



## Cooks, Restaurant

Prepare, season and cook dishes such as soups, meats, vegetables or desserts in restaurants. May order supplies, keep records and accounts, price items on menu or plan menu.

- Prepare and cook food for patrons.
- Inspect food preparation and serving areas to make sure they are clean and safe.
- Turn and stir food to ensure even cooking.
- Observe and test foods to make sure they are fully cooked.
- Weigh, measure and mix ingredients according to recipes.
- Arrange food to serve to patrons.
- Regulate temperatures of ovens, broilers, grills and roasters.
- Bake, roast, broil and steam meats, fish, vegetables and other food.

### Quick Facts

**National Annual Salary Range** \$18,810-\$36,440  
**Entry-Level Education** No formal educational credential  
**Number of Jobs in 2016** 1,231,900  
**Expected Job Openings (2016-2026)** 195,300  
**National Outlook (2016-2026)** 11.8% increase



## Bakers

Mix and bake ingredients to produce breads, rolls, cookies, cakes, pies, pastries or other baked goods.

- Set oven temperature and place items in oven for baking.
- Measure, mix and blend ingredients.
- Prepare batters, dough, fillings and icings as needed.
- Check the quality of raw materials to see that they meet standards.
- Apply glazes, icing and other toppings to baked goods.
- Check equipment to make sure it meets health and safety regulations.

### Quick Facts

**National Annual Salary Range** \$19,230-\$39,830  
**Entry-Level Education** No formal educational credential  
**Number of Jobs in 2016** 191,000  
**Expected Job Openings (2016-2026)** 29,100  
**National Outlook (2016-2026)** 7.6% increase





## Farmers, Ranchers and Other Agricultural Managers

Plan, direct or coordinate the management or operation of farms, ranches, greenhouses, aquacultural operations, nurseries, timber tracts or other agricultural establishments. May hire, train or supervise farm workers or contract for services to carry out the day-to-day activities of the managed operation. May engage in or supervise planting, cultivating, harvesting, financial or marketing activities.

- Operate farms and ranches.
- Perform crop production duties such as tilling, planting, fertilizing and harvesting.
- Plan crop activities according to what product is being planted and weather conditions.
- Monitor crops as they grow and keep them free from disease and contaminants.
- Monitor facility constructions such as fencing, water supplies, outdoor housing and wind shelters.
- Determine types and quantities of crops or livestock to be raised.
- Select and purchase supplies and equipment.
- Promote and market farm products.

### Quick Facts

**National Annual Salary Range** \$35,360-\$135,900  
**Entry-Level Education** High school diploma or equivalent  
**Number of Jobs in 2016** 1,028,700  
**Expected Job Openings (2016-2026)** 74,300  
**National Outlook (2016-2026)** -0.8% increase





## Production Managers (Manufacturing)

- Plan, direct or coordinate the work activities and resources necessary for manufacturing products in accordance with cost, quality and quantity specifications.
- Direct and coordinate production, processing, distribution and marketing activities of industries.
  - Develop budgets and approve expenditures for supplies.
  - Resolve production or processing problems.
  - Hire, train and evaluate employees.
  - Prepare and maintain production reports and personnel records.
  - Set and monitor product standards.

### Quick Facts

**National Annual Salary Range** \$61,360-\$168,780  
**Entry-Level Education** Bachelor's degree  
**Number of Jobs in 2016** 170,600  
**Expected Job Openings (2016-2026)** 11,600  
**National Outlook (2016-2026)** -0.5% increase





## Divers

Work below surface of water, using scuba gear to inspect, remove or install equipment and structures. May use a variety of power and hand tools, such as drills, sledgehammers, torches and welding equipment. May conduct tests or experiments, rig explosives or photograph structures or marine life.

- Inspect, repair, remove or install equipment and structures under water.
- Check and maintain diving equipment such as helmets, masks and air tanks.
- Go underwater with help from diver aids.
- Repair ships, bridge foundations, underwater pipelines and other structures.
- Recover sunken objects.
- Install pilings or footings for piers and bridges.

### Quick Facts

**National Annual Salary Range** \$30,130-\$96,850

**Entry-Level Education** Postsecondary non-degree award

**Number of Jobs in 2016** 4,100

**Expected Job Openings (2016-2026)** 400

**National Outlook (2016-2026)** 9.8% increase



## City Planners/Urban and Regional Planners

Develop comprehensive plans and programs for use of land and physical facilities of jurisdictions, such as towns, cities, counties and metropolitan areas.

