



Virginia Occupational Career Resource Guide



3rd Edition



Labor Market and Demographic Analysis

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3rd Edition



Table of Content

1

Introduction

3

Career Planning and Education

What Defines a Career.....	4
Career Clusters.....	5
Occupational Growth Trends.....	8
Wages and Salaries	10
Education	11

15

Overview of Virginia Occupations

25

Starting Your Career

Job Searching	26
Applying for Jobs.....	29
Job Interview.....	32

34

Resources



Introduction

The purpose of the Virginia Occupational Career Guide is to help provide students, teachers, job seekers, workforce professionals, and others with a resource that will aid them in navigating the ever-changing world of employment.

This guide will provide samples of growing occupations in the U.S., and more specifically, in Virginia. Each sample will give the employment trends, average annual income, and education/training required for each occupation.

Also included are articles with helpful tips on job searches, filling out applications, job interviews, and more.

And finally, this guide will offer a list of online sources that will aid in further researching careers.



Career Planning



Defining Your Career

Career - Ca·reer

A field for or pursuit of consecutive progressive achievement especially in public, professional, or business life or a profession for which one trains and which is undertaken as a permanent calling

If you search the word 'career' on the Internet, you will see thousands of listings. These listings will most likely include a combination of job listings, career advice, job search advice, and lists of occupations.

The reason your search brought up so many variations of information is because "career" can be defined in several different ways.

Two of the most common definitions for career according to Dawn Rosenberg McKay in her article, *What is a Career*, for thebalance.com, is:

Career Definition 1: A Synonym for "Occupation"

We often use the word "career" as a synonym for occupation, trade, profession, or vocation. This definition refers to what one does to make a living. There are thousands of careers, ranging from those that require extensive education to others for which you need hardly any.

Examples are engineer, carpenter, veterinary assistant, cashier, teacher, and hairstylist.

Career Definition 2: A Series of Jobs or a Career Path

The second meaning of "career" is much more complex. It refers to progression through a series of jobs over a lifetime. It also considers one's education and unpaid work experiences, such as internships and volunteer opportunities.

When we define it in this context, we are covering everything related to career development including career choice and advancement.



Keeping these definitions in mind, there are several career paths one can take:

Your career might be in one occupation throughout your working life. For example, you might start as an elementary school teacher, move up to middle school as a math teacher in a few years, then become the head teacher of the math department. Your career follows a path of progression in one occupation.

Or your career might be made up of multiple jobs that are unrelated to one another. For example, you could work as a restaurant server for a few years, then work answering phones for an office, then find work as a cashier in retail.

With these varied jobs, there is no defined career path. These occupations don't have much in common, so your experience in one job will rarely help you in finding another job that pays better, or has greater responsibilities.

However, if you were improving your education/training while working one of these varied jobs, you could then get a job that paid better with more responsibility based on your education/training instead of just previous work experience.

Another scenario that would allow you to improve your career without continuing in the same occupation is to have a variety of positions in the same industry. If your ultimate goal is to become a retail store manager, for example, you can begin as a cashier, a job you can easily get that doesn't require prior training. Your experience in retail will qualify you to get a job as a salesperson. Several years later, your efforts could pay off, and you can become a store manager.

This is just a small sample of potential career paths.

It would be impossible to cover all the situations that might exist. There are, for example, lateral career moves, when an individual transitions between jobs with different, but not necessarily greater, responsibilities. When you enter a new profession, you may have to start at the bottom. Careers, as you can see, take on many different forms. Taking time to research and plan out what career would best fit your interests, skills, and/or education level will help you have a successful career.

Sources: <https://www.thebalance.com/what-is-a-career-525497> By Dawn Rosenberg McKay; <https://www.merriam-webster.com/dictionary/career>

Career Clusters

There are hundreds of careers in our economy and multiple ways to group them. Organizing career information makes it more accessible to job seekers, students, and others exploring jobs and occupations. One such way of organizing careers is by Career Cluster.

Defining Career Clusters:

A Career Cluster is a grouping of occupations and broad industries based on commonalities.

Expectations at the Career Cluster level represent the skills and knowledge, both academic and technical, that all students within the Career Cluster should achieve regardless of their pathway.

Expectations at the pathway level represent the skills and knowledge, both academic and technical, necessary to pursue a full range of career opportunities within a pathway—ranging from entry level to management, including technical and professional career specialties.

Agriculture, Food and Natural Resources

- Agribusiness Systems
- Animal Systems
- Environmental Service Systems
- Food Products and Processing Systems
- Natural Resources Systems
- Plant Systems
- Power, Structural and Technical Systems

Architecture, Construction, and Engineering

- Construction
- Design/ Pre-Construction
- Maintenance/ Operations

Arts, A/V Technology, and Communications

- A/V Technology and Film
- Journalism and Broadcasting
- Performing Arts
- Printing Technology



- Telecommunications
- Visual Arts

Business Management and Administration

- Administrative Support
- Business Information Management
- General Management
- Human Resources Management
- Operations Management

Education and Training

- Administration and Administrative Support
- Professional Support Services, counseling, librarian
- Teaching/ Training

Finance

- Accounting
- Banking Services
- Business Finance
- Insurance
- Securities and Investments

Government and Public Administration

- Foreign Service
- Governance
- National Security
- Planning
- Public Management & Administration
- Regulation
- Revenue & Taxation

Health Science

- Biotechnology Research & Development
- Diagnostic Services
- Healthy Information
- Support Services
- Therapeutic Services

Hospitality and Tourism

- Lodging
- Recreation, Amusements and Attractions
- Restaurants and Food/ Beverage Services
- Travel & Tourism

Human Services

- Consumer Services
- Counseling and Mental Health Services
- Early Childhood Development and Services
- Family and Community Services
- Personal Care Services

Information Technology

- Information Support and Services
- Network Systems
- Programming and Software Development
- Web and Digital Communications

Law, Public Safety, Corrections and Security

- Correction Services
- Emergency and Fire Management Services
- Disaster Planning
- Law Enforcement Services
- Legal Services
- Security and Protective Services

Manufacturing

- Health, Safety and Environmental Assurance
- Logistics and Inventory Control
- Maintenance, Installation & Repair
- Manufacturing Production Process Development
- Production
- Quality Assurance

Marketing

- Marketing Communications
- Marketing Management
- Marketing Research
- Merchandising
- Professional Sales

Science, Technology, Engineering and Mathematics

- Engineering and Technology
- Science and Mathematics

Transportation, Distribution and Logistics

- Facility and Mobile Equipment Maintenance
- Logistics Planning and Management Services
- Sales and Service
- Transportation Operations
- Transportation Systems/ Infrastructure Planning, Management and Regulation
- Warehousing and Distribution Center Operations



Occupational Trends

Just as there are trends in music, fashion, and pop culture, there are trends in occupational growth. Some jobs have a bright future while others are falling behind. Changes in population, technology, economy, and other factors can impact the demand for certain occupations.

Projected Growth in the U.S.

The Bureau of Labor Statistics (BLS) publishes long-term projections every two years for the labor force, the macroeconomy, industry employment, and occupational employment. The latest projections go from 2021 to 2031. The projections data provide an overview of expected changes in the economy over a 10-year period. These projections are based on the assumption of a full-employment economy in 2031. *BLS does not attempt to predict business cycle fluctuations that might occur during the projection period.*

Nationally, employment is projected to add 8.3 million jobs over the 2021-2031 decade, an increase from 158.1 million to 166.5 million and grow 0.5 percent annually. This growth is slower than the 1.0 percent annual growth recorded over the 2011-21 decade.

According to the BLS, the leisure and hospitality sector is projected to experience the fastest employment growth of all sectors, owing mostly to the low base point in 2021. The healthcare and social assistance sector is projected to create the most jobs over the 2021-31 decade, growing in tandem with the segment of the population that is aged 65 and over. This should, in turn, boost demand for various healthcare occupations, especially those involved in caring for the elderly and those expected to benefit from the increased prevalence of team-based healthcare.

Projected Growth in Virginia

Overall employment in Virginia is expected to grow 11.6% percent by 2030, 3.9 percentage points higher than the national projected growth rate of 7.7 percent.

As with the nation, Leisure and Hospitality is projected to be one of the fastest growing industries in Virginia. Other industries with projected high growth in Virginia are: education and health services; professional and business services; other services (except government); construction; manufacturing; and trade, transportation, and utilities.

Below are samples of occupations in each projected high-growth industry:

In **Leisure and Hospitality**: Fast Food and Counter Workers is projected to grow to 14,072 by 2030. Other occupations in the leisure and hospitality field with high-growth are: Cooks, Restaurant (11,879); Waiters and Waitresses (9,801); First-line Supervisors of Food Preparation and Serving Workers (4,515); Fitness Trainers and Aerobics Instructors (3,438); and Amusement and Recreation Attendants (2,420).

In **Education and Health Services**: Home Health and Personal Care Aides (15,928); Nursing Assistants (4,958); Registered Nurses (4,439); Elementary School Teachers, Except Special Education (4,054); Teaching Assistants, Except Postsecondary (3,401); Nurse Practitioners (3,315); Substitute Teachers, Short-Term (3,292); Medical Assistants (2,830); and Pharmacy Technicians (1,927).

In **Professional and Business Services**: Software Developers and Software Quality Assurance Analysts and Testers (17,534); Information Security Analysts (5,308); Management Analysts (4,678); Security Guards (3,999); Accountants and Auditors (3,533); and Market Research Analysts and Marketing Specialists (2,921).

In **Other Services (except Government)**: Nonfarm Animal Caretakers (1,791); Hairdressers, Hairstylists, and Cosmetologists (1,627); Massage Therapists (792); Manicurists and Pedicurists (777); Automotive Service Technicians and Mechanics (705); Cleaners of Vehicles and Equipment (652); Industrial Machinery Mechanics (479); and Automotive Body and Related Repairers (455).

In **Construction**: Construction Laborers (2,843); Electricians (2,044); First-Line Supervisors of Construction Trades and Extraction Workers (1,783); Plumbers, Pipefitters, and Steamfitters (1,078); Construction Managers (1,000); Carpenters (920); and Heating, Air Conditioning, and Refrigeration Mechanics and Installers (887).

In **Manufacturing**: Industrial Machinery Mechanics (2,100); First-Line Supervisors of Production and Operating Workers (1,182); Laborers and Freight, Stock, and Material Movers, Hand (750); Cutting and Slicing Machine Setters, Operators, and Tenders (685); and Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic (640).

