

# MISSOURI CAREER GUIDE



**2009-2010**

# Round-Up of Resources

## Higher Education

[www.dhe.mo.gov](http://www.dhe.mo.gov)

The Missouri Department of Higher Education offers a program and institution search tool on its website to help residents find educational programs that meet their needs. This tool includes information about public and private educational institutions including community colleges, career and technical schools, universities, theological schools, proprietary schools, and more.

## Missouri Career Source

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

Missouri Career Source provides job search tools and job listings throughout Missouri. Also, residents can find information about the Missouri Career Centers in their region through the website, then schedule an appointment with the center nearest them for help with resume writing, interview skills and knowledge of basic office equipment.

## Missouri Connections

[www.missouriconnections.org](http://www.missouriconnections.org)

Missouri Connections helps students and parents open the door to educational planning and career exploration. Sponsored by the Missouri Department of Elementary and Secondary Education, students (grades 7-16) are encouraged to contact their school counselors or advisors for free access codes to take inventories of career interests, skills and work values.

## Missouri Economy (MERIC)

[www.missourieconomy.org](http://www.missourieconomy.org)

Information on occupations throughout the state, including wage and salary statistics and expected annual openings, can be found on the website of the Missouri Economic Research and Information Center. The occupational information on the MERIC website includes statewide and regional employment projections and statistics.

## Apprenticeships

[oa.doleta.gov/bat.cfm](http://oa.doleta.gov/bat.cfm)

An apprenticeship is an excellent way to enter a new career field in the skilled trades. The federal government maintains a list of qualified apprenticeship programs that can be searched by area or by career focus.

## Family Wage Calculator

[apps.oseda.missouri.edu/familywagecalc](http://apps.oseda.missouri.edu/familywagecalc)

The Family Wage Calculator charts county-by-county the actual costs of making ends meet without any public or private supports. Since the calculator is tied to the poverty threshold, most Missourians will not want to live on as tight a budget as this calculator assumes, but gives teachers and parents an opening to talk about the importance of planning well for the future.

## GED® High School Equivalency

[www.dese.mo.gov/careered/ged\\_index.htm](http://www.dese.mo.gov/careered/ged_index.htm)

Information about test sites and opportunities for the GED high school equivalency test is available through the Missouri Department of Elementary and Secondary Education.

## Military Careers & Training

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

The military offers training and educational opportunities across all career fields. Residents may explore the branches of service in the U.S. military and the opportunities available through them.

## Vocational Rehabilitation

[www.vr.dese.mo.gov](http://www.vr.dese.mo.gov)

Vocational rehabilitation services and guidance may be obtained through centers across the state of Missouri. Workers with disabilities are eligible for a range of services at the centers.

# A Word About This Guide

Welcome to the Missouri Career Guide!

When looking for potential careers, there are many things to consider. What are your interests? What are your goals? Where are the high-demand, high-paying jobs? How much education do you have? How much are you willing to get?

The educational requirements for all occupations are increasing. This is particularly true for new and emerging occupations, high-technical, high-skilled and high-wage jobs. In addition, changes to the economy, job requirements and society now demand that every high school student graduate prepared to enter the workforce or postsecondary education. It is just as important for adult members of our workforce to keep up their knowledge and skills through continuing education, as the majority of our workforce 15 years from now is already working.

This career guide has been developed to provide information and resources available to assist you in making informed career and educational choices.

Missouri needs you! Make the most of your opportunities. We need motivated, educated, and talented students like you in our workforce to help us move forward and to make Missouri the best place to live, work and play.

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[www.workforce.mo.gov](http://www.workforce.mo.gov)



[www.missourieconomy.org](http://www.missourieconomy.org)



[www.dhe.mo.gov](http://www.dhe.mo.gov)



[www.mcce.org](http://www.mcce.org)

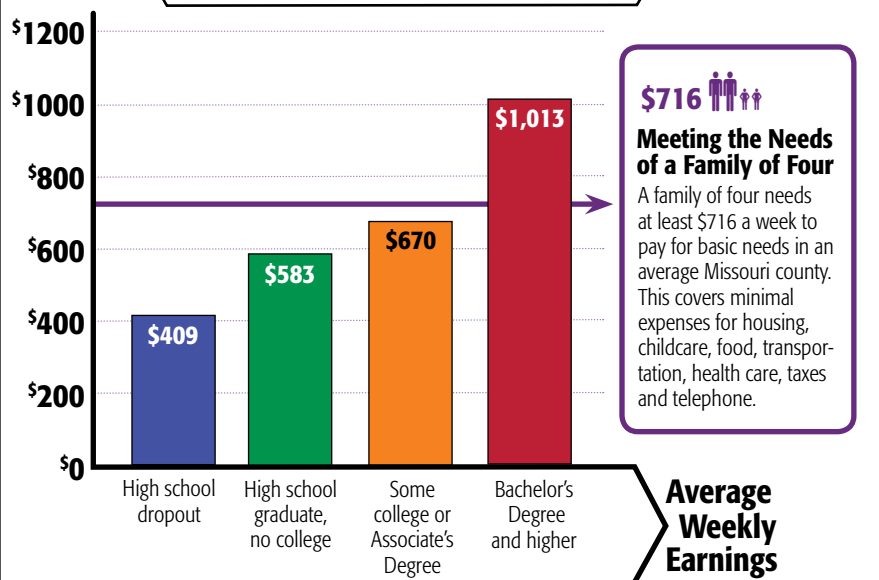


[www.dese.mo.gov](http://www.dese.mo.gov)

and the Missouri Chamber of Commerce and Industry, [www.mochamber.com](http://www.mochamber.com)

# Career Exploration Options

## What's a Week Worth?



**PLANNING FOR THE FUTURE.** You need to think about what you expect your life to be like in 10 to 15 years. Does your chosen career path and potential job prospects match those expectations? Many young people expect to get married and raise their own family. When you think about your future career, think about the life that you want to go along with it and whether your career plans will match your expected financial needs and desires. Dig into the data. What do you expect as a starting job when you finish your education, and where do you hope to wind up in your career?

Sources: U.S. Department of Labor (2006) and Missouri Department of Economic Development (2007). The data for the needs of a family of four comes from MERIC's Self-Sufficiency data for Moniteau County, a median county for the state of Missouri in 2007.

Our world is changing faster than ever before. New technologies are affecting every aspect of our lives—how we work, how we learn, how we communicate, and how we spend our spare time. With all these changes come new opportunities in education and the world of work. You have hundreds of choices available to you, so it is important to spend some time investigating the different options.

In addition to the Career Clusters interest survey found in this guide (pages 10–12) and the career interest survey in the Missouri Connections website ([www.missouriconnections.org](http://www.missouriconnections.org)), the Holland types provide a means of determining which careers may best fit you. The Holland types classify occupations into six major

groups: realistic (adventuring/producing), artistic (creative), enterprising (influencing), investigative (analytic), social (helping) and conventional (organizing). According to this model, if you share a lot of interests with people in an occupation, you would probably prefer that occupation. The Holland types are adapted from the *Self-Directed Search* by John L. Holland, Ph.D.

Once you have begun to identify the career fields of interest to you, it is helpful to research careers. Questions you might want to think about while exploring careers include:

- What do people do in this career?
- In what type of environment do people in this career work?
- What kind and how much training is needed to enter this career?
- What are the opportunities in this career?

For Missouri career profiles, career grades, top employing occupations and highest and lowest paying occupations, check out the Missouri Economic Research and Information Center's website at [www.missourieconomy.org](http://www.missourieconomy.org) occupations.

Another valuable website to find state and national occupational information including profiles and wages, industry information, and state information can be found at [www.acinet.org](http://www.acinet.org)

O\*NET, the Occupational Information Network, is a comprehensive, online database of worker attributes and job characteristics. It contains information about knowledge, skills and abilities; interests; general work activities; and work content. O\*NET can also show you related occupations, educational requirements, and current labor market information, and it can be accessed online at [online.onetcenter.org](http://online.onetcenter.org).

**Human Services**  
**Hospitality and Tourism**  
**Government and Public Administration**  
**Law, Public Safety, Corrections and Security**  
**Education and Training**

**Agriculture, Food and Natural Resources**

**Architecture and Construction**  
**Manufacturing**  
**Science, Technology, Engineering and Mathematics**  
**Transportation, Distribution and Logistics**

**Business Management and Administration**  
**Information Technology**  
**Marketing**  
**Finance**

**Health Science**

**Arts, A/V Technology and Communications**



### About the Career Clusters

The 16 Career Clusters is an organizing framework for careers based on common knowledge and skills. The clusters assist students and educators in tailoring coursework and experiences that will best prepare them for success in their chosen career areas.

The clusters provide depth to Missouri's six Career Paths, which have been used by educators for years with younger students as they begin the journey of career awareness to career exploration to career preparation.

# Many Roads to Success

## Missouri's Hot Jobs

For every 40 projected openings among Missouri's hottest jobs ...

20 require a high school diploma and on-the-job training.

11 require a bachelor's degree.

6 require technical training and/or an associate's degree.

3 require a masters degree or higher.

### THERE ARE MANY GREAT JOBS TO BE HAD IN MISSOURI.

Missouri offers its residents a wide variety of excellent jobs. Among the best jobs in the state (those with the best balance of high wages or salary and plentiful openings), projected openings for the coming years are spread across career fields and educational requirements. Among these jobs, half require completion of a training or educational program beyond a high school diploma. Of those, half require a four-year bachelor's degree, about a third require career and technical training or an associate's degree, and a sixth require a masters degree or higher.

Sources: Missouri Economic Research and Information Center (2009)

Many opportunities are open to you to pursue your career goals in Missouri. All manner of jobs are available, across different career fields and with different educational or training requirements. In Missouri, a number of services are available to help you develop and pursue your career goals.

The Career Clusters framework offers a valuable perspective on the various career fields available. The framework divides the full range of occupations into 16 distinct career clusters. This provides a powerful way to explore different careers and see the career connections between different occupations in a cluster. By recognizing these connections, a



person can plan their education and training to guide toward the occupations that interest and suit them the most. It is also important to recognize the educational and training requirements of a job. Missourians may use the MERIC website at [www.missourieconomy.org](http://www.missourieconomy.org) or Missouri Connections at [www.missouriconnections.org](http://www.missouriconnections.org) to explore jobs or they may visit the Missouri Career Center in their area for help with career exploration and planning.

While a four-year degree offers a solid career foundation for many people, there are many jobs in the skilled trades and other areas that require career and technical training. Apprenticeships, technical schools, community colleges, and the military all provide an excellent foundation for a career.

The military can provide a highly valuable, real-world, hands-on training and instruction in careers ranging from computer programming to pharmacology. Joining the military may also provide travel opportunities and international experience. For more information about military service, visit [www.todaysmilitary.com](http://www.todaysmilitary.com).

# Start with the End in Mind



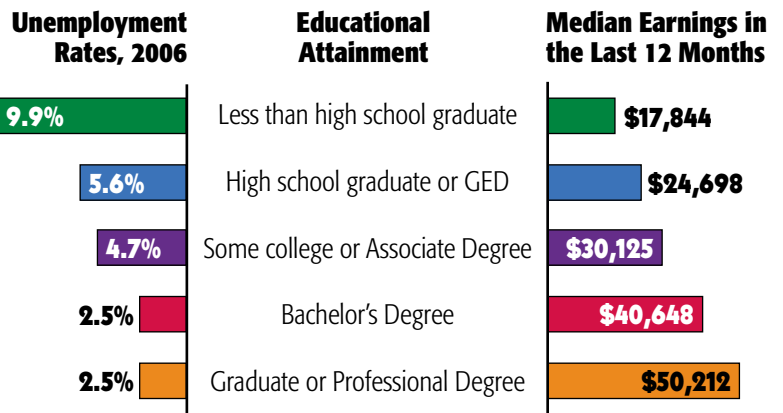
Life, it's all about you: Your personality, your needs, your abilities, your relationships and your interests. So how do you land the dream job that matches you?