- Develop plans for the use of land.
- Let officials know if plans for the use of land will work.
- Discuss with officials the purpose of plans to use land.
- Research and determine the effect on the environment, economy and others of new land use.
- Develop land area maps.
- Approve or reject requests for new land use.
- Investigate what land is available for new use.

### Quick Facts

**National Annual Salary Range** \$44,680-\$108,170  
**Entry-Level Education** Master's degree  
**Number of Jobs in 2016** 36,000  
**Expected Job Openings (2016-2026)** 3,500  
**National Outlook (2016-2026)** 12.8% increase





## Artists/Fine Artists, Including Painters, Sculptors and Illustrators Arts, Design, Entertainment, Sports and Media

Create original artwork using any of a wide variety of media and techniques.

- Create original artwork.
- Use pens, ink, watercolors, cloth, charcoal, oil paint or computer software to create designs.
- Develop visual elements such as line, space, mass and color to illustrate ideas.
- Talk with clients to determine what artwork they want.
- Keep a portfolio of finished artwork highlighting personal style and abilities to show people.
- Submit preliminary or finished artwork to clients for approval.
- Study different techniques to learn how to apply them to artwork.

### Quick Facts

**National Annual Salary Range** \$21,590-\$102,540

**Entry-Level Education** Bachelor's degree

**Number of Jobs in 2016** 28,000

**Expected Job Openings (2016-2026)** 2,400

**National Outlook (2016-2026)** 6.8% increase



## Musicians and Singers Arts, Design, Entertainment, Sports and Media

Play one or more musical instruments or sing. May perform on stage, for on-air broadcasting or for sound or video recording.

- Play musical instruments.
- Sing songs for solo performances.
- Sing or play with an orchestra, choir or other musical group.
- Learn and memorize new material.
- Rehearse material with other performers and band.
- Record songs at recording studios.
- Work with clients to choose appropriate music for their programs.

### Quick Facts

**National Annual Salary Range** Data Not Available

**Entry-Level Education** No formal educational credential

**Number of Jobs in 2016** 172,400

**Expected Job Openings (2016-2026)** 17,800

**National Outlook (2016-2026)** 6.0% increase





## Teachers

Teach students basic academic, social and other formative skills in public or private schools at the elementary level.

- Teach pupils in public or private schools at the elementary level.
- Establish and enforce rules for behavior and procedures.
- Observe and evaluate student performance, behavior, social development and physical health.
- Prepare materials and classroom activities.
- Encourage students to observe and investigate.
- Establish clear goals for learning and make sure students understand them.
- Prepare, administer and grade tests and assignments.

### Quick Facts

**National Annual Salary Range** \$37,340-\$92,770  
**Entry-Level Education** Bachelor's degree

**Number of Jobs in 2016** 1,410,900  
**Expected Job Openings (2016-2026)** 112,800  
**National Outlook (2016-2026)** 7.4% increase



## Teacher Assistants/Aides Education, Training and Library

Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services.

- Supervise students in classrooms, halls, cafeterias and schoolyards.
- Help children with their assignments.
- Get instructions for assigned duties from the teacher.
- Type, file and duplicate materials for the teacher.
- Hand out teaching materials such as textbooks, workbooks and papers.
- Observe and record student progress.
- Prepare lesson materials, bulletin displays and exhibits.
- Present material to students under the direction of the teacher.
- Assist students with special needs.

### Quick Facts

**National Annual Salary Range** \$18,460-\$39,780  
**Entry-Level Education** Some college, no degree  
**Number of Jobs in 2016** 1,308,100  
**Expected Job Openings (2016-2026)** 147,900  
**National Outlook (2016-2026)** 8.4% increase





# Speech Pathologists/Therapists

Assess and treat people with speech, language, voice and fluency disorders. May select alternative communication systems and teach their use. May perform research related to speech and language problems.

- Assess and treat people with speech, language and voice disorders.
- Keep client records of the initial evaluation, treatment, progress and discharge.
- Monitor clients' progress and adjust treatments when necessary.
- Evaluate test results to determine the appropriate treatment.
- Develop treatment plans for problems such as stuttering, delayed language, swallowing disorders and other voice problems.
- Teach clients to control or strengthen tongue, jaw, face muscles and breathing muscles.
- Develop individual or group programs for schools.
- Communicate with nonspeaking clients using sign language or computer technology.