In **Trade, Transportation, and Utilities**: Stockers and Order Fillers (9,863); Retail Salespersons (4,604); Laborers and Freight, Stock, and Material Movers, Hand (4,025); Light Truck or Delivery Services Drivers (3,474); Heavy and Tractor-Trailer Truck Drivers (2,771); Industrial Truck and Tractor Operators (2,161); Driver/Sales Workers (1,632); and Flight Attendants (1,088).

Top 25 Occupations in Virginia

Projected to Grow During 2021 to 2031

Occupation	Estimated Employment		Total 2021 - 2031 Employment Change	Median Wage, 2021*	Median Salary, 2021*
	2021	2031	Number	Hourly	Annual
Office and Administrative Support Occupations	466,973	467,437	464	\$20.65	\$42,950
Sales and Related Occupations	391,851	399,021	7,170	\$22.44	\$46,670
Business and Financial Operations Occupations	326,329	359,786	33,457	\$43.04	\$89,530
Transportation and Material Moving Occupations	314,562	360,400	45,838	\$19.98	\$41,560
Food Preparation and Serving Related Occupations	277,827	334,150	56,323	\$13.631	\$28,350
Computer and Mathematical Occupations	245,652	287,041	41,389	\$53.13	\$110,510
Management Occupations	231,001	254,857	23,856	\$66.00	\$137,280
Educational Instruction and Library Occupations	230,558	260,480	29,922	\$31.46	\$65,440
Business Operations Specialists	230,498	255,351	24,853	\$42.51	\$88,410
Healthcare Practitioners and Technical Occupations	220,171	247,347	27,176	\$43.47	\$90,410
Retail Sales Workers	214,087	214,790	703	\$14.75	\$30,680
Construction and Extraction Occupations	193,847	211,921	18,074	\$24.24	\$50,430
Production Occupations	172,512	183,516	11,004	\$20.59	\$42,830
Food and Beverage Serving Workers	163,744	193,168	29,424	\$13.63	\$28,350
Material Moving Workers	158,379	181,936	23,557	\$19.98	\$41,550
Installation, Maintenance, and Repair Occupations	158,114	172,750	14,636	\$25.82	\$53,710
Information and Record Clerks	147,695	152,834	5,139	\$23.32	\$48,510
Healthcare Support Occupations	145,105	176,131	31,026	\$15.10	\$31,410
Construction Laborers	142,296	156,654	14,358	\$17.15	\$35,680
Health Diagnosing and Treating Practitioners	140,533	158,208	17,675	\$61.71	\$128,350
Building and Grounds Cleaning and Maintenance Occupations	136,964	146,344	9,380	\$15.17	\$31,550
Motor Vehicle Operators	118,736	136,240	17,504	\$16.22	\$33,730
Teachers and Instructors, All Other	108,228	121,188	12,960	N/A	\$73,050
Cashiers	100,935	96,027	-4,908	\$12.12	\$25,210
Protective Service Occupations	100,081	108,901	8,820	\$24.57	\$51,100

Source: Employment Projections program, U.S. Bureau of Labor Statistics

*Data are from the Occupational Employment Statistics program, U.S. Bureau of Labor Statistics.

Wages and Salaries



Often, the terms wage and salary are used interchangeably. However, there are distinct differences between the two in the work environment.

Wages are best associated with employee compensation based on the number of hours worked multiplied by an hourly rate of pay. For example, an employee working in an assembly plant might work 40 hours during the work week. If the person's hourly rate of pay is \$15, the employee will receive a paycheck showing gross wages of \$600 ($40 \times \15). If the employee had worked only 30 hours during that week, their paycheck will show gross wages of \$450 ($30 \times \15).

Salary is best associated with employee compensation quoted on an annual basis. For example, the manager of the assembly plant might earn a salary of \$120,000 per year. If the salaried manager is paid semi-monthly (perhaps on the 15th and last day of each month), their paycheck will show gross salary of \$5,000 for the half-month.

Generally, the hourly-paid employees will earn wages at the rate of time and one-half for the hours for overtime hours worked in excess of 40 per week. The salaried employees in high pay positions are not likely to receive additional pay for the hours worked in excess of 40 per week.

What is Median Salary?

If you lined up the individual salaries of people working in a particular occupation from lowest to highest, the median salary is the one that falls in the middle of that range. For example, if there are three retail managers,

and they earned \$20,000, \$30,000 and \$35,000 each, the median salary is \$30,000. The *Virginia Occupational Career Guide*, *The Occupational Outlook Handbook*, published by the U.S. Bureau of Labor Statistics, and O*NET OnLine, which the U.S. Department of Labor, Employment and Training Administration sponsors, always gives the median salary when discussing earnings.

Why Do You Need to Know About Earnings?

When gathering information about a career, you will want to find out what you can expect to be paid in compensation for your work. While salary isn't the most significant predictor of job satisfaction—which is how suitable a career is for one's personality, interests, and skills—you still want to make enough money to pay your bills. You will also need to know what other people in your field typically earn. With this information, you will be able to determine whether a job offer you received is fair and when the time is right, you can use this information when you ask for a raise.

Median vs. Mean?

You may also come across the mean salary, instead of the median salary, for an occupation. Mean is another word for average. You can calculate it by adding up all the salaries and then dividing that total by the number of salaries.

Take the above example of the retail managers' earnings. When added together ($\$20,000 + \$30,000 + \$35,000$) the total is \$85,000. To get the mean, divide the total by the number of salaries you have: $\$85,000 \div 3$. The mean is about \$28,333. As this example demonstrates, the mean and median are often different from one another.

The median salary, rather than the mean salary, more accurately represents earnings.



Education

What to do after high school can sometimes be a daunting decision. Do you go on to college or university, or attend a trade school? There are statistics that can help with that decision. Education is important and can help one develop a career path to a stable career, but higher education isn't for everyone. The good news is there are lots of options available—from trade schools, two-year degree programs, online programs, four year programs, to post graduate programs.

Why Choose College?

After looking at the increasing price tag of many degree programs and the time a degree requires, it's not surprising to ask questions like:

"Will the financial return of earning a degree outweigh the student debt I'm going to take on?"

"Is the time and effort I invest on a college degree going to be worth it?"

"What will college teach me that I can't learn in a job or life?"

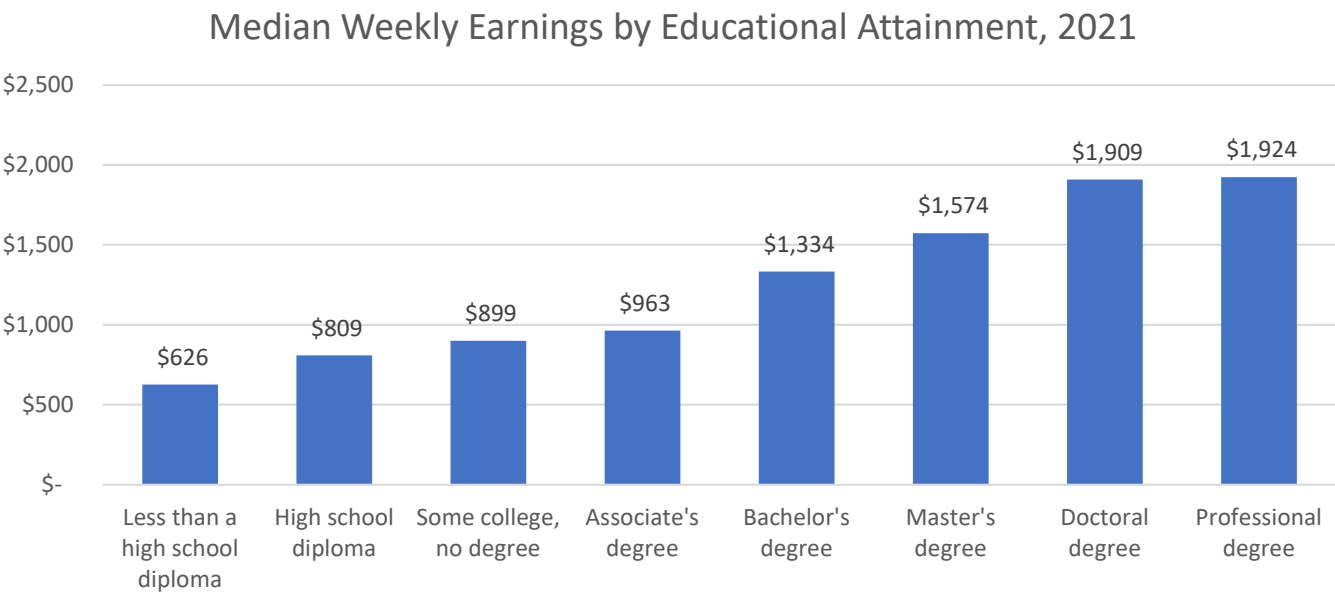
In a recent poll by College Board/*National JournalNext America*, "Ninety percent of those who pursued higher education immediately after high school said they would do so again—while a majority of those who moved from high school directly into the workforce said that if they could reconsider their choice today, they would instead seek more education."

Going to college can lead to increased salary potential, broader career opportunities, increased job security, and options for individual and professional growth.

Increased Salary

Making more money is among the most persuasive justifications for going to college.

According to the U.S. Bureau of Labor Statistics (BLS), bachelor's degree holders made an average weekly salary of \$1,305, while high school grads made an average weekly salary of \$781. That represents a difference of around \$30,000 each year.



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

This table shows the difference education can make on wages. All of the top 25 occupations by wage require a minimum of a bachelor's degree and usually graduate level or higher degrees.

