

# JUNIOR CAREER & EDUCATION GUIDE



## What's Inside?

- *Career Exploration*: Links to assess your talents and interests, possible career choices, military information and trade schools.
- *Top 50 Highest Paying Occupations*: Top 50 highest paying positions not requiring a 4 year degree.
- *Careers That Don't Require a Four Year Degree*: Data from US Dept. of Labor and the Census Bureau, taken from Laurence Shatkin's book, "The 300 Best Jobs That Don't Require A Four-Year Degree."
- *Apprenticeship Programs in Maryland*: Summary of popular apprenticeship programs and contact information
- *Tips for a Successful Job Interview*: Written for the teenage jobseeker, describes behaviors that can help you get the job, and behaviors that you should avoid.
- *What Do Employers Value*: What are employers looking for? How can you move up the career ladder?
- *Military Information* Age requirements, physical requirements, educational requirements, citizen requirements, information about the ASVAB Tes.

**Top 50 Highest Paying Occupations**

... as reported by CareerOneStop

1. Ship Engineer
2. Manager (all others)
3. Media & Communication Equipment Worker
4. Industrial Production Manager
5. Detective/Criminal Investigator
6. First Line Supervisor/Mgr of Police/Detectives
7. Artists and Related Workers
8. Sales Representative: Wholesale & Manufacturing, Technical, Scientific
9. Musicians and Singers
10. Transportation, Storage & Distribution Manager
11. First-Line Supervisors/Managers of Non-Retail Sales Workers
12. Emergency Management Specialist
13. Power Plant Operators
14. First Line Supervisors/Mgrs of Fire Fighting/Prevention
15. Elevator installers and Repairers
16. Purchasing Agents, Except Wholesale, Retail and Farm Products
17. Power Distributors and Dispatchers
18. Captains, Mates and Pilots of Water Vessels
19. First Line Supervisors/Managers of Construction Trades and Extraction Workers
20. Postmasters and Mail Superintendents
21. Transportation Inspectors
22. First Line Supervisors/Managers of Correctional Officers
23. Claims Adjusters, Examiners and Investigators
24. First Line Supervisors/Managers of Mechanics, Installers and Repairers
25. Lodging Managers
26. Plant and System Operators
27. Sales Representatives, Services
28. Electrical Power Line Installers and Repairers
29. Gas Plant Operators
30. Fire Inspectors and Investigators
31. Telecommunications Line Installers and Repairers
32. Loan Officers
33. Stationary Engineers and Boiler Operators
34. Sales Representatives, Wholesale and Manufacturing except Technical & Science
35. Compliance Officers
36. Signal and Track Switch Repairers
37. First Line Supervisor/Managers of Production and Operating Workers
38. Police and Sheriff's Patrol Officers
39. Lay Out Workers, Metal and Plastic
40. First Line Supervisor/Manager of Transportation and Materials-Moving Machine/Vehicles
41. Crane and Tower Operators
42. Millwrights
43. Advertising Sales/Agents
44. Real Estate Brokers
45. Postal Service Mail Carriers
46. Postal Service Clerks
47. Postal Service Mail Sorters and Processors
48. Boilermakers
49. Riggers
50. Locomotive Engineers

## Careers That Don't Require a Four-Year Degree

Based on data from the U.S. Department of Labor and the Census Bureau, career planning expert Michael Farr and statistician Laurence Shatkin recently published the second edition of their book "The 300 Best Jobs That Don't Require a Four-Year Degree." The top 20 jobs listed below, along with their average annual salary. Some of these positions require on-the-job training. Other positions require specialized certification or a two year degree.

- **Air traffic controller -Annual income: \$102,030**
- **Storage and distribution manager- Annual income: \$66,600**
- **Transportation manager- Annual income: \$66,600**
- **Police and detectives supervisor- Annual income: \$64,430**
- **Non-retail sales manager-Annual income: \$59,300**
- **Forest fire fighting and prevention supervisor- Annual income: \$58,920**
- **Municipal fire fighting and prevention supervisor—Annual income: \$58,902**
- **Real estate broker- Annual income: \$58,720**
- **Elevator installers and repairer—Annual income: \$58,710**
- **Sales representative—Annual income: \$58,580**
- **Dental hygienist—Annual income: \$58,350**
- **Radiation therapist- Annual income: \$57,700**
- **Nuclear medicine technologist- Annual income: \$56,450**
- **Child support, missing persons and unemployment insurance fraud investigator --Annual income: \$53,900**
- **Criminal investigators and special agent—Annual income: \$53,990**
- **Immigration and Customs inspector- Annual income: \$53,990**
- **Police detective—Annual Income: \$53,990**
- **Police identification and records officer- Annual income: \$53,990**
- **Commercial pilot- Annual income: \$53,870**
- **Talent director—Annual income: \$52,840**