Before you can connect the dots, you have to know what the dots are. The first one is you. Take the time for an interest survey. What do you like? What are you good at? Write down your feelings about different jobs. You might be surprised what you learn about yourself.

If you aren't sure what direction may be best for you, or if you just want to make sure you are on the right path, an excellent career interest survey is included in this career guide. Keep in mind, there are many more career interest surveys available to help you find the right career for you. Talk to a guidance counselor or visit the Missouri Career Center nearest to you for help exploring careers.

The next dot is education and training. The fact is, the number of jobs that require only a high school diploma and pay a family-supporting wage shrinks every year. An increasing number of jobs require a four-year degree, but there are also many good opportunities for those who learn technical skills through community colleges, the military and apprenticeships.

## Education Pays in Missouri



**THE ROAD TO RICHES IS PAVED BY EDUCATION** — or so the data suggest. As the chart shows, median earnings increased with educational attainment by Missourians age 25 to 64 years. There was a substantial earnings differential from the highest to the lowest levels of attainment: the median earnings of workers who had a professional degree were more than 2.8 times those of high school dropouts. But workers did not need that much education to earn a bigger paycheck — the payoff began for those who completed high school and went on to complete some college or an associate degree.

Source: U.S. Census Bureau, American Community Survey (2006)

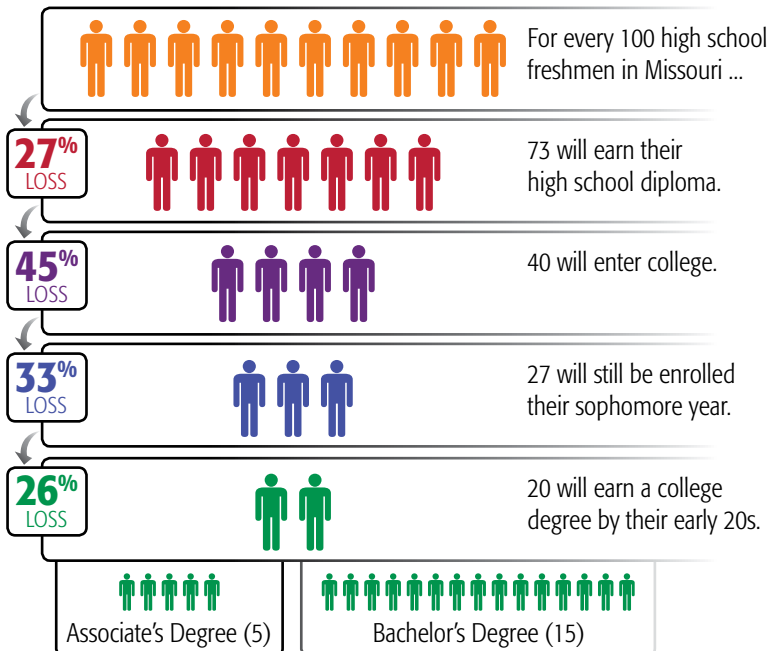
Note: Earnings represented in 2006 inflation-adjusted dollars

There are area career centers, professional and technical schools, two-year colleges, four-year colleges and vocational rehabilitation centers in every region of the state. Many of the programs in these schools can help establish an outstanding foundation in your Career Cluster of interest. It's important to recognize that many entry-level technical jobs require about the same skill level in English, math and science as a four-year college.

Within any Career Cluster, there are several options, including a four-year college, community college, apprenticeships, the military and on-the-job training. Follow this model for your career: explore, decide, plan, prepare. By making plans now, exploring your career options through career organizations and the Internet, and connecting your education and training with a career goal, you can get on a path to success.

# From High School to Life

## The Thinning Crowd



### DECREASING PYRAMID OF EDUCATIONAL ACHIEVEMENT.

Only 2 in 10 ninth-grade students will go on to complete a college degree by their early 20s (within 150% time for their degree). Income trends show that education beyond high school is needed to earn a family-supporting wage. For you and your families, this highlights the great importance of the student, family and teachers working as a team.

The Missouri Department of Higher Education offers a wide range of resources on its website, [dhe.mo.gov](http://dhe.mo.gov). These resources aren't just for students going on to college, though; the website offers advice and financial aid information, and also catalogs many one- and two-year programs, apprenticeships and other programs.

Sources: National Center for Public Policy and Higher Education (2004)  
Missouri Department of Higher Education (2006)

The following tips can help high school students find the school or training program that best match your strengths and interests.

#### Know what matters to you:

- Explore your career interests. Complete a career interest survey, such as the one at [MissouriConnections.org](http://MissouriConnections.org). Your school counselor can give you the information you need to start an account and begin your exploration.
- Learn about different educational opportunities. Find out about colleges, career and technical schools, the military, apprenticeships, and on-the-job training programs and see which one best matches your interests and needs.

- Dig deeper. If you plan to continue your education, explore the academic programs and degrees or certificates available at your schools of interest.

#### Shop around:

- Compare information from college representatives, bulletins and websites.
- Find out the employment rates for graduates. If you have identified a program of interest, find out the job placement rates for students in that program and places where graduates from the program now work.
- Ask about job placement programs and student organizations for your program of interest.

#### Make campus visits:

- Tour campuses, talk with students and visit a class.
- Meet with financial assistance representatives.
- Research your academic program with an advisor.
- Verify admission requirements with a counselor.
- Determine the actual cost of attending the school, including housing, books and lab fees.

#### Get advice:

- Ask your school counselor to explain the options available.
- Talk to your parents about your college expectations.
- Visit with professionals working in the field you plan to study.

#### Meet deadlines:

- Watch for early deadlines.
- Admission and housing applications often have a cut off date.
- Pay any required institutional fees on time.
- Complete the Free Application for Federal Student Aid (FAFSA) and other financial assistance forms on time.

#### Paying for your studies:

- Find out about financial assistance processes and tuition payments, as well as state, federal and private sources of financial assistance (see page 9).
- Stay eligible for financial assistance by enrolling at least half time and making satisfactory academic progress.
- Use federal loans first because interest rates tend to be lower and are capped.
- Shop around for the best interest rates, borrower benefits and subsidies.
- Borrow only what you need and follow an academic plan to reduce unnecessary costs.

# On the Educational Path

## Majorly Undecided?

If you are attending school and have not yet decided on a major program or you are rethinking your degree program, a quality career interest survey could be a valuable tool to determine the career path and educational program that is right for you. Visit with your school's career services personnel about the career fields that interest you or speak with advisors in programs that interest you.

Arrange opportunities to job shadow professionals in your career of interest. This can be an eye-opening experience, reinforcing your choice or presenting new information. Before deciding on a degree program, ask about job placement services for graduates to find out the assistance available to graduates and to determine how often graduates continue on the career path you have envisioned. Inquire about recent graduates who may be able to mentor you in your chosen field.

## Humming Right Along

If you are a college sophomore or junior and happy with your college experience, now is the best time to begin exploring job placement opportunities through your degree program and to investigate summer internships. Don't leave the process of finding a job to your senior year. Often strong summer internship experience can transition into a full-time position at the same company after graduation, or it can be the quality that separates you from the rest of the pack when looking for your first job.

Not every degree program offers job placement services and access to summer internship programs, so don't be afraid to do your own legwork. Investigate companies or organizations in your area to see which ones offer summer internship opportunities. Often, companies that routinely hire interns will post those positions on their company website. A summer internship program can give you on-the-job experience indispensable to a first-time job search.

Student organizations also can provide quality connections to begin your job search. Many clubs invite professionals to speak to students. Attend these or help arrange them. When it comes to landing a job, a personal connection is invaluable.



## Oops, I Graduated

Your graduation date has been a goal for years, and now it is quickly approaching. If graduation brings as much anxiety as pride, it may be a good time to investigate job placement services.

Talk to your professors about the paths other graduates have taken. Attend career fairs if they are available, and always enter the door with a plan. If you have not yet chalked up an internship, talk to local firms about job shadowing opportunities. This may provide the information you need to put your best foot forward. Build career relationships as much as possible and pay attention to what employers want in a new employee.

# Advice for Adult Learners

Whether it has been two years or twenty since you last attended school, adults returning to school or beginning on a new career path have unique strengths and challenges. As you look toward a new phase of life, either developing a new career or picking up a long-neglected career goal, it is very important to keep your goals in mind and establish new routines that support your goals. Your study skills may need some dusting, but you have the advantage of experience. Prize it and use it to your advantage.

Often, adults have responsibilities well beyond those of young students: a spouse, children or an existing job, maybe all of these. Because of this, it is important to begin with a plan. Find opportunities for support early in the process and develop habits that support your goals. This guide includes many resources in every area of the state to help you achieve your goals.

Also, as you explore your career options, keep in mind that there are many avenues to success. In addition to community colleges and four-year universities, apprenticeships, the military and career and technical education are available throughout Missouri. Find the educational program or training that is right for you.

## **GED® High School Equivalency**

Many people who did not finish high school have knowledge and skills comparable to people who did graduate. Most colleges and employers accept a GED certificate as being equivalent to a high school diploma. The GED (General Educational Development) Test is given at 27 sites throughout Missouri, and each year more than 9,000 Missouri residents earn their GED.

The GED Test is a battery of five multiple-choice tests that ask questions about subjects covered in high school. The exam covers reading, mathematics, social studies, science and writing skills. The writing skills portion includes a 200-word essay. The exam takes about seven hours to complete. Free assistance is available through adult education and literacy programs. For more information about preparing for the GED, visit [www.dese.mo.gov](http://www.dese.mo.gov).



## **Adult Education and Literacy**

Missouri Adult Education and Literacy (AEL) programs provide assistance that helps adults (age 16 years or older) get the basic skills they need to be productive workers, family members, and citizens. Many AEL programs are sponsored by local school districts, colleges, or community organizations.

There are 44 AEL locations across the state helping adults improve or review important basic skills, whether or not they already have a high school diploma. In most areas, classes are available during the day or evening. The major areas of support are GED preparation classes, adult basic education, adult secondary education, and English language acquisition. These programs emphasize basic skills such as reading, writing, math, English language competency, and problem-solving.

## **Nontraditional Students**

Many community colleges and four-year institutions have support organizations for adult learners and nontraditional students. These groups can provide a valuable social outlet with others who face similar challenges. Also, explore the student organizations available for your program. These clubs can often provide a path to your first job in a new career. Also, many schools offer math tutoring and writing centers to help students. Find out when they are open and what help they can offer.

# Paying for Your Education

Financing your education need not involve working three jobs or overtime for years. Numerous federal, state and private programs offer outright grants, loans, tuition assistance and work-study programs. The programs listed below are only a sample; chances are there's assistance whatever your age, background or interest. Look into any financial aid carefully; state and federal student financial aid amounts can change. For more information, go to the Career OneStop financial aid center at [www.careeronestop.org/financial/financialaidhome.asp](http://www.careeronestop.org/financial/financialaidhome.asp)

The U.S. Department of Education lets users apply online for financial aid on the Free Application for Federal Student Aid (FAFSA) website at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Another great resource for student scholarships is the Broke Scholar website. Members of this free service can search and apply to 650,000 scholarships totaling billions of scholarship and grant dollars. Fill out the personal profile, and they can match your profile to scholarships that apply specifically to you. Broke Scholar can be found at [www.brokescholar.com](http://www.brokescholar.com).

The College Board also provides a scholarship search utility and financial aid advice on their website at [www.collegeboard.com/student/pay](http://www.collegeboard.com/student/pay).

Additional financial grant, loan and scholarship programs include:

**Access Missouri Grant program.** This is a need-based program designed to provide students with a simplified financial aid process, provide predictable, portable awards, and increase access to a student's school of choice. Eligibility is determined by the student's expected family contribution as calculated through the Free Application for Federal Student Aid (FAFSA).

**Federal College Work-Study Program.** Undergraduate and graduate students receive jobs through this program. Wages vary but must be at least minimum wage.

