How will you earn a living ... ... and spend your life?
10 Key Things Parents Can Do To Support Their Child’s Future

1. Tell your child you are proud of them.
2. Listen to your child and express interest in those things they care about.
3. Help your child understand who they are and what makes them special.
4. Recognize the unique nature of your child and their career path.
5. Be involved in school activities and support school work.
6. Set a good example of school and work attitudes and behaviors.
7. Use everyday life activities to provide opportunities for your children to develop important life and work skills.
8. Encourage your child to make the most of career-related activities in school and the community.
9. Believe that education after high school is possible for your child.
10. Have high expectations.

A Message for Parents ...

Keeping an Open Mind

A four-year baccalaureate degree may seem like a ticket to success. However, in today’s job market, it may not always be. There are many excellent options to pursue:

- One- and two-year certificate programs
- Community college programs
- Apprenticeships
- Military training

Keep an open mind when it comes to your child’s future.

An Eye for Opportunity

When looking at your career choices, take the time to explore whether there are certification programs for your field. Certifications, on their own or in addition to a degree, are necessary in some fields and can make the difference in a future job search.

Also, don’t overlook certification programs that may lead to your target career. A one- or two-year certificate could provide not only valuable job experience, but also money while you complete your studies.
Planning for the future can be a challenge, but it also presents an exciting opportunity. By taking time to explore your options and consider career paths that may best suit your personality, you can increase your chances to have and be able to do the things you want later in life. This magazine presents a few ways to explore your own interests and some career options that are open to you. To follow the career path of your choosing, you will need to further explore educational or training opportunities. Right now, most jobs that pay a wage that can support a family require education beyond high school. While a four-year degree offers a solid foundation for many people, there are many jobs in the skilled trades. Apprenticeships, technical schools, community colleges, and the military all provide an excellent foundation for a career.

Options for Further Education and Training:
- Four-year university
- Community college
- Trade or technical school
- On-the-job training
- Apprenticeships
- Military

In the average household, only about 13% of after-tax income is available for entertainment, clothing, vacations, charitable donations, and other nonessential expenses. Saving for the future and establishing a budget are important ways that you can have the things you want later by planning now.

Housing & utilities: 41%
Transportation: 16%
Healthcare, insurance & savings: 17%
Food: 13%
Entertainment, clothes, everything else: 13%

Source: Bureau of Labor Statistics

Beyond Stereotypes
Don’t limit your search for a great career by stereotypes about what kind of people do certain jobs. Completing an interest profiler in an open, honest manner may lead you to explore surprising options.
What’s Your Process?

The career development process can help you find a career path that matches your interests and make a plan to meet your goals.

1. **Assess**
   - What do you want?
   - What are you good at?
   
   Start by assessing yourself, what direction you would like to take your career, your interests, your strengths.

   **Primary Interest Area**

2. **Explore**
   - What career clusters match your interests?
   
   Explore different careers and educational or training programs available.

   **Career Cluster**

3. **Act**
   - What are the steps to accomplish?
   
   Keep your plan on hand so you can remember what you decided to do and how the pieces fit together.

   **Secondary Interest Areas**

4. **Decide**
   - What do you need to do first to get there?
   
   Decide on a plan of action, and put it to work.

   **Occupations of Interest**

   **Educational/Training Program**

   **Short-Term Goals**

   **Action Steps**

   - [ ]
   - [ ]
   - [ ]
   - [ ]
   - [ ]
Know Yourself & Your Options

As you plan your future, it is helpful to explore your own interests and what is involved for a variety of different kinds of jobs. Sometimes, the path to a job is a significant part of determining whether that job is right for you.

As you learn and practice new skills or information, your brain will grow with you. Things that seem difficult or impossible at first can become second-nature. At the same time, it is important to recognize your personal strengths and preferences.

If you just can’t bring yourself to write research papers, then a career path that requires an advanced degree may not be the best choice. At the same time, if you thrive in a crisis, emergency medical and law enforcement careers may be a perfect fit.

Don’t limit yourself by stereotypes, either. There are many male nurses and female mechanics.

The interest profiler questions describe work activities that some people do at their jobs. Read each question carefully and decide whether or not you would like to do the activity.

There are no right or wrong answers to the questions. The goal is for you to learn more about your personal work-related interests.

Try not to think about:
1. Whether you have enough education or training to perform the activity, or
2. How much money you would make performing the activity.

Simply think about whether you would “like” or “dislike” performing the work activity.
### How to mark your answers:

- **L** If you think you would LIKE the work activity, fill in the box containing the L next to the question.
- **D** If you think you would DISLIKE the work activity, fill in the box containing the D next to the question.
- **?** If you are UNSURE whether you would like the work activity, fill in the box containing the ? next to the question.

### Answer the questions in the right order!

The work activity questions begin on this page. It is important that you work from the top to the bottom in each column of questions.

Start with question #1 at the top of the first column and continue down the first column until you reach the bottom of the page. Then go to the top of the second column and answer all the questions in that column until you reach the bottom of the page. Continue to work down each column until you have finished all four pages of questions.

Please be sure to complete all of the questions. When you have completed the questions, continue to the following page to score your interest profiler.