## Apprenticeship Programs in Maryland—Paid on the Job Training

(Most Apprenticeship programs begin wages at a percentage of full journeyperson pay and increase to full pay at graduation)

**Elevator Constructor:** An apprentice will assist a licensed elevator constructor mechanic in all aspects of the job including installation, modernization, service and maintenance. Typically, apprentices are in the program for 4 years that includes on-site and classroom training. Contact: International Union of Elevator Constructors, Local 7. 410-661-1491

**HVAC/R:** Installs, services and repairs heating, air conditioning and refrigeration systems in residential, commercial and or industrial settings. 4 year program that includes classroom training 2 nights a week. Contact: Associated Builders and Contractors, Inc., 410-821-0351 or [www.abcbaltimore.org](http://www.abcbaltimore.org).

**Sprinkler Fitter:** Fabricates, installs, tests, repairs and maintains automatic fire protection systems. Apprenticeship is for a term of 4-5 years and consists of 2000 hours per year of on-the-job training and 144 hours per year of technical instruction. Contact: Baltimore Fire Sprinkler Fitters Local No. 536 Joint Apprenticeship Committee. 410-747-0630

**Steamfitter:** Fabricates, installs and services piping systems. The apprenticeship is a 5 year term with various contractors. The program requires 1380 total hours of related instruction and 8000 total hours of on the job training. Contact: Plumbers and steamfitters Local Union 486 Joint Apprenticeship and Training Committee. 410-866-5313

**Child Care Development Specialist:** Provides early education and care by organizing and leading activities of pre-kindergarten and school age children. The minimum term of Apprenticeship requires 2 years of on-the-job training and 144 hours minimum of related instruction. Contact: Prince Georges Community College: 301-322-0072

**Carpenter:** Build residential, commercial and industrial structures of wood, steel and concrete. The minimum term of Apprenticeship requires 4 years and 144-160 hours per year of related instruction. Contact: Baltimore Carpenters Joint Apprenticeship Committee. 410-737-9670

**Construction Craft Laborer:** Perform tasks involving physical labor at building, highway and heavy construction projects, tunnel and shaft excavations, and demolition sites. The minimum term of Apprenticeship requires 2 years with 288 hours of related instruction and 3200 hours of working on-the-job. Contact: Maryland Laborers' Joint Apprenticeship and Training Committee. 410-525-1500

**Electrician:** An electrical apprentice works directly under the supervision of a qualified Journeyperson Electrician in installing or maintaining a variety of approved wiring methods for distribution of electrical light, heat, power, radio and signaling utilization systems. Typically, the term of the Apprenticeship is 4-5 years, including classroom training. Contact: JATC for the Electrical Industry of Baltimore. 410-247-3313 or Associated Builders and Contractors, Inc. 410-821-0351

**Firefighter/Paramedic:** Working with a fire company, responding to calls for fire suppression, rescue operations and secure accident and emergency scenes. The minimum term of Apprenticeship requires 3 years and 144 hours per year of related training. Contact: Anne Arundel County Government EMS Fire Rescue. 410-222-8365

**Line Repairer:** Works installing, repairing and replacing transmission and distribution power lines between generating stations, substations and consumers. Contact: American Line Builders Area Wide Joint Apprenticeship and Training Committee. 301-516-7730

**Plumber:** Work with various materials and fixtures used in installation, removal, maintenance, extension and alteration of a plumbing system. Contact: Plumbers and Steamfitters Local Union No. 486 Joint Apprenticeship and Training Committee. 410-866-5313

**For a list of 230 Apprenticeship Occupations, visit [www.dllr.state.md.us/labor/approcc/](http://www.dllr.state.md.us/labor/approcc/)**

