

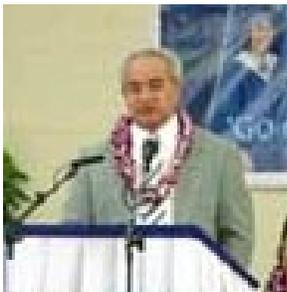
CAREER VOYAGES

TO THE FUTURE



*A Guidebook for Career Exploration and
Planning for American Samoan Students*

2010-2012



Greetings from Governor Togiola.

We live in an age of change in technology, information exchange, and communications. For our economy to prosper, American Samoa will need an educated workforce with increasingly advanced levels of knowledge. A solid educational foundation can be your key to a successful future. Workers with basic skills of reading, writing, and math along with skills to work in teams, make decisions, solve problems, and effectively communicate are highly sought after by Samoan employers. I encourage you to make your educational experience a successful one. Stay in school and take challenging coursework that will help you to build skills that will help you to be successful throughout life.

After exploring many of the career opportunities available in our islands, you may decide on a career that requires additional education beyond high school. Start planning early so that you will meet all the requirements for graduation.

Learn about your interests and abilities. You can match these to occupations and begin to make some career and education decisions. Use "Career Voyages" as your guide to help you develop your plan of action . . . a plan that will help you to achieve your career goals.

Good luck as you begin your voyage that will prepare you to be a successful worker and citizen of American Samoa!

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What Direction Will You Take In Your Future?

What things inspire, excite, and motivate you? These are the things you need to think about and explore as you plan your future.

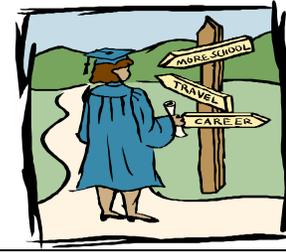


DREAM your ideal job! Imagine yourself in a career that makes you happy and that gives you a sense of accomplishment. American Samoa's workplace is rapidly growing and there are many career opportunities available to you today and in the future. So, where do you start? You can begin by **DISCOVERING** your interests, the things that really turn you on in a job. You may have to **EXPLORE** not only different information about jobs but also visit some job sites to see what holds your interest.

Once you identify the things that interest you in a job, it's time to look at your abilities. If a job you are interested in requires a lot of math and science and you are failing those courses, it's time for a reality check. Perhaps if you disciplined yourself to study more your grades would improve and you would have more choices. **BUT** maybe your grades are low because you just aren't interested in math and science. So make sure your interests and abilities match.

EXPLORE careers that match your interests and abilities and then begin to make some choices. With a career goal in mind, you can make sure the courses you take in high school will prepare you for work or further education. Technology continues to change the workplace and many jobs will require skills that can be gained from further education and training. That education can take place at a career and technical center, community college, university, or on-the-job. This Guide will help you to learn more about yourself as well as jobs and educational options. Remember the more education you get the better your job options will be.

**Don't know what to do with your future?
Follow these tips to help you figure it out!**



<p>Don't Give Up. High school dropouts have a harder time getting and keeping jobs. Almost every job requires the basic communication and math skills you're learning in school today.</p>	<p>Find out what careers are out there. The ideal job for you may be something you have never heard or thought about. Think about the skills and education you'll need in addition to job availability and salary potential.</p>	<p>Plan your career. Once you know what career area you're headed for, think about the steps you'll take to get there. Have a plan in mind. Set some goals and document your progress toward reaching those goals. Keep records of career related activities, jobs, and accomplishments.</p>
<p>Don't stop with high school. More career options will be available to you with more education. This doesn't mean that a four-year degree is the only ticket to high wage/high skill jobs. Postsecondary Certificates and community college degrees can be just as important as a bachelor's degree when it comes to finding excellent job prospects.</p>	<p>Develop basic computer skills. Technology continues to change the workplace and more jobs in the future will require the use of a computer. Take every advantage in courses and personal use to learn how to use computers and their programs.</p>	<p>Gain valuable work experience. Learning by doing is a great way to research careers and gain some work experience. Career and technical programs, internships, part-time jobs, job shadowing, youth apprenticeship, and volunteer work are some examples of ways to get hands-on experience while still in school. Employers will value this experience.</p>
<p>Learn how to conduct a good job search and develop a resume. No matter what path you choose after high school, you will have to market your skills as you search for a job. Building a resume, practicing interview techniques, and learning job search techniques will help you to be more successful in the process.</p>	<p>Ask about financial aid. Don't let the lack of funds keep you from planning additional education past high school. Explore with your counselor or teacher the many options available to help you finance your way to a vocational center, community college, or university.</p>	<p>Keep learning. Life-long learning. That's what it's all about. Take every opportunity to learn new skills. Technology continues to change jobs and the workplace so part of your being successful will depend on how adaptable you are to change.</p>

Think about these tips as you use Career Voyages. Complete each of the next four activities to learn more about yourself. At the end of these activities, you can begin to develop a personal profile that will help you with your career and education planning.

What Do You Like To Do?

What kind of things interests you the most? What school subjects and activities do you enjoy? What do you like to do when you aren't in school? Your likes and dislikes are very important in your career planning. They will supply you with ideas of what types of work will suit you best. The next two pages will help you to think about job related tasks and if you think that you might enjoy doing them. At the end of this activity, you can use your results to explore occupations.



This is not a test! There are no right or wrong answers to the statements. The goal is for you to learn more about your personal work-related interests.

Discovering your career interests. Your likes and dislikes are very important in your career planning. The statements on the interest activity will help you to answer the question, "What do I like best?" Each page will have a column of statements followed by L(like), ?(don't know), D(dislike). Circle the answer that best fits you. Start at the top of each column as you circle your answers. Once you have answered all the statements follow the instructions to get your scores.

Dr. John Holland theorizes that people and work environments can be loosely classified into six different groups. Most people are some combination of two or three of the Holland interest areas. Once you complete the activity you will pick your two highest scores to give you your interest code. Each occupation is coded to a two-letter interest code. This will help you to determine the jobs that may be the best bet for you.

* adapted from O*Net Interest Profiler,
U.S. Department of Labor

IT IS VERY IMPORTANT THAT YOU WORK FROM THE TOP TO THE BOTTOM IN EACH COLUMN OF ITEMS!

START HERE

▼	▼	▼	▼																																																																																																
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Go to the next page for instructions.

			SCORE	
Catch fish as a member of a fishing crew	L ? D	Fix a broken faucet	L ? D	
Spray trees to prevent the spread of harmful insects	L ? D	Test the quality of parts before shipment	L ? D	
Investigate the cause of a fire	L ? D	Develop a way to better predict the weather	L ? D	
Develop psychological profiles of criminals	L ? D	Do research on plants or animals	L ? D	
Conduct a musical choir	L ? D	Write a song	L ? D	
Announce a radio show	L ? D	Direct a movie	L ? D	
Help people who have problems with drugs or alcohol	L ? D	Provide massage therapy to people	L ? D	
Assist doctors in treating patients	L ? D	Work with juveniles on probation	L ? D	
Start your own business	L ? D	Represent a client in a lawsuit	L ? D	
Sell merchandise at a department store	L ? D	Manage a clothing store	L ? D	
Type labels for envelopes and packages	L ? D	Record information from customers applying for charge accounts	L ? D	
Develop an office filing system	L ? D	Enter information into the database	L ? D	
		Operate a motorboat to carry passengers	L ? D	
		Set up and operate machines to make products	L ? D	
		Do laboratory tests to identify diseases	L ? D	
		Study weather conditions	L ? D	
		Sing in a band	L ? D	
		Pose for a photographer	L ? D	
		Counsel people who have a life-threatening illness	L ? D	
		Teach a high-school class	L ? D	
		Be responsible for the operation of a company	L ? D	
		Sell computer equipment in a store	L ? D	
		Keep inventory records	L ? D	
		Handle customers' bank transactions	L ? D	

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Scores

1. Move across the page and count your "L" answers in each grouping of icons. Circle the two largest scores. Based on your answers to the questions, these are the areas that match your interests. Turn the page to see what each of the symbols stand for.

Discover Your Interests and Personality Type

Look at your two highest scores on the previous page. Match the icon of the highest scores to the interest types listed below. These occupations match your interests.



REALISTIC: “DOERS”

You like to . . .

<input type="checkbox"/> put a model together	<input type="checkbox"/> solve mechanical problems
<input type="checkbox"/> fix electrical things	<input type="checkbox"/> plant a garden
<input type="checkbox"/> operate machinery	<input type="checkbox"/> read a blueprint

You may want to consider these occupations . . .

carpenter	veterinary technician
dental assistant	office machine repairer
electrician	plumber
agricultural sprayer	vocational education teacher



ARTISTIC: “CREATORS”

You like to . . .

<input type="checkbox"/> express yourself creatively	<input type="checkbox"/> take photographs
<input type="checkbox"/> attend concerts, theaters, art exhibits	<input type="checkbox"/> deal with vague ideas
<input type="checkbox"/> work on crafts	<input type="checkbox"/> work with materials to create things

You may want to consider these occupations . . .

musician	newscaster
landscape architect	producer/director
broadcast technician	interior designer
entertainer	graphic designer
photographer	editor



INVESTIGATIVE: “THINKERS”

You like to . . .

<input type="checkbox"/> explore a variety of ideas	<input type="checkbox"/> do research
<input type="checkbox"/> work independently	<input type="checkbox"/> solve math problems
<input type="checkbox"/> use computers	<input type="checkbox"/> understand theories
<input type="checkbox"/> perform lab experiments	<input type="checkbox"/> read technical journals

You may want to consider these occupations . . .

meteorologist	computer engineer
cardiology technologist	chemist
database administrator	anesthesiologist
actuary	optometrist
computer systems analyst	biological/agricultural technician



SOCIAL: “HELPERS”

You like to . . .

<input type="checkbox"/> help people with health or social problems	<input type="checkbox"/> do volunteer work
<input type="checkbox"/> work in groups	<input type="checkbox"/> mediate disputes
<input type="checkbox"/> work with young children	<input type="checkbox"/> plan and supervise activities
<input type="checkbox"/> help sick people	

You may want to consider these occupations . . .

social worker	dental hygienist
emergency medical technician	school counselor
registered nurse	medical assistant
principal teacher	police patrol officer
	child care worker



ENTERPRISING: “PERSUADERS”

You like to . . .

