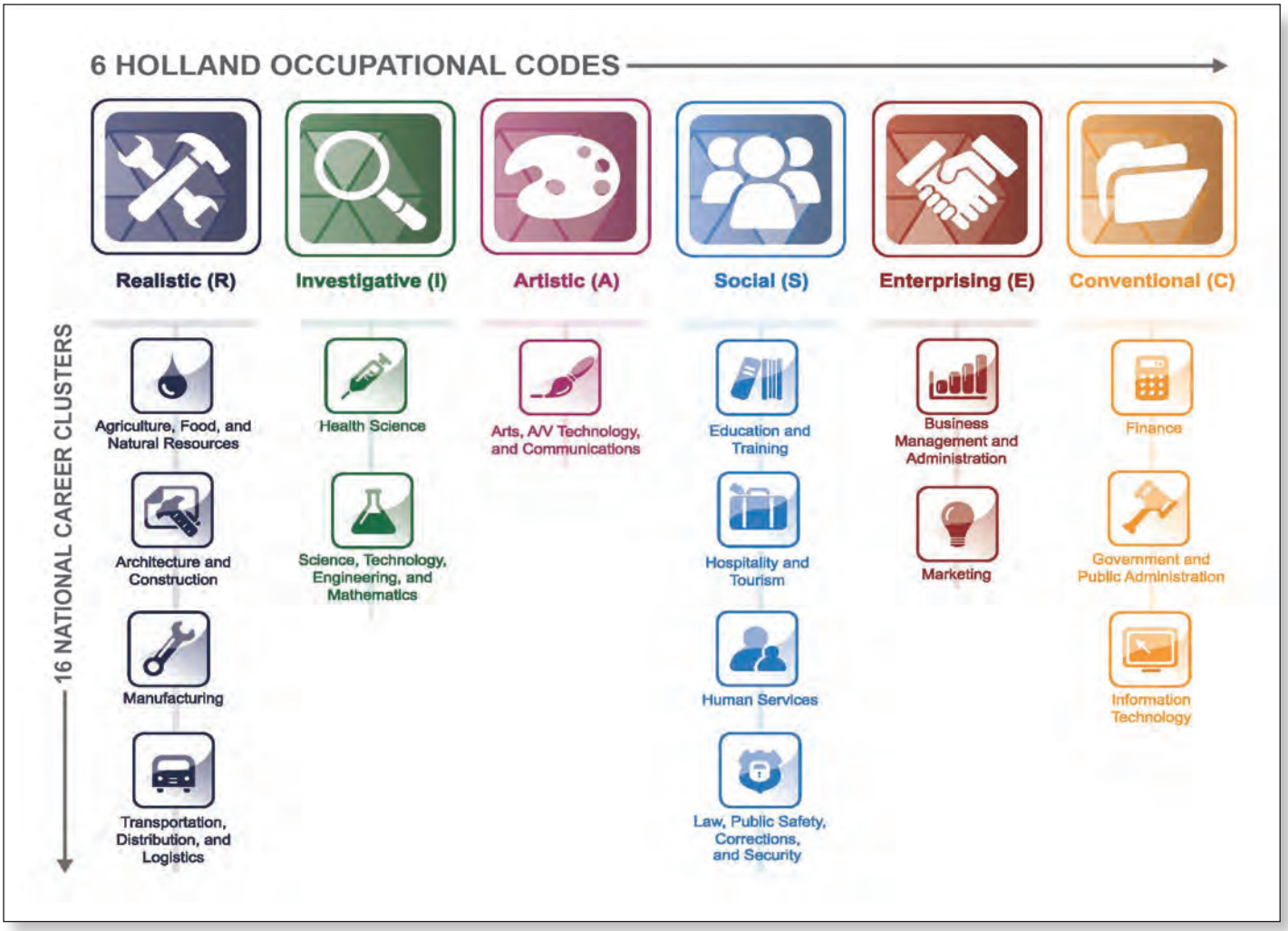
Conventional people are detail-oriented and like to work with data. They have good organizational and numerical abilities and are good at following instructions. They also like working in structured situations.

Possible occupations include:

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

Match Your Interests to Career Clusters

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***



Why is it important to match your Holland (interest) Code to the occupation's code?

Your personality type (Holland Code) matched with **a compatible work environment (Holland Code)** will likely lead to **job satisfaction and success!**

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 ☑ checked
1	☐ Learn how things grow and stay alive ☐ Make the best use of the earth's natural resources ☐ Hunt and/or fish ☐ Be outdoors in all kinds of weather ☐ Plan, budget, and keep records	☐ Self-reliant ☐ Nature lover ☐ Physically active ☐ Planner ☐ Creative problem solver	☐ Math ☐ Life Sciences ☐ Earth Sciences ☐ Chemistry ☐ Agriculture	Total
2	☐ Read & follow blueprints and/or instructions ☐ Picture in my mind what a finished product looks like ☐ Perform work that requires precise results ☐ Solve technical problems ☐ Visit & learn from beautiful, historic, or interesting buildings	☐ Curious ☐ Good at following directions ☐ Good at visualizing possibilities ☐ Patient & persistent	☐ Math ☐ Drafting ☐ Construction Trades ☐ Electrical Trades/Heat, Air Conditioning & Refrigeration	Total
3	☐ Perform creative, artistic activities ☐ Perform in front of others ☐ Read and write ☐ Play a musical instrument ☐ Design brochures and posters ☐ Use video and recording technology	☐ Creative & imaginative ☐ Good communicator ☐ Curious about new technology ☐ Relate well to feelings and thoughts of others	☐ Art/Graphic Design ☐ Music ☐ Speech & Drama ☐ Journalism/Literature ☐ Audiovisual Technologies	Total
4	☐ Perform routine, organized activities but can be flexible ☐ Work with numbers & detailed information ☐ Be the leader in a group ☐ Work with computer programs ☐ Plan my work & follow instructions without close supervision	☐ Organized ☐ Practical and logical ☐ Patient ☐ Tactful ☐ Responsible	☐ Computer Applications/Business & Information Technology ☐ Accounting ☐ Math ☐ Economics	Total
5	☐ Communicate with different types of people ☐ Help others with their homework or to learn new things ☐ Go to school ☐ Direct and plan activities for others ☐ Handle several responsibilities at once ☐ Help people overcome their challenges	☐ Friendly ☐ Decision maker ☐ Helpful ☐ Innovative/Inquisitive ☐ Good listener	☐ Language Arts ☐ Social Studies ☐ Math ☐ Science ☐ Psychology	Total
6	☐ Work with numbers ☐ Make predictions based on existing facts ☐ Analyze financial information and interpret it to others ☐ Handle money with accuracy and reliability ☐ Take pride in the way I dress and look	☐ Trustworthy ☐ Orderly ☐ Self-confident ☐ Logical ☐ Methodical or efficient	☐ Accounting ☐ Math ☐ Economics ☐ Business Law ☐ Banking/Financial Services	Total
7	☐ Be involved in politics ☐ Negotiate, defend, and debate ideas and topics ☐ Plan activities and work cooperatively with others ☐ Work with details ☐ Perform a variety of duties that may change often	☐ Good communicator ☐ Competitive ☐ Service-minded ☐ Well-organized ☐ Problem solver	☐ Government ☐ Language Arts ☐ History ☐ Math ☐ Foreign Language	Total

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 ☑ checked
8	☐ Work under pressure ☐ Help sick people and animals ☐ Make decisions based on logic and information ☐ Respond quickly and calmly in emergencies ☐ Work as a member of a team	☐ Compassionate and caring ☐ Good at following directions ☐ Conscientious and careful ☐ Patient ☐ Good listener	☐ Biological Sciences ☐ Chemistry ☐ Math ☐ Language Arts ☐ Occupational Health classes	Total
9	☐ Communicate easily, tactfully, and courteously ☐ Work with all ages and types of people ☐ Organize activities in which other people enjoy themselves ☐ Have a flexible schedule ☐ Learn about other cultures	☐ Tactful ☐ Self-motivated ☐ Works well with others ☐ Outgoing ☐ Slow to anger	☐ Language Arts/Speech ☐ Foreign Language ☐ Social Sciences ☐ Marketing ☐ Food Services	Total
10	☐ Care about people, their needs, and their problems ☐ Make friends with different kinds of people ☐ Listen to other people's viewpoints ☐ Help people be at their best ☐ Work with people from preschool age to old age	☐ Good communicator/good listener ☐ Caring ☐ Non-materialistic ☐ Intuitive and logical ☐ Non-judgemental	☐ Language Arts ☐ Psychology/Sociology ☐ Foreign Language ☐ Finance ☐ Family & Consumer Science	Total
11	☐ Work with computers ☐ Reason clearly and logically to solve complex problems ☐ Use machines, techniques, and processes ☐ Read technical materials & diagrams & solve technical problems ☐ Concentrate for long periods without being distracted	☐ Logical/analytical thinker ☐ See details in the big picture ☐ Persistent ☐ Good concentration skills ☐ Precise and accurate	☐ Math ☐ Science ☐ Communications ☐ Graphic Design ☐ Computer Tech/Applications	Total
12	☐ Work under pressure or in the face of danger ☐ Make decisions based on my own observations ☐ Interact with other people ☐ Be in positions of authority ☐ Debate and win arguments	☐ Adventurous ☐ Dependable ☐ Community-minded ☐ Decisive ☐ Optimistic	☐ Language Arts ☐ Psychology/Sociology ☐ Government/History ☐ Law Enforcement ☐ First Aid/First Responder	Total
13	☐ Work with my hands and learn that way ☐ Put things together ☐ Do routine, organized, and accurate work ☐ Perform activities that produce tangible results ☐ Use hand & power tools & operate equipment/machinery	☐ Practical ☐ Observant ☐ Physically active ☐ Step-by-step thinker ☐ Coordinated	☐ Math-Geometry ☐ Chemistry ☐ Trade/Industry courses ☐ Physics ☐ Language Arts	Total
14	☐ Shop and go to the mall ☐ Take advantage of opportunities to make extra money ☐ Make displays and promote ideas ☐ Give presentations and enjoy public speaking ☐ Persuade people to buy products or to participate in activities	☐ Enthusiastic ☐ Competitive ☐ Creative ☐ Self-motivated ☐ Persuasive	☐ Language Arts ☐ Math ☐ Economics ☐ Computer Applications ☐ Business Education/Marketing	Total
15	☐ Pay attention to details and help things be precise ☐ Find the answers to questions ☐ Work in a laboratory ☐ Figure out how things work and investigate new things ☐ Experiment to find the best way to do something	☐ Detail-oriented ☐ Inquisitive ☐ Objective ☐ Methodical ☐ Mechanically inclined	☐ Drafting/Computer Aided Drafting ☐ Electronics/Computer Networking ☐ Math ☐ Science ☐ Tech. Classes/Technology Education	Total
16	☐ Travel ☐ Drive or ride ☐ Solve mechanical problems ☐ Design efficient processes ☐ Move things from one place to another	☐ Realistic ☐ Mechanical ☐ Coordinated ☐ Observant ☐ Planner	☐ Trade & Industry Courses ☐ Math ☐ Economics ☐ Physical Sciences ☐ Foreign Language	Total

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

What is important to you in a job? Do you prefer to work with little supervision? Do you get bored if you have to do the same thing everyday or are you comfortable with a routine? How about the need to have a sense of accomplishment? Do you like to have people recognize your accomplishments? What about fairness in the workplace? The activity below will help you clarify the aspects of work that are most important to you.

1. Read each statement in the grid below to complete the following sentence. Keep in mind as you read them that the next step is to sort them in order of importance.

For my ideal job it is important that ...

☐ **I** ...I could try out my own ideas.	☐ **A** ...I make use of my abilities.	☐ **B** ...I would be treated fairly by the company.	☐ **N** ...the job would provide for steady employment.
☐ **R** ...I could do something different every day.	☐ **J** ...I could work alone.	☐ **G** ...my pay would compare well with that of other workers.	☐ **O** ...I could do things for other people.
☐ **C** ...I could be busy all the time.	☐ **K** ...I would never be pressured to do things that go against my sense of right and wrong.	☐ **H** ...my co-workers would be easy to get along with.	☐ **P** ...I have supervisors who would back up their workers with management.
☐ **D** ...the job would provide an opportunity for advancement.	☐ **L** ...I could receive recognition for the work I do.	☐ **Q** ...I have supervisors who train their workers well.	☐ **S** ...the job would have good working conditions.
☐ **E** ...I could give directions and instructions to others.	☐ **M** ...I could make decisions on my own.	☐ **F** ...the work could give me a feeling of accomplishment.	☐ **T** ...I could plan my work with little supervision.

2. Write one letter from the above grid in each box of the grid at the top of the next page. Place each letter in the column that best matches how important it is for you to have a job like the one that is described. Put exactly 4 letters in each column.

FOR EXAMPLE:

- If "A" (...I make use of my abilities) describes something that is more important to you than the statements in the other lettered boxes, write an "A" anywhere in Column 5.
- On the other hand, if "A" is less important to you when compared with the other statements, write "A" anywhere in Column 1.
- If statement "A" is neither the most important nor the least important, write it in one of the other columns (4, 3, or 2) that best matches how you feel.

NOTE: The O*Net Work Importance Locator can help you learn more about your work values and help you decide what is important to you in a job. Visit ***https://www.onetcenter.org/WIL.html#overview***. You should use your results for career exploration and career counseling purposes only. Talk to your school counselor or a teacher for more help on how to use this tool.

Sort the statements

Helpful Tip:
After you place letter in the grid above, put a check in the corresponding box on the previous page so that you remember you have placed that letter.

Most Important				Least Important
Column 5	Column 4	Column 3	Column 2	Column 1

3. Calculate your scores
a. Your score for each statement is the same as the number of the column you put it in. The letters in Column 5 each get a score of 5, the letters in Column 4 each get a score of 4, and so on.
b. Assign a score to every letter.

FOR EXAMPLE:
If you put letter "A" in column 3, then put a 3 next to "A" in the Achievement box at right.

4. Add the numbers in each Column and write the TOTAL in the space provided.

5. Multiply each TOTAL (except for WORKING CONDITIONS) by the number provided and write your result next to the "=" sign.