**Federal Pell Grant program.** This is a nationwide, federal program. Funding to individual varies.

**Federal Perkins loans.** Students must be a Missouri resident and enrolled full-time in an approved Missouri school to qualify. Undergraduate funding is up to \$20,000.

**Federal PLUS loans for parents.** These loans may not exceed the cost of attendance.



## **Federal Supplemental Educational Opportunities**

**Grant.** This program offers awards of up to \$4,000 for undergraduate students who can demonstrate exceptional financial need. Priority is given to students who receive federal Pell grants.

**Marguerite Ross Barnett Memorial Scholarship.** This scholarship is an opportunity for employed students. Award amounts vary.

**Missouri A+ Schools Program.** Eligible students who graduate from a designated A+ high school may qualify for a state-paid financial incentive.

## **Missouri Higher Education Academic Scholarship.**

This is a \$2,000 merit award for the top three percent of Missouri students based on American College Test (ACT) or Scholastic Aptitude Test (SAT) scores.

## **Missouri Savings for Tuition (MO\$T) Program.**

This is a state and federal tax-deferred college savings program. Anyone (parents, grandparents, and relatives) may open and contribute to a MO\$T account, which has a lifetime account maximum of \$235,000. Parents or relatives should contact their tax professional about tax deductible contributions.

**Missouri Teacher Education Scholarship.** Also for Missouri residents, this is a one-time scholarship opportunity of \$2,000 for students who choose teaching careers.

**Subsidized Federal Stafford loan.** These loans enable students and their families to borrow low-interest loans directly from approved lending institutions. Maximum loans are \$3,500 for the freshman year, \$4,500 for the sophomore year, and \$5,500 for junior and senior years. The federal government pays the interest.

**Unsubsidized Federal Stafford loans.** These loan opportunities mirror the subsidized, but there is an additional \$2,000 per year available for all who qualify. The borrower pays interest.

# Career Clusters Interest Survey

Circle each item that matches your personality.  
Write the number in the hexagon at the top and find your top three clusters.

## Arts, A/V Technology and Communications

### Activities that I like to do:

1. Use my imagination to communicate new information to others.
2. Perform in front of others.
3. Read and write.
4. Play a musical instrument.
5. Perform creative, artistic activities.
6. Use video and recording technology.
7. Design brochures and posters.

### Personal qualities that describe me:

1. Creative and imaginative
2. Good communicator / good vocabulary
3. Curious about new technology
4. Relate well to feelings and thoughts of others
5. Determined / tenacious

### Subjects that I like:

1. Art / Graphic Design
2. Music
3. Speech and Drama
4. Journalism / Literature
5. Audio-Visual Technologies

## Agriculture, Food and Natural Resources

### Activities that I like to do:

1. Learn how things grow and stay alive.
2. Make the best use of the earth's natural resources.
3. Hunt and/or fish.
4. Protect the environment.
5. Be outdoors in all kinds of weather.
6. Plan, budget and keep records.
7. Operate machines and keep them in good repair.

### Personal qualities that describe me:

1. Self-reliant
2. Nature lover
3. Physically active
4. Planner
5. Creative problem solver

### Subjects that I like:

1. Math
2. Life Sciences
3. Earth Sciences
4. Chemistry
5. Agriculture

## Business Management and Administration

### Activities that I like to do:

1. Perform routine, organized activities but can be flexible.
2. Work with numbers and detailed information.
3. Be the leader.
4. Make business contact with people.
5. Work with computer programs.
6. Create reports and communicate ideas.
7. Plan my work and follow instructions without close supervision.

### Personal qualities that describe me:

1. Organized
2. Practical and logical
3. Patient
4. Tactful
5. Responsible

### Subjects that I like:

1. Computer Applications / Business and Information Technology
2. Accounting
3. Math
4. English
5. Economics

## Architecture and Construction

### Activities that I like to do:

1. Read and follow blueprints and/or instructions.
2. Picture in my mind what a finished product looks like.
3. Work with my hands.
4. Perform work that requires precise results.
5. Solve technical problems.
6. Visit and learn from beautiful, historic or interesting buildings.
7. Follow logical, step-by-step procedures.

### Personal qualities that describe me:

1. Curious
2. Good at following directions
3. Pay attention to detail
4. Good at visualizing possibilities
5. Patient and persistent

### Subjects that I like:

1. Math
2. Drafting
3. Physical Sciences
4. Construction Trades
5. Electrical Trades, Heat, Air Conditioning and Refrigeration, or Technology Education

## Education and Training

### Activities that I like to do:

1. Communicate with different types of people.
2. Help others with their homework or to learn new things.
3. Go to school.
4. Direct and plan activities for others.
5. Handle several responsibilities at once.
6. Acquire new information.
7. Help people overcome their challenges.

### Personal qualities that describe me:

1. Friendly
2. Decision maker
3. Helpful
4. Innovative / inquisitive
5. Good listener

### Subjects that I like:

1. Language Arts
2. Social Studies
3. Math
4. Science
5. Psychology

## Finance

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Work with numbers.</li> <li>2. Work to meet a deadline.</li> <li>3. Make predictions based on existing facts.</li> <li>4. Have a framework of rules by which to operate.</li> <li>5. Analyze financial information and interpret it to others.</li> <li>6. Handle money with accuracy and reliability.</li> <li>7. Take pride in the way I dress and look.</li> </ol>	<ol style="list-style-type: none"> <li>1. Trustworthy</li> <li>2. Orderly</li> <li>3. Self-confident</li> <li>4. Logical</li> <li>5. Methodical or efficient</li> </ol>	<ol style="list-style-type: none"> <li>1. Accounting</li> <li>2. Math</li> <li>3. Economics</li> <li>4. Banking / Financial Services</li> <li>5. Business Law</li> </ol>

## Hospitality and Tourism

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Investigate new places and activities.</li> <li>2. Work with all ages and types of people.</li> <li>3. Organize activities in which other people enjoy themselves.</li> <li>4. Have a flexible schedule.</li> <li>5. Help people make up their minds.</li> <li>6. Communicate easily, tactfully and courteously.</li> <li>7. Learn about other cultures.</li> </ol>	<ol style="list-style-type: none"> <li>1. Tactful</li> <li>2. Self-motivated</li> <li>3. Works well with others</li> <li>4. Outgoing</li> <li>5. Slow to anger</li> </ol>	<ol style="list-style-type: none"> <li>1. Language Arts / Speech</li> <li>2. Foreign Language</li> <li>3. Social Sciences</li> <li>4. Marketing</li> <li>5. Food Services</li> </ol>

## Government and Public Administration

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Be involved in politics.</li> <li>2. Negotiate, defend and debate ideas and topics.</li> <li>3. Plan activities and cooperate with others.</li> <li>4. Work with details.</li> <li>5. Perform a variety of duties that may change often.</li> <li>6. Analyze information and interpret it to others.</li> <li>7. Travel and see things that are new to me.</li> </ol>	<ol style="list-style-type: none"> <li>1. Good communicator</li> <li>2. Competitive</li> <li>3. Service-minded</li> <li>4. Well-organized</li> <li>5. Problem solver</li> </ol>	<ol style="list-style-type: none"> <li>1. Government</li> <li>2. Language Arts</li> <li>3. History</li> <li>4. Math</li> <li>5. Foreign Language</li> </ol>

## Human Services

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Care about people, their needs and their problems.</li> <li>2. Participate in community services and/or volunteering.</li> <li>3. Listen to other people's viewpoints.</li> <li>4. Help others be at their best.</li> <li>5. Work with people from preschool to old age.</li> <li>6. Think of new ways to do things.</li> <li>7. Make friends with different kinds of people.</li> </ol>	<ol style="list-style-type: none"> <li>1. Good communicator / good listener</li> <li>2. Caring</li> <li>3. Non-materialistic</li> <li>4. Intuitive and logical</li> <li>5. Non-judgmental</li> </ol>	<ol style="list-style-type: none"> <li>1. Language Arts</li> <li>2. Psychology / Sociology</li> <li>3. Family and Consumer Sciences</li> <li>4. Finance</li> <li>5. Foreign Language</li> </ol>

## Health Sciences

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Work under pressure.</li> <li>2. Help sick people and animals.</li> <li>3. Make decisions based on logic and information.</li> <li>4. Participate in health and science classes.</li> <li>5. Respond quickly and calmly in emergencies.</li> <li>6. Work as a member of a team.</li> <li>7. Follow guidelines precisely and meet strict standards of accuracy.</li> </ol>	<ol style="list-style-type: none"> <li>1. Compassionate and caring</li> <li>2. Good and following directions</li> <li>3. Conscientious and careful</li> <li>4. Patient</li> <li>5. Good listener</li> </ol>	<ol style="list-style-type: none"> <li>1. Biological Sciences</li> <li>2. Chemistry</li> <li>3. Math</li> <li>4. Occupational Health</li> <li>5. Language Arts</li> </ol>

## Information Technology

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Work with computers.</li> <li>2. Reason clearly and logically to solve complex problems.</li> <li>3. Use machines, techniques and processes.</li> <li>4. Read technical materials and diagrams and solve technical problems.</li> <li>5. Adapt to change.</li> <li>6. Play games and figure out how they work.</li> <li>7. Concentrate for long periods without being distracted.</li> </ol>	<ol style="list-style-type: none"> <li>1. Logical / analytical thinker</li> <li>2. See details in the big picture</li> <li>3. Persistent</li> <li>4. Good concentration skills</li> <li>5. Precise and accurate</li> </ol>	<ol style="list-style-type: none"> <li>1. Math</li> <li>2. Science</li> <li>3. Computer Technology / Computer Applications</li> <li>4. Communications</li> <li>5. Graphic Design</li> </ol>

## Law, Public Safety, Corrections and Security

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Work under pressure or in the face of danger.</li> <li>2. Make decisions based on my own observations.</li> <li>3. Interact with other people.</li> <li>4. Be in positions of authority.</li> <li>5. Respect rules and regulations.</li> <li>6. Debate and win arguments.</li> <li>7. Observe and analyze people's behavior.</li> </ol>	<ol style="list-style-type: none"> <li>1. Adventurous</li> <li>2. Dependable</li> <li>3. Community-minded</li> <li>4. Decisive</li> <li>5. Optimistic</li> </ol>	<ol style="list-style-type: none"> <li>1. Language Arts</li> <li>2. Psychology / Sociology</li> <li>3. Government / History</li> <li>4. Law Enforcement</li> <li>5. First Aid / First Responder</li> </ol>

## Science, Technology, Engineering and Math

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Interpret formulas.</li> <li>2. Find the answers to questions.</li> <li>3. Work in a laboratory.</li> <li>4. Figure out how things work and investigate new things.</li> <li>5. Explore new technology.</li> <li>6. Experiment to find the best way to do something.</li> <li>7. Pay attention to details and help things be precise.</li> </ol>	<ol style="list-style-type: none"> <li>1. Detail-oriented</li> <li>2. Inquisitive</li> <li>3. Objective</li> <li>4. Methodical</li> <li>5. Mechanically inclined</li> </ol>	<ol style="list-style-type: none"> <li>1. Math</li> <li>2. Science</li> <li>3. Drafting / Computer-Aided Drafting</li> <li>4. Electronics / Computer Networking</li> <li>5. Technical classes / Technology Education</li> </ol>

## Manufacturing

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Work with my hands and learn that way.</li> <li>2. Put things together.</li> <li>3. Do routine, organized and accurate work.</li> <li>4. Perform activities that produce tangible results.</li> <li>5. Apply math to work out solutions.</li> <li>6. Use tools and operate equipment and machinery.</li> <li>7. Visualize objects in three dimensions from flat drawings.</li> </ol>	<ol style="list-style-type: none"> <li>1. Practical</li> <li>2. Observant</li> <li>3. Physically active</li> <li>4. Step-by-step thinker</li> <li>5. Coordinated</li> </ol>	<ol style="list-style-type: none"> <li>1. Math-Geometry</li> <li>2. Chemistry</li> <li>3. Trade and Industry courses</li> <li>4. Physics</li> <li>5. Language Arts</li> </ol>