---

**O*NET Interest Profiler copyright 2000, U.S. Department of Labor, Employment and Training Administration. All rights reserved.**

**O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.**

### Column 1

1. Build kitchen cabinets  
2. Guard money in an armored car  
3. Study space travel  
4. Make a map of the bottom of an ocean  
5. Conduct a symphony orchestra  
6. Write stories or articles for magazines  
7. Teach an individual an exercise routine  
8. Perform nursing duties in a hospital  
9. Buy and sell stocks and bonds  
10. Manage a retail store  
11. Develop a spreadsheet using computer software  
12. Proofread records or forms  
13. Operate a dairy farm  
14. Lay brick or tile  
15. Study the history of past civilizations  
16. Study animal behavior  
17. Direct a play  
18. Create dance routines for a show  
19. Give CPR to someone who has stopped breathing  
20. Help people with personal or emotional problems  
21. Sell telephone and other communication equipment  
22. Operate a beauty salon or barber shop  
23. Use a computer program to generate customer bills  
24. Schedule conferences for an organization  
25. Monitor a machine on an assembly line  
26. Repair household appliances  
27. Develop a new medicine  
28. Plan a research study  
29. Write books or plays  
30. Play a musical instrument  
31. Teach children how to read  
32. Work with mentally disabled children  
33. Sell merchandise over the telephone  
34. Run a stand that sells newspaper and magazines  
35. Keep accounts payable/receivable for an office  
36. Load computer software into a large computer network
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>37. Drive a taxi cab</td>
<td>39. Study ways to reduce water pollution</td>
<td>41. Perform comedy routines in front of an audience</td>
</tr>
<tr>
<td>38. Install flooring in houses</td>
<td>40. Develop a new medical treatment or procedure</td>
<td>42. Perform as an extra in movies, plays or television shows</td>
</tr>
<tr>
<td>43. Teach an elementary school class</td>
<td>44. Give career guidance to people</td>
<td>45. Give a presentation about a product you are selling</td>
</tr>
<tr>
<td>46. Buy and sell land</td>
<td>47. Transfer funds between banks using a computer</td>
<td>48. Organize and schedule office meetings</td>
</tr>
<tr>
<td>49. Raise fish in a fish hatchery</td>
<td>50. Build a brick walkway</td>
<td>51. Determine the infection rate of a new disease</td>
</tr>
<tr>
<td>52. Study rocks and minerals</td>
<td>53. Write reviews of books or plays</td>
<td>54. Compose or arrange music</td>
</tr>
<tr>
<td>55. Supervise the activities of children at a camp</td>
<td>56. Help people with family-related problems</td>
<td>57. Sell compact disks and tapes at a music store</td>
</tr>
<tr>
<td>58. Run a toy store</td>
<td>59. Use a word processor to edit and format documents</td>
<td>60. Operate a calculator</td>
</tr>
<tr>
<td>61. Assemble electronic parts</td>
<td>62. Drive a truck to deliver packages to offices and homes</td>
<td>63. Diagnose and treat sick animals</td>
</tr>
<tr>
<td>64. Study the personalities of world leaders</td>
<td>65. Act in a movie</td>
<td>67. Perform rehabilitation therapy</td>
</tr>
<tr>
<td>66. Dance in a Broadway show</td>
<td>68. Do volunteer work at a non-profit organization</td>
<td>69. Manage the operations of a hotel</td>
</tr>
<tr>
<td>70. Sell houses</td>
<td>71. Direct or transfer phone calls for a large organization</td>
<td>72. Perform office filing tasks</td>
</tr>
<tr>
<td>73. Paint houses</td>
<td>74. Enforce fish and game laws</td>
<td>75. Conduct chemical experiments</td>
</tr>
<tr>
<td>76. Conduct biological research</td>
<td>77. Draw pictures</td>
<td>78. Sing professionally</td>
</tr>
<tr>
<td>79. Help elderly people with their daily activities</td>
<td>80. Teach children how to play sports</td>
<td>81. Sell candy and popcorn at sports events</td>
</tr>
<tr>
<td>82. Manage a supermarket</td>
<td>83. Compute and record statistical and other numerical data</td>
<td>84. Generate the monthly payroll checks for an office</td>
</tr>
<tr>
<td>#</td>
<td>Activity</td>
<td></td>
</tr>
<tr>
<td>----</td>
<td>---------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>85</td>
<td>Operate a grinding machine in a factory</td>
<td></td>
</tr>
<tr>
<td>86</td>
<td>Work on an offshore oil-drilling rig</td>
<td></td>
</tr>
<tr>
<td>87</td>
<td>Study the population growth of a city</td>
<td></td>
</tr>
<tr>
<td>88</td>
<td>Study whales and other types of marine life</td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>Perform stunts for a movie or television show</td>
<td></td>
</tr>
<tr>
<td>90</td>
<td>Create special effects for movies</td>
<td></td>
</tr>
<tr>
<td>91</td>
<td>Help disabled people improve their daily living skills</td>
<td></td>
</tr>
<tr>
<td>92</td>
<td>Teach sign language to people with hearing disabilities</td>
<td></td>
</tr>
<tr>
<td>93</td>
<td>Manage a department within a large company</td>
<td></td>
</tr>
<tr>
<td>94</td>
<td>Sell a soft drink product line to stores and restaurants</td>
<td></td>
</tr>
<tr>
<td>95</td>
<td>Take notes during a meeting</td>
<td></td>
</tr>
<tr>
<td>96</td>
<td>Keep shipping and receiving records</td>
<td></td>
</tr>
<tr>
<td>97</td>
<td>Perform lawn care services</td>
<td></td>
</tr>
<tr>
<td>98</td>
<td>Assemble products in a factory</td>
<td></td>
</tr>
<tr>
<td>99</td>
<td>Investigate crimes</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>Study the movement of planets</td>
<td></td>
</tr>
<tr>
<td>101</td>
<td>Conduct a musical choir</td>
<td></td>
</tr>
<tr>
<td>102</td>
<td>Act in a play</td>
<td></td>
</tr>
<tr>
<td>103</td>
<td>Help people who have problems with drugs or alcohol</td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>Help conduct a group therapy session</td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>Sell refreshments at a movie theater</td>
<td></td>
</tr>
<tr>
<td>106</td>
<td>Sell hair-care products to stores and salons</td>
<td></td>
</tr>
<tr>
<td>107</td>
<td>Calculate the wages of employees</td>
<td></td>
</tr>
<tr>
<td>108</td>
<td>Assist senior-level accountants in performing bookkeeping tasks</td>
<td></td>
</tr>
<tr>
<td>109</td>
<td>Catch fish as a member of a fishing crew</td>
<td></td>
</tr>
<tr>
<td>110</td>
<td>Refinish furniture</td>
<td></td>
</tr>
<tr>
<td>111</td>
<td>Examine blood samples using a microscope</td>
<td></td>
</tr>
<tr>
<td>112</td>
<td>Investigate the causes of a fire</td>
<td></td>
</tr>
<tr>
<td>113</td>
<td>Paint sets for plays</td>
<td></td>
</tr>
<tr>
<td>114</td>
<td>Audition singers and musicians for a musical show</td>
<td></td>
</tr>
<tr>
<td>115</td>
<td>Help families care for ill relatives</td>
<td></td>
</tr>
<tr>
<td>116</td>
<td>Provide massage therapy to people</td>
<td></td>
</tr>
<tr>
<td>117</td>
<td>Start your own business</td>
<td></td>
</tr>
<tr>
<td>118</td>
<td>Negotiate business contracts</td>
<td></td>
</tr>
<tr>
<td>119</td>
<td>Type labels for envelopes and packages</td>
<td></td>
</tr>
<tr>
<td>120</td>
<td>Inventory supplies using a hand-held computer</td>
<td></td>
</tr>
<tr>
<td>121</td>
<td>Fix a broken faucet</td>
<td></td>
</tr>
<tr>
<td>122</td>
<td>Do cleaning or maintenance work</td>
<td></td>
</tr>
<tr>
<td>123</td>
<td>Study the structure of the human body</td>
<td></td>
</tr>
<tr>
<td>124</td>
<td>Develop psychological profiles of criminals</td>
<td></td>
</tr>
<tr>
<td>125</td>
<td>Design sets for plays</td>
<td></td>
</tr>
<tr>
<td>126</td>
<td>Announce a radio show</td>
<td></td>
</tr>
<tr>
<td>127</td>
<td>Plan exercises for disabled patients</td>
<td></td>
</tr>
<tr>
<td>128</td>
<td>Counsel people who have a life-threatening illness</td>
<td></td>
</tr>
<tr>
<td>129</td>
<td>Represent a client in a lawsuit</td>
<td></td>
</tr>
<tr>
<td>130</td>
<td>Negotiate contracts for professional athletes</td>
<td></td>
</tr>
<tr>
<td>131</td>
<td>Develop an office filing system</td>
<td></td>
</tr>
<tr>
<td>132</td>
<td>Keep records of financial transactions for an organization</td>
<td></td>
</tr>
</tbody>
</table>