ACHIEVEMENT	
Statement	Column Number
A	
F	+
TOTAL	=
Multiply TOTAL by 3	x 3
Achievement Score	=

INDEPENDENCE	
Statement	Column Number
I	
M	+
T	+
TOTAL	=
Multiply TOTAL by 2	x 2
Independence Score	=

RECOGNITION	
Statement	Column Number
D	
E	+
L	+
TOTAL	=
Multiply TOTAL by 2	x 2
Recognition Score	=

RELATIONSHIPS	
Statement	Column Number
H	
K	+
O	+
TOTAL	=
Multiply TOTAL by 2	x 2
Relationships Score	=

SUPPORT	
Statement	Column Number
B	
P	+
Q	+
TOTAL	=
Multiply TOTAL by 2	x 2
Support Score	=

WORKING CONDITIONS	
Statement	Column Number
C	
G	+
J	+
N	+
R	+
S	+
Working Conditions Score	=

6. Write your scores from the previous page next to the matching work value below.

7. Your top two scores indicate the values that are the most important to your job happiness. Read their descriptions and then write down your top two values below.

	ACHIEVEMENT	If Achievement is your highest work value, look for jobs that let you use your best abilities. Look for work where you can see the results of your efforts. Explore jobs where you can get the feeling of accomplishment.
	INDEPENDENCE	If Independence is your highest work value, look for jobs where they let you do things on your own initiative. Explore work where you can make decisions on your own.
	RECOGNITION	If Recognition is your highest work value, explore jobs with good possibilities for advancement. Look for work with prestige or with the potential for leadership.
	RELATIONSHIPS	If Relationships is your highest work value, look for jobs where your co-workers are friendly. Look for work that lets you be of service to others. Explore jobs that do not make you do anything that goes against your sense of right and wrong.
	SUPPORT	If Support is your highest work value, look for jobs where the company stands behind its workers and where the workers are comfortable with management's style of supervision. Explore work in companies with a reputation for competent, considerate, and fair management.
	WORKING CONDITIONS	If Working Conditions is your highest work value, consider pay, job security, and good working conditions when looking at jobs. Look for work that suits your work style. Some people like to be busy all the time, or work alone, or have many different things to do. Explore jobs where you can take best advantage of your particular work style.

My top two work values are:

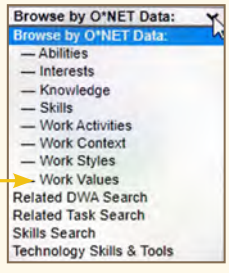
1. _____ **2.** _____

8. Now that you know your most important work values and have read their descriptions, you are ready to find the occupations that are linked with them. To help you identify occupations that you will likely find satisfying, use the *Browse O*Net Data by Work Values* feature found on the O*Net website here: *https://www.onetonline.org/find/descriptor/browse/Work_Values/*. Each list shows the occupations that link best with one of the 6 Work Values. Are you interested in any of the occupations that fall under your most important work values area? How about your second and third highest interest area?

Use O*Net OnLine to search for occupations that match your work values. ***https://www.onetonline.org/find/descriptor/browse/Work_Values/***

Advanced Search
Browse by
O*Net Data:

Search by
Work Values



SMART Goal Setting

Goal setting is a helpful way to build the career you want. By setting objectives and creating a clear roadmap for how you'll reach your intended target, you can decide how to apply your time and resources to make progress. Without goals, it can be difficult to determine how to get a certain job, promotion or other milestones you want to achieve. Choose a goal for yourself and answer the questions in each section below. Be sure to double check your answers against the *SMART Goal Checker*.

My goal:

_____

_____

Why my goal is really important to me?

_____

_____

_____

What resources are needed to complete this goal?

_____

_____

_____

_____

SMART Goal Checker

Is my goal...

- ❑ ***S**pecific - is it clear what action I have to take?*
- ❑ ***M**easureable - will I know exactly when I have completed my goal? Will I be able to track my progress?*
- ❑ ***A**ttainable - is it possible if I make the required effort?*
- ❑ ***R**elevant - is it in harmony with my larger life vision?*
- ❑ ***T**imed - have I set a precise attainment date and time?*

What action steps are needed to complete this goal?

ACTION	DUE DATE

What I Have Learned About Myself

Fill in the table below with your answers from the informal assessments you completed on pages 3-20. 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 *What I Like* are:			
10	My three Holland Code letters are:			
10 or 11	These 3 letters stand for:			
10	Two occupations I researched that match my *Holland Code* 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:			
20	My top two work values are:			

What I Have Learned About Myself

Occupation Summary

Are you still considering your dream occupation?

YES!

You are probably someone who has a clear picture of who you are, so you weren't at all surprised by the results of the activities in Step 1. If you have found that your dream occupation is still a good match, then prepare for it as you move forward with your career adventure. However, it never hurts to keep an open mind about other occupations. You may find an exciting occupation that you didn't even know existed!

NO!

You may have learned something from the activities in Step 1 that helped you to realize your dream occupation wasn't as good a match as you thought it was. By researching lots of occupations, you are not abandoning your dream but broadening the possibilities. Perhaps your research will reroute you to something even better - a new, more fitting dream.

STILL NOT SURE?

No worries. You're just getting started on the process. Choosing an occupation is difficult for many of us, but if you continue to learn about yourself and the jobs that are out there, you will find a good match.

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

My original dream occupation: _____

A new dream occupation: _____

Occupation: _____

Occupation: _____

Now go on to Step 2

NEXT STEP

Step 2

What's Out There?

In **Step 1**, you learned about yourself and the kind of work you want to pursue. This section explores Delaware's labor market, including entry wages and education and/or training required. One of the most basic uses of labor market information is to help people who are unsure of what they want to do pick out potential career fields. 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

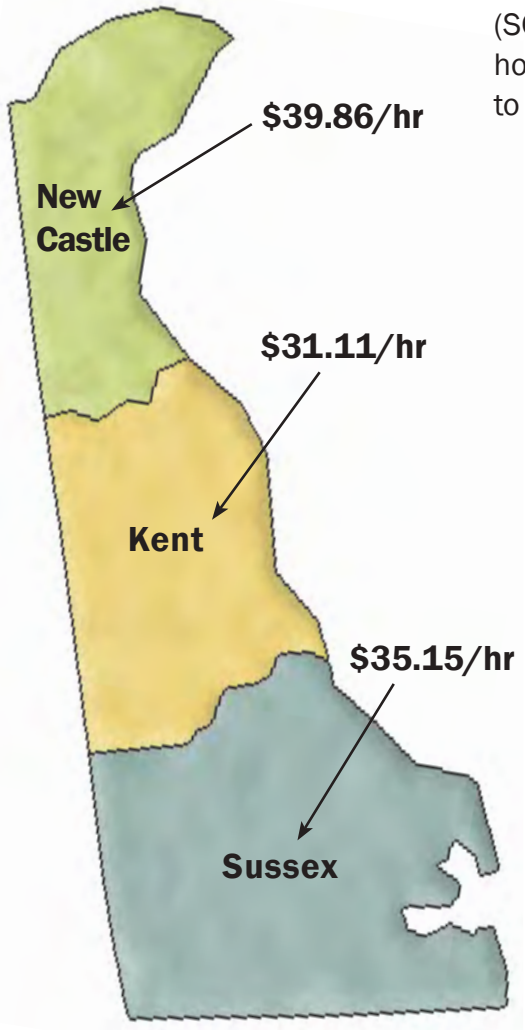
The world of work is changing faster than ever. It's unlikely that you will stay with one employer for your entire career. In fact, by the age of thirty, you may have already had work experience with a number of different companies.

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

Accountants & Auditors (SOC Code 13-2011) average hourly wages vary from county to county?

DO THE MATH:

New Castle County:
$39.86 x 2,080 = **$82,909/yr**

Kent County:
$31.11 x 2,080 = **$64,709/yr**

Sussex County:
$35.15 x 2,080 = **$73,112/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 2018–2028.

Through 2028, the ***Hospitality & Tourism*** cluster is expected to generate the most job openings, 11,445 annually, while the ***Arts, Audio/Video Technology & Communications*** cluster is expected to generate the fewest, at just over 200 job openings annually.

Science Technology, Engineering & Mathematics (STEM) is the highest-paying cluster; its occupations paid an average wage of $101,636 in 2018. ***Hospitality and Tourism*** had the lowest average wage; this cluster's occupations paid an average wage of $26,744 in 2018.

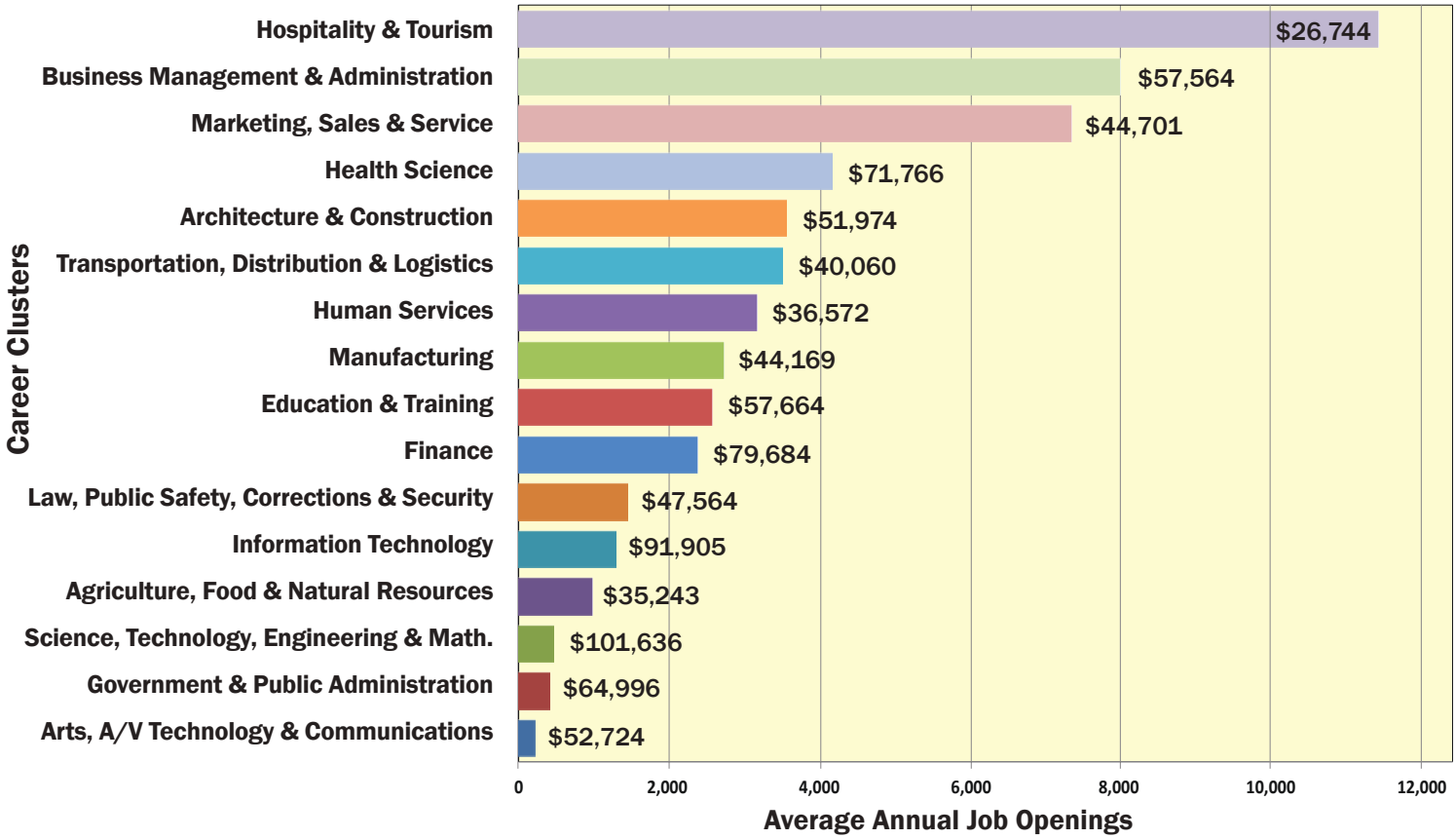
LMI Resources

https://lmi.delawareworks.com
www.bls.gov
www.dol.gov
www.careeronestop.org

If you have trouble finding the information you need, please give the **Office of Occupational and Labor Market Information** a call:
(302) 761-8062

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, 2018 – 2028
Average Annual Wages by Career Cluster, 2018



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

Delaware Career Matrix Key

The information within the Delaware Career Matrix is organized by the 16 US Department of Education Career Clusters.
If the occupations you want to explore are not in the matrix, use O*NET OnLine to find them: ***www.onetonline.org***

Holland Code (interest code)	SOC Code	2019 Mean Wage ($)	Occupation Title	2018 Est. Empl.	2028 Proj. Empl.
R - Realistic (Doers) **I** - Investigative (Thinkers) **A** - Artistic (Creators) **S** - Social (Helpers) **E** - Enterprising (Persuaders) **C** - Conventional (Organizers) The Holland Code represents personality characteristics that can be matched to occupational characteristics. To remind yourself of your Holland Code, see page 10. **NOTE:** Although it is typical to describe an occupation with a three-letter Holland Code, some occupations have 1, 2, 3, or even 4 letters to describe the work environment. This is because some occupations are heavily weighted toward one characteristic and others are more inclined toward an equal distribution of several types. Do you have one characteristic that is much stronger than the others?	The 2018 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 860 occupations according to their occupational definitions. Use the SOC code when looking for occupations at: ***www.bls.gov*** ***or*** ***www.onetonline.org***	The mean (average) wage per occupation is based on the data collected by the Occupational Employment Statistics program. Wages are published in ***Delaware Wages 2019*** by the Delaware Department of Labor, Office of Occupational & Labor Market Information.	Job titles are from the Occupational Employment Statistics (OES) Program or the O*NET Classification System	2018 estimated employment from the Delaware Department of Labor	2028 projected employment from the Delaware Department of Labor
				These data are updated and published every two years by the Office of Occupational & Labor Market Information.	