## Quick Facts

**National Annual Salary Range** \$48,830-\$118,910

**Entry-Level Education** Master's degree

**Number of Jobs in 2016** 145,100

**Expected Job Openings (2016-2026)** 10,400

**National Outlook (2016-2026)** 17.8% increase



## Nurse Practitioners

Diagnose and treat acute, episodic or chronic illness independently or as part of a health care team. May focus on health promotion and disease prevention. May order, perform or interpret diagnostic tests such as lab work and X-rays. May prescribe medication. Must be registered nurses who have specialized graduate education.

- Provide nursing care for people.
- Prescribe medicine when it is needed.
- Order medical tests.
- Use test data to make treatment plans.
- Teach people better health habits.
- Keep records of progress.

### Quick Facts

**National Annual Salary Range** \$74,840-\$145,630

**Entry-Level Education** Master's degree

**Number of Jobs in 2016** 155,500

**Expected Job Openings (2016-2026)** 14,400

**National Outlook (2016-2026)** 36.1% increase





## Bus Drivers

- Drive bus or motor coach, including regular route operations, charters and private carriage. May assist passengers with baggage. May collect fares or tickets.
- Drive buses, vans and other transportation vehicles to take people where they need to go.
  - Use a two-way radio or mobile phone to keep in contact with headquarters.
  - Keep vehicle in good running condition with water, fuel and oil.
  - Assist people on and off the bus and help with luggage.
  - Collect money or tickets from passengers.

### Quick Facts

**National Annual Salary Range** \$24,830-\$67,860  
**Entry-Level Education** High school diploma or equivalent  
**Number of Jobs in 2016** 179,300  
**Expected Job Openings (2016-2026)** 24,000  
**National Outlook (2016-2026)** 9.0% increase



## Secretaries and Administrative Assistants, Except Legal, Medical and Executive

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files or providing information to callers.

- Perform routine clerical and administrative functions.
- Write letters to correspond with others in regards to business.
- Schedule appointments.
- Organize and maintain paper and electronic files.
- Answer telephones and provide information to callers.
- Keep a schedule of meetings for your boss and inform him or her ahead of time.

### Quick Facts

**National Annual Salary Range** \$22,110-\$54,370  
**Entry-Level Education** High school diploma or equivalent  
**Number of Jobs in 2016** 2,536,200  
**Expected Job Openings (2016-2026)** 244,300  
**National Outlook (2016-2026)** -6.5% increase



# Custodians/Janitors and Cleaners, Except Maids and Housekeeping Cleaners

Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and cleaning snow or debris from sidewalk.

- Keep buildings in clean and orderly condition.
- Clean floors, shampoo rugs, wash walls, clean glass and remove trash.
- Tend furnace or boilers.
- Perform maintenance duties.
- Keep closets and bathrooms supplied with necessary materials.
- Clean snow and debris from sidewalks.
- Inform management when repairs are needed.

## Quick Facts

**National Annual Salary Range** \$18,580-\$41,820  
**Entry-Level Education** No formal educational credential  
**Number of Jobs in 2016** 2,384,600  
**Expected Job Openings (2016-2026)** 344,100  
**National Outlook (2016-2026)** 9.9% increase





# Cafeteria Workers/Counter Attendants Cafeteria, Food Concession and Coffee Shop

- Serve food to people at food counters.
- Clean and polish counters, glasses, dishes and fountain equipment.
- Replenish foods at serving stations.
- Take customer orders and write ordered items on tickets.
- Prepare foods such as sandwiches, salads and ice cream dishes.
- Wrap food for serving or takeout.
- Deliver orders to the kitchen and pick up and serve food.
- Add relishes and garnishes to food orders.

## Quick Facts

**National Annual Salary Range** \$17,620-\$29,650  
**Entry-Level Education** No formal educational credential  
**Number of Jobs in 2016** 505,200  
**Expected Job Openings (2016-2026)** 113,200  
**National Outlook (2016-2026)** 4.6% increase





## Coaches and Scouts

Instructor coach groups or individuals in the fundamentals of sports. Demonstrate techniques and methods of participation. May evaluate athletes' strengths and weaknesses as possible recruits or to improve the athletes' technique to prepare them for competition. Those required to hold teaching degrees should be reported in the appropriate teaching category.

- Plan and organize sport practice sessions.
- Prepare athletes for competition.
- Identify and recruit potential athletes.
- Plan strategies for competing with rival teams.
- Identify strengths and weaknesses of players.
- Observe opposing teams for weaknesses and strengths.
- Direct physical conditioning programs to keep athletes in shape.