## Transportation, Distribution and Logistics

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Travel.</li> <li>2. See well and have quick reflexes.</li> <li>3. Solve mechanical problems.</li> <li>4. Design efficient processes.</li> <li>5. Anticipate needs and prepare to meet them.</li> <li>6. Drive or ride.</li> <li>7. Move things from one place to another.</li> </ol>	<ol style="list-style-type: none"> <li>1. Realistic</li> <li>2. Mechanical</li> <li>3. Coordinated</li> <li>4. Observant</li> <li>5. Planner</li> </ol>	<ol style="list-style-type: none"> <li>1. Math</li> <li>2. Trade and Industry courses</li> <li>3. Physical Sciences</li> <li>4. Economics</li> <li>5. Foreign Language</li> </ol>

## Marketing

Activities that I like to do:	Personal qualities that describe me:	Subjects that I like:
<ol style="list-style-type: none"> <li>1. Shop and go to the mall.</li> <li>2. Be in charge.</li> <li>3. Make displays and promote ideas.</li> <li>4. Give presentations and enjoy public speaking.</li> <li>5. Persuade people to buy products or to participate in activities.</li> <li>6. Communicate my ideas to other people.</li> <li>7. Take advantage of opportunities to make extra money.</li> </ol>	<ol style="list-style-type: none"> <li>1. Enthusiastic</li> <li>2. Competitive</li> <li>3. Creative</li> <li>4. Self-motivated</li> <li>5. Persuasive</li> </ol>	<ol style="list-style-type: none"> <li>1. Language Arts</li> <li>2. Math</li> <li>3. Business Education / Marketing</li> <li>4. Economics</li> <li>5. Computer Applications</li> </ol>

This survey does not make any claims of statistical reliability and has not been normed. It is intended for use as a guidance tool to generate discussion regarding careers and is valid for that purpose. Source: Adapted from the Guidance Division Survey, Oklahoma Department of Career and Technology Education (2005). The Career Clusters Interest Inventory is being used with permission of:



States' Career Clusters Initiative, 2008,  
[www.careerclusters.org](http://www.careerclusters.org)

# Missouri's Top 50 Jobs

Careers in Missouri with the most job openings between 2006 and 2016. For a complete listing of occupations, wages, and skills information, visit the MERIC website at: [www.missourieconomy.org](http://www.missourieconomy.org)

Occupation	Openings	Avg. Annual Wage	Education
<b>Architecture and Construction</b>			
Electricians	4,808	\$50,140	★
Plumbers, Pipefitters and Steamfitters	3,544	\$51,000	★
Construction Laborers	3,140	\$36,640	▲
Painters, Construction and Maintenance	2,657	\$38,580	▲
Cement Masons and Concrete Finishers	2,448	\$36,300	▲
Heating, Air Conditioning, and Refrigeration Mechanics and Installers	2,031	\$40,250	★
Cost Estimators	1,861	\$55,240	◆
Sheet Metal Workers	1,776	\$45,200	★
Construction Managers	1,560	\$69,900	◆
Electrical Power-Line Installers and Repairers	1,397	\$48,420	★
Brickmasons and Blockmasons	1,105	\$52,570	★
<b>Business Management and Administration</b>			
Accountants and Auditors	8,186	\$57,670	◆
General and Operations Managers	7,647	\$98,030	★
Business Operations Specialists, All Other	3,078	\$54,760	◆
Chief Executives	2,806	\$140,150	★
Managers, All Others	2,465	\$69,820	★
Training and Development Specialists	1,510	\$47,190	★
Human Resources, Training, and Labor Relations Specialists, All Other	1,050	\$55,730	◆
Advertising Sales Agents	897	\$45,790	▲
<b>Education and Training</b>			
Elementary School Teachers, Except Special Education	8,056	\$41,190	◆
Middle School Teachers, Except Special and Career Education	3,574	\$43,510	◆
Special Education Teachers, Preschool, Kindergarten, and Elementary School	2,414	\$42,810	◆
Health Specialties Teachers, Postsecondary	1,426	\$103,990	□
<b>Finance</b>			
Insurance Sales Agents	6,265	\$57,630	◆
Securities, Commodities, and Financial Services Sales Agents	2,802	\$86,060	◆
Claims Adjusters, Examiners, and Investigators	2,285	\$50,820	★
Loan Officers	1,976	\$56,080	◆
<b>Health Science</b>			
Registered Nurses	18,702	\$54,300	●
Pharmacists	1,887	\$95,390	●
Radiologic Technologists and Technicians	1,131	\$52,260	●
Physical Therapists	971	\$63,450	■
Medical Scientists, Except Epidemiologists	947	\$66,420	□

Occupation	Openings	Avg. Annual Wage	Education
<b>Human Service</b>			
Clergy	3,256	\$39,690	■
Directors, Religious Activities and Education	955	\$45,530	◆
<b>Information Technology</b>			
Computer Systems Analysts	4,564	\$69,600	◆
Network and Computer Systems Administrators	3,455	\$60,800	◆
Computer Software Engineers, Applications	3,397	\$74,190	◆
Network Systems and Data Communications Analysts	3,310	\$63,300	◆
Computer Software Engineers, Systems Software	2,346	\$75,210	◆
Computer and Information Systems Managers	1,351	\$97,240	★
Database Administrators	872	\$59,560	◆
<b>Law, Public Safety, Corrections and Security</b>			
Lawyers	3,376	\$107,410	◇
<b>Manufacturing</b>			
Welders, Cutters, Solderers, and Brazers	3,070	\$31,360	★
Industrial Machinery Mechanics	2,134	\$42,610	★
Telecommunications Equipment Installers and Repairers, Except Line Installers	1,641	\$51,110	★
<b>Marketing</b>			
Customer Service Representatives	17,880	\$30,420	▲
Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	9,476	\$57,270	★
Sales Representatives, Services, All Other	4,543	\$54,250	★
Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products	2,612	\$75,110	★
<b>Science, Technology, Engineering and Mathematics</b>			
Industrial Engineers	1,450	\$70,060	◆

- ▲ Moderate on-the-job training
- ★ Long-term on-the-job-training
- ★ Work experience in a related occupation
- ★ Postsecondary vocational award
- ★ Bachelor's or higher, plus work experience
- Associate degree
- ◆ Bachelor's degree
- Master's degree
- Doctoral degree
- ◇ First professional degree

# Covering All Your Expenses

**County by County Family Wage Calculator** <http://apps.oseda.missouri.edu/familywagecalc/>

1. For income, enter a monthly wage. This may be a weekly wage multiplied by 4.2 or a yearly wage divided by 12.
2. For expenses, complete the living modestly column, the living comfortably column or both. Living modestly means being a bit more thrifty and not spending quite as much as if you are living comfortably.
3. Visit <http://apps.oseda.missouri.edu/familywagecalc/> Check the county where you live to find out how much a family needs to pay for their expenses.

<b>Income</b>	<b>Entry Wage Per Month</b>	<b>Average Wage Per Month</b>
Monthly Wage	\$	\$
Taxes (25% of monthly wage for federal, state, and Social Security taxes)	\$	\$
Net Income (monthly wage - taxes)	\$	\$

<b>Expense</b>	<b>Living Modestly Cost Per Month</b>	<b>Living Comfortably Cost Per Month</b>
Rent / home mortgage	\$	\$
Electricity	\$	\$
Telephone and cell phone	\$	\$
Other utilities (natural gas, water, garbage)	\$	\$
Car and home insurance	\$	\$
Cable or satellite TV and Internet	\$	\$
Car payments, gas and maintenance	\$	\$
Health insurance	\$	\$
Food - eating out	\$	\$
Food - grocery store	\$	\$
Household (paper towels, light bulbs, etc.)	\$	\$
Clothing and shoes	\$	\$
Laundry	\$	\$
Entertainment	\$	\$
Vacation	\$	\$
Child care	\$	\$
Loan payments	\$	\$
Other (books, DVDs, gifts, hobbies)	\$	\$
Savings and investments	\$	\$
Donations	\$	\$
<b>Total Expenses</b>	<b>\$</b>	<b>\$</b>
<b>Net Income</b> (based on entry or average wage)	<b>\$</b>	<b>\$</b>
<b>Income minus Expenses</b>	<b>\$</b>	<b>\$</b>

# Managing Your Money



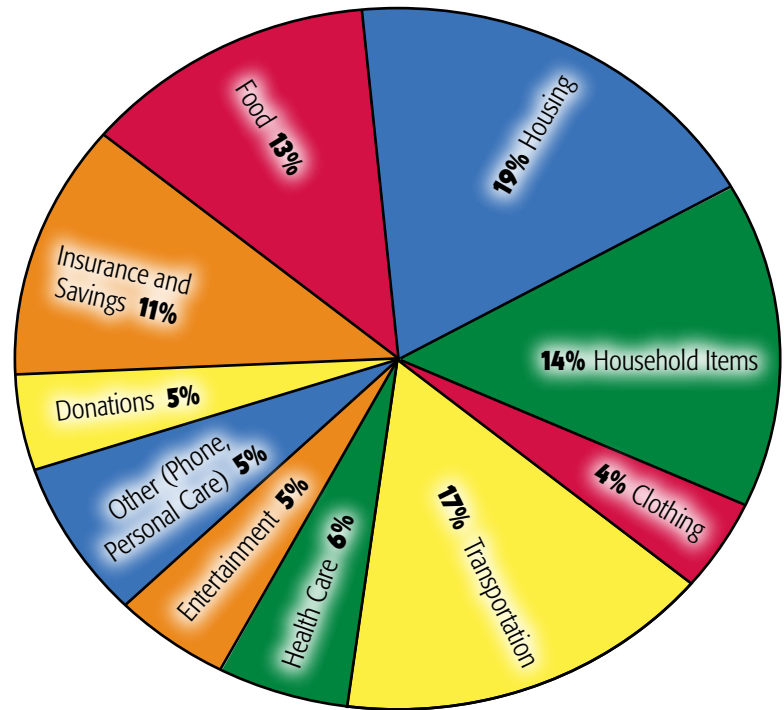
Preparing a budget gives an overall picture of how much spendable money you have and how this money will be divided in order to make a living. Due to the increases in the cost of food, utilities, car gas and other essential expenses, it is necessary to periodically revise your budget to fit not only the changes in the costs of goods and services but also the changes in your standard of living.

Over 60% of a family's income is spent on the basic necessities of housing, transportation, food and household items leaving the remaining expendable income to be spent on other items such as clothing, insurance, cell phones, savings, entertainment, and repairs.

With the cost of the basic necessities increasing and salaries many times remaining the same or even decreasing, it is important that consumers become more conservative and aware of how they spend their money.

By simply eliminating a few unnecessary expenses such as eating out, spending money on luxury items such as designer clothes, specialty coffees, candy, gum, soda, bottled water, you will notice a considerable savings over a period of time.

## A Typical Family Budget



### CHECK THIS OUT!

\$1.50 Bottled Water  
 \$.95 Candy Bar  
 \$2.75 Specialty Coffee

**\$5.20** per day  
 OR  
**\$36.40** per week  
 OR  
**\$1,892.80** per year!

### HOW MUCH DOES IT COST YOU TO LIVE?

The average household spends nearly two-thirds of its income on the combined costs of housing, transportation, food and household items. When looking at a household budget, it is important to consider routine daily expenses and how they can accumulate over time. Skipping one coffee drink, bottled water and candy bar each day can save you \$1,900 a year. That is enough for a nice vacation, a down payment on a new car, or a gift to a charity.

Source: Missouri Economic Research and Information Center

It is very important to not only prepare a budget but also to stick to it. Overspending your budget only causes constant worry as to how you are going to pay for many of the necessary items that you no longer have the money for.

Prepare, revise, and stick to your budget. Eliminate unnecessary expenses and take control of your money and spending. Don't let your spending take control of you.