Top 25 Occupations in Virginia by Annual Mean Wage

Occupation title	Total Employment	Annual Mean Wage 2021	Education
Cardiologists	420	\$355,580	Doctoral Degree
Emergency Medicine Physicians	1,440	\$340,100	Doctoral Degree
Orthodontists	210	\$324,660	Master's Degree
Radiologists	1,030	\$316,850	Master's Degree
Ophthalmologists, Except Pediatric	**	\$304,550	Doctoral Degree
Dermatologists	**	\$297,000	Doctoral Degree
Anesthesiologists	470	\$282,470	Master's Degree
Oral and Maxillofacial Surgeons	110	\$282,030	Doctoral Degree
Obstetricians and Gynecologists	500	\$270,830	Doctoral Degree
Surgeons, All Other	640	\$262,210	Doctoral Degree
Orthopedic Surgeons, Except Pediatric	400	\$252,530	Doctoral Degree
General Internal Medicine Physicians	1,540	\$252,460	Doctoral Degree
Family Medicine Physicians	4,060	\$247,890	Doctoral Degree
Psychiatrists	560	\$246,600	Doctoral Degree
Chief Executives	**	\$243,750	Professional Degree
Physicians, Pathologists	60	\$221,830	Doctoral Degree
Airline Pilots, Copilots, and Flight Engineers	2,820	\$206,690	Bachelor's Degree
Podiatrists	**	\$206,400	Doctoral Degree
Nurse Anesthetists	910	\$203,600	Master's Degree
Physicians, All Other	7,210	\$202,850	Doctoral Degree
Dentists, All Other Specialists	60	\$186,080	Doctoral Degree
Computer and Information Systems Managers	13,390	\$172,530	Bachelor's Degree
Marketing Managers	4,610	\$169,990	Bachelor's Degree
Public Relations Managers	**	\$169,870	Bachelor's Degree
Financial Managers	15,920	\$164,340	Bachelor's Degree

Source: May 2021 State (Virginia) Occupational Employment and Wage Estimates -- https://www.bls.gov/oes/current/oes_va.htm#00-0000; BLS Occupational Outlook Handbook

Broader Career Opportunities

You can increase your job options by earning a degree. According to data from the Bureau of Labor Statistics, by 2026, the number of jobs requiring a bachelor's degree will increase by 10 percent, a master's degree by 17 percent, and a doctoral degree or a professional degree by 13 percent.

Increased Job Security

Gaining a college degree often increases your job stability, lowering your risk of being unemployed. The unemployment rate for people with a college degree was 2.1% in December 2021, while it was 4.6% for people with only a high school diploma.

Pursue Specialized Interests

Finding a solid job or increasing your income aren't the only benefits of a college education. So, you may ask, "why should I go to college?" Please keep in mind that college can be a place for you to discover new passions, broaden your horizons, and a time for you to increase your potential.

When you go to college, you might enroll in classes that are unrelated to your degree to learn about new concepts and subjects. You'll pick up new abilities and discover interests that might be challenging to pursue elsewhere.

Being in college gives you access to knowledgeable lecturers and creative classmates who can help you think beyond the box. You have the chance to learn from experts in your profession whom you might not otherwise have the chance to work with.





Deciding Which College to Attend

Each college offers a different experience and unique educational opportunities. Your task shouldn't be to identify the top ranked colleges, but rather to figure out which college is best for you. Your choice of college will depend on your personal and career interests, occupational goals as well as past academic record. If you're still in high school you should talk with your high school counselor about all your options. Consider attending open houses provided by local colleges in your area, use the Internet to research colleges that fit your expectations and requirements, and contact individual colleges to speak with their guidance and admission counselors.

Bigger is not necessarily better, especially when it comes to a college education. When considering reasons to go to college, think about the environments you are most comfortable in. There are a large variety of smaller colleges and community colleges that can provide you an excellent education without the big school feel or, in the case of Community Colleges, without the big school tuition fees. The only way to find out what you really want is to take the time to visit each college campus, meet the people, and experience the atmosphere. You'll get the most out of your college experience if you take the time to investigate your options and stay open to any possibilities.

Consider Financial Aid

If you're really interested in attending college but don't have the funds right now, there are several options to finance your college education. Financial aid programs include scholarships, grants, student loans and prepaid tuition (information for most of these options can be found online). At many larger colleges and universities, you'll also find on-campus jobs that offer flexible schedules to accommodate your personal life and studies.

Maintain Realistic Expectations

As you make plans for your future, spend some time considering what it is you want to do with your life and what you want to accomplish in the long-term. As with any major decision, you'll want to consider all your options, and compare costs and benefits of attending one college over another. Think about what's most important to you and which school can provide that. College doesn't ensure happiness or success, but it opens up a lot of doors and helps you create opportunities for the future.

Sources: <https://admissionsight.com/why-should-i-go-to-college-2/>; <https://www.forbes.com/advisor/student-loans/why-should-you-go-to-college/>

Why Trade Schools are a Good Alternative to College



While four-year institutions present an excellent option for many students, trade schools are a viable alternative that can sometimes be overlooked.

Trade Schools are not always given their due as an option after high school. High school graduates may simply be unaware of trade school programs, or hesitate because of stereotypes about who goes to trade schools and misconceptions about the work graduates are able to do. There are several valid reasons why trade schools could be a better option for some. Below, are a few of the benefits of a trade school education:

Shorter Programs

The programs offered at trade schools are often shorter and tailored to teach students practical skills with the goal of direct employment. Many employers will even pay for students to continue their trade school education once they join the company. A student who enrolls in trade school will typically finish their formal education sooner, allowing them to join the workforce, gain valuable experience, and begin building a career.

Less Expensive Tuition

With an average total cost of \$33,000, tuition for trade schools tends to be far lower than what students pay for a bachelor's degree. Class times are also more flexible, allowing students to earn a part-time income while they pursue their education.

Lucrative Careers

A lower price tag doesn't mean that graduates of trade schools always earn less than their peers who attend four-

year institutions. Entry-level salaries may also be higher for in-demand fields that require vocational training. Aerospace engineering and operations technicians made a median salary of \$68,190 in 2018, for instance, and it's a job that can be obtained with training from a vocational-technical school. According to the Association for Career and Technical Education, graduates with technical or applied science associate degrees out-earn bachelor's degree holders by an average of \$2,000 to \$11,000.

A Wide Array of Options

Trade schools cater to a broader array of potential subjects than many students might imagine as well. The National Center For Education Statistics lists some common post-secondary trade school options as:

- Business and office
- Marketing and distribution
- Health
- Culinary arts
- Technical education (including protective services, computers and data processing, engineering and science technologies, and communication technologies)
- Trade and industry
- Agriculture

Trade schools train students for industry jobs that are fairly stable and difficult to export. If graduates decide to return to college later and pursue a full bachelor's degree, they may be able to build on the credits they received in trade school.

A Path to Self-Sufficiency

Trade schools tend to be thought of as a place for students who already know exactly what they want, but it can also be a good place for learners who are less sure of their career path. Although many students pursuing trade school training are very young, having skills specific to a single trade doesn't have to keep them in a box. For students who are unsure of what they want to pursue past high school, trade schools enable them to find early employment and pursue their passions at their own pace.

Source: <http://edu.stemjobs.com/benefits-trade-schools/>








Overview of Virginia Occupations by Career Cluster

The purpose of the following tables is to give a sampling of various careers found in each career cluster. The samples will show a mix of job growth, median annual salary, and education attainment in order to present a picture of how varied careers can be in each career cluster.

Below is a key of how to read and understand the tables. There will be an explanation for each career cluster followed by a sample of ten careers. The data for Virginia employment trends and median annual salary will be given side-by-side with U.S. data for comparison. Education and training levels are based on what is most commonly required for the listed career, but keep in mind that some programs might require more, or less, education than is stated here.

These tables can assist with career planning. Even though this is just a small sampling of the many careers found in each cluster, knowing and understanding employment trends, median annual salary, and education levels will help in determining important factors when deciding on a career.

Table Key

Title of Career Cluster					
Clarification of specific career cluster					
Occupation	Employment Trend		Median Annual Salary		Most Common Education/Training Level
	VA	US	VA	US	
Job Title	This column gives the future demand for workers in Virginia (VA) and the United States (US) by 2020-2030 employment projections. Definition of symbols: •  Much faster than average employment is expected to increase 14% or more. •  Faster than average employment is expected to increase 9 to 13%. •  Average employment is expected to increase 5 to 8%. •  Slower than average employment is expected to increase up to 2 to 4%. •  Little or no change employment is expected to change or decline by -1 to 1%.		The VA and US annual average/median salary for each occupation.		This column provides specific training and/or education required to qualify for employment for this job. Associate's Degree (2 years)/ Certification (Vocational Training, 1-2 years)/ On-the-Job-Training (OJT) is for occupations that require 1-12 months, or more, of on-the-job training or combined work experience and informal/formal classroom instruction for workers to develop the skills needed for average job performance. Bachelors Degree (4 years) Masters Degree (3+ years) Doctorate Degree (2+ years) Source: www.labormarketinfo.edd.ca.gov

Agriculture, Food, and Natural Resources

The agricultural, food, and natural resources industries prepare learners for careers in the planning, implementation, production, management, processing, and/or marketing of agricultural commodities, including food, fiber, wood products, natural resources, horticulture, and other plant and animal products. It also includes related professional, technical, and educational services.

Occupation	Employment Trend		Median Annual Salary (2021)		Most Common Education/ Training Level
	VA	US	VA	US	
Agricultural Inspectors	↗↗	↗↗	\$38,250	\$45,140	High School Diploma or Equivalent
Agricultural Equipment Operators	↗↗↗	↗↗↗	\$36,5300	\$36,360	High School Diploma or Equivalent
Environmental Economists	↗↗↗	↗↗↗	\$110,590	\$105,630	Master's Degree
Fish and Game Wardens	↘	↗↗	\$49,080	\$60,730	Bachelor's Degree
Food Preparation Workers	↗↗	↗↗	\$27,490	\$28,780	High School Diploma or Equivalent
Natural Sciences Managers	↗↗	↗↗	\$134,900	\$137,900	Master's Degree
Soil and Plant Scientists	↗↗↗	↗↗↗	\$59,980	\$66,750	Master's Degree
Veterinary Assistants and Laboratory Animal Caretakers	↗↗↗	↗↗↗	\$29,400	\$29,780	High School Diploma or Equivalent
Veterinarians	↗↗↗↗	↗↗↗↗	\$100,920	\$100,370	Doctoral Degree
Waiters and Waitresses	↗↗	↗↗↗↗	\$23,930	\$26,000	High School Diploma or Equivalent

Source: <https://www.onetonline.org/find/quick?s=Agriculture%2C+Food%2C+and+natural+Resources>

Architecture and Construction

The architecture and construction cluster prepares learners for careers in designing, planning, managing, building, and maintaining the site environment. People employed in this cluster work on new structures, restorations, additions, alterations, and repairs.