## TIPS FOR A SUCCESSFUL JOB INTERVIEW

- Know yourself. Before you even start the job-hunting process, take some time to put yourself under the microscope. The more self-aware you are, the more comfortable and confident you will be in job interviews. Ruiz suggests making a list of your strengths and abilities. Make another list of your achievements.
- Know about the job you'll be interviewing for. Maureen Crawford Hentz, who hires teens for specific jobs at the New England Aquarium, likes to test applicants' interview preparation. "If an applicant comes in to interview for an Aquarium Guide position and tells me that she thinks she will be feeding the animals and 'stuff,' I know that she has not read the job description," Hentz says.
- Understand what employers are looking for. "The primary concerns for most employers talking to teens are these: Will you be here as scheduled? If we are willing to teach you, are you willing to learn?" says Gale Montgomery, former career services coordinator at Simpson College. "With this in mind, I encourage teens to respond to the questions with frequent reassurances of reliability and capabilities to learn quickly, but with a willingness to ask questions for clarity." Recent grad-school graduate Jeanie Collins notes that the interviewer is not out to get you. "The interviewer is looking for a person with ordinary qualifications who has the attitude to do an extraordinary job," Collins observes.
- Practice. Ask friends and family members to conduct practice interviews with you. Also practice your body language and handshake.
- Plan to dress nicely and appear well groomed. Dress more conservatively than you normally would and even a bit more conservatively than the typical dress at the workplace at which you're interviewing. Among the "don'ts" mentioned by career counselors are heavy makeup, open-toed shoes, revealing clothing, short skirts, visible piercings, tattoos, clingy tops, platform shoes, huge earrings, wrinkled clothing, and hair in your face. "Have an 'old' person approve your proposed interview outfit before you buy it or wear it to an interview," advises Hood College's Sarah Bigham.
- Be prepared to be interviewed even when you're not expecting to. If you're cruising the mall filling out job applications, don't be surprised if some employers want to interview you on the spot.
- Set realistic expectations about salary. Let's face it; most teen jobs pay minimum wage. You should certainly be aware of what the current minimum wage is so you're not surprised and so you don't ask for less than minimum wage. If the situation seems right, you could even consider asking for more, as Trinity Hundredmark, a law student, did as a teen. "One thing I learned on my interview at a local retail store was to ask for more than I thought I was going to get," Hundredmark recalls. "Everyone had told me that I was going to get minimum wage because of my age no matter what I did. I threw caution to the wind and decided to ask for more, telling my interviewer that the store could hire someone at minimum wage, or they could take me for a little more money, but much better work. The manager chose me, even at the higher price. Don't underestimate your worth. "
- Punctuality and reliability are a matter of show and tell. Obviously, you can show your punctuality by arriving 5 to 15 minutes early for the interview.
- "Remember you are making an impression from the first moment you walk in the door," cautions Amy Brenengen, youth program/ GirlVenture manager for WomenVenture in St. Paul, MN. "Chances are the receptionist or the first person you see will tell the hiring manager if your behavior before the interview isn't as respectful and optimistic as when you meet the manager for the interview."
- Don't chew gum. Gum chewing is a major turnoff for employers.
- Don't downplay your previous experience, no matter how lowly it seems. "I'm amazed by the number of teens who say 'well, I've never really worked before, other than babysitting or being a camp counselor or mowing lawns," notes Maureen Hentz. "These are jobs where promptness and responsibility are key. If she's been babysitting for the same family every Saturday night for three years, this tells me that she does a good job, has built rapport with the kids, and is trusted by the family. If she's gotten a babysitting certificate from the Red Cross, I know that she is interested in learning more about her job. All of these are transferable experiences."
- "Fill out every part of the application and use your best handwriting," advises Brenengen. "Use complete sentences when you are asked an open ended question on the application."
- Avoid peppering interviews with "um" and "like." The best way to get past overusing these "pause words" is practice.
- Make eye contact. It's extremely important for connecting with your interviewer. When asked a question, don't look up at walls and ceiling as if searching for answers. Don't cast your eyes downward. One expert, recognizing that eye contact is hard to maintain in a one-on-one situation, says to look at interviewer's nose.
- Show your enthusiasm. Employers list lack of enthusiasm as their No. 1 turnoff in interviewees. The best way to show enthusiasm? A big smile throughout the interview. But, as Hamvay puts it, "not one of those psycho smiles, but one that looks like you are singing Christmas carols at a home for the elderly."
- Project confidence.
- Ask questions. Interviewers almost always invite you at the end of the interview to ask questions. Asking questions shows your enthusiasm for the job, so have a couple prepared, but don't ask about things like salary or vacation time.
- Send a thank you note to the person you interviewed with as soon as you get home. It shows that you're polite, interested and have follow through skills.

