



Accountant

Accountants prepare, analyze, and verify financial reports and taxes as well as monitor information systems that furnish this information to managers in business, industry, and government.

You probably work in an office setting either for a private corporation or the government. In such a setting, you dress professionally, have regular office hours, and work about 40 hours a week. You work independently, but have a supervisor who checks your work.

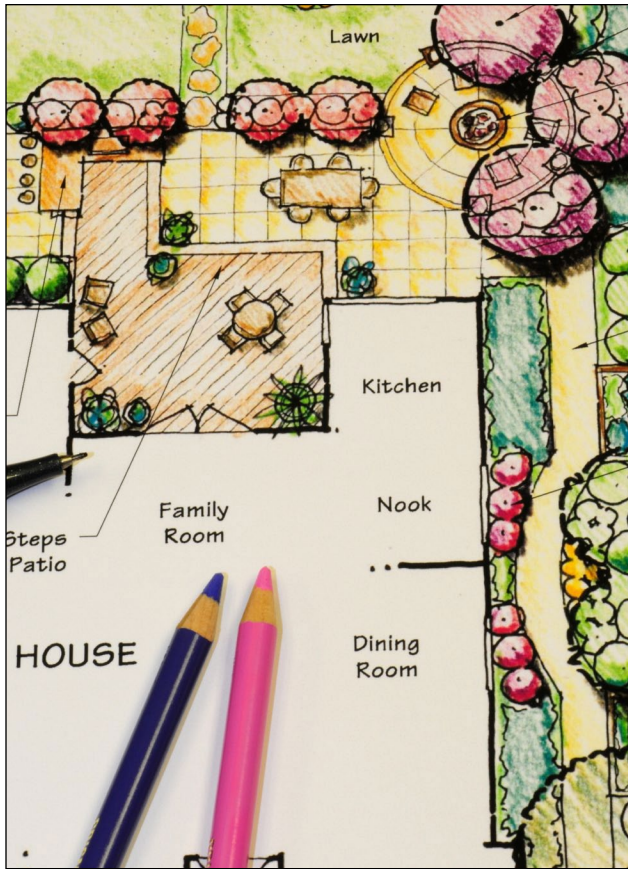
You have excellent computer skills, are good at math, and can analyze, compare, and interpret facts and figures quickly. You can clearly communicate the results of your work both orally and in writing. You have a bachelor's degree from a four-year college in accounting and your starting salary was about \$30,000.



Computer Equipment Repairer

Computer equipment repairers maintain mainframe and personal computers, printers, and other equipment. Computer repairers primarily provide hands-on repair service. Often, defective components are replaced instead of being repaired due to the cost of new parts and the expense for businesses to shut down their systems for repairs.

You received certification and training in electronics from a local vocational school. Since computer systems are highly sensitive to extreme temperatures and humidity, you work in a well-lit, air-conditioned environment. The widespread use of computers and increased dependence on these systems allows you to feel secure in your field, but often requires long hours and overtime, which may include evening, weekend, and holiday shifts. This job can be strenuous when lifting the equipment and parts. Last year, you earned \$30,000.



Landscape Architect

Landscape architects design outdoor space in residential areas, shopping malls, public parks, playgrounds, and industrial parks. Landscape architects may plan the location of buildings, roads, and walkways as well as the arrangement of flowers, shrubs, and trees. You have a bachelor's degree from a four-year college in landscape architecture and work for yourself. You spend most of your time in your office creating plans and designs, preparing models and cost estimates, doing research, or attending meetings with clients.

The rest of your time is spent on site, supervising the work you have designed. You generally work a 40-hour week, but may work much longer hours if required by a project. You dress according to the work scheduled for the day. You have knowledge of design, construction, land-use planning, and environmental issues. Since you are self-employed, your earnings vary but usually are about \$30,000 a year.



Air Traffic Controller

Air traffic controllers ensure the safe operation of commercial and private aircrafts by coordinating the movement of air traffic to make certain that planes stay a safe distance apart. You work in an airport tower to organize the flow of planes coming in and out of the airport. You also keep pilots informed about weather conditions. You work with a team of controllers who each have responsibility for a part of the plane's safe arrival or departure. You were trained by, and work for, the federal government.