<input type="checkbox"/> sell things or promote ideas	<input type="checkbox"/> lead a group
<input type="checkbox"/> initiate projects	<input type="checkbox"/> convince people to do things your way
<input type="checkbox"/> gives talks or speeches	<input type="checkbox"/> have power or status
<input type="checkbox"/> make decisions affecting others	

You may want to consider these occupations . . .

hotel manager	property manager
private investigator	public relations specialist
flight attendant	retail sales person
financial manager	ship captain
travel agent	



CONVENTIONAL: “ORGANIZERS”

You like to . . .

<input type="checkbox"/> work in structured situations	<input type="checkbox"/> be responsible for details
<input type="checkbox"/> keep a schedule or plan for school activities and homework	<input type="checkbox"/> work with numbers
<input type="checkbox"/> collect or organize things	<input type="checkbox"/> work with forms, charts, or reports

You may want to consider these occupations . . .

secretary	brokerage clerk
postal mail carrier	stenographer
cost estimator	bill and account collector
customer service representative	radio dispatcher
computer operator	insurance claims examiner

What is Important to you?

Earlier, you recorded the types of work that interest you. Your values also can influence the way you feel about a job. Carefully consider each work value in the following list. Check **VI** if it is **Very Important** to you, **SI** if it is **Somewhat Important**, or **NI** if it is **Not Important**.

VALUE	IT'S IMPORTANT TO ME TO:	VI	SI	NI
Wealth	make a lot of money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adventure	take risks in my work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	Use my artistic talents at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authority	Be in charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work outside	Work outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work inside	Work indoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excitement	Deal with changes and challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help others	Make a difference in others' lives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independence	Set my own hours and have little supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prestige	Be recognized for the work I do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security	Have few changes in my job or income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	Have a chance to travel on my job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	Work as a member of a group or team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stability	Keep a routine with few surprises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	Be responsible for work others do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Family	Have plenty of time for my family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VALUE	IT'S IMPORTANT TO ME TO:	VI	SI	NI
Information	work with facts and abstract ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People	work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Things	do work that is hands-on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical challenge	put my strength and stamina to use on the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work under pressure	work where there is pressure to get things done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spiritual beliefs	work in a job that fits my spiritual beliefs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leisure time	spend time on hobbies and interests outside of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Variety	experience change and a variety of tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passion	love the work I do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationships	have good relationships with colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skills	learn and develop different skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decisiveness	make rules and policies as part of my work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community	make my community a better place to live	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Go over the values you marked as **Very Important (VI)** and/or **Somewhat (SI)** and decide which six values are most important to you at this time in your life.

You may also want to record this information on the last page of this Guide to begin to develop **Your Personal Profile**.

My work values	
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____

Skills Inventory - Do You Have What It Takes?

Use this activity to identify your strengths as well as those skills you need to work on.

Can Do	Needs Work	
		Communications Skills
_____	_____	I speak clearly.
_____	_____	I know how to explain my ideas to others.
_____	_____	I ask appropriate questions.
_____	_____	I know how to seek help when I need it.
_____	_____	I write letters and reports well.
_____	_____	I'm a good listener.
_____	_____	I'm able to interpret written instructions well.
		Thinking Skills
_____	_____	I think about issues clearly.
_____	_____	I evaluate situations logically.
_____	_____	I reason well and make objective judgments.
_____	_____	I know how to make informed decisions.
_____	_____	I know how to evaluate risk.
_____	_____	I understand and solve problems using basic mathematics.
		Organization Skills
_____	_____	I have the ability to set goals in my work and personal life.
_____	_____	I complete work on time.
_____	_____	I work neatly and accurately.
_____	_____	I take care of tools/materials/equipment.
_____	_____	I follow directions.
_____	_____	I plan/organize activities to meet deadlines.
_____	_____	I handle interruptions and changes and still meet goals.
_____	_____	I plan and manage my time.
		Adaptability skills
_____	_____	I have a positive attitude toward change.
_____	_____	I recognize and respect other people's differences.
_____	_____	I think of new ways to get the job done.
_____	_____	I handle changes easily.
_____	_____	I see my mistakes as learning experiences.

Can Do	Needs Work	
		Interpersonal Skills
_____	_____	I get along with people.
_____	_____	I'm cooperative.
_____	_____	I care about the feelings of others.
_____	_____	I know how to be tactful.
_____	_____	I respect the ideas of others.
_____	_____	I support other people's decisions.
_____	_____	I help others with their problems.
_____	_____	I accept authority and supervision.
_____	_____	I know how to work on a team.
_____	_____	I respect other people's differences.
		Learning Skills
_____	_____	I enjoy learning.
_____	_____	I'm curious about people and events.
_____	_____	I'm interested in learning more about my areas of career interest.
_____	_____	I know how to read and find information when I need it.
_____	_____	I want to continue learning throughout my life.
		Personal Skills
_____	_____	I'm honest.
_____	_____	I'm motivated/enthusiastic about what I do
_____	_____	I'm reliable. You can depend on me.
_____	_____	I'm prompt. I don't miss appointments.
_____	_____	I take pride in my appearance
_____	_____	I can handle criticism well.
_____	_____	I'm courteous and respectful.
_____	_____	I'm creative and like to think up new ideas.
_____	_____	I'm confident about what I can do.
_____	_____	I enjoy challenges that make me think.
_____	_____	I'm sociable and enjoy being around people.
_____	_____	I'm a self-starter. I don't need to be told.
_____	_____	I'm proud when I've done something well.
_____	_____	I'm loyal and can make commitments.

Learning Styles

Some of us learn best by thinking quietly alone; others like to talk things out. Some of you may like to study with loud music while others prefer a quiet place to do their homework. Research shows that we work better when we use our unique learning needs and strengths. Take a minute to explore your personal styles.

Read the following items on the Learning Styles Checklist. Circle Y (Yes) if it applies to you; N (No) if it doesn't. Add your Y responses and record your top three personal learning styles below.

VERBAL/LINGUISTIC

- | | | |
|--|---|---|
| I learn best from reading books. | Y | N |
| I learn a lot from listening to teachers. | Y | N |
| I really enjoy explaining, teaching, and learning. | Y | N |
| I find it easy and fun to learn a new language. | Y | N |
| I easily remember the things I've learned. | Y | N |

Total yes answers _____

KINESTHETIC

- | | | |
|--|---|---|
| I learn by doing. | Y | N |
| I like activities that require me to move around. | Y | N |
| I often learn well by imitating others. | Y | N |
| I prefer to explain my ideas by acting them out in role-plays. | Y | N |
| I enjoy physical challenges. | Y | N |

Total yes answers _____

LOGICAL/MATHEMATICAL

- | | | |
|--|---|---|
| I am good at solving problems with symbols. | Y | N |
| I enjoy working with numbers and making calculations. | Y | N |
| I find it easy to find answers based on information at hand. | Y | N |
| I remember information best when it's numbered and in logical order. | Y | N |
| I can easily apply new information to old formulas. | Y | N |

Total yes answers _____

MUSICAL

- | | | |
|---|---|---|
| I learn information easily when I put it to music. | Y | N |
| I can't concentrate unless there is background music. | Y | N |
| I find it easy to pick out rhythms in sounds I hear. | Y | N |
| I always remember songs I hear on the radio. | Y | N |
| I can easily repeat sounds and music I hear. | Y | N |

Total yes answers _____

VISUAL/SPATIAL

- | | | |
|---|---|---|
| Diagrams and drawings help me understand new ideas. | Y | N |
| Give me a map and I can find my way anywhere. | Y | N |
| I'd rather watch an expert first, then try a new skill. | Y | N |
| It's easier for me to learn something new if it is plotted on a graph or chart. | Y | N |
| I prefer to explain my ideas by drawing pictures. | Y | N |

Total yes answers _____

INTERPERSONAL

- | | | |
|---|---|---|
| I learn a lot from discussions. | Y | N |
| I work better when I'm in a group. | Y | N |
| I pick up on what other people think and want. | Y | N |
| I learn about others by looking at their point of view. | Y | N |
| I'd rather get information from people than books. | Y | N |

Total yes answers _____

INTRAPERSONAL

- I learn best by thinking quietly. Y N
- I remember things easily when I can relate it to my own experience. Y N
- I succeed most often when I rely on my intuition. Y N
- I'd rather talk about feelings than abstract ideas. Y N
- I enjoy thinking about different ideas when I'm alone. Y N

Total yes answers _____

My top three preferred learning styles:

People learn constantly as they move through life. Learning takes place in the workplace too. Technology continues to create new kinds of work in addition to changing jobs that already exist. It's important to know how you best learn so that you can continue to learn new ways of doing things in the workplace. Your learning style can also help you to explore careers that may be most suitable for you. Enter your learning styles on **Your Personal Profile** on the last page of this Guide.

THE MANY WAYS WE LEARN

Verbal/Linguistic:	Spoken and written communication comes easily to people with this strength. They excel as writers, public speakers, or comedians.
Logical/Mathematical:	People with this strength are able to easily solve problems using numbers or abstract ideas.
Visual/Spatial:	This strength allows people to form pictures in their mind, which helps them with painting, sculpture, architecture, and navigation.
Kinesthetic:	People with this strength like to move their bodies. They do this express emotion, play games, or create.
Musical:	Recognizing rhythms and harmonies is easy for those with this strength. They are also sensitive to the effects of sound.
Interpersonal:	Getting along with other people by understanding their moods and feelings is something people with this strength are able to do. They excel as counselors, teachers, and politicians.
Intrapersonal:	Psychiatrists and philosophers often have this strength, which helps them understand other people.

Exploring Careers

When making a career decision, be sure to invest enough time in researching careers so that you can make an informed career choice. The ideal job for you may be something you have never heard or thought about. Seek out information about jobs with good career potential, high earnings, and other things that are important to you in a job. You'll be more satisfied with a job that matches your interests and abilities. This Guide will help you get started. If you see something that catches your interest, you can continue your exploration on the Internet or use the printed resources available at your school.

Job Title and Description

Job descriptions are from the *Occupational Outlook Handbook*. The two-letter interest code follows each description (R-Realistic, A-Artistic, I-Investigative, S-Social, E-Enterprising, and C-Conventional).