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

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

NOTE: Complete definitions for Education and Training classifications can be found at:
https://www.bls.gov/emp/documentation/nem-definitions.htm

Delaware Occupations: Most Total Annual Openings

SOC Code	Occupation Title (Find occupation definitions at: ***www.onetonline.org***)	Estimated Empl. 2018	Projected Empl. 2028	Total Annual Job Openings	Avg. Hourly Entry Wage 2019	Education	Years Work Exp. in a Related Occ.	On-the-job training
41-2011	Cashiers	13,813	13,345	2,515	$9.45	NFE	None	SOJT
41-2031	Retail Salespersons	14,745	14,903	2,181	$9.63	NFE	None	SOJT
35-3031	Waiters and Waitresses	8,361	8,698	1,671	$9.12	NFE	None	SOJT
37-2011	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	9,365	9,850	1,314	$10.67	NFE	None	SOJT
43-4051	Customer Service Representatives	9,064	8,686	1,145	$13.20	HS	None	SOJT
29-1141	Registered Nurses	12,043	14,449	949	$27.51	Bach	None	None
43-3031	Bookkeeping, Accounting, and Auditing Clerks	7,865	7,509	860	$15.44	HS	None	MOJT
35-2014	Cooks, Restaurant	4,763	5,659	827	$10.25	NFE	<5	MOJT
43-9061	Office Clerks, General	6,915	6,527	766	$10.75	HS	None	SOJT
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	5,034	5,175	722	$10.55	NFE	None	SOJT
43-6014	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	7,352	6,611	708	$14.34	HS	None	SOJT
51-3022	Meat, Poultry, and Fish Cutters and Trimmers	5,611	5,550	684	$11.33	NFE	None	SOJT
43-6013	Medical Secretaries	4,522	5,303	628	$14.26	HS	None	MOJT
13-2011	Accountants and Auditors	5,988	6,288	602	$25.67	Bach	None	None
37-3011	Landscaping and Groundskeeping Workers	4,204	4,527	597	$12.56	NFE	None	SOJT
41-1011	First-Line Supervisors of Retail Sales Workers	5,200	5,259	581	$15.00	HS	<5	None
35-1012	First-Line Supervisors of Food Preparation and Serving Workers	3433	3699	571	$14.99	HS	<5	None
53-3032	Heavy and Tractor-Trailer Truck Drivers	4631	4851	561	$16.86	VocEd	None	SOJT
43-1011	First-Line Supervisors of Office and Administrative Support Workers	5276	5273	553	$20.18	HS	<5	None
35-3011	Bartenders	2916	3070	541	$9.36	NFE	None	SOJT

Delaware's Fastest Growing Occupations

SOC Code	Occupation Title (Find occupation definitions at: ***www.onetonline.org***)	Estimated Empl. 2018	Projected Empl. 2028	Average Annual Job Growth Rate	Avg. Hourly Entry Wage 2019	Education	Years Work Exp. in a Related Occ.	On-the-job training
29-1126	Respiratory Therapists	412	562	3.2%	$26.25	Assoc	None	None
29-1071	Physician Assistants	507	676	2.9%	$42.15	Mast	None	None
29-1171	Nurse Practitioners	780	1,019	2.7%	$42.22	Mast	None	None
29-2032	Diagnostic Medical Sonographers	193	247	2.5%	$29.19	Assoc	None	None
31-9097	Phlebotomists	501	637	2.4%	$15.51	VocEd	None	None
31-2021	Physical Therapist Assistants	351	443	2.4%	$22.62	Assoc	None	None
31-2022	Physical Therapist Aides	241	303	2.3%	$11.10	HS	None	SOJT
29-1127	Speech-Language Pathologists	637	790	2.2%	$28.65	Mast	None	Int
31-9092	Medical Assistants	2,594	3,184	2.1%	$12.88	VocEd	None	None
29-1123	Physical Therapists	908	1,112	2.0%	$35.66	PhD/prof	None	None
27-3091	Interpreters and Translators	58	71	2.0%	$18.44	Bach	None	None
15-2031	Operations Research Analysts	975	1,192	2.0%	$27.76	Bach	None	None
29-1141	Registered Nurses	12,043	14,449	1.8%	$27.51	Bach	None	None
29-1124	Radiation Therapists	51	61	1.8%	$37.20	Assoc	None	None
35-2014	Cooks, Restaurant	4763	5659	1.7%	$10.25	NFE	<5	MOJT
27-4011	Audio and Video Equipment Technicians	65	77	1.7%	$16.25	VocEd	None	SOJT
29-2033	Nuclear Medicine Technologists	55	65	1.7%	$33.25	Assoc	None	None
29-2055	Surgical Technologists	322	380	1.7%	$19.32	VocEd	None	None
21-1022	Healthcare Social Workers	560	659	1.6%	$18.93	Mast	None	Int
29-2035	Magnetic Resonance Imaging Technologists	172	202	1.6%	$32.04	Assoc	<5	None

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	2019 Mean Wage	Occupation Title	2018 Est. Empl.	2028 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
IRC	17-2081	$92,648	Environmental Engineers	145	149	Bach	None	None
IRA	19-1013	$64,349	Soil and Plant Scientists	108	112	Bach	None	None
RIC	17-3025	$60,493	Environmental Engineering Technicians	61	64	Assoc	None	None
ERC	45-1011	$56,372	First-Line Supervisors of Farming, Fishing, and Forestry Workers	226	223	HS	<5	None
RCI	51-8031	$51,365	Water and Wastewater Treatment Plant and System Operators	389	379	HS	None	LOJT
RIC	19-4021	$48,897	Biological Technicians	183	191	Bach	None	None
R	45-2091	$45,024	Agricultural Equipment Operators	205	213	NFE	None	MOJT
RCI	49-3041	$41,456	Farm Equipment Mechanics and Service Technicians	143	157	HS	None	LOJT
R	53-7081	$38,006	Refuse and Recyclable Material Collectors	470	493	NFE	None	SOJT
R	37-3012	$32,277	Pesticide Handlers, Sprayers, and Applicators, Vegetation	81	83	HS	None	MOJT
RCI	45-2092	$29,995	Farmworkers and Laborers, Crop, Nursery, and Greenhouse	1,704	1,626	NFE	None	SOJT
RC	45-2041	$28,302	Graders and Sorters, Agricultural Products	210	197	NFE	None	SOJT
RCS	39-2021	$26,830	Nonfarm Animal Caretakers	1,089	1,268	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*** or the Bureau of Labor Statistics at ***www.bls.gov***
This table displays only selected occupations. For a complete listing, view the Delaware 2028 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	2019 Mean Wage	Occupation Title	2018 Est. Empl.	2028 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ERC	11-9021	$124,728	Construction Managers	848	924	Bach	None	MOJT
RIC	17-2051	$92,653	Civil Engineers	882	888	Bach	None	None
AIE	17-1011	$86,756	Architects, Except Landscape and Naval	159	162	Bach	None	Int
RIC	49-9051	$74,554	Electrical Power-Line Installers and Repairers	341	341	HS	None	LOJT
RCI	17-1022	$71,796	Surveyors	126	123	Bach	None	Int
RCI	47-2152	$62,892	Plumbers, Pipefitters, and Steamfitters	1,345	1,533	HS	None	App
RCA	47-2211	$60,365	Sheet Metal Workers	552	588	HS	None	App
RCI	47-2111	$58,462	Electricians	2,253	2,478	HS	None	App
R	47-2041	$56,802	Carpet Installers	181	176	NFE	None	SOJT
AER	27-1025	$56,692	Interior Designers	176	178	Bach	None	None
RCI	49-9021	$52,469	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	1,761	1,952	VocEd	None	LOJT
RCI	47-2031	$51,389	Carpenters	2,472	2,726	HS	None	App
REC	47-2051	$51,323	Cement Masons and Concrete Finishers	448	476	NFE	None	MOJT
CRI	17-3031	$44,848	Surveying and Mapping Technicians	140	140	HS	None	MOJT
RCI	47-2181	$42,927	Roofers	217	244	NFE	None	MOJT
RCA	47-2141	$42,368	Painters, Construction and Maintenance	765	805	NFE	None	MOJT
RCE	47-2061	$37,361	Construction Laborers	2,380	2,437	NFE	None	SOJT
RCA	37-3011	$33,890	Landscaping and Groundskeeping Workers	4,204	4,527	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*** or the Bureau of Labor Statistics at ***www.bls.gov***
This table displays only selected occupations. For a complete listing, view the Delaware 2028 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	2019 Mean Wage	Occupation Title	2018 Est. Empl.	2028 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
AEC	27-1011	$100,703	Art Directors	98	99	Bach	5+	None
AIC	27-3042	$76,030	Technical Writers	115	124	Bach	<5	SOJT
AEC	27-3041	$68,004	Editors	153	147	Bach	<5	None
EAC	27-2012	$64,195	Producers and Directors	80	80	Bach	<5	None
EA	27-3043	$63,427	Writers and Authors	115	116	Bach	None	LOJT
RCE	51-5111	$55,742	Prepress Technicians and Workers	43	35	VocEd	None	None
RIC	49-2022	$54,940	Telecommunications Equipment Installers and Repairers, Except Line Installers	172	181	VocEd	None	MOJT
AER	27-1024	$53,910	Graphic Designers	573	583	Bach	None	None
RIC	27-4011	$47,335	Audio and Video Equipment Technicians	65	77	VocEd	None	SOJT
RCA	51-5113	$44,393	Print Binding and Finishing Workers	55	48	HS	None	MOJT
RCE	51-5112	$40,994	Printing Press Operators	234	217	HS	None	MOJT
ARE	27-4021	$40,153	Photographers	250	211	HS	None	MOJT
RCI	27-4012	$38,706	Broadcast Technicians	68	64	Assoc	None	SOJT
AER	27-1023	$29,127	Floral Designers	104	90	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*** or the Bureau of Labor Statistics at ***www.bls.gov***
This table displays only selected occupations. For a complete listing, view the Delaware 2028 publication at ***https://lmi.delawareworks.com/Content/Publications/***

Career Cluster 4

Business Management & Administration

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

Holland Code	SOC Code	2019 Mean Wage	Occupation Title	2018 Est. Empl.	2028 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ECI	11-3021	$165,971	Computer and Information Systems Managers	1,270	1,347	Bach	5+	None
ECS	11-1021	$151,263	General and Operations Managers	4,197	4,438	Bach	5+	None
ESC	11-3121	$141,836	Human Resources Managers	407	434	Bach	5+	None
ICE	15-2031	$89,584	Operations Research Analysts	975	1192	Bach	None	None
IEC	13-1111	$86,417	Management Analysts	2,981	3,279	Bach	<5	None
SAC	13-1151	$69,013	Training and Development Specialists	1,004	1,085	Bach	<5	None
ECS	13-1071	$66,949	Human Resources Specialists	2,280	2,368	Bach	None	None
ECA	13-1131	$60,714	Fundraisers	551	596	Bach	None	None
ECS	13-1121	$52,433	Meeting, Convention, and Event Planners	338	360	Bach	None	None
CRE	43-5052	$51,582	Postal Service Mail Carriers	1,059	1,049	HS	None	SOJT
CES	43-3051	$40,916	Payroll and Timekeeping Clerks	520	497	HS	None	MOJT
CES	43-6014	$40,440	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	7,352	6,611	HS	None	SOJT
ECS	43-4051	$39,090	Customer Service Representatives	9,064	8,686	HS	None	SOJT
CRE	43-9021	$33,004	Data Entry Keyers	632	453	HS	None	SOJT
CRE	43-4071	$29,771	File Clerks	606	499	HS	None	SOJT
CES	43-4171	$27,651	Receptionists and Information Clerks	2,595	2,654	HS	None	SOJT
CRS	43-4121	$24,494	Library Assistants, Clerical	517	480	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*** or the Bureau of Labor Statistics at ***www.bls.gov***
This table displays only selected occupations. For a complete listing, view the Delaware 2028 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	2019 Mean Wage	Occupation Title	2018 Est. Empl.	2028 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ESC	11-9032	$114,463	Education Administrators, Elementary and Secondary School	1,013	1,033	Mast	5+	None
SIC	25-1021	$91,590	Computer Science Teachers, Postsecondary	173	176	PhD/prof	None	None
SIA	25-1113	$80,553	Social Work Teachers, Postsecondary	63	66	PhD/prof	None	None
SIA	25-1067	$76,014	Sociology Teachers, Postsecondary	103	107	PhD/prof	None	None
SIA	25-1111	$74,969	Criminal Justice and Law Enforcement Teachers, Postsecondary	46	48	PhD/prof	None	None
SAE	21-1012	$66,788	Educational, Guidance, School, and Vocational Counselors	1,198	1,259	Mast	None	None
SAE	25-2022	$64,799	Middle School Teachers, Except Special and Career/Technical Education	3,054	3,088	Bach	None	None
SIA	25-9031	$64,633	Instructional Coordinators	1,064	1,106	Mast	5+	None
SAC	25-2021	$63,968	Elementary School Teachers, Except Special Education	4,355	4,395	Bach	None	None
SAE	25-2012	$61,039	Kindergarten Teachers, Except Special Education	443	449	Bach	None	None
SA	25-2052	$59,781	Special Education Teachers, Kindergarten and Elementary School	1,252	1,254	Bach	None	None
SR	25-1194	$55,426	Vocational Education Teachers, Postsecondary	269	262	Bach	<5	None
ASC	27-3091	$51,937	Interpreters and Translators	58	71	Bach	None	None
CSE	25-4031	$41,590	Library Technicians	248	226	VocEd	None	None
SAE	25-2011	$27,815	Preschool Teachers, Except Special Education	2,282	2,371	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*** or the Bureau of Labor Statistics at ***www.bls.gov***
This table displays only selected occupations. For a complete listing, view the Delaware 2028 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	2019 Mean Wage	Occupation Title	2018 Est. Empl.	2028 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ECS	11-3031	$169,097	Financial Managers	2,000	2,304	Bach	5+	None
ECS	41-3031	$98,404	Securities, Commodities, and Financial Services Sales Agents	2,314	2,425	Bach	None	MOJT
CEI	13-2053	$82,585	Insurance Underwriters	145	124	Bach	None	MOJT
CEI	13-2011	$80,009	Accountants and Auditors	5,988	6,288	Bach	None	None
CEI	13-2031	$71,395	Budget Analysts	138	144	Bach	None	None
CEI	13-1031	$62,541	Claims Adjusters, Examiners, and Investigators	466	409	HS	None	LOJT
CES	43-4131	$42,898	Loan Interviewers and Clerks	792	877	HS	None	SOJT
CES	43-9041	$41,949	Insurance Claims and Policy Processing Clerks	977	948	HS	None	MOJT
CES	43-3011	$40,540	Bill and Account Collectors	1,027	934	HS	None	MOJT
CER	43-3071	$32,754	Tellers	1,607	1,421	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