Occupation	Employment Trend		Median Annual Salary (2021)		Most Common Education/ Training Level
	VA	US	VA	US	
Architects	↘	↘	\$80,450	\$80,180	Master's Degree
Civil Engineers	↗↗	↗↗	\$84,800	\$88,050	Bachelor's Degree
Construction and Building Inspectors	↘	↘	\$60,670	\$61,640	Vocational/Certification/OTJ
Construction Laborers	↗↗	↗↗	\$36,320	\$37,770	High School Diploma or Equivalent
Construction Managers	↗↗↗	↗↗↗	\$99,010	\$98,890	Bachelor's Degree
Electricians	↗↗	↗↗	\$57,850	\$60,040	Vocational/Certification/OTJ
Landscape Architects	↘	■	\$62,020	\$67,950	Bachelor's Degree
Operating Engineers and Other Construction Equipment Operators	↗↗	↗↗	\$46,910	\$48,360	High School Diploma or Equivalent
Painters, Construction and Maintenance	↗↗	↗↗	\$38,640	\$45,590	High School Diploma or Equivalent
Sheet Metal Workers	↗↗	↘	\$56,320	\$53,440	High School Diploma or Equivalent

Source: <https://www.onetonline.org/find/quick?s=Architecture+and+construction>

Arts, Audio/Video Technology, and Communications

The arts, audio-video technology, and communications careers are divided into six pathways: audio and video technology and film; journalism and broadcasting; performing arts; printing technology; telecommunications; and visual arts. Occupations can include: designing, producing multimedia content, including visual and performing arts and design, journalism, and entertainment services.

Occupation	Employment Trend		Median Annual Salary (2021)		Most Common Education/ Training Level
	VA	US	VA	US	
Audio and Video Equipment Technicians			\$48,270	\$48,820	Associate's Degree/Certification/OTJ
Broadcast Technicians			\$47,840	\$44,740	Associate's Degree/Certification/OTJ
Camera Operators, Television, Video, and Film			\$50,090	\$49,230	Associate's Degree/Certification/OTJ
Film and Video Editors			\$60,720	\$62,680	Bachelor's Degree
Graphic Designers			\$59,760	\$50,710	Bachelor's Degree
Librarians and Media Collections Specialists			\$61,760	\$61,190	Master's Degree
Special Effects Artists and Animators			\$63,530	\$78,790	Bachelor's Degree
Speech-Language Pathologists			\$95,110	\$79,060	Master's Degree
Video Game Designers			\$74,900	\$79,890	Bachelor's Degree
Web Developers			\$100,290	\$77,030	Associate's Degree/Certification/OTJ

Source: <https://www.onetonline.org/find/quick?s=arts%2C+audio+technology+and+communication>

Business, Management, and Administration

There are six pathways in the Business, Management, and Administration cluster: Management; Business Financial Management and Accounting; Human Resources; Business Analysis; Marketing; and Administration and Information Support. Business Management and Administration careers encompass planning, organizing, directing, and evaluating business operations and are found in every sector of the economy.

Occupation	Employment Trend		Median Annual Salary (2021)		Most Common Education/ Training Level
	VA	US	VA	US	
Administrative Services Managers			\$99,640	\$100,170	Associate's Degree/Certification/OTJ
Agents and Business Managers of Artists, Performers, and Athletes			\$62,350	\$78,410	Bachelor's Degree
Business Intelligence Analysts			\$103,210	\$100,910	Bachelor's Degree
Business Operations Specialists, All Other			\$80,140	74,670	Associate's Degree/Certification/OTJ
Chief Executives			\$208,000	\$179,520	Master's Degree
Financial Managers			\$157,860	\$131,710	Bachelor's Degree
Human Resources Specialists			\$75,720	\$62,290	Bachelor's Degree
Management Analysts			\$100,690	\$93,000	Master's Degree
Office Clerks, General			\$37,010	\$37,030	High School Diploma or Equivalent
Payroll and Timekeeping Clerks			\$47,460	\$47,610	High School Diploma or Equivalent

Source: <https://www.onetonline.org/find/quick?s=business+management+and+administration>

Education and Training





















The careers in this cluster include three pathways: teaching and training; professional support services; and administration and administrative support. Education and training occupations involve planning, managing, and providing education and training services and related learning support services.

Occupation	Employment Trend		Median Annual Salary (2021)		Most Common Education/ Training Level
	VA	US	VA	US	
Adult Basic and Secondary Education and Literacy Teachers and Instructors			\$60,100	\$59,720	Bachelor's Degree
Childcare Workers			\$24,420	\$27,490	High School Diploma or Equivalent
Education Administrators, Kindergarten through Secondary School			\$97,580	\$98,420	Master's Degree
Educational, Guidance, and Career Counselors and Advisors			\$62,540	\$60,510	Master's Degree
Elementary School Teachers			\$63,670	\$61,400	Bachelor's Degree
Librarians and Media Collections Specialists			\$61,760	\$61,190	Master's Degree
Special Education Teachers, Elementary School			\$62,420	\$61,640	Bachelor's Degree
Teacher Assistants			\$30,100	\$29,360	Associate's Degree/Certification/OTJ
Training and Development Specialists			\$62,940	\$61,570	Bachelor's Degree
Career/Technical Education Teachers, Postsecondary			\$49,920	\$59,840	Associate's Degree/Certification/OTJ

Source: <https://www.onetonline.org/find/quick?s=Education+and+training>

Finance

Careers in the financial industry are found in financial and investment planning, business financial management, banking and related services, and insurance services. The work environment for most of these occupations is in an office setting and includes planning, services for financial and investment planning, banking, insurance, and business financial management.

Occupation	Employment Trend		Median Annual Salary (2021)		Most Common Education/ Training Level
	VA	US	VA	US	
Accountants and Auditors			\$78,780	\$77,250	Bachelor's Degree
Bill and Account Collectors			\$37,280	\$37,700	High School Diploma or Equivalent
Bookkeeping, Accounting, and Auditing Clerks			\$45,240	\$45,560	Associate's Degree/Certification/OTJ
Cashiers			\$23,200	\$27,260	High School Diploma or Equivalent
Credit Counselor			\$49,290	\$47,580	Bachelor's Degree
Financial Examiners			\$74,940	\$81,410	Bachelor's Degree
Loan Officers			\$76,710	\$63,380	Bachelor's Degree
Personal Financial Advisors			\$100,680	\$94,170	Bachelor's Degree
Tax Examiners and Collectors, and Revenue Agents			\$47,300	\$56,780	Associate's Degree/Certification/OTJ
Tellers			\$37,030	\$36,310	High School Diploma or Equivalent

Source: <https://www.onetonline.org/find/quick?s=Finance>

Government and Public Administration

Careers in public administration and government services fall into seven pathways: governance; national security; foreign service; planning; revenue and taxation; regulation; and public management and administration. The jobs can range from administrative executives, to professionals, to clerical staff, to jobs such as postmasters and tax examiners. Work conditions can vary, depending on the budget of the governmental unit or locality.

Occupation	Employment Trend		Median Annual Salary (2021)		Most Common Education/ Training Level
	VA	US	VA	US	
Archivists			\$55,150	\$60,050	Master's Degree
Appraisers and Assessors of Real Estate			\$62,320	\$61,3400	Bachelor's Degree
Bus Drivers, School			\$38,500	\$37,910	High School Diploma or Equivalent
Economist			\$110,590	\$105,630	Master's Degree
General and Operations Managers			\$108,710	\$97,970	Bachelor's Degree
Government Property Inspectors and Investigators			\$77,230	\$71,650	Associate's Degree/Certification/OTJ
Occupational Health and Safety Specialists			\$72,770	\$77,560	Bachelor's Degree
Office Clerks, General			\$37,010	\$37,030	High School Diploma or Equivalent
Park Naturalists			\$64,110	\$63,750	Bachelor's Degree
Urban and Regional Planners			\$76,730	\$78,500	Master's Degree

Source: <https://www.onetonline.org/find/quick?s=Government+and+public+administration>

Health Science

The occupations are found in five areas: therapeutic services; diagnostic services; health informatics; support services; and biotechnology research and development. Almost half of the employment is found in hospitals, and more than one-third are either in nursing and personal care facilities or physician offices.

Occupation	Employment Trend		Median Annual Salary (2021)		Most Common Education/ Training Level
	VA	US	VA	US	
Acute Care Nurses			\$76,900	\$77,600	Associate's Degree/Certification/OTJ
Advanced Practice Psychiatric Nurses			\$76,900	\$77,600	Master's Degree
Cardiovascular Technologists and Technicians			\$60,590	\$60,570	Associate's Degree/Certification/OTJ
Home Health Aides			\$23,010	\$29,430	High School Diploma or Equivalent
Medical and Health Services Managers			\$102,960	\$101,340	Master's Degree
Medical Records and Health Information Technicians			\$39,090	\$40,350	Associate's Degree/Certification/OTJ
Pharmacists			\$128,340	\$128,570	Master's Degree
Registered Nurses			\$76,900	\$77,600	Associate's Degree/Certification/OTJ
Social Science Research Assistants			\$48,560	\$49,720	Bachelor's Degree
Surgeons			\$208,000+	\$208,000+	Doctorate Degree (M.D.)

Hospitality and Tourism

Hospitality and Tourism occupations fall into four major paths: restaurant and food/beverage services; lodging; travel and tourism; and recreation amusements and attractions. Workers may plan and direct social events or serve as escorts or guides. They also may be concerned with the safety and needs of people who are traveling or on vacation. Many of the jobs are seasonal or part-time.

Occupation	Employment Trend		Median Annual Salary (2021)		Most Common Education/ Training Level
	VA	US	VA	US	
Amusement and Recreation Attendants	↗↗↗	↗↗↗	\$22,560	\$24,500	Less than High School
Chefs and Head Cooks	↗↗↗↗	↗↗↗↗	\$52,050	\$50,160	Associate's Degree/Certification/OTJ
Concierges	↗↗↗	↗↗↗↗	\$30,310	\$35,210	Associate's Degree/Certification/OJT
Fast Food and Counter Workers	↗↗↗↗	↗↗↗↗	\$23,000	\$25,100	Less than High School Diploma
Food Preparation Workers	↗↗↗	↗↗	\$27,490	\$28,780	High School Diploma or Equivalent
Hotel, Motel, and Resort Desk Clerks	▬	↗↗↗↗	\$23,820	\$28,080	High School Diploma or Equivalent
Lodging Managers	↘	↗↗↗	\$58,500	\$59,430	Associate's Degree/Certification/OTJ
Maids and Housekeeping Cleaners	▬	↗↗↗	\$25,560	\$28,780	High School Diploma or Equivalent
Travel Guides	↗↗	↗↗↗↗	\$26,990	\$29,780	Associate's Degree/Certification/OTJ
Waiters and Waitresses	↗↗	↗↗↗↗	\$23,930	\$26,000	High School Diploma or Equivalent

Source: <https://www.onetonline.org/find/quick?s=Hospitality+and+tourism>

Human Services

People working in the Human Services sector fall within five areas: early childhood development and services; counseling and mental health services; family and community services; personal care services; and consumer services. They may organize and lead group activities, assist clients in need of counseling or crisis intervention, or manage assistance programs. Almost half of the human services workers are employed in private agencies offering services such as crisis intervention, counseling, and adult care.