Average Hourly Rate

Salaries can be drastically affected by employer size, industry, employee credentials and education, years of experience, federal or local government funded, and other variables. The salaries are based on data that was collected from employers in 2003 so most would have increased over the past few years. You may want to check with employers in the area that you want to work to find out who pays the best salaries. U.S. salaries are shown for some occupations especially if the position is funded by the federal government or companies based in the states. While there may not be a heavy demand for some of the listed occupations in the islands, they are included for exploration purposes. Many of the occupations are based on entry levels that have been established for the federal minimum wage in American Samoa for various industries. The *Occupational Outlook Handbook* is also an excellent resource for learning about salaries paid in the states.

Education and Program of Study

Postsecondary Certificates and community college degrees can be just as important as a bachelor's degree when it comes to finding excellent job prospects. Job requirements vary with employers but each occupation is coded according to the minimum education that is required. For instance, an Postsecondary Certificate may include a one- year program at a technical center/community college or an Associate's degree may require two years at a community college. If there is an occupation you are interested in always check with some local employers to see what they require. Even if an employer doesn't require postsecondary education, many times completing a program of study at a high school or postsecondary school may give you the competitive edge over other job applicants. Just remember that a high school education can provide the foundation of knowledge and skills that you will need to pursue whatever your dreams may be.

Career Voyages



Job Title/Description	Average Hourly Wage	Education Requirements
<p>Accountant/Auditor Works with numbers. Keeps financial records for businesses, the government, or individuals. Records how much money is earned, how much is spent, and how much is paid for taxes. (CE)</p>	\$12.00	Associate's Degree Bachelor's Degree
<p>Adjustment Clerk Investigates and resolves customer complaints about goods, services, billing, or credit rating. (ES)</p>	\$4.20	High School Diploma/GED
<p>Advertising Clerk Takes orders for classified advertising for newspapers or magazines. Talks to customers to determine exact wording of the ad and verifies that published ads agree with the customers' requests. (ES)</p>	\$4.20	High School Diploma/GED
<p>Aircraft Mechanic Inspects, repairs, and maintains aircraft according to guidelines required by the Federal Aviation Administration. (RE)</p>	\$19.00	Postsecondary Certificate
<p>Aircraft Pilot Flies airplanes and helicopters to transport passengers and cargo. Before departure, talks with flight dispatchers and aviation weather forecasters to find out about weather conditions on the route and at the final destination. (RE)</p>	<p>\$150,000 (US) (Annual Salary)</p> <p>Salary varies according to airline or private employers</p>	<p>Postsecondary Certificate</p> <p>License Required</p>

Career Voyages

<p>Architect Plans, designs, and supervises the construction of homes, office buildings, airports or highways. Uses computer-aided design and drafting (CADD) systems to prepare detailed drawings. (AI)</p>	\$74,000 (US)	<p>Bachelor's Degree</p> <p>License Required</p> <p>Internship Required</p>
<p>Audiologist Tests hearing and balance related problems. Uses an audiometer to test the loudness at which a person begins to hear sounds and distinguish between sounds. (IS)</p>	\$37.50	Master's Degree
<p>Audio-Visual Specialist Plans and produces audio and visual material for communication and learning. Operates equipment to regulate sound and visual quality during production. (IS)</p>	\$6.91	<p>On-the-job training</p> <p>Postsecondary Certificate</p>
<p>Automobile Mechanic Maintains and repairs vehicles such as cars, trucks, and vans. Gets a description of the problem, diagnoses the source of the problem, and makes adjustments or repairs. (RE)</p>	\$6.50	Postsecondary Certificate
<p>Automotive Body and Related Repairer Repairs and customizes automotive bodies and frames. (RE)</p>	\$7.50	Postsecondary Certificate



Job Title/Description

Average Hourly Wage

Education Program of Study

<p>Baker, Bread and Pastry Mixes and bakes ingredients according to recipes to make breads, pastries, and other baked goods. (RA)</p>	\$4.67	Postsecondary Certificate/ Work Experience
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Career Voyages

<p>Bank Teller Cashes checks, accepts deposits and loan payments, and handles withdrawals. (CE)</p>	<p>\$7.94</p>	<p>Business Information Systems High School Diploma/GED</p>
<p>Barber Washes, cuts, colors, and styles hair. May give scalp treatments, face massages, and shaves. Keeps scissors, combs, and other instruments clean and in good condition. Cleans work area. (RS)</p>	<p>\$14.20</p>	<p>Health/Human Services Postsecondary Certificate</p>
<p>Bartender Mixes and serves alcoholic and non-alcoholic drinks for customers in bars, restaurants, and clubs. (ES)</p>	<p>\$4.99</p>	<p>Work Experience</p>
<p>Billing Clerk Reviews purchase orders, shipping receipts, sales tickets, or charge slips to calculate the total amount due from a customer. Prepares invoices or bills for goods or services provided to customers. (CE)</p>	<p>\$6.16</p>	<p>High School Diploma On-the-job training</p>
<p>Biological Scientist Studies living things and their relationships to their environment. Does research and uses computers to record and analyze data. (IR)</p>	<p>\$10.32</p>	<p>Bachelor's Degree</p>
<p>Biomedical Equipment Repairer Tests and repairs biomedical and electro-medical equipment such as, electrocardiographs and x-ray machines. (RI)</p>	<p>\$7.50</p>	<p>Postsecondary Certificate On-the-job training</p>

Career Voyages

Bookkeeping/Accounting Clerk \$7.96 Postsecondary Certificate

Keeps accurate and careful records to show how much money was earned and spent by businesses. Uses calculators and computers to do work. (CE)

Brickmason \$5.10

Sets bricks, concrete blocks, masonry panels, and other masonry materials to construct or repair walls, partitions, arches, sewers, and other structures. (RC)

On-the-job training
Postsecondary Certificate

Broadcast Technician \$6.01

Works with electronic equipment used to record and transmit radio and television programs. Operates cameras, microphones, transmitters, or other equipment to regulate the signal strength or clarity of recordings or broadcasts. (RA)

High School Diploma
On-the-job training

Building Inspector \$14.09

Checks the construction, alteration, or repair of structures to ensure that the methods and materials meet with regulations. Inspects buildings, highways and streets, sewer and water systems, dams, bridges, and other structures. (RI)

Associate's Degree



Job Title/Description

**Average
Hourly Wage**

**Education
Program of Study**

Carpenter

Cuts, fits, and assembles wood and other materials in the construction of buildings, docks, boats, or other structures. Cuts and shapes materials and joins them with nails, screws, staples, or adhesives. (RC)

\$5.75

Postsecondary Certificate
On-the-job training (helper)

Career Voyages

<p>Cashier Receives payments, issues receipts, handles credit transactions, accounts for the amounts received, and perform related duties in a wide variety of business establishments. (CE)</p>	\$4.16	On-the-job training
<p>Cannery Worker Packages food products in various ways including freezing, canning, and preserving for future consumption.</p>	\$4.76	On-the-job training
<p>Chemist Researches the composition of chemicals and chemical reactions to create new and improved products such as paint, rubber, plastics, adhesives, cosmetics, and foods. May research processes that save energy or reduce pollution. (IR)</p>	\$46,220 (US)	Bachelor's Degree
<p>Child Care Aide/Worker Cares for children in boarding schools, nurseries, day care, hospitals, or playrooms. Plans recreational activities, instructs children in personal and health habits, and teaches games and songs. (SH)</p>	\$3.56	On-the-job training
<p>Civil Engineer Plans and designs roads, airports, tunnels and bridges. Helps plan water resources and waste systems used by people. (RI)</p>	\$79,000 (US)	Bachelor's Degree
<p>Civil Engineer Technician Helps civil engineers plan and build highways, bridges, buildings, and other structures. (RI)</p>	\$45,000 (US)	Associate's Degree

Career Voyages

<p>Clerk, General Office Does a variety of general clerical work such as filing, answering the telephone, and preparing correspondence. (CE)</p>	\$5.05	High School Diploma/GED
<p>Clinical/Psychiatric Social Worker Provides services for people with mental or emotional problems in hospitals or clinics. (IA)</p>	\$10.32	Bachelor's Degree
<p>Coach, Sports Directs and instructs athletes in training and preparation for professional sporting events. (ER)</p>	\$7.16	Bachelor's Degree
<p>Computer Engineer Works as part of a team that designs and develops new computer hardware, software, and computer-related equipment. Applies knowledge of mathematics and science to design hardware, software, and computer networks to solve technical problems. (IR)</p>	\$22.00	Bachelor's Degree
<p>Computer Programmer Writes specific programs that help solve math, engineering, and scientific problems or help businesses handle tasks such as audits or payroll. (IR)</p>	\$12.04	Associate's Degree (some employers may require a Bachelor's Degree)
<p>Computer Support Specialist Investigates and solves problems that users have with software and hardware. Interprets problems and gives technical advice. Talks to coworkers to research problems. (IC)</p>	\$12.26	Associate's Degree

Career Voyages

<p>Computer Systems Analyst Designs and implements computer systems to meet the needs of customers. Installs computer systems and writes software. (IC)</p>	\$31.25	Bachelor's Degree
<p>Compliance Officer Investigates or inspects property to ensure compliance with contract agreements and government regulations. Prepares reports of investigations and recommends action. (ER)</p>	\$14.09	Postsecondary Certificate
<p>Construction Supervisor Directly supervises and coordinates activities of construction trades workers and their helpers. May also engage in the same construction trades work as the workers they supervise. (ER)</p>	\$10.72	Postsecondary Certificate
<p>Cook, Restaurant Plan meals, develops menus, and prepares and cooks foods for restaurants. (RE)</p>	\$5.05	On-the-job training Postsecondary Certificate
<p>Correctional Officer Keeps order within correctional institutions, watches inmates, and enforces rules. Searches inmates and their cells for weapons, drugs, or fire hazards. (RS)</p>	\$4.64	AS Certificate or Associate's Degree
<p>Court Clerk Performs clerical duties in a court of law. (CE)</p>	\$6.16	High School Diploma
<p>Counter and Rental Clerks Greets customers and receives orders for services, such as rentals, repairs, dry cleaning, or storage. May compute cost and accept payment. (CE)</p>	\$4.14	On-the-job training

Career Voyages

Cruise Director

Organizes entertainment and recreational activities for cruise ship passengers and provides information on port tours, safety issues, and ensures that passenger needs are met.