NOTE: For more information about occupations, visit: O*NET OnLine at ***www.onetonline.org*** or the Bureau of Labor Statistics at ***www.bls.gov***
This table displays only selected occupations. For a complete listing, view the Delaware 2028 publication at ***https://lmi.delawareworks.com/Content/Publications/***

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	2019 Mean Wage	Occupation Title	2018 Est. Empl.	2028 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ECS	11-9131	$84,323	Postmasters and Mail Superintendents	38	34	HS	<5	MOJT
ECI	13-2061	$80,134	Financial Examiners	655	716	Bach	None	LOJT
CIR	13-1041	$76,948	Compliance Officers	1,184	1,242	Bach	None	MOJT
IEA	19-3051	$65,531	Urban and Regional Planners	210	236	Mast	None	None
RCI	47-4011	$60,493	Construction and Building Inspectors	539	556	HS	5+	MOJT
SCE	43-4061	$37,555	Eligibility Interviewers, Government Programs	173	182	HS	None	MOJT
CER	43-4031	$35,850	Court, Municipal, and License Clerks	758	805	HS	None	LOJT

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

NOTE: For more information about occupations, visit: O*NET OnLine at ***www.onetonline.org*** or the Bureau of Labor Statistics at ***www.bls.gov***
This table displays only selected occupations. For a complete listing, view the Delaware 2028 publication at ***https://lmi.delawareworks.com/Content/Publications/***

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	2019 Mean Wage	Occupation Title	2018 Est. Empl.	2028 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ISR	29-1081	$163,641	Podiatrists	87	94	PhD/prof	None	Int
ICS	29-1051	$130,224	Pharmacists	1,064	1,085	PhD/prof	None	None
SIR	29-1171	$112,429	Nurse Practitioners	780	1,019	Mast	None	None
ISR	29-1071	$111,306	Physician Assistants	507	676	Mast	None	None
IRS	29-1131	$108,757	Veterinarians	271	299	PhD/prof	None	None
SIR	29-1123	$96,519	Physical Therapists	908	1,112	PhD/prof	None	None
SIR	29-1011	$79,230	Chiropractors	116	121	PhD/prof	None	None
SIC	29-1141	$74,103	Registered Nurses	12,043	14,449	Bach	None	None
ISE	29-1031	$65,063	Dietitians and Nutritionists	212	245	Bach	None	Int
SRI	31-2021	$61,616	Physical Therapist Assistants	351	443	Assoc	None	None
IRS	29-2031	$61,129	Cardiovascular Technologists and Technicians	301	352	Assoc	None	None
SRI	29-9091	$48,454	Athletic Trainers	100	121	Bach	None	None
CRS	31-9091	$42,375	Dental Assistants	826	886	VocEd	None	None
CS	43-6013	$37,596	Medical Secretaries	4,522	5,303	HS	None	MOJT
CSR	31-9092	$34,767	Medical Assistants	2,594	3,184	VocEd	None	None
RI	29-2056	$34,374	Veterinary Technologists and Technicians	409	453	Assoc	None	None
CRS	29-2052	$33,653	Pharmacy Technicians	1,468	1,588	HS	None	MOJT
CR	31-9094	$31,527	Medical Transcriptionists	113	107	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

NOTE: For more information about occupations, visit: O*NET OnLine at ***www.onetonline.org*** or the Bureau of Labor Statistics at ***www.bls.gov***
This table displays only selected occupations. For a complete listing, view the Delaware 2028 publication at ***https://lmi.delawareworks.com/Content/Publications/***

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	2019 Mean Wage	Occupation Title	2018 Est. Empl.	2028 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ECR	11-9051	$79,316	Food Service Managers	751	822	HS	<5	None
ECS	11-9081	$72,738	Lodging Managers	76	82	HS	<5	None
ERA	35-1011	$59,477	Chefs and Head Cooks	552	613	HS	5+	None
ECS	41-3041	$47,218	Travel Agents	143	127	HS	None	MOJT
RCI	39-2011	$37,542	Animal Trainers	102	113	HS	None	MOJT
SE	39-6012	$29,760	Concierges	44	47	HS	None	MOJT
RCE	37-2011	$29,222	Janitors and Cleaners, Except Maids and Housekeeping Cleaners	9,365	9,850	NFE	None	SOJT
SEA	39-9032	$28,526	Recreation Workers	1,060	1,177	HS	None	SOJT
REA	35-2014	$28,274	Cooks, Restaurant	4,763	5,659	NFE	<5	MOJT
RC	39-6011	$26,953	Baggage Porters and Bellhops	35	39	HS	None	SOJT
CER	35-3011	$26,536	Bartenders	2,916	3,070	NFE	None	SOJT
RCE	51-3011	$26,474	Bakers	371	387	NFE	None	LOJT
CES	43-4081	$25,807	Hotel, Motel, and Resort Desk Clerks	746	742	HS	None	SOJT
SEC	35-3031	$25,157	Waiters and Waitresses	8,361	8,698	NFE	None	SOJT
RCS	37-2012	$24,458	Maids and Housekeeping Cleaners	2,491	2,614	NFE	None	SOJT
RC	35-2021	$23,443	Food Preparation Workers	2,596	2,858	NFE	None	SOJT
ECR	39-3091	$22,201	Amusement and Recreation Attendants	1,592	1,817	NFE	None	SOJT
ESC	35-9031	$20,790	Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop	1,683	1,816	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

NOTE: For more information about occupations, visit: O*NET OnLine at ***www.onetonline.org*** or the Bureau of Labor Statistics at ***www.bls.gov***
This table displays only selected occupations. For a complete listing, view the Delaware 2028 publication at ***https://lmi.delawareworks.com/Content/Publications/***

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	2019 Mean Wage	Occupation Title	2018 Est. Empl.	2028 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ISA	19-3031	$80,057	Clinical, Counseling, and School Psychologists	662	741	PhD/prof	None	Int
ESC	11-9151	$70,149	Social and Community Service Managers	911	1,003	Bach	<5	None
SEA	21-1091	$66,691	Health Educators	327	363	Bach	None	None
SAE	21-2011	$59,262	Clergy	60	69	Bach	None	MOJT
SIA	21-1022	$57,309	Healthcare Social Workers	560	659	Mast	None	Int
SIA	21-1023	$50,193	Mental Health and Substance Abuse Social Workers	372	430	Mast	None	Int
CES	13-2071	$49,147	Credit Counselors	99	102	Bach	None	MOJT
SEA	21-1021	$39,876	Child, Family, and School Social Workers	1,234	1,304	Bach	None	None
S	21-1094	$38,119	Community Health Workers	179	195	HS	None	SOJT
SRE	39-9031	$37,473	Fitness Trainers and Aerobics Instructors	1,478	1,711	HS	None	SOJT
SER	39-4021	$37,408	Funeral Attendants	193	211	HS	None	SOJT
AES	39-5012	$36,327	Hairdressers, Hairstylists, and Cosmetologists	2,948	3,338	VocEd	None	None
SIA	21-1015	$35,465	Rehabilitation Counselors	508	564	Mast	None	None
RA	51-6052	$31,096	Tailors, Dressmakers, and Custom Sewers	85	85	NFE	None	MOJT
REC	39-5092	$25,832	Manicurists and Pedicurists	523	611	VocEd	None	None
RCE	51-6011	$23,502	Laundry and Dry-Cleaning Workers	644	682	NFE	None	SOJT
SAC	39-9011	$23,439	Childcare Workers	1,502	1,646	HS	None	SOJT
RCE	39-5093	$20,494	Shampooers	351	409	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

NOTE: For more information about occupations, visit: O*NET OnLine at ***www.onetonline.org*** or the Bureau of Labor Statistics at ***www.bls.gov***
This table displays only selected occupations. For a complete listing, view the Delaware 2028 publication at ***https://lmi.delawareworks.com/Content/Publications/***

Career Cluster 11

Information Technology

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

Holland Code	SOC Code	2019 Mean Wage	Occupation Title	2018 Est. Empl.	2028 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
CIE	15-1143	$125,719	Computer Network Architects	633	637	Bach	5+	None
CIR	15-1122	$113,003	Information Security Analysts	589	739	Bach	<5	None
IRC	15-1132	$111,401	Software Developers, Applications	4,910	5,845	Bach	None	None
CIR	15-1121	$97,850	Computer Systems Analysts	2,594	2,643	Bach	None	None
CIE	15-1141	$92,455	Database Administrators	884	946	Bach	None	None
ICR	15-1131	$82,220	Computer Programmers	1,169	1,040	Bach	None	None
IRC	15-1142	$78,887	Network and Computer Systems Administrators	1,404	1,424	Bach	None	None
CIR	15-1134	$78,059	Web Developers	457	497	Assoc	None	None
REC	15-1152	$62,601	Computer Network Support Specialists	459	484	Assoc	None	None
RCI	15-1151	$60,645	Computer User Support Specialists	1,926	2,019	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

NOTE: For more information about occupations, visit: O*NET OnLine at ***www.onetonline.org*** or the Bureau of Labor Statistics at ***www.bls.gov***
This table displays only selected occupations. For a complete listing, view the Delaware 2028 publication at ***https://lmi.delawareworks.com/Content/Publications/***

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	2019 Mean Wage	Occupation Title	2018 Est. Empl.	2028 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ESC	23-1023	$143,666	Judges, Magistrate Judges, and Magistrates	118	125	PhD/prof	5+	SOJT
ESC	33-1012	$103,230	First-Line Supervisors of Police and Detectives	401	431	HS	<5	MOJT
REC	33-3051	$73,737	Police and Sheriff's Patrol Officers	1,852	2,002	HS	None	MOJT
EIS	23-1021	$65,321	Administrative Law Judges, Adjudicators, and Hearing Officers	77	80	PhD/prof	5+	SOJT
CIE	23-2011	$57,143	Paralegals and Legal Assistants	1,255	1,329	Assoc	None	None
CRE	33-2021	$55,965	Fire Inspectors and Investigators	86	91	VocEd	5+	MOJT
IRC	19-4092	$54,941	Forensic Science Technicians	30	34	Bach	None	MOJT
CER	43-6012	$50,765	Legal Secretaries	1,035	763	HS	None	MOJT
RS	33-2011	$46,393	Firefighters	395	432	VocEd	None	LOJT
CRE	43-5031	$45,756	Police, Fire, and Ambulance Dispatchers	276	301	HS	None	MOJT
RCE	33-3041	$38,519	Parking Enforcement Workers	58	38	HS	None	SOJT
RCE	33-3011	$33,761	Bailiffs	85	86	HS	None	MOJT
SER	33-9091	$33,647	Crossing Guards	441	458	NFE	None	SOJT
RCE	33-9032	$30,329	Security Guards	3,484	3,549	HS	None	SOJT
RSE	33-9092	$23,265	Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers	385	439	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

NOTE: For more information about occupations, visit: O*NET OnLine at ***www.onetonline.org*** or the Bureau of Labor Statistics at ***www.bls.gov***
This table displays only selected occupations. For a complete listing, view the Delaware 2028 publication at ***https://lmi.delawareworks.com/Content/Publications/***

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	2019 Mean Wage	Occupation Title	2018 Est. Empl.	2028 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ERC	51-1011	$70,805	First-Line Supervisors of Production and Operating Workers	1,381	1,396	HS	<5	None
RIC	49-2094	$66,992	Electrical and Electronics Repairers, Commercial and Industrial Equipment	264	266	VocEd	None	LOJT
RCI	17-3012	$64,792	Electrical and Electronics Drafters	85	86	Assoc	None	None
IRC	19-4031	$62,496	Chemical Technicians	646	661	Assoc	None	MOJT
RIC	49-9041	$57,512	Industrial Machinery Mechanics	1,098	1,167	HS	None	LOJT
RCI	51-4041	$56,561	Machinists	346	355	HS	None	LOJT
RCI	51-4121	$55,482	Welders, Cutters, Solderers, and Brazers	756	781	HS	None	MOJT
RCI	17-3013	$55,148	Mechanical Drafters	177	171	Assoc	None	None
RCI	49-2098	$54,133	Security and Fire Alarm Systems Installers	172	189	HS	None	MOJT
RIS	51-9082	$46,831	Medical Appliance Technicians	33	36	HS	None	MOJT
RC	49-9071	$41,049	Maintenance and Repair Workers, General	3,622	3,884	HS	None	MOJT
RCE	51-3021	$40,809	Butchers and Meat Cutters	162	175	NFE	None	LOJT
RCA	51-7011	$40,363	Cabinetmakers and Bench Carpenters	178	189	HS	None	MOJT
RCI	49-9031	$39,656	Home Appliance Repairers	88	95	HS	None	MOJT
R	51-6093	$38,282	Upholsterers	22	23	HS	None	MOJT
RCA	51-6031	$31,643	Sewing Machine Operators	186	154	NFE	None	SOJT
RCI	51-9198	$29,280	Helpers--Production Workers	421	440	HS	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

NOTE: For more information about occupations, visit: O*NET OnLine at ***www.onetonline.org*** or the Bureau of Labor Statistics at ***www.bls.gov***
This table displays only selected occupations. For a complete listing, view the Delaware 2028 publication at ***https://lmi.delawareworks.com/Content/Publications/***

Career Cluster 14

Marketing, Sales & Service

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

Holland Code	SOC Code	2019 Mean Wage	Occupation Title	2018 Est. Empl.	2028 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ECS	11-2022	$177,555	Sales Managers	979	1,016	Bach	<5	None
ECA	11-2021	$162,358	Marketing Managers	1,042	1,107	Bach	5+	None
ECI	41-4011	$110,124	Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	936	927	Bach	None	MOJT
IEC	13-1161	$84,989	Market Research Analysts and Marketing Specialists	2,122	2,481	Bach	None	None
CER	41-4012	$67,017	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	2,865	2,941	HS	None	MOJT
ECA	41-3011	$65,233	Advertising Sales Agents	315	294	HS	None	MOJT
EAS	27-3031	$65,142	Public Relations Specialists	928	977	Bach	None	None
ECS	11-9141	$64,477	Property, Real Estate, and Community Association Managers	1,046	1,113	HS	<5	None
ECS	41-9022	$49,410	Real Estate Sales Agents	1,020	1,099	HS	None	MOJT
ECS	41-1011	$48,288	First-Line Supervisors of Retail Sales Workers	5,200	5,259	HS	<5	None
CES	41-2021	$31,681	Counter and Rental Clerks	1,312	1,396	NFE	None	SOJT
AER	27-1026	$28,599	Merchandise Displayers and Window Trimmers	754	748	HS	None	SOJT
ECS	41-2031	$26,488	Retail Salespersons	14,745	14,903	NFE	None	SOJT
CER	41-2011	$23,125	Cashiers	13,813	13,345	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

NOTE: For more information about occupations, visit: O*NET OnLine at ***www.onetonline.org*** or the Bureau of Labor Statistics at ***www.bls.gov***
This table displays only selected occupations. For a complete listing, view the Delaware 2028 publication at ***https://lmi.delawareworks.com/Content/Publications/***

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.