Generally you work about 40 hours a week, but because most operations are open 24 hours, you work different eight-hour shifts, rotating night and weekend shifts. You are good at abstract reasoning and three-dimensional visualization. You are articulate, decisive, and have a good memory. You dress in a uniform. Your starting salary was \$30,000.



Paralegal

Not all legal work requires a law degree. Lawyers are often assisted in their work by paralegals or legal assistants.

Paralegals generally prepare work for lawyers involved in closings, hearings, trials, and corporate meetings by investigating facts and conducting legal research. You work for a law firm in a large city. You have a desk in the firm's offices where you often use a computer to do your research. You work a normal eight-hour day unless needed to meet deadlines. A lawyer supervises you.

After two years of study, you attained an associate degree in the paralegal field at the local community college. You must dress professionally every day. Your starting salary was \$29,000.



Recreation Worker

Recreation workers organize and lead programs such as aerobics, arts and crafts, water sports, tennis, camping, and softball. These programs are typically offered at local playgrounds and recreation areas, parks, community centers, health clubs, camps, theme parks, and most tourist attractions.

You work as the director of programs for your town's parks. You spend time organizing and scheduling activities of interest to all ages. You are also responsible for ensuring that the equipment is in order and that the facilities are available. When you are not in the office managing the program, you are often outdoors supervising part-time help and directing the activities. You work a 40-hour week, but often stay late in the afternoon or evenings when activities are scheduled. You dress casually for work. You have a bachelor's degree from a four-year college in leisure studies. You specialize in art, drama, and music. Your starting salary was \$25,000.



Physical Therapist

Physical therapists provide services that help restore function, improve mobility, relieve pain, and prevent physical disabilities of patients suffering from injury or disease. Physical therapists test and measure the range of motion and muscle performance of their patients before prescribing a treatment plan of exercise.

You work in a hospital with patients referred by doctors. You are strong in science, especially biomechanics and human growth and development. You also have strong interpersonal skills to successfully educate patients about their treatment. Your work is physically demanding as you work with patients and move heavy equipment. You work a 40-hour week that may involve nights or weekends. You have a master's degree in physical therapy. You dress comfortably and generally wear hospital clothing. Your starting salary was \$42,000.



Real Estate Agent

The purchase or sale of a home or investment property is not only an important financial event but one of the most complex. Therefore, most people seek the help of a real estate agent to handle the transaction. You are an independent sales worker providing services to a licensed broker on a contract basis. In return, the broker pays you a percentage of the commission earned from a sale. You go to the real estate office every day, but spend most of your time showing properties to clients. You have good interpersonal skills because you must match the desires and budget of your client to your knowledge of neighborhoods and local zoning and tax laws. You also negotiate prices between the buyer and seller. You set your own hours but generally work about 50 hours a week, often in the afternoon and evening. You dress professionally every day. You took a course in real estate at the local community college in order to pass the required exam for a state license. You are paid on a commission according to your sales. Last year, you earned \$28,000.



Radio and Television Announcers

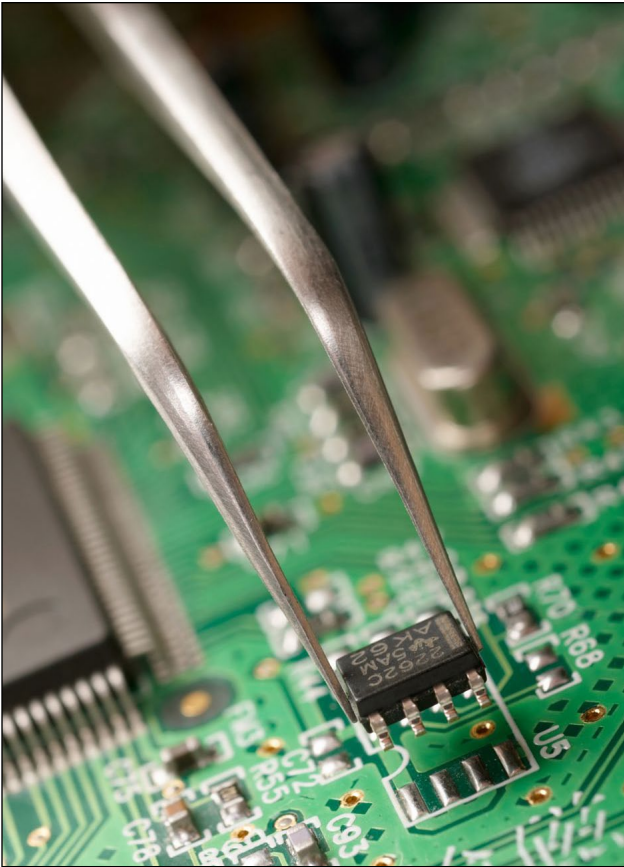
Announcers and newscasters on the radio often select and introduce recorded music, interview guests, report on community activities, and present news, sports, weather, and commercials. Television announcers tend to be specialized in specific areas, such as weather or sports announcing.