\$35,000 *

*Employed by cruise lines and salaries vary by duties

On -the-job training
Some college recommended

Customer Service Representative, Utilities

Interview applicants for water, gas, electric, or telephone service. Processes orders to turn on, turn off, or change services. Investigates complaints regarding abnormal gas or utilities usage. (CE)

\$4.81

High School Diploma

Conservation Technician

Compiles data regarding conservation of soil, water, and related natural resources.

\$41,000 (US)

Postsecondary Certificate



Job Title/Description

Average Hourly Wage

Education Program of Study

Computer Equipment Repairer

Repairs, maintains, and installs mainframes, mini- computers, or personal computers. Discusses equipment problems with customers and runs diagnostic programs to locate and correct problems. (RC)

\$11.27

Postsecondary Certificate

Database Administrator

Works with database management systems software to determine ways to organize and store data. Sets up computer databases. Tests database functions and coordinates necessary changes. (IC)

\$15.58

Bachelor's Degree

Career Voyages

Dental Assistant Works with dentists as they examine and treat patients. (SR)	\$5.05	Postsecondary Certificate
Dental Hygienist Provides preventive dental services such as teeth cleaning and polishing, x-rays, and support services for a dentist. Advises patients on dental care. (SC)	\$8.00	Associate's Degree
Dental Laboratory Technician Fills prescriptions from dentists for crowns, dentures (false teeth), and inlays used to restore people's teeth. (RI)	\$4.83	Postsecondary Certificate
Dentist Examines teeth and other parts of the mouth to look for diseases or disorders. Examines X-rays, repairs broken teeth, and fills cavities. (IR)	\$37.50	Doctoral Degree
Desktop Publishing Specialist Uses a computer to select the size and style of type, column width and spacing. Arranges text and graphics on the screen exactly as they will appear in the document. (RA)	\$5.42	Postsecondary Certificate
Dietitian/Nutritionist Plans nutritional programs that promote healthy eating habits. Teaches people about the basic food groups, vitamins, and minerals. Plans special diets such as low salt or reduced fat. (IE)	\$12.04	Bachelor's Degree

Career Voyages

Dock Worker Performs various duties around the dock such as tending to ships and unloading fish.	\$4.20	On-the-job training
Doctor Treats human illnesses and injuries through surgery, diagnosis, prescription, and therapy. (IS)	\$37.50 Salaries in Samoa would depend upon employer, independent practice, etc.	First Professional Degree
Drafter Prepares technical drawings based on sketches made by scientists, engineers, or architects. (RA)	\$8.00	Associate's Degree
Drywall Installer/Finisher Installs drywall panels used for walls and ceilings in homes and buildings. Measures, cuts, and fits panels around windows, doors, and electrical outlets. (RC)	\$5.10	Postsecondary Certificate
	Average Hourly Wage	Education Program of Study
Educational Administrator Provides direction, leadership, and day-to-day management of educational activities (for ex. Principal). (ES)	\$10.07	Bachelor's Degree
Electric Meter Installer/Repairer Installs electric meters at homes, businesses, or on pole. Tests meters and performs necessary repairs. Turns current on or off by connecting or disconnecting service connection. (RC)	\$6.16	On-the-job training

Career Voyages

Electrical/Electronic Engineer Designs, develops, tests, and supervises the manufacturing and installation of electrical and electronic equipment, components or systems for commercial, industrial, military or scientific use. (IR)	\$21.64	Bachelor's Degree
Electrical/Electronic Engineering Technician Works with engineers to help design, develop, build, test or repair electronic equipment such as radios, radar, sonar, navigational equipment, and computers. (RI)	\$19.23	Postsecondary Certificate
Electrician Installs, connects, and repairs electrical wiring in buildings. Pulls wire or cable through a conduit to connect switches, and outlets. Installs fiber optic cables for telecommunications equipment. (RI)	\$12.50	Postsecondary Certificate
Electronics Repairer Installs, tests, repairs, and services electronic equipment used in business, industry, and homes. Interprets wiring diagrams to trace and connect wires. (RI)	\$5.10	Postsecondary Certificate
Emergency Medical Technician (Basic) Drives to the scene of emergencies to give first aid treatment to sick or injured people. Transports them to medical facilities. (SR)	\$6.91	Postsecondary Certificate

Career Voyages

Food Preparation Worker \$4.67 On-the-job training
 Performs a variety of food preparation duties to prepare food items for cooking, serving, or storing. (RC)

Food and Beverage Managers \$8.34 Postsecondary Certificate or Bachelor's Degree (depending upon employer requirements)
 Plans, directs and coordinates activities of an establishment, organization, or department that serves food and beverages. (EC)



Job Title/Description

Average Hourly Wage

Education Program of Study

Gardener/Groundskeeper \$5.00 Postsecondary Certificate
 Plants trees, flowers, and shrubs in places such as parks, golf courses, athletic fields, homes, office complexes, or shopping malls. Mows grass, edges, and fertilizes. (RH)

General Manager/Chief Executive Officer (CEO) \$15.68 Bachelor's Degree
 Formulates the policies and directs the operations of corporations, non-profit institutions, and government agencies. (EC)

Geologist \$10.32 Bachelor's Degree
 Studies rocks to learn the structure, makeup, and history of the earth's crust. Tries to find out how different types of rocks are formed and how old they are. (IR)

Grader and Dozer Operator \$6.49 On-the-job training
 Operates machines used to remove, spread, level, and grade earth. (RC)

Career Voyages

<p>Graphic/Commercial Artist Develops the layout and design of magazines, journals, or newspapers. Uses computers to design new images or modify existing ones. (AE)</p>	\$6.25	Postsecondary Certificate
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<p>Guard, Security Patrols and inspects property to guard against fire, theft, vandalism, and illegal entry. Escorts people to protect them from bodily harm. (SE)</p>	\$4.64	Postsecondary Certificate
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<p>Government Executive Provides overall direction and management for federal, state, and local government activities. Directs the activities of governmental agencies with the help of lower managers. (Governor, legislator, etc.)</p>	\$15.68	Bachelor's degree or higher preferred
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Job Title/Description

Average Hourly Wage

Education Program of Study

<p>Hairdresser/Cosmetologist Shampoos, cuts, and styles hair, wigs or hairpieces and advises on hair care. Keeps a record of products used by regular customers. (ES)</p>	\$12.50* <small>*Salary varies depends upon number of customers</small>	Postsecondary Certificate
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<p>Hard Tile Setter Applies ceramic tile to walls, floors, and ceilings. (RC)</p>	\$5.10	On-the-job training Postsecondary Certificate
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<p>Heating, Air-conditioning, and Refrigeration Mechanic and Installer Installs and repairs heating and air conditioning equipment. Works on mechanical, electrical, and electronic components. Checks defects and repairs defective parts. (RC)</p>	\$6.50	Postsecondary Certificate
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Career Voyages

<p>Helpers, Mechanics & Repairers Helps mechanics and repairers in maintenance, parts replacement, and repair of vehicles, industrial machinery, and electrical and electronic equipment. Furnishes tools, materials, and supplies to other workers; cleans work areas, machines, and tools; and holds materials or tools for other workers. (RC)</p>	\$5.75	On-the-job training
<p>Highway Maintenance Worker Keep roads, streets, highways, and airport runways in safe condition. Erects and repairs guard rails, highway markers, and patches broken or eroded pavement. (R)</p>	\$4.20	On-the-job training
<p>Hotel Desk Clerk Registers arriving guests, assigns them rooms, and checks guests out at the end of their stay. (CE)</p>	\$4.20	High School Diploma
<p>Hotel/Motel Manager Coordinates the front office activities of a hotel or motel. (EC)</p>	\$8.34	High School Diploma On-the-job training
<p>Housekeeping Supervisor Supervises the work activities of cleaning personnel to ensure clean, orderly, and attractive rooms in hotels, hospitals, schools, and similar establishments. (EC)</p>	\$7.72	High School Diploma Short term On-the-job training
 <p>Job Title/Description</p>	<p>Average Hourly Wage</p>	<p>Education Program of Study</p>
<p>Industrial Machinery Mechanic Maintains and repairs machinery such as engines, motors, pneumatic tools, conveyor systems, and production equipment. (RI)</p>	\$5.01	Postsecondary Certificate

Career Voyages

<p>Inspector of Agricultural Products Inspects fruit, flowers, vegetables, and other farm products for health and safety before they are sold. Inspects products, notes problems, and rejects defects. (RI)</p>	\$8.27	On-the-job training
<p>Insulation Worker Fills walls, floors, and ceilings with insulating materials to help keep buildings at a comfortable temperature. (R)</p>	\$5.10	Postsecondary Certificate
<p>Insurance Adjuster Studies insurance claims to see whether clients' policies cover them for particular losses. (EI)</p>	\$5.49	High School Diploma
<p>Insurance Sales Agent Sells insurance policies that protect people and businesses against loss or damage to their homes, businesses, or other property. (ES)</p>	\$8.27	High School Diploma
<p>Interior Designer Plans the space and furnishings of homes and business offices such as restaurants, hotels, or theaters. Develops and designs drawings for furnishings and lighting. (AE)</p>	\$50,000 (US)	Bachelor's Degree



Job Title/Description

Average Hourly Wage

Education Program of Study

<p>Janitors and Cleaners Cleans rooms in hotels, offices, hospital and other places. Keeps buildings safe and clean. (R)</p>	\$4.20	On-the-job training
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Career Voyages