Continue at the top of the next column.

Continue at the top of the next column.

Continue at the top of the next column.

Continue at the top of the next page.
| 133. | Maintain the grounds of a park | L | D |
| 134. | Operate a machine on a production line | L | D |
| 135. | Develop a way to better predict the weather | L | D |
| 136. | Work in a biology lab | L | D |
| 137. | Write scripts for movies or television shows | L | D |
| 138. | Write a song | L | D |
| 139. | Teach disabled people work and living skills | L | D |
| 140. | Organize activities at a recreational facility | L | D |
| 141. | Be responsible for the operation of a company | L | D |
| 142. | Market a new line of clothing | L | D |
| 143. | Record information from customers applying for charge accounts | L | D |
| 144. | Photocopy letters and reports | L | D |

| 145. | Spray trees to prevent the spread of harmful insects | L | D |
| 146. | Test the quality of parts before shipment | L | D |
| 147. | Invent a replacement for sugar | L | D |
| 148. | Study genetics | L | D |
| 149. | Perform jazz or tap dance | L | D |
| 150. | Direct a movie | L | D |
| 151. | Take care of children at a day-care center | L | D |
| 152. | Organize field trips for disabled people | L | D |
| 153. | Sell newspaper advertisements | L | D |
| 154. | Sell merchandise at a department store | L | D |
| 155. | Record rent payments | L | D |
| 156. | Enter information into a database | L | D |
| 157. | Operate a motorboat to carry passengers | L | D |
| 158. | Repair and install locks | L | D |
| 159. | Study the governments of different countries | L | D |
| 160. | Do research on plants or animals | L | D |
| 161. | Sing in a band | L | D |
| 162. | Design artwork for magazines | L | D |
| 163. | Assist doctors in treating patients | L | D |
| 164. | Work with juveniles on probation | L | D |
| 165. | Sell automobiles | L | D |
| 166. | Manage a clothing store | L | D |
| 167. | Keep inventory records | L | D |
| 168. | Maintain employee records | L | D |
| 169. | Set up and operate machines to make products | L | D |
| 170. | Put out forest fires | L | D |
| 171. | Do laboratory tests to identify diseases | L | D |
| 172. | Study weather conditions | L | D |
| 173. | Edit movies | L | D |
| 174. | Pose for a photographer | L | D |
| 175. | Provide physical therapy to people recovering from an injury | L | D |
| 176. | Teach a high-school class | L | D |
| 177. | Sell restaurant franchises to individuals | L | D |
| 178. | Sell computer equipment in a store | L | D |
| 179. | Stamp, sort, and distribute mail for an organization | L | D |
| 180. | Handle customers’ bank transactions | L | D |

Continue at the top of the next column. All done! Turn the page to finish your profile.
Now that you have completed the interest profiler, take some time for scoring. It is important to make sure you count the number of “Likes” correctly. Double-check your totals. Remember that interests are just one piece of the puzzle to explore careers. Also consider your abilities, work values, experience, education, and things that motivate you while exploring careers.

**realistic**

Pages 4 & 5 Count the number of “Likes” you filled in for both rows of green questions on pages 4 and 5, and write that number here.

Pages 6 & 7 Turn to pages 6 and 7. Count the number of “Likes” you filled in for both rows of green questions on pages 6 and 7, and write that number here.

**Total = Realistic** Now, add the numbers in the two boxes and write the total here. This is your Realistic score.

**conventional**

Pages 4 & 5 Count the number of “Likes” you filled in for both rows of blue questions on pages 4 and 5, and write that number here.