### Quick Facts

**National Annual Salary Range** \$18,670-\$75,400

**Entry-Level Education** Bachelor's degree

**Number of Jobs in 2016** 276,100

**Expected Job Openings (2016-2026)** 42,100

**National Outlook (2016-2026)** 12.9% increase





## Fashion Designers

Design clothing and accessories. Create original designs or adapt fashion trends.

- Design clothing and accessories.
- Direct workers who are drawing and cutting patterns.
- Examine sample garments.
- Modify designs to get desired effects.
- Sketch rough drawings of clothes and accessories.
- Confer with sales and management executives about design ideas.
- Identify and target markets for designs.
- Attend fashion shows and keep up with fashion trends.

### Quick Facts

**National Annual Salary Range** \$33,910-\$135,490  
**Entry-Level Education** Bachelor's degree  
**Number of Jobs in 2016** 23,800  
**Expected Job Openings (2016-2026)** 2,300  
**National Outlook (2016-2026)** 2.5% increase





## Librarians

Administer libraries and perform related library services. Work in a variety of settings, including public libraries, educational institutions, museums, corporations, government agencies, law firms, nonprofit organizations and health care providers. Tasks may include selecting, acquiring, cataloging, classifying, circulating and maintaining library materials and furnishing reference, bibliographical and readers' advisory services. May perform in-depth, strategic research and synthesize, analyze, edit and filter information. May set up or work with databases and information systems to catalogue and access information.

- Manage libraries.
- Select library materials for circulation.
- Classify and catalog materials.
- Keep references and files up to date.
- Help customers find materials they need.
- Check out materials customers want to borrow.
- Help customers find materials for research.
- Fill out applications for library cards for new customers.

### Quick Facts

**National Annual Salary Range** \$34,300-\$91,620  
**Entry-Level Education** Master's degree  
**Number of Jobs in 2016** 138,200  
**National Outlook (2016-2026)** 9.0% increase  
**Expected Job Openings (2016-2026)** 14,500





## Warehouse Employees/Stock Clerks Stockroom, Warehouse or Storage Yard Office and Administrative Support

Receive, store and issue materials, equipment and other items from stockroom, warehouse or storage yard. Keep records and compile stock reports.

- Receive and place merchandise in stockrooms, warehouses or storage yards.
- Store items orderly and in ways so they can be easily reached.
- Pack and unpack items.
- Dispose of damaged or defective items.
- Clean and maintain supplies, tools, equipment and storage areas.
- Count stock items and record how many are there.
- Mark items using identification tags or stamps.
- Provide assistance to other workers.
- Keep records on the use and need for repair of stock-handling equipment.

### Quick Facts

**National Annual Salary Range** \$18,870-\$40,360  
**Entry-Level Education** High school diploma or equivalent  
**Number of Jobs in 2016** 2,008,600  
**Expected Job Openings (2016-2026)** 269,200  
**National Outlook (2016-2026)** 5.0% increase





## Hotel or Motel Receptionists

Accommodate hotel, motel and resort patrons by registering and assigning rooms to guests, issuing room keys or cards, transmitting and receiving messages, keeping records of occupied rooms and guests' accounts, making and confirming reservations and presenting statements to and collecting payments from departing guests.

- Register patrons at hotels, motels and resort establishments.
- Assign rooms to guests.
- Issue room keys.
- Keep records of occupied rooms.
- Keep records of patron accounts.
- Make and confirm reservations.
- Collect payments from departing patrons.
- Answer patron complaints.
- Receive and forward messages for patrons.

### Quick Facts

**National Annual Salary Range** \$17,670-\$32,810  
**Entry-Level Education** High school diploma or equivalent  
**Number of Jobs in 2016** 252,600  
**Expected Job Openings (2016-2026)** 40,900  
**National Outlook (2016-2026)** 4.4% increase



## Accountants

Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability or other financial activities within an organization.

- Help people understand how to invest their money.
- Help people prepare and submit their yearly tax returns.
- Keep records of money in savings accounts and other investments.
- Work for corporations such as banks to solve financial problems and ensure they follow tax laws.

### Quick Facts

**National Annual Salary Range** \$43,020-\$122,220  
**Entry-Level Education** Bachelor's degree  
**Number of Jobs in 2016** 1,397,7  
**Expected Job Openings (2016-2026)** 141,800  
**National Outlook (2016-2026)** 10.0% increase