Job Title/Description	Average Hourly Wage	Education Program of Study
<p>Landscape Architect Plans and designs land areas for residential use, public parks, college campuses, shopping centers, airports, golf courses, highways, and industrial parks. (AR)</p>	\$6.50	Bachelor's Degree
<p>Landscaping & Grounds Keeping Maintenance Worker Landscapes and maintains gardens, lawns, and grounds of public or private property. (R)</p>	\$5.00	On-the-job training
<p>Laundry/Dry-Cleaning Machine Operators Operates or tends machines that launder or dry clean clothing, rugs, and linens. May iron, fold, or patch articles. (RC)</p>	\$4.20	On-the-job training
<p>Lawn Service Manager Plans and directs the activities of workers who mow and trim lawns, prune trees and shrubs, and apply pesticides and other chemicals to plant materials. (ER)</p>	\$10.32	Postsecondary Certificate
<p>Lawyer Advises individuals and businesses on legal matters. Consults with clients to determine the details of their problem, advises them of the law, and suggests action. (EC)</p>	\$28.85	Bachelor's Degree Graduate Law School/First Professional Degree
<p>Legal Assistant/Paralegal Investigates the facts of cases to make sure that all relevant information is uncovered. Identifies the judicial decisions, legal articles, and other materials relevant to clients' cases. (EC)</p>	\$6.75	Associate's Degree

Career Voyages

<p>Legal Secretary Works in a legal office. Uses a computer to prepare correspondence and legal papers such as summonses, motions, and subpoenas. (CE)</p>	\$7.00	Postsecondary Certificate On-the-job training
<p>Librarian Provides user services, technical services and administrative services within a library. Helps public to find and use information. (AC)</p>	\$13.22	Bachelor's Degree
<p>Librarian Assistant Keeps library resources in order and makes them available to users. (CR)</p>	\$4.20	On-the-job training
<p>Licensed Practical Nurse Helps care for sick, injured, or disabled people in hospitals, clinics, doctor's offices, and private homes. (SR)</p>	\$11.26	Postsecondary Certificate
<p>Loan Officer/Counselor Helps borrowers gather financial information and fill out loan applications. Explains types of loans and repayment plans. Helps people with low income or poor credit get loans. (ES)</p>	\$18.75	Business Information Systems On-the-job training
 <p>Job Title/Description</p>	<p>Average Hourly Wage</p>	<p>Education Program of Study</p>
<p>Machinery Maintenance Worker Does routine maintenance, cleaning, and overhaul of production machinery. (RC)</p>	\$5.40	On-the-job training

Career Voyages

<p>Machinist Sets up and operates machine tools and uses shop drawings to make or repair metal parts for cars, machines, boats, \$4.20and other equipment. Checks work with precision measuring tools, such as micrometers and calipers. (RI)</p>	\$8.50	On-the-job training
<p>Maids and Housekeeping Cleaners Cleans hotel rooms by changing linens, scrubbing bathrooms, and floors. (RC)</p>	\$4.20	On-the-job training
<p>Management Analyst Works with business operations to find ways to help management operate more efficiently and effectively. (EC)</p>	\$13.24	Bachelor's Degree
<p>Manager/Supervisor, Clerical Worker Perform administrative tasks to ensure that their staffs can work efficiently. Plan work assignment and review the work to see if it is on schedule and meets quality standards. (EC)</p>	\$9.11	High School Diploma
<p>Manicurist Cleans, shapes, and polishes customer's fingernails or toenails. Shapes and smoothes edges of nails using clippers, files, and emery boards. (ES)</p>	\$4.20	On-the-job training
<p>Marketing, Advertising and Public Relations Manager Develops ways to "catch the public's eye" and sell them something. Identifies potential customers and determines their advertising needs. (EC)</p>	\$10.10	Associate's Degree

Career Voyages

<p>Medical Assistant Performs routine clinical duties under the direction of a doctor. (SC)</p>	\$6.05	On-the-job training
<p>Medical Record Technician/Health Keeps medical records of patients in a hospital, clinic, or doctor's office. Assigns codes for patients' medical history, results of examinations, diagnoses, and treatments. (CE)</p>	\$5.75	On-the-job training
<p>Medical Secretary Records medical histories and arranges for patients to be hospitalized. Uses knowledge of insurance rules, billing practices, and hospital procedures. (CE)</p>	\$7.05	On-the-job training
<p>Meteorologist Studies the atmosphere's physical characteristics, motions, and climate. (IR)</p>	\$92,000 (US)	Bachelor's Degree
<p>Model Poses as a subject for paintings, sculptures, and photographs. (AE)</p>	Salary varies depending upon employer	On-the-job training
<p>Motorboat Operator Operates motorboat for fishing trips and tours of sites of interest. (RE)</p>	\$4.98	On-the-job training

Career Voyages

Music Directors, Singers, Composers and Related Workers

\$7.25*

*Training varies

Conducts, directs, plans and leads instrumental or vocal performances by musical groups, such as orchestras, choirs, and glee clubs. Singers interpret music using their knowledge of voice production, melody, and harmony. Composers create original music such as symphonies, operas, sonatas, radio and television jingles, or popular songs. (AS)

*Salaries vary greatly by place of employment

Musician, Instrumental

\$6.25

*Training varies

Plays musical instruments in symphony orchestra, rock group, or jazz combo. Some play a variety of string, brass, woodwind, or percussion instruments or electronic synthesizers. (A)



Job Title/Description

Average
Hourly Wage

Education
Program of Study

Nursery and Greenhouse Manager

\$4.20

Postsecondary Certificate

Plans and directs workers at nurseries, greenhouses, and ornamental plant farms. Buys needed materials to care for trees and plants. (ER)



Job Title/Description

Average
Hourly Wage

Education
Program of Study

Occupational Therapist

\$12.65

Bachelor's Degree

Gives rehabilitative services to patients and evaluates client's daily living skills. (SR)

Career Voyages

Occupational Therapy Assistant Works under the direction of occupational therapists to give rehabilitative services to patients and evaluates client's daily living skills. (SR)	\$6.05	Postsecondary Certificate
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Oceanographer Studies ocean tides, waves, currents, temperatures, density, and salinity. May study effects of environment on ocean and sea life. (IR)	\$59,000*	Bachelor's Degree
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*Based on average salary with US Federal Government

Optometrist Examines people's eyes to diagnose vision problems and eye disorders. (IR)	\$25.00	First Professional
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Job Title/Description	Average Hourly Wage	Education Program of Study
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Painter Uses brushes, rollers, or sprayers to apply paint, stain, varnish, and other finishes to surfaces in buildings or on other structures. Prepares the surfaces for painting by removing the old paint with sandpaper or a wire brush. (R)	\$6.75	On-the-job training
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Payroll and Timekeeping Clerk Ensures that employees are paid on time and that their paychecks are accurate. Distributes and collect timecards each pay period. Screens timecards for calculating, coding, or other errors. Computes pay by subtracting taxes, retirement, insurance, savings and loans. (CE)	\$7.96	High School Diploma
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Career Voyages

Personnel, Training and Labor Relations Manager	\$12.04	Associate's Degree
<p>Manages programs concerned with the employment and treatment of workers. Develops plans to inform workers of their employment rights and benefits. (ES)</p>		
Pest Controller and Assistant	\$6.25	High School Diploma On-the-job training
<p>Mixes or applies pesticides through sprays, dusts, or chemical application on buildings, trees, shrubs, lawns, or crops. Inspects buildings or vegetation for pest problems to determine application. (RC)</p>		
Pharmacist	\$25.00	Five or more years University
<p>Prepares and dispenses prescription drugs, provides advice on the uses and effects of drugs, and keeps records of medicine dispensed to customers. (IC)</p>		
Pharmacy Technician		High School Diploma
<p>Mixes and dispenses medicines under the direction of a pharmacist. (CR)</p>		
Photographer	\$7.23	On-the-job training
<p>Takes pictures using video film for movies or still photographs for printing. Uses lighting equipment and different lenses for close-up, medium-range, or distance photography. (AR)</p>		
Physical Therapy Assistant	\$6.91	Postsecondary Certificate
<p>Helps with physical therapy treatment under the direction of physical therapist. (SR)</p>		

Career Voyages

<p>Physician Assistant Provides routine diagnostic, therapeutic, and preventive health care services under the supervision of a physician. (IS)</p>	\$15.53	Master's Degree
<p>Plumbers, Pipe fitters, Steamfitters Assembles, installs, alters, and repairs pipe systems (metal, plastic, ceramic, composites, etc.) that carry water, steam, air, or other liquids or gases. (R)</p>	\$5.10	On-the-Job Training Postsecondary Certificate
<p>Police Patrol Officer Enforces laws and regulations designed to protect life and property. Apprehends criminals, collects evidence, and gives testimony in court. Directs traffic, issues traffic tickets, and makes arrests. (SR)</p>	\$7.28	Postsecondary Certificate
<p>Precision Instrument Repairer Repairs and adjusts precision instruments and equipment such as watches, scales, meters, and special types of hand tools. Assembles electrical parts and tests circuits. (RI)</p>	\$7.69	On-the-job training
<p>Printing Press Machine Operator and Tender Sets up or sets up and operates screen printing machines to print designs onto glass or plastics, cloth or paper. (RC)</p>	\$5.25	On-the-job training
<p>Private Investigator Conduct private investigations to locate missing persons, get confidential information, or solve crimes. (ES)</p>	\$6.67	Associate's Degree

Career Voyages

<p>Property and Real Estate Manager Manages the property and services of income-producing commercial and residential properties. (EC)</p>	<p>\$7.90</p>	<p>On-the-job training</p>
<p>Psychiatric Social Worker Provides services for people with mental or emotional problems in hospitals or clinics. Provides individual or group therapy, outreach programs, crisis intervention, social rehabilitation. (IA)</p>	<p>\$10.32</p>	<p>Bachelor's Degree</p>
<p>Psychologist Studies and tries to understand how human beings learn, think, and get along with each other. Counsels people in hospitals, clinics, and schools. (IA)</p>	<p>\$37.50</p>	<p>5 or more years University</p>
<p>Public Administration Chief Executives and Legislators Develop policies and direct the operations of non-profit institutions, governments, and other organizations to ensure that goals and objectives are met. Legislators are elected officials who develop, enact, or amend laws. (ES)</p>	<p>\$15.68</p>	<p>Bachelor's Degree</p>
<p>Purchasing Managers Buys supplies and raw materials for internal use or for further processing by manufacturing firms. (EC)</p>	<p>\$12.04</p>	<p>Associate's Degree</p>