Occupation	Employment Trend		Median Annual Salary (2021)		Most Common Education/ Training Level
	VA	US	VA	US	
Child, Family, and School Social Workers	↗↗	↗↗↗	\$49,860	\$49,150	Bachelor's Degree
Compensation and Benefits Managers	↘	↘	\$134,580	\$121,010	Bachelor's Degree
Human Resources Assistants	▬	▬	\$45,340	\$45,630	Associate's Degree/Certification/OTJ
Human Resources Specialists	↗↗	↗↗↗	\$75,720	\$62,290	Bachelor's Degree
Industrial-Organizational Psychologists	↗↗↗	↘	\$83,230	\$105,310	Doctorate Degree (Ph.D., M.D.)
Marriage and Family Therapists	↗↗↗↗	↗↗↗↗	\$49,130	\$49,880	Master's Degree
Mental Health Counselors	↗↗↗↗	↗↗↗↗	\$48,820	\$48,520	Master's Degree
Psychiatrists	↗↗↗↗	↗↗↗	\$200,000	\$208,000+	Doctorate Degree (Ph.D., M.D.)
Rehabilitation Counselors	↗↗↗	↗↗↗	\$39,210	\$38,560	Bachelor's Degree
School Psychologists	↗↗↗↗	↗↗↗	\$79,500	\$78,780	Master's Degree

Source: <https://www.onetonline.org/find/result?s=human%20services&a=1>

Information Technology

Occupations in this cluster are found in the network systems, information support and services, programming and software development, or the interactive media areas. Most of the jobs are for computer systems analysts engineers and computer programmers. A majority of the work is done in an office setting; however, because of available technology, work can be done from remote locations using modems, e-mail, the Internet, and fax machines.

Occupation	Employment Trend		Median Annual Salary (2021)		Most Common Education/ Training Level
	VA	US	VA	US	
Business Intelligence Analysts			\$103,210	\$100,910	Bachelor's Degree
Computer and Information Systems Managers			\$164,920	\$159,010	Bachelor's Degree
Computer Network Architect			\$128,160	\$120,520	Bachelor's Degree
Computer Systems Analysts			\$100,380	\$99,270	Associate's Degree/Certification/OJT
Geographic Information Systems Technicians			\$113,360	\$95,270	Bachelor's Degree
Information Security Analysts			\$126,230	\$102,600	Bachelor's Degree
Information Technology Project Managers			\$104,840	\$90,270	Bachelor's Degree
Network and Computer Systems Administrators			\$89,350	\$82,050	Bachelor's Degree
Software Developers, Applications			\$109,740	\$103,620	Bachelor's Degree
Web Administrators			\$104,840	\$90,270	Associate's Degree/Certification/OJT

Source: <https://www.onetonline.org/find/quick?s=information+technology>

Law, Public Safety, Corrections, and Security

The people working in this cluster are found in correction services, emergency and fire management services, security and protective services, law enforcement services or legal services. Some jobs involve working under pressure or in the face of danger. Workers must be able to talk and deal with all kinds of people. A large portion of the people working in this area are required to wear uniforms, and their work hours are irregular, often including nights and weekends.

Occupation	Employment Trend		Median Annual Salary (2021)		Most Common Education/ Training Level
	VA	US	VA	US	
Administrative Law Judges, Adjudicators, and Hearing Officers			\$83,990	\$102,550	Doctorate Degree (J.D.)
Correctional Officers and Jailers			\$40,130	\$47,920	High School Diploma or Equivalent
Emergency Management Directors			\$76,840	\$76,730	Bachelor's Degree
Fire Inspectors and Investigators	No Data Available		\$61,000	\$64,600	Associate's Degree/Certification/OJT
Government Property Inspectors and Investigators			\$77,230	\$71,650	Bachelor's Degree
Judicial Law Clerks			\$46,600	\$50,750	Juris Doctorate Degree (J.D.)
Lawyers			\$131,520	\$127,990	Professional Degree
Librarians			\$61,760	\$61,190	Master's Degree
Police and Sheriff's Patrol Officers			\$58,480	\$64,610	High School Diploma or Equivalent
Security Management Specialists			\$80,140	\$74,670	Bachelor's Degree

Source: <https://www.onetonline.org/find/result?s=Law%2C%20public%20safety%2C%20Corrections&a=1>

Manufacturing

There are six pathways found in the manufacturing cluster, they are: production; manufacturing production process development; maintenance, installation and repair; quality assurance; logistics and inventory control; health, safety and environmental assurance. Many of the workers in manufacturing are trained on the job; however, there are numerous occupations that require high technical training and skills.

Occupation	Employment Trend		Median Annual Salary (2021)		Most Common Education/ Training Level
	VA	US	VA	US	
Assemblers and Fabricators, All Other			\$34,700	\$36,590	Certification/OJT
Automotive Engineering Technicians			\$61,080	\$60,460	Associate's Degree/Certification/OJT
Chemical Equipment Operators and Tenders			\$47,580	\$48,090	High School Diploma or Equivalent
Industrial Engineering Technologists and Technicians			\$60,050	\$60,220	Associate's Degree/Certification/OJT
Machinists			\$49,100	\$47,730	Associate's Degree/Certification/OJT
Production, Planning, and Expediting Clerks			\$48,310	\$48,040	Associate's Degree/Certification/OJT
Robotics Technicians			\$60,220	\$60,360	Associate's Degree/Certification/OJT
Slaughterers and Meat Packers			\$28,920	\$28,260	High School Diploma or Equivalent
Solderers and Brazers			\$46,280	\$41,380	High School Diploma or Equivalent
Welders, Cutters, and Welder Fitters			\$46,280	\$41,380	Associate's Degree/Certification/OJT

Source: <https://www.onetonline.org/find/career?c=13&g=Go>

Marketing

The Marketing, Sales, and Services cluster involves seven career pathways: management and entrepreneurship; professional sales and marketing; buying and merchandising; marketing communications and promotion; marketing information management and research; distribution and logistics; and e-marketing. People in marketing or sales may work in a variety of settings—stores, homes, offices, sales routes, or door-to-door. Long shifts are typical and unusual hours are common.

Occupation	Employment Trend		Median Annual Salary (2021)		Most Common Education/ Training Level
	VA	US	VA	US	
Advertising and Promotions Managers			\$108,350	\$127,150	Bachelor's Degree
Demonstrators and Product Promoters			\$29,120	\$32,350	High School Diploma or Equivalent
First-Line Supervisors of Retail Sales Workers			\$45,580	\$39,230	High School Diploma or Equivalent
Fundraisers			\$60,850	\$60,660	Bachelor's Degree
Marketing Managers			\$162,640	\$135,030	Bachelor's Degree
Public Relations Specialists			\$76,520	\$62,800	Bachelor's Degree
Real Estate Sales Agents			\$59,380	\$48,340	Associate's Degree/Certification/OJT
Retail Salespersons			\$28,320	\$29,120	High School Diploma or Equivalent
Sales Managers			\$157,200	\$127,490	Bachelor's Degree
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products			\$126,320	\$94,840	Bachelor's Degree

Source: <https://www.onetonline.org/find/career?c=14&g=Go>

Science, Technology, Engineering, and Mathematics

There are two major pathways in this cluster—1) science and mathematics and 2) engineering and technology. Engineers use science and math to solve problems in construction, manufacturing, and other industries. Both scientists and engineers spend time in offices, but may also do extensive field work.

Occupation	Employment Trend		Median Annual Salary (2021)		Most Common Education/ Training Level
	VA	US	VA	US	
Atmospheric and Space Scientists			\$113,630	\$94,570	Bachelor's Degree
Biochemical Engineers			\$77,500	\$97,419	Bachelor's Degree
Chemical Technicians			\$47,270	\$48,990	Associate's Degree/Certification/OJT
Climate Change Policy Analysts			\$74,300	\$76,530	Master's Degree
Electrical Engineers			\$101,280	\$100,420	Bachelor's Degree
Industrial Engineers			\$96,580	\$95,300	Bachelor's Degree
Microbiologists			\$60,710	\$79,260	Bachelor's Degree
Molecular and Cellular Biologists			\$87,190	\$82,530	Master's Degree
Statisticians			\$80,710	\$95,570	Master's Degree
Transportation Planners			\$116,690	\$84,430	Bachelor's Degree

Source: <https://www.onetonline.org/find/career?c=15&g=Go>

Transportation, Distribution, and Logistics

Workers in this cluster follow one of seven pathways: transportation operations; logistics planning and management; warehousing and distribution center operations; facility and mobile equipment maintenance; transportation systems/infrastructure planning, management, and regulations; health and safety management; and sales and service. Land transportation is largely trucking, which links manufacturers and consumers. Air transportation includes the major airlines and commuting and sightseeing airline companies. Water transportation involves both cargo and passenger lines.