You are a television sports announcer for a local station in a medium-sized town. You began work at the station as a camera operator, but your knowledge of sports and your engaging personality helped you to get on-air work. Your hours change according to the events to be covered and the scheduled broadcasts. When you are not covering a sports event, you are often taking part in a community activity, such as visiting schools. You have a very good command of language and a pleasant speaking voice. You must always have a neat, pleasing appearance because you represent the station. Your beginning on-air pay was \$25,000.



Graphic Designer

Graphic designers use artistic skills to communicate ideas through marketing materials and promotional displays for commercial clients such as major corporations, retail stores, and advertising firms. Graphic designers use a variety of print, electronic, and film media to create images. You are a freelance graphic designer, working on a contract basis with a variety of companies. The ability to transfer files electronically allows you to work with distant clients from your home office. You enjoy the freedom of setting your own hours. You devote a great deal of time and effort to selling your services to potential clients. You develop logos and marketing materials for clients, along with corporate reports and literature. You have also been involved in the design of web sites. Prior to becoming self-employed, you earned a bachelor's degree in art and design from a four-year university and worked at an advertising agency to build your portfolio. Samples of your best work are necessary to build your client base in this highly competitive field. Last year, you earned \$32,000.



Electrical Engineer

Electrical engineers are responsible for a wide range of technologies and may design, develop, test, and supervise the manufacture of electrical and electronic equipment. Electrical engineers specialize in various areas such as power generation, transmission, distribution, communications, and computer electronics.

After receiving a bachelor's degree from a four-year university, you began working for a consulting firm that designs new products, tests equipment, and develops maintenance schedules for clients. Your field continues to grow with the demand for electronic and computer technology. You work a 40-hour week in an office environment. Project deadlines may require occasional overtime. It is important for you to receive continued education on the advancements in technology. You may return to school to receive a master's degree for additional advancement within the field. Last year, you earned \$58,000.



Human Services Worker

Human services workers provide a variety of social services within the community and hold a number of titles, including community support worker, alcohol or drug abuse counselor, social worker, mental health aide, and community outreach worker. Human services workers provide direct and indirect client services, such as evaluating a client's needs and their eligibility for benefits and assistance. You have a certificate in human services from community courses taken after high school. You work in a hospital under the direct supervision of a certified social worker. You assist in patient interviews and keep case records of their visits. Often you must provide emotional support, along with helping the patient locate programs and complete medical forms or applications for financial assistance. You work a 40-hour week, assisting various departments within the hospital. You enjoy helping others, but may experience a high level of stress in crisis situations. Additional education is required for advancement within your field. Last year, you earned \$21,000.



Dental Assistant

Dental assistants perform a variety of patient care, office, and laboratory duties. They work at chairside as dentists examine and treat patients. They prepare patients for treatment, obtain dental records, hand instruments to the dentist, and instruct patients on oral health care.

You work for a dentist in a suburban community. You wear a uniform as well as a mask and rubber gloves to prevent infection. You work 40 hours a week. You were trained for dental assisting in a one-year certificate course at the local community college. Last year, you earned \$24,000.



School Principal

School principals manage day-to-day educational activities in elementary and secondary schools. Principals set educational standards and goals, and establish the policies and procedures to carry these out. You started your career as a science teacher. After receiving a master's degree in education administration, you accepted the position as principal at a local high school. You are responsible for motivating and evaluating teachers and staff. As principal, you set the academic tone within the school and take an active role to ensure students meet national standards. You oversee business responsibilities, including record keeping, budgeting, and grant funding. You interact with other administrators, parents, and the community to gain support for school programs and to address the welfare and academic needs of students. It is your responsibility to address concerns within the school, from overcrowding to drug use or disciplinary problems. This position holds much responsibility and can be very stressful. You work 40 hours a week, approximately 11 months a year. You may work nights and weekends to oversee school activities. Last year, you earned \$62,000.