Career Voyages



Job Title/Description	Average Hourly Wage	Education Program of Study
<p>Radio Dispatcher Schedules and dispatches workers, equipment, or service vehicles. Dispatches workers for transporting materials, freight, or passengers. Keep schedules of the calls received and actions taken. (CR)</p>	\$5.29	On-the-job training
<p>Radio/TV Announcer Introduces and hosts radio and TV programs. (AS)</p>	\$9.62	On-the-job training
<p>Radiographer (Radiological Technologist/ Technician) Uses x-ray machines to take pictures of the inside of a person's body. Positions the patient, explains the process, then operates the equipment. (RI)</p>	\$6.05	Associate's Degree
<p>Real Estate Clerk Types information for the rental, sale, or management of homes, commercial buildings, or other properties and handles all the paperwork involved. (CE)</p>	\$6.16	On-the-job training
<p>Real Estate Sales Agent Helps people buy, sell, rent, or establish a price for a home, commercial building, or other property. (ES)</p>	<p>\$8.27*</p> <p>*Varies, based on commission</p>	<p>Postsecondary Certificate</p> <p>License required</p>
<p>Receptionist/Information Clerk Greets customers or visitors, determines their needs, and refers them to people who can help them. Answers telephone calls from the public and gives information requested. (CE)</p>	\$4.14	On-the-job training

Career Voyages

Recreation Worker Plans, organizes, and directs activities designed to help people enjoy their free time. Watches over recreational areas and teaches people how to use equipment. (SA)	\$6.05	On-the-job training
Recreational Therapist Uses activities such as sports, games, dance, drama, or arts to treat and maintain the physical, mental, and emotional well being of patients. (SA)	\$6.05	Bachelor's Degree
Registered Nurse Cares for the sick and injured, and helps people stay well. Watches and records symptoms, reactions, and the progress of patients. (SI)	\$14.31	Bachelor's Degree
Reporter Investigates leads and interviews people to gather information about local, state, national or international events. (AI)	\$10.63	On-the-job training
Respiratory Therapist Evaluates, treats, and cares for patients with breathing disorders. (IR)	\$25.00	Bachelor's Degree
Retail Sales Person Sells a variety of products to customers in stores, makes change, and bags purchases. (ES)	\$4.20	On-the-job training

Career Voyages



Job Title/Description	Average Hourly Wage	Education Program of Study
<p>Sales Stock Clerk Receives, stores, and issues materials, equipment, and other items from stockroom, warehouse, or storage yard. Monitors inventory, keeps records, and compiles stock reports. (CR)</p>	\$4.05	On-the-job training
<p>Sales Representative, Business Services Advises customers on ways to solve business problems & sells business services such as inventory control, financial reporting. (EC)</p>	\$4.60	On-the-job training
<p>Secretary Performs routine clerical & administrative functions such as drafting correspondence and scheduling appointments. Uses computer, copiers, & other equipment. (CE)</p>	\$4.20	On-the-job training
<p>Scuba Diving Instructor Instructs individuals in how to use self-contained underwater breathing equipment that allow divers to function underwater. Provides training in classroom, pools, and the open water.</p>	\$5.00	Postsecondary Certificate
<p>Service Station Attendant Provides customers with automotive service to cars, truck, buses, boats, and other vehicles, including fuel, lubricants, and accessories. Collects payment for services and supplies. (RE)</p>	\$4.13	Short term On-the-job training
<p>Sheet Metal Installer Assembles, installs, and repairs sheet metal products and equipment. Makes items such as ductwork, ventilators, furnace casing, and roofing. (R)</p>	\$7.22	On-the-job training

Career Voyages

<p>Ship, Mechanic Performs skilled work in the maintenance and repair of marine engines, marine machinery, and related equipment.</p>	\$5.38	<p>Postsecondary Certificate Apprenticeship On-the-job training</p>
<p>Ship Captain/Water Vessel Commands the operation of ships that travel into and out of harbors, rivers, lakes, and oceans. Supervises the work of the crew. Sets course and speed, maneuvers the vessel to avoid hazards, and determines the ship's position using navigation aids and charts. (ER)</p>	<p>\$60,000*</p> <p>*Salary varies based on employer, shipping lines, etc.</p>	<p>Requires License by U.S. Coast Guard</p>
<p>Ship Engineer Supervises and coordinates activities involved in the operation and maintenance of engines, boilers, deck machinery, and the electrical, sanitary, and refrigeration equipment aboard a ship. (RE)</p>	<p>\$58,000*</p> <p>*Salary varies based on employer, shipping lines, etc.</p>	<p>Bachelor's Degree (Merchant Marine Academy)</p>
<p>Social Worker Plans and coordinates services that help people. Helps individuals and families cope with problems such as inadequate housing, unemployment, disability, or substance abuse. (SI)</p>	\$10.32	<p>Bachelor's Degree</p>
<p>Sprayer, Agricultural Sprays herbicides and pesticides on trees, shrubs, vegetable gardens, and lawns using truck-mounted tanks and hoses or portable spraying equipment. (R)</p>	\$4.20	<p>On-the-job training</p>

Career Voyages

<p>Stevedore Sets-up and operates material-handling equipment (i.e., power winch, grain trimmer, crane, and lift truck) to transfer cargo into or from the hold of ships and around dock area.</p>	\$5.59	Apprenticeship
<p>Surveyors and Mapping Scientist Researches and provides data about the location, elevation, shape, contour, or gravitation of land or land features on or near the earth's surface for engineering, mapmaking, mining, construction, and other purposes. Takes precise measurements and determines land characteristics. (IE)</p>	\$10.51	Postsecondary Certificate



Job Title/Description

Average Hourly Wage

Education Program of Study

<p>Tailors and Sewers Customizes and designs garments. Sews variety of garments such as dresses, shirts, pants, and other articles. (RC)</p>	\$4.34	On-the-job training
<p>Taxi Driver/Chauffeur Drives cars, taxicabs, or limousines. Collects fees from passengers. Inspects vehicle for safety and proper working order. (RC)</p>	\$4.98	On-the-job training

Career Voyages

Teacher, Elementary

Teaches elementary school students math, language, science, social studies, and other activities designed to promote social, physical, and intellectual growth. Uses games, music, artwork, films, computers, and other teaching technology. (SA)

\$12.26

Associate's Degree
Bachelor's Degree

Teacher, Secondary School

Plans lessons and assignments, conducts classes, and grades tests and papers. Teaches subjects such as English, math, social studies, or science. (SA)

\$12.26

Associate's Degree
Bachelor's Degree

Tour Guide/Escort

Escorts individuals or groups on sightseeing tours or through places of interest, such as industrial establishments, public buildings, art galleries, and historical sites.

\$4.98

On-the-job Training

Transportation Manager

Manages transportation of goods or people by air, highway, train, or ship. Manages transportation facilities such as airports or harbors. EC

\$8.17

Bachelor's Degree

Travel Agent

Assesses travelers' needs and makes travel arrangements for them. ES

\$5.25

On-the-job training



Career Voyages



Job Title/Description

Average Hourly Wage

Education Program of Study

Urban and Regional Planner

Promotes the best use of a community's land and resources for residential, commercial, and recreational activities. Develops long-term and short-term plans for the future growth and development of communities. IE

\$12.04

5 or more years University

Utilities Manager

Manages electricity, gas, water, or sanitation services. Reviews operations and determines work procedures. EC

\$13.94

Associate's Degree



Job Title/Description

Average Hourly Wage

Education Program of Study

Waiters and Waitresses

Takes orders from customers at tables and serves food and/or beverages. May set table with linen and flatware and remove dirty dishes. SE

\$3.40

On-the-job training

Webmaster

Performs all day-to-day site design and creation activities. Oversees all technical aspects of a web site, including performance issues such as speed of access and approving site content. IR

\$9.14

Associate's Degree

Welder/Cutter

Uses hand-held welding equipment and torches to join or cut metal. RC

\$5.50

On-the-job training
Postsecondary Certificate

Is the Military for You?

Do the words "Be all you can be" ring a bell? If so, the first thing that probably comes to your mind is the military.

There are many positive reasons for joining the military. If you're interested in pursuing college sometime in the future, the service gives you the chance to earn money toward tuition while also gaining valuable work experience. If college isn't your game, and you're looking for a solid work experience directly out of high school, the military provides training in a number of fields from medicine, to navigation, to missile system operations.

The Army or Air National Guard provides up-to-date training, qualifying you for many highly-skilled jobs. If you are 17 years or older, you can participate in National Guard activities while also going to high school, college, or working full-time. If you choose to continue your education, they also offer a wide variety of hands-on assistance programs. Contact the nearest National Guard branch office or your counselor for more information.

Currently the military is one of the largest employers in the United States, employing 1.8 million men and women. Each year over 300,000 young people enlist. You may enlist in one of the five branches of military: Army, Navy, Air Force, Marines, or Coast Guard. When thinking about a stint in the service, keep in mind "Do you want to be

an officer or an enlisted member?" This is important because the qualifications for each are different. If you want to enlist, you must have a high school diploma. If you're interested in becoming an officer, you must have a four-year college degree. But, should you choose the enlisted route, you could eventually become an officer by meeting certain qualifications.



If the military interests you, the Armed Services Vocational Aptitude Battery (ASVAB) is an interests/ability evaluation that helps you figure out what career fields you might be interested in. Once you complete the evaluation, you're given a workbook which matches your interests with various career fields.

If you're not quite sure about serving full-time in the Armed Services, but still want to experience life in the military, you might want to try the Reserves. Reservists normally enlist for eight years. As a reservist, you would serve on active duty for the first couple of months of your enlistment and then return to civilian life where you'd be required to work one or two days a month, usually on the weekends. The balance of your duty is made up of training sessions and work related to your

Career Voyages

job specialty. The advantage of enlisting in the Reserves is that it allows you to pursue other endeavors such as going to school or working. Reserve training is offered in the Army, Navy, Air Force, Marines, Coast Guard, and Army and Air National Guards.

As you can see, the military offers quite a few options. Before you make any

decisions, think carefully about whether a career in the service is right for you. If so, make sure you gather as much information as possible about the branch you're interested in before you enlist. Among the many things you should check into: salary, benefits, training, and most especially, the terms of your tenure.

For more information about the Armed Services, contact the recruiting office nearest you.

Financial Aid

Financial aid is money to help you meet after-high-school education costs. The money for financial aid comes from federal and state governments, banks, the schools themselves, and private donors.