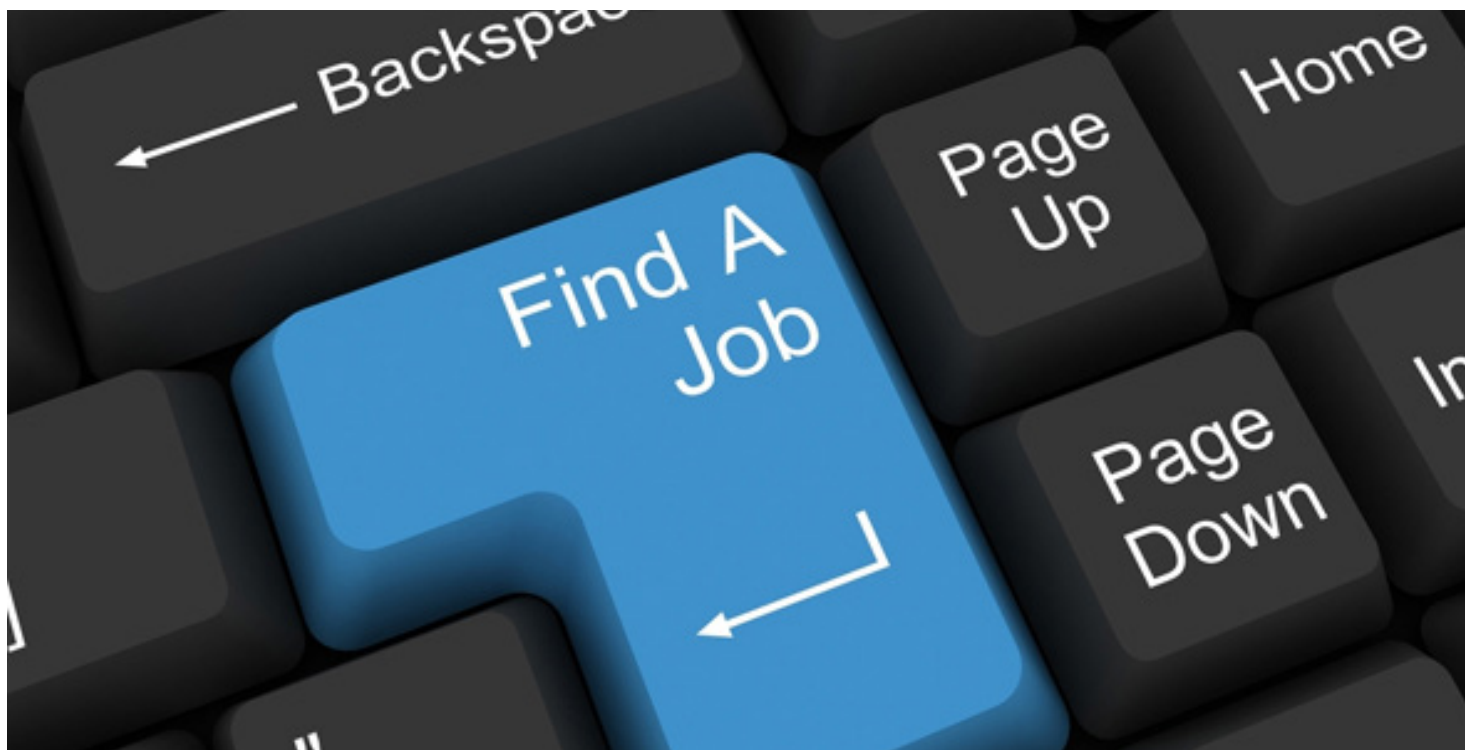
Occupation	Employment Trend		Median Annual Salary (2018)		Most Common Education/ Training Level
	VA	US	VA	US	
Aircraft Cargo Handling Supervisors			\$62,940	\$53,540	High School Diploma or Equivalent
Aircraft Mechanics and Service Technicians			\$73,230	\$65,380	Associate's Degree/Certification/OJT
Bus and Truck Mechanics and Diesel Engine Specialists			\$48,630	\$48,690	Certification/OJT
Flight Attendants			\$48,940	\$61,640	Associate's Degree/Certification/OJT
Heavy and Tractor-Trailer Truck Drivers			\$46,640	\$48,310	High School Diploma or Equivalent
Logisticians			\$77,580	\$77,030	Bachelor's Degree
Sailors and Marine Oilers			\$44,570	\$46,720	High School Diploma or Equivalent
Ship Engineers			\$80,010	\$82,410	Certification/OJT
Signal and Track Switch Repairers			\$79,650	\$80,570	Associate's Degree/Certification/OJT
Shuttle Drivers and Chauffeurs			\$29,410	\$30,000	Less than High School Diploma

Source: <https://www.onetonline.org/find/career?c=16&g=Go>



Starting Your Career





Job Searching

The most common way people used to search for jobs was through the Classified section of their local newspaper or word-of-mouth. That has changed over the years. Today, you can still find job openings in the local newspaper, but there are now more resources available to the job seeker—the Internet, job fairs, and career services.

Online Job Search

The Internet has become a powerful tool for the job seeker. There are multiple job posting sites such as www.indeed.com and www.monster.com; sites that link to state and federal government jobs; and company websites that list their own job openings.

On many of these sites, you can upload your résumé, search by criteria such as location and type of job, and apply for a job opening.

Popular Job Search Sites

CareerBuilder (<http://www.careerbuilder.com/>)

CareerBuilder is one of the biggest job boards, and its robust search function allows you to filter by several criteria, including location, degree required and pay range. CareerBuilder partners with news media around the country and collects job listings from them. It also provides career advice and resources for candidates.

Indeed (<https://www.indeed.com/>)

A huge aggregator of postings from across the Web, this site consolidates listings from many job boards in one place. It also compiles information from various company career pages and allows you to search locally or globally.

Job.com (<http://www.jobs.com/>)

This large site offers weekly job alerts, job search advice, a résumé builder, and job postings. This job search website also allows you to upload your résumé for hiring managers and recruiters to search.

TheLadders (<https://www.theladders.com/>)

This site focuses on job openings for upper-level executives and professionals who are aiming for the management suite. Not for entry-level jobs.

LinkedIn (<https://www.linkedin.com>)

This top networking site enables you to find jobs through your extended network. Additionally, you can create a work experience profile, join groups, participate in conversations and follow companies you find interesting and relevant to your job search.

Glassdoor (<https://www.glassdoor.com/index.htm>)

Job search website Glassdoor boasts a large database of company reviews—submitted by employees. Glassdoor promotes itself as giving job seekers insights into a

company's work conditions, interview processes, salaries and benefits. In addition to providing job listings, Glassdoor allows employers to identify job candidates and market their companies to job seekers.

Monster (<https://www.monster.com/>)

This massive job site is aptly named because it includes one of the largest number of job listings of any website. It also allows you to upload your résumé and offers networking boards, as well as a search alert service so you can get targeted posts delivered via email.

SimplyHired (<http://www.simplyhired.com/>)

This search engine offers an email alerts service and lets you save your job searches. Candidates can sort their searches to focus on companies that hire veterans, have a high rate of diversity and abide by eco-friendly practices, among other criteria.

Government Job Search Site

USAJobs (<https://www.usajobs.gov/>)

This is the official website of the United States government. On this site, you can search for Federal jobs by job title, agency, department, or occupation. You can also search by location—city, state, or country. There is an overview of how to apply for a federal job with explanations of how to search and properly apply for job openings.

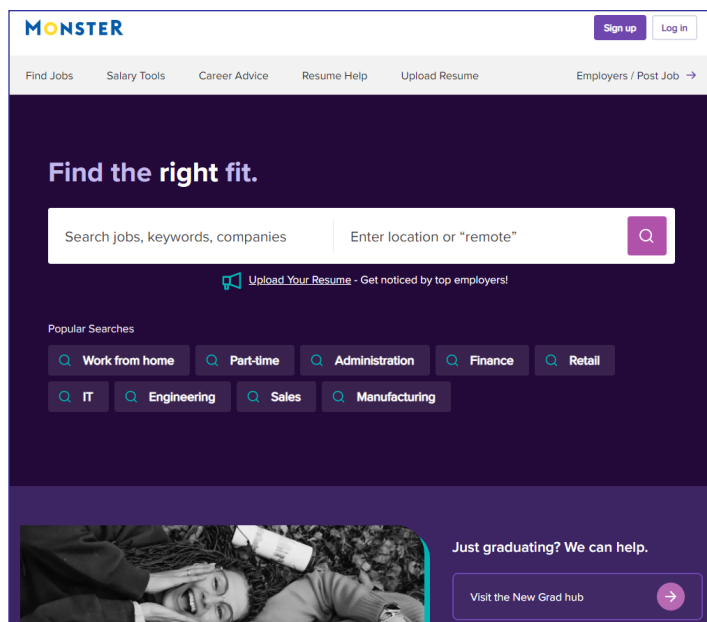
You can also create a profile that lets you customize and save your searches.

The Federal Government offers unique hiring paths (also known as a hiring authority) to help hire individuals that represent our diverse society. If you fall under one of these groups of people you may be eligible to receive preference when applying for jobs. Examples of available hiring paths: public (never worked for the government); veterans; people with disabilities, students and recent graduates, and Native Americans.

Jobs.Virginia.gov (<http://jobs.virginia.gov/>)

This is the career opportunity site for Virginia. You can search for openings by job, agency, type of recruitment, location, and more. Sign up and create a your job profile.

Recent enhancements have been made to allow you to submit a résumé and minimal personal information, in lieu of a full state application to be considered for a position. You may also apply using a mobile device.



Virginia Board of Workforce Development (http://www.workforceinvestmentworks.com/workforce_board_info.asp?st=VA)

The Virginia Board of Workforce Development is a business-led board that acts as the principal advisor to the Governor and provides strategic leadership to the state regarding the workforce development system and its efforts to create a strong workforce. Another key priority is to assist job seeking customers in securing jobs that are in occupations that are in demand and that show promise for long-term growth in industries that are strategic to Virginia's economy.



Job and Career Fairs

Job and career fairs are opportunities for a job seeker to talk with multiple job recruiters and companies who are hiring. These fairs are often hosted by companies, industries (such as the hotel and restaurant industry), community colleges, or state employment agencies.

Job and Career fairs give the job seeker an opportunity to network, make positive first impressions, and learn about companies and what it's like to work for them.

Meeting and interacting with recruiters face to face is still a critical part of the job search process, experts say—and career fairs offer job seekers a unique opportunity to make personal connections that are impossible when submitting a résumé online.

Some helpful tips when attending a job and career fair:

- **Devise a plan for the day.** Know which employers you want to connect with ahead of time, and prioritize them. Make sure you have plenty of copies of your résumé to hand out.
- **Dress like you would for an interview.** What you wear is important. A lot of people attend job fairs and dressing professionally could help you stand out.
- **Research the companies that will be there.** The more you know about an organization and the types of positions they hire for, the better you will come across to the employer.
- **Remember that this is a networking opportunity.** As a job seeker, you should collect as many business cards as possible and make a good first impression.

- **Be prepared to answer questions about yourself.** Many employers open the conversation with: "Tell me about yourself." Be prepared to state your name, a brief statement about yourself, and why you're interested in the organization you're talking to.
- **Apply online after you meet with a company rep.** Even though an employer may take your paper résumé at a job fair, that doesn't necessarily make you a candidate.