# Learn the Habits of Success

Whether you are a high school or college student, developing good study-skill habits is an important ingredient to success. Here are some helpful tips to excel this semester and beyond:



## **Attend the First Class.**

Whether you are taking classes online or in school, be sure to attend the first session. It sets the tone and usually outlines the course content and requirements for the semester. You will know what is expected of you. Take notes from the first day, even if it is routine stuff you think you already know. Sitting close to the instructor helps you to focus and avoid distractions.

## **Be an Active Learner.**

Keep an open and curious mind. Listen carefully to the teacher for main ideas and concepts. Take good notes (and write clearly) in your class lectures and textbook readings. Use an outline form to help you distinguish between major and minor points, plus use the margins to jot down page numbers, examples or reminders. Organize and review your notes regularly.

## **Establish a Study Place.**

Set up a daily time and place to study. Your study place should have a desk, comfortable chair, good lighting, and all the supplies you need. The area should be free of distractions. If possible, avoid studying in an area where you routinely do other things.

## **Make Use of Study Resources.**

Use the library and other available resources. Find out about and use labs, tutors, videos, computer programs, and alternate sources of information.

## **Meet all deadlines.**

Write down all homework assignments, tests, and projects along with due dates. Manage your time so that you can deliver all assignments on the required dates. Procrastination is a problem that most students have to conquer. Recognize that “getting started” is important. Reward yourself for completing a task.

## **Read.**

Yes, crack open your books and read. Reading your assignments before the material is discussed in class gives you a learning advantage. Adjust your reading speed to the difficulty of the material and your ability. Get more out of your books by asking yourself questions while you read to test your understanding of the material. Ask your teacher questions if the material is not fully understood.

## **Put First Things First.**

Be self-motivated and self-disciplined. Today’s students are often faced with many obligations (family, work, etc.) that make demands on their time. Effective time management strategies can help you prioritize and balance your time. Simple steps such as setting goals, planning and organizing, and communicating your ideas and needs with others can go a long way toward keeping you on track.

## **Discover What Works for You.**

Always look for new study-skill habits and strategies that may work for you. For instance, if you need to memorize definitions, formulas, or lists, try creating your own flashcards – put topics on one side of the card, answers on the other, and test yourself often. Some students take notes in a different color for each subject. There are many other techniques you can try.

## **Be Good to Yourself.**

Keeping your body healthy and alert will make studying much easier and allow you to retain more information. Get up and do something after studying for long periods of time. Stretch, take a walk, or get something to eat or drink. After your break, go back to studying. Review your notes to get a fresh start on your subject.

## **If a Problem Arises, Speak with Your Instructor.**

There are many problems that may occur during a semester: illness, personal crises, and conflicts. If a difficult situation arises, speak to your instructor as soon as possible. Many issues can be resolved simply by direct communication.

## **Keep Your Eye on the Goal.**

Avoid over-commitment and prioritize tasks. Don’t let friends and acquaintances dictate what you consider important. Learn how to say “no” on occasion to protect the classroom and study time needed to reach your goals. Be confident and plan for success!

# Nothing Beats Experience

While you are exploring career options, remember that nothing compares with the first-hand information you can get by trying out different interest areas. You can start out by talking with someone who works in a career field that interests you or complete a project at school related to a subject in that field.

Taking a hands-on career education course related to your career interests also can provide valuable technical and leadership skills. Volunteering within the community is a wonderful way to help others while exploring and developing new skills. Find out if a service-learning program is offered at your school. This program combines meaningful service to the community with classroom studies, and some programs may help with funding for college.

Overall, take advantage of your opportunities to participate in career fairs, work-based experiences, cooperative education, student organizations, internships and more.

Getting experiences such as these can help students become successful managers of their own educational and career plans. Getting enthused about your future can be a powerful motivator for success in school.

Another great way to get exposed to the “real world” of careers is to participate in job shadowing. These types of one-day experiences can take place any time of the year. They can help you see how your natural strengths and interests can translate to a career. It also exposes you to the importance of “soft skills,” such as good communication, responsibility, and teamwork.

Many job shadowing programs are conducted through schools with local chambers of commerce. Job shadow experiences also can be arranged by parents, school counselors, school programs, classes or community organizations.

Businesses also benefit from job shadowing because it gains them recognition with potential future employees, giving them an edge in recruitment, and it can attract more business as students spread word of a good experience.



## Tips for Students

- 1. Dress appropriately.** Professional dress shows you are taking the opportunity seriously.
- 2. Make a good first impression.** When meeting people, be sure to make eye contact and offer a firm handshake. Practice with friends and family members beforehand.
- 3. Be respectful and polite.** The person you shadow has the potential to be a valuable mentor. Do your best to impress them. Remember your manners, and do not chew gum or bring a cell phone.
- 4. Come prepared with questions.** For example, what education is required for your position? What do you most like about your job? What is the salary range that someone in this position can make? Asking questions will show you are interested and you will get more out of the experience.
- 5. Express your appreciation.** Thank your mentor for allowing you to shadow him or her when you meet, when you leave for the day and later with a handwritten thank you note. Again, you never know how the connections you make may end up helping you in the future.

## Tips for a Successful Job Shadow

Creating a successful job shadowing experience requires some planning. Junior Achievement of Mississippi Valley helped create these lists of tips for students.

## Tips for Employers

- 1. Have a plan.** Mentors need to prepare talking points. Students will be interested in the history of the business, its mission, its various departments, job opportunities and what is required for advancement, as well as the background of their particular mentors, including their career histories and education paths. Mentors also need to know what they will show students and, when fitting, even prepare tasks for the students to complete.
- 2. Create an informal interaction time.** Providing lunch is a good way to let the mentors and students get to know each other on a more personal level. This social time also helps students build confidence and important interpersonal skills.
- 3. Make it fun!** Keep the focus on the kids, and be flexible enough to work with their interests. Remember, a successful job shadow will get students excited about exploring their career options. Make it an upbeat, positive experience.

# How Do You Look on Paper?



## Tips for an Effective Résumé

- Type your résumé (or print it on a computer printer). Use 8½" x 11" quality bond paper.
- Do not include irrelevant personal information (age, weight, height, marital status, etc.).
- Do not include everything you've done – be selective.
- Do not include salary and wages.
- Center or justify all headings. Don't use abbreviations.
- Be positive. Identify accomplishments.
- Highlight items that closely match the job requirements.
- Use action verbs.
- Use concise sentences. Keep it short (one page is best).
- Make sure your résumé "looks good" (neat and readable).
- Proof the master copy carefully. Have someone else proof the master copy as well.
- Inspect photocopies for clarity, smudges and marks.
- Use a lot of white space, capitals, underlining, and indentations to make things stand out.
- Consider using "bullets" • to emphasize a point.

## Tips for Effective Cover Letters

Always enclose a cover letter when you mail out a résumé. Your major purpose is to interest an employer in hiring you. The first step is to get your résumé read. So keep these facts in mind when writing your cover letter:

- Address your letter to a specific person by name, when possible, and refer to the job opening, when known.
- The first 20 words are important – they should attract the reader's interest.
- Tell your story in terms of the contribution you can make to the employer.
- Ask for a job interview.
- Be sure to refer to your résumé – it gives the facts.
- Use simple, direct language, correct grammar, and of course, type neatly on standard size white paper (8½x11).
- Keep it short and to the point. You need not cover the same ground as your résumé. Your letter should sum up what you have to offer and act as an "introduction card" for your résumé.
- Use proper sentence structure, correct spelling and punctuation.
- Type your letters.
- Let your letter reflect your individuality, but avoid appearing aggressive, overbearing, familiar, "cute" or "humorous." You are writing to a stranger about a subject that is serious to both of you.
- With local firms, take the initiative in suggesting that you will telephone for an interview.

# Put Your Best Foot Forward

Above all other considerations for a personal interview, be on time for the appointment. “On time” does not mean “just in time.” Try to arrive between 15 and 30 minutes before your appointment. That way, you will not be in a rush if you need to fill out additional forms or papers, or submit to unexpected testing.

Know yourself. Reassess your skills, abilities, experiences and accomplishments before you walk in the interviewer’s door. Be ready to respond to questions about yourself. Be able to communicate how you can meet the employer’s needs.

Research the job. Before the interview, learn as much as you can about the organization. Research the product manufactured or the service provided. Resources include the Internet, company literature and brochures, telephone books and Chamber of Commerce publications. Friends, libraries and networking contacts also may be good sources.

Don’t “tune out” while the interviewer is speaking, thinking ahead to what you are going to say next. Instead, listen carefully to interview questions. Be as natural and comfortable as possible. Dress for the interview. Project an image that matches the requirements of the job and the company. Feel great about the way you look.

Salary and benefits should not appear to be your first—or only—concern in an interview. Despite their importance, don’t bring them up first. Generally, interviewers will not want to discuss salary until they have formed a favorable impression of you and have a “short list” of candidates. Likewise, let the interviewer lead into conversations about benefits. If you appear more interested in benefits than in performing the work, it can be a “turn off” for the interviewer.

Handle potentially discriminatory questions courteously. By law, pre-employment inquiries may not be asked that might discriminate on the basis of race, color, religion, sex, national origin or age. Answer only what relates to the job. If a question is inappropriate, try to steer the conversation back to more appropriate job-related information.



In discussing your previous jobs and work situations, never criticize former employers or former workmates, even if the interviewer expresses that same opinion.

Don’t be in a hurry to ask questions until the interviewer invites you to do that. The interviewer may have a “checklist” of information to communicate to all applicants in a specific order. The answer to your question might be further down the list, so be patient.

Don’t forget to thank the interviewer for the time spent with you. If the receptionist or other staff members offered you courtesies, such as directions, parking validation or a bottle of water, be sure and thank them too. (They might be asked for their opinion of you after you leave.)

# Become an Active Job Seeker



Assessing your strengths and creating your résumé will take some time, but not many days. Targeting employers and finding sources of job information will occupy most of your job-search time. Learn more about the economy in your local area and across Missouri. Anticipating which employers will offer jobs—before they even announce them—can put you a step ahead of job seekers who only respond to posted job openings.

One of the differences between effective job “searching” and an exhausting “chase” after employment is choosing to be active, rather than passive, in your methods.

## Active Job Seeking Tips

- Make your job hunting a full-time project. People work a 40-hour week for an employer. Don’t work less for yourself.
- Limit daily time spent reading job ads, in print and especially online. If you spend eight hours a day scanning job notices, you are just a reader, not a job hunter.
- Make an activity list for the start of every day. Outline telephone calls, interviews, job-board searches and other activities you are going to accomplish.
- Make a daily or weekly schedule—and stick to it. Having a routine helps you complete tasks.
- Keep a list of all employers you contact, the persons you spoke with, how you contacted them and the results of each contact. Keep your list handy to help you identify an email or phone call you might receive in response.
- Once you start your search, do not allow yourself little “vacations.” Unemployment is not a holiday, a vacation or an opportunity to rebuild your sun porch. Do not let others distract or take advantage of what they see as your “free time.” Don’t be diverted by projects, chores, errands, favors or recreations. Explain to others—and keep reminding yourself—that you have “work to do.”
- However, do not spend 60 or 70 hours a week on job hunting. An exhausted person makes a poor impression in a job interview.

## Seven New Rules of Work

1. **Be a Jack/Jill of All Trades** – The most employable worker is the multi-skilled, versatile worker.
2. **Get an Edge and Keep it Sharp** – Identify what you do best and continuously strive to improve upon and upgrade your skills.
3. **There is No ‘I’ in Team** – Today’s workforce is a partnership of employees who can interact with each other and apply their individual strengths for the good of all.
4. **Born to be Wired** – There is no substitute for computer and technology skills.
5. **Watch Your Language** – The ability to express yourself clearly and precisely is one of the skills employers value the most.
6. **May I Help You?** – The ability to maintain good customer relations is one of the most sought-after skills in any business.
7. **Networking Works** – You will always benefit from building a relationship with people both inside and outside the workplace.