Pages 6 & 7 Turn to pages 6 and 7. Count the number of “Likes” you filled in for both rows of blue questions on pages 6 and 7, and write that number here.

**Total = Conventional** Now, add the numbers in the two boxes and write the total here. This is your Conventional score.

**enterprising**

Pages 4 & 5 Count the number of “Likes” you filled in for both rows of yellow questions on pages 4 and 5, and write that number here.

Pages 6 & 7 Turn to pages 6 and 7. Count the number of “Likes” you filled in for both rows of yellow questions on pages 6 and 7, and write that number here.

**Total = Enterprising** Now, add the numbers in the two boxes and write the total here. This is your Enterprising score.

**social**

Pages 4 & 5 Count the number of “Likes” you filled in for both rows of purple questions on pages 4 and 5, and write that number here.

Pages 6 & 7 Turn to pages 6 and 7. Count the number of “Likes” you filled in for both rows of purple questions on pages 6 and 7, and write that number here.

**Total = Social** Now, add the numbers in the two boxes and write the total here. This is your Social score.

**artistic**

Pages 4 & 5 Count the number of “Likes” you filled in for both rows of orange questions on pages 4 and 5, and write that number here.

Pages 6 & 7 Turn to pages 6 and 7. Count the number of “Likes” you filled in for both rows of orange questions on pages 6 and 7, and write that number here.

**Total = Artistic** Now, add the numbers in the two boxes and write the total here. This is your Artistic score.

**investigative**

Pages 4 & 5 Count the number of “Likes” you filled in for both rows of red questions on pages 4 and 5, and write that number here.

Pages 6 & 7 Turn to pages 6 and 7. Count the number of “Likes” you filled in for both rows of red questions on pages 6 and 7, and write that number here.

**Total = Investigative** Now, add the numbers in the two boxes and write the total here. This is your Investigative score.
# Interest Profiler – What is Your Interest Type?

**Primary Interest Area**  
Which interest area has your highest score?

**Secondary Interest Areas**  
Which interest areas have your next highest scores?

### Realistic

**Personality Traits** You are practical, reserved, curious, and persistent. You are good at solving problems. You prefer to work with things like machines, tools, and greenery.

**Hobbies & Career Interests** You like to work with your hands to build or fix things. You like to play sports and be physically active. You prefer outdoor activities. You are good at electronics, mechanics, engineering, lab work, farming, or carpentry work.

**Realistic people are DOERS.**

### Conventional

**Personality Traits** You are respectful, orderly, persistent, and practical. You like working with numbers and are good at following instructions. You like working in structured situations with set goals and deadlines.

**Hobbies & Career Interests** You are detail oriented and enjoy working with data. You are good at following budgets and creating reports. You like to make sure that systems and projects work efficiently.

**Conventional people are ORGANIZERS.**

### Enterprising

**Personality Traits** You are enthusiastic, assertive, adventurous, and talkative. You like to start new projects and make decisions that affect others. You like to work with other people and often prefer to be in leadership positions.

**Hobbies & Career Interests** You enjoy influencing, persuading, and performing. You are good at selling things, promoting ideas, and managing people. You may enjoy starting your own business or running for political office.

**Enterprising people are PERSUADERS.**

### Social

**Personality Traits** You are friendly, empathetic, cooperative, and responsible. You like to work directly with people rather than things. You prefer to work as part of a team and sometimes lead or coordinate activities.

**Hobbies & Career Interests** You enjoy teaching, counseling, or curing others. You might be a good public speaker or trainer. You may like playing team sports. You like to work with children, the elderly, people with special needs, or diverse populations.

**Social people are HELPERS.**

### Artistic

**Personality Traits** You are intuitive, sensitive, and imaginative. You prefer to work in unstructured situations. You like to work where you can use your creativity and come up with new ideas.

**Hobbies & Career Interests** You enjoy performing or creating visual arts. You like to go to museums. You may like to attend concerts or plays. You might enjoy fashion, creative writing, drawing, and creating new things in a variety of settings.

**Artistic people are CREATORS.**

### Investigative

**Personality Traits** You are curious, observant, and analytical. You like to work independently rather than on a team.

**Hobbies & Career Interests** You are good at math or science. You may enjoy analyzing data. You like to solve puzzles and figure out difficult problems. You enjoy reading, investigating and research, or using scientific or computer equipment.

**Investigative people are THINKERS.**
Missouri schools use the Career Paths and Career Clusters frameworks as tools for career exploration. The 16 Career Clusters are listed here with the 6 Career Paths.

Connect your interest areas with the best-match Career Clusters using the information on the next page.

More information about each Career Cluster can be found on pages 12-19.

Industrial & Engineering Technology

Health Services

Arts & Communication

Business, Management & Technology

Natural Resources

Agriculture

Architecture & Construction

Manufacturing

Transportation, Distribution & Logistics

Science, Technology, Engineering & Math

Human Services

Education & Training

Government & Public Administration

Hospitality & Tourism

Human Services

Law, Public Safety, Corrections & Security

Education & Training

Government & Public Administration

Hospitality & Tourism

Human Services

Law, Public Safety, Corrections & Security

Agriculture, Food & Natural Resources
WHICH CAREER CLUSTERS MATCH YOUR INTEREST AREAS?