Financial aid is made available to students whose family resources are not sufficient to meet their educational expenses. The student's financial need is determined by taking the student's cost of attendance (COA) and subtracting the expected family contribution (EFC). In order to be eligible for financial aid, the student's financial need must be established. This is done by the timely completion of the Free Application for Federal Student Aid (FAFSA), which is available from high school counselors, from the ASCC Financial Aid Office and/or by applying electronically through the FAFSA web site at www.fafsa.ed.gov. (You apply for aid separately from admission to the school.) The amount and kind of aid you get is based on your financial need, your academic record, and on the kinds of aid available at the school you attend.



Most students who receive aid get a combination of grants, loans, and work-study funds. These sources of financial aid are put together in a "financial aid package" by the financial aid office at the school or college you have chosen.

Types of Financial Aid

Grants: Do not require repayment (example: Pell Grant).

Loans: Typically repaid after you leave school at much lower interest rates than regular bank loans (example: Palau Student Loan).

Work Study - Money you earn. Jobs are usually on campus and sometimes related to career goals or fields of study (example: working in a computer lab).

Private Aid Programs: Aid offered by private organizations or individuals (example: National Merit Scholarship Program).

Special Aid: Aid for special groups of students (example: National Federation for the Blind scholarships).

Aid for Military Personnel: Financial aid opportunities that come with joining the military (example: Veterans' Education Assistance Program).

Career Voyages

Step Up For Financial Aid

While you are still in school it is important to be aware that financial aid is available if you qualify. But as you go through high school, your parents and you should begin to talk to school teachers and counselors about your options. If you do not have the financial means to go to a college, do not let this be a barrier. Just have a plan!



The Fall before you will enter school:

1. Select schools that will fulfill your educational and occupational goals.
2. Write or call the admissions office at each college you are interested in. Ask about financial aid possibilities and application procedures.
3. Obtain the correct financial aid applications you will need. Forms are available from your high school counselor or from a college financial aid office.
4. Estimate the cost of attending each college you have chosen.
5. Ask your high school counseling office if they sponsor a free financial aid night. Students and parents can learn about financial aid sources and procedures at these workshops.
6. Begin compiling the family financial information needed to fill out your financial aid applications: last year's tax return, figures on non-taxable, and information on assets.

Soon after January 1:

7. Send the financial aid need analysis form for processing. (Your application will not be accepted before January 1, so do not send it before this date.)

In the Spring:

8. Some schools may request additional information. Learn what each school requires and provide the information by the deadlines.
9. The schools you choose will notify you whether they will give you financial aid. They also will explain how much grant, loan, or work-study money they can offer you.
10. Tell each school your plans in writing-whether you accept their financial aid packages or not.

Those who choose to attend the Summer term:

11. Aid awarded for the academic year must be used during that period. Aid may, however, be available during the summer term. Ask your aid officer well in advance of summer enrollment if summer aid is available at your school. Some schools may have a separate summer application process, so be sure to check with your financial aid office.

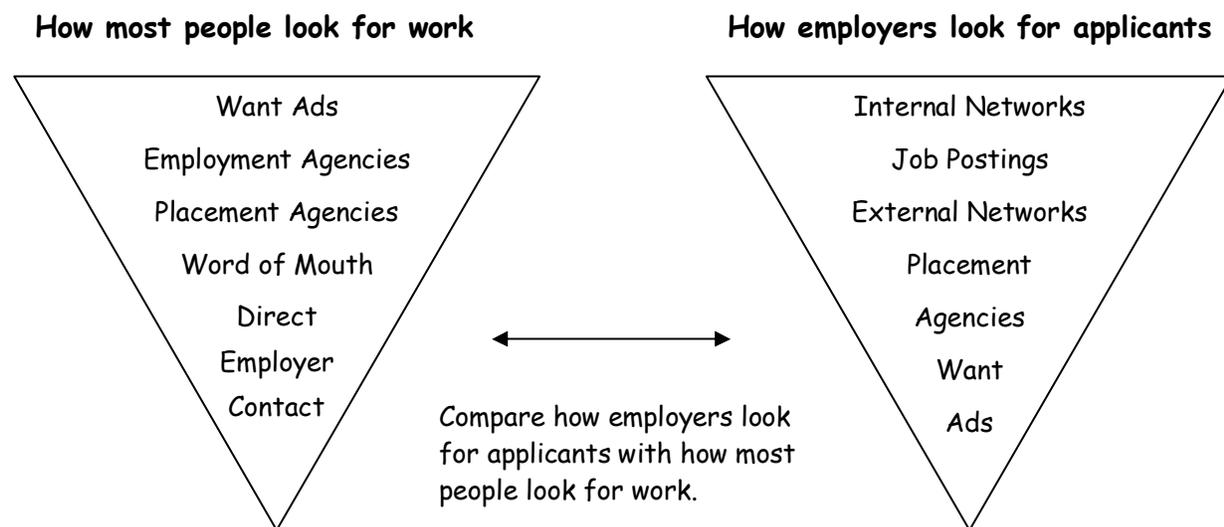
Each January, if you are planning to be in college the next year:

12. High school students may apply any time starting January 2 for Financial Aid. The American Samoa requires that the application must be received by the Financial Aid Office by the last day of your high school enrollment, or by the date indicated in the U.S. Department of Education publication The Student Guide, whichever is earlier. You MUST reapply each year you plan to attend college.

Searching for a Job?

A job search takes planning, organization, and preparation. How can you best promote yourself to the employer as the best candidate for the job? You will need to organize your job search by identifying job openings, filling out job applications, writing a resume, and practicing interview skills.

Let's get started. Where do people usually find out about job openings and how do employers look for applicants?



The Problem:

Most job seekers spend their time checking and responding to want ads, yet employers hire the least number of people through want ads.

The Solution:

Identify companies where you'd like to work. Contact them for information, leave a resume, fill out job applications, check back periodically and show enthusiasm.

Want to look for local employers and the types of jobs they have available? You may want to check the following:

- * Family members and friends to see if they know of any openings.
- * Local papers.
- * Government agencies.
- * Schools/community colleges.

How Do I Fill Out A Job Application?

Most employers use application forms when hiring people. These forms are convenient for an employer because information is arranged in a standard format and the interviewer can quickly review the information. Carry a completed sample application with you so that you have all the necessary information. Employers usually verify previous work experience. Be sure that your dates of employment and job duties are listed accurately.

* Request two copies of the form. If only one is provided, copy it before you write on it. You'll need a copy to prepare your rough draft.

* Carefully read the entire form before you start to complete it. Follow all directions carefully.

* Be neat on the form. Print in ink or type the requested information. Carry a pen with an ink eraser or some correction fluid just in case you happen to make a mistake.

* Spell properly and use good grammar. Take the time to check!

* Leave no blanks: put "not applicable" when the information requested does not apply to you.

* Give reliable references. Be sure to request permission of each reference source.

* Sign and date the application.

Sample Application for Employment				
				Date _____
PERSONAL INFORMATION:				
Name	_____			
	Last	First	Middle	
Address	_____			
	Street	City	State	Zip
Telephone Number	(_____) _____		Are you over 17 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	
POSITION WANTED:				
Job Title	_____	Date Available	_____	Salary Desired
Check any that apply: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Day Shift <input type="checkbox"/> Night Shift				
EDUCATION:				
Begin with high school; include any military school you may have attended:				
NAME OF SCHOOL	_____	LOCATION OF SCHOOL	DEGREE OR COURSE OF STUDY	

List any Academic Honors or Professional Associations:				

WORK EXPERIENCE:				
List last three employers. Start with the current or most recent.				
Name and Address of Employer _____				
Dates Worked	_____	Pay	_____	Reason for Leaving

Job Title	_____			

Name and Address of Employer _____				
Dates Worked	_____	Pay	_____	Reason for Leaving

Job Title	_____			

Name and Address of Employer _____				
Dates Worked	_____	Pay	_____	Reason for Leaving

Job Title	_____			

Computer Skills (describe)	_____		Typing Speed	_____ wpm
(if applicable)		(if applicable)		
Do you have any physical condition or handicap that may limit your ability to perform the job applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, what can be done to accommodate your limitation?				
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give kind and date?				
A conviction will not necessarily disqualify you from employment.				
Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Can you provide proof of citizenship after employment? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date: _____ Vietnam Era Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No				
List the name of three references whom we may contact who have knowledge of your skills, talents or technical knowledge:				
(1)		(2)		(3)
Name and Relationship _____				
(Supervisor, Teacher, etc.)				
Address _____				
Telephone Number (_____) _____				
I certify, by my signature below, that any false or omitted important facts in my answers on this application may be cause for dismissal.				

Write a Winning Resume!

Your resume is an important marketing tool - an advertisement of your qualifications and abilities. Its purpose is to get you a job interview. You should emphasize what you can do for the employer with your experience, education, and skills so that prospective employers will want to meet you. Mention that you're an accurate, efficient and dependable worker and get along well with others. These qualities are very important to employers.

The Good resume presents:

- ❖ Who you are
- ❖ What kind of work you want
- ❖ Your education or training
- ❖ Your skills

Employers don't have time to read a lot of long resumes so keep it brief and visually appealing. One page of well organized, relevant information will say more about you than several pages of unnecessary details.

Since typical resumes get about 20-30 seconds of attention the first time through, make it easy for the readers to find what they are looking for - layout and format are important:

- Indent and use bullets to break up paragraphs.
- Use white space to make the page visually appealing.
- Use bold type to bring attention to important information, but don't overuse it.
- Use one easy-to-read font.
- Laser print your resume on high quality paper (24-pound weight; white or ivory).

Tips For Writing A Quality Resume:

- Keep the information relevant to the job you are seeking.
- Use clear, concise language and proper spelling and punctuation.
- Use present tense for current jobs and past tense for jobs previously held.
- Emphasize achievements and skills.
- Avoid pronouns ("I was the person who...").
- Be 100% honest and accurate. Never exaggerate or misrepresent yourself.
- Ask others to review a draft copy and give you suggestions.
- Modify the resume for each employer to fit their particular business and the skills required for the job. One resume will not fit every job.

Career Voyages

John Smith
123 Main Street
Pago Pago, American Samoa
(000)123-4567

Objective

To obtain a position in a business office utilizing my strengths in customer service, computer knowledge and accounting.