Jeweler

Jewelers design, make, repair, and adjust rings, necklaces, bracelets, earrings, and other jewelry. You work for a large jewelry chain that has stores in 40 states. Your specialty is designing jewelry to meet customer requests by using a computerized program called CAD/CAM. However, when you are not working on a special project, you are expected to wait on customers, repair pieces brought in, and give advice on various gemstones.

You work a 40-hour week and dress professionally. You are artistic and learned your trade while attending an art institute. You received a bachelor's degree in jewelry design. Your work can be stressful because you often work with customers' gems, which are very fragile. Last year, you earned \$30,000.



Radiologic Technologist

Radiographers produce X-ray films (radiographs) of parts of the human body for use in diagnosing medical problems. They prepare patients for radiologic examinations by explaining the procedure, removing articles through which X-rays cannot pass, and positioning the patient to get a clear picture. You work 40 hours a week for a hospital. However, you sometimes have to work evenings and weekends. You wear a hospital uniform and are supervised by a radiologist who reads the film you produce.

After completing a two-year course at the local community college, you received an associate degree and were able to take the state licensing exam. You like your work although it can be very tiring, as you are on your feet most of the day and often have to lift disabled patients. You are also discouraged when working with extremely ill or dying patients. Last year, you earned \$30,000.



Army Electronic Equipment Repair Specialist

Army electronic equipment repair specialists are responsible for maintaining and repairing many different types of equipment such as radio, navigation, missile guidance, and flight control equipment, as well as telephone and data processing equipment.

You joined the army three years ago. You took the ASVAB test, which showed that you had an aptitude for electronics, and after basic training, you went to a special electronics school. Your day begins early. You dress in uniform to go to your job site on the military base. You live on the base in furnished housing. You joined the army because you like the discipline and regimentation of army life, as well as the idea of serving your country. You also thought it would be a good way to receive excellent vocational training that can be used in civilian jobs if you choose not to stay in the service. Last year, your salary was \$13,300, but you receive many other benefits such as health care.



Court Reporter

Court reporters take verbatim reports of speeches, conversations, legal proceedings, meetings, and other events when written accounts are necessary for correspondence, records, or legal proof. Court reporters document all statements made in official proceedings on a stenotype machine, which creates symbols for combinations of letters. This information is then translated into text with the aid of a computer.

You completed a two-year training program at a technical school and then earned the certification required within your state. You are able to capture over 205 words per minute. Working in an attorney's office, you are responsible for taking depositions, recording meeting proceedings, and other private activities. Accuracy is crucial in your field. You work a standard 40-hour week and enjoy the comfortable office atmosphere, but can get tired from sitting and typing all day. Last year, you made \$23,000.



Data Entry Worker

Data entry workers help process information for organizations by typing text, entering data, and assisting in a variety of clerical duties. Usually, data entry workers enter lists of items, numbers, or other kinds of data into computer programs. Data entry can be performed using various types of equipment such as personal computers, scanners, or data entry composing machines. Typing courses in high school helped you increase your keyboarding speed. Additional on-the-job training was provided when you joined the company.

You are responsible for entering new customer information as well as updating existing data and proofreading the entries for accuracy. You are in charge of printing database reports and monitoring the library of database backup tapes. You also assist with various clerical tasks within familiar computer programs. You work 40 hours a week in a comfortable office setting. Last year, you made \$21,000.



Retail Salesperson

Retail salespersons assist customers in finding what they are looking for and try to interest them in purchasing merchandise. Retail salespersons must describe the features of the products they are trying to sell and demonstrate their use. You work in the department store at the local mall. Good customer service is the key to remaining competitive, so you must be able to communicate effectively. Your mathematical ability is useful when handling the cash registers. You must have a pleasant appearance and attitude at work. Along with sales, you stock merchandise and set up displays. Your schedule rotates from week to week and you often work evenings and weekends. Overtime is required during holidays and peak retail periods. You enjoy conversations with customers, but get tired from standing throughout the entire shift. Your job can be stressful and requires patience with customers, especially those with complaints or demands. You earn \$9.90 an hour with the possibility of additional compensation through commissions and holiday rates.