Source: Connecticut Career Resource Network

# A Broad Base of Skills for Success

When you think about a future job or career, it can help to imagine yourself in the employer's shoes. What do they want in an employee? Which skills, knowledge and attitudes are required, and which ones stand out? Getting to know your career field of choice certainly helps, by reading, talking to people in the field, and experiencing the work through job shadowing and training. Employers throughout the state and across the nation can also help. Many have already identified what they want in an employee, and many times, certain desires emerge and repeat from one career field to the next.

While the Career Clusters framework groups occupations, it also groups the knowledge and skills you need to succeed into ten key areas. These areas include academic foundations; technical skills; problem solving and critical thinking; ethics and legal responsibilities; communication; information technology applications; leadership and teamwork; safety, health and environment; employability and career development; and systems. As you map your career plan, think about the activities, jobs, and education that can help you develop skills across these areas. Figure out where you shine, where you need work, and how you can show the skills you've learned.

## Academic Foundations

Don't let a fear of math hold you behind. It may not appear in a classified ad, but employers repeat over and over the value of basic math skills. From health care to construction to marketing, math has a part to play in how the job gets done. If you know you need help with math or reading, many schools, career centers, and AEL programs can guide you to the help you need to succeed.

## Technical Skills

Find the training or educational program that is right for you. Look at the end of this booklet for programs in your area. One- and two-year programs are available in all areas of Missouri to help people build the skills for a successful career.

## Problem Solving and Critical Thinking

Approach challenges with an open mind and a ready attitude.

## Ethics and Legal Responsibilities

When you have chosen a career field, learn all you can about the expectations and legal requirements. Participating in a career organization is a great way to find out what is expected and what is required of the job you hope to land.



## Communication

Every job involves at least a bit of customer service, if for no one other than your number one customer, your employer. Learn to speak and write professionally by practicing and watching those around you. A career mentor can guide you toward clear, friendly communication on the job. If you need help polishing a resume or cover letter, your local Missouri Career Center can help.

## Information Technology Applications

Computers, handheld devices and other technologies are a common feature of today's workplace. If you need help with office equipment such as copiers and fax machines, your local Missouri Career Center can help. If knowledge of word processing and spreadsheets are needed, many community colleges and area career centers offer courses that can make someone with no experience look like a pro in three months or less.

## Leadership and Teamwork

Value the work of others. When you value what your coworkers do, they will value your work and help you succeed.

## Safety, Health and Environment

For any work place, there are rules of the road to guarantee safety and productivity. For many jobs, safety procedures are critical. When it comes to safety, if there are any questions in your mind, ask.

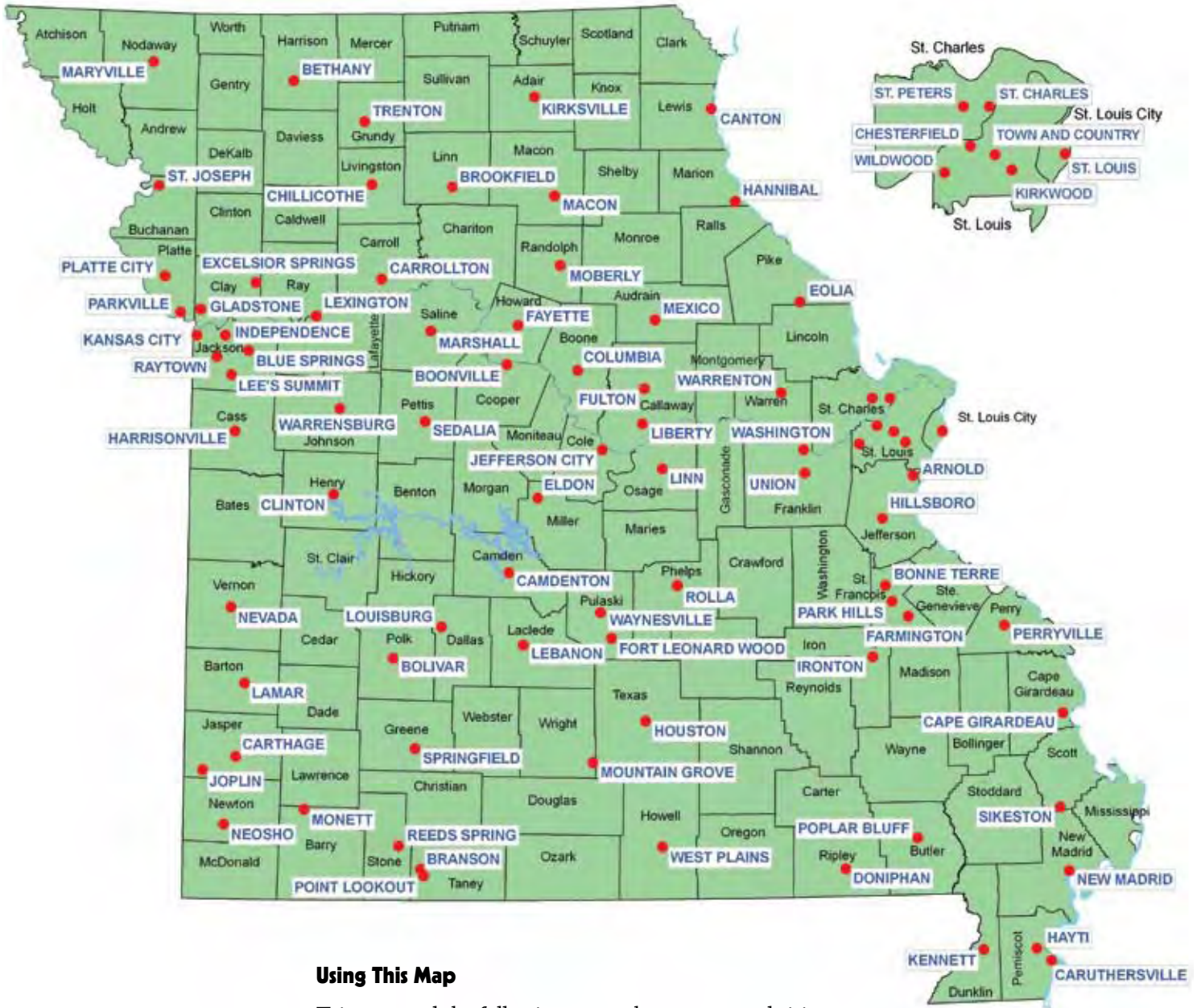
## Employability and Career Development

Get organized and be on time. Punctuality and a strong work ethic are often at the top of the list of attributes that employers seek. Consider weekly or daily 'to do' lists to make sure you are on target with your job and with your life.

## Systems

Learn how different jobs and professions within your chosen career field interact. The Internet can be a valuable tool to learn about the careers that interest you most, and career organizations can provide a wealth of knowledge.

# Find Services in Your Area



## Using This Map

This map and the following pages show towns and cities throughout Missouri with career and educational services. While this is not a comprehensive list of all educational and training services, it can serve as a good starting point.

For more information on additional educational programs throughout the state, visit the Department of Higher Education website at [www.dhe.mo.gov](http://www.dhe.mo.gov).

For more information about many career services, visit the Division of Workforce Development's Missouri Career Source website at [www.missouricareersource.com](http://www.missouricareersource.com).

# Career and Education Services

## Apprenticeships

An apprenticeship program is a sound alternative to a four-year degree, especially if

**>> More Information**

U.S. Department of Labor  
[oa.doleta.gov/bat.cfm](http://oa.doleta.gov/bat.cfm)

you are unsure about college. It is a chance to learn a skilled profession and increase knowledge and skills while earning a good wage. An apprenticeship is a combination of on-the-job training and related classroom instruction in which workers learn the practical and theoretical aspects of a highly-skilled occupation. Training for more than 240 occupations can be obtained through apprenticeship programs in Missouri, such as carpenter, electrician, chef, firefighter, truck driver, machinist, logistics engineer, automobile mechanic, heating and air-conditioning installation and service.

## Independent Two-Year Colleges

These schools, known as private schools, are mainly supported by private funds and feature programs that traditionally take two years to complete.

**>> More Information**

Department of Higher Education  
[www.dhe.mo.gov](http://www.dhe.mo.gov)  
 (473)751-2361

## Independent Four-Year Colleges

These schools, known as private schools, are mainly supported by private funds and feature programs that traditionally take four years to complete.

## Professional/Technical Schools

These degree and non-degree granting institutions' programs are designed to prepare students for direct entry into the workforce. Missouri's professional and technical institutions have a strong focus on health care – a field with a strong growth outlook.

## Public Two-Year Colleges

These schools, known as community colleges, are mainly supported by public funds. Their programs traditionally take two years to complete. Many community colleges offer programs and courses through area career centers.

## Public Four-Year Colleges

These schools are mainly supported by public funds. Their programs traditionally take four years to complete.

## Area Career Centers

Missouri has 57 area career centers across the state that offer high school and adult students

**>> More Information**

Department of Elementary and Secondary Education  
[www.dese.mo.gov/careered](http://www.dese.mo.gov/careered)

a number of programs in the health sciences and skilled technical sciences, such as automotive technology and collision repair, construction technology, electronics, and machine tool technology. Programs offered are usually one- and two-year certificate programs with many offering third-party industry certification.

## Missouri Career Centers

Located in 43 cities and towns across the state, Missouri Career Centers house trained, friendly workforce specialists

**>> More Information**

Division of Workforce Development  
[www.missouricareersource.com](http://www.missouricareersource.com)  
 (888)728-JOBS

that provide valuable career assistance services to job seekers and businesses—at no cost. The centers can help you:

- Find the right career for your needs and skill sets
- Prepare an eye-catching résumé
- Complete job applications and other paperwork—even online
- Register on MissouriCareerSource.com—Missouri's jobmatching resource—and learn where the jobs are
- Practice and improve interviewing skills
- Access education, certification and training services to improve your skills
- Learn to use supportive equipment, like computers, telephones, fax machines and copiers
- Navigate Veterans Employment Services

## Vocational Rehabilitation Centers

The Missouri Division of Vocational Rehabilitation specializes in employment and training services to assist eligible individuals

**>> More Information**

Vocational Rehabilitation  
[www.vr.dese.mo.gov](http://www.vr.dese.mo.gov)  
 (877)222-8963

with disabilities. Individualized services can include vocational assessment; guidance and counseling; job-seeking skills and placement; and job training. The centers also provide assistance with transition services, supported employment services, assistive technology services and the Ticket to Work program.