Education

Fagaitua High School

Diploma, 1993

Continuing education courses through American Samoa Community College in: Word, Excel, and Access

Customer Service

- ❖ Handled retail and food service customers for four years with speed and accuracy
- ❖ Awarded employee of the month for outstanding service and excellent attendance

Office Technology

- ❖ Demonstrated skills and competency in clerical procedures through work and training including: typing, billing, record keeping, filing, faxing and shipping materials.
- ❖ Handled variety of office duties including receptionist, data entry, multi telephone lines

Accounting

Ordered, stocked and distributed office supplies for entire company

Assisted controller in general ledger, payroll, accounts receivable/payable

Employment History

1998-Present	Counter sales	ABC Retailers
1996-1998	Office assistant	Groceries Unlimited

References

Available upon request

*The Functional Format focuses on transferable skills - what you can do rather than when or where you learned to do it. It groups similar accomplishments under skill headings and ignores chronological order. It is a good format for career changers and those with limited work history.

The Cover Letter That Gets Attention

The cover letter is an introduction, a sales pitch, and a proposal for further action. The purpose of a cover letter is to capture the employers' attention so that they will read the resume and give you an interview. Every cover letter must be uniquely tailored to the job in question. Generic letters do not get you job interviews.

A cover letter consists of three paragraphs:

The Opening – State the position for which you are applying, and how you learned about the job opening.

The Body – Highlight your main qualifications; the skills and experiences that relate to your job. Refer to, but do not repeat your resume.

The Closing – Request an interview – suggest a time for your follow-up call or contact.

Tips for a convincing cover letter include:

- ✓ Address letter to a specific person, not “Dear Sir” or “Dear Personnel Director.” Make an extra phone call or contact if you have to.
- ✓ Spell correctly the name of the company or the person to whom you are writing.
- ✓ Type or print out neatly on white, letter-sized paper of good quality.
- ✓ Use correct spelling, grammar, and punctuation.
- ✓ Be clear and brief, but give enough information to interest the employer in your qualifications for the job.

John Smith
123 Main Street
Pago Pago, American Samoa

June 2, 2002

Mr. Robert Krester, Manager
345 Ocean Street
Pago Pago, American Samoa

Dear Mr. Krester:

I am interested in applying for the position of office manager recently advertised on the Internet.

I have completed a program in various software packages at the American Samoa Community College. This training has given me the skills you are looking for. Currently, I am employed as a counter sales clerk. While in high school, I was enrolled in courses that taught me how to work with others and be a conscientious employee.

Enclosed is my resume for your consideration. I will be happy to come for an interview at your convenience.

Yours truly,

John Smith

Be Prepared For That Interview

Preparation for an interview includes being ready to talk about yourself, your experiences, your strengths, and your goals. Bring your personal fact sheet, resume, and driver's license or other identification with you to the interview. You may have to fill out a company application. Learn all you can about the company. What are their products or services? Understand how your education and experience apply to the company.

Questions You May Be Asked by the Interviewer:

1. Tell me about yourself.
2. What are your strengths and weaknesses?
3. How do you define "being on time?"
4. What are your long-range objectives?
5. Tell me about a time when you solved a problem.
6. Give me an example of where you set and achieved a goal.
7. How do you resolve conflict?
8. Describe a time when you had to follow a policy you didn't agree with.
9. Describe a time when you had to prioritize because you had too many things to do.
10. Describe a time when you had to make a quick decision.
11. Describe a time when you successfully dealt with someone you didn't like (or vice versa).
12. Give an example of a time you showed initiative.
13. Describe a recent situation where you dealt with an upset customer or coworker.
14. Tell me about your worst/best boss.
15. Describe a situation where you planned ahead to avoid potential problems.
16. Why did you leave your last position?
17. Why do you want to work for our company?
18. Where do you want to be in five years?
19. How would your parents/teachers/former employers describe you?
20. Why should we hire you over other people?

Questions You May Want to Ask the Prospective Employer:

1. Will you describe a typical job for me? What would the daily duties for the job be?
2. Does the company have a policy of promoting from within?
3. What kind of person do you hope to hire for this job?
4. What is the turnover rate for this job in your company?
5. How does this work area fit into the company as a whole?
6. What problems do you hope to solve by hiring this person?
7. What opportunities for moving up can this company offer?
8. Why is this job open?

Questions for the Job Interview

You need not answer some questions. It is illegal for interviewers to ask about age, sex, religion, race, handicaps, arrests, mental illnesses and recent hospitalizations.

Interview Checklist

- ✓ Practice interview/completed resume
- ✓ Check personal grooming
- ✓ Know strengths/weaknesses
- ✓ Information about company
- ✓ Paper and pen
- ✓ Location and time for interview

Important Interview Behaviors

Do's

- * Go alone.
- * Arrive a little early.
- * Address the interviewer by name.
- * Smile.
- * Shake hands firmly.
- * Wait until you are asked to be seated.
- * Maintain good eye contact.
- * Take time to think about your answers to interview questions.

- * Speak clearly, use good grammar.
- * Ask for clarification if you do not understand a question.
- * Be positive.
- * Stress your qualifications for the job.
- * Stress your readiness to undertake the job duties.
- * Ask when the hiring decision will be made.
- * Be clean and well groomed.

Don'ts:

- * Say, "I'll take anything."
- * Smoke or chew anything, even if invited to do so.
- * Apologize for your lack of experience.
- * Ask about salary or days off.
- * Discuss personal problems, financial problems, other jobs you did not get, or criticize teachers or employers.
- * Provide information which is not factual.
- * Beg for the job or hang around after the interview.

Another important step in the job-hunting process, one that is often ignored, is the follow-up letter sent after the interview. A follow-up letter will get your name before the interviewer one more time; it is your chance to further influence the decision. A good follow-up letter should contain the following:

- * A thank you-for-the-interview comment.
- * A statement that reaffirms your interest in the position and your value as an employee in that position.
- * A statement that you will be available for further interviews at their convenience.

Sample Follow-Up Letter

123 Main Street
Pago Pago, American Samoa
June 2, 2010

Mr. Robert Krester
345 Ocean Street
Pago Pago, American Samoa

Dear Mr. Krester:

Thank you for your time and courtesy yesterday. I enjoyed meeting you and all your employees at the store. The tour you gave me answered all the questions I had. I was especially impressed with the efficiency exhibited throughout the store.

My enthusiasm for gaining the position of sales manager is even greater now that I have seen the possibilities. I believe that my managerial ability, coupled with the positive attitudes and talents of the present staff, could lead to an increase in overall sales.

I have already begun considering a number of ideas for improvements which I would try if hired. If you have any further questions, I will continue to be available for additional interviewing at your convenience.

Sincerely,

John Smith

Drugs and the Workplace Do Not Mix

One positive drug test could ruin your career hopes forever!

The cost of employee drug and alcohol abuse has increased dramatically over the past decade. Employers are taking a strong stand to provide a drug-free workplace. Applicant and employee drug testing, for example, are now standard practice in many workplaces. Many companies have established policies not to hire a person who tests positive on the use of drugs.

So what does all this mean to you as a job applicant? As time goes on, chances become greater and greater that you will be asked to take a drug test before you will be hired. Some employers include information about their drug policy on the application form. Others tell applicants in the first interview that drug testing is required. But don't count on getting a warning. Some employers make no mention of drug testing in advance.

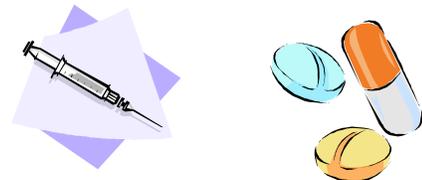
Drug testing should not be taken lightly. A positive test result, or answering "yes" to a question about drug use, may eliminate your chances for employment. Different companies have different policies. Some may allow retesting if a test result is positive, or be more lenient towards some who last used drugs over five years ago. But others will reject an applicant on the basis of one positive test.

Employers conduct drug screenings in various ways: by asking applicants about current and past drug use; by giving pencil-and-paper or polygraph (lie detector) tests; or by medical tests of urine, blood, or hair samples.

The most commonly used test is a urinalysis, which is laboratory testing of a urine sample. Retention time (the length of time any substance remains in the body and can be detected in the urine) varies with the drug and the individual.

Currently military policy is zero tolerance, meaning that all military personnel are subject to immediate discharge if a drug test has a confirmed positive result. Further, a Presidential Executive Order has authorized drug testing throughout the Federal Government.

Alcohol and other "social drugs" may impair a person's physical and mental capabilities. Don't let the use of these substances get in the way of your future success.



Career Voyages

Alcohol and drugs can destroy your work life. Substance abuse can lead to job loss and make it difficult to maintain a job. All drugs cause disorientation. The side effects of marijuana are memory loss and inability to concentrate. Cocaine users become anxious and paranoid. Alcohol causes irritability and depression, and reduces the ability to express oneself. Addicts often believe that alcohol or drugs make them feel more confident. But that feeling doesn't last. Addiction can lead to serious health problems or death if left untreated.



What Can I Do?

- * Do not use drugs!
- * If you have a substance abuse problem, **GET HELP!**
- * Ask if there is going to be drug screening and why.
- * Be sure that in having a drug test done, your rights to privacy and dignity are not invaded.
- * Report any prescription drugs or medications taken before testing.
- * Find out what type of laboratory testing is done to be sure fair and accurate procedures are in place.
- * Know the company's policy on retesting.
- * Ask for reasons for employment rejection.
- * Be aware that not wanting to take a drug test may be interpreted as fear of a positive test result.

My Personal Profile

DISCOVER YOUR INTERESTS

Explore Careers

You may want to think about the following:

- * Does the career match your interests and abilities?
- * Are you willing to put in the time for the required training or education?

List 5 jobs that you want to learn more about

Job	Education Needed

Interests My top 2 Interests Areas (Pg.)
1.
2.

Values Top 6 Work Values (Pg.)
1.
2.
3.
4.
5.
6.

Skills 3 Skills I need to Improve (Pg.)
1.
2.
3.

Learning Styles My top 3 Learning Styles (Pg.)
1.
2.
3.



Department of Education
American Samoa
Pago Pago, American Samoa