Computer Scientist

Computer scientists are professionals who generally design computers and the software that runs them. They also develop information technologies and develop and adapt principles for applying computers to new uses.

You work in the laboratory of a large manufacturer who is interested in developing and advancing uses of virtual reality in robotics. You work regular hours, usually 40 a week, with a team of scientists. You spend most of your time working on a high-powered computer. You earned a master's degree in computer science from a state university. You are a logical thinker and can concentrate and pay attention to a lot of details at once. Last year, you earned \$48,000.



Petroleum Engineer

Petroleum engineers search the world for underground reservoirs containing oil or natural gas. When one is discovered, petroleum engineers work with geologists to determine the drilling methods to be used as well as monitor drilling and production operations. They design equipment and processes to achieve the maximum profitable recovery of oil and gas.

You work for a major oil company in a foreign country. On office days, you dress professionally, but on days spent in the field, you dress in clothing to protect you from the weather and machines. You usually work eight-hour days, but may work much longer if involved in a project. You have a bachelor's degree from a four-year college in mechanical engineering. Your starting salary was \$40,000.



Librarian

Librarians assist people in finding information and using it effectively. The library is now a place to access information through technology as well as printed books. You work in a small-town library where you read book reviews, publishers' announcements, and catalogs to keep up with the current literature and other resources.

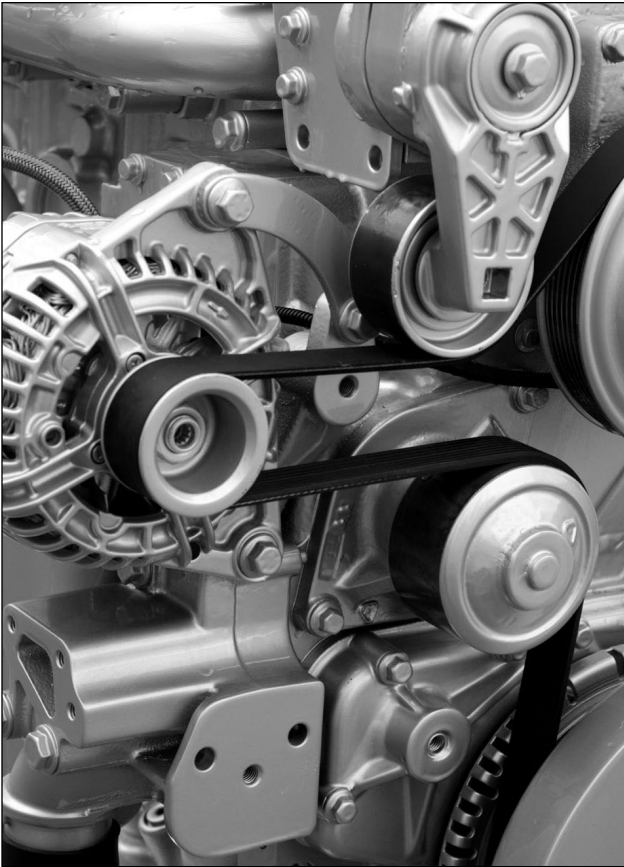
You work within a budget to order books and other materials. You help to put these in an order that can be easily used by library patrons. You also supervise volunteers who help with many of the routine tasks. You work when the library is open, usually eight hours a day. You also work on Saturdays. You are skilled in information management and research, and are also a good communicator. You dress professionally every day. You have a master's degree in library and information science. Your beginning salary was \$30,000.



Travel Agent

Depending on the needs of the client, travel agents give advice on destinations, plan the right vacation package or business trip, or make arrangements for transportation, hotel accommodations, car rentals, and tours.