R - Realistic
- Agriculture, Food and Natural Resources
- Architecture and Construction
- Arts, A/V Technology and Communication
- Health Science
- Hospitality and Tourism
- Information Technology
- Law, Public Safety, Corrections and Security
- Manufacturing
- Science, Technology, Engineering and Math
- Transportation, Distribution and Logistics

I - Investigative
- Health Science
- Information Technology
- Law, Public Safety, Corrections and Security
- Science, Technology, Engineering and Math

A - Artistic
- Arts, A/V Technology and Communications
- Education and Training
- Hospitality and Tourism
- Human Services
- Marketing, Sales and Service

S - Social
- Arts, A/V Technology and Communications
- Education and Training
- Government and Public Administration
- Health Science
- Human Services
- Law, Public Safety, Corrections and Security
- Marketing, Sales and Service

E - Enterprising
- Arts, A/V Technology and Communications
- Business, Management and Administration
- Finance
- Government and Public Administration
- Hospitality and Tourism
- Law, Public Safety, Corrections and Security
- Marketing, Sales and Service

C - Conventional
- Architecture and Construction
- Business, Management and Administration
- Finance
- Health Science
- Manufacturing
- Marketing, Sales and Service
- Transportation, Distribution and Logistics

R and I - Realistic and Investigative
- Health Science
- Information Technology
- Science, Technology, Engineering and Math

R and A - Realistic and Artistic
- Arts, A/V Technology and Communications

R and S - Realistic and Social
- Health Science
- Human Services
- Law, Public Safety, Corrections and Security

R and E - Realistic and Enterprising
- Arts, A/V Technology and Communications
- Hospitality and Tourism

R and C - Realistic and Conventional
- Architecture and Construction
- Manufacturing
- Transportation, Distribution and Logistics

I and S - Investigative and Social
- Health Science

A and S - Artistic and Social
- Education and Training

A and E - Artistic and Enterprising
- Arts, A/V Technology and Communications

S and E - Social and Enterprising
- Government and Public Administration
- Law, Public Safety, Corrections and Security
- Marketing, Sales and Service

E and C - Enterprising and Conventional
- Finance
- Health Science

Adapted from the ISEEK website, www.iseek.org.
Career Cluster

Agriculture, Food, and Natural Resources

Biosciences

Biosciences is a target industry in Missouri. Top jobs in the biosciences sector include chemist, veterinarian, veterinarian tech, and general operations managers.

Career Pathways

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

What’s it about? The production, processing, marketing, distribution, financing, and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.

Architecture and Construction

Career Cluster

Consider Carpentry

Carpenters are among Missouri’s top-rated occupations, with an average annual wage over $44,000 and more than 10,000 openings expected in Missouri this decade.

Career Pathways

- Design and Pre-Construction
- Construction
- Maintenance and Operations

What’s it about? Careers in designing, planning, managing, building and maintaining the built environment.
**Arts, A/V Technology and Communications**

**Many Options**
Career options in the arts include animators, multimedia, architects, photographers, fashion designers, graphic designers, and interior designers.

**What's it about?** Designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

**Career Pathways**
- Audio and Video Technology and Film
- Printing Technology
- Visual Arts
- Performing Arts
- Journalism and Broadcasting
- Telecommunications

---

**Business Management and Administration**

**Missouri Business**
Openings for personal financial advisors and insurance sales agents are expected to be plentiful, and average annual wages are $76,000 and $61,600 respectively.

**What's it about?** Careers in planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations.

**Career Pathways**
- General Management
- Human Resources Management
- Business Information Management
- Administrative Support
- Operations Management
**Career Cluster**

**EDUCATION AND TRAINING**

**Teaching Careers**
Elementary, middle school, and secondary school teaching positions are rated Grade A careers by the Missouri Economic Research and Information Center over the next 10 years.

**What’s it about?** Planning, managing, and providing education and training services, and related learning support services such as administration, teaching/training, administrative support, and professional support services.

**Career Pathways**
- Administration and Administrative Support
- Professional Support Services
- Teaching and Training

---

**Career Cluster**

**FINANCE**

**Many Missouri Jobs in Accounting**
On average, accountants and auditors earn almost $60,000 a year in Missouri, and over 1,000 openings are expected each year.

**What’s it about?** Planning and related services for financial and investment planning, banking, insurance, and business financial management.

**Career Pathways**
- Accounting
- Insurance
- Banking Services
- Business Finance
- Securities and Investments
**Government and Public Administration**

**e-Government**
Missouri ranks 10th among the states for its e-government economic sector.

**What's it about?** Planning and executing government functions at the local, state, and federal levels, including governance, national security, foreign service, planning, revenue and taxation, and regulations.

**Career Pathways**
- Public Management and Administration
- Governance
- National Security
- Foreign Service
- Planning
- Revenue and Taxation
- Regulation

---

**Health Science**

**Nurses in Demand**
Registered Nurse is one of the top-rated jobs in Missouri. Average annual wages exceed $59,000, and over 2,4000 openings are expected every year.

**What's it about?** Planning, managing, and providing therapeutic services, diagnostic services, health informatics, support services, and biotechnology research and development.

**Career Pathways**
- Biotechnology Research and Development
- Therapeutic Services
- Diagnostics Services
- Health Informatics
- Support Services
**Hospitality and Tourism**

**Tourism Jobs**
More than 281,000 people in Missouri earn a living working in tourism, including organizers, food and beverage, accommodations, entertainment, retail, travel services, and more.

**Career Pathways**
- Restaurants and Food and Beverage Services
- Recreation, Amusement and Attractions
- Travel and Tourism
- Lodging

**What’s it about?** Preparing individuals for employment in career pathways that relate to families and human needs such as restaurant and food/beverage services, lodging, travel and tourism, recreation, amusement, and attractions.

---

**Human Services**

**Social Work**
Medical and public health social worker is a top-rated occupation in Missouri. Positions often require a bachelor’s degree or higher, but average annual wages are nearly $41,000.

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

**What’s it about?** Preparing individuals for employment in career pathways that relate to families and human needs such as counseling and mental health services, family and community services, personal care, and consumer services.
**Careers Cluster**

**Information Technology**

**Health I.T.**
Missouri ranks sixth in the nation for the health information technology sector. This rating is based on the number of high-tech firms, entrepreneurship, and concentration of workers with a two-year degree or higher.

**What’s it about?** Building linkages in information technology occupations for entry level, technical, and professional careers related to the design, development, support, and management of hardware, software, multimedia, and system integration services.

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

---

**Law, Public Safety, Corrections and Security**

**Policing Jobs**
Police and sheriff’s patrol officer positions are rated a Grade A career by the Missouri Economic Research and Information Center over the next 10 years.