For current job fairs: <https://www.vec.virginia.gov/job-fairs>

Career Services

If you need help with online job searches, writing a résumé, or filling out an application, many colleges offer career services that help students with their job search and preparing for a career.

If you are not a student, there are state-wide workforce centers that offer assistance with job searches, résumés, and more. These services are free.

Recruiting and staffing agencies are paid career services that will find openings for you and assist in the hiring process. The major types of jobs that staffing agencies help companies fill: **temporary** (an assignment with a set start and end date), **temp-to-hire** (an assignment that's initially temporary, but is used to help an employer determine the temp worker's long-term fit with the company) and **direct hire** (a permanent position in which the staffing agency acts solely as a recruiter).

There are a variety of payment options depending on the type of agency used, and job position and level of candidate. Usually, employment agencies collect fees when their referral results in a job offer being accepted by their candidate. There are some agencies that are paid only if they deliver a candidate who stays with the agency past the agreed upon probationary period. There are others who are paid based a percentage of the candidate's salary. A "non-fee paid" position means the applicant pays the fee, which can be up to 35 percent of the job's annual gross salary. Some employment agencies can also get paid a negotiated hourly fee for a candidate's work and then they pay the candidate as a consultant after deducting their cut.

Do your research to find out which agencies would work best for you, and be sure to understand the payment options.

Applying for a Job

Writing a Solid Résumé



If you want to be considered for a job opening, writing or updating a solid résumé is very important these days because your résumé is going to be reviewed by software as well as a hiring manager.

There is a lot to consider when writing a résumé: choosing a résumé format, selecting the best font, personalizing and customizing it, using important keywords, explaining employment gaps, and more.

Here are some valuable tips for writing a solid résumé:

Choose a résumé type. There are several basic types of résumés used to apply for job openings. Depending on your personal circumstances, choose a chronological, a functional, combination, or a targeted résumé. Taking the time to choose the best type of résumé for your situation is well worth the effort.

Choose the right font and size. You want to choose a font and font size that is legible and leaves enough white space on the page. You also want to keep style (such as italics, underlining, bold, and the use of bullets) to a minimum. When you use a particular style, use it consistently.

Review résumé examples. Read through samples that fit a variety of employment situations. These sample résumés will provide you with examples of résumé formats that will work for almost every type of job seeker.

They also help you see what kind of information to include. However, whenever you use a résumé example,

be sure to customize your résumé so it reflects your skills and abilities, and the jobs you are applying for.

Use a résumé template. Along with résumé examples, you can use a résumé template as a starting point for creating your own résumé.

Add your information to the résumé template, then edit it to personalize your résumé, so it highlights your skills and abilities.

Use résumé keywords. Most companies use recruiting management software to screen candidates for job openings. In order to be found, your résumé needs to contain keywords that directly target the jobs you are interested in. This will also help the hiring manager see how your skills and experiences make you an ideal candidate for the specific job.

Get résumé advice. Writing a résumé is hard work, and it's often a good idea to get help before you send it to employers. You can find résumé writing advice and résumé writing tips here. You can also meet with a college career counselor if you are a college student or alumnus. You might use a professional résumé service instead, or check with your state's Department of Labor website for information on any free job services they offer. There are many great, free résumé resources, so do some research before paying money for someone's advice.

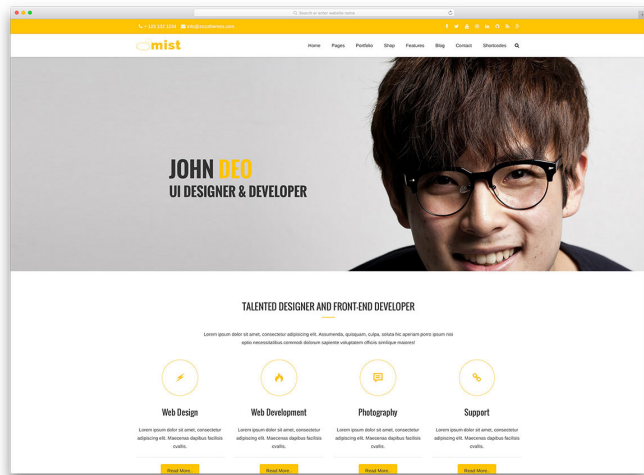
Proof your résumé. Be sure to thoroughly edit your résumé before sending it. Check for grammar and spelling errors, as well as any style inconsistencies. Consider asking a friend or family member, or even a career counselor, to read over your cover letter.

Also review these proofing tips to ensure that your résumé is consistent and error free.

Source: <https://www.thebalance.com/how-to-write-a-résumé-2063336>



Promoting Yourself Through a Website



According to a Forbes article [**“Why Every Job Seeker Should Have a Personal Website, and What It Should Include,”**](#) by Jacquelyn Smith, 56% of all hiring managers are more impressed by a candidate’s personal website than any other personal branding tool—however, only 7% of job seekers actually have a personal website.

A personal website give employers a chance to see who you are through the bio paragraph you write, the design options you choose for your website, and the samples of your work and/or links to further information.

Personal websites are especially important for job seekers in fields related to computers, technology, social media, or communications, but it can be valuable to job seekers in other fields as well.

If you’re just starting your career or don’t work in a particularly visual field, it can feel like you don’t have enough content to make a personal website. However, even if you only have a page’s worth of information, putting it on a website is still worth it if it makes it easier for hiring managers to find you, learn about you, and get in touch with you.

You probably have more to fill up a website than you realize. Here are some basics you should include on your website:

State your objective. When people land on your site, you want them to understand who you are, what you do, and what you’re looking for.

You should include a summary—no more than two to three paragraphs long—laying out the most important things about you. This could include major companies

you’ve worked for, projects you’ve worked on that you’re most proud of, and even a little personality. Imagine people coming to your site and only reading this one section. What would you want them to take away?

Avoid getting too personal. While you definitely want to tell an engaging story and explain who you are, you’re not writing your autobiography. Hiring managers are more interested in what you have to offer as an employee than how many recreational sports teams you’ve played on.

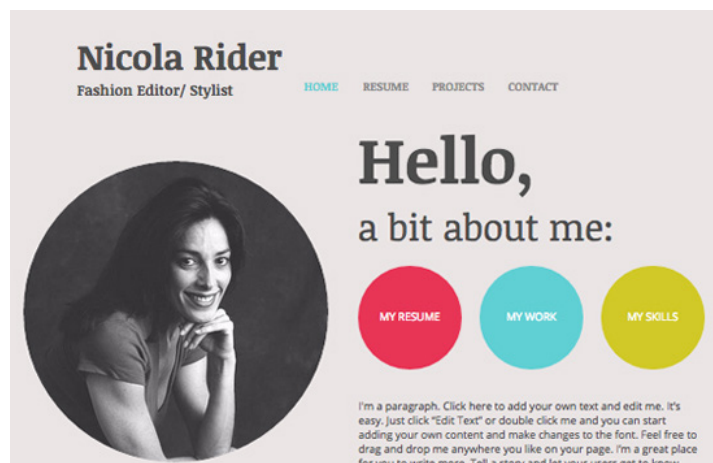
Show examples of your work. Creative professions can use this site as their portfolios to showcase their designs, artwork, or photography.

But even if you’re not in an especially visual field, you can still show the work you have done. If you’re a writer, this could be clips to articles you’ve published around the web, photos of print articles, or links to books you co-authored or wrote. If you’re in marketing, you could include examples of campaigns you ran or descriptions of events you helped put on. Get creative and don’t think you can’t “show off” your work just because you don’t have anything tangible to show.

Include testimonials. Testimonials from people you’ve worked with in the past can be a great way to showcase your talents, previous work experience, or soft skills. Avoid testimonials such as “she’s great,” or “He’s the best I ever worked with!” These sound like bragging and don’t give specifics to what you did to earn praise.

Once you have all the pieces in place, it’s time to develop an actual site! Platforms like Squarespace make it really easy to design a website in almost no time at all (and with no coding ability!). So pick the tool you’ll be using, sign up for an account, and get started.

Sources: <https://www.forbes.com/sites/jacquelynsmith/2013/04/26/why-every-job-seeker-should-have-a-personal-website-and-what-it-should-include/#3f8e0da0119e>; www.themuse.com



Applying Online



In today's job market, most job applications are only available online. The most important thing to remember when filling out an online application is to follow the instructions in the job posting. Companies think less (or will ignore) applicants who don't follow the instructions. If the listing says send a cover letter, write one. If the listing says apply online at CareerBuilder, do so. When the help wanted ad says send a PDF, don't send a Word document.

How Employers Accept Applications:

- Directly at their company web site.
- By email, to a general human resources email box or to an individual.
- From a job site (you will have uploaded your résumé to the site).
- By Mail.

Follow the instructions in the job posting. Keep track so you can manage your job search.

Online Job Applications

When companies want you to apply for jobs at the company web site, you will probably need to complete an online application rather than submitting your résumé. That's because the company is using a hiring system that tracks applicants from the time they apply to the time they get hired.

The easiest way to complete these applications is to copy and paste the information from your résumé into the application. If there's an option to upload your cover letter, write a letter, then paste it into the box provided.

Sometimes, you will be given an opportunity to upload a PDF of your résumé in addition to the online application.

How to Follow Up

Following up when you have applied for a job online can be tricky. Many companies don't list a contact person because they don't want to be bombarded with phone calls and emails. It's better to be respectful of the employer's wishes and if the ad says no calls, don't call. Rather, follow up with an email a week or so after you've submitted your materials to check on the status of your application.

When You Don't Hear Back

Unfortunately, many employers are really bad at following up. If you don't hear back soon after applying, follow up, and if you still don't get a response, forget it.

The trend is for companies to follow up only with candidates they are interested in. In the past, you'd get a letter or a postcard saying the job was filled. Now, you're lucky if you get an email.

Don't feel badly if you don't get a response, even though it is annoying when you put a lot of work into your cover letter and you think the job is perfect for you.

Don't Stop and Don't Wait

There is a danger when you've sent a couple of résumés, had a few interviews, and it looks like you might get an offer, to stop and wait to see what happens. The problem is that you don't know for certain that you've got a job until you have a definitive offer.

So, keep plugging away. Continue to look and apply for jobs, until you have the right (salary, benefits, perks, hours) written offer from a company that you want to work for. That's when you can consider yourself hired.

Applying in Person

Although most professional jobs require online applications, there are some industries that still accept applications in person.

Many employers in the retail and hospitality industries expect job applicants to apply in person. So do employers who hire for summer and part-time jobs. Applying directly to the employer can be a good way to get your application noticed.