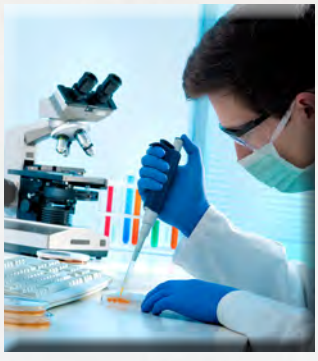
Holland Code	SOC Code	2019 Mean Wage	Occupation Title	2018 Est. Empl.	2028 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
EIR	11-9041	$156,546	Architectural and Engineering Managers	361	367	Bach	5+	None
IRC	17-2041	$126,652	Chemical Engineers	569	601	Bach	None	None
IRC	19-2031	$106,016	Chemists	1,417	1,383	Bach	None	None
IRC	17-2071	$105,917	Electrical Engineers	616	641	Bach	None	None
ICR	17-2111	$105,825	Health and Safety Engineers, Except Mining Safety Engineers and Inspectors	108	111	Bach	None	None
IR	19-2032	$104,077	Materials Scientists	87	89	Bach	None	None
IRC	17-2141	$102,688	Mechanical Engineers	665	680	Bach	None	None
ICE	17-2112	$96,935	Industrial Engineers	457	482	Bach	None	None
ICE	19-3011	$89,080	Economists	39	42	Mast	None	None
IRC	19-2042	$84,589	Geoscientists, Except Hydrologists and Geographers	109	112	Bach	None	None
IR	19-1022	$63,256	Microbiologists	191	193	Bach	None	None
ICE	19-3022	$62,068	Survey Researchers	90	83	Mast	None	None
IRC	19-2041	$61,780	Environmental Scientists and Specialists, Including Health	380	404	Bach	None	None
EIR	19-1031	$56,222	Conservation Scientists	93	96	Bach	None	None
RIC	19-4099	$51,858	Life, Physical, and Social Science Technicians, All Other	32	34	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



NOTE: For more information about occupations, visit: O*NET OnLine at ***www.onetonline.org*** or the Bureau of Labor Statistics at ***www.bls.gov***
This table displays only selected occupations. For a complete listing, view the Delaware 2028 publication at ***https://lmi.delawareworks.com/Content/Publications/***

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	2019 Mean Wage	Occupation Title	2018 Est. Empl.	2028 Proj. Empl.	Education	Years work experience in a related occupation	On-the-job training
ECR	11-3071	$132,544	Transportation, Storage, and Distribution Managers	378	399	HS	5+	None
REI	53-2012	$104,234	Commercial Pilots	308	319	HS	None	MOJT
ERC	53-5021	$77,610	Captains, Mates, and Pilots of Water Vessels	66	69	VocEd	<5	None
RCI	49-3011	$66,768	Aircraft Mechanics and Service Technicians	422	468	VocEd	None	None
RCI	49-2091	$65,191	Avionics Technicians	82	91	Assoc	None	None
RCI	49-3031	$46,852	Bus and Truck Mechanics and Diesel Engine Specialists	703	747	HS	None	LOJT
RCI	53-3032	$46,846	Heavy and Tractor-Trailer Truck Drivers	4,631	4,851	VocEd	None	SOJT
RIC	49-3023	$44,432	Automotive Service Technicians and Mechanics	2,090	2,073	VocEd	None	SOJT
CES	43-3021	$44,404	Billing and Posting Clerks	2,259	2,454	HS	None	MOJT
RCE	49-3021	$43,282	Automotive Body and Related Repairers	416	435	HS	None	LOJT
CER	43-5032	$42,941	Dispatchers, Except Police, Fire, and Ambulance	725	745	HS	None	MOJT
RCE	53-3033	$37,504	Light Truck or Delivery Services Drivers	2,759	2,884	HS	None	SOJT
RC	49-3093	$29,927	Tire Repairers and Changers	227	211	HS	None	SOJT
R	49-3052	$29,908	Motorcycle Mechanics	23	25	VocEd	None	SOJT
R	43-5021	$29,453	Couriers and Messengers	341	335	HS	None	SOJT
RSE	53-3011	$29,031	Ambulance Drivers and Attendants, Except Emergency Medical Technicians	59	66	HS	None	MOJT
RCE	53-7061	$27,086	Cleaners of Vehicles and Equipment	1,019	1,071	NFE	None	SOJT
RCE	53-6021	$24,560	Parking Lot Attendants	338	361	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*** or the Bureau of Labor Statistics at ***www.bls.gov***
This table displays only selected occupations. For a complete listing, view the Delaware 2028 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?

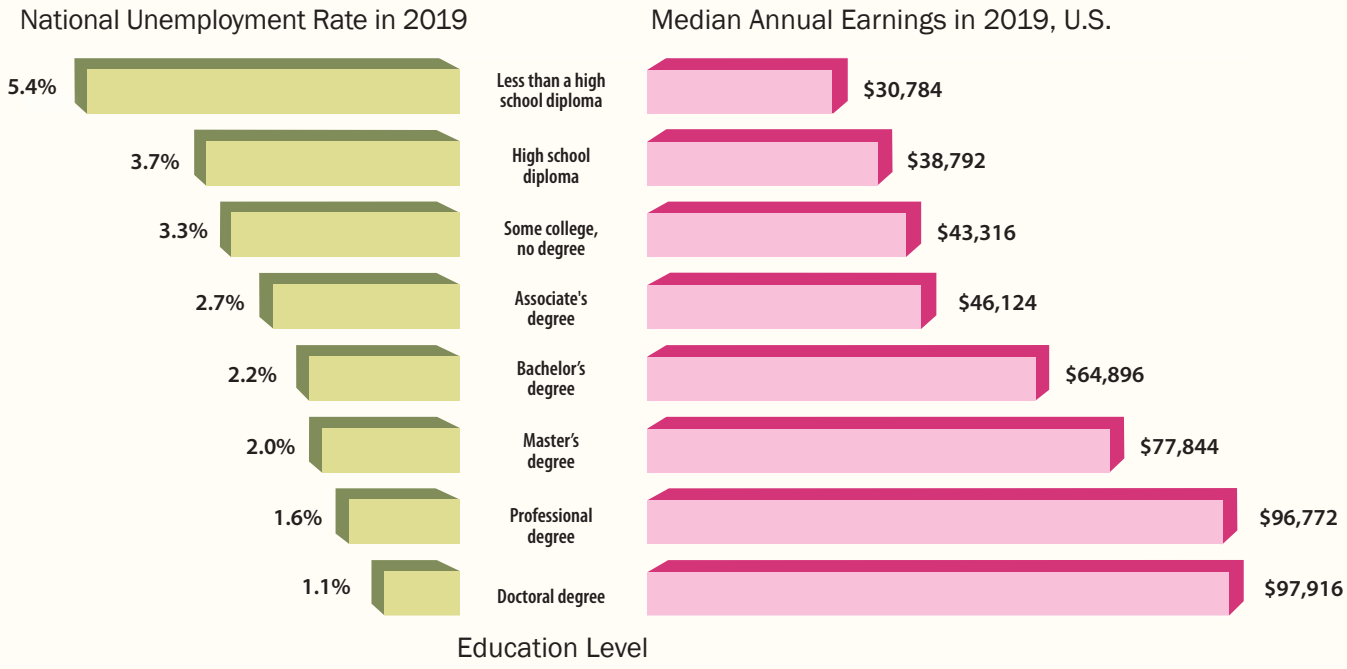
How much education would you like to attain now, or eventually? Ask yourself:

- 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 52 – Column 1 (My Profile), Row 4 (Education).

Education Pays in Higher Earnings and Lower Unemployment Rates

Something else to consider is that the unemployment rate is inversely related to the amount of education you have attained. The more education you have, the less likely you are to be unemployed.



NOTE: Data are for persons 25 and over. Earnings are for full-time wage and salary workers.
Source: U.S. Bureau of Labor Statistics, Current Population Survey

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 27 for detailed descriptions of each abbreviation.

HIGH SCHOOL DIPLOMA AVG. SALARY $43,778 (DE)	TWO-YEAR COLLEGE AVG. SALARY $52,090 (DE)	FOUR-YEAR COLLEGE AVG. SALARY $89,554 (DE)	MORE THAN FOUR YEARS AVG. SALARY $113,452 (DE)
Auto Mechanic (SOJT)	**Chemical Technician** (MOJT)	**Accountant**	**Chiropractor**
Bank Teller (SOJT)	**Dental Hygienist**	**Art Director** (5+ yrs)	**Dentist**
School Bus Driver (SOJT)	**Funeral Service Manager** (<5 yrs)	**Athletic Trainer**	**Judge** (5+ yrs and SOJT)
Carpenter (App)	**Paralegal**	**Chemist**	**Lawyer**
Chef (5+ yrs)	**Preschool Teacher**	**Registered Nurse**	**Librarian**
Electrician (App)	**Web Developer**	**Environmental Engineer**	**Pediatrician** (Int/Res)
Fitness Trainer (SOJT)	**Veterinary Technician**	**Computer Programmer**	**Pharmacist**
Mail Carrier (SOJT)	**Physical Therapy Assistant**	**Graphic Designer**	**Physical Therapist**
Photographer (LOJT)	**Mechanical Drafter**	**Human Resources Manager** (5+ yrs)	**Physician's Assistant**
Private Detective (<5 yrs and MOJT)	**Computer Network Support Specialist**	**Interior Designer**	**Surgeon** (Int/Res)
Real Estate Agent (MOJT)	**Medical Equipment Repairer**	**Kindergarten/Middle School Teacher**	**Veterinarian**
Receptionist (SOJT)	**Avionics Technician**	**Loan Officer** (MOJT)	**Economist**
Travel Agent (MOJT)		**Marketing Manager** (5+ yrs)	**School Counselor**
Welder (MOJT)		**Sales Manager** (<5 yrs)	

SOURCE: Data are taken from Delaware 2028 Occupation & Industry Projections, published July 2020, and Delaware Wages 2019, published May 2020.

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

Your Money

What happens when you leave home, get your own place, and have to start paying all of the bills on your own...such as rent, groceries, phone and electric bills? Reality will set in! If you're not careful, you'll find it tough to pay all of your bills and still afford a social life and leisure activities. However, developing a budget can help. Try working through the budget activity on the next two pages.

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.

Housing

Assuming you won't be living with your parents, you'll need a place to stay. You can reduce costs by living with roommates.

1-Bedroom Apartment	2-Bedroom Apartment	3-Bedroom Apartment	4-Bedroom Apartment	Totals
$938	$1,142 (divided by 2)	$1,503 (divided by 3)	$1,730 (divided by 4)	$ _____

Utilities

Monthly bills are sometimes included with rent, but homeowners must pay for utilities.

All Utilities (Electric/Gas/Energy/Water/Garbage)

$260 $ _____

Communication

You can save money by skipping a landline or cable, or by finding a good deal on bundled services. Add all that apply.

Phone	Internet/TV	
	+	
$100	$70	$ _____

Food

Some people like to cook and others like to dine out. Most do a little of each. Choose one or enter your own estimate.

Eat at Home	Home/ Dine Out	Mostly Dine Out	Enter Your Own	Totals
$230	$370	$500	$ _____	$ _____

Transportation

You need to get to and from work and play. Car payments vary depending on the vehicle, and the length of the loan.

Bike/Walk	Public Transportation	Personal Vehicle	Totals
$20	$55	$600	$ _____

Clothes

Many occupations require a professional wardrobe. Others require specialized items such as steel-toe work boots.

Minimal New Clothes	A Few Basics	I like Clothes	I love Clothes!	Totals
$25	$45	$60	$100	$ _____

Health Care

You can buy health insurance to cover your medical expenses or pay out-of-pocket for medical, dental, and vision visits.

Insurance (Health Care/Dental/Vision)

$230 $ _____

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	Mainly Hang Out	Hang Out/ Go Out	Mainly Go Out	Totals
$100	$140	$200	$300	$ _____

Personal Care

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

Low	Medium	High	Pamper Yourself	
$35	$50	$70	$100	$ _____

Miscellaneous

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

Low	Medium	High	Higher	
$100	$150	$250	$ _____	$ _____

Student Loans

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

No Debt	Associate's Degree	Bachelor's Degree	Graduate Degree	
$0	$150	$330	$700	$ _____

Source: Format adapted from the Montana Career Guide.