**Arnold**

Missouri Career Center  
(636)287-8909

**Bethany**

North Central Career Center  
*Area Career Center*  
(660)425-2196  
www.shr2.k12.mo.us

**Blue Springs**

Metropolitan Community  
College - Blue River  
*Public Two-Year College*  
(816)220-6500  
www.mcckc.edu

**Bolivar**

Bolivar Technical College  
*Professional/Technical College*  
(417)777-5062  
www.bolivarcollege.org

Southwest Baptist University  
*Independent Four-Year College*  
(800)526-5859  
www.sbuniv.edu

**Bonne Terre**

UniTec Career Center  
*Area Career Center*  
(573)358-2271  
www.ncsd.k12.mo.us/ucc/index.htm

**Boonville**

Boonslick Technical  
Education Center  
*Area Career Center*  
(660)882-5306  
www.btec.boonville.k12.mo.us

**Branson**

Missouri Career Center  
(417)334-4156

**Brookfield**

Brookfield Area Career Center  
*Area Career Center*  
(660)258-2682  
www.brookfield.k12.mo.us/acc/  
b-acc.html

**Camdenton**

Lake Career and Technical Center  
*Area Career Center*  
(573)346-9260  
www.camdentonschools.org

Missouri Career Center  
(573)346-5616

**Canton**

Culver-Stockton College  
*Independent Four-Year College*  
(573)288-6000  
www.culver.edu

**Cape Girardeau**

Cape Girardeau Career &  
Technology Center  
*Area Career Center*  
(573)431-4593  
www.cape.k12.mo.us/cc/  
default.htm

Missouri Career Center  
(573)290-5766

Southeast Missouri State University  
*Public Four-Year College*  
(573)651-2000  
www.semo.edu

Southeast Missouri Hospital College  
of Nursing & Health Sciences  
*Professional/Technical College*  
(573)334-6825  
www.southeastmissouri  
hospitalcollege.edu

Vocational Rehabilitation Center  
(573)290-5788

**Carrollton**

Carrollton Area Career Center  
*Area Career Center*  
(660)542-0000  
www.trojans.k12.mo.us/cacc

**Carthage**

Carthage Technical Center  
*Area Career Center*  
(417)359-7026  
www.carthage.k12.mo.us/tc

**Caruthersville**

Missouri Career Center  
(573)333-0409

**Chesterfield**

Logan University  
*Professional/Technical College*  
(800)782-3344  
www.logan.edu

**Chillicothe**

Grand River Technical School  
*Area Career Center*  
(660)646-3414  
www.grts.org

Missouri Career Center  
(660)646-0671

Vocational Rehabilitation Center  
(660)646-1542

**Clinton**

Clinton Technical School  
*Area Career Center*  
(660)885-6101  
www.clinton.k12.mo.us/  
index.php?page=ts

Missouri Career Center  
(660)885-5541

**Columbia**

Columbia Career Center  
*Area Career Center*  
(573)214-3800  
www.career-center.org

Columbia College  
*Independent Four-Year College*  
(573)875-8700  
www.ccis.edu

Missouri Career Center  
(573)882-8821

Stephens College  
*Independent Four-Year College*  
(573)442-2211  
www.stephens.edu

University of Missouri - Columbia  
*Public Four-Year College*  
(573)882-2121  
www.missouri.edu

Vocational Rehabilitation Center  
(573)882-9110

**Doniphan**

Current River Career Center  
*Area Career Center*  
(573)996-2915  
crlink.tec.mo.us

**Eldon**

Eldon Career Center  
*Area Career Center*  
(573)392-8060  
www.eldoncareercenter.org

**Eolia**

Pike-Lincoln Technical Center  
*Area Career Center*  
(573)485-2900  
www.pltc.k12.mo.us

**Excelsior Springs**

Excelsior Springs Area  
Career Center  
*Area Career Center*  
(816)630-9240  
tigernet.estigers.k12.mo.us/esacc

**Farmington**

Vocational Rehabilitation Center  
(573)218-6100

**Fayette**

Central Methodist University  
*Independent Four-Year College*  
(660)248-3391  
www.centralmethodist.edu

**Florissant**

Missouri Career Center  
(314)877-3010

Vocational Rehabilitation Center  
(314)877-3200

**Fort Leonard Wood**

Missouri Career Center  
(573)596-0294

**Fulton**

Westminster College  
*Independent Four-Year College*  
(573)642-3361  
www.westminster-mo.edu

William Woods University  
*Independent Four-Year College*  
(573)642-2251  
www.williamwoods.edu

**Gladstone**

Vocational Rehabilitation Center  
(816)467-7900

**Hannibal**

Hannibal Career and  
Technical Center  
*Area Career Center*  
(573)221-4430  
www.hannibal.tec.mo.us

Hannibal-Lagrange College  
*Independent Four-Year College*  
(573)221-3675  
www.hlg.edu

Missouri Career Center  
(573)248-2520

Vocational Rehabilitation Center  
(573)248-2410

**Harrisonville**

Cass Career Center  
*Area Career Center*  
(816)380-3253  
www.casscareercenter.com

**Hayti**

Pemiscot County Career &  
Technology Center  
*Area Career Center*  
(573)359-2601  
www.pcssd.k12.mo.us

## Hillsboro

Jefferson College  
Public Two-Year College  
and Area Career Center  
(636)797-3000  
www.jeffco.edu

## Houston

Texas County Technical Institute  
Professional/Technical College  
(417) 967-5466  
www.texascountytech.edu

## Independence

Fort Osage Career &  
Technology Center  
Area Career Center  
(816)650-7180  
www.fortosage.net/ctc/  
ctc\_index.shtml

Missouri Career Center  
(816)325-5890

## Ironton

Arcadia Valley Career  
Technology Center  
Area Career Center  
(573)431-4593  
www.mineralarea.edu

## Jefferson City

Lincoln University  
Public Four-Year College  
(573)681-5000  
www.lincolnu.edu

Missouri Career Center  
(573)526-8115

Nichols Career Center  
Area Career Center  
(573)659-3100  
www.jcps.k12.mo.us

Vocational Rehabilitation Center  
(573)751-2343

## Joplin

Franklin Technology Center  
Area Career Center  
(417)659-4400 - MSSU campus  
(417)625-5269 - Iowa St. campus  
www.franklintechjoplin.com

Missouri Career Center  
(417)629-3000

Missouri Southern State University  
Public Four-Year College  
(417)625-9300  
www.mssu.edu

Vocational Rehabilitation Center  
(417)629-3067

## Kansas City

Avila University  
Independent Four-Year College  
(816)942-8400  
www.avila.edu

Cleveland Chiropractic College  
Professional/Technical College  
(800)467-2252  
www.clevelandchiropractic.edu

Kansas City Art Institute  
Professional/Technical College  
(816)474-5224  
www.kcai.edu

Kansas City University of  
Medicine & Biosciences  
Professional/Technical College  
(800)234-4847  
www.kcumb.edu

Manual Career and  
Technical Education Center  
Area Career Center  
(816)418-5200  
www.kcmsd.net/mctc

Metropolitan Community  
College - Business & Technology  
Public Two-Year College  
(816)482-5200  
www.mcckc.edu

Metropolitan Community  
College - Maple Woods  
Public Two-Year College  
(816)437-3000  
www.mcckc.edu

Metropolitan Community  
College - Penn Valley  
Public Two-Year College  
(816)759-4000  
www.mcckc.edu

Missouri Career Center  
Kansas City, Downtown  
(816)471-2330

Missouri Career Center  
Kansas City, Northland  
(816)437-3635

Missouri Career Center  
Kansas City, South  
(816)325-1000

Rockhurst University  
Independent Four-Year College  
(816)501-4000  
www.rockhurst.edu

University of Missouri - Kansas City  
Public Four-Year College  
(816)235-1000  
www.umkc.edu

## Kansas City

Vocational Rehabilitation Center  
(816)889-2581

## Kennett

Missouri Career Center  
(573)888-4518

Kennett Career &  
Technology Center  
Area Career Center  
(573)717-1123  
www.kennett.k12.mo.us/car

## Kirkville

A. T. Still University of  
Health Sciences  
Professional/Technical College  
(660)626-2121  
www.atsu.edu

Kirkville Area Technical Center  
Area Career Center  
(660)665-2865  
http://www.kirkville.k12.mo.us/  
Tech\_Center/index.html

Missouri Career Center  
(660)785-2400

Truman State University  
Public Four-Year College  
(660)785-4000  
www.truman.edu

Vocational Rehabilitation Center  
(660)785-2550

## Kirkwood

St. Louis Community  
College - Meramec  
Public Two-Year College  
(314)984-7500  
www.stlcc.edu/mc

## Lamar

Lamar Area Vo-Tech  
Area Career Center  
(417)682-3384  
www.lamar.k12.mo.us

## Lebanon

Lebanon Technology and  
Career Center  
Area Career Center  
(417)532-5494  
www.lebanon.k12.mo.us/litcc

Missouri Career Center  
(417)532-6146

## Lee's Summit

Metropolitan Community  
College - Longview  
Public Two-Year College  
(816)672-2000  
www.mcckc.edu

Vocational Rehabilitation Center  
(816)622-0611

## Lexington

Lex La-Ray Technical Center  
Area Career Center  
(660)259-2264  
www.lexlaray.com

Missouri Career Center  
(660)259-4671

Wentworth Military Academy  
Independent Two-Year College  
(800)962-7682  
www.wma1880.org

## Liberty

William Jewell College  
Independent Four-Year College  
(816)781-7700  
www.jewell.edu

## Linn

Linn State Technical College  
Public Two-Year College  
and Area Career Center  
(573)897-5196  
www.linnstate.edu

## Louisburg

Dallas County Career Center  
Area Career Center  
(417)752-3491  
www.dallasr1.k12.mo.us

## Macon

Macon AVTS  
Area Career Center  
(660)385-2158  
www.macon.k12.mo.us/Vocational/

## Marshall

Missouri Valley College  
Independent Four-Year College  
(660)831-4000  
www.moval.edu

Saline County Career Center  
Area Career Center  
(660)886-6958 ext. 247  
www.marshallschools.com/sccc

**Maryville**

Missouri Career Center  
(660)582-8980

Northwest Missouri State University  
*Public Four-Year College*  
(660)562-1212  
www.nwmissouri.edu

Northwest Technical School  
*Area Career Center*  
(660)562-3022  
www.ed2go.com/nts/index.html

**Mexico**

Davis Hart Career Center  
*Area Career Center*  
(573)581-5684  
www.mexicoschools.net

Missouri Career Center  
(573)581-4576

**Moberly**

Missouri Career Center  
(660)263-5850

Moberly Area Community College  
*Public Two-Year College*  
(660)263-4110  
www.macc.edu

Moberly Area Technical Center  
*Area Career Center*  
(660)269-2690  
www.moberly.k12.mo.us/matc.html

**Monett**

Missouri Career Center  
(417)235-7877

Southwest Area Career Center  
*Area Career Center*  
(417)235-7022  
www.swacc.monett.k12.mo.us

**Mountain Grove**

Ozark Mountain Technical Center  
*Area Career Center*  
(417)926-3177  
www.mgr3.k12.mo.us/omtc

**Neosho**

Crowder College  
*Area Career Center and  
Public Two-Year College*  
(417)451-3223  
www.crowder.edu

**Nevada**

Cotley College  
*Independent Two-Year College*  
(417)667-8181  
www.cotley.edu

Missouri Career Center  
(417)448-1177

Nevada Regional Technical Center  
*Area Career Center*  
(417)448-2090  
www.nevada.k12.mo.us/NRTC/  
Index.htm

Vocational Rehabilitation Center  
(417)448-1332

**New Madrid**

New Madrid County R-I  
Technical Skills Center  
*Area Career Center*  
(573)688-2165  
www.newmadridco.k12.mo.us

**Park Hills**

Mineral Area College  
*Public Two-Year College*  
(573)431-4593  
www.mineralarea.edu

Missouri Career Center  
(573)454-2191

**Parkville**

Park University  
*Independent Four-Year College*  
(816)741-2000  
www.park.edu

**Perryville**

Perryville Area Career and  
Technology Center  
*Area Career Center*  
(573)547-7500  
www.perryville.k12.mo.us/  
careercenter/index.htm

**Platte City**

Northland Career Center  
*Area Career Center*  
(816)858-5505  
www.northlandcareercenter.com

**Point Lookout**

College of the Ozarks  
*Independent Four-Year College*  
(417)334-6411  
www.cofo.edu

**Poplar Bluff**

Missouri Career Center  
(573)840-9595

Poplar Bluff Technical Career Center  
*Area Career Center*  
(573)785-2248  
www.r1schools.org

Three Rivers Community College  
*Public Two-Year College*  
(877)879-8722  
www.trcc.edu

Vocational Rehabilitation Center  
(573)840-9550

**Raytown**

Herndon Career Center  
*Area Career Center*  
(816)268-7140  
www.herndoncareercenter.com

**Reeds Spring**

Gibson Technical Center  
*Area Career Center*  
(417)272-3271  
www.wolves.k12.mo.us/gtc

**Rolla**

Missouri Career Center  
(573)364-7030

Missouri University of  
Science and Technology  
*Public Four-Year College*  
(573)341-4111  
www.mst.edu

Rolla Technical Institute/Center  
*Area Career Center*  
(573)458-0160  
www.rolla.k12.mo.us/schools/rtirtc

Vocational Rehabilitation Center  
(573)368-2266

**Sedalia**

Missouri Career Center  
(660)530-5627

State Fair Community College  
*Area Career Center and  
Public Two-Year College*  
(660)530-5800  
www.sfccmo.edu