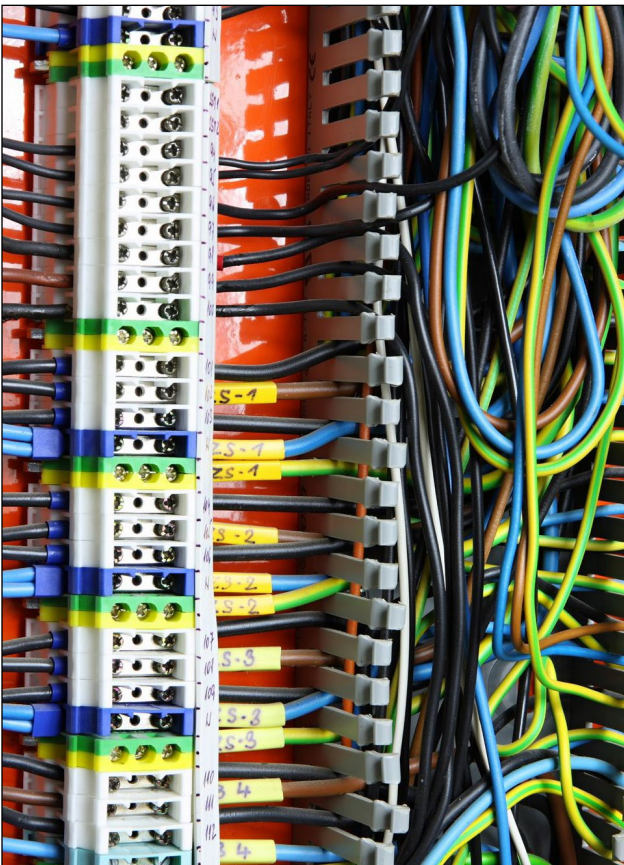
You are a travel agent in a small company where you spend most of your time behind a desk conferring with clients, completing paperwork, contacting airlines and hotels for travel arrangements, and promoting group tours. You have excellent computer and telecommunication skills. Generally, you work eight hours a day, which may include Saturdays. You dress professionally every day as you never know whom you might meet. You received your training through a 12-week course at the local vocational school. Your starting salary was \$20,000.



Diesel Mechanic

Diesel mechanics repair and maintain the diesel engines that power transportation equipment, such as heavy trucks, buses, and locomotives. Some also work on construction equipment such as bulldozers and cranes.

You work for a large construction company and have the responsibility of assuring that the vehicles receive regular preventive maintenance as well as fixing problems as they arise. You received an associate degree in diesel mechanics after attending the local community college for two years. You learned diesel technology and electronics as well as instruction in the service and repair of the vehicles. You like the challenge of your job and the fact that the business runs smoothly because of your mechanical skills. Last year, you earned \$27,000.



Electrician

Electricians install, connect, test, and maintain electrical systems for a variety of purposes. Electricians work with blueprints when they install electrical systems in factories, office buildings, homes, and other structures.

You work for an electrical contractor who hired you after you had apprenticed in his company for four years. You were paid minimum wage while you learned the trade from a master electrician. You are tired at the end of the day because you often have to stand for long periods of time and work from ladders or scaffolds. You are very safety conscious because you know the risk of electrical shock, falls, and cuts. You work a standard 40-hour week, but you must travel to wherever the job is. Last year, you earned \$29,000.



Flight Attendant

The primary job of a flight attendant is to ensure that safety regulations are adhered to, but they also try to make flights comfortable and enjoyable for passengers. You love to travel and thought this would be a good way to see the world. You majored in French in college and spent your junior year going to school in France.

After college graduation, you applied for a job with a major airline with overseas flights. After acceptance by the airline, you spent six weeks in intensive training at the flight-training center. You learned emergency procedures, first aid, operation of emergency equipment, and how to deal with hijackers or terrorists. You also had to learn about flight regulations and duties, company policies, and personal grooming. Because of your ability to speak French, you will be put on international routes. You wear a uniform while working. Although your hours are irregular and the pay isn't great (\$20,000 last year), you love the job.



Assembler

Assemblers put the pieces of something together in order to make a completed product. You may assemble many different kinds of products such as airplanes, automobile engines, computers, or electronic equipment.

You may work alone, adding a specific part of a product as it passes you on a moving belt. You may work as part of a team, and the team has the task of assembling the entire product. You work in a plant on an eight-hour shift, which may be day or evening. You may sit on a stool or stand as you work. You have a high school diploma and your starting salary was about \$23,000.



Public Relations Specialist

Public relations specialists do a variety of tasks that are designed to make their company or organization look good in the eyes of the public.

You may tell others about your organization through newspaper articles, brochures, television programs, speeches, videos, or presentations. You keep good relationships with customers, stockholders, and people in the community where your organization is located by informing them about the good things the organization does. You also keep executives informed about how others are viewing your organization and its activities. You have at least a four-year college degree and very good skills in writing, speaking, and designing print materials, web sites, and videos. Your starting salary was about \$35,000.