Step 3 - Total your monthly expenses.

Step 4 - Divide your annual salary (on page 48) by 12 to convert it to 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 48. Social Security is 6.2% of your monthly wages.

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.*

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

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

Total Personal Expenses $ _____

Gross Monthly Wages $ _____

Federal Tax $ _____

State Tax $ _____

Social Security $ _____

Total Taxes $ _____

Savings $ _____

Total Monthly Expenses $ _____

Net Take Home Pay $ _____

2020 Delaware Tax Bracket (Single) Marginal Tax Rate ($)	2020 Federal Tax Bracket (Single) Marginal Tax Rate ($)
$2,000 – $4,999 .....2.2%	$0 – $9,875..... 10%
$5,000 – $9,999 .....3.9%	$9,876 – $40,125 ..... 12%
$10,000 – $19,999 .....4.8%	$40,126 – $85,525 ..... 22%
$20,000 – $24,999 .....5.2%	$85,526 – $163,300 ..... 24%
$25,000 – $59,999 .....5.55%	$163,301 – $207,350..... 32%
$60,000+ 6.6%	$207,351+ 35%

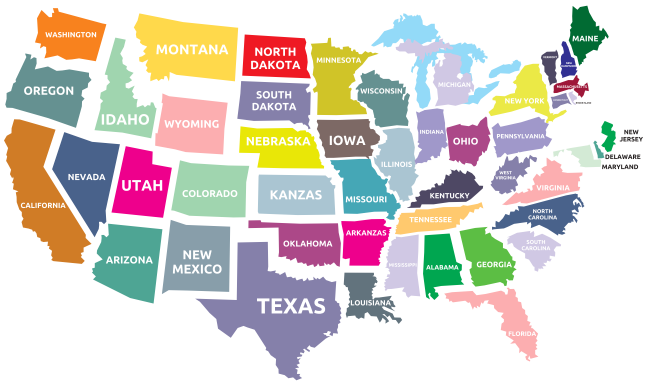
Based on this exercise, I would like to earn an entry wage of:

$_____

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 52.

Where Do I Want to Live?



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

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

If where you live is important to you, write your two favorite locations under Column 1 (My Profile) on Row 6 - Job Location(s) - of the Occupation Comparison Chart on page 52.

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

City and State	2 BR Apt Rent /month	Home Energy /month	Gas regular /gallon	Doctor Office Visit	Men's Haircut, No Styling	Dry Cleaning, 2 pc. Suit	Whole Milk half gal.	White Bread 24 oz.	Eggs dozen	Corn Flakes 18 oz.	Bananas /per lb.	Cheese Pizza 12"
Delaware												
Dover	1,199	181.53	2.39	74.88	20.71	18.44	2.50	3.90	1.85	4.78	0.61	10.63
Wilmington	1,643	139.32	2.53	100.75	17.96	19.04	2.62	4.25	1.89	5.01	0.66	10.62
Northeast												
Boston, MA	3,386	231.97	2.60	179.13	25.75	15.59	2.07	3.41	1.91	4.49	0.61	10.99
Washington, DC	3,060	219.91	2.79	110.81	23.16	14.79	2.39	3.97	1.73	4.83	0.56	10.80
Manhattan, NY	5,063	209.40	2.84	106.72	23.00	14.67	2.84	4.18	2.44	5.96	0.80	12.30
Philadelphia, PA	1,489	183.41	2.77	131.50	19.24	12.68	2.15	4.56	2.15	4.43	0.69	10.73
Baltimore, MD	1,784	176.40	2.54	93.69	20.78	13.17	2.40	4.49	1.82	4.50	0.59	10.91
Southeast												
Lynchburg, VA	886	185.61	2.24	117.01	12.15	10.09	1.74	3.17	1.10	3.32	0.47	9.92
Louisville, KY	1,015	153.75	2.56	155.92	14.87	17.45	1.26	3.52	0.80	4.10	0.49	10.00
Atlanta, GA	1,207	123.06	2.53	117.28	20.50	10.84	2.09	4.15	1.19	4.24	0.54	10.29
Orlando, FL	1,138	160.59	2.34	78.50	19.31	12.57	2.44	3.22	1.60	3.86	0.52	9.99
North Central												
Waterloo, IA	661	130.16	2.52	116.51	16.29	11.62	2.06	3.24	1.05	3.30	0.47	9.99
Chicago, IL	2,154	131.87	3.24	105.01	22.08	17.04	2.10	3.19	1.36	3.79	0.51	10.04
Wichita, KS	755	162.70	2.31	105.05	18.77	15.44	1.51	3.49	0.79	3.92	0.50	9.98
South Central												
Denver, CO	1,504	108.05	2.47	119.28	20.29	16.88	1.71	3.11	1.56	3.86	0.54	10.74
Dallas, TX	1,603	187.81	2.29	115.06	28.01	13.38	1.94	3.61	1.20	3.86	0.42	8.99
Phoenix, AZ	1,464	197.76	2.74	96.88	14.93	11.60	1.63	3.23	1.95	3.25	0.61	10.99
West												
Anchorage, AK	1,243	241.46	2.91	186.96	21.78	13.23	2.74	4.28	2.41	4.89	0.91	9.85
San Francisco, CA	4,185	238.26	3.75	153.96	22.46	15.85	2.66	4.78	3.55	5.16	0.79	13.74
Boise, ID	1,153	125.32	2.64	126.75	19.40	14.69	1.44	3.35	1.24	3.93	0.53	9.49
Portland, OR	2,530	141.22	3.28	158.63	30.74	14.76	1.96	4.36	2.04	4.84	0.56	12.42
Honolulu, HI	3,059	406.66	3.49	148.80	17.05	20.49	4.06	4.68	4.10	6.35	1.30	13.74

NOTE: Data are taken from the C2ER Cost of Living Index, 2020 First Quarter Data, published May 2020.

You Need a Plan...a Career 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. Remember, for as much of your life as you will likely spend at your future 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. Fill out the ***Career Plan*** below to help get you moving in the right direction.

1. MY OCCUPATIONAL GOAL:

2. MY POST-SECONDARY GOALS: (What will I do after I graduate high school to prepare for my occupational goal?)

** Check all the boxes below for goals that apply to you and then list the tasks you must accomplish in order to meet your occupational goal.*

☐ **GOAL: I will need more formal education.**

TASKS

What degree(s) or certificate(s) will I need to pursue? How many years will this take? Which schools offer this degree? How will I pay for it?

☐ **GOAL: I will need vocational or on-the-job training.**

TASKS

What training do I actually need? How long will it take? Where can I get this training? Can I apprentice? Is there financial aid available?

☐ **GOAL: I will go straight to work.**

TASKS

Where do I want to work? Be specific. What's the application process? Who do I know that could help me?

☐ **GOAL: I will build more skills & experience.**

TASKS

I could volunteer, job shadow, hold occupational interviews, work part-time, take an internship, etc. How exactly will you build your skills and experience?

☐ **GOAL: I will build character and maintain my health.**

TASKS

I could join professionals or student organizations, take leadership roles, define my values, play sports, exercise regularly and eat healthy foods. What exactly do I plan to do?

☐ **GOAL: I will build my personal & professional network.**

TASKS

I can add people who work in my chosen field and those who are supportive in my personal life. Where will I store this information and how will I maintain it?

How Do I Match Up?

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

Column 1
Complete this column with information you have discovered about yourself. Use the page numbers and resources provided.

Columns 2 & 3
Complete these columns for the two occupations you want to compare. Fill in each cell using the information you have found through your research. If you are missing any information, you know where to find it! ***www.onetonline.org***

Occupation Comparison Chart

		Column 1	Column 2	Column 3
	Job Attribute	**My Profile**	**Occupation 1**	**Occupation 2**
1	**Occupation Title**	my name date		
2	**Holland Code (RIASEC) (Interest code)**	p. 10		
3	**Career Clusters**	p. 15		
4	**Education**	p. 46		
5	**Entry Wage**	p. 49		
6	**Job Location(s)**	p. 50		
7	**Basic Worker Skills** (from the matrix or ***www.onetonline.org***)	p. 17		
8	**Job Openings/Growth** (from pp. 28 & 29 or ***www.onetonline.org***)	*Are you looking for an occupation that is growing? How important is it to you? Keep this in mind.*		

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

What Is My Best Match?

Analysis

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

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

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

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

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

Reality Check

Do you still want to consider your dream occupation from Step 1?
If your dream occupation didn't make it to this page as a good match, but you're not ready to let it go, then it's worth researching in the real world. Written activities are great tools to help you determine patterns and to set a course, but they shouldn't be used alone to drive your decision-making. See if you can interview someone, or volunteer, or intern in your dream job to gain a better understanding of what the occupation really entails. It will be worth it to you in the long run.

What to do if your dream job is not a good match after all:
1. Enjoy your dream as an avocation.
You may enjoy writing but you don't have the self-discipline required to make a living as a novelist. Find a more suitable occupation for your day job, but don't give up your writing. It may take you a long time, but if you keep working at it, your novel will be finished one day.

2. Find a different occupation in the same field of interest.
What if you don't have the talent to make it as a professional athlete? You might find career satisfaction as a coach, a trainer, an agent, a team marketing specialist, a sports writer, or a field maintenance worker. There are many occupations in which you can indulge your love of sports and still earn a good living.

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

What Next?

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

This occupation is my best match so far: _____

I am also considering this occupation: _____

Go on to Step 4

Step 4

How Do I Do It?

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

SECTION 1: High School and Career & Technical Education

Make the Most of High School

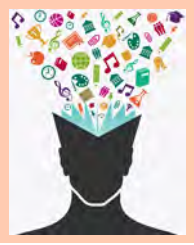
1. Take a variety of classes to discover what you're good at and what interests you. Take a chance – try something new.
2. Consider Career & Technical Education (CTE). Join a CTE student organization.
3. Appreciate the diversity of your classmates. Learn to work with all types of people. Move out of 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?

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. Students who successfully complete these programs can continue their education and enter high-skill, high-wage, high-demand careers.

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, a listing of career programs offered in the comprehensive, charter, and Vo-Tech schools is provided. The previous edition of the Career Compass included descriptions for each career program. They have been removed from this edition but those descriptions can still be found online at: ***https://laborfiles.delaware.gov/dcrn/extra/Career-Program-Descriptions.pdf*** or by scanning the QR code on this page. The Delaware Department of Education (DOE) staff have developed state-model programs which should be essentially the same at each school where a particular program is offered. Individual schools can also develop their own programs which become approved programs when certified by DOE. These programs can all be found in the tables below. Individual schools may also have other individual programs which are too numerous to list in their entirety here. You can find a table with website links that go into further detail of the offerings in each school/district by visiting the website link mentioned above or scanning the QR code on this page.

Career Programs Offered in Comprehensive & Charter Schools

PROGRAM NAME	HIGH SCHOOLS WHERE OFFERED
Agriculture, Food & Natural Resources	
Agricultural Power and Engineering	Dover, Sussex Central, Lake Forest, Smyrna
Agricultural Structures & Engineering	Christiana, Sussex Central, Milford, Smyrna, Woodbridge
Animal Science & Management	Appo, Middletown, Caesar Rodney, Cape Henlopen, Dover, Christiana, Odessa, William Penn, Delmar, Lake Forest, Milford, McKean, Smyrna, Woodbridge
Biotechnology	MOT Charter, Newark Charter
Biotechnology Laboratory Technician	Newark Charter
Environmental and Natural Resource Science (ENRS)	Dover, William Penn, McKean, Seaford
Natural Resource Management	Appo, Middletown, Cape Henlopen, Odessa, Smyrna
Plant Science	Appo, Middletown, Caesar Rodney, Cape Henlopen, Christiana, William Penn, Delmar, Lake Forest, Laurel, Milford, McKean, Odessa, Smyrna, Woodbridge
Architecture & Construction	
Architectural Engineering Technology (AET)	Caesar Rodney, Dover, A.I. DuPont
Construction Machinery Operator	Appo, Middletown
Construction Technology	William Penn
Arts, Audiovisual Technology & Communications	
Digital Business Communication	MOT Charter
Digital Communication Technology	Appo, Middletown, Brandywine, Mount Pleasant, Caesar Rodney, Dover, Sussex Academy, Newark, William Penn, Delmar, Lake Forest, Laurel, Milford, A.I. DuPont, Cab Calloway, Odessa, Seaford, Smyrna
Digital Media	William Penn
Digital Media & Imaging	MOT Charter
Fashion & Apparel	Cape Henlopen, Glasgow
Business Management & Administration	
Academy of Business Information & Management (AOBIM)	Caesar Rodney, Odyssey Charter, Glasgow, William Penn, Lake Forest, A.I. DuPont, DMA, Smyrna