**What’s it about?** Planning, managing, and providing legal, public safety, protective services, and homeland security, including professional and technical support services.

**Career Pathways**
- Correction Services
- Emergency and Fire Management Services
- Security and Protective Services
- Law Enforcement Services
- Legal Services
**Career Cluster**

**MANUFACTURING**

**Advanced Manufacturing**
Within advanced manufacturing occupations, 14% are low skill, 60% are middle skill, and 26% are high skill. Education and training are needed for middle and high skill jobs.

What’s it about? Planning, managing, and performing the processing of materials into intermediate or final products and related professional and technical support activities such as production planning and control, maintenance, and manufacturing/ process engineering.

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

---

**Career Cluster**

**MARKETING**

**Sales Occupations**
Wholesale and manufacturing sales representatives are among the top jobs for Missouri, with average annual wages around $58,000 and about 1,000 openings expected each year.

What’s it about? Planning, managing, and performing marketing activities to reach organizational objectives such as brand management, professional sales, merchandising, marketing communications, and market research.

**Career Pathways**
- Marketing Management
- Marketing Communications
- Marketing Research
- Professional Sales
- Merchandising
Career Cluster

SCIENCE, TECHNOLOGY, ENGINEERING AND MATH

Target Industries
Many of Missouri’s target industries involve STEM careers: biosciences, information technology, energy solutions, and health sciences.

What’s it about? Planning, managing, and providing scientific research and professional and technical services (e.g., physical science, social science, and engineering) including laboratory and testing services, and research and development services.

Career Pathways
- Engineering and Technology
- Science and Math

Career Cluster

TRANSPORTATION, DISTRIBUTION AND LOGISTICS

A Healthy Job Sector
In 2010, 6.6% of Missouri jobs were in the transportation sector, the same as health care practitioners and technical.

What’s it about? The planning, management, and movement of people, materials, and goods by road, pipeline, air, rail, and water, and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment, and facility maintenance.

Career Pathways
- Transportation Operations
- Logistics, Planning and Management Services
- Warehousing and Distribution Center Operations
- Facility and Mobile Equipment Maintenance
- Transportation Systems and Infrastructure Planning, Management and Regulation
- Health, Safety and Environmental Management
- Sales and Services
For many careers, a portfolio of work has become a standard expectation in the hiring process. In other careers, the availability of a portfolio that summarizes a person’s work and achievements can be a true asset. Gathering and maintaining a body of materials needed for a quality career portfolio only requires a bit of time and regular attention, and a place to maintain copies of records and samples. It is also worthwhile to maintain an electronic portfolio that can be shared during online job applications.

The first step is to get organized and maintain a safe place to keep papers and materials related to the career portfolio. Every few months, review the career portfolio to make sure that the materials are up to date, tidy, and appropriate for presentation. When updating career portfolio records, it is important to be sure that dates, titles, and names are correct when listing employment, awards, certifications, and other relevant information.

An electronic portfolio may also be maintained on the Missouri Connections website at www.missouriconnections.org.

The following are examples to document in a career portfolio:

- Career-related school work
- Personal Plan of Study
- List of references with contact information
- Entrance exams
- Job shadowing experiences, including names of references and copies of correspondence
- Internships or career-related work
- Student organizations and clubs related to career interests
- Letters of recommendation
- Transcript and record of GPA and attendance
- Certifications for career readiness and career skills
- Resume

The Personal Plan of Study template on the next page can be used to outline plans for courses and activities throughout middle school and high school or to record courses and activities as they have been completed.
<table>
<thead>
<tr>
<th>Grade</th>
<th>English</th>
<th>Math</th>
<th>Science</th>
<th>Social Studies</th>
<th>Career Education</th>
<th>Other Courses</th>
<th>Work-Based Learning</th>
<th>Additional Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Postsecondary Options**

<table>
<thead>
<tr>
<th>Area Career Center</th>
<th>Community College or Technical School</th>
<th>Four-Year College or University</th>
<th>Military Training</th>
<th>Apprenticeship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Looking at Your Next Steps**

**Shop around:**
Compare information from college representatives, bulletins and websites. Find out the job placement rates for graduates.
Ask about job placement programs and student organizations.

**Make campus visits:**
Tour campuses, talk with students and visit a class. Meet with financial assistance representatives. Research the admission requirements and academic program with an advisor. Determine the actual cost of attending the school, including housing, books and lab fees.

**Paying for your studies:**
Find out about financial assistance processes and tuition payments, as well as state, federal and private sources of financial assistance. Stay eligible for financial assistance by enrolling at least half time and making satisfactory academic progress. Use non–repayable grant aid first. If loans are necessary, federal loans offer better benefits than private loans. 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.

---

**The Thinning Crowd**

For every 100 high school freshmen in Missouri...

22% LOSS

78 will earn their high school diploma.

40% LOSS

47 will enter college.

33% LOSS

32 will still be enrolled their sophomore year.

30% LOSS

22 will earn a college degree by their early 20s.

**Associate’s Degree (6)**

**Bachelor’s Degree (16)**

---

**DECREASING PYRAMID OF EDUCATIONAL ACHIEVEMENT.** In Missouri, 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 postsecondary education is needed to earn a family-supporting wage. Schools must do more to help students bridge transitions between educational environments and to assist students through their first year and into their second year in a new school setting.

**Meet deadlines:**
Watch for early deadlines. Applications for admission and housing often have a cut off date. Pay any required fees on time. Complete the Free Application for Federal Student Aid (FAFSA) and other financial aid forms on time.