It's essential to prepare just as you would for an interview. Make sure that you're all set to make a positive impression.

Be sure to dress appropriately. It is better to overdress than underdress (unless you are applying for a job in physical labor like construction).

Introduce yourself while asking for an application. Your introduction should mention your interest in working with that employer.

Be polite. You are giving a first impression and manners matter. If it is a job that deals directly with customers, it will be valuable to demonstrate how well you interact with others.

When to fill out an application? You can either fill out the application right away or take it with you and return it when it's complete. If the employer has space for candidates to complete applications you can sit there. Or, go outside the building and come back with the completed application when you're done.

Be sure you have all the information you need including your education and employment history and references. Bring your own pen – in fact, bring two, in case the first one runs out of ink.

Another option is to pick up the application and complete it later. It's fine to take the application home and return it at another time. If you do, you'll be able to carefully and accurately complete it and make sure there are no errors. Ask a friend to proofread your work, to make sure you haven't overlooked any errors.

Some employers may have hiring kiosks instead of paper applications. With this type of system, you fill out the application on a computer in the store. Walmart and Target, for example, have hiring kiosks in all their stores.

Be sure you have all the information with you that you'll need to apply.

Follow up. When you have submitted a job application but haven't heard from the employer, it can be a good idea to follow up. Emailing to check on the status of your application will show that you are really interested in the job.

Job Interviews

Interviews are your chance to sell your skills and abilities.



They also give you a chance to find out if the job and company are right for you. Follow the tips here to ace your interviews.

Review common interview questions. Practice answering them with someone else or in front of a mirror. Come prepared with stories that relate to the skills that the employer wants, while emphasizing your:

- Strengths
- Willingness to work and flexibility
- Leadership skills
- Ability and willingness to learn new things
- Contributions to the organizations in which you have worked or volunteered
- Creativity in solving problems and working with people

Figure out in advance how well you qualify for the job. For each requirement listed in the job posting, write

down your qualifications. This can show you if you lack a particular skill. Plan how you will address this in the interview so you can convince the interviewer that you can learn the skill.

Make a list of questions that you would like to ask during the interview. Pick questions that will demonstrate your interest in the job and the company. This might include commenting on the news you learned from the company website, and then asking a question related to it. Also ask questions about the job you will be expected to perform, like:

- What are the day-to-day responsibilities of this job?
- How will my responsibilities and performance be measured? By whom?
- Could you explain your organizational structure?
- What computer equipment and software do you use?
- What is the organization's plan for the next five years?

Be prepared. Remember to bring important items to the interview:

- Extra copies of your résumé and a list of references
- Copies of letter(s) of recommendation, licenses, transcripts, etc.
- Portfolio of work samples

On the day of the interview, remember to:

- Plan your schedule so you arrive 10 to 15 minutes early.
- Go by yourself.
- Look professional. Dress in a manner appropriate to the job.
- Leave your MP3 player, coffee, soda, or backpack at home or in your car.
- Turn off your cell phone.
- Bring your sense of humor and SMILE!

Display confidence during the interview, but let the interviewer start the dialogue. Send a positive message

with your body language.

- Shake hands firmly, but only if a hand is offered to you first.
- Maintain eye contact.
- Listen carefully. Welcome all questions, even the difficult ones, with a smile.
- Give honest, direct answers.
- Develop answers in your head before you respond. If you don't understand a question, ask for it to be repeated or clarified. You don't have to rush, but you don't want to appear indecisive.

End the interview with a good impression. A positive end to the interview is another way to ensure your success.

- Be courteous and allow the interview to end on time.
- Restate any strengths and experiences that you might not have emphasized earlier.
- Mention a particular accomplishment or activity that fits the job.
- If you want the job, say so!
- Find out if there will be additional interviews.
- Ask when the employer plans to make a decision.
- Indicate a time when you may contact the employer to learn of the decision.

Don't forget to send a thank-you note or letter after the interview.

Source: <https://www.careeronestop.org/JobSearch/Interview/interview-tips.aspx>



Resources

Career planning and job searching can be overwhelming, but there are many good resources available to assist the job seeker. Below is a list of websites that specialize in career advice, workforce data, job availability, and more. This list contains only a few of the many websites and resources available, but it should be a good starting point to your career search.

Occupational Information and Workforce Data

https://www.bls.gov/ooh/	Occupational Outlook Handbook (OOH) can help you find career information on duties, education and training, pay, and outlook for hundreds of occupations.
https://VirginiaWorks.com/	Virginia's Career and Workforce-Labor Market Information (LMI) has access to data on occupations, wages, industries, projected job growth, and publications that are specific to Virginia.
https://www.onetonline.org/	O*NET OnLine has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers, and more!
http://www.vec.virginia.gov/	The Virginia Employment Commission is an online resource for job seekers, employers, veterans, and workforce professionals. Upcoming Job Fairs are also posted on the site.
https://virginiacareerworks.com/	The Virginia Career Works is your online source to connect with potential employers, search for jobs, and find training opportunities, and more.

Education

http://www.vaged.vcu.edu/	GED® Virginia On this site: get information about taking the GED, register, and follow your transcripts.
https://www.vawizard.org/wizard/home	The Virginia Education Wizard was created to help you understand more about yourself and find out how to achieve your goals. Through career assessments, college and career advice, and tools to help you plan each step of the way, the Wizard will help you focus on your next step.

Trade Schools and Apprenticeship Programs

https://www.altierus.edu/?notice=ev	Altierus Career College offers a choice of career training with programs as wide-ranging as health care, skilled trades, and information technology.
https://www.ecpi.edu/	ECPI University offers Master's, Bachelor's, and Associate's degree and diploma programs in Technology, Health Science, Business & Criminal Justice, or Culinary Arts.
https://www.miller-motte.edu/	Miller-Motte Technical College offers programs in healthcare, technology, skilled trades, legal services, business, and beauty and wellness.
https://www.auto.edu/	Advanced Technology Institute (ATI) specializes in Automotive Technology, Diesel/Heavy Vehicle, Maritime Welding, Commercial Driving and HVAC/Refrigeration.
https://www.doli.virginia.gov/apprenticeship/	Virginia Department of Labor's Division of Registered Apprenticeship has a job posting feature of registered apprenticeship postings.
https://www.tcc.edu/about-tcc/apprenticeship-institute	Tidewater Community College (TCC) Apprenticeship Institute partners with Hampton Roads employers to develop tailored apprenticeship programs that result in your desired workforce outcome.
https://lfccworkforce.com/courses/apprenticeships/	Lord Fairfax Community College Workforce Solutions offers classroom and on-the-job apprenticeship training in electrical, HCVAC, plumbing, combination welding, and more.
http://www.abcva.org/Career-Development	Associated Builders and Contractors, Inc. -Virginia has a long history of providing high quality, student-centered learning with an emphasis on hands-on training. Our goal is to give individuals the opportunity to learn a trade, become skilled crafts professionals, earn a good living, and build Virginia.

Colleges and Universities

http://www.schev.edu/index/students-and-parents/explore/virginia-institutions	State Council of Higher Education for Virginia provides information and <i>links to all state and private universities and colleges in Virginia</i> , and provides financial aid information and other resources for students.
http://www.collegesimply.com/colleges/virginia/	collegesimply provides clear, easy to understand admission chances, rankings and tools to help simplify the college search process. You can filter by state.
https://bigfuture.collegeboard.org/	BigFuture is a site run by the College Board that lets you search for colleges, create a step-by-step college plan, research financial aid, explore careers and majors, and get admission advice.

https://fafsa.ed.gov	Federal Student Aid is an office of the U.S. Department of Education and is responsible for managing the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965. These programs provide grants, loans, and work-study funds to students attending college or career school.
http://collegemajors101.com	Research College and University programs in each Major (Learn about programs you may have overlooked); Access Industry Publications (for your own professional development); Access "Future Employer" websites
Job Search	
Private	
http://www.careerbuilder.com	On the careerbuilder site, you can add a résumé, browse jobs, explore careers, and search resources.
https://www.indeed.com	Indeed lets you search for jobs by career title, company name, and location. You can also apply for job openings on the site or through links, and read company reviews.
http://www.job.com	Based out of Fredericksburg, VA and one of the fastest growing career portals on the Internet, Job.com connects great people across the U.S. with great companies.
https://www.glassdoor.com	On glassdoor , search all the open positions on the web. Get your own personalized salary estimate. Read reviews on over 600,000 companies worldwide.
https://www.monster.com	Monster lets you create an account and upload your résumé, search for job postings and receive alerts when a posting fits your profile, plus read career advice articles and more.
http://www.simplyhired.com	On SimplyHired , view detailed salary information for thousands of different careers and learn about and find jobs in each city's most popular industries, top companies, and job types.
Government	
https://www.usajobs.gov	USAJOBS lets you create a profile, upload your résumé and documents, job search and apply for openings with the Federal Government.
http://jobs.virginia.gov	Jobs.Virginia.Gov lists all job opportunities available in Virginia government. You can search by state agencies, location, and role titles. You also apply for job openings on this site.
http://www.vaco.org/county-profiles/links-to-county-websites/	Virginia Association of Counties provides a list with links to all county websites in the state. From these sites, you can search for job openings for each county.
Military	
https://www.goarmy.com	Learn about the types of opportunities that are available in the U.S. Army and submit an application to start the process. Once you submit your application, a recruiter will contact you to answer questions and help you complete the enlistment process.
https://www.airforce.com	U.S. Airforce offers more than 200 career options. This site lets you create a profile and learn about career opportunities.
https://www.navy.com/	U.S. Navy lets you look into full-time opportunities serving on Active Duty or Reserves. Find out how to enlist or become a commissioned offer.
https://www.gocoastguard.com	Learn about careers in the U.S. Coast Guard and how to join as active duty or reserve.
Career Support and Resources	
https://www.careeronestop.org/	careeronestop is sponsored by the U.S. Department of Labor and provides career information, training, and job searches nationwide and by <i>state, regional, and Local Workforce Development Boards</i> .
https://www.squarespace.com	SQUARESPACE offers website templates with hundreds of customizable features. It is a paid services, but offers a free trial period.
https://www.sitebuilder.com/	SiteBuilder.com provides easy to use templates and offers several pricing choices as well as a limited but free starter site.
https://www.wix.com/	Wix.com Design and build your own high-quality websites. Whether you're promoting your business or showcasing your work—you can do it all with the Wix website builder.



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