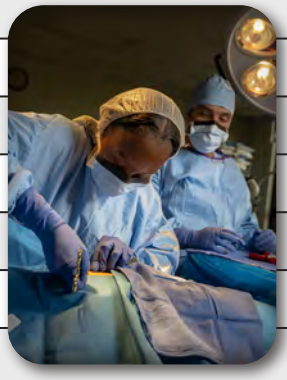
PROGRAM NAME	HIGH SCHOOLS WHERE OFFERED
Education & Training	
Early Childhood Teacher Academy	Appo, Middletown, Brandywine, Concord, Mount Pleasant, Dover, Odessa, Caesar Rodney, Howard, Polytech, William Penn, McKean, Smyrna, Sussex Tech
K-12 Teacher Academy	Appo, Middletown, Caesar Rodney, Cape Henlopen, Dover, Early College, Howard, Great Oaks Charter, Glasgow, William Penn, Delmar, Indian River, Sussex Central, Laurel, Milford, Polytech, A.I. DuPont, McKean, Seaford, Smyrna, Woodbridge
Finance	
Academy of Finance (AOF)	Appo, Middletown, Caesar Rodney, Dover, DSCYF, Odyssey Charter, Glasgow, William Penn, Delmar, Indian River, Sussex Central, Lake Forest, Laurel, Milford, A.I. DuPont, Smyrna, Woodbridge
Health Science	
Academy of Allied Health at DSU	Early College High
Allied Health	Appo, Middletown, Cape Henlopen, Great Oaks Charter, Christiana, Delmar, Indian River, Sussex Central, Milford, Smyrna
Healthcare Technician	William Penn
Nurse Assisting	Dover, Indian River, Conrad, Great Oaks Charter, Woodbridge
Patient Care Assistant	Caesar Rodney, McKean, Woodbridge
Public & Community Health	Appo, Middletown, Great Oaks Charter, Christiana, Lake Forest, Milford, Seaford
Hospitality & Tourism	
Culinary & Hospitality Management	Appo, Middletown, Brandywine, Mount Pleasant, Caesar Rodney, Cape Henlopen, Dover, William Penn, Lake Forest, Laurel, Delcastle, Hodgson, Howard, St. Georges, Polytech, McKean, Milford, Seaford, Smyrna
Hospitality & Tourism Management	Sussex Tech
Hospitality Management: Lodging, Travel, and Tourism	Sussex Tech
Information Technology	
Cisco Networking Academy	Polytech, Hodgson, Howard, Sussex Tech
Computer and Information Sciences	Sussex Central
Computer Science	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, Sussex Academy, Woodbridge
IT Support Specialist	William Penn
Manufacturing	
Manufacturing Logistics Technician	Brandywine, Concord, Mount Pleasant, William Penn, Delcastle, Hodgson, St. Georges, Seaford, Woodbridge
Manufacturing Production Technician	Appo, Middletown, Brandywine, Concord, Mount Pleasant, William Penn, Delcastle, Hodgson, St. Georges, Seaford, Woodbridge
Manufacturing Engineering Technology	Brandywine, Concord, Mount Pleasant, Caesar Rodney, Cape Henlopen, MOT Charter, Delmar, Lake Forest, McKean, Seaford

PROGRAM NAME	HIGH SCHOOLS WHERE OFFERED
Marketing, Sales & Service	
Marketing Today	Brandywine, Concord, Mount Pleasant, Caesar Rodney, Glasgow, William Penn, Newark Charter, A.I. duPont, Seaford, Smyrna
Science, Technology, Engineering & Mathematics	
Biomedical Science	Brandywine, Odyssey Charter, Glasgow, Laurel, Conrad, First State Military Academy
BSD Design & Engineering	Brandywine, Concord, Mount Pleasant
Engineering	Appo, Middletown, DE STEM Academy, Newark Charter, Sussex Academy, Christiana, Glasgow, Newark, William Penn, Indian River, Lake Forest, Milford, Hodgson, Polytech, Dickinson, Smyrna, Sussex Academy
Transportation, Distribution & Logistics	
Automotive Technology	Delcastle, Hodgson, Howard, St. Georges, Polytech, Sussex Tech, McKean
Capstone for ALL Pathways	
Work Based Learning Practicum	Appo, Middletown, Odessa, Brandywine, Concord, Mount Pleasant, Dickinson Caesar Rodney, Cape Henlopen, Dover, William Penn, Milford, A.I. duPont, Cab Calloway, McKean, Seaford, Smyrna, Sussex Tech, Woodbridge

Career Programs Offered in Vo-Tech Schools

PROGRAM NAME	DELCASTLE	HODGSON	HOWARD	ST. GEORGES	POLYTECH	SUSSEX TECH
BUSINESS, COMMUNICATIONS, & COMPUTERS						
Academy of Finance and Business			✘			
Apple Systems/Computer Networking Academy			✘			
Broadcast Media					✘	
Business, Finance and Marketing						✘
Business Technology	✘					
Cisco Networking Academy		✘			✘	✘
Digital Media	✘					
Digital Publishing and Print Design						✘
Graphic Arts	✘					
IT Academy	✘			✘		
Media Broadcasting						✘
Web and Print Technology				✘		

PROGRAM NAME	DELCASTLE	HODGSON	HOWARD	ST. GEORGES	POLYTECH	SUSSEX TECH
CONSTRUCTION TECHNOLOGIES						
Building Automation Systems			X			
Building Construction					X	
Carpentry	X	X	X	X		
Carpentry/Construction Management						X
Electrical and Green Energy						X
Electrical Trades	X	X		X	X	
Heating, Ventilation & Air Conditioning	X			X		X
Industrial Mechanics/ Millwright Technology		X				
Landscape Management and Environmental						X
Masonry		X			X	
Plumbing	X	X		X		
Sheet Metal Fabrication	X					
Welding/Fabrication	X				X	
HEALTH SERVICES						
Athletic Healthcare Services				X		
Biomedical Sciences and Allied Health	X					
Dental Assisting	X	X	X		X	
Dental Services						X
Emergency Medical Services				X		
Health Information Technology		X		X		
Health Professions						X
Healthcare & Rehabilitation					X	
Medical Assisting	X		X	X	X	
Nursing Technology	X	X	X	X		
Patient Care Services					X	
Physical Therapy-Athletic Health Care						X
Surgical Technology	X					



PROGRAM NAME	DELCASTLE	HODGSON	HOWARD	ST. GEORGES	POLYTECH	SUSSEX TECH
PUBLIC AND CONSUMER SERVICES						
Cosmetology	X	X	X		X	X
Criminal Justice					X	
Culinary Arts	X	X	X	X	X	
Early Care and Education					X	X
Teacher Academy			X		X	
Legal Administrative Assisting			X			
Legal Support Services			X			
Legal Support Services and Criminal Justice						X
Production & Imaging Technology	X					
Teacher Academy for Early Childhood Education		X	X	X		
SCIENCE, ENERGY, AND DRAFTING						
Academy of Engineering & Manufacturing (a Project Lead The Way Program)		X				
Biotechnology				X		
Chemical Lab Technology	X					
Electronics					X	X
Engineering Design					X	
Environmental Science					X	
Technical Drafting & Design	X	X		X		
TRANSPORTATION						
Auto Body	X	X			X	
Auto/Diesel Technology			X			
Automotive Technologies	X	X		X	X	X
Aviation Technology	X					
Collision Repair						X
Engine Technology			X			

Should I join a CTE Student Organization?

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

Educators Rising

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

National website:
www.educatorsrising.org

Delaware website:
www.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

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

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:
https://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 clinical, leadership, and teamwork skills to achieve a seamless transition from education to a career. Its competitive events program, aligned with the National Health Science Standards, helps students graduate and be career and college ready.

National website:
www.hosa.org

Delaware website:
http://delawarehosa.org

National FFA Organization

The *National FFA Organization* envisions a future in which all agriscience education students will discover their passion in life and build on that insight to chart the course for their education, career, and personal future. Delaware FFA members are preparing for careers in agricultural 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

Delaware website:
www.delawareffa.org

SkillsUSA

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

National website:
www.skillsusa.org

Delaware website:
http://delawareskillsusa.org

Technology Student Association (TSA)

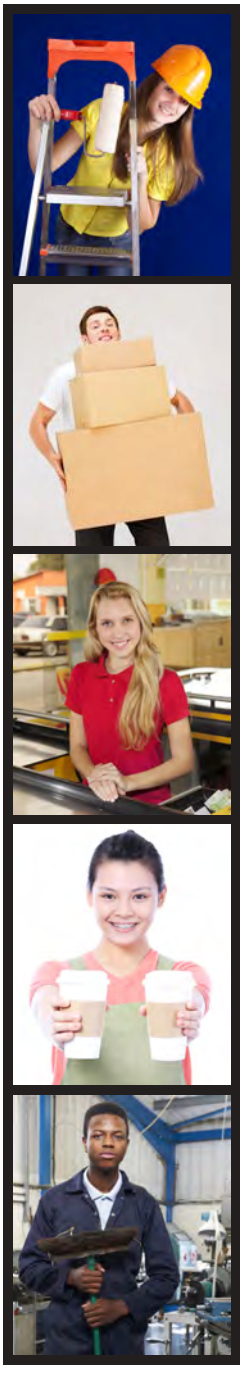
The *Technology Student Association* fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering, and mathematics (STEM) concepts through co-curricular activities, state and national competitions,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

National website:
https://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 $8.75/hour before any deductions are made for taxes or benefits. However, if you have a job where the customers regularly give you tips, your employer may pay you as little as $2.23/hour as long as you get enough tips to bring your earnings up to $8.75/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.

DELAWARE REGISTERED
APPRENTICESHIP
TRAIN. BUILD. MASTER.

Is Registered Apprenticeship Right For Me?

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 therefore typically work during the day and attend school at night. Registered Apprenticeship is a proven approach for preparing workers from age 16+ for jobs while meeting the needs of business for a highly-skilled workforce.

POPULAR DELAWARE APPRENTICESHIP OCCUPATIONAL WAGES

Electrician
Average Entry: $39,229
Average Experience: $68,723

Carpentry
Average Entry: $34,112
Average Experience: $57,886

Plumbers & Pipefitters
Average Entry: $41,746
Average Experience: $71,594

Construction Laborer
Average Entry: $26,790
Average Experience: $40,061

HVAC
Average Entry: $38,750
Average Experience: $57,491

Auto Technician
Average Entry: $28,371.20
Average Experience: $52,208

ACTION STEPS

1. **Determine occupation.** Search for occupations listed by trade or county at *de.gov/apprenticeship*.
2. **Ask your employer to sponsor you or find employment.** Search for Registered Sponsors listed by trade or county at *de.gov/apprenticeship*.
3. **Create a Delaware JobLink jobseeker account:** *de.gov/joblink*
4. **Take classes:** Your employer will direct you where to go for classes, whether it's at a vocational school or at another location internally. Contact your local vocational school about apprenticeship programs at any of the Adult Education locations in New Castle County, Kent County, or Sussex County.

AED
New Castle County Vo-Tech
(302) 683-3652

POLYTECH Adult Education
Polytech
(302) 697-4545

Sussex Tech
(302) 856-9035

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.

RESOURCES

Apprenticeship
Programs, Occupations, Sponsors, Policies & Procedures
de.gov/apprenticeship

Delaware Department of Labor
Employment & Training, Unemployment Insurance, Industrial Affairs, Vocational Rehabilitation and Labor Market Information
dol.delaware.gov

Delaware JobLink
Jobseekers, Employers, Education & Training, Resources
de.gov/joblink

U.S. DOL: Apprenticeship
Policies, National Apprenticeship Week, Resources, and more!
dol.gov/apprenticeship

STAY CONNECTED

302-761-8328
apprenticeship@delaware.gov
de.gov/apprenticeship

@DelawareDET
@DelawareDET
@delawaredoldet

Newsletters
Sign-up for quarterly newsletters from Delaware Registered Apprenticeship newsletters at *de.gov/deapprenticeshipnewsletter* for news and updates, events, sponsor highlights, and more!

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.

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

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

Air Force
The U.S. Air Force protects American interests at home and aborad with a focus on air power.
www.airforce.com

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

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

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*** *and* ***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.

Find Your Future In The First State!

The State of Delaware provides all types of services and programs that **help our communities, preserve our quality of life** and help to **create a better Delaware** for ourselves and our families. Working for the State of Delaware, you will help your neighbors every day.

As one of Delaware's largest employers, the State offers a **variety of jobs** for almost every educational background and skill set. The state offers opportunities to **further your education** and **training** with **certification programs** and an **online learning** center. With a state job, you will have a path to **career stability** and growth. Full time jobs offer **comprehensive health benefits, paid sick and vacation time**, and **retirement benefits** such as pension which means you will continue to receive a paycheck after retiring.

The State has **over 1,500 different types of jobs**, both full time and part time; regular and seasonal positions, so there is **opportunity for everyone!**

If you're not sure what job is best for you, the State offers **Career Counseling Workshops** to help you to identify jobs you may qualify for and learn techniques on submitting your application. To enroll, call our office at (302) 739-5458.
Learn more by visiting *www.statejobs.delaware.gov*

How to Apply:
Most of Delaware's jobs are posted on the Delaware Employment Link at ***www.statejobs.delaware.gov***. Here, you can browse open positions, review job descriptions and requirements, and access resources to help you on your application and interview. Make sure to check the website regularly and sign up for email alerts so you do not miss out on any opportunities!

*Let us help put you on the path to a challenging and rewarding career with the State of Delaware. With Great Benefits, Work Life Balance and Career Enrichment, you are sure to "**Find your Future in the First State**".*

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***.

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
www.careeronestop.org
www.bls.gov/ooh
www.bls.gov/k12

Find Job Openings
https://joblink.delaware.gov
http://delawarestatejobs.com
www.careerbuilder.com
www.indeed.com
www.americasjobexchange.com
http://jobsearch.monster.com

Company Research

Internet
The actual company website
www.bizjournals.com
www.Bloomberg.com
www.LinkedIn.com/directory/companies

Call the company's human resources office

Watch the news

Contact your personal network

Informational Interviews

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

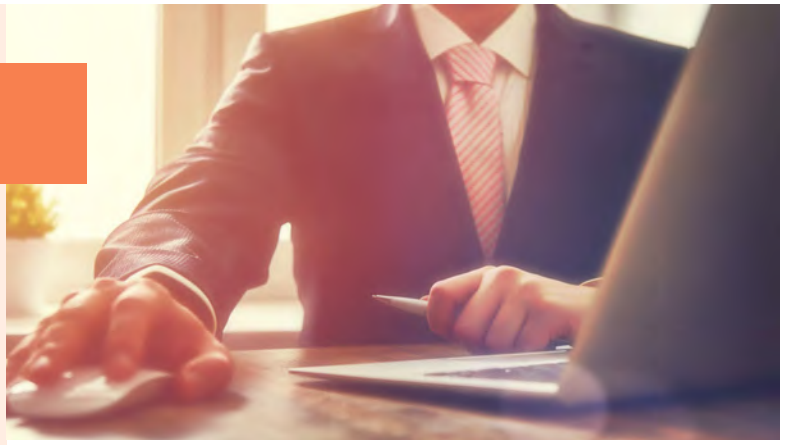
How can they benefit me?
1. You will learn firsthand about occupations from the people who are actually doing the work.
2. You will build your network with people who are in your field.
3. You will improve your interviewing skills.
4. You might learn about hidden (unadvertised) jobs.