**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.

---

**Rock Your World 22**
Missouri’s Top 50 Jobs

Careers in Missouri with the most job openings between 2008–2018.
For a complete listing of occupations, wages, and skills information, visit the MERIC website at www.missouriconomy.org/occupations/outlook2018.stm

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Openings</th>
<th>Average Annual Wage</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architecture &amp; Construction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Estimators</td>
<td>1,655</td>
<td>$57,688</td>
<td>B</td>
</tr>
<tr>
<td>Electrical Power-Line Installers &amp; Repairers</td>
<td>1,517</td>
<td>$53,746</td>
<td>B</td>
</tr>
<tr>
<td>Civil Engineers</td>
<td>1,370</td>
<td>$75,812</td>
<td>B</td>
</tr>
<tr>
<td>Business Management &amp; Administration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accountants &amp; Auditors</td>
<td>7,184</td>
<td>$58,199</td>
<td>B</td>
</tr>
<tr>
<td>First Line Supervisors, Office Managers &amp; Administrative Support Workers</td>
<td>5,946</td>
<td>$47,297</td>
<td>B</td>
</tr>
<tr>
<td>Business Operations Specialists, All Other</td>
<td>3,683</td>
<td>$60,872</td>
<td>B</td>
</tr>
<tr>
<td>Sales Representatives, Services, All Other</td>
<td>3,200</td>
<td>$56,813</td>
<td>B</td>
</tr>
<tr>
<td>Public Relations Specialists</td>
<td>2,667</td>
<td>$51,774</td>
<td>B</td>
</tr>
<tr>
<td>Training &amp; Development Specialists</td>
<td>2,034</td>
<td>$49,533</td>
<td>M</td>
</tr>
<tr>
<td>Managers, All Other</td>
<td>1,967</td>
<td>$89,706</td>
<td>D</td>
</tr>
<tr>
<td>Employment, Recruitment &amp; Placement Specialists</td>
<td>1,445</td>
<td>$46,262</td>
<td>B</td>
</tr>
<tr>
<td>Human Resources, Training &amp; Labor Relations Specialists, All Other</td>
<td>1,311</td>
<td>$55,967</td>
<td>B</td>
</tr>
<tr>
<td>Medical &amp; Health Services Managers</td>
<td>1,307</td>
<td>$76,512</td>
<td>B</td>
</tr>
<tr>
<td>Sales Managers</td>
<td>1,267</td>
<td>$110,584</td>
<td>B</td>
</tr>
<tr>
<td>Compensation, Benefits &amp; Job Analysis Specialists</td>
<td>1,057</td>
<td>$51,012</td>
<td>B</td>
</tr>
<tr>
<td>Education &amp; Training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary School Teachers, Except Special Education</td>
<td>10,341</td>
<td>$43,715</td>
<td>B</td>
</tr>
<tr>
<td>Secondary School Teachers, Except Special &amp; Career Education</td>
<td>7,972</td>
<td>$42,765</td>
<td>B</td>
</tr>
<tr>
<td>Middle School Teachers, Except Special &amp; Career Education</td>
<td>4,700</td>
<td>$43,418</td>
<td>B</td>
</tr>
<tr>
<td>Special Education Teachers, Preschool, Kindergarten &amp; Elementary School</td>
<td>2,666</td>
<td>$45,182</td>
<td>B</td>
</tr>
<tr>
<td>Health Specialties Teachers, Postsecondary</td>
<td>1,837</td>
<td>$105,867</td>
<td>B</td>
</tr>
<tr>
<td>Special Education Teachers, Secondary</td>
<td>1,806</td>
<td>$47,477</td>
<td>B</td>
</tr>
<tr>
<td>Education Administrators, Elementary &amp; Secondary</td>
<td>1,738</td>
<td>$76,743</td>
<td>B</td>
</tr>
<tr>
<td>Education, Career Education &amp; School Counselors</td>
<td>1,709</td>
<td>$46,153</td>
<td>M</td>
</tr>
<tr>
<td>Finance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance Sales Agents</td>
<td>5,859</td>
<td>$54,165</td>
<td>B</td>
</tr>
<tr>
<td>Claims Adjusters, Examiners &amp; Investigators</td>
<td>2,248</td>
<td>$55,253</td>
<td>B</td>
</tr>
<tr>
<td>Securities, Commodities &amp; Financial Services Sales Agents</td>
<td>2,041</td>
<td>$86,505</td>
<td>M</td>
</tr>
<tr>
<td>Personal Finance Advisors</td>
<td>1,241</td>
<td>$91,284</td>
<td>B</td>
</tr>
</tbody>
</table>

Government & Public Administration

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Openings</th>
<th>Average Annual Wage</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance Officers, Except Agriculture, Construction, Health &amp; Safety &amp; Transportation</td>
<td>1,373</td>
<td>$50,250</td>
<td>B</td>
</tr>
</tbody>
</table>

Health Science

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Openings</th>
<th>Average Annual Wage</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Nurses</td>
<td>21,029</td>
<td>$56,667</td>
<td>A</td>
</tr>
<tr>
<td>Licensed Practical Nurses</td>
<td>7,815</td>
<td>$34,178</td>
<td>B</td>
</tr>
<tr>
<td>Dental Assistants</td>
<td>2,019</td>
<td>$33,100</td>
<td>M</td>
</tr>
<tr>
<td>Pharmacists</td>
<td>1,997</td>
<td>$106,242</td>
<td>P</td>
</tr>
<tr>
<td>Physicians &amp; Surgeons, All Other</td>
<td>1,358</td>
<td>$156,266</td>
<td>P</td>
</tr>
<tr>
<td>Physical Therapists</td>
<td>1,333</td>
<td>$62,215</td>
<td>P</td>
</tr>
<tr>
<td>Radiologic Technologists &amp; Technicians</td>
<td>1,283</td>
<td>$47,855</td>
<td>P</td>
</tr>
<tr>
<td>Family &amp; General Practitioners</td>
<td>1,255</td>
<td>$150,983</td>
<td>P</td>
</tr>
</tbody>
</table>

Hospitality & Tourism

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Openings</th>
<th>Average Annual Wage</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Enrichment Education Teachers</td>
<td>1,966</td>
<td>$35,417</td>
<td>M</td>
</tr>
</tbody>
</table>

Human Service

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Openings</th>
<th>Average Annual Wage</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clergy</td>
<td>3,256</td>
<td>$45,945</td>
<td>M</td>
</tr>
<tr>
<td>Child, Family &amp; School Social Workers</td>
<td>1,902</td>
<td>$33,277</td>
<td>B</td>
</tr>
</tbody>
</table>

Information Technology

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Openings</th>
<th>Average Annual Wage</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Systems Analysts</td>
<td>2,761</td>
<td>$72,018</td>
<td>B</td>
</tr>
<tr>
<td>Network Systems &amp; Data Communications Analysts</td>
<td>2,510</td>
<td>$74,788</td>
<td>B</td>
</tr>
<tr>
<td>Network &amp; Computer Systems Administrators</td>
<td>2,393</td>
<td>$53,197</td>
<td>B</td>
</tr>
<tr>
<td>Computer Software Engineers, Applications</td>
<td>1,905</td>
<td>$76,059</td>
<td>B</td>
</tr>
<tr>
<td>Computer Specialists, All Other</td>
<td>1,176</td>
<td>$74,506</td>
<td>A</td>
</tr>
</tbody>
</table>

Law, Public Safety, Corrections & Security

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Openings</th>
<th>Average Annual Wage</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police &amp; Sheriff’s Patrol Officers</td>
<td>3,890</td>
<td>$41,148</td>
<td>A</td>
</tr>
<tr>
<td>Fire Fighters</td>
<td>2,685</td>
<td>$43,777</td>
<td>M</td>
</tr>
<tr>
<td>Emergency Medical Technicians &amp; Paramedics</td>
<td>2,428</td>
<td>$33,392</td>
<td>M</td>
</tr>
</tbody>
</table>

Manufacturing

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Openings</th>
<th>Average Annual Wage</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing Agents, Except Wholesale, Retail &amp; Farm Products</td>
<td>1,829</td>
<td>$32,686</td>
<td>M</td>
</tr>
</tbody>
</table>

Marketing

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Openings</th>
<th>Average Annual Wage</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market Research Analysts</td>
<td>1,675</td>
<td>$61,898</td>
<td>B</td>
</tr>
</tbody>
</table>

Science, Technology, Engineering & Mathematics

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Openings</th>
<th>Average Annual Wage</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industrial Engineers</td>
<td>1,196</td>
<td>$71,952</td>
<td>B</td>
</tr>
</tbody>
</table>

- 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
Resume components:
- Contact information
- Objective statement
- Summary statement
- Employment history
- Education
- Relevant organizational participation, activities, awards, or certifications

Fine-tuning the resume:
- Your contact information should be at the top of your resume in a quick, easy-to-read format, including your name, address, phone numbers, email address, and website or online portfolio.
- When listing employment, include your job title, employer’s name, city and state, and start and end dates of your employment. List a summary of responsibilities and accomplishments for each position.
- For education, start with your most recent or highest degree, including the name and location of the institution attended, the degree, and the field of study.
- Objective and summary statements are optional. These offer an opportunity for you to state in one or two sentences your goal for the employment application or a snapshot of your qualifications.

Additional resume tips:
- Try not to use acronyms. Spell out any acronyms you use so people and software can easily read them.
- Do not make statements you cannot prove.
- Keep it brief. Your resume is an overview of your qualifications, not your life story.
- Correct all typographical, grammatical, and spelling errors.
- Avoid salary expectations or wage history unless asked for that information.
- Give priority to skills on your resume. Scannable resume systems are designed to look for skills.

Make it easy to read for people and computers:
- Use section headings
- Use bullets to highlight details
- Space consistently
- Format your resume in a single-column format
- Use no more than two fonts in a size no smaller than 10 and no larger than 14.

Create a professional image:
- Check your outgoing voicemail message for loud background music, slang or improper language.
- Avoid using an unprofessional email address.
- Avoid using emoticons (smiley-face icons) or text language in emails and job applications.

Identify and use keywords:
- Identify keywords for the position and include them where appropriate in your resume, particularly on your objective, summary, individual job responsibilities, and skills.
- Keywords can be job titles, business functions, responsibilities, required strengths, degrees, and computer applications.
- You can seek keywords in job descriptions, company job boards, networking websites, professional or trade associations, and industry blogs and websites.
- Use the same keywords in your cover letter, application, and online profiles.
Apprenticeships
www.missouriapprenticeship.com
Through an apprenticeship, a person will earn wages while they learn a skilled profession in a specific field like construction, health care, culinary arts, or others. An apprenticeship combines classroom studies with on-the-job training supervised by a mentor skilled in the profession.

Family Wage Calculator
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.ged.mo.gov
Information about free classes, test sites, and opportunities for the GED high school equivalency test is available through the Missouri Department of Elementary and Secondary Education.

Higher Education
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. Also, the site includes information about enrollment, financial aid, services available in Missouri.

Jobs.mo.gov
Jobs.mo.gov
This website maintained by the Missouri Department of Economic Development provides valuable job search tools and convenient access to job listings throughout Missouri. Through MCS, visitors can connect with the nearest Missouri Career Center for personalized career-assistance services from trained workforce specialists, including access to skill-building training and human resources assistance for businesses.

Mapping Your Future
www.mappingyourfuture.org
Mapping Your Future provides career, college, financial aid, and financial literacy information and services for students, families, and schools. It is sponsored by student loan guaranty agencies from around the country.

Missouri Connections
www.missouriconnections.org
Missouri Connections is a web-based resource to help Missouri Citizens determine their career interests, explore occupations, establish education plans, develop job search strategies, and create resumés. Sponsored by the Department of Elementary and Secondary Education and the Department of Economic Development, Missouri Connections is available to students, parents, guidance counselors, educators, and job seekers at no charge.

Today's Military
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.
The Value of Education

Outside of the personal satisfaction of finishing a long-term goal, the benefits of completing an educational program are real. Based on U.S. Census Bureau data from 2010 for Missouri, on average, the higher the educational attainment, the higher the wages earned and the lower the unemployment rate.