Vocational Rehabilitation Center  
(660)530-5560

**Sikeston**

Missouri Career Center  
(573)472-5250

Sikeston Career and  
Technology Center  
*Area Career Center*  
(573)471-5442  
www.sikeston.k12.mo.us/sctc

**Springfield**

Cox College  
*Professional/Technical College*  
(417)269-3401  
www.coxcollege.edu

Drury University  
*Independent Four-Year College*  
(417)873-7879  
www.drury.edu

Evangel University  
*Independent Four-Year College*  
(417)865-2811  
www.evangel.edu

Missouri Career Center  
(417)887-4343

Missouri State University  
*Public Four-Year College*  
(417)836-5000  
www.missouristate.edu

Ozarks Technical  
Community College  
*Area Career Center and  
Public Two-Year College*  
(417)447-7500  
www.otc.edu

Vocational Rehabilitation Center  
Springfield, North  
(417)895-5863

Vocational Rehabilitation Center  
Springfield, South  
(417)895-5720

**St. Charles**

Lewis & Clark Career Center  
*Area Career Center*  
(636)443-4963  
www.stcharles.k12.mo.us/schools/  
lewis\_clark.htm

Lindenwood University  
*Independent Four-Year College*  
(636)949-2000  
www.lindenwood.edu

Vocational Rehabilitation Center  
(636)940-3300

## St. Joseph

Hillyard Technical Center  
*Area Career Center*  
 (816)671-4170  
[www.hillyardtech.com](http://www.hillyardtech.com)

Missouri Career Center  
 (816)387-2380

Missouri Western State University  
*Public Four-Year College*  
 (816)271-4200  
[www.missouriwestern.edu](http://www.missouriwestern.edu)

Vocational Rehabilitation Center  
 (816)387-2280

## St. Louis

Fontbonne University  
*Independent Four-Year College*  
 (314)862-3456  
[www.fontbonne.edu](http://www.fontbonne.edu)

Goldfarb School of Nursing at  
 Barnes-Jewish College  
*Professional/Technical College*  
 (314)454-7055  
[www.barnesjewishcollege.edu](http://www.barnesjewishcollege.edu)

Harris-Stowe State University  
*Public Four-Year College*  
 (314)340-3366  
[www.hssu.edu](http://www.hssu.edu)

Maryville University of St Louis  
*Independent Four-Year College*  
 (800)627-9855  
[www.maryville.edu](http://www.maryville.edu)

Missouri Baptist University  
*Independent Four-Year College*  
 (314)414-1115  
[www.mobap.edu](http://www.mobap.edu)

Missouri Career Center  
 St. Louis, Central  
 (314)877-0916

Missouri Career Center  
 St. Louis, Deer Creek  
 (314)877-0001

Missouri Career Center  
 St. Louis, North Oaks  
 (314)381-6700

Missouri Career Center  
 St. Louis, South  
 (314)416-2917

Missouri Career Center  
 St. Louis, Downtown  
 (314)589-8000

## St. Louis

Ranken Technical College  
*Professional/Technical College*  
 (866)472-6536  
[www.ranken.edu](http://www.ranken.edu)

St. Louis College of Pharmacy  
*Professional/Technical College*  
 (314)367-8700  
[www.stlccop.edu](http://www.stlccop.edu)

St. Louis Community College -  
 Forest Park  
*Public Two-Year College*  
 (314)644-9100  
[www.stlcc.edu/fp](http://www.stlcc.edu/fp)

St. Louis Community College -  
 Florissant Valley  
*Public Two-Year College*  
 (314)513-4200  
[www.stlcc.edu/fv](http://www.stlcc.edu/fv)

St. Louis University  
*Independent Four-Year College*  
 (314)977-2222  
[www.imagine.slu.edu](http://www.imagine.slu.edu)

University of Missouri - St. Louis  
*Public Four-Year College*  
 (314)516-5000  
[www.umsl.edu](http://www.umsl.edu)

Washington University  
*Independent Four-Year College*  
 (314)935-5000  
[www.wustl.edu](http://www.wustl.edu)

Webster University  
*Independent Four-Year College*  
 (314)968-6900  
[www.websteruniv.edu](http://www.websteruniv.edu)

Vocational Rehabilitation Center  
 St. Louis, Downtown  
 (314)877-2940

Vocational Rehabilitation Center  
 St. Louis, South  
 (314)877-1900

Vocational Rehabilitation Center  
 St. Louis, West  
 (314)877-1530

## St. Peters

Missouri Career Center  
 (636)278-1360

St. Charles Community College  
*Public Two-Year College*  
 (636)922-8000  
[www.stchas.edu](http://www.stchas.edu)

## Town & Country

Special School District  
 of St. Louis County  
*Area Career Center*  
 (314)989-8275  
[www.ssd.k12.mo.us/Tech\\_ed/index.html](http://www.ssd.k12.mo.us/Tech_ed/index.html)

## Trenton

Missouri Career Center  
 (660)359-3533

North Central Missouri College  
*Public Two-Year College*  
 (660)359-3948  
[www.ncmissouri.edu](http://www.ncmissouri.edu)

## Union

East Central College  
*Public Two-Year College*  
 (636)583-5193  
[www.eastcentral.edu](http://www.eastcentral.edu)

## Warrensburg

Missouri Career Center  
 (660)429-2504

University of Central Missouri  
*Public Four-Year College*  
 (660)543-4111  
[www.ucmo.edu](http://www.ucmo.edu)

Warrensburg Area Career Center  
*Area Career Center*  
 (660)747-2283  
[warrensburg.k12.mo.us/schools/wacc/main](http://warrensburg.k12.mo.us/schools/wacc/main)

## Warrenton

Missouri Career Center  
 (636)456-9467

## Washington

Four Rivers Career Center  
*Area Career Center*  
 (636)239-7777  
[www.washington.k12.mo.us/schools/frcc/index.html](http://www.washington.k12.mo.us/schools/frcc/index.html)

Missouri Career Center  
 (636)239-6703

## Waynesville

Waynesville Career Center  
*Area Career Center*  
 (573)774-6106  
[www.waynesville.k12.mo.us/schools/career\\_center](http://www.waynesville.k12.mo.us/schools/career_center)

## West Plains

Missouri Career Center  
 (417)256-3158

Missouri State University -  
 West Plains  
*Public Two-Year College*  
 (417)255-7255  
[www.wp.missouristate.edu](http://www.wp.missouristate.edu)

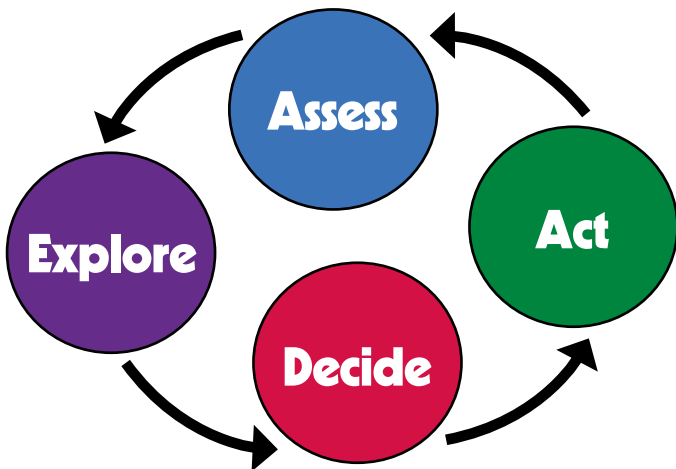
South Central Career Center  
*Area Career Center*  
 (417)256-6152  
[wphs.k12.mo.us/education/school/school.php?sectionid=5](http://wphs.k12.mo.us/education/school/school.php?sectionid=5)

Vocational Rehabilitation Center  
 (417)256-8294

## Wildwood

St. Louis Community  
 College - Wildwood  
*Public Two-Year College*  
 (314)644-5522  
[www.stlcc.edu/ww](http://www.stlcc.edu/ww)

# Create a Plan and Stick to It



Armed with information about career, educational and training resources in your region, you can begin to develop your career and educational plan. As you make plans, it is important to keep them flexible. Be ready to take advantage of new opportunities, and don't let unexpected challenges derail your goals.

These tips may help you create a plan and follow through to success:

## Use the Career Development Process

Many counselors recommend a simple process for career planning that involves a cycle of actions: assess, explore, decide and act. Start by assessing yourself, what direction you would like to take your career, your interests, your strengths. Next, explore different careers and educational or training programs available. Decide on a plan of action, and put it to work. Keep your plan on hand so that you can remember what you decided to do and how the different pieces fit together. Once you have taken action on the plan, the cycle continues as you assess what you have done and continue the process.

## Make a Schedule

Develop a daily or weekly schedule for yourself, and do your best to stick to it. You can always adjust your schedule if it seems unrealistic or too rigid, but routine activities are a key to success. If you spend your money without planning a budget and making notes in a checkbook register, you can develop big problems very fast. Your time is at least as important as your money. Budget your time with a daily or weekly routine.

## Get Organized

Create a space for papers and materials related to your career goals and education, and keep things in order. Depending on the nature of your education or training, this space could be a box, a drawer or a desk. If you are taking classes, keep your folders and notebooks tidy and in order, and have a separate space for papers related to your program of study. A little time invested in keeping your materials tidy and organized can prevent unnecessary stress and keep you from getting discouraged.

## Be Prepared for Setbacks

Every plan comes with its challenges. A job may involve things that you didn't expect. Classes may be harder than you expected. When you start something new, find out who you can go to if you need help, and don't be afraid to ask for help.

## Celebrate Your Successes

Take time to recognize and celebrate your accomplishments as you move toward your career goals. Motivate yourself with rewards. A healthy pride in your accomplishments can lift you through difficult times.

## Make a To-Do List

Using a to-do list can help you prioritize the things you need to do for the day or for the week, and it can give you a greater sense of accomplishment as you work toward your goals. If you have a large project to do, break it down into individual tasks. Not only can this keep a longer project from becoming overwhelming, but it can also help guarantee that you do not forget an important step.

## Make Time to Relax

Always allow some time for relaxation. Often, the greatest inspirations can come during relaxation activities. Find activities that help you relax and make them a part of your routine. Everyone needs time to recharge their batteries. Whether it's reading a book, playing a sport, going for a walk or catching your favorite team on television, allowing time for your favorite things can prevent you from getting run down while you work toward your career goals.

# Drafting Your Plan of Action

## Making an Action Plan

If you are in school, visit with your school counselor or advisor to review your personal plan of study (4- to 6-year plan). High school students should be sure to take the necessary courses and participate in appropriate activities to help with the transition to post-high school education or training. A school counselor or advisor also can help you develop an action plan to follow through with your goals.

If you are out of high school and need some direction, this is a good place to pause, reflect and develop an action plan that will help lead you toward your goals. Remember, begin with the end in mind.

## Guiding Questions

Will you or did you graduate from high school?

yes

no

see page 8

What are your plans for the future?

job

see inside front cover

military

apprenticeship

technical school

see pages 17-21

community college

four-year college

What is your Career Cluster of interest?

undecided

see pages 10-12

Are you presently seeking a job?

yes

see pages 18-20

no

Do you have a budget that works for you?

yes

no

see pages 14-15

## Long-Term Goal

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## What will help me get there?

### Short-Term Goal 1

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### Short-Term Goal 2

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### Short-Term Goal 3

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## What do I need to do?

### Action Step 1

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### Action Step 2

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### Action Step 3

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## MissouriCareerSource.com

*Where talent and opportunities meet*

Your free, self-service, online job searching system. For additional information about Missouri Division of Workforce Development services, contact a Missouri Career Center near you.



## MissouriConnections.org

*Connect to Your Future*

Your free, online resource to open the door to career exploration and connect your education with career goals. Sponsored by the Missouri Department of Elementary and Secondary Education.

Missouri Economic Research & Information Center  
Missouri Department of Economic Development  
P.O. Box 3150  
Jefferson City, MO 65102  
[www.missourieconomy.org](http://www.missourieconomy.org)  
(866)225-8113