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

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

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

Resume Writing



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

TIPS & SUGGESTIONS

Gather the Facts

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

Contact Information

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

Profile

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

Education

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

Experience

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

Activities/Associations

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

Special Skills

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

Awards/Honors

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

Other Personal Information

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

References

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

Choose a Format

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

Add Style

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

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

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

Proofread

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

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

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 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:

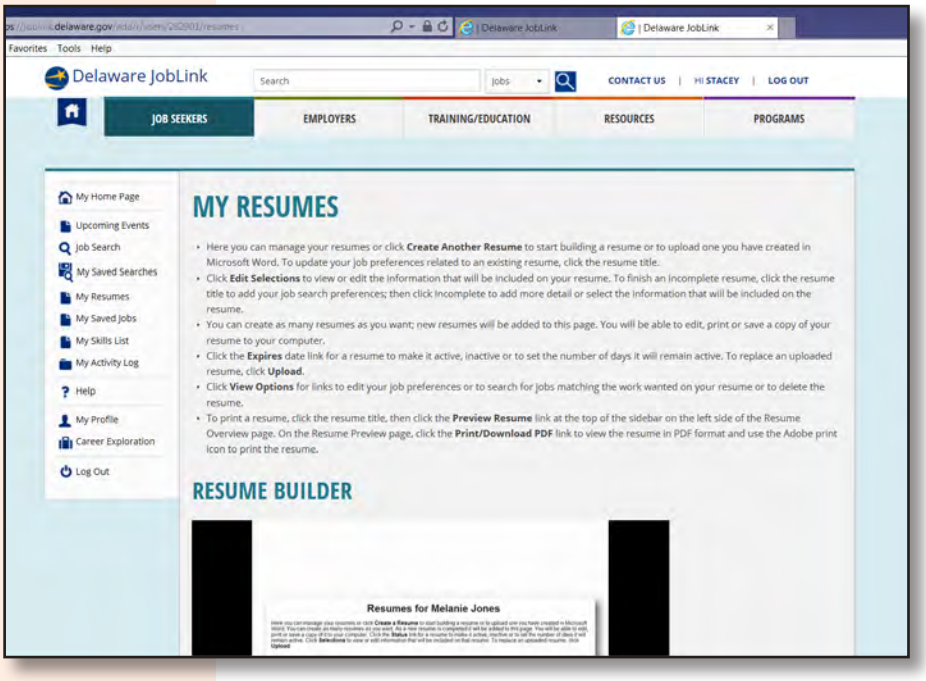
- Higher-quality, more descriptive resumes
- Web based, user-friendly self-service resource
- Instructional videos and step-by-step guidance
- Easy to read, professional resume format
- Accurate candidate/job order match

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
- Access to DOL's One-Stop Partner Agencies services
- Career planning services
- Training opportunities
- Job search resources
- Labor market information
- Career Lattices



Sample Resume Formats

Chronological Resume

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

Functional Resume

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

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

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

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

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

Work Experience

Cashier 2014 - present
Fast Food, Downtown, DE
www.fastfood.com
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.

Youth Counselor 2014, 2015, 2016
Beach Sports and Technology Camp, Beachtown, DE
www.BSTC.org
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.

Volunteer Experience

Yearbook Photographer 2014 and 2015
Downtown High School

Student Government 2013-2015
Downtown High School

Education and Training

Hospitality & Tourism Major Fall 2015 - present
Downtown College, Downtown, DE

High School Diploma 2015
Downtown High School, Downtown, DE
GPA 3.5 • High Honors

Tools and Technology

Tools:
Bar code reader equipment — Handheld bar code scanners; Stationary bar code scanners.
Cash registers — Electronic cash registers.
Commercial use scales — Food scales.
Packaging compactors — Cardboard balers; Trash compactors.

Technology:
Proficient in Microsoft Office, including Microsoft Publiser for desktop publishing..
Proficient with iPad and comparable devices. Knowledge of audio equipment for public speaking use.

Professional Associations

Travel USA Member since 2015
National Organization

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

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

Skills

Customer Service	Demonstrated strong communication skills by filling customer orders quickly and accurately Exceeded sales targets by using an enthusiastic and cheerful demeanor Instructed new employees in methods of greeting customers	
Leadership	Coached summer camp youth basketball team Used strong counseling skills to guide campers to a successful summer Directed all desktop publishing activities which resulted in weekly newsletters to parents Prepared and delivered speeches as a representative of the Student Government	
Computer	Proficient in Microsoft® Office Suite Proficient in Adobe® Creative Suite Knowledge of XML	

Work Experience

Cashier	Fast Food, Downtown, DE *www.fastfood.com*	2014 - present
Youth Counselor	Beach Sports and Technology Camp, Beachtown, DE *www.BSTC.org*	2014, 2015, 2016

Extracurricular Activities

Captain	Downtown High School Varsity Basketball Team	2014
Yearbook Photographer	Downtown High School	2014 and 2015
Student Government	Downtown High School	2013 – 2015

Awards and Honors

Employee-of-the-Month Award	Outstanding customer service at Fast Food, Downtown	July, 2015
All-State Basketball Point Guard	Outstanding varsity player at Downtown High School	March, 2016

Education

Downtown High School	Expected Graduation	June, 2017

Cover Letters

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

Salutation

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

2006 Main Street
Downtown, DE 19802
April 27, 2020

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

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.

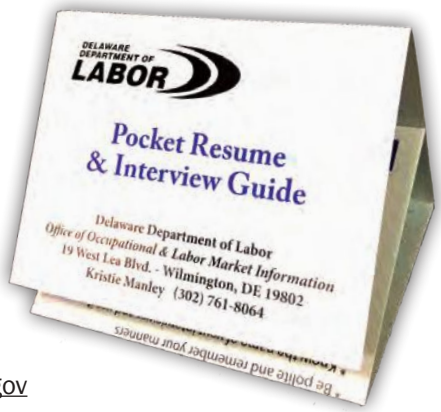
Closing

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.

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

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: _____

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.

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 is hair 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.

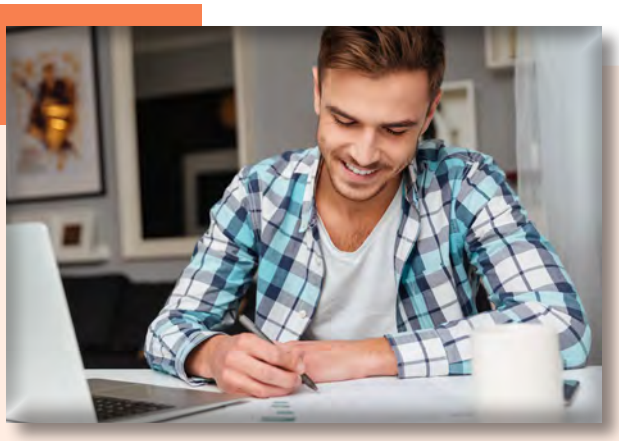
Conclude by showing that you have a strong and sincere interest in the job and you look forward to hearing from him.

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 covey 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.

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
Divine Light, Inc. Outpatient	302-468-4320
Jewish Family Outpatient Services	302-478-9411
Mobile Crisis Intervention Services	800-652-2929
NET Kirkwood Detox Outpatient Svcs	302-691-0140
New Life Foundation Recovery	302-252-7076
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
SaVida Health, Outpatient	302-608-6085
Brandywine Counseling	302-504-5930
Chrysalis Kent of ACFW Outpatient	302-674-1397
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
Connections CSP Harrington	302-786-7800
Dover Behavioral Health Outpatient Svcs	302-741-0140
Jewish Family Services Outpatient	302-478-9411
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*

SECTION 3: College

Shoot for the moon... even if you miss, you'll still land among the stars!

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*** and ***www.collegeboard.com***.

JUNIORS

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

September:
Register for the PSAT, given in October, even if you took it in your sophomore year. The results won't be sent to colleges, but juniors who are among the top scorers in each state may be considered for National Merit Scholarships of up to $2,500. (***www.nationalmerit.org***) 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. When you're ready to apply for aid, you can easily transition from FAFSA4caster to FAFSA on the web.

December:
This is when you will receive your PSAT scores. 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.

January to March:
Begin to develop your preliminary list of colleges that fulfill your educational and occupational goals 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 and June:
Find a summer job or internship that will help you explore your interests and learn new skills. Begin to refine your list to fewer schools. Call or email the admissions office at each of these schools. Ask about financial aid possibilities and application procedures. Estimate the cost of attending each of the schools you have chosen. The FinAid website at ***www.finaid.org*** has dozens of tools for calculating college costs, loan payments, savings, and the expected family contribution (EFC).

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.delawarestudentsuccess.org***. Find out what forms your colleges require for financial aid and be sure to meet each deadline. Compile the family financial information needed to fill out your financial aid applications: figures on non-taxable income, and information on assets. 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.

Soon after October 1:
Submit your FREE Application for Federal Student Aid (FAFSA) online at: ***www.fafsa.ed.gov***. Check with your school counselor if you and your parents need help completing the FAFSA.

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

Some schools may request additional information from you. Learn what each school requires and provide the information by the deadlines. The schools you choose will notify you whether they will give you financial aid. They will also explain how much grant, loan, work-study, and/or scholarship money they can offer you.

Compare college costs and financial aid packages using ***CollegeScorecard.ed.gov*** or College Board's comparison tool at: ***http://apps.collegeboard.com/fincalc/compare_aid.jsp***
Tell each school in writing if you will accept or decline their financial aid package.

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 that are put together in a "financial aid package" by the financial aid office at the school you have chosen.

What Types Are There?

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

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

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

Private Scholarships:
These are not repaid. They are awarded by organizations and individuals using a wide range of criteria, including academic excellence, artistic ability, athletics, ethnicity, and field of study (e.g., National Merit Scholarships)
www.finaid.org/scholarships

Aid for Military Personnel:
Financial aid opportunities that come with joining the military (e.g., Montgomery G.I. Bill).
See how you can qualify at: ***www.todaysmilitary.com*** *or* ***https://www.benefits.va.gov/gibill/montgomery_bill.asp***

Financial Aid Resources

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

For information about state-sponsored aid, contact the Delaware Higher Education Office:
https://delawarestudentsuccess.org/state-aid/
302-735-4120 or 800-292-7935

The Costs of College

Once you begin receiving those 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/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.

Steps to Financial Aid

Those who choose to attend the summer term:
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:
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: ***https://delawarestudentsuccess.org/fafsa/***. Find out if you need to reapply for any other sources of financial aid you receive.

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

Wilmington University, WilmU STAR Scholarship
https://www.wilmu.edu/scholarships/STAR_scholarship.aspx

Inspire Scholarship

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

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: ***https://delawarestudentsuccess.org/state-aid/***

Scholarship Resources

- *scholarships.delawarestudentsuccess.org*
- *https://bigfuture.collegeboard.org/scholarship-search#*
- *https://studentaid.ed.gov/sa/types/grants-scholarships/finding-scholarships*
- *www.fastweb.com*

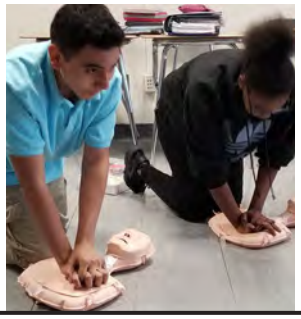
Delaware Colleges & Universities

College or University	Website	Admissions Office	Financial Aid Office	Degrees	Campus Locations Main Campus
Public Colleges and Universities					
Delaware State University	**www.desu.edu**	857-6351 800-845-2544	857-6250	B,M,D	Dover, Georgetown, Wilmington
Delaware Technical Community College	**www.dtcc.edu**	571-5343	434-5552	Dip,C,A	Wilmington
		454-3954	453-3706	Dip,C,A,B	Stanton - Newark
		857-1020	857-1040	Dip,C,A,B	Dover - Terry
		259-6053	259-6080	Dip,C,A,B	Georgetown - Owens
University of Delaware	**www.udel.edu**	831-8123	831-2126	C,A,B,M,D	Newark, Dover, Georgetown, Lewes, Wilmington
Private Colleges and Universities					
Delaware College of Art & Design	**www.dcad.edu**	622-8000 x203	622-8000 x209	AFA	Wilmington
Goldey Beacom	**www.gbc.edu**	225-6248	225-6265	C,A,B,M	Pike Creek
Wesley College	**www.wesley.edu**	736-2300	736-2494	C,A,B,M	Dover, Dover AFB
Wilmington University	**www.wilmu.edu**	877-967-5464	877-967-5464	C,A,B,M,D	New Castle, North Wilmington, Dover, Dover Air Force Base, Georgetown
Out-of-State Institutions Operating in Delaware					
Springfield College*	**www.springfieldcollege.edu/wilmington**	658-5720 x221	658-5720 x212	B,M	Wilmington
Strayer University	**https://www.strayer.edu/campus-locations/delaware/wilmington**	292-6100	292-6100	C,A,B,M	Wilmington
Widener University Delaware Law School	**delawarelaw.widener.edu**	477-2703	477-2272	C,MJ,DL,LLM,JD,SJD	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



Explore the possibilities with

JOBS *for* DELAWARE GRADUATES

- Enjoy a hands-on learning experience that gives you the skills to compete in our changing economy.
- Join the Delaware Career Association and engage in leadership, civic, and skill building activities.
- Receive credit towards graduation and the chance to complete a paid internship experience!

To learn more about Jobs for Delaware Graduates, visit 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.

Are you looking for a job? If you have a disability, DVR has the resources to help you succeed.

Our dedicated staff has the experience to help people with disabilities succeed in their search for employment. 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 Assessments & Evaluations
- Education, Training, Guidance, and Counseling
- Job Development and Job Placement

DVR
Linking Ability & Business

The Delaware Division of Vocational Rehabilitation (DVR) is an agency of the Delaware Department of Labor. We provide individualized services to people with disabilities and employers and develop 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***

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

Published by The Delaware Department of Labor,
Office of Occupational and Labor Market Information
with sponsorship of the
Delaware Advisory Council on Career and Technical Education
https://daccte.delaware.gov/delaware-career-compass/

DELAWARE
CAREER COMPASS