## WHAT DO EMPLOYERS VALUE?

Entering the workplace is an exciting experience. In order to be selected for a position, you have to be qualified, have a history that shows drive, reliability and effectiveness and be able to communicate your strengths to the hiring manager. Once you have the job, the real work begins. It's important to show a strong work ethic by exhibiting the following character traits:

**Initiative...** Working on your own without direction or supervision. Self motivated.

**Dependability...** Being there on time when you are needed. Good attendance and punctuality.

**Reliability...** Getting the job done. Completing the task.

**Efficiency...** Doing the job correctly and quickly. Being accurate, conscientious and capable.

**Loyalty...** Being faithful, trustworthy and honest.

**Confidence...** Being stable and even-tempered. Maintaining composure. Believe in yourself.

**Communication...** Ability to express yourself clearly and concisely through speaking and writing. This includes interpersonal (people) skills.

**Problem-Solving...** Ability to address issues, generate options, settle uncertainties, and make decisions.

**Cheerfulness...** Being pleasant, optimistic, and agreeable. Easy to work with.

**Helpfulness...** Willing to pitch in, serve, or assist with a sense of urgency.

**Team Player...** Working together with others, being cooperative and unselfish.

**Discipline...** Good work ethic. Perseverance, determination and patience in carrying on with a tedious project. This includes "paying your dues" and "learning the ropes."

**Responsibility...** Taking care of duties and being accountable.

**Creativity...** Being original, resourceful, imaginative, and innovative. Critical thinking skills.

**Enthusiasm...** Being energetic. Exhibiting a sense of excitement about your work. Displaying a positive attitude.

**Adaptability...** Ability to adjust to new situations and be flexible.

**Maturity ...** Behaving as an adult. Possessing common sense. Being reasonable. A sense of worldliness.



## MILITARY INFORMATION

**AGE REQUIREMENTS**—Each branch of the Service has different requirements. Minimum entrance-age requirements are 17 with parental consent or 18 without parental consent.

**PHYSICAL REQUIREMENTS**—Because of the varying physical demands on servicemembers in each branch, physical requirements vary greatly. These differences can vary even within each branch of the Service. Generally speaking, potential servicemembers should be in good physical condition, of appropriate weight, and able to pass a standard physical screening prior to entry. For more specific information, please [contact a recruiter](#).

**EDUCATIONAL REQUIREMENTS** - Success in any branch of the Military depends on a good education, and a high school diploma is most desirable. Candidates with a GED can enlist, but some Services may limit opportunities. It is very difficult to be considered a serious candidate without either a high school diploma or accepted alternative credential. In any case, staying in school is important for entering the Military. Noncitizens may enlist, but cannot re-enlist (extend their enlistment beyond their first term of service) unless they become naturalized U.S. citizens. However, after service of three years, additional residency requirements for citizenship can be waived. The Military does not assist in the immigration naturalization process. For enlistment purposes, the United States includes Guam, Puerto Rico, the U.S. Virgin Islands, the Northern Marianas Islands, American Samoa, the Federated States of Micronesia, and the Marshall Islands.

**CITIZENSHIP REQUIREMENTS** - U.S. citizens or Permanent Resident Aliens (people who have an INS I-151/I-551 "Green Card") may join the U.S. Military.

**ASVAB Test**—With thousands of different jobs for enlisted personnel and officers, there's a lot to do in the Military. The ASVAB Career Exploration Program can help young adults identify and explore potentially satisfying occupations and develop effective strategies to realize career goals. The ASVAB (Armed Services Vocational Aptitude Battery) is one of the most widely used, multiple-aptitude tests in the world, developed and maintained by the Department of Defense. Over half of all high schools nationwide administer the ASVAB test to students in grades 10, 11, and 12 (sophomores cannot use their scores for enlistment eligibility). Students may also take the test at another school or through a recruiter and may retake the test at any time.

Students are provided with scores on eight individual tests and three Career Exploration Score composites: Verbal Skills, Math Skills, and Science and Technical Skills. The battery takes approximately three hours to complete and test results are returned to schools in about two weeks. The Military uses students' ASVAB scores to identify the occupations that best suit their abilities. Junior, senior, and postsecondary school students can use their ASVAB scores for enlistment for up to two years after taking the test.

**WHAT QUESTIONS SHOULD WE ASK A RECRUITER?** Whatever they are curious about! Recruiters are the very best source of information about what the Military is like, what young people can get from the Service, and all the steps in the process of recruiting. It matters that people get accurate and current information, and recruiters are the best resource for answers to even the most difficult questions regarding the Service.

Visit [www.todaysmilitary.com](http://www.todaysmilitary.com) for more information and links to contact and speak